



Team Activity: Fraud on administration



Falsified documents 10-15 mins

Internal fraud and corruption: fraud on administration case study

Activity overview

Fraud on administration is fraud or misconduct which involves employee entitlements, such as generating or using fraudulent documents or misusing TMS.

This case study gives staff the opportunity to consider how they might respond to fraud – specifically fraud on administration.

Learning outcomes

- Staff understand an example of fraud on administration
- Staff know when and how to report internal fraud they witness or suspect.

Instructions

Read the scenario to your team and discuss. Ensure you include the key talking points in your conversation.

Scenario

Mr Hidden worked for the ATO as a Call Centre Agent. He took a few days off work, falsely telling his manager he was unwell. Mr Hidden did not visit the doctor to get a medical certificate. He had a previous medical certificate from his doctor that was dated a year ago. Mr Hidden decided to recreate the certificate and falsified his doctor's signature so he could get paid personal leave for the time off.

Discussion questions

1. Is this fraud? Why/why not?
2. What could Mr Hidden have done differently?
3. What do you think the consequences were for Mr Hidden?
4. If you saw this happening, what would you do?

Talking points

1. This is fraud on administration. Falsely claiming employee entitlements, including submitting falsified medical certificates to claim leave that you may not otherwise be entitled to, is fraud on administration.
2. Mr Hidden should have spoken to his manager to discuss alternative leave arrangements, such as flex, TOIL or annual leave.
3. Mr Hidden was investigated by Fraud Prevention and Internal Investigations (FP II) and the matter was referred to ATO People. He was served a notice of suspected breach of the APS Code of Conduct and consequently resigned. A formal record of his misconduct was recorded. This may negatively impact his job prospects in the public service and may be impacting him financially and socially.
4. If you witness or suspect internal fraud or corruption, report it to your manager or Speak Up. Not only is reporting an obligation for each of us, reporting helps maintain the high integrity environment we have at the ATO. Do not seek further evidence – it is FP II's job to investigate!

Next steps for you and your team to take

- You can find more information about your responsibilities in the [Internal Fraud and Corruption CEI](#)
- Contribute to a positive workplace integrity culture by modelling your preferred workplace behaviour in your team
- Report any suspected or witnessed fraud and corruption to Speak up or by using the Anonymous Fraud Alert Form.

For more information and resources

- You can head to our [SharePoint](#) site
- You can also find a link to our facilitator guide here
- Call the [Speak Up hotline](#) on **1800 061 187** to speak to FP II
- Search [Anonymous Fraud Alert Form](#) on myATO to report anonymously
- Email SpeakUp@ato.gov.au for advice or to lodge an allegation
- Email PublicInterestDisclosure@ato.gov.au to lodge a disclosure.