



## FRAUD, CORRUPTION, MISCONDUCT AND MALADMINISTRATION PREVENTION POLICY

<b>Policy/Procedure Type</b>		Administrative/Financial Policy	
<b>Responsible Department</b>		Office of the Chief Executive Officer	
<b>Responsible Officer</b>		Chief Executive Officer	
<b>Applicable Legislation</b>		<i>The Local Government Act 1999</i>	
<b>Related policies and / or procedures</b>		<i>Procedure under the Public Interest Disclosure Policy Act 2018          Code of Conduct Employee          Code of Conduct for Council Members          District Council of Elliston Elected Members Allowance and Support Policy          Risk Management Policy          Internal Financial Controls Policy</i>	
<b>Date adopted</b>	<b>21 March 2023</b>	<b>Minute Number</b>	<b>2023.44</b>
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<b>Version</b>		3	
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<b>Next Review</b>		March 2027	

### 1. Introduction and Scope

1.1 The District Council of Elliston is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency.

1.2 The purpose of this Policy is to ensure that the District Council of Elliston;

- properly fulfils its responsibilities under the Independent Commissioner Against Corruption Act 2012 (ICAC Act); and the Ombudsman Act 1972 (the Ombudsman Act)
- takes appropriate steps towards compliance with relevant legislation, policies and instruments;
- provides a clear statement to all employees through practices, policies and procedures that fraudulent conduct, corruption, misconduct and/or maladministration is not acceptable and will not be tolerated;
- protects Council assets, interests and reputation from the risks associated with fraudulent conduct, misconduct and/or maladministration;
- outlines the Council's approach to the prevention, detection and response to Fraud, Corruption, Misconduct and Maladministration;
- fosters an ethical environment and culture which is conscious of, actively discourages, does not tolerate and appropriately deals with Fraud, Corruption, Misconduct and Maladministration;



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- identifies the relevant responsibilities of council members, employees, the Chief Executive Officer, managers and the Audit and Risk Committee;
  - educates employees and council members about their obligations to report conduct reasonably suspected of being Fraud, Corruption, Misconduct and/or Maladministration;
  - evaluates practices, policies and procedures it has in place in order to further advance Council systems for preventing or minimising Fraud, Corruption, Misconduct and Maladministration; and
  - develops a consistent approach to the management of relevant conduct across the organisation through the establishment and maintenance of effective systems and internal controls to guard against Fraud, Corruption, Misconduct and Maladministration.
- 1.3 Council has established a number of policies and procedures to assist with the prevention and control of Fraud, Corruption, Misconduct and Maladministration, and this Policy forms part of that suite of internal controls. The effectiveness of these procedures will be continuously reviewed and assessed and will remain up to date with any future developments in Fraud, Corruption, Maladministration and Misconduct prevention control techniques.
- 1.5 This Policy applies to all Council Members, employees, contractors, consultants and volunteers of the Council. It is intended to complement, and be implemented in conjunction with, other relevant Council policies and procedures, including as amended from time to time, including but not limited to:
- 1.5.2 Public Interest Disclosure Procedure;
  - 1.5.3 Risk Management Framework;
  - 1.5.4 Risk Policy;
  - 1.5.5 Internal Control Procedures;
  
  - 1.5.8 Employee Code of Conduct Policy.
  - 1.5.9 Behavioural Management Policy

## 2. Definitions

For the purposes of this Policy the following definitions apply:

- 2.1 **Commissioner** means the person holding or acting in the office of the Independent Commissioner against Corruption per section 4 of the ICAC Act, who has the powers and functions described at section 7 of the ICAC Act.
- 2.2 **Corruption** in public administration, as provided for in section 5(1) of the ICAC Act, means conduct that constitutes:
- 2.2.1 an offence against Part 7 Division 4 (offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:
    - i) bribery or corruption of public officers;



