



WATTLE PARK PRIMARY SCHOOL

FRAUD & CORRUPTION POLICY

Rationale

- DET and related statutory authorities have a **zero tolerance** approach to fraudulent and corrupt conduct. It is a mandatory requirement under the *Standing Directions of the Minister for Finance under the Financial Management Act 1994*, that all cases of suspected or actual theft, wilful damage, arson, irregularity or fraud or corruption in connection with receipt or disposal of money or property of any kind, be reported to the relevant authorities and action taken.

Aims

- To minimise, with the intention to eliminate, theft, losses, corruption and fraud. To report all instances of theft, loss, corruption or fraud appropriately.

Implementation

- All assets will be managed at our school utilising the detailed records contained within the assets register; with clear identified markings that indicate that they belong to the school.
- All finances will be managed consistent with the Department of Education requirements.
- Our school will ensure that it has proper internal control mechanisms in place that eliminate or minimise opportunities for theft, losses, corruption and fraud.
- Any significant losses involving theft, wilful damage, arson, irregularity, fraud or corruption will be reported immediately to the police.
 - The School Council President will be informed, and the principal will notify the Executive Director, Integrity and Assurance Division. (03) 9631 3650 or email: kaplan.jonathan.e@edumail.vic.gov.au
- Reporting/complaint avenues for employees – Notify the Principal and/or notify the Executive Director, Integrity and Assurance Division. (03) 9631 3650 or email: kaplan.jonathan.e@edumail.vic.gov.au
- All incidents of significant theft, wilful damage, arson, irregularity, fraud or corruption in connection with receipt or disposal of money or property of any kind, will be thoroughly investigated by the proper authorities without prejudice or favour.

Further Information

- For further information please email: fraud.control@edumail.vic.gov.au or visit the fraud and corruption control website at: <https://edugate.eduweb.vic.gov.au/Services/Policies/Pages/Fraud.aspx>.
- Refer to the Wattle Park Primary School 'Raising Concerns and Complaints Policy'

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

This Policy was ratified by School Council – August 2017