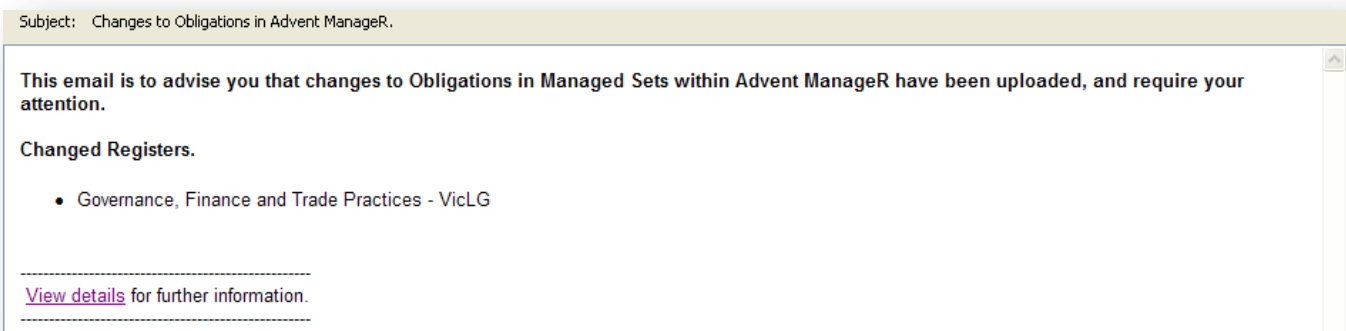


Update & Review Process for Subscribed Registers

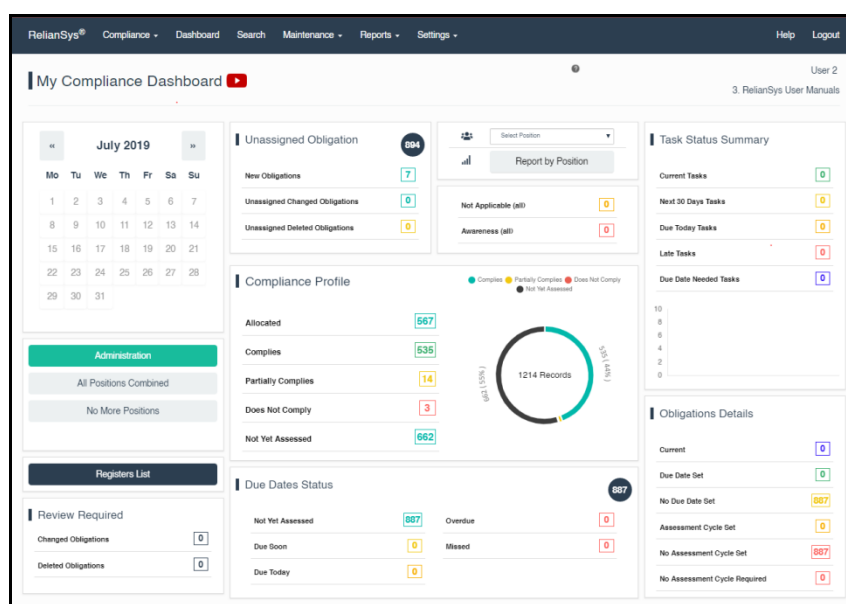
1. Notification of a Change

Users who have a Responsibility within RelianSys Governance Suite® will receive an automatic notification that there has been a change to the Register(s) in which their obligations are contained.



Where Responsibility for a register is shared by a number of people, all people with obligations in that register will receive notification of a change to any part of the register regardless of whether it is change to one of ‘their’ specific obligations within the Register.

2. Check your Dashboard



The **Obligation** will appear in the Obligations List screen. Note that the **background colour** of the obligation indicates whether the obligation is new, changed or deleted:

- **Pink** obligations are changed
- **Yellow** is for a new obligation
- **Green** is for a deleted obligation.

