## Appendix 2: Internal Non-Compliance Report

|  |  |  |  |  |  |
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| **Organisational Unit Information:** | | | | | |
| **1. Name of person reporting the breach or potential breach:** | | | | | |
| **2. Position title of person reporting breach/potential:** | | | | | |
| **3. Work unit impacted by the breach or potential breach:** *(If all Division, select Division name from list)* | | | Choose an item. | | |
| **4. Responsible Officer Name / Position Title:** | | | | | |
| **Details of Non-Compliance:** | | | | | |
| **5. When did the non-compliance occur *(if known):*** | | | Click here to enter a date. | | |
| **6. When did you first become aware of the non-compliance or potential for non-compliance:** | | | Click here to enter a date. | | |
| **7. Compliance Area:** | | | Choose an item. | | |
| **8. To which Legislation does the non-compliance relate:** | | | Section/ Reference: | | |
| **9. Brief description of non-compliance:** | | | | | |
| **Risk Assessment:** | | | | | |
| Use the risk matrix below to calculate the risk rating based on consequence and likelihood: | | | | | |
| **10. Actual/Potential Consequence**:  Choose an item. | | | | **11. Likelihood:** Choose an item. | |
| **12. Risk Rating of Non Compliance:** | Choose an item. | | | | |
| If Risk Rating is **Medium** or **High**, a corrective action plan must be developed and submitted with this internal non-compliance report (refer [Compliance Framework](https://www.jcu.edu.au/policy/procedures/corporate-governance-procedures/compliance-framework) Sec. 4.2). Enter in Riskware. | | | | | |
| **13. Corrective/Preventive Action(s)** | | **By Who** | | | **By When** |
|  | |  | | | Click here to enter a date. |
|  | |  | | | Click here to enter a date. |
|  | |  | | | Click here to enter a date. |
| **14. Notification Requirements:** | | | | | |
| Responsible Officer / Risk Champion | Choose an item. | | | Date: Click here to enter a date. | |
| Chief of Staff | Choose an item. | | | Date: Click here to enter a date. | |
| Deputy Vice Chancellor (High risk) | Choose an item. | | | Date: Click here to enter a date. | |