

# Fraud and Corruption Management

## POLICY

Ripponlea Primary School (RPS) has a policy to ensure that all instances of actual or suspected fraud are reported and addressed.

## PURPOSE

The purpose of this policy is to ensure that fraud of any nature, regardless of materiality or parties involved, is reported in accordance with the Department of Education and Training (the Department) guidelines.

## IMPLEMENTATION

1. 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.
2. Fraud can be perpetrated against the Department by:
  - a. a Department employee (internal fraud);
  - b. an agency or external individual (external fraud);
  - c. a contractor or service provider (external fraud);
  - d. any combination of the above, acting in collusion or otherwise.
3. Corrupt conduct includes:
  - a. 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;
  - b. the performance of a public officer's functions dishonestly or with inappropriate partiality;
  - c. conduct of a public officer, a former public officer or a public body that amounts to a breach of public trust;
  - d. 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;
  - e. a conspiracy or attempt to engage in conduct referred in the above four points;
  - f. bribery.
4. 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:

- The Executive Director, Integrity and Assurance Division on (03) 7022 0119 or email [kaplan.jonathan.e@edumail.vic.gov.au](mailto:kaplan.jonathan.e@edumail.vic.gov.au); or
- The Manager, Fraud and Corruption Control on (03) 7022 0121 or email [hurrell.ashley.k@edumail.vic.gov.au](mailto:hurrell.ashley.k@edumail.vic.gov.au)

5. Any employee who wishes to make a protected disclosure about the Department or any of its employees and/or officers should contact Mr Jonathon Kaplan (as above) 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

## **RELATED POLICIES**

Internet and EFTPOS Banking Policy

Purchasing Card Policy

**Ratified by School Council: June 2019**  
**Next review date: June 2023**