#	Register	Requirement	Obligation	Change Type	Updated Date	Responsible
4141	Local Government Act 1993 (NSW)	Local Government Act 1993 (NSW)	What is a council's charter? The charter contained in this Chapter comprises a set of principles that are to guide a council in the carrying out of its functions. A council may add other principles not inconsistent with those in the Chapter.	Changed	04 Feb 2013	Demo Account : Alberto Caceres D
8053	Local Government Act 1993 (NSW)	Local Government Act 1993 (NSW)	Variation by regulation of amounts of reductions The amount by which a rate or charge is to be reduced in accordance with this Division may be varied from time to time by the regulations.	New	04 Feb 2013	:
1585	SECTION N - EMPLOYMENT - Public	Workplace Relations Amendment (Transition to Forward with Fairness) Act 2008	5. POST-REFORM WORKPLACE AGREEMENTS - 5.29 Variation - prohibition on withdrawal <ul style="list-style-type: none">• An employer that has made a variation to a union collective agreement or union greenfields agreement must take reasonable steps to seek approval for the variation within a reasonable period after the variation was made.	Deleted	09 Sep 2009	User Training Jeff : User Training Jeff

3. Reviewing New and Changed Obligations

Click on the Obligation # on the left column. This will take you to the Compliance Registration screen, where you can work on the Obligation.

First, decide who it applies to if it is a 'New' Obligation. This is an Administrator's job. Once this has been done, enter a Comment and click 'Save'.

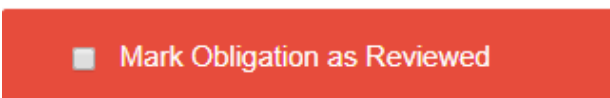
Next, a 'Sign Off Type' can be allocated. This is entirely optional, and only recommended if you want to flag the Obligation as '**Not Applicable**' or '**Awareness**'. If you apply either of these Types, **the Obligation will appear in your Registers, and will be retrieved on Searches, but will be excluded from reports.** Refer to [Resources & Downloads](#).

Alternatively, you might decide that you don't even want to see the Obligation if it has no relevance at all. You can use the 'Hide' function to do this if you are a Super user or Administrator - refer to the [Manual](#).

Now, review the impact of the Change, or the implications of the New requirement on your organisation. If it is Changed, you can cross check by:

- Retrieving the previous version of the Obligation, by clicking on the ‘View History’ button at the bottom of the screen;
- Reading any comments that have been provided that relate to that Change, in the ‘Current Comment’ field on the screen;
- Cross referring to any bulletins or explanatory material that has been provided to your organisation from the legal team who have done the updates.

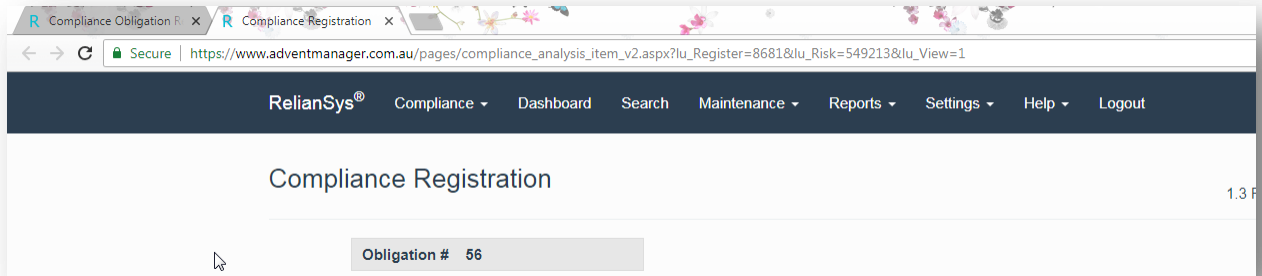
When you have checked the Obligation, click on the check box in the “Mark Obligation as Reviewed” area with the red border. This is located near the bottom of the screen, near the Comments area.