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- ii) threats or reprisals against public officers;
  - iii) abuse of public office;
  - iv) demanding or requiring benefit on basis of public office;
  - v) offences relating to appointment to public office; or
- 2.2.2 an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence; or
- 2.2.3 an offence against the *Lobbyist Act 2015*, or an attempt to commit such an offence; or
- 2.2.4 any other offence (including an offence against Part 5 (offences of dishonesty) of the *Criminal Law Consolidation Act 1935* committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or
- 2.2.5 any of the following in relation to an offence referred to in a preceding paragraph:
- i) aiding, abetting, counselling or procuring the commission of the offence;
  - ii) inducing, whether by threats or promises or otherwise, the commission of the offence;
  - iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
  - iv) conspiring with others to affect the commission of the offence.
- 2.3 **Council** means the District Council of Elliston
- 2.4 **Directions and Guidelines** means the Directions and Guidelines issued by the Commissioner and as in force from time to time pursuant to section 20 of the *ICAC Act* and/or section 14 of the *Public Interest Disclosure Act 2018*, which are available on the Commissioner's website ([www.icac.sa.gov.au](http://www.icac.sa.gov.au)).
- 2.5 **Employee** refers to all the Council's employees whether they are working in a full-time, part-time or casual capacity.
- 2.6 **False disclosure** is a disclosure of information relating to Fraud or Corruption, Maladministration or Misconduct that is made by a person who knows the information to be false.
- 2.7 **Fraud** includes an intentional dishonest act or omission done with the purpose of deceiving.

**Note:** There is no statutory or agreed common law definition of Fraud. Offences addressed under Part 5 and Part 6 of the *Criminal Law Consolidation Act 1935* are considered to constitute Fraud offences. An ordinary or lay meaning of Fraud is 'to obtain dishonestly that which the person is not entitled to'. Fraud is a broad label applicable to conduct / practices that involve knowingly dishonest or deceitful behaviour meant to obtain an unjust



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benefit. Dishonesty is the key element in fraudulent behaviour, as provided for under section 131 of the Criminal Law Consolidation Act 1935.

- 2.8 **ICAC Act** is the Independent Commissioner Against Corruption Act 2012.
- 2.9 **Maladministration in public administration** is defined in section 5(4) of the ICAC Act and
- 2.9.1 means:
- i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or
  - ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and
- 2.9.2 includes conduct resulting from impropriety, incompetence or negligence; and
- 2.9.3 is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.
- 2.10 **Misconduct in public administration** is defined in section 5(3) of the ICAC Act and means:
- 2.10.1 contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or
- 2.10.2 other misconduct of a public officer while acting in his or her capacity as a public officer.
- 2.11 **Office for Public Integrity (OPI)** is the office established under the ICAC Act that has the function to:
- 2.11.1 receive and assess complaints about public administration from members of the public;
  - 2.11.2 receive and assess reports about corruption, misconduct and maladministration in public administration from inquiry agencies (including the Ombudsman), public authorities (including the Council) and public officers;
  - 2.11.3 refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated;



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- 2.11.4 give directions or guidance to public authorities in circumstances approved by the Commissioner;
- 2.11.5 perform other functions assigned to the Office by the Commissioner
- 2.12 **PID Act** means the *Public Interest Disclosure Act 2018*.
- 2.13 **Public administration** is defined at section 4 of the *ICAC Act* and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration. For the purposes of this Policy, references to Corruption, Misconduct and Maladministration are taken to mean references to such conduct in public administration.
- 2.14 **Public Officer** has the meaning given by section 4 and Schedule 1 of the *ICAC Act*, and includes:
- a council member; and
  - an employee or officer of the Council;
- 2.15 **Publish** is defined in section 4 of the *ICAC Act*, and means publish by:
- 2.15.1 newspaper, radio or television;
- 2.15.2 internet or other electronic means of creating and sharing content with the public or participating social networking with the public; or
- 2.15.3 any similar means of communication with the public.
- 2.16 **Relevant Authority** for the purposes of the *PID Act* means the person or entity that receives an appropriate disclosure of public interest information in accordance with the *PID Act*.
- 2.17 **Responsible Officer** is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Council as a responsible officer under section 12 of the *PID Act*.
- 2.18 For the purposes of the *ICAC Act*, misconduct or maladministration in public administration will be taken to be **serious or systemic** if the misconduct or maladministration —
- 2.18.1 is of such a significant nature that it would undermine public confidence in the relevant public authority, or in public administration generally; and
- 2.19.1 has significant implications for the relevant public authority or for public administration generally (rather than just for the individual public officer concerned).

