



1/024 Fraud and Corruption Prevention

Objective

The objectives of this Policy are to –

- Articulate that the Town of Port Hedland is intolerant of fraud and corruption;
- Prevent fraud or corruption occurring at the Town of Port Hedland.

Scope

This policy applies to all Employees, Elected Members, Committee Members, Consultants and Contractors' working for the Town of Port Hedland as fraud and corruption control is the responsibility of everyone in or associated with the Town.

Content

1. The Town of Port Hedland is committed to good governance and ethical behaviour as a key ingredient of responsible, effective and accountable Local Government.
2. The Town of Port Hedland recognises that fraud and corruption is illegal and contrary to the Town's organisational values. In view of this, a proactive stance is taken to ensure incidences of fraudulent or corrupt activities or behaviours do not occur.
3. Whilst the Town aims to foster a culture which upholds trust and honesty as part of its core values, it is acknowledged that from time to time, instances of misconduct, corruption, fraud or dishonesty occur throughout the organisation. As such, the Town will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.
4. All employees are accountable for and have a role to play in fraud and corruption prevention and control. The Town encourages employees to disclose actual or suspected fraudulent or corrupt activity, to the Chief Executive Officer (Complaints Officer).
5. If the suspected fraudulent or corrupt activity concerns the Chief Executive Officer, the matter is to be referred to a secondary Complaints Officer (a designated senior employee appointed as a Complaints Officer by Council), the Mayor, or the Corruption and Crime Commission.



6. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate, legal remedies available under the law will be pursued. All alleged incidences will be thoroughly investigated. Wherever possible, the Town will protect the anonymity of those responsible for reporting the activity. The matter will also be reported to the Corruption and Crime Commission.
7. The Town will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour or activities and will ensure that employees are made aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.
8. The success of this policy will be determined by the employees and Council Members (where appropriate) at the Town of Port Hedland being aware of their responsibilities in relation to:
 - a. fraud and corruption prevention and control;
 - b. the identification of treatment and recording of fraud or corruption risks;
 - c. fraud or corruption auditing and detection processes;
 - d. reporting;
 - e. responsibilities; and
 - f. obligations and investigation procedures.

Definitions

For the purpose of this policy:

"Misconduct" shall have the same meaning as prescribed by the *Corruption and Crime Act 2003*.

"Corruption" is defined as: "An act done with an intent to give or receive some advantage or benefit inconsistent with official duty and the rights of others. It includes bribery."

Australian Standard 8001–2003 defines "***fraud***" as: 'dishonest activity causing actual or potential financial loss to any persons or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position.'



Relevant legislation	<i>Corruption and Crime Act 2003</i>		
Delegated authority	Nil		
Business unit	Nil		
Directorate	Office of the CEO		

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201617/046	31 August 2016
Review frequency	2 Yearly		

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