

## 5.0 INTERNAL CONTROL POLICY

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Contact Officer	Manager, Governance
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Related Policies	2.0 Quality Policy, 4.0 Risk Management Policy, 5.1 Security Policy, 5.2 Fraud Control Policy, 5.3 Finance and Asset Management Policy
Relevant Legislation	



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### PURPOSE

The Internal Control Policy provides an outline for an approach to management and control of fraud and corruption against and by the University, staff, students, and other entities with which the University has dealings. In this way, the Policy provides a general management framework for University planning and operations.

### POLICY

Charles Darwin University will undertake its activities in a manner that ensures:

- resources are adequately safeguarded, and efficiently and effectively utilised;
- risks are identified and realistically managed;
- fraudulent or dishonest behaviour is identified and acted on;
- systems produce reliable information for internal and external use and results are fairly disclosed; and
- compliance with applicable legislation, regulations, policies and prevailing community standards of best practice.

### IMPLEMENTATION

This policy will be implemented in a way that ensures:

- Charles Darwin University processes:
  - are in accordance with relevant legislation, regulations and policies and national and international standards;
  - take account of regulations that are applicable to Charles Darwin University's processes and services;
  - take account of the current Australian standard for Risk Management AS/NZS 4360; and
  - take into account Charles Darwin University's Audit and Risk Committee Terms of Reference;
- compliance with the University Quality Policy;
- compliance with related security, finance and asset management, risk management and fraud policies;
- training is adequate to ensure management and staff understand and implement this policy; and
- there is provision of necessary resources.

### COMMITMENT

Charles Darwin University is committed to:

- ensuring that effective internal controls are in place and operating for the planning and use of resources to undertake its educational, research and development, service provision and financial and asset management activities, and
- achieving effective internal controls and demonstrating the achievement of those controls through a monitoring, audit and reporting program.

### GENERAL RESPONSIBILITIES AND AUTHORITIES

- All staff members are responsible for undertaking their duties in accordance with this policy.

- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

## **SPECIFIC RESPONSIBILITIES AND AUTHORITIES**

- The Executive Director, Corporate Services, is responsible for ensuring that adequate internal controls are in place in administrative areas in the University, and in particular in Finance and Asset Services, Student Services and Staff Services.
- The Dean of a Faculty / Director, VET is responsible for ensuring the Internal Control Policy is implemented in that faculty, and for monitoring its observance. The Deputy Vice Chancellor, Research, is responsible for ensuring the Internal Control Policy is implemented within the Institute of Advanced Studies, and for monitoring its observance in the Institute.
- Heads of areas (schools, industry cluster, divisions and other organisational units) are responsible for ensuring compliance with the Internal Control Policy in local-level activities.

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Professor Helen Garnett  
Vice-Chancellor

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Date

## Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	CDU Policy
1.01	24 October 2007	Vice-Chancellor	Inclusion of new position titles throughout the document which reflect the new VET structure EG: Director VET, NT Industry Clusters.