Enter a comment in the “Reason for Change and/or Comments” field. You can then save the changes by clicking the ‘Save’ button at the bottom of the screen. The “Mark Obligation as Reviewed” box with the red border will then disappear.

You have now completed the review of the New or Changed Obligation.

Close the window by clicking on the “Close Tab” cross in the “compliance_analysis_item_v2” label at the top of the screen.



You will then return to the Obligation you were working on in the Obligation Changed Report. Select the next Obligation in the list to continue the review process by repeating the steps described above.



If you click the “Refresh” button at the top of the screen you will notice some changes in this report. The Obligation will now have a grey background, maroon text and have the watermark ‘Compliance Change Reviewed’. This enables you to quickly scan which changes have been reviewed, and which haven’t.

320	Health and Human Services - Victoria	Public Health and Wellbeing Act 2008 (Vic)	<p>HEALTH ENFORCEMENT</p> <p>COMPLIANCE CHANGE REVIEWED</p> <p>Copy of warrant to be given to occupier</p> <p>If an occupier or apparent occupier is present at the premises when a search warrant is being executed, the authorised officer must:</p> <ul style="list-style-type: none"> Identify themselves to that person by producing their identity card for inspection, and give that person a copy of the execution copy of the warrant. 	Changed	30 Jan 2013	Legal Programs Coordinator : Philip Tang
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Updating the Compliance Status

When you complete the process described above, the system records that you have seen the changes in the system. It doesn’t record the current compliance status of the Obligation (Complies/Partially Complies/Does Not Comply). To do this, you need to go to the ‘Sign Off Obligation’ screen. This step ensures that you will keep your compliance profile up to date.

This process is described in the [‘FAQ – How to Sign Off an Obligation’](#).

4. Clearing DELETED Obligations from the System

These are Obligations for which the source legislation has been repealed or revoked which appear in **Subscribed Obligation Changes**. You can select that your report only contains these if you prefer, by selecting 'Change Type' = 'Deleted' instead of 'All' in the report selections area.

Click on the 'Remove Deleted Obligations' button. An alert appears to ask you to confirm that you really want to do this, and to remind you that deleted obligations cannot be restored or retrieved. There is no "UNDO" button. All 'Deleted' Obligations will be permanently removed from the system, allowing you to now concentrate on "New" and 'Changed' Obligations.

The screenshot shows a web browser window displaying the RelianSys interface. At the top, there is a navigation bar with 'RelianSys® Compliance Dashboard' and a 'Logout' button. A confirmation dialog box is open, asking 'Do you really want to delete these records permanently? This operation cannot be undone!' with 'OK' and 'Cancel' buttons. Below the dialog, the page title is 'Subscribed Obligation Change'. There are buttons for 'Show Advance Filters / Hide Advance Filters', a search dropdown set to 'Word', an 'Export' button, and a red 'Remove Deleted Obligations' button. The date is '20/09/2018 time:9:45 AM'. A table titled 'Subscribed Obligation Changes Report' shows 1577 results. The table has columns for '#', 'Register', 'Requirement', 'Obligation', 'Change Type', 'Updated Date', and 'Responsible'. One row is highlighted in green, showing a deleted obligation related to the Victorian Industry Participation Policy Act 2003.

#	Register	Requirement	Obligation	Change Type	Updated Date	Responsible
1887	VIC - LOCAL JOBS FIRST POLICY	Victorian Industry Participation Policy Act 2003 (Vic) ; VIPP Guidelines for Government Agencies (July 2009) ; ('Guidelines')	1. VICTORIAN INDUSTRY PARTICIPATION POLICY 1.1 Application of the VIPP <ul style="list-style-type: none"> The VIPP applies to all contracting arrangements for projects above the VIPP threshold. The VIPP applies when the Victorian Government's funding or the provision of a grant exceeds \$3 million in metropolitan Melbourne and \$1 million in regional 	Deleted	03 Sep 2018	