

THEFT, LOSSES & FRAUD

POLICY

Rationale:

- Theft, losses and suspected fraud or corruption are serious events. It is mandatory 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 on any kind, be reported to the relevant authorities.

Aims:

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

Implementation:

- All assets will be managed at our school consistent with our Asset Management policy including details recorded on the assets register and clear identified markings that indicate that they belong to the school, and all finances will be managed consistent with usual 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 losses involving theft, burglary, arson or vandalism will be reported immediately to the police.
- In addition, the School Council President will be informed, and the principal will provide a supplementary report to the Emergency Management unit.
- A Criminal Offence & Insurance Report will be completed and sent to the Corporate Services Division, and steps will be taken to avoid the possibility of further loss, and to minimise the possibility of the incident occurring again.
- Any suspected incidents of fraud must be reported to the principal or Regional Director, and directly to the General Manager, Portfolio Governance and Improvement Division on 96373158.
- Alternatively, if the employee wishes to use the protected, confidential reporting arrangements under the Whistleblowers Protection Act 2001, they can report incidents of suspected fraud to the appropriate Regional Protected Disclosure Officer or the Protected Disclosure Coordinator on 96373535.
- All incidents of theft, loss or fraud are serious incidents, and will be thoroughly investigated by the proper authorities without prejudice or favour.
- The school will not attempt to conduct a local investigation once fraud is suspected.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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

March 2015