



# BANANA SHIRE COUNCIL

## Policy

TITLE	<b>FRAUD AND CORRUPTION POLICY</b>
POLICY NUMBER	<b>75</b>
FUNCTION / ACTIVITY (for Policy Register Purposes)	<b>EXECUTIVE AND GOVERNANCE</b>
RESPONSIBLE DEPARTMENT	<b>CORPORATE AND COMMUNITY SERVICES</b>
LEGISLATION	<b>Local Government Act 2009 Local Government Regulation 2012</b>
ADOPTED	<b>29/06/2016 Ordinary Meeting - Minute No. OM003490</b>
REVIEWED/AMENDED	<b>28/02/2018 Ordinary Meeting – Minute No. OM003993</b>
NEXT REVIEW DUE	<b>January 2020</b>

### SCOPE

All transactions of the Council and all employees and contractors.

### OBJECTIVE

To outline Council's commitment to fraud and corruption prevention and management.

### DEFINITIONS

**CEO, Chief Executive Officer**

The Chief Executive Officer of Banana Shire Council

**Corruption (QAO):**

Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

**Council:**

Banana Shire Council

**Fraud (QAO):**

Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys and 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 the improper use of information or position.

## **POLICY**

That Council be committed to the prevention and control of fraud and corruption and that this commitment be demonstrated by:

- Developing a fraud and corruption prevention plan;
- Including fraud and corruption as an assessment of risk;
- Undertaking training and awareness on fraud and corruption related matters;
- Ensuring conflict of interests and material personal interests are disclosed and that associated transactions are made at arm's length;
- Providing reporting avenues for suspected fraud and corruption activities;
- Undertaking the required reporting; and
- Keeping adequate records of fraud and corruption activities.

## **PROCEDURE**

A fraud and corruption plan be developed in response to this policy, approved by the CEO and be subject to amendment by the CEO.

## **CERTIFICATION**



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**CHIEF EXECUTIVE OFFICER**  
**BANANA SHIRE COUNCIL**

9.3.18  
.....  
**DATE**