



WHANGAPARAOA COLLEGE

Whangaparaoa College

Theft and Fraud Prevention Policy

Written: June 2018

Updated:

PURPOSE

1. The Board accepts that it has a responsibility to protect the physical and financial resources of the College. The Board has agreed that through the Principal, the College has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the College or who are service recipients of the College. The Board accepts 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 the procedures set out below.

GUIDELINES:

1. As preventative measures against theft and fraud, the Board requires the Principal to ensure that:
 - a. The College's physical resources are kept secure and accounted for.
 - b. The College's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accounts of New Zealand.
 - c. Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
 - d. All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, learners or other persons associated with the College.
2. In the event of an allegation of theft or fraud, the Principal shall act in accordance with the following procedures:
 - a. Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph:
 - i. Request a written statement from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.

This policy will be reviewed every three years.