

# Fraud and Theft Policy

## Purpose

Schools must report fraud of any nature, regardless of materiality or parties involved, in accordance with the procedures of the DEECD's Fraud and Corruption Control Framework.

## Aim

- To ensure that the College reports all instances of actual or suspected fraud.

## Definitions

### 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 for normal business purpose or the improper use of information or position for personal financial benefit.

### Theft

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

Fraud can be perpetrated against the Department by:

- a DEECD 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 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 to in the above four points.
- Corrupt conduct also includes bribery.

## Implementation

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 Director, Audit and Risk Branch on (03) 9631-3650 or email: [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au); or Protected Disclosure Coordinator on (03) 9637-3535 or email: [caris.gordon.m@edumail.vic.gov.au](mailto:caris.gordon.m@edumail.vic.gov.au)) via the Whistleblower arrangements.

**Important:** *Whoever receives the initial report (either at the school or central office) must then refer the report to the Director, Audit and Risk Branch, to make the determination as to the action to be taken.*

**Evaluation:** This policy is required to be formally minuted and reviewed by College Council annually

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*