



**COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY  
TRADING AS SOUTHERN WASTE SOLUTIONS**

**FRAUD AND GIFTS POLICY**

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## **1 CHANGES TO POLICY**

The Chief Executive Officer must approve any changes to this policy.

## **2 BACKGROUND**

This policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against the Copping Refuse Disposal Site Joint Authority trading as Southern Waste Solutions (SWS). It is the intent of SWS to promote consistent organisational behaviour by providing guidelines and assigning responsibility for the development of controls and the conduct of investigations.

## **3 PURPOSE**

The purpose of this policy is to demonstrate SWS' commitment to the prevention, deterrence, detection and investigation of all forms of fraud.

It is important for SWS to establish an environment in which fraud is not tolerated and in which all relevant parties are reluctant to act dishonestly.

## **4 SCOPE**

This policy applies to employees as well as Joint Authority members, Board members, participating council employees, consultants, vendors, contractors or any other parties with a business relationship with SWS.

Any investigation required by this policy will be conducted without regard to the suspected wrongdoer's length of service, position/title or relationship to SWS.

## **5 ORGANISATIONAL STRUCTURE**

The organisation consists of a Joint Authority (Authority) which is a nonexecutive body comprising four members appointed by Participating Councils. The Authority appoints a four-member Board which in turn appoints a Chief Executive Officer (CEO). Under delegation from the Authority and the Board, the CEO may appoint employees and contractors, engage consultants, set fees and in general run the business of SWS on behalf of the Authority.

## **6 FRAUD**

Fraud is defined as an intentional dishonest act and/or omission done with the purpose of deceiving. In the context of this policy it is restricted to such acts and/or omissions done with the purpose of deceiving SWS and/or its agents, representatives or employees.

## **7 RECORDABLE GIFT**

A recordable gift is defined as:

- a gift of goods, services, entertainment etc; and
- with a commercial value equal to or exceeding \$50; and
- that is provided to, and accepted by, an employee by an Authority contractor, customer, creditor or similar entity; and
- is provided because of that employee's role with the Authority.

## **8 POLICY**

The CEO is responsible for the detection and prevention of fraud, misappropriations and other similar inappropriate conduct and should be familiar with the types of fraud that may occur within the organisation's various areas of responsibility, and be alert to any indication of irregularity.

Any fraud that is detected or suspected must be immediately reported to the CEO who will then be responsible for overseeing the follow up of the matter by police, Participating Councils, Board, employer and/or other relevant body. Fraud in this instance includes any actions or suspected actions of a member of the Authority or the Board.

If the CEO is suspected of fraud the matter must be immediately reported to the Chair of the Board who will then be responsible for overseeing the follow up of the matter with relevant parties.

Any matter reported under this policy must be investigated by the relevant individual and/or organisation(s) until an informed conclusion is reached. All reported matters and associated investigations must remain confidential to prevent unwarranted damage to reputations until a conclusion is reached.

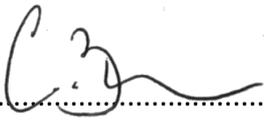
If the conclusion is that no fraud has been committed, then this must be communicated to the complainant(s) and the matter is concluded and must remain confidential. If the conclusion is that a fraud has been committed, then this must be communicated to relevant parties (complainant and guilty party/parties) and appropriate action taken.

If an investigation concludes that a fraud has been committed then the person(s) or entity responsible for committing the fraud must be advised by the individual responsible for overseeing the investigation (CEO or Board Chair) and disciplinary action must be taken, including dismissal where appropriate. Such action must be taken within five working days of receipt of the final report of the investigation results. It must also be in compliance with all relevant laws such as unfair dismissal, breach of contract etc.

Recordable gifts will be reported to the Manager Finance and Compliance within 20 working days of acceptance. A register will be kept of all such gifts.

**9 FURTHER INFORMATION AND DATE OF REVIEW**

Please contact the Chief Executive Officer [swstas@me.com](mailto:swstas@me.com) or 0408 253 770.

Policy authorised by:  .....

Date: 30 December 2019 .....

Date to be reviewed: January 2021 .....