

Purpose and Scope

This procedure describes the process, roles and responsibilities at Murdoch University for addressing suspected or actual incidents of fraud or corruption.

This procedure applies to all areas and activities of the University, including University controlled entities, Senate, Senate Committees, employees, students, contractors and people undertaking University business or operational activities.

This procedure should be read in conjunction with the Fraud and Corruption Policy of the University.

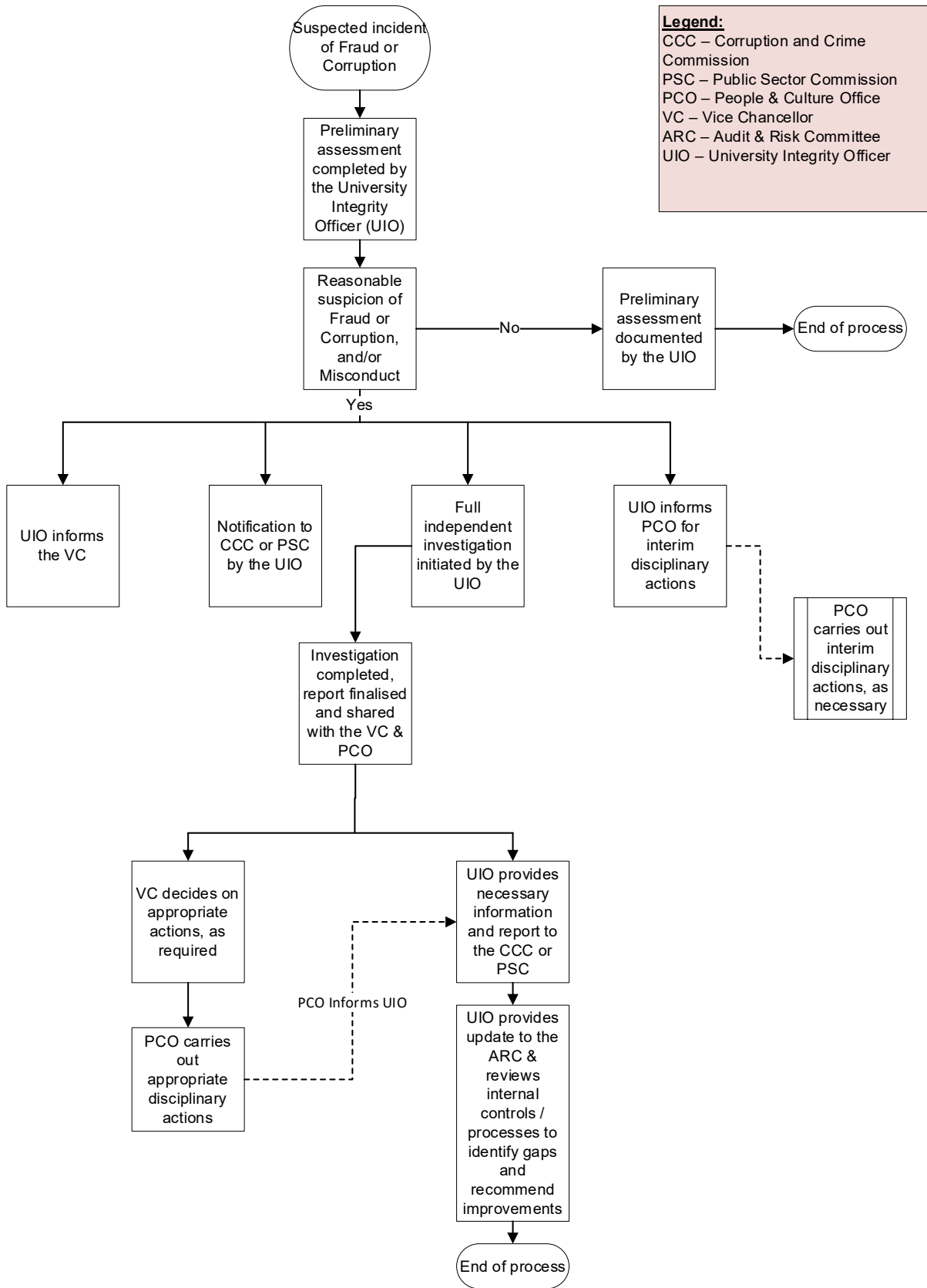
Overarching Policy

[Fraud and Corruption Policy.](#)

Procedure

1. The following terms are defined in the Fraud and Corruption Policy.
 - Fraud
 - Corruption
 - Serious Misconduct and Minor misconduct under the [Corruption, Crime and Misconduct Act 2003 \(WA\)](#)
 - Employee
 - Senior Management
 - University Integrity Officer
2. The process for investigation, reporting and appropriate actions in relation to fraud and corruption is outlined in the flow chart below:

