

Corrupt conduct prevention policy

1 Purpose

This policy has been formulated to:

- support the highest standards of professional and ethical conduct within the Department of Communities, Housing and Digital Economy (the department)
- prevent corrupt conduct impacting on the department
- facilitate the effective notification, assessment and management of complaints of suspected corrupt conduct within the department in accordance with the [Crime and Corruption Act 2001](#) (CC Act).

This policy forms part of the department's overall approach and commitment to integrity management and should be read in conjunction with the Corrupt conduct prevention procedure and the relevant policies and procedures outlined in Attachment 1.

This policy applies to:

- all employees working for the department regardless of whether they are permanent, temporary, full-time, part-time or casual employees, and persons on secondment from other departments/agencies, and
- other persons who perform work for the department including contractors, students gaining work experience and volunteers. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff).

2 Policy statement

The department is committed to:

- implementing fraud and corruption prevention initiatives and ensuring appropriate internal controls are in place to prevent corrupt conduct
- encouraging the internal reporting of wrongdoing
- accepting complaints made anonymously
- promoting public confidence, accountability, integrity and transparency in the way the department deals with complaints of suspected corrupt conduct
- promoting public confidence by appropriately assessing and dealing with complaints of suspected corrupt conduct received by the department
- ensuring that appropriate consideration is given to the rights of employees who are the subject of complaints (that is, subject officers), and
- taking appropriate action regarding proven corrupt conduct and wrongdoing by employees, contractors, and other external parties.

Complaints of suspected corrupt conduct (other than complaints relating to the Director-General) will be dealt with in accordance with this policy and the *Corrupt conduct prevention procedure*.

Complaints of suspected corrupt conduct relating to the Director-General will be dealt with in accordance with the department's Complaints about the Director-General: s48A of the Crime and Corruption Act 2001 policy.

3 Responsibilities

Key roles and responsibilities are as follows:

3.1 Director-General

- Promote and communicate, both within the department and externally, the expectation that all persons are required to demonstrate the highest professional and ethical standards when conducting their duties and always act in the public interest.
- Ensure that the department has appropriate policies, training and awareness initiatives and other control systems to prevent corrupt conduct, including to effectively notify, assess and manage complaints of suspected corrupt conduct.
- Lead a workplace culture that values professionalism, integrity and diligence.
- Ensure that sufficient resources are available to the department's Crime and Corruption Commission Liaison Officer (CCC Liaison Officer) to enable them to deal with complaints of suspected corrupt conduct appropriately.
- Take appropriate action with respect to proven corrupt conduct.

3.2 Deputy Director-General

- Communicate the expectation that all persons are required to demonstrate the highest professional and ethical standards when conducting their duties and always act in the public interest.
- Educate persons on the requirement to report suspected corrupt conduct.
- Promote a workplace culture that values professionalism, integrity and diligence.
- Take appropriate action with respect to proven corrupt conduct.
- Ensure that recommendations arising from investigations into suspected corrupt conduct are considered as a priority and actioned in a timely manner.

3.3 Chief Human Resources Officer

- Coordinate the effective implementation of department-wide education and training initiatives about public sector ethics and the [Code of Conduct for the Queensland Public Service](#).

3.4 Crime and Corruption Commission Liaison Officer

- Determine whether a complaint or information involves, or may involve, suspected corrupt conduct.
- Notify the Crime and Corruption Commission (CCC) of a complaint which the CCC Liaison Officer reasonably suspects involves, or may involve, suspected corrupt conduct in accordance with directions issued by the CCC pursuant to section 40 of the CC Act (Section 40 Directions).
- Deal with complaints about, or information involving, suspected corrupt conduct.

3.5 Integrity Services Unit

- Develop and maintain policies and procedures regarding corrupt conduct.
- Develop and implement education and awareness initiatives to prevent corrupt conduct.
- Provide advice on integrity related matters, including matters relating to suspected corrupt conduct.
- Assess complaints or information for suspected corrupt conduct and prepare relevant documentation for the consideration of the CCC Liaison Officer.

- Manage or investigate complaints of suspected corrupt conduct in accordance with directions from the CCC Liaison Officer and/or the CCC.
- Maintain appropriate records in relation to corrupt conduct matters in accordance with Section 40 Directions.

