

## CORPORATE SERVICES

# Fraud and Corruption Control Policy

Owner Integrity Services  
Last Reviewed 03/01/2023

CHD/2022/4310  
Version 2.01

## 1. Purpose

The department has a zero tolerance for fraud and corruption and is committed to ensuring robust governance and the ethical conduct of all employees by preventing, detecting and investigating all forms of fraud and corruption that may occur.

It is the responsibility of Queensland Government employees and contractors to report all suspected cases of fraud or corruption.

This document forms part of the Fraud and Corruption Control Framework and is supplemented by the department's Fraud and Corruption Control Procedure and Fraud and Corruption Control Plan.

## 2. Scope

This policy applies to all employees and individuals engaged by the department through other means, including:

- permanent employees
- temporary employees
- casual employees
- employees seconded from another department
- contractors
- consultants
- volunteers
- work-experience students
- trainees
- graduates
- third-party agents, where applicable.

The statutory bodies and entities within the Minister's portfolio listed below manage their own fraud and corruption responsibilities and are subsequently excluded from the scope of this policy. These include:

- Tourism and Events Queensland
- Study Queensland within Trade and Investment Queensland
- Stadiums Queensland
- Mt Gravatt Showgrounds Trust.

## 3. Principles

The principles outlined in the *Public Sector Ethics Act 1994* and Code of Conduct for the Queensland Public Service guide the implementation of fraud and corruption control measures within the department:

- **Integrity and impartiality** - being honest, fair, respectful and ensuring decisions are unprejudiced, unbiased and just
- **Promoting the public good** - delivering the program and services that benefit the people of Queensland
- **Commitment to the system of government** - respecting the government, its institutions and upholding the law
- **Accountability and transparency** - taking responsible actions and decisions that can be explained and easily understood.

The department is committed to:

- maintaining an ethical organisational culture at all levels of the department
- demonstrating a zero-tolerance stance towards fraud, corruption, and wrongdoing
- accountability for behaviour
- minimising the risks of fraud, corruption and wrongdoing associated with its operations
- addressing any incidents of suspected fraud, corruption, or wrongdoing by its employees and/or others
- demonstrate conduct that reflects public service values and public sector ethics, principles, and values
- apply risk management principles and implement appropriate controls and treatments to minimise fraud, corruption, and wrongdoing by establishing clear lines of accountability for identified actions

- ensure reporting processes for fraud, corruption, and wrongdoing are in place and communicated regularly to employees
- report incidents of suspected fraud, corruption, or wrongdoing to the appropriate external entities
- ensure protection from reprisals for employees who make a public interest disclosure in accordance with the *Public Interest Disclosure Act 2010*.

#### 4. Authority

- [Code of Conduct for the Queensland Public Service 2011](#)
- [Financial and Performance Management Standard 2019](#)
- [Financial Accountability Act 2009](#)
- [Crime and Corruption Act 2001](#)
- [Public Service Act 2008](#)
- [Public Records Act 2002](#)
- [Public Interest Disclosure Act 2010](#)
- [Public Sector Ethics Act 1994](#)
- [Information Privacy Act 2009](#).

#### 5. Supporting documents

Related documents:

- Fraud and Corruption Control Procedure
- Fraud and Corruption Control Framework
- Fraud and Corruption Control Plan
- Fraud and Corruption Control Guideline
- Fraud and Corruption Control Fact Sheet
- Risk Management Policy
- Risk Management Procedure
- Financial Management Practice Manual

External Publications:

- [Managing a Public Interest Disclosure Program. A guide for public sector organisations 2011](#)
- [Fraud and Corruption Control- Best Practice Guide March 2018](#) (Crime and Corruption Commission)
- [Corruption in Focus](#) (Crime and Corruption Commission)
- [Public Service Commission: Directive 22/09 Gifts and Benefits](#)
- [Public Service Commission: Guidelines Gifts and Benefits 2010](#)
- [Queensland Procurement Policy 2021](#)

#### 6. Human Rights Consideration

This policy and supporting documents are compatible with human rights under the *Human Rights Act 2019* because it limits a human right only to the extent that is reasonable and demonstrably justifiable in accordance with section 13 of that Act.

Please note, when implementing this policy, department officers must still consider if any human rights are relevant to and likely to be impacted by a particular decision, and whether any limitation of human rights are reasonable and justified.

