

FRAUD AND CORRUPTION CONTROL POLICY

1 Purpose

The Australian Curriculum, Assessment and Reporting Authority (ACARA) has a low appetite for any fraudulent or corrupt behaviour, no matter how minor. ACARA is committed to mitigating instances of fraud and corruption by implementing strategies, systems and processes that prevent, detect, and respond to fraudulent or corrupt behaviour.

Disciplinary and/or legal action will be taken against those who either commit fraud or engage in corrupt behaviour.

2 Recommendations Policy category

Core	<i>All ACARA employees, affiliates and contractors are expected to be aware of, understand and know where to locate this policy.</i>
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3 Scope

This policy applies to all ACARA employees, affiliates and other individuals who work with and/or represent ACARA. This policy should be read in conjunction with the Fraud and Corruption Control Procedure.

4 Statement

ACARA adopts the Commonwealth definition of fraud which is, “Dishonestly obtaining (including attempting to obtain) a gain or benefit, or causing a loss or risk of loss, by deception or other means”. Corruption is “any conduct that does, or could, compromise the integrity, accountability or probity of public administration”.¹

This Fraud and Corruption Control Policy aligns with the [National Anti-Corruption Commission Act 2022](#), [Public Governance, Performance and Accountability Rule 2014](#) and the [Commonwealth Fraud Control Framework 2024](#). ACARA’s commitment to preventing fraud and corruption will be met by:

- Maintaining an effective system of internal controls to protect public money, information, and property, including intellectual property.
- Periodically conducting and reviewing fraud and corruption risk assessments to identify emerging opportunities for fraud and corruption.
- Supporting business managers to embed prevention and minimisation procedures in day-to-day operations.
- Establishing formal procedures for reporting and investigating allegations of dishonest, fraudulent and/or corrupt behaviour.
- Managing allegations of serious wrongdoing or misconduct as appropriate under the [Public Interest Disclosure Act 2013](#).
- Assuring confidentiality with regard to receiving and handling investigations
- Referring allegations to the relevant law enforcement agency where necessary.
- Seeking civil, administrative, or disciplinary remedies where appropriate.
- Pursuing all means available to ACARA to recover losses caused by illegal activity, irrespective of whether a prosecution is undertaken, including the use of proceeds of crime legislation and civil recovery action.

¹ [Commonwealth Fraud and Corruption Policy](#)

- Ensuring all staff complete training in fraud and corruption upon commencement of employment with ACARA, and ongoing refresher training.
- Developing a culture of fraud and corruption awareness at all levels of ACARA.

5 Responsibilities

5.1 All ACARA employees, affiliates and contractors

All ACARA employees, affiliates and contractors are responsible for understanding and complying with this policy and reporting any perceived fraud or corruption.

5.2 Executive Director Corporate Services (ED CS)

The ED CS is responsible for maintaining ACARA's Fraud and Corruption Control framework.

5.3 Fraud Control Officer

The Fraud Control Officer is responsible for providing a central point for the reporting of suspected fraud/corruption and the assessment of allegations.

5.4 ACARA Executive Leadership Team (ELT)

Members of ACARA's ELT are responsible for ensuring the Fraud and Corruption Control Framework is embedded in the operations and processes of ACARA, and for promoting a strong culture of fraud and corruption awareness.

5.5 ACARA's Chief Executive Officer (CEO)

ACARA's CEO is responsible for ensuring compliance with, and the implementation of this policy.

5.6 The Audit, Risk and Finance Committee

The Audit, Risk and Finance Committee is responsible for reviewing and providing advice on the appropriateness of ACARA's Fraud and Corruption Control Framework.

5.7 The ACARA Board

The ACARA Board is responsible for the approval of ACARA's Fraud and Corruption Control Policy.

6 Related legislation, policies and agreements

6.1 Legislation

[Public Governance, Performance and Accountability Act 2013](#)

[National Anti-Corruption Commission Act 2022](#)

[Public Governance, Performance and Accountability Rule 2014](#)

[Public Interest Disclosure Act 2013](#)

[Commonwealth Fraud Control Framework 2024](#)

6.2 Policies

- ACARA Code of Conduct
- Risk Management Policy
- Acceptable use of ICT and ICT Security Policy
- Conflicts of Interest Policy

- ACARA Delegation of Authority
- Gifts and Benefits Policy
- Public Interest Disclosure Policy
- Procurement Policy
- Taxi and Cabcharge Policy

7 Related procedures and guidelines

7.1 Procedures (mandatory)

- Fraud and Corruption Control Procedure
- Risk Management Procedure
- Conflicts of Interest Procedure
- Accounts Payable Procedure
- Credit Card Procedure
- Expense Reimbursement Procedure
- Payroll Procedure
- Procurement Procedure
- Taxi and Cabcharge Procedure

8 Implementation

Staff will be made aware of their responsibilities under this policy via:

- corporate induction
- the announcements section of ACARA's corporate intranet
- ACARA staff e-news
- broadcast emails
- emails to targeted groups
- team meetings
- all staff training
- targeted training

9 Policy administration

Policy owner	Chief Executive Officer
Review frequency	Every three years
Approved by	Board
Date	26 February 2025

10 Version history

Version	Date	Amendment	Author
1.	09/10	Initial release	Adam Margerison Communications & Stakeholder relations
2.	26/02/25	Transfer of existing policy into new template. Policy reviewed to incorporate new National Anti-Corruption information and updated amendments to the Commonwealth Fraud and Corruption Framework.	Jason McLeod Senior Project Officer Risk and Compliance