

Monash University Procedure

Procedure Title	Fiscal Misconduct Procedures
Parent Policy	Fiscal Misconduct Policy
Date Effective	04-October-2007
Review Date	30-June-2010
Procedure Owner	Director, Internal Audit
Category	Operational
Version Number	1.0
Content Enquiries	auditenquiry@adm.monash.edu
Scope	Staff at Victorian based campuses
Purpose	To explain Monash University's underlying approach to acts of fiscal misconduct and to outline the roles and responsibilities of the University community for the ongoing management of fiscal misconduct.
PROCEDURE STATEMENT	

Reporting Fiscal Misconduct

Action by University staff

Report any occurrences of fiscal misconduct directly to their Head of Department and make all available information known.

Reports may also be made directly to the Director, Internal Audit.

All reports lodged with the Director, Internal Audit will be treated on a confidential basis.

Responsibility

All Staff

Investigation and Reporting

1. Action by Head of Department
 - 1.1. Make initial inquiries.
 - 1.2. Inform the Dean, Divisional Director or appropriate senior management.
 - 1.3. Liaise with the Director, Internal Audit on what further action is to be taken.
 - 1.4. In all instances, review the procedures, systems and controls relevant to the matter reported. Advise the Director, Internal Audit of findings and action taken to correct any deficiencies.

Responsibility

Head of Department

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2. Action by Director, Internal Audit

- 2.1. Determine what further investigation is required to ascertain the extent of fiscal misconduct, based on the documentation from the Head.
- 2.2. Provide a report of the findings, together with recommendations to the Vice-Chancellor & President, Vice-President (Administration) and the Head of Department.
- 2.3. At all times, keep the Vice-Chancellor & President informed of all instances of fiscal misconduct and any action taken.
- 2.4. Liaise with the police and attend court hearings, where necessary.
- 2.5. Maintain all records of reports of fiscal misconduct and the investigation.

Responsibility

Director, Internal Audit

3. Action by Vice-President (Administration)

- 3.1. Consult with the Head of Department or appropriate senior management of the area under investigation.
- 3.2. Approve any action to be taken either, internally or externally, in accordance with the relevant workplace agreements.
- 3.3. Consult and advise the Director, Internal Audit of the outcome.

Responsibility

Vice-President (Administration)

Insurance

1. Action by Manager, Risk & Insurance

- 1.1. Prepare all advices/returns required by regulatory authorities.
- 1.2. Provide details to the Director, Internal Audit for reporting to the Audit and Risk Committee of Council.
- 1.3. Make all insurance claims for recovery of losses.

Responsibility

Manager, Risk and Insurance

Responsibility for implementation	Vice-Chancellor & President Managers at all levels
Status	Revised
Approval Body	Name: Strategy and Resources Committee Meeting: 8/2007 Date: 04-October-2007 Agenda item: 9.3

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Definitions	<p>Fiscal misconduct: Includes, but is not limited to, theft, fraud, embezzlement, violation of university policies relating to employment, finance, equipment and other assets or any action in relation to those matters likely to bring the university into disrepute.</p> <p>University community: Comprises of staff members, members of the University Council, consultants, students and clients of the university.</p> <p>Internal control: The mechanism instituted to prevent and detect instances of fiscal misconduct.</p>
Legislation Mandating Compliance	
Related Policies	
Related Documents	<p>Monash University Enterprise Agreement (Academic and General Staff) 2005</p> <p>Staff member's Australian Workplace Agreement</p>