#### 7. Responsibilities

Responsibilities of departmental employees and individuals engaged by the department are outlined in the Fraud and Corruption Control Procedure.

#### 8. Delegations

Delegations are to be exercised in accordance with HR Delegations and Finance Delegations. Please confirm delegate authority levels prior to exercising any powers.

#### 9. Definitions

**Corruption:** conduct of a public officer, including an employee or contractor that is not honest or impartial, or knowingly or recklessly breaches public trust or involves the misuse of the department's information or material. It may also involve members of the public in certain circumstances where it impairs, or could impair public confidence in public administration.

**Corrupt Conduct:** Has the same meaning as defined in the *Crime and Corruption Act 2001*

(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—

(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—

- (i) a unit of public administration; or
- (ii) a person holding an appointment; and

(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—

- (i) is not honest or is not impartial; or
- (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
- (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and

(c) would, if proved, be—

- (i) a criminal offence; or
- (ii) a disciplinary breach providing reasonable grounds for terminating the person's services if the person is or were the holder of an appointment.

(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—

(a) impairs, or could impair, public confidence in public administration; and

(b) involves, or could involve, any of the following—

- (i) collusive tendering;
- (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) —
  - (A) protecting health or safety of persons;
  - (B) protecting the environment;
  - (C) protecting or managing the use of the State's natural, cultural, mining or energy resources;
- (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
- (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
- (v) fraudulently obtaining or retaining an appointment; and

(c) would, if proved, be—

- (i) a criminal offence; or
- (ii) a disciplinary breach providing reasonable grounds for terminating the person's services if the person is or were the holder of an appointment.

**Crime and Corruption Commission:** A statutory body set up to combat and reduce the incidence of major crime and public sector corruption in Queensland.

**Employee (including contractors and consultants):** For the purposes of this policy the term employees refers to all department employees, and all individuals acting as its agents and consultants

**Fraud:** dishonest activity causing actual or potential detriment to any person or agency, including theft of moneys or other property by employees or persons external to the agency. Often, deception is used either at the time, immediately before or immediately following the activity. Fraud 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 to dishonestly obtain a benefit or detriment.

**Internal Control:** The *Financial Accountability Act 2009* (Qld) defines "internal control" as follows:

"internal control" means the methods adopted within an entity to:

- safeguard its assets; and
- check the accuracy and reliability of its accounting information; and
- secure compliance with the prescribed requirements that apply to the entity".

**Public Interest Disclosure:** a report or complaint about a reasonable suspicion of serious wrongdoing in the public sector, which can be made by an employee or member of the public. The disclosure is made under Chapter 2 of the *Public Interest Disclosure Act 2010* and includes all information and help given by the discloser to a proper authority for the disclosure.

**Queensland Audit Office (QAO):** The independent auditor for the Queensland public sector.

**Wrongdoing:** conduct, for the purpose of this policy, which breaches laws, policies/procedures/guides or the Code of Conduct and is objectively wrong or improper.

## 10. Further information

For clarification on this policy and related documents please contact Integrity Services, Corporate Services [ethics@dtis.qld.gov.au](mailto:ethics@dtis.qld.gov.au).

## 11. Review

The policy shall be reviewed every two years, or where required due to significant legislative or other changes. Where material changes occur, the new version will undergo consultation with relevant department divisions and approval by the Director-General.

## 12. Approval

<p><b>Andrew Hopper</b> Director-General Department of Tourism, Innovation and Sport Date: 18/01/2023</p>
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## 13. Version history

Date	Version	Action	Description / comments
25/07/2018	1.00	Endorsed	Corporate identify update to DITID
18/09/2018	1.01	Endorsed	Updated links within the policy document
10/04/2019	1.02	Updated	Minor update to document title and hyperlinks
13/11/2019	1.03	Updated	Minor updates to template following department name change
16/12/2019	1.04	Updated	Revision to a combined policy and procedure document, and to include Internal Audit Services' recommended changes
30/01/2020	1.05	Updated	Revised to include feedback obtained during internal stakeholder consultation
4/04/2022	2.00	Approved	Revised version approved by DG, DTIS.
03/01/2023	2.01	Updated	Updates conducted to align with newly created Integrity Services Unit

## 14. Keywords

CHD/2018/4310; fraud; corrupt conduct; wrongdoing; ethics; integrity; prevention; risks; corruption; control; misconduct