

FRAUD PREVENTION & MANAGEMENT POLICY

AIM

Dulverton Waste Management (DWM) aims 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.

RELEVANT 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)

POLICY

DWM will not tolerate fraud or corruption amongst its organisations. *Fraud* is defined as the use of deceit, secrecy or intentional misrepresentation to obtain a financial benefit.

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 approved procedure 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 staff; and
- 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.

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

REFERENCES

- DWM Code of Conduct

REVIEW

This policy will be reviewed annually.

Reference		
APPROVED BY DWM BOARD:	29 th September 2009	Minute No. 14/2-09 Audit
EFFECTIVE DATE:	29 th September 2009	
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ADMINISTERED BY:	Chief Executive Officer	