



BULLETIN 1: MARCH 2016

BULA AND WELCOME to our first Assurance and Compliance section bulletin.



Our bulletins aim to inform you about the work of our section. We will give you updates and other information which we hope will be of use to you.

This bulletin gives you a brief overview of our current work. We hope you find this informative.

Noel Lawlor
Director of Assurance and Compliance

RISK MANAGEMENT

We are developing a new approach to risk management. This follows a very extensive risk management review by an external consultancy.

We are now on a journey to develop our risk management processes against ISO31000 standards. We are taking a number of initial steps on this journey.

Firstly, we're putting together a new register of significant University risks. This will be used in reporting to the major University Committees.

Secondly, we've developed a whole series of guides and self-assessment materials for you. These are now on our

intranet site.

We'll also be doing presentations to staff to explain the new approach and its benefits.

Thirdly, we're drawing up revised risk management policies.

Please visit our intranet site for more details. Alternatively, please call Sheila Sachs on 323 2278 for more information or to arrange a meeting to talk about these developments.



THE COMPLIANCE SECTION PLAN

The Compliance Section has written its first Compliance Plan. It's a three-year plan. Its purpose is to look at compliance to procedures across the University.

The Plan will initially target the backlog of internal audits that need follow up. We'll focus on high risk recommendations. Compliance in specific areas of the University will be tested each year. We will however, look at financial procedures each year.

When we do the work, we'll agree a brief with you. We will explain what we require. We'll also communicate with your line SMT to make sure they are aware of what we are doing.

We will write a report at the end of our reviews. This will summarise our findings. You will be given a chance to give your responses to our findings.

Full details about the work of our section and the Plan are on our intranet site. Alternatively, please call Anshu Arishma on 323 2550 for more information.



THE INTERNAL AUDIT SERVICE

Internal Audit provides an independent and objective view on how the university manages its risks. It also assesses how robust our controls are.

The internal audit plan for 2016 is on our intranet site. Please check our intranet site to see which areas of operation are being audited this year.

WELCOME TO OUR NEW STAFF MEMBER



Anshu Arishma
Assurance and Compliance Officer

Anshu joined the USP in November 2015. She is responsible for following up on recommendations made by internal auditors. She also conducts other compliance reviews.

Anshu lives in Suva. She has worked as internal auditor at Carpenters Fiji Limited prior to joining university. She has a BCom and a PGDip from the USP.

OUR INTRANET SITE

The Assurance and Compliance intranet site contains resources to help you manage risk and assess particular operations. For more information or assistance, please contact us individually or drop an email to our generic email:

ac(at)usp.ac.fj.