

Purpose

To ensure *Mildura Senior College and Mildura English Language Centre (College)* report all instances of actual or suspected fraud. The College must report fraud of any nature, regardless of materiality or parties involved, in accordance with the procedures of the DET's Fraud, Corruption and Other Losses Control Policy.

Scope

Theft, losses and suspected fraud 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 in connection with receipt or disposal of money or property on any kind, be reported to the relevant authorities.

Policy

Mildura Senior College and Mildura English Language Centre (College) aims to minimise theft, losses and fraud and will report all instances of theft, loss or fraud appropriately.

Guidelines

1. All assets will be managed at the College consistent with the DET's Asset Management Policy and Guidelines 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 DET requirements.
2. Any losses involving theft, burglary, arson or vandalism will be reported immediately to the police.
3. In addition, the College Council President will be informed, and the Principal will provide a supplementary report to the Regional Director (if requested to do so).
4. A Criminal Offence and Insurance Report will be completed and sent to the DET's Fraud and Corruption Control Division, and steps will be taken to avoid the possibility of further loss, and to minimise the possibility of the incident occurring again.
5. Any suspected incidents of fraud must be reported to the Principal or Regional Director and directly to the Manager, Fraud and Corruption Control (03) 7022 0121 or email fraud.control@edumail.vic.gov.au.
6. Alternatively, if the employee wishes to use the protected, confidential reporting arrangements under the Whistle-blowers Public Interest Disclosures Act 2012, they can report incidents of suspected fraud to the DET's Public Interest Disclosure Coordinator (03) 7022 0119.
7. All incidents of theft, loss or fraud are serious incidents, and will be thoroughly investigated without prejudice or favour.

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Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
 - [Fraud and Corruption](#)
 - [Duty of Care](#)
 - [Report Fraud or Corruption](#)
 - [Asset Recording and Control](#)
 - [School Financial Guidelines](#)
- [Financial Management Act 1994](#)
- [Public Interest Disclosures Act 2012](#)

Review and Evaluation

<i>Ratified by:</i>	<i>College Council</i>	<i>Ratified date:</i>	<i>29.04.2020</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>01.04.2023</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>Every 3 Years</i>
<i>Principal Approval:</i>			

Date reviewed by College Council: 27.07.2020

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