**Note:** further information about serious or systemic misconduct or maladministration is available at the ICAC website: <https://icac.sa.gov.au/glossary>



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### 3. Prevention

- 3.1 The Council recognises that the occurrence of Fraud, Corruption, Misconduct and Maladministration will be more likely to prevail in an administrative environment where opportunities exist for waste and abuse.
- 3.2 The Council also recognises that the most effective way to prevent the occurrence of Fraud, Corruption, Misconduct and Maladministration is to instil and continually reinforce a culture across the Council of acting lawfully, ethically and in a socially responsible manner, and to support this culture with the implementation of appropriate internal control mechanisms.
- 3.3 The Council expects employees and council members will assist in facilitating a sound ethical culture and preventing Fraud, Corruption, Misconduct and Maladministration by:
  - 3.3.1 understanding the responsibilities of their positions;
  - 3.3.2 familiarising themselves with Council policies and procedures and adhering to them;
  - 3.3.3 understanding what behaviour constitutes Fraudulent or Corrupt conduct, Misconduct and/or Maladministration;
  - 3.3.4 maintaining an awareness of the strategies that have been implemented by Council to minimise Fraud, Corruption, Misconduct and Maladministration;
  - 3.3.5 being continuously vigilant to the potential for Fraud, Corruption, Misconduct and Maladministration to occur in the Council environment; and
  - 3.3.6 reporting suspected or actual occurrences of Fraud, Corruption, Misconduct and Maladministration in accordance with Part 6 and 7 of this Policy.

### 4. Roles and responsibilities

- 4.1 The table in Appendix 1 to this Policy outlines the roles and responsibilities of key individuals and groups with respect to Fraud, Corruption, Misconduct and Maladministration prevention within Council.

### 5. Educating for Awareness

- 5.1 The Council recognises that the success and credibility of this Policy will largely depend upon how effectively it is communicated throughout the organisation and beyond.
- 5.2 The Council will, therefore, from time to time take proactive steps towards ensuring that the wider community is aware of the Council's zero-tolerance stance towards Fraud, Corruption, Misconduct and Maladministration, including by:



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- 5.2.1 promoting the Council's initiatives and policies regarding the control and prevention of Fraud, Corruption, Misconduct and Maladministration on the Council website and at Council offices;
- 5.2.2 referring to the Council's Fraud, Corruption, Misconduct and Maladministration initiatives in the Council's Annual Report; and
- 5.2.3 facilitating public access to all of the documents that constitute the Council's Fraud, Corruption, Misconduct and Maladministration framework.

### 6. Reporting Corruption, or Systemic or Serious Misconduct and Maladministration

- 6.1 Any Public Officer who has or acquires knowledge of actual or suspected Corruption, or Systemic or Serious Misconduct or Maladministration in the Council or in other public administration must report this information to the OPI as soon as practicable.
- 6.2 All reasonable suspicions of Corruption or Systemic or Serious Misconduct or Maladministration must be reported to the OPI in accordance with the Commissioner's reporting requirements as identified in the Commissioner's Directions and Guidelines.
  - 6.2.1 A report to the OPI must be made using the online report form available at: <https://icac.sa.gov.au/opi>

**Note:** Particulars of what a report should include are available in the ICAC Directions and Guidelines.

- 6.3 When reporting actual or suspected Corruption, or Systemic or Serious Misconduct or Maladministration, in the Council or in other public administration, to the OPI under the *ICAC Act*, any requirements of other documents that form part of the Council's Fraud, Corruption, Misconduct and Maladministration framework should also, to the extent possible, be adhered to.
- 6.4 Nothing in this section is intended to prevent a Public Officer from reporting suspected Corruption or Systemic or Serious Misconduct or Maladministration in the Council or in other public administration to a Relevant Authority, like a Council's Responsible Officer, for the purposes of the *PID Act*. Such a disclosure may be protected under the *PID Act* and, if made to the Council's Responsible Officer, will be managed in accordance with the Council's Public Interest Disclosure Procedure. Public Officers are encouraged to have regard to the Council's Public Interest Disclosure Procedure when determining where to direct a disclosure.
- 6.5 Further information about reporting requirements is available at the ICAC website: <https://icac.sa.gov.au/>

### 7. Reporting Fraud, Misconduct or Maladministration

- 7.1 Where an employee, council member, contractor or volunteer has or acquires knowledge of actual or suspected Fraud or other similar conduct that does not constitute Corruption or Systemic or Serious Misconduct or Maladministration (and is therefore not required



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to be reported to OPI), that knowledge should be reported to the Council's Responsible Officer. Such a disclosure may be protected under the *PID Act* and will be managed in accordance with the Council's Public Interest Disclosure Procedure.

