

## APPENDIX B - COMPLIANCE TERMINOLOGY AND DEFINITIONS

PROCESS STEP	DESCRIPTION	PURPOSE
<b>Establish compliance system</b>	<ul style="list-style-type: none"> <li>Understanding the University's objectives and defining the external and internal environment within which the University operates</li> </ul>	<ul style="list-style-type: none"> <li>Context is appropriately defined</li> <li>Understand factors influencing the ability to achieve objectives</li> <li>Determine boundaries within which the compliance management framework operates</li> <li>Define criteria to ensure regulatory risks are assessed in a consistent manner</li> </ul>
<b>Identify compliance obligations and risk</b>	<ul style="list-style-type: none"> <li>Understand and determine the nature of the compliance obligations and consequence(s) of non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>Provide an understanding of the inherent risk (level of exposure should controls fail) and any controls already in place or included in approved plans to prevent the event from occurring or limit the impact of possible consequences if it occurs</li> <li>Determine whether these controls are effective and adequate</li> </ul>
<b>Operations to control compliance</b>	<ul style="list-style-type: none"> <li>Options for identifying and modifying compliance obligations</li> <li>Assess the level of risk with controls and treatments in place</li> </ul>	<ul style="list-style-type: none"> <li>Identify treatments for risks to reduce the residual risk or improve the controls of the risk</li> <li>Provide an understanding of the residual risk (level of risk with controls and treatments in place)</li> <li>Identify priority order in which individual risks should be treated, monitored and reviewed</li> <li>Risk treatments need to be cost effective, practicable and commensurate with the level of the risk</li> </ul>
<b>Performance evaluation and reporting</b>	<ul style="list-style-type: none"> <li>Determining whether the compliance profile has changed and whether new risks have emerged</li> </ul>	<ul style="list-style-type: none"> <li>Provide currency of compliance information and identify emerging compliance obligations</li> <li>Provide feedback on control efficiency and effectiveness and identify non-compliance</li> <li>Provide a basis to reassess priorities and determine the required management actions and escalation requirements</li> <li>Capture lessons learnt from event failures, near misses and success</li> </ul>
<b>Manage non-compliance and improvement</b>	<ul style="list-style-type: none"> <li>Checking control effectiveness and progress of the treatment plan</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback on control efficiency and effectiveness and identify non-compliance</li> <li>Provide a basis to reassess priorities and determine the required</li> </ul>

*Uncontrolled if printed. Refer to the UON Policy Library website for current version.*

PROCESS STEP	DESCRIPTION	PURPOSE
		management actions and escalation requirements <ul style="list-style-type: none"><li>• Capture lessons learnt from event failures, near misses and success</li></ul>
<b>Leadership commitment</b>	<ul style="list-style-type: none"><li>• Involving stakeholders and information sharing throughout the compliance management process</li></ul>	<ul style="list-style-type: none"><li>• Staff involved throughout the risk process understand the basis for decisions and actions</li><li>• Opportunity to share lessons learnt</li></ul>