

Fraud Prevention & Management Policy

OBJECTIVE

This policy details Dulverton Waste Management's (DWM) aim to prevent, deter and detect incidents of fraud by raising the awareness of the risk of fraud, taking necessary actions for its prevention, providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud incidents.

LEGISLATION

Criminal Code Act 1924 (Tas)
Police Offences Amendment Act 1997 (Tas)
Public Interest Disclosure Act 2003 (Tas)
Freedom of Information Act 1991 (Tas)
Personal Information Protection Act 2004 (Tas)

DEFINITIONS

Fraud – the deliberate use of deceit, secrecy or false representation with the intention of obtaining financial or other gain.

RESPONSIBILITIES

This policy applies to DWM's internal and external activities, employees, directors, visitors, customers and contractors. This policy assigns responsibility for fraud prevention management to all employees and directors.

All employees and directors are required to comply with the spirit of this policy and its associated procedures and undertake any relevant training as required.

POLICY STATEMENT

DWM will not tolerate fraud or corruption amongst its organisations.

DWM is committed to:

- Ensuring internal controls are developed to deter, detect and prevent fraud;
- Providing a sound ethical environment in which fraud is difficult and honest behaviour is encouraged;
- Complying with legislation and relevant policies, procedures and controls;
- Proactively managing any allegations or incidences of fraud in accordance with an approved process including reporting of allegations to law enforcement agencies;
- Providing sufficient resources to facilitate the implementation of this policy within DWM;
- Protecting disclosers in accordance with the *Public Interest Disclosure Act (2003)*;
- Ensuring awareness of the *Fraud Prevention & Management Policy* and associated procedure by training new and current employees;
- Assisting DWM management in the effective and efficient discharge of their duties by furnishing them with appraisals, analyses, information and recommendations through an Internal Audit function; and
- Engage with relevant authorities where appropriate.

REVIEW

This policy will be reviewed every four years or as required by the Board.

REFERENCE			
APPROVED BY:	DWM Board	MINUTE NO:	2 of 2012
APPROVAL DATE:	18 September, 2012	REVIEW DATE:	September 2016