

FRAUD AND CORRUPTION PREVENTION POLICY

Policy Type: Council Policy Policy Owner: Executive Manager Legal Services	Policy No. CP- 062 Last Review Date: 18 October 2016
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POLICY OBJECTIVES

The objectives of the Fraud and Corruption Prevention Policy are to –

- articulate that the City of Melville is intolerant of fraud and corruption;
- prevent fraud or corruption occurring at the City of Melville.

POLICY SCOPE

This policy applies to all Staff, Elected Members, and Contractors' working for the City of Melville (City) as fraud and corruption control is the responsibility of everyone in or associated with the City.

DEFINITIONS / ABBREVIATIONS USED IN POLICY

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.'

For the purposes of this policy 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. "

POLICY STATEMENT

At the City of Melville it is recognised that fraud and corruption is illegal and contrary to the City'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. Whilst the City aims to foster a culture which upholds trust and honesty as part of its core values, it is acknowledged that not everyone throughout the organisation may share those values. As such, the City will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The City encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly and thoroughly investigated, and where appropriate legal remedies available under the law will be pursued. Where appropriate, the City will protect the anonymity of those responsible for reporting the activity.

The City 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 staff are trained in and aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

A Fraud and Corruption Prevention Management Plan has been developed to assist the City to meet the objectives of this policy by ensuring that it has thorough, up-to-date procedures in place to mitigate the risk of fraud or corruption occurring in the organisation. Awareness training has been developed in OWL for staff training purposes.

The success of this policy will be determined by the staff at the City being aware of their responsibilities in relation to fraud and corruption prevention and controls.

References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy: Fraud and Corruption Prevention Plan

Delegated Authority No:

ORIGIN/AUTHORITY		ITEM NO.
Ordinary Meeting of Council	15/03/2011	C11/5170
REVIEWS		
Ordinary Meeting of Council	15/11/2011	C11/5199
Policy Review Team Reviewed - no changes required (date for presentation to Council TBA)	02/09/2013	
Ordinary Meeting of Council	10/12/2013	C13/5341
Ordinary Meeting of Council	18/10/2016	M16/5505