- 7.2 Any report that does not fall under the *PID Act*, will be received, assessed and dealt with in accordance with the Council's obligations and responsibilities under the public integrity framework.

### 8. Confidentiality and Publication Prohibitions

- 8.1 A person who receives information knowing that the information is connected with a matter that forms or is the subject of a complaint, report, assessment, investigation, referral or evaluation under the *ICAC Act* must not disclose that information, other than in the limited circumstances set out in section 54(3) of the *ICAC Act*.
- 8.2 A person must not, other than as authorised by the Commissioner or a court, publish or cause to be published any of the following:
- 8.2.1 information tending to suggest that a particular person is, has been, may be, or may have been, the subject of a complaint, report, assessment, investigation or referral under the *ICAC Act*;
  - 8.2.2 information that might enable a person who has made a complaint or report under the *ICAC Act* to be identified or located;
  - 8.2.3 the fact that a person has made or may be about to make a complaint or report under the *ICAC Act*;
  - 8.2.4 information that might enable a person who has given or may be about to give information or other evidence under the *ICAC Act* to be identified or located;
  - 8.2.5 the fact that a person has given or may be about to give information or other evidence under this Act; or
  - 8.2.6 any other information or evidence which the Commissioner has prohibited from publication.
- 8.3 A failure to comply with the requirements in this part can constitute an offence. A Council employee who fails to comply with these requirements may also face disciplinary action which may include dismissal from employment.
- 8.4 In addition to the requirements in this part, council members and employees should also be mindful of the confidentiality provisions in the Council's Public Interest Disclosure Policy.

### 9. Action by the Chief Executive Officer

- 9.1 Unless otherwise directed by OPI or SAPOL, the CEO will investigate how the alleged Corruption, Fraud, Misconduct or Maladministration occurred to determine the cause for





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the breakdown in controls and identify if any recommendations as to changes in policies, procedures or internal controls should be made to the Council. The investigation should:

9.1.1 occur as soon as practicable after the alleged incident; and

9.1.2 not impose on or detract from any investigation being undertaken by the OPI or SAPOL;

9.2.3 have regard to any recommendations in any report received from the Commissioner or SAPOL on the incident.

9.2 The Chief Executive Officer will, in conducting the investigation and deciding whether and how to report on the investigation to Council, have regard to the provisions of the Public Interest Disclosure Policy, and any confidentiality requirements under the *PID Act* and/or *ICAC Act*.

9.3 Action taken by the Chief Executive Officer following an investigation into alleged Corruption, Fraud, Misconduct or Maladministration may include disciplinary action against any employee involved in the incident.

### 10. False Disclosure

10.1 A person who knowingly makes a false disclosure or a false or misleading statement in a complaint or report will be guilty of an offence under the *ICAC Act* and the *PID Act*.

10.2 A Council employee who makes a false disclosure may also face disciplinary action which may include dismissal from employment.

### 11. Review of Policy

This Policy may be amended at any time and should be reviewed at least every four years since its adoption or last amendment.

### 12. Availability of the Policy

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.elliston.sa.gov.au](http://www.elliston.sa.gov.au)

Customer Service Centre  
21 Beach Terrace Elliston

Phone: 8687 9177

Copies will be provided to interested parties upon request subject to Council's Fees and Charges Schedule. Email [dce@elliston.sa.gov.au](mailto:dce@elliston.sa.gov.au)



Version Control

Version no.	Date adopted by Council	Synergy Record	Amendments Made	Prepared by:
1	19 February 2019			Manager Financial Services
2	21 April 2020		Policy changed from Fraud and Corruption Prevention Policy to Fraud, Corruption, Misconduct and Maladministration Policy	Manager Financial Services
3	21 March 2023	9.63.1/2 NGR234443	Reviewed and updated Section 1.5 associated policies following LG Reform legislation	Senior Finance Officer / Executive Assistant