Fraud and Corruption Investigation Process



Responsibilities

Role	Responsibility
Senate	<ul style="list-style-type: none"> • Approves the University's Fraud and Corruption Policy. • Oversees the fraud and corruption control framework through its Audit and Risk Committee (ARC). • Ensures the University has appropriate controls, processes and systems in place to prevent, detect and manage fraud and corruption.
Audit and Risk Committee	<ul style="list-style-type: none"> • Oversees the University's fraud and corruption control framework including its appropriateness. • Receives notification of any action taken under the fraud and corruption control framework and ensures all significant losses are properly investigated and referred to as appropriate. • Reviews the University's Fraud and Corruption Policy and forwards to Senate for approval.
Vice Chancellor	<ul style="list-style-type: none"> • Ensures that appropriate controls, processes and systems are in place at the University for the prevention and detection of fraud and corruption. • Ensures compliance with all notification and reporting obligations under the Corruption, Crime and Misconduct Act 2003 (WA) (CCM Act). • Determines further actions including: <ul style="list-style-type: none"> • Recovery of any misappropriated funds or assets. • Legal proceedings. • Reporting to law enforcement authorities. • Reporting to any other regulatory body, as required. <p>In relation to any misconduct matter related to the Vice Chancellor, the Chancellor will be responsible for the above matters.</p>
Director of Audit, Risk and Compliance Management	<ul style="list-style-type: none"> • Develops, reviews and updates the University's Fraud and Corruption Policy and Procedure. • Provides advice and guidance on fraud and corruption related matters, and fraud risk assessments. • Performs preliminary assessments of any suspected or actual incidents of fraud and corruption. • Undertakes or causes to undertake formal investigations of any suspected or actual incidents of fraud and corruption.

	<ul style="list-style-type: none"> • Assesses whether there is reasonable suspicion of minor or serious misconduct and notifies the Corruption and Crime Commission (CCC) or Public Sector Commission (PSC) as required by the CCM Act, providing relevant information as necessary. • Ensures that: <ul style="list-style-type: none"> • Internal audit function identifies gaps in internal controls and processes and provide recommendation for improvements. • Internal audits are planned and conducted in accordance with the fraud detection, deterrence and response provisions of The Professional Practices Framework of the Institute of Internal Auditors. • Provides necessary updates to the Audit and Risk Committee. <p>In the case of any suspected fraud or corruption in the Audit, Risk and Compliance Management Office, the Vice Chancellor shall appoint an independent party to investigate.</p>
People and Culture Office	<ul style="list-style-type: none"> • Ensures that appropriate disciplinary actions are taken against relevant employees of the University in relation to fraud and corruption. • Provides necessary information to the Integrity Officer to enable the University to discharge its reporting obligations under the CCM Act. • Ensures that an effective system is in place to provide regular online training for employees on fraud and corruption awareness, encompassing relevant policies, procedures, and processes, as well as monitoring the completion of such training.
Senior Management	<ul style="list-style-type: none"> • Demonstrates a high-level commitment to the prevention of fraud and corruption and promotes employees awareness. • Reviews and updates fraud risk assessments and ensures that there are adequate internal controls in place within their areas of responsibility. • Reports, within a reasonable time, any incidents of suspected or actual fraud and corruption to the University's Integrity Officer. • Ensures that recommendations relating to fraud and corruption outlined in internal and external audit reports and any other reviews are implemented within the agreed timeframe.

	<ul style="list-style-type: none"> Provides necessary information and cooperation in any assessment or investigation related to fraud and corruption.
Employees	<ul style="list-style-type: none"> Reports within a reasonable time, any incidents of suspected or actual fraud or corruption that they become aware of to the University's Integrity Officer. Maintains confidentiality of all information, including identities of those involved unless disclosure is required by law or necessary for reporting to the University Integrity Officer for investigation purposes. Provides evidence, attends hearings and cooperates in any fraud or corruption related enquiries. Actively complies, and encourages compliance with all internal controls, policies, plans and procedures of the University related to fraud and corruption.
External Parties	<ul style="list-style-type: none"> All external parties who become aware of any suspected or actual fraud or corruption within the University are requested to notify the University's Integrity Officer with relevant information.

Governance

Approval Authority	Senior Leadership Team
Owner	Vice Chancellor
Legislation mandating compliance	Corruption Crime and Misconduct Act 2003 (WA) Public Interest Disclosure Act 2003
Category	Management
Related University Legislation and Policy Documents	Fraud and Corruption Policy Fraud and Corruption Control Plan Conflict of Interest Policy Conflict of Interest Procedure Public Interest Disclosure Policy Public Interest Disclosure Procedure Staff Code of Conduct Communication with the Public Sector Commission and Corruption and Crime Commission Procedure Research Integrity Policy Research Integrity Procedure
Date effective	10/03/2026
Review date	10/03/2029

Approval History

Approved/Amended	Date Approved	Resolution No.
Approved by Senate	10/03/2026	S/05/2026(ii)
Amendments Approved by SLT	03/03/2026	
Noted and amendments requested by ARC	16/02/2026	ARC/02/2026 (ii)
Approved by SLT	27/01/2026	