3.6 All departmental managers/supervisors

- **Immediately** refer any complaints of, or information concerning suspected corrupt conduct to the Integrity Services Unit.
- Maintain confidentiality in relation to complaints of suspected corrupt conduct.
- Support a workplace culture that values professionalism, integrity and diligence.
- Demonstrate positive ethical standards and values to persons through their own workplace conduct and communications.
- Create a supportive environment that allows for the identification and reporting of suspected corrupt conduct.
- Ensure all new employees and agency staff complete an induction process, including the completion of mandatory online training on public sector ethics and the [Code of Conduct for the Queensland Public Service](#).
- Provide appropriate support to persons who report suspected corrupt conduct.

3.7 All persons

- **Immediately** report suspected corrupt conduct to the Integrity Services Unit.
- Conduct their duties and work activities to the highest professional and ethical standards.
- Familiarise themselves and comply with this policy and the *Corrupt conduct prevention procedure*.
- Cooperate fully with investigations into suspected corrupt conduct.
- Maintain the confidentiality of suspected corrupt conduct matters.
- Complete mandatory public sector ethics training provided by the department, including training in relation to the [Code of Conduct for the Queensland Public Service](#).

4 Delegations

For the relevant delegation to deal with corrupt conduct matters refer to the CHDE Intranet.

5 Reporting requirements

The Integrity Services Unit is responsible for providing statistical reports on suspected and proven corrupt conduct to the department's Board of Management, as well as preparing other reporting as required.

6 Human Rights

The policy has been reviewed for compatibility with human rights under the [Human Rights Act 2019](#) (the Act). The policy has been found to limit human rights only to the extent that is lawful, reasonable, and demonstrably justifiable in accordance with section 13 of the Act therefore, it is reasonable to conclude that the policy is compatible with human rights.

7 Approval

This policy was approved by the Director-General on 18 August 2022.

Attachment 1: Contacts

Attachment 2: References

Attachment 3: Definitions

Attachment 4: Examples of corrupt conduct

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Version Control

Version	Date	Comments
1	18 August 2022	Policy approved

Attachment 1: Contacts

For further information, please contact:

Integrity Services Unit – CCC Liaison officer
Strategy and Corporate Services
Department of Communities, Housing and Digital Economy
Telephone: (07) 3109 4896
Email: integrityservices@chde.qld.gov.au

To report corrupt conduct, email integrityservices@chde.qld.gov.au

Director-General
Department of Communities, Housing and Digital Economy
GPO Box 806
Brisbane Qld 4001
Telephone (07) 3017 5801

Deputy Director-General, Strategy and Corporate Services
Department of Communities, Housing and Digital Economy
GPO Box 806
Brisbane Qld 4001
Telephone (07) 3008 3800

Chief Human Resources Officer
Department of Communities, Housing and Digital Economy
GPO Box 806
Brisbane Qld 4001
Telephone (07) 3109 4751

Crime and Corruption Commission
Complaints Officer
Level 2, North Tower Green Square
515 St Pauls Terrace
Fortitude Valley Qld 4006
GPO Box 3123, Brisbane Qld 4001
Telephone (07) 3360 6060
Facsimile (07) 3360 6333
Toll Free 1800 061 611 (outside Brisbane, within Queensland)
www.ccc.qld.gov.au/corruption/report-corruption

Attachment 2: References

The requirements set out in this document are based on, and are consistent with, relevant Government legislation, regulations, directives, information standards and/or policies at the time of publication.

Legislation and regulations

[Crime and Corruption Act 2001](#)

[Human Rights Act 2019](#)

[Industrial Relations Act 2016](#)

[Information Privacy Act 2009](#)

[Public Records Act 2002](#)

[Public Service Act 2008](#)

[Public Sector Ethics Act 1994](#)

[Right to Information Act 2009](#)

Queensland Government documents

[Code of Conduct for the Queensland Public Service](#)

[The Queensland Government Indemnity Guideline](#)

Department of Communities, Housing and Digital Economy documents

Complaints management policy

Complaints management procedure

Corrupt conduct prevention procedure

Employee complaints policy

Employee complaints guideline

Fraud and corruption control policy

Fraud and corruption control plan

Public interest disclosure policy

Public interest disclosure procedure

Risk management policy

Section 40 Directions

Section 48A Policy: Complaints about the Director-General

Other resources

[Corruption in focus: A guide to dealing with corrupt conduct in the Queensland public sector, Crime and Corruption Commission, January 2020](#)

