

Ngāti Whātua Ōrākei Reserves Board

Fraud Policy

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Contents

1. Policy Purpose	3
2. Context	3
3. The Framework.....	3
4. Accountability/Responsibilities	3
5. Internal Controls/Prevention.....	4
6. Reporting	4
7. Investigation and Reviewing Systems (Post Fraud)	4
8. Recovery of Money or Assets Lost Through Fraud	5
9. Communication Protocol	5
10. Review	5
11. Contacts for Assurance Services	5

Authorised by: Marama Royal
Chair

Signed: _____

Date: _____

1. Policy Purpose

The purpose of this policy is to provide guidance for the prevention, detection and response to fraud and corruption incidents within or involving the Ngāti Whātua Ōrākei Reserves Board (reserves board). This policy is to ensure that the conduct and integrity of members of the reserves board, employees, consultants, contractors or any other parties engaged with or representing the reserves board are of a high standard to protect the assets, reputation and financial risk of the reserves board.

Fraud covers unauthorised possession, unauthorised use, misappropriation, deliberate misrepresentation, corruption and impropriety in relation to reserves board assets and activities.

The reserves board has a zero tolerance to fraud and all actual or suspected instances of fraud will be:

- considered serious misconduct
- fully investigated
- reported to the appropriate authority where necessary

2. Context

The reserves board is a co-governance arrangement between Auckland Council and Ngāti Whātua Ōrākei, initially established under the Ōrākei Act 1991, to manage land owned by Ngāti Whātua Ōrākei but held for public and recreation purposes. The reserves board receives funding from Auckland Council. Having an effective fraud policy is essential to ensuring that the funds and assets are utilised ethically and legally by the reserves board.

This fraud policy should be read in conjunction with respective Auckland Council and Ngāti Whātua Ōrākei policies as the reserves board is reliant on their processes and practices.

3. The Framework

The fraud policy is supported by the following framework which covers:

- Accountability/Responsibilities
- Internal Controls/Prevention
- Reporting
- Investigation

4. Accountability/Responsibilities

The reserves board will treat all suspected instances of fraud very seriously. The reserves board chair, or deputy chair as appropriate, is responsible for overseeing investigations relating to fraud allegations. Great care will be taken during an investigation of suspected fraud to avoid mistaken accusations or alerting suspected individuals that an investigation is underway and confidentiality is paramount.

5. Internal Controls/Prevention

Internal controls are often the first line of defence against fraud. The reserves board will:

- in each financial year, get assurance that Auckland Council and any Ngāti Whātua umbrella organisations have appropriate controls in place to manage the risk of fraud. This can be by way of a letter, a report, or anything else the reserves board deems suitable.
- regularly monitor (at least every six months) to satisfy themselves that all activities being undertaken on their behalf is appropriate, reported accurately and reflects the activities authorised by them.
- disclose all interests, by way of standing orders or otherwise, to ensure they are actively managed for transparency and can withstand scrutiny. A conflict of interest disclosures register should be maintained and noted at each reserves board meeting.
- promote the principles of this policy.

6. Reporting

Employees, consultants, contractors, reserves board members or any other party engaged with or representing the reserves board should remain vigilant to any suspected fraudulent behaviour that may be occurring and must report the matter if they become aware of it.

In the event of fraud or dishonest behaviour of any person or entity, including members of the reserves board, coming to the attention of a reserves board member they are required to notify the chair, or the deputy chair if the behaviour relates to or implicates the chair.

On receipt of such information the chair or deputy chair should seek advice. This can be through Assurance Services at Auckland Council, the appropriate authority (e.g. NZ Police or Serious Fraud Office), or another suitable agency.

Assurance Services at Auckland Council can be contacted as per below:

- by phone, e-mail or in person (see contact details under 11 below) if a suspected fraud is detected;
- with questions about whether an act constitutes fraud, unauthorised possession or corruption.

To protect the reserves board, and any person or entity involved with the reserves board, a record must be kept of any allegation and the action taken.

7. Investigation and Reviewing Systems (Post Fraud)

Where fraud is detected it will be fully investigated by the reserves board. The reserves board will also review how it occurred and whether any of the internal controls and procedures need to be changed to ensure that it does not happen again.

8. Recovery of Money or Assets Lost Through Fraud

The reserves board will actively pursue the recovery of any money or property lost through fraud after considering all relevant issues.

9. Communication Protocol

Should any fraud occur the following protocols shall apply:

- a) the reserves board chair, or the deputy chair as appropriate, will make all decisions on the appropriate communication protocol to be adopted after taking appropriate professional advice.
- b) the reserves board chair or deputy chair will be the authorised spokesperson.
- c) the reserves board chair or deputy chair will brief the external auditors on any suspected or actual fraud and on the outcome of any investigation.

10. Review

This fraud policy should be reviewed by the reserves board at least every three years.

11. Contacts for Assurance Services

Contact details for Assurance Services department at Auckland Council is:

Integrity and Investigation Manager

Telephone: (09) 977 6610

Mobile: 021 701 815

e-mail: integrity@aucklandcouncil.govt.nz