

CORPORATE SERVICES

Fraud and Corruption Control and Prevention Policy

Owner Corporate Services
Last Reviewed 23/03/2022

CHD/2022/4310
Version 2.00

1. Purpose

This document outlines the Department of Tourism, Innovation and Sport's (DTIS) approach to the prevention and detection of fraud and corruption involving or potentially involving the department including our response that involves or could involve the department.

This document forms part of the Fraud and Corruption Control and Prevention Framework and is supplemented by the department's Fraud and Corruption Control and Prevention Procedure and [Fraud and Corruption Risk Control Plan 2022-24](#).

2. Policy

DTIS recognises the prevention and response to fraud, corruption, and wrongdoing as being fundamental to good governance.

The department is committed to:

- demonstrating a zero-tolerance stance towards fraud, corruption, and wrongdoing
- demonstrating ethical, and accountable 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.

3. Principles

DTIS is committed to ensuring an ethical workplace culture, and will:

- 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](#)
- take actions to ensure those involved in fraud, corruption or wrongdoing do not benefit from such activity
- establishing and maintain a fraud, corruption and wrongdoing training and awareness program

4. Scope

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

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

5. Authority

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

6. Human Rights Consideration

This document and the related documents in section 10, 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, DTIS 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 and Prevention Procedure*.

8. Delegations

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

9. Definitions

Corruption: dishonest activity in which an officer (engaged by an agency through any and all means) abuses their position of trust, in order to achieve some personal gain or advantage for themselves, or for another person or legal entity, or to cause a disadvantage to others.

Corrupt conduct: relating to the performance of a person's duties which:

1. is dishonest or lacks impartiality
2. involves a breach of the trust placed in an officer by virtue of their position
3. is a misuse of officially obtained information. The conduct must be a criminal offence or serious enough to justify dismissal.

Department: Department of Tourism, Innovation and Sport.

Discloser: individual who has disclosed a suspected instance of fraud, corruption, or wrongdoing.

Fraud: dishonest activity causing actual or potential financial loss 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 for themselves or others.

Internal controls: an existing process, policy, procedure, system, device, task, or other action that is used to modify the likelihood or the consequence of the risk event occurring.

Maladministration: action which:

- was taken contrary to law
- was unreasonable, unjust, oppressive, or improperly discriminatory
- was in accordance with a rule of law or a provision of an act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances
- was for an improper purpose
- was on irrelevant grounds
- having regard to irrelevant considerations
- was an action for which reasons should have been given, but were not
- was based wholly or partly on a mistake of law or fact
- was wrong.

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.

Reprisal: causing, attempting, or conspiring to cause detriment to any person because, or in the belief, anybody has made, or may make, a PID or because the other person or someone else is, has been or intends to be involved in a proceeding under the *Public Interest Disclosure Act 2010*.

Wrongdoing: conduct, for the purpose of this policy, that is other than fraud and corruption, which breaches laws, policies or the Code of Conduct and is objectively wrong or improper.

10. Related documents

This policy should be read in conjunction with the:

- Fraud and Corruption Control and Prevention Procedure
- Fraud and Corruption Prevention and Response Model Guideline
- Identifying Early Warning Signs Fact Sheet
- Fraud and Corruption Risk Control Plan
- Enterprise Risk Management Framework
- Risk Management Policy
- Risk Management Procedure
- Financial Management Practice Manual.

11. Further information

For clarification on this policy and related documents please contact Governance, Performance and Risk (GPR), Corporate Services GPR@dtis.qld.gov.au.

12. Review

The policy shall be reviewed by 30 September 2022, and thereafter within two years of the last reviewed date, or sooner, where warranted by significant legislative or other changes.

The review will be led by Corporate Services to ensure the document continues to align with current whole-of-government fraud and corruption management provisions, best practice, and the departmental and portfolio environment. Where material changes have occurred, the new version of the document will undergo consultation with department divisions and approval by the Director-General.

13. Approval

John Lee
Director-General
Department of Tourism, Innovation and Sport
Date: 4/04/2022

14. 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.

15. Keywords

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