Compliance Policy

Section 1 - Summary

(1) The purpose of the Compliance Policy is to:

a. Demonstrate Victoria University's commitment to compliance;
b. Support and facilitate good governance, through a proactive approach to compliance management;
c. Develop and promote a culture that values compliance across the University; and
d. Enable continuous improvement in compliance, in order to effectively meet the needs of the University.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice-President, Planning and Registrar
Responsible Officer	Manager, Policy and Compliance Services

Key Decision-making powers under the Policy (if applicable)

(Delegated) Power	Role
na	

Section 3 - Scope

(2) This Policy applies across the University.

Section 4 - Definitions

(3) Compliance

(4) Compliance Culture

(5) Compliance Management Framework – A series of instruments, activities and processes undertaken by the University, that when combined are intended to achieve compliance, and enable an effective, co-ordinated approach to the management of compliance obligations, issues and risks.

(6) Compliance Obligations Register

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Section 5 - Policy Statement

Policy Commitment

(7) Victoria University is committed to compliance with all relevant laws (acts and regulations), standards, codes,and policies.

(8) As a public body involved in teaching, training, research, community and business engagement, the University is required to comply with numerous obligations relating to its key activities and stakeholders, and effectively integrate these into day-to-day operations. Compliance is fundamental to the University achieving its strategic, operational and business objectives, and good governance.

(9) In order to meet its obligations and objectives, and develop a proactive culture of valuing compliance, the University is committed to its Compliance Management Framework and reflects Australian Standard ISO19600:2105.

(10) This Policy is also consistent with the Appropriate Workplace Behaviour Policy, which upholds the University's commitment to the highest standards of excellence, integrity and ethical behaviour.

Policy Principles

(11) This Policy is based on the key principles within the Australian Standard ISO19600:2015.

Commitment

(12) Victoria University's commitment to effective compliance is demonstrated by:

a. Endorsement and active support by Council, Compliance Audit and Risk Committee and the Senior Leadership Team of the objectives of the Compliance Management Framework;
b. This Compliance Policy, which is aligned to the University's strategic and operational objectives and is endorsed by Council;
c. Allocation of appropriate resources across the University, to develop, implement and maintain the Compliance Management Framework;
d. Identification and assessment of compliance obligations using a risk management methodology; and
e. Development and maintenance of a University-wide Compliance Obligations Register.

Implementation

(13) The University adopts a risk-based approach to implement its Compliance Management Framework, and in doing so will ensure that:

a. Responsibility for compliance obligations is clearly articulated and assigned for all levels of staff, as it relates to their specific role and activities undertaken on behalf of the University;
b. Education and training needs are identified and addressed, in order to enable staff to fulfil their compliance obligations;
c. Behaviours that create and support compliance are encouraged and behaviours that compromise compliance are not tolerated; and
d. Controls are in place to manage identified compliance obligations and achieve desired behaviours.

Monitoring and Measuring

(14) The University will monitor, measure and report upon the performance of its Compliance Management

Framework, and demonstrate it through documentation and practice.

Continual Improvement

(15) The University's Compliance Management Framework will be reviewed on an ongoing basis in order to:

a. Ensure its continued adequacy and evaluate its effectiveness;
b. Identify and realise opportunities for continuous improvement.

Section 6 - Procedures

(16) Annual Declaration on Compliance / Notification of Material Change / FIT and Proper Person Procedure

Section 7 - Guidelines

(17) Nil

Status and Details

Status	Historic
Effective Date	1st August 2018
Review Date	1st August 2021
Approval Authority	Vice-Chancellor
Approval Date	12th July 2018
Expiry Date	25th September 2019
Accountable Officer	Trish Roberts Chief Financial Officer trish.roberts@vu.edu.au
Responsible Officer	Anne Siegers Chief Risk Officer anne.siegers@vu.edu.au
Enquiries Contact	Niluka Griffin Senior Compliance Officer +61 3 9919 4067

Glossary Terms and Definitions

"Compliance" - Adhering to the requirements of law (acts, regulations and other legislative instruments), standards, codes and policies, as well as principles of good governance and accepted community and ethical standards.

"Compliance Culture" - The values, ethics and beliefs that exist throughout the University, and interact with the University structures and control systems to produce behavioural norms that are conducive to compliance outcomes.

"Compliance Obligations Register" - The list of compliance requirements that have been identified by the University.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.