



Fraud and Corruption Control Policy

| INTEGRITY AND RISK

V1.0 | July 2025

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1. PURPOSE

This policy (Policy) sets out the Queensland Building and Construction Commission's (QBCC) minimum requirements in relation to the prevention, detection, reporting and management of fraud and corruption. It should be read in conjunction with the QBCC's Fraud and Corruption Control Plan, its [Risk Management Framework](#) and its [Corporate Governance Framework](#).

2. SCOPE

This Policy applies to:

- The Commissioner/Chief Executive Officer (Commissioner), Statutory Office Holders, Senior Executive Service (SES) or equivalent officers and employees of the Queensland Building and Construction Employing Office (QBCEO) who undertake work for the QBCC.
- Members of the Queensland Building and Construction Board (QBC Board), and the QBC Board Committees including the Industry Advisory Committee (IAC).
- Members of the Service Trades Council (STC) and its panels, the Service Trades Licensing Advisory Panel (STLAP) and the Notifiable Work Panel.
- Individuals who are engaged as contractors, consultants or service providers that provide services to the QBCC.

For the purposes of this policy, the above individuals are collectively referred to as 'the QBCC's officers.'

3. AUTHORITY

This policy is established under:

- Section 11(A) of the [Queensland Building and Construction Commission Act 1991](#) (QBCC Act), which provides that the QBC Board decides the strategies and the operational administrative and financial policies to be followed by the QBCC.
- Section 20J(1)(a) of the QBCC Act, which provides that the Commissioner is responsible for the overall management of the QBCC.

4. RELEVANT LEGISLATION AND DOCUMENTS

- [Crime and Corruption Act 2001](#) (CC Act).
- Is based on the policy requirements set out in the Queensland Crime and Corruption Commission's (CCC) [Fraud and Corruption Control-Best Practice Guide](#).
- Aligns with [Australian Standard AS8001:2021 Fraud and Corruption Control](#) (AS8001-2021) and [International Standard ISO31000:2018 Risk Management Guidelines](#).

- Is compatible with the human rights protected by the *Human Rights Act 2019*. Accordingly, any limitation it imposes on human rights is reasonable and justifiable, because of the broader public interest in ensuring that public sector officers appropriately manage conflicts of interest.

5. POLICY

Principles

- Fraud and corruption prevention, identification and control are integral components of good governance and regulatory practice.
- Effective fraud and corruption control is the responsibility of all QBCC officers.
- All QBCC officers are expected to act legally, ethically and in the public interest.
- All QBCC officers are expected to maintain a contemporary knowledge of, and comply with, QBCC policies and associated documents.

Policy statement

The QBCC has zero tolerance for fraud and corruption and is committed to effectively preventing, detecting and responding to incidents or threats of fraud and corruption: whether internal, external or collusive.

In accordance with the QBCC's zero tolerance approach, this policy gives effect to the QBCC Commissioner's and Senior Leadership Team's (SLT's) commitment to:

- Prevent, detect and control fraud and corruption.
- Take all reasonable steps to actively discourage fraud and corrupt conduct:
 - As part of their commitment to the highest standard of corporate governance.
 - In compliance with the [Code of Conduct for the Queensland Public Service](#) ethics principles of accountability and transparency, integrity and promoting the public good.

The QBCC takes a risk management approach to fraud and corruption, detailed in its Fraud and Corruption Control Plan, which incorporates:

- This policy.
- The QBCC risk management policy and framework.
- Internal controls.
- Reporting processes.
- Protections for disclosers.
- Organisational reporting.
- Complaints investigation processes.
- The QBCC commitment to adherence with the Code of Conduct for the Queensland Public Service.
- The provision of education and training to create a fraud-resistant organisational culture.
- Client and community education and awareness of its zero-tolerance approach.

The QBCC recognises that public sector officers who are prepared to speak up about public sector misconduct, fraud and corruption are the most important sources of information to identify and address problems in public sector administration. The QBCC is committed to protecting and supporting such QBCC officers, in accordance with the [Public Interest Disclosure Act 2010](#) (PID Act) and the QBCC's [Public Interest Disclosure Policy and Procedure](#) (PID policy).

The QBCC recognises that fraud and corruption prevention and control are integral components of good governance and risk management and has captured its strategies in the Fraud and Corruption Control Plan.

6. FRAUD AND CORRUPTION DEFINITIONS

Fraud and corruption can take many forms, with fraud normally characterised by deliberate deception to facilitate or conceal the misappropriation of tangible or intangible assets, and corruption involving a breach of trust in the performance of official duties.

Fraud

AS8001:2021 Fraud and corruption control defines 'fraud' as:

- 'Dishonest activity causing actual or potential financial loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the entity and/or where deception is used at the time, immediately before or immediately following the activity.'

AS8001:2021 Fraud and corruption control notes that:

- Property in this context also includes intellectual property and other intangibles such as information.
- 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 for personal financial benefit.

Corruption

AS8001:2021 Fraud and corruption control defines 'corruption' as:

- 'Dishonest activity in which a person associated with an organisation (e.g. director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.'

Corrupt conduct

Under the CC Act, conduct includes:

- Neglect, failure and inaction.
- Conspiracy to engage in conduct.
- Attempt to engage in conduct.

A full definition of corrupt conduct, as set out in section 15 of the CC Act is provided in **Appendix B** of this policy.

Under the CC Act, there are two categories of corrupt conduct:

- i. Conduct that affects, or could affect, how officers from a unit of public administration (UPA)¹ perform their functions or exercise their powers ('Type A' conduct—section 15(1) CC Act).
- ii. conduct that impairs, or could impair, public confidence in public administration ('Type B' conduct—section 15(2) CC Act).

The CC Act specifies that both types of corrupt conduct are reportable to the CCC and can be attributed to any person, regardless of whether they hold an appointment in a UPA. This includes:

- People who no longer hold an appointment in a UPA.
- People who subsequently take up an appointment in a UPA.
- Private individuals or organisations.
- People outside Queensland, provided there is a direct link between the conduct and its adverse effect on a Queensland UPA, or someone holding an appointment with one.

The conduct does not cease to be corrupt conduct just because action relating to the conduct can no longer be taken or continued, including action for dismissal.

The CCC provides the following examples of corrupt conduct involving public officers:

- A public officer cheating on travel allowances (because it could be a criminal offence and is dishonest).
- Residential-care officer assaulting a client (because assault is a criminal offence and a breach of trust).
- A purchasing officer of a government department accepting “kickbacks” in the tendering process (because it is a criminal offence and dishonest).
- A public officer looking up their department’s records about a client without a valid work need (because it could result in dismissal, and it is a misuse of official information).

A public officer manipulating a selection panel decision to ensure that a relative gets the job (because the conduct in question could result in the dismissal of the officer concerned and lacks impartiality). Many forms of fraud and corruption are also offences under the Criminal Code. These include offences such as extortion, false claims, stealing, issuing false certificates, receipt or solicitation of secret commissions, forgery and election fraud.

Refer to the QBCC’s Fraud and Corruption Control Plan for further examples of forms of fraud and corruption which may be relevant to the QBCC.

¹ Section 20 (1) of the *Crime and Corruption Act 2001*— outlines that each of the following is a unit of public administration (UPA)—the Legislative Assembly, and the parliamentary service; the Executive Council; a department; the police service; a local government; a corporate entity; a noncorporate entity; State court, of whatever jurisdiction, and its registry and other administrative offices; another entity prescribed under a regulation.

7. FRAUD AND CORRUPTION IN THE REGULATORY CONTEXT

Within the QBCC's regulatory environment, fraud and corruption risks may emerge in the course of performing regulatory functions, including but not limited to inspections, licensing assessments, enforcement actions, as well as procurement or financial approvals associated with regulatory activities. Such risks may arise from coercion, undue influence, conflicts of interest, or the misuse of discretionary powers for personal benefit or to benefit a third-party.

Emerging risks may encompass cyber-enabled fraud, digital identity impersonation, and the manipulation of automated decision-making systems employed in regulatory and / or corporate processes.

The QBCC is committed to identifying, managing, and mitigating these risks to uphold integrity, fairness, and public confidence in its regulatory responsibilities.

The following are illustrative examples of corrupt conduct in the context of QBCC's Regulatory officers:

- A licensing officer issuing or revoking a licence without proper assessment or contrary to legislative requirements.
- A regulatory officer accepting gifts or benefits in exchange for overlooking non-compliance identified during a site inspection.
- The misuse of confidential complaint or audit information for personal gain or to benefit a third-party.
- A compliance officer failing to initiate enforcement action against a known breach due to a personal relationship with the licensee.
- A regulatory officer soliciting or accepting bribes during inspections, licensing or registration activities.
- A failure to declare or manage conflicts of interest by either senior management, board members or regulators (particularly in regional areas).

8. REPORTING FRAUD AND CORRUPTION

It is mandatory that the QBCC's officers report any incidents of QBCC-related suspected or actual fraud or corruption as soon as possible.

This requirement extends to suspected or actual QBCC-related fraud or corruption involving the QBCC's officers and persons external to the QBCC.

Reports can be made verbally to a Manager, an HR Business Partner, Ethics, Standards and Complaints or:

- Via the QBCC's online reporting portal or platform.
- Via the Whistle Blower hotline (under development) – internal to QBCC only.
- In writing to Manager, Ethics, Standards and Complaints, QBCC, GPO Box 5099, Brisbane 4001.
- By email to integrity@qbcc.qld.gov.au.

Corruption complaints about the Commissioner should be made in accordance with the QBCC's [Corruption Complaints about the QBCC Commissioner and QBCEO Executive Officer](#) policy, which supports the QBCC's compliance with section 48A of the CC Act.

9. ROLES AND RESPONSIBILITIES

Refer to **Appendix 1** of this policy for a full list of roles and responsibilities.

10. RELATED PUBLICATIONS

Codes

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

Standards

- [Australian Standard AS8001–2021 Fraud and corruption control.](#)
- [ISO31000–2018 Risk Management Guidelines.](#)

Policy Documents

- [Administrative Access Policy \(under review\).](#)
- [Compliance Management Framework.](#)
- [Conflict of Interest Policy and Procedure.](#)
- [Corporate Governance Framework.](#)
- [Corporate Governance Framework Executive Summary.](#)
- [Corruption Complaints about the QBCC Commissioner and QBCEO Executive Officer Policy.](#)
- Data Breach Policy (under development).
- Data Breach Response Plan (under development).
- [Gifts and Benefits Policy and Procedure.](#)
- [Individual Employee Grievance Policy and Procedure.](#)
- [Internal Audit Procedure.](#)
- [Insider Trading Policy.](#)
- [Managing Contact with Lobbyists Policy and Procedure.](#)
- Privacy Management Framework (under development).
- Privacy Policy (under development).
- [Procurement Policy.](#)
- [Public Interest Disclosure Policy and Procedure.](#)
- Fraud and Corruption Control Plan (under development).
- [Regulatory Assurance Framework.](#)
- [Regulatory Assurance and Audit Charter.](#)
- [Risk Management Framework.](#)
- [Risk Management Policy.](#)
- [Secondary Employment and External Appointments Policy and Procedure.](#)

Publications

- [Crime and Corruption Commission—Corruption in focus—A guide to dealing with corrupt conduct in the Queensland public sector.](#)
- [Crime and Corruption Commission—Fraud and Corruption Control—Best Practice Guide.](#)

11. CONTACT

For information, please contact the Manager, Ethics, Standards and Complaints Branch via:

- Email: integrity@qbcc.qld.gov.au.
- Telephone: 139 333.
- Ethics, Standards and Complaints, GPO Box 5099, Brisbane, Q, 4001.

12. DOCUMENT INFORMATION

| INFORMATION CATEGORY | DESCRIPTION |
|------------------------------------|---|
| Title | Fraud and Corruption Control Policy |
| Purpose | This policy outlines the QBCC approach to preventing, detecting, reporting, and managing fraud and corruption. It is intended to be read alongside the QBCC's Fraud and Corruption Control Plan, Risk Management Framework, and Corporate Governance Framework. |
| Document Type | Policy |
| Category | Governance |
| Sub-category | Ethics, Standards and Complaints |
| Approver | QBC Board |
| Author | Director, Governance and Risk |
| Owner | Chief Integrity and Risk Officer |
| Steward | Executive Director Governance, Risk, Ethics and Assurance |
| Version | 1.0 |
| Effective date | July 2025 |
| Review date | July 2027 |
| Supporting policy documents | QBCC Fraud and Corruption Control Plan |
| Other related documents | Risk Management Framework Corporate Governance Framework Compliance Management Framework Compliance Management Framework – Obligations Register (under development) |

13. VERSION HISTORY

| VERSION | DATE | AMENDMENT DETAILS |
|---------|-----------|--------------------|
| 1.0 | July 2025 | New policy adopted |

APPENDIX 1 – ROLES AND RESPONSIBILITIES

| ROLE | RESPONSIBILITY |
|---|--|
| Queensland Building and Construction Board | <ul style="list-style-type: none"> • Deciding the strategies and the operational administrative and financial policies to be followed by the QBCC. • Ensuring the QBCC performs its functions and exercises its powers in a proper and efficient way. |
| Finance, Audit and Risk Committee (FAR Committee) | <ul style="list-style-type: none"> • Providing independent comment, advice and counsel to the QBC Board on the suitability of the QBCC's accountability and control frameworks. |
| Commissioner | <ul style="list-style-type: none"> • Ensuring that the QBCC has appropriate policies, training and awareness initiatives and other control systems to prevent, detect and effectively manage fraud and corruption. • Ensuring impartiality and integrity in the performance of the QBCC's functions. • Ensuring accountability and transparency in the QBCC's operational performance. • Visibly promoting and communicating, both within the QBCC and externally, that high standards of professional conduct and honest and ethical business practices are mandatory and expected. • Encouraging and supporting the reporting of suspected wrongdoing. • Ensuring appropriate action is taken with respect to proven allegations of fraud and corruption. |
| SLT members, Executive Directors, Directors and Managers | <ul style="list-style-type: none"> • Displaying ethical leadership and high standards of behaviour consistent with the Code of Conduct. • Ensuring all persons working for and within their division/work area are aware of their fraud and corruption control responsibilities, including the requirements to: <ul style="list-style-type: none"> ○ Report suspected wrongdoing. ○ Comply with relevant policies and procedures. ○ Complete the QBCC's mandatory Code of Conduct training on commencement and biennially thereafter. • Ensuring that appropriate and effective internal controls are in place in their division/branch/unit with reference to the QBCC Fraud and Corruption Control Plan. • Effectively managing risk in accordance with the QBCC's Risk Management Framework. • Promoting and supporting organisation-wide fraud and corruption prevention initiatives. • Taking prompt and appropriate action to prevent fraud and corruption, including proactively managing staff conduct. • Advising the Ethics, Standards and Complaints branch of all suspected fraud and corruption. |

| ROLE | RESPONSIBILITY |
|---|--|
| | <ul style="list-style-type: none"> • Ensuring appropriate and timely action is taken regarding proven allegations of fraud and corruption. • Ensuring that recommendations arising from audits and investigations are treated as a priority and actioned promptly. • Attesting to there being no known or suspected compliance irregularities (including internal fraud, collusion and/or theft) that may present negative implications for the QBCC and the QBC Board (attestation process under development). |
| Chief Human Resources Officer | <ul style="list-style-type: none"> • In addition to the responsibilities set out above for SLT members: <ul style="list-style-type: none"> ○ Ensuring QBCC officers have access to training that enables them to comply with their risk management and fraud awareness obligations ○ Overseeing the development and maintenance of the QBCC's mandatory Fraud and Corruption eLearning module in collaboration with the Chief Integrity and Risk Officer. ○ Ensuring relevant HR policies and procedures support the QBCC's commitment to fraud and corruption control. |
| Chief Integrity and Risk Officer | <ul style="list-style-type: none"> • In addition to the responsibilities set out above for SLT members, ensuring that fraud and corruption risk management is integrated into the QBCC's operational risk management processes. • As the QBCC's Fraud Control Officer, the responsibilities include to effectively implement, monitor, and review the fraud and corruption control plan. |
| Chief Financial Officer | <ul style="list-style-type: none"> • In accordance with the FA Act and the FPMS: <ul style="list-style-type: none"> ○ Ensuring robust financial controls are embedded. ○ Focusing on delivering a strong net asset position and the long-term financial sustainability of the QBCC. • The CFO may provide the Commissioner with an annual assurance statement on the efficiency and effectiveness of the financial internal controls. |
| Digital Services | <ul style="list-style-type: none"> • Establishing, maintaining and reviewing information and communications technology, and technology-based prevention controls. |
| Ethics, Standards and Complaints | <ul style="list-style-type: none"> • Developing and maintaining integrity-related policies and procedures. • Promoting an ethical culture and appropriate decision making through fraud and corruption prevention initiatives. • reporting on all fraud and corruption matters in accordance with relevant legislation. • Managing and independently investigating complaints involving fraud and corruption, which may constitute suspected corrupt conduct and/or a PID in accordance with legislative requirements and the QBCC Public Interest Disclosure policy. • Providing independent advice regarding fraud and corruption matters to the Commissioner, SLT members, Executive |

| ROLE | RESPONSIBILITY |
|--|---|
| | <p>Directors, Directors and Managers.</p> <ul style="list-style-type: none"> • Reporting any suspected fraud and corruption matters to the relevant agencies: <ul style="list-style-type: none"> ○ Crime and Corruption Commission (CCC) for matters about corrupt conduct including reprisal. ○ Queensland Ombudsman for matters about maladministration. ○ Queensland Audit Office for matters of any suspected material loss to be the result of an offence under the Criminal Code or another Act; or corrupt conduct of an officer of the QBCC; or corrupt conduct of a contractor, or a consultant, of the QBCC • Queensland Police Service for matters of suspected fraud and/or corruption arising out of criminal conduct under the Criminal Code. |
| Internal Audit | <ul style="list-style-type: none"> • As an independent QBCC function with co-sourced delivery, with the Integrity and Risk Division reporting directly to the Finance, Audit and Risk Committee and on operational matters to the Commissioner. • Assessing the adequacy and effectiveness of internal controls within business areas as part of routine auditing activities. • Making recommendations to improve the effectiveness of key controls where required. • Providing advice to business areas in relation to preventing and detecting fraud and corruption. • The Regulatory Assurance and Audit team has updated procedures and templates to include consideration of fraud and corruption indicators in regulatory audits. |
| Risk Team | <ul style="list-style-type: none"> • Coordinating reviews of the Fraud and Corruption risk register and reports to the SLT, the FAR Committee and, where recommended by the Committee, the QBC Board. • Applying risk management principles and techniques in the assessment of the risk of fraud and corruption in accordance with the QBCC's Risk Management Framework. • Maintaining the QBCC's Fraud and Corruption Risk Register. • Overseeing the QBCC's risk management policy framework, risk appetite statement and related collateral. • Facilitating risk management capability and maturity. • Maintaining risk management guidance documents, training resources and other tools and templates. |
| All QBCC officers (including Regulatory Officers) | <ul style="list-style-type: none"> • Complying with all the QBCC's systems, policies and procedures to prevent, detect and appropriately respond to actual or suspected QBCC-related fraud and corruption. • Completing the mandatory Fraud and Corruption eLearning module on commencement of employment, and every two years |

| ROLE | RESPONSIBILITY |
|------|---|
| | <p>thereafter.</p> <ul style="list-style-type: none"> • Undertaking other mandatory training modules that contribute to education on fraud and corruption, such as conflicts of interest, code of conduct and PID training. • Fulfilling their obligation to report wrongdoing in accordance with section 1.1 (d) of the Code of Conduct for the Queensland Public Service. • Following the requirements for internal reporting of suspected fraud and corruption. |

APPENDIX 2 – DEFINITIONS

| TERM | DEFINITION |
|---|---|
| The QBC Board member | A member of the QBC Board appointed in accordance with section 12 of the QBCC Act . |
| Commissioner/Chief Executive Officer (Commissioner) | The person appointed as Commissioner, Queensland Building and Construction Commission under section 20D of the QBCC Act and as Executive Officer, Queensland Building Commission Employing Office under section 29D of the QBCC Act . |
| Confidential information | <p>As defined in section 65(7) of the PID Act:</p> <p>Confidential information includes —</p> <ul style="list-style-type: none"> • Information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> ○ Who makes a public interest disclosure; or ○ against whom a public interest disclosure has been made; and • information disclosed by a public interest disclosure; and • information about an individual's personal affairs; and • information that, if disclosed, may cause detriment to a person; but • does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law. |
| Corrupt conduct | <p>As defined in section 15 of the CC Act:</p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that —</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of —</p> <ul style="list-style-type: none"> (i) a unit of public administration; or (ii) a person holding an appointment; and <p>(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 —</p> <ul 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 |

| TERM | DEFINITION |
