

Fraud and Corruption Management Procedure



1 Purpose

To set out the processes by which the University will work to sustain an organisational culture resistant to Fraud and Corruption.

2 Scope

This procedure applies to University Members.

3 Procedure Overview

This procedure sets out the key responsibilities and contact points related to the implementation of processes designed to resist Fraud and Corruption.

4 Procedures

The Responsible Officer for the Policy, will establish a Fraud and Corruption control framework for the University in accordance with the principles contained in the Fraud and Corruption Management Policy. This may involve the coordinated development of a Fraud and Corruption control plan and additional policy and procedure considered necessary.

The Manager (Risk and Compliance) can assist management to assess Fraud and Corruption risk in the discrete functions and operations across the organisation to assist the Responsible Officer for the Policy to prepare a report that establishes the University's exposure to internal and external threats at least every three years.

Managers and supervisors are responsible for daily operation and maintaining reasonable internal control over processes within their area of responsibility and should report any material concern about Fraud control to the Responsible Officer for this Policy.

The design and operation of the internal control environment should be periodically reviewed independently of the management of discrete functions and operations responsible for establishing the internal control.

University Members are encouraged to report deficits of internal control or matters involving suspected Fraud or Corruption:

Internal control deficit	Director (Assurance Services)
Fraud or Corruption matter	Director (Integrity and Professional Conduct)

Public Interest Disclosure	Director (Integrity and Professional Conduct) Vice-Chancellor University Council Member Director (Assurance Services)
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Having regard to external reporting obligations, the Vice-Chancellor has delegated the relevant powers and authority to assess whether matters about University Members meet the criteria for:

Corrupt Conduct	Director (Integrity and Professional Conduct)
Public Interest Disclosure Coordinator	Director (Integrity and Professional Conduct)
Law enforcement	Chief People Officer Director (Integrity and Professional Conduct)
Notify material loss	Chief Financial Officer

5 References

Crime and Corruption Commission Queensland (2018). *Fraud and Corruption Control: Best Practice Guide*. Crime and Corruption Commission (Queensland).

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Enterprise Services)
Responsible Officer	Deputy Vice-Chancellor (Enterprise Services)
Policy Type	University Procedure
Policy Suite	Fraud and Corruption Management Policy
Subordinate Schedules	
Approved Date	13/3/2020
Effective Date	13/3/2020
Review Date	13/3/2023

Relevant Legislation	<p><u>Crime and Corruption Act 2001</u></p> <p><u>Crime and Misconduct Commission - Fraud and corruption control: Guidelines for best practice</u></p> <p><u>Financial Accountability Act 2009</u></p> <p><u>Financial and Performance Management Standard 2019</u></p> <p><u>Information Privacy Act 2009</u></p> <p><u>Public Sector Ethics Act 1994</u></p> <p><u>Right to Information Act 2009</u></p> <p><u>Public Interest Disclosure Act 2010</u></p> <p><u>Standard AS8001-2008: Fraud and Corruption Control</u></p> <p><u>USQ Enterprise Agreement</u></p>
Related Policies	<p><u>Code of Conduct Policy</u></p> <p><u>Privacy Policy</u></p> <p><u>Public Interest Disclosure Policy</u></p> <p><u>Risk Management Policy and Procedure</u></p>
Related Procedures	<p><u>Disciplinary Action for Misconduct or Serious Misconduct Procedure</u></p>
Related forms, publications and websites	<p><u>Finance and Business Solutions Policies and Procedures</u></p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p><u>Fraud</u></p> <p>Fraud is conventionally characterised by deliberate deception to facilitate or conceal the misappropriation of assets, tangible or intangible. Matters will be assessed against the Criminal Code Act 1899.</p> <p><u>Corruption</u></p> <p>See Schedule 2 of the Crime and Corruption Act 2001.</p> <p><u>Fraud Investigation</u></p>

	<p>A Fraud Investigation is a search or collation of evidence connecting or tending to connect a person with conduct that infringes criminal law or the policies of the University.</p> <p>Public Interest Disclosure</p> <p>A public interest disclosure is a disclosure under Chapter 2 of the Public Interest Disclosure Act 2010 and includes all information and help given by the discloser to a Proper Authority for the disclosure.</p>
	<p>Definitions that relate to this procedure only</p>
	<p>Other Definitions</p> <p>Readers should also refer to the University Code of Conduct and the Enterprise Bargaining Agreement as an additional glossary resource.</p>
Keywords	Fraud, Corruption
Record No	19/1273PL