

Fraud Control Policy

Policy No:	FIN-014
Council Resolution Ref:	007/26
Date Adopted:	20 January 2026
Review Date:	20 January 2029
Version No:	2
Responsible Officer:	Chief Executive Officer

Purpose

The Fraud Control policy reflects the commitment of the Council to effective fraud risk management. It also requires the commitment, cooperation and involvement of all personnel in preventing, detecting and responding to all allegations of fraud.

Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

Application

This policy applies to the entire range of the Council's activities and for the purpose of this policy the term "personnel" refers to all employees, councillors, consultants and contractors.

The Council has adopted the following definition of fraud:

"Dishonestly obtaining or attempting to obtain a benefit or advantage for any person or dishonestly causing or attempting to cause a detriment to the Council"

Fraud against the Council is an offence under various provisions of State legislation.

Policy

The Council's attitude to fraud

- (a) The Council has a zero tolerance to fraud
- (b) The Council is committed to minimising the incidence of fraud through the development, implementation and regular review of fraud prevention, detection and control strategies.

The Council's approach to fraud

- (a) The Council will ensure that all personnel are aware of the fraud reporting procedures and actively encouraged to report suspected fraud through appropriate channels.
- (b) The Council has adopted a clear framework and approach to fraud detection and prevention, the full details of which are in its Fraud Control Plan. This approach is based on the Australian Standard for Fraud and Corruption Control AS 8001:2008.
- (c) All information about suspected fraudulent conduct will be collected, classified and handled appropriately having regard to privacy, confidentiality, legal professional privilege and the requirements of procedural fairness and natural justice.
- (d) If fraud against the Council is detected the Chief Executive Officer will make all decisions and communicate them as appropriate.

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Expectations of council personnel

- (a) Council personnel are expected to act in a professional and ethical manner, follow legal requirements, care for property, maintain and enhance the reputation of Council.
- (b) Council personnel are expected to remain vigilant to any suspected fraud behaviour that maybe occurring around them and are expected to fully cooperate with any investigations and the implementation of fraud control strategies.
- (c) Council personnel who become aware of suspected fraudulent conduct must report the matter in accordance with this policy.
- (d) Council personnel must retain strict confidentiality on any Council fraud incidents of which they have knowledge.
- (e) Managers must uphold and monitor fraud control strategies within their area of responsibility.
- (f) Any failure by Council personnel to comply with this policy may result in disciplinary action or the termination of consulting or other contracts.

Examples of what constitutes fraud

The following list, while not exhaustive, provides examples of the types of conduct that would be included within the Council's definition of fraud.

- (a) Theft of property e.g. inventory, cash and equipment
- (b) Dishonestly obtaining or using property that belongs to Council
- (c) Causing a loss to the Council that is dishonest, or avoiding or creating a liability for the Council by deception
- (d) Knowingly making or using forged or falsified documents
- (e) Dishonestly falsifying invoices for goods and services
- (f) Dishonestly using purchase or order forms to gain a personal benefit
- (g) Receiving or giving kickbacks or secret commissions to or from third parties

Procedures

If you suspect fraud – reporting procedure

Responsibility: All Staff

- (a) In the first instance, report any suspected fraud incident to your supervisor.
- (b) If, for any reason, you feel that reporting the incident through your supervisor would be inappropriate, report the matter to the Director in charge of your department.
- (c) All Council personnel are required to act in good faith and reasonably in reporting alleged fraudulent activity.
- (d) The Chief Executive Officer must communicate non-trivial instances of suspected fraud or actual fraud to the Chairperson of the Audit Committee.
- (e) The Chief Executive Officer is to report all incidents of fraud no matter how small to the Queensland Audit Office in writing.

Fraud Control Policy

In accordance with Section 307A of the *Local Government Regulation 2012* Recording and notifying loss of local government asset:

- (1) This section applies if the chief executive officer—
 - (a) is aware of a loss of an asset belonging to the local government that the officer is satisfied is a reportable loss; or
 - (b) reasonably suspects there has been a reportable loss of an asset belonging to the local government; or
 - (c) is aware of a material loss of an asset belonging to the local government.
- (2) The chief executive officer must keep a written record of the following details about the loss—
 - (a) a description of the asset, including its value;
 - (b) the cause of the loss;
 - (c) the action taken by the local government to deal with the loss, including, for example—
 - (i) action to remedy any weakness in the local government's operations; or
 - (ii) action taken to recover the loss;
 - (d) approval for writing off the loss.
- (3) If the chief executive officer is satisfied the material loss is also a reportable loss, the officer must notify the following as soon as practicable, but not more than 6 months after the officer becomes aware of the loss—
 - (a) the Minister;
 - (b) the auditor-general;
 - (c) for a loss resulting from the commission of an offence under the [Criminal Code](#) or another Act—a police officer;
 - (d) for a loss resulting from the corrupt conduct of a councillor, local government employee or local government worker—the Crime and Corruption Commission.
- (4) In this section—

material loss, for an asset belonging to a local government, means—

 - (a) for money—a loss of more than \$500; or
 - (b) for any other asset—a loss valued by the chief executive officer at more than \$1,000.

reportable loss, for an asset belonging to the local government, means a loss resulting from—

 - (a) the commission of an offence under the [Criminal Code](#) or another Act; or
 - (b) the corrupt conduct of a councillor, local government employee or local government worker; or
 - (c) conduct of a contractor of the local government that would be corrupt conduct if the contractor were a councillor, local government employee or local government worker.

Audit and Review

This policy shall be reviewed every three years or as required due to changes to in legislation.

Version Control

Version No.	Date	Approved	Amendment
1.0	15.12.2022	Council	updated
2.0	20.01.2026	Council	updated

Approval

Chief Executive Officer			
Date:	20/01/2026	Signature:	Bruce Scott