
Macleans College - POLICIES & DIRECTIVES

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Theft and Fraud Prevention

The Board of Trustees has consulted with school management in the formulation of this policy. The policy was approved and adopted by the Board at its meeting on 19 June 2007.

RATIONALE:

- 1 The Board accepts that it has a responsibility to protect the physical and financial resources of the school. The Board has agreed that through its chief executive, the Principal, the school has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the school, or who are service recipients of the school. The Board requires that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
- 2 The Board therefore requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in Procedure 1104 issued and authorised by the Board.
- 3 To minimise the opportunity for theft or fraudulent activity by any parties, the Board requires school management, through the Principal, to adopt the processes described in Procedure 1101 issued and authorised by the Board.

APPROVAL:

- 1 In approving this policy the Board has determined that no variations of this policy, or amendments to it can be made except by the unanimous approval of the Board.
- 2 Similarly, it was determined that Procedures 1101 and 1104, expressing the direction of the Board in controlling financial process, and action to be taken in the event of suspected misdemeanours can not be varied or amended except by the unanimous approval of the Board.

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- 3 As part of its approval the Board requires the Principal to circulate this policy and the related procedures to all staff, and for a copy to be included in the Macleans College policy manual. The documents are also to appear in the appropriate school intranet policy and procedures sections. These policies and procedures are to be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this policy and other policies approved by the Board.