Compliance Management Policy

Section 1 - Audience

(1) This policy applies to all staff and all areas of the University including any entities it may control from time to time.

Section 2 - Executive Summary

(2) Effective compliance management processes supports the University's governance arrangements. It is provides a systematic, structured and timely approach to support the identification and management of compliance obligations.

(3) Timely compliance management contributes to and provides assurance to the University Council, Risk Committee and Vice-Chancellor that regulatory responsibilities are identified, monitored and managed appropriately, with consideration to Council's risk appetite and objectives.

Section 3 - Purpose

(4) This policy sets out the University's commitment to compliance management and outlines key roles and responsibilities. The process for identifying, disseminating, monitoring and reporting on compliance management is outlined in the Compliance Management Framework.

Section 4 - Principles

(5) Compliance management support the identification of regulatory risks and the mitigation of these risks. Effective compliance management processes supports the timely identification and management of the risk within a continuously evolving regulatory landscape and that these obligations are considered in decision-making and management practices.

(6) Sound compliance management is designed to identify potential events or activities that could affect the University, enable management of the risk within the defined risk appetite and provide reasonable assurance on the achievement of strategic objectives.

(7) This Policy and the Compliance Management Framework have been prepared based on the International Standard which has been adopted by Standards Australia AS ISO 19600:2015 (Compliance Management Systems – Guidelines).

Section 5 - Details

(8) The objective of the Compliance Management Framework is to provide the University Council, Risk Committee, Vice-Chancellor and Executive reasonable assurance that:

a. strategic and corporate objectives are supported by an efficient and effective compliance framework;
b. regulatory exposures are identified, assessed, effectively monitored and managed, with the effectiveness of controls maintained and improved, where necessary; and

c. there is an adequate level of compliance with policies, standards, procedures and applicable laws, regulations and licences.

(9) To assist the Council in discharging its responsibilities in relation to the management of compliance risk management, the Council has delegated the monitoring of compliance to the Risk Committee supported by other standing Committees of Council, as relevant. The responsibilities of the Committees are contained in the Committee Charters.

(10) The Vice-Chancellor is responsible for ensuring that the management of risk is established and provides leadership on the implementation of the Risk Management Framework in line with the Council's risk appetite. To support this approach, the Vice-Chancellor is responsible for maintaining the framework and controls to manage the University's compliance obligations and to report to the Council and Risk Committee on whether the risks are being managed effectively.

(11) Executive Committee provide advice to the Vice-Chancellor on matters of compliance management and provide leadership in portfolio areas.

(12) All staff support the management of compliance obligations and will be incorporated into academic, strategic and operational planning and review processes at all levels across the University. University leaders are responsible for the implementation of the Compliance Management Framework within their respective areas of responsibility.

(13) The Director, Assurance Services is responsible for facilitating the development, implementation, review and continuous improvement of the Compliance Management Framework which supports the understanding of compliance obligations under this policy.

Section 6 - Review Process

(14) The Director, Assurance Services is responsible for review of this policy at least annually.

(15) Amendments to this policy require the approval of the Nominations and Governance Committee and Council.

Status and Details

Status	Historic
Effective Date	22nd September 2017
Review Date	30th September 2018
Approval Authority	University Council
Approval Date	22nd September 2017
Expiry Date	15th December 2019
Responsible Executive	Alex Zelinsky Vice-Chancellor alex.zelinsky@newcastle.edu.au
Enquiries Contact	Daniel Bell General Counsel and Chief Governance Officer

Glossary Terms and Definitions

"Council" - The governing authority of the University established under section 8A of the University of Newcastle Act 1989.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Risk management" - The co-ordination of activities to optimise the management of potential opportunities and reduce the consequence or impact of adverse effects or events.

"Risk appetite" - An organisation’s approach to assess and eventually pursue, retain, take or turn away from risk.

"Law" - All applicable statutes, regulations, by-laws, ordinances or subordinate legislation in force from time to time anywhere in Australia, whether made by the Commonwealth, a State, a Territory or a local government and, where the context permits, includes the common law and equity.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

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