Fraud, Corruption and Other Losses Policy

OFFICIAL

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APPROVAL BY:	SWTAFE Board
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RELATED DOCUMENTS:	AS 8001-2021 Fraud and Corruption Control Financial Management Act 1994 Standing Directions of the Minister for Finance Victorian Government Fraud Control Framework Privacy and Data Protection Act 2014 Public Records Act 1973 Records Management Framework Public Interest Disclosure Act 2012 (Vic) PPP038 Fraud and Corruption Control Plan PPP172 Fraud, Corruption and Other Losses Guidelines PPP010 Public Interest Disclosure Guidelines PPP280 Workforce Development Guidelines FIN012 Fraud Corruption Incident Report ARC002a Speak Up Process Map 2023 ARC002b How to Use SPEAK UP FAQ Speak Up ECHO page

1. Purpose

This policy outlines South West TAFE's (SWTAFE or the 'Organisation's) commitment to the highest standards of legal, ethical and moral behaviour, and to establishing an organisational culture that will prevent fraud and corruption.

The Australian Standard on Corporate Governance – Fraud and Corruption Control (AS8001:2021) sets a basis for best practice for fraud and corruption management.

This policy aligns with the Victorian Government's Standing Directions of the Minister for Finance (2018), Financial Management Act 1994 (Vic), and the Victorian Government Fraud Control Framework. It reinforces SWTAFE's obligation to maintain robust internal controls for fraud and corruption risk management."

2. Scope

This policy applies to all employees, contractors, consultants, volunteers and third-party service providers engaged by SWTAFE."

3. Definitions

For the purposes of the Fraud, Corruption and Other Losses policy, the definitions below apply.

- "*Corruption*" is defined in *AS 8001:2021* as being a dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity 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. The concept of 'corruption'

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within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly.

- "*Fraud*" is defined in *AS 8001:2021* as being a Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

4. Objectives

The objectives of this policy are to:

- Ensure senior management's commitment for its responsibility for identifying risk exposures to corrupt and fraudulent activities and for establishing controls and procedures for prevention and detection of such activities.
- Reinforce the requirement for all staff and others to refrain from corrupt conduct, fraudulent activities, and maladministration and encourage the reporting of any instance of fraud, corrupt conduct or maladministration.
- Ensure that all staff and others are aware of their responsibilities in relation to the ethical conduct of themselves and their staff (if any).
- Ensure that regular assessment of the risks of corruption and fraud are undertaken, and all suspected corrupt and fraudulent activity are dealt with appropriately.
- Protect SWTAFE's assets, interests and reputation.

The CEO and Executive Managers are responsible for the implementation of this policy through an appropriate fraud and corruption control plan and an effective internal control structure

5. Responsibility

Roles and Responsibilities for fraud and corruption are defined in the PPP038 Fraud and Corruption Control Plan. This Policy supports those responsibilities and reinforces the importance of leadership, accountability and continuous improvement.

Data and Record Keeping

All investigations must comply with privacy, evidence handling, and confidentiality standards under the Privacy and Data Protection Act 2014 (Vic), the Public Records Act 1973 and SWTAFE Records Management Framework. This includes obligations for lawful creation, maintenance, and disposal of official records. Failure to comply may lead to disciplinary action or referral for criminal prosecution.

Speak UP

Speak Up is an independent external service that allows SWTAFE employees to raise concerns of suspected fraud, corruption and serious misconduct, including the option to remain anonymous. The Speak Up Program supports the organization in providing alternative reporting channels for staff when reporting fraud, corruption and serious misconduct.

Alternatively, staff members can report suspected corruption, theft and/or fraudulent activity directly to the following external authorities:

Victorian Ombudsman

Web Link:	Make a complaint
Phone:	1800 806 314
Address:	Victorian Ombudsman Level 2 570 Bourke Street Melbourne VIC 3000

Independent Broad-based Anti-Corruption Commission (IBAC)

Web Link: Make a complaint
Phone: 1800 422 284
Interpreter service: 1300 735 135

Address: Level 1, North Tower,
459 Collins Street
Melbourne, VIC 3000
GPO Box 24234,
Melbourne VIC 3001

6. Staff development and training

The Workforce Development Guidelines identifies the ongoing staff development program aimed at building staff capability around principles and actions of ethical behaviour.

Participation in annual fraud awareness training is mandatory for all staff and relevant contractors.