



PRIMARY SCHOOL

NORRIS BANK PRIMARY SCHOOL FRAUD AND CORRUPTION POLICY

School policy

Fraud and Corruption

Purpose of this policy

To ensure schools report all instances of actual or suspected fraud.

Policy

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

Definitions

Fraud

Fraud is defined as dishonest activity causing actual or potential financial loss to the Department (including thefts of monies or other property) and where deception is used at the time, immediately before or immediately following the activity.

This also includes deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.

Corruption

Corruption is a dishonest activity in which an executive, manager, employee or contractor of the Department acts contrary to the interests of the Department and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

Fraud and corruption can be perpetrated against the department by:

- a Department employee
- an agency or external individual
- a contractor or service provider
- any combination of the above, acting in collusion or otherwise.

Reporting fraud or corruption

Any employee who has knowledge of a fraud or corruption incident, or has reason to suspect that a fraud or corruption has occurred, has an obligation to immediately report the matter. The matters can be reported generally, or as a complaint or a protected disclosure.

Reporting/complaint avenues for employees

- Notify the Executive Director, Integrity and Assurance Division on (03) 7022 0119 or email kaplan.jonathan.e@edumail.vic.gov.au
- Notify the Manager, Fraud and Corruption Control (03) 7022 0121 or email hurrell.ashley.k@edumail.vic.gov.au or
- Use the [Education Speak Up Service](#) (EduMail PIN and Password required)

Protected Disclosure

Any employee who wishes to make a protected disclosure about the Department or any of its employees and/or officers should contact or report to the:

Department's Protected Disclosure Coordinator - Mr Jonathon Kaplan, Executive Director, Integrity and Assurance Division on (03) 7022 0119 or email

kaplan.jonathan.e@edumail.vic.gov.au, or the:

Independent Broad-based Anti-corruption Commission (IBAC)

Level 1, North Tower

459 Collins Street

Melbourne Vic 3000

Postal address: GPO Box 24234, Melbourne VIC 3001

Telephone: 1300 735 135

Website: www.ibac.vic.gov.au

Related policies

- [Reporting \(emergency and incidents\)](#)

Related legislation

- Financial Management Act 1994
- Standing Directions of the Minister for Finance under Financial Management Act
- Protected Disclosure Act 2012

Department resources

For more information see: [Report Fraud or Corruption](#)