

Policy No. PP024

Fraud Prevention Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board November 2016	Resolution No. 17/077
Policy Responsibility Corporate Services Manager	
Review Timeframe 2 Years	
Last Review November 2017	Next Scheduled Review November 2019

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	NSW Local Government Act 1993 NSW Local Government General Regulation 2005
Related Policies	GWCC Code of Conduct PP021 Internal Reporting Policy
Related Procedures, Protocols, Statements and Documents	ICAC "Fighting Fraud: Guidelines for State and Local Government" Audit Office of NSW – "Fraud Control Improvement Kit" and "Fraud Control, Developing and Effective Strategy"

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3 PURPOSE

Fraud and corruption can be a drain on Council resources and could severely damage its reputation. Goldenfields Water County Council is committed to ensuring that it has in place appropriate strategies to limit the potential exposure to fraudulent or corrupt acts against the organisation.

4 SCOPE

This policy applies to Goldenfields Water County Council employees, Councillors and engaged external parties, including contractor, community representatives and consultants.

5 DEFINITION

Fraud means an intentional dishonest act or omission done with the purpose of obtaining a financial or other benefit by deception. The types of acts or omissions include, but are not limited to, theft, misappropriation, larceny, embezzlement, improper destruction or falsification of accounts or records, bribery, corruption or abuse of office, manipulation of information, causing a loss, or avoiding or creating a liability by deception.

6 OBJECTIVES

This policy aims to educate and inform staff about their responsibilities and obligations in preventing and reporting instances of fraud within Council, create awareness about what constitutes fraud and reduce and prevent this risk of internal and external fraud.

7 EXPECTATIONS & RESPONSIBILITIES

7.1 MANAGEMENT

Managers and Co-ordinators are responsible for ensuring that mechanisms are in place that minimise the opportunity for fraud and dishonesty within their area of control. This includes:

- Leading by example and cultivating a culture within their team that supports high standards of ethical behaviour;
- The selection and development of quality staff whose practices demonstrate high ethical standards;
- Identify potential fraud risks, monitoring and reporting on the effectiveness of fraud strategies and internal control;
- Ensuring that staff receive appropriate training.

7.2 COUNCILLORS & EMPLOYEES

Councillors & all employees are expected and required to perform their duties with skill, care, diligence, honesty, integrity, and impartiality and be scrupulous in their use of Goldenfields Water information, money, property, good and services. It is the duty of an employee to report any corrupt or fraudulent activity coming to their attention in line with Council's Internal Reporting Policy.

8 FRAUD PREVENTION

8.1 STRUCTURAL

Structural strategies and measures include sound ethical culture, Council and Senior Management commitment, assessment of risks, management and staff awareness, staff training and orientation and fraud and corruption control planning.

8.2 OPERATIONAL

Operational strategies and measures include internal controls, policies and audit strategy, detection programs, mechanisms for reporting and dealing with suspected fraud and corruption (including whistleblowers), co-ordinator accountability for control of possible risks, allocation of resources, insurance and pre-employment screening.

8.3 MAINTENANCE

Maintenance strategies and measures include the review of the effectiveness of control strategies, ongoing monitoring of the ethical culture and review and adjustment of the strategies utilised to control fraud and corruption.

8.4 REVIEW

In addition to continuing to develop policies and procedures to address unforeseen ethical or corruption problems that may arise, Council will have an ongoing program of reviewing all policies and procedures.