

Appendix A – Fraud and Corruption Control Plan

Strategy	Description
<p>1. Training</p>	<p>Update induction training materials and ensure all staff, contractors and volunteers receive fraud and corruption awareness training.</p> <p>Determine the training methods to be employed for periodic training and conduct a risk assessment of roles to identify, for example:</p> <ul style="list-style-type: none"> - High risk positions or departments that require advanced training - Lower risk positions or departments that require regular awareness training <p>Prepare training materials and develop a program for training to be implemented.</p> <p>Attendance records will be maintained and any failure to attend training is reported to the relevant manager for follow-up.</p>
<p>2. Fraud and Corruption Risk Assessment</p>	<p>Develop a prioritisation schedule for conducting risk assessments across the University (i.e. perceived high risk areas to be conducted as a priority) and agree the level of support to be provided to each College and Division by the Fraud and Corruption Control Officer.</p> <p>The results of the risk assessment are to be provided to the CARC for review and to Council for approval.</p> <p>The Fraud and Corruption Control Officer will report to the CARC on the progress of the implementation of recommendations arising from the risk assessment.</p> <p>Present risk assessment report to the CARC and to Internal Audit.</p> <p>Present a report to the CARC on an annual basis thereafter with a summary of the key fraud risks from the fraud and corruption risk assessment as well as summary of the reports of suspected fraud, investigation reports and their status and outcomes.</p>
<p>3. Data Analytics</p>	<p>The Fraud and Corruption Risk Assessment will include the consideration of data analytics which can assist with the prevention and detection of fraud and corruption.</p>
<p>4. Fraud and corruption incident register</p>	<p>The Fraud and Corruption Control Officer will develop and maintain a register of all reported fraud and corruption incidents. The register will record the details of the reports, results of any investigation and recommendations to enhance the fraud and corruption control framework.</p> <p>The Fraud and Corruption Control Officer will provide a summary report to the CARC on an annual basis of reported suspected fraud and corruption and the results of investigations.</p> <p>Ensure templates for capturing reports and maintaining a record of all reports received are established and relevant staff advised of how they are to be maintained.</p> <p>Ensure Victoria University's website contains details on how to report suspicions of fraud or corruption.</p>