Appendix 1

Responsibility		Council Members	Chief Executive Officer	Managers	Employees	Audit & Risk Committee	Other
Governance and ethics							
1	Comply with this policy and any related legislation, policy, protocol or procedure.	✓	✓	✓	✓	✓	✓
2	At all times in the performance of duties or in association with their role with Council, act in an ethical manner.	✓	✓	✓	✓	✓	✓



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3	Promote a culture and environment in which Fraud, Corruption, Misconduct and Maladministration is discouraged and not tolerated.	✓	✓	✓	✓		✓
4	Remain scrupulous in the use of Council information, assets, funds, property, goods or services	✓	✓	✓	✓	✓	✓



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Responsibility		Council Members	Chief Executive Officer	Managers	Employees	Audit & Risk Committee	Other
Awareness and training							
1	Promote community awareness of the Council's commitment to the prevention of Fraud, Corruption, Misconduct and Maladministration.	✓	✓		✓ (as appropriate)		
2	Executive employees and managers ensure all employees under their supervision have been educated regarding Fraud, Corruption, Maladministration and Misconduct.		✓	✓	✓		
3	Undertake awareness training or education regarding Fraud, Corruption, Maladministration and Misconduct.	✓	✓	✓	✓	✓	✓ (as appropriate)
4	Develop and deliver training to employees and other public officers to promote ethical conduct and an ethical culture.		✓	✓			
5	Act in an ethical manner at all times in the performance of duties, and comply with ethical obligations in accordance with any relevant code or policy regarding conduct and behaviour.	✓	✓	✓	✓	✓	✓



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Responsibility		Council Members	Chief Executive Officer	Managers	Employees	Audit & Risk Committee	Other
Awareness and training							
6	Adopt and models constructive behaviours and approaches to work which promote ethical behaviours in Council employees.	✓	✓	✓		✓	
Fraud prevention							
1	Provide adequate security, including the provision of secure facilities for storage of assets, to assist in the prevention of Fraud, corruption, Misconduct and Maladministration.		✓	✓			
2	Develop procedures to deter fraudulent or corrupt activity from occurring	✓	✓	✓	✓		
3	Where relevant, comply with the <i>Public Interest Disclosure Act 2018</i>	✓	✓	✓	✓	✓	✓
4	Ensure appropriate internal controls are in place and operating effectively to minimise the risks of incidents.	✓	✓	✓		✓	



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Responsibility		Council Members	Chief Executive Officer	Managers	Employees	Audit & Risk Committee	Other
Fraud Prevention							
5	Ensure effective screening (eg criminal history) of employees, prospective employees, volunteers (as relevant) and contractors is undertaken, including by use of appropriate and effective contractual arrangements.		✓	✓			
6	Ensure all powers and authorities are appropriately delegated in order to minimise the risk of Fraud, Corruption, Misconduct or Maladministration.	✓	✓	✓			
Detection and investigation							
1	Ensure that where appropriate, proper investigations are conducted into allegations of Fraud, Corruption, Misconduct or Maladministration.	✓	✓				
2	Facilitate cooperation with any investigations undertaken by an external authority.		✓				



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Responsibility		Council Members	Chief Executive Officer	Managers	Employees	Audit & Risk Committee	Other
3	Undertakes risk assessments on a regular basis	✓	✓			✓	
4	Provides mechanisms for receiving allegations of Fraud, Corruption, Misconduct and Maladministration.	✓	✓				
5	Investigates matters of Fraud, Corruption, Misconduct and Maladministration.	✓	✓				
6	Cooperate as required with any investigations undertaken whether internally or by an external authority.	✓	✓	✓	✓		✓
Monitoring and reporting							
1	Report all instances of conduct known or reasonably suspected to be Fraud, Corruption, misconduct or Maladministration in accordance with Council's policies.	✓	✓	✓	✓	✓	✓ (report to Responsible Officer)
2	Develop mechanisms for receiving allegations of Fraud, Corruption, Misconduct or Maladministration including appointing a responsible officer	✓	✓				



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Responsibility		Council Members	Chief Executive Officer	Managers	Employees	Audit & Risk Committee	Other
3	Work jointly with other areas of Council to coordinate activities relating to the control, prevention, detection and management of Fraud, Corruption, Misconduct or Maladministration.	✓	✓	✓		✓	
4	Review the effectiveness of the implemented policies that ensure risks are identified and that controls implemented by management are adequate.	✓	✓			✓	