

# WesternERM

## Issues and Actions Tracking

### User Guide for Staff

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# WesternERM is used for:

- **Issues and Actions management**
- **Risk Management**
- **Annual Financial Controls Certification**
- **Conflict of Interest Declaration**
- **Compliance Management**
- **University's Gift and Benefit Register**

# Benefits of WesternERM:

- **Automated and integrated system**
- **Data capture, workflow and analysis**
- **Provides management real time oversight of their risks and issues**
- **Power business intelligence and dashboard reporting**

You will receive the below email notification when an **'Issue'** has been assigned to you.

Similarly, an Action Owner will be notified when an **'Action'** has been assigned to them.

An issue has been assigned to you



WesternERM <protecht\_admin@westernsydney.edu.au>  
To Beth Pellow



1:09 PM

Dear Beth Pellow,

The following Issue has been assigned to you.

Title: Compliance issue for expense management via TEM

Rating: Moderate

Due Date: 08/12/2021

Please select the button below to review the issue.

[Go To The Record](#)

Please review the status of actions taken for this issue on a monthly basis to ensure the issue can be closed once all the actions have been completed.

An automated reminder will be generated 30 days and 7 days prior to the due date.

Thank you.

Attn: an action has been assigned to you.



WesternERM <protecht\_admin@westernsydney.edu.au>  
To Beth Pellow



2:09 PM

Dear Beth Pellow,

The below action has been assigned to you

Action Description: The Business Unit will instruct staff with financial delegation to review and raise their awareness of University policies.


Please click on the button below to update your action:

[Go To The Record](#)


Click the link provided in the email and it will take you to the **Issue** that requires your attention.  
Review all fields within the 'Issues - Identification' section.

Actions > Issues > 1000770

← **Entry 1000770** OPEN Assign

 Reports History Calculate   Cancel ✓ Saved

Details

Issues - Identification 

Issue Title \*

Compliance issue for expense management via TEMS.

Source of Issue \*

Internal Audit

Issue Description \*

50 transactions for the total amount of \$3000 did not have business purpose description to indicate what the transactions were for.

Name of Report/Project \*

Review of TEMS transactions

Issue Ref in the Report/Project \*

3.1

Issue Owner \*

Beth Pellow

Business Unit or School

+ Add item

No Items

Date Report Issued \*

08/11/2021

Issue Due Date \*

08/12/2021

Original Value: 08/12/2021

Days Overdue from Original Due Date

0

Days Overdue from Revised Due Date

0

Causes

+ Add item


No Items

Risks \*

+ Add item

Non-compliance with the University policies may increase the risk of errors and fraud.

Attachments

Drop files here to upload or select.  Add local link  
(Maximum file size is 10 MB)

Scroll down the page and review the 'Issues - Evaluation' section.

Actions > Issues > 1000770



Entry 1000770

OPEN

Assign



Reports

History

Calculate

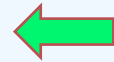


Cancel

✓ Saved

Details

Issues - Evaluation



Issue Rating \*

	5	10	15	20	25
	4	8	12	16	20
Impact	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Likelihood: 3 - Possible

Impact: 2 - Minor

Rating:  Moderate


Total Score: 6

Impact/Consequences \*

Increased risk of errors and fraud.


**If you are accountable for taking the actions**, please provide an update on the Agreed Management Actions, by clicking on the actions visible in the 'Issues - Treatment' section.




**If you are not the action owner**, please review the action status as updated by the respective owner. Please note that Action Owners are also notified automatically by the [WesternERM](#) system to update their actions as this fall due. If the Action Owners have not provided their status update, please follow up with them.

Issues - Treatment 

Agreed Management Actions \*


Search  X ID

[Add](#) [+ Create New](#) [View](#) 

ID	Status	Business ...	Action Title	Action O...	Action De...	Issue Ow...	Due Date	Original ...	Overdue (...)	Days Ove...	Days Ove...	Attachme...	Action
1001109	Open	Audit and...	Staff awa...	Beth Pell...	The Busin...	Beth Pell...	08/12/2021	08/12/2021	<input type="checkbox"/>	0	0	  	<a href="#">Edit</a>

Displaying 1 - 1 / 1

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**ACTION OWNERS** – Please provide progress update for the actions taken in the Progress Update field below and attach evidence where the issue is rated ‘Moderate’ and above.

Next” enter the ‘Action Close Date’.

If the Action has been appropriately completed, please click the ‘Close’ button.

Agreed Management Actions - 1001109

OPEN Close Share Reports Copy Calculate History

CORE ID 1001109 Business Unit Audit and Risk - U53OBA Last Modified by SYSTEM on 09/12/2021 01:00:06 am Created by Beth Pellow on 08/12/2021 01:05:58 pm

**Action Details**

Action Title: Staff awareness and training  
Action Owner: Beth Pellow

Action Description: The Business Unit will instruct staff with financial delegation to review and raise their awareness of University policies.

Issue Owner(s): Beth Pellow  
Due Date \*: 08/12/2021 (Original Value: 08/12/2021)

Days Overdue from Original Due Date: 0  
Days Overdue from Revised Date: 0

Progress Update: Enter details for actions taken to date  
Show all

Attachments: Drop files here to upload or select. (Maximum file size is 10 MB)

Linked To: Application Entry: Actions - [Issues] Entry with id: 1000770

Action Close Date (Historical)

Cancel Save & Close

The **Issue Owner** will be advised that the Action is closed and will receive a notification email.

Action 1001109 has been closed



WesternERM <protecht\_admin@westernsydney.edu.au>

To  Beth Pellow

Dear Beth Pellow,

Please be advised that Action - Staff awareness and training has been closed now.

Please click the button below to view this Action

[Go To The Record](#)

Thank you.  
Beth Pellow



Thank You



**If you require any assistance or additional training to use WesternERM, please contact the Office of Audit & Risk Assessment via [ARA@westernsydney.edu.au](mailto:ARA@westernsydney.edu.au)**

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