Attachment 3: Definitions

Term	Description
Conduct	Has a specific meaning per section 14 of the CC Act, which includes: <ol style="list-style-type: none"> a) neglect, failure and inaction; and b) conspiracy to engage in conduct; and c) attempt to engage in conduct.
Contractor	Means contractors, subcontractors, consultants and their employees, and includes on-hired temporary labour services (agency staff).
Corrupt conduct	Has a specific meaning per section 15 of the CC Act. <ol style="list-style-type: none"> 1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that— <ol style="list-style-type: none"> a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— <ol style="list-style-type: none"> (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— <ol style="list-style-type: none"> (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— <ol style="list-style-type: none"> (i) a criminal offence; or (ii) 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— <ol style="list-style-type: none"> a) impairs, or could impair, public confidence in public administration; and b) involves, or could involve, any of the following— <ol style="list-style-type: none"> (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)— <ol style="list-style-type: none"> 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—

	<ul style="list-style-type: none"> (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 Liaison Officer	<p>Is a primary point of contact for the Crime and Corruption Commission and has responsibilities outlined in section 3.4 of this policy.</p> <p>The department's designated Crime and Corruption Commission Liaison Officer is the Director, Integrity Services Unit.</p>
Employee/s	Means a person employed in the department under the <i>Public Service Act 2008</i> (Qld) as a public service officer, general employee or temporary employee, and persons on secondment from other departments/agencies.
Manager/Supervisor	Means any person whose duties involve or include managing or supervising others in the carrying out of their duties, irrespective of their formal title.
Person/s	Means all persons described in Section 1 of this policy and Section 2 of the Corrupt conduct prevention procedure.
Reasonably suspects	Means suspects on grounds that are reasonable in the circumstances.
Subject Officer	Means a person subject of a complaint or information of suspected corrupt conduct.
Unit of Public Administration	<p>Has a specific meaning per section 20 of the CC Act.</p> <p>Each of the following is a unit of public administration—</p> <ul style="list-style-type: none"> a) the Legislative Assembly, and the parliamentary service; b) the Executive Council; c) a department; d) the police service; e) local government; f) a corporate entity established by an Act or that is of a description of a corporate entity provided for by an Act which, in either case, collects revenues or raises funds under the authority of an Act; g) a noncorporate entity, established or maintained under an Act, that— <ul style="list-style-type: none"> (i) is funded to any extent with State moneys; or (ii) is financially assisted by the State; h) a State court, of whatever jurisdiction, and its registry and other administrative offices; i) another entity prescribed under a regulation. <p>However, none of the following is a unit of public administration—</p> <ul style="list-style-type: none"> a) the commission; b) the parliamentary commissioner; c) the entity consisting of— <ul style="list-style-type: none"> (i) the parliamentary commissioner; and (ii) officers and employees of the parliamentary service assigned to the parliamentary commissioner; and (iii) persons engaged to provide the parliamentary commissioner with services, information or advice; d) an entity declared by an Act not to be a unit of public administration.

Attachment 4: Examples of suspected corrupt conduct

Examples of allegations which may be assessed as suspected corrupt conduct include the following.

Note: the list below sets out examples only and is not exhaustive. Any resemblance to actual situations that have occurred is purely coincidental.

- An employee shares confidential departmental information with a supplier or prospective supplier. This may be suspected corrupt conduct on the part of the employee, as well as on the part of the supplier if they fail to report the receipt of information.
- An employee fails to disclose a relationship with a contractor/supplier that conflicts with their work duties and continues to deal with the contractor/supplier without the appropriate authorisation.
- A contractor engaged by the department to develop a tender specification for a particular service, fails to disclose their partner works as a senior manager in a company that provides the particular service and is likely to submit an offer to the department.
- An employee falsifies their timesheets.
- Two contractors collude when submitting offers in response to a departmental tender (this may be suspected corrupt conduct on the part of both contractors).
- An employee favours a friend or a family member as part of recruitment and selection process.
- An employee gets a contractor to perform work at their home and the work is invoiced to the department (this may be suspected corrupt conduct on the part of the employee and the contractor).
- A former departmental employee uses confidential information obtained during their employment with the department to help their new employer obtain government business.
- A supplier gives an employee gifts in return for being awarded work (this may be suspected corrupt conduct on the part of the supplier and the employee).
- A contractor and an employee collude by agreeing that the contractor will invoice the department for work not performed, the employee will approve the false invoices, and they will share the proceeds (this may be suspected corrupt conduct on the part of the contractor and the employee).
- An employee misuses taxi vouchers (for example uses the vouchers for non-work-related travel).
- An employee accesses and/or changes information in a departmental system relating to a friend or family member.
- An employee misuses a government vehicle (for example uses the vehicle for non-work-related travel).
- An employee influences and/or manipulates a procurement process to favour a contractor.
- An employee forges a person's signature on a work document.
- An employee engages in conduct of sexual nature in the workplace.
- A contractor physically assaults another person in the course of performing work for the department.