

Dimboola Memorial Secondary College

FRAUD AND CORRUPTION POLICY



Rationale:

To ensure that fraud of any nature is reported, regardless of materiality or parties involved, in accordance with the procedures of the Department's Fraud and Corruption Control Framework.

Aims:

Fraud

Fraud is dishonest activity causing actual or potential financial loss to the Department (including thefts of moneys or other property) and where deception is used at the time, immediately before or immediately following the activity. This includes deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use a normal business purpose or the improper use of information or position for personal financial benefit.

Theft of property (including money or Department funds) that belongs to Department, but where deception is not used is also considered 'fraud'.

Fraud can be perpetrated against the Department by:

- A Department employee (internal fraud)
- An agency or external individual (external fraud)
- A contractor or service provider (external fraud)
- Any combination of the above, acting in collusion or otherwise.

Corrupt conduct

corrupt conduct includes:

- Conduct of any person (whether or not a public officer) that adversely affects the honest performance of a public officer's or public body's functions
- The performance of a public officer's functions dishonestly or with inappropriate partiality
- Conduct of a public officer, a former public officer or a public body that amounts to a breach of public trust
- Conduct of a public officer, a former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions
- A conspiracy or attempt to engage in conduct referred in the above four points.
- Corrupt conduct also includes bribery.

Implementation:

Reporting fraud or corruption

Any employee who has knowledge of a fraud or corruption incident, or has reason to suspect that a fraud has occurred, has an obligation to immediately report the matter to the:

Principal; or General Manager, Portfolio Governance and Improvement Division (PGID) on (03) 9637-3158 or email: fraud.control@edumail.vic.gov.au; or Protected Disclosure Coordinator on (03) 9637-3535 or email: twisse.colin.c@edumail.vic.gov.au) via the Whistle-blower arrangements.

Important: Whoever receives the initial report (either at the school or central office) must then refer the report to the General Manager, PGID, to make the determination as to the action to be taken.

Related legislation

Financial Management Act 1994

Standing Directions of the Minister for Finance under Financial Management Act

Whistleblowers Protection Act 2001

Evaluation: This policy was last ratified by School Council in....

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