

**FRAUD POLICY**

**Intent** To demonstrate Cairns Regional Council's commitment to ensuring that the community is aware of the Council's standards with regard to the elimination of all corruption and fraud.

**Scope** This policy applies to all people acting for or on behalf of CRC, including Councillors and Council Officers., consultants and contractors.

**Background**

Governance agencies such as the Queensland Audit Office, Crime and Corruption Commission and the Office of the Ombudsman recommend that Council's adopt fraud prevention policies and procedures.

**PROVISIONS**

Council is committed to the control and elimination of all forms of fraud, and the creation of an ethical environment and culture that discourages and prevents fraud.

All allegations and suspicions of fraud will be investigated, and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case (having due regard for the rights of all persons, including any person reporting a fraud and of any alleged perpetrator of fraud).

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**This policy is to remain in force until otherwise determined by Council.**

**General Manager Responsible for Review: Human Resources & Organisational Change**

**ORIGINALLY ADOPTED:27/07/2006  
CURRENT ADOPTION: 13/03/2019  
DUE FOR REVISION: 13/03/2023  
REVOKED/SUPERSEDED:**



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**John Andrejic  
CHIEF EXECUTIVE OFFICER**

**DEFINITIONS:**

Fraud is characterised by some form of deliberate deception to facilitate or conceal the misappropriation of assets or the taking of an unlawful advantage or benefit. This includes corruption which involves a breach of trust in the performance of official duties. It also means that a person in a fiduciary relationship with Council (such as an employee, manager or elected member) acts contrary to the interests of Council in order to achieve some personal gain or advantage for themselves or for another person or entity.

Fraud may include:

- theft
- obtaining property, a financial advantage or any other benefit by deception
- causing a loss, or avoiding or creating a liability by deception
- knowingly providing false or misleading information to CRC, or failing to provide information where there is an obligation to do so
- disclosing confidential information for other than a proper business purpose sometimes in exchange for some form of non-financial benefit or advantage accruing to the employee releasing the information
- making, using or possessing forged or falsified documents
- bribery
- unlawful use of CRC's computers, telephones and other property or services
- material and deliberate misstatement of accounting information for an improper purpose
- conflicts of interest where acting in self-interest rather than CRC's interest
- payment or receipt of secret commissions (bribes) – can be in money or some other form of value
- manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers - this frequently involves allowing tenderer to resubmit a "non-complying" tender after being provided with details of other bids
- acceptance of lavish gifts or entertainment intended to achieve an unstated objective.