<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Risk Management, Governance and Regulatory Compliance</th>
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<tbody>
<tr>
<td>TSC</td>
<td>Risk and Compliance Reporting</td>
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<tr>
<td>TSC Description</td>
<td>Develop regulatory documents required to meet regulatory reporting requirements and obligations</td>
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<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<td></td>
<td>FSE-AUD-2018-1.1</td>
<td>FSE-AUD-3018-1.1</td>
<td>FSE-AUD-4018-1.1</td>
<td>FSE-AUD-5018-1.1</td>
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<tr>
<td>Gather and compile information into standard reporting templates for routine internal reporting activities</td>
<td>Identify, gather and organise information and data needed according to reporting requirements and prepare initial drafts for regulatory submissions</td>
<td>Oversee collation of information and development of reporting deliverables required for regulatory submissions and ensure alignment to requirements and standards</td>
<td>Drive accurate reporting of risk and compliance matters and regulators, and translate and communicate updates on risk and compliance reports to internal and external stakeholders</td>
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### Knowledge
- Risk and compliance reporting templates
- Report writing techniques
- Business reporting requirements
- Documentation systems
- Regulatory reporting requirements
- Different types of reporting and relevant formats
- Regulatory reporting procedures
- Reporting escalation process
- Sources of information and data required for reporting
- Reporting timelines
- Regulatory reporting requirements and standards
- Regulatory reporting framework
- Risk and Compliance principles
- Risk and compliance reporting systems
- Risk and compliance frameworks
- Regulatory reporting requirements and standards
- Financial and organisational factors relating to risks and compliance
- Organisational compliance strategies
- Approaches for defining Key Performance Indicators (KPIs)

### Abilities
- Coordinate and accept submission of regular internal risk and compliance reports from business line
- Collect and enter data into standard reporting templates
- Submit routine reports to relevant stakeholders for review
- Input standard reports into documentation
- Collect and document data and evidence required based on regulatory reporting frameworks and compliance standards
- Verify completeness of information collected according to regulatory reporting requirements
- Organise information and data into defined structures
- Determine types of information required based on reporting objectives
- Identify regulatory reporting needs and timelines for submissions
- Determine operational plans and reporting system requirements to ensure adherence to reporting timelines
- Develop regulatory reporting frameworks aligned to organisational processes and structures
- Ensure changes in regulations and/or reporting requirements are captured within organisational reporting frameworks
- Define KPIs for risk and compliance reporting
<table>
<thead>
<tr>
<th>Systems for Regularly Internal Reporting</th>
<th>Organise and Maintain Documentation System to Allow for Ease of Information Retrieval</th>
<th>Templates and/or Meaningful Categories</th>
<th>Draft Regulatory Documentation for Review by Senior Team Members</th>
<th>Identify and Suggest Improvements to Improve Risk and Compliance Reporting Process</th>
<th>Guide Preparation of Reports on Risks and Compliance</th>
<th>Highlight Areas of Concern, Changes, Emerging Threats and Opportunities</th>
<th>Review Prepared Reports for Accuracy and Validity According to Reporting Frameworks</th>
<th>Manage Continuous Improvement Activities for Reporting Processes and Reporting Systems</th>
<th>Conduct Periodic Reviews for Accuracy of Reports for Submission or Communication to Senior Stakeholders and Regulators</th>
<th>Present and Communicate Information Captured within Risks and Compliance Regulatory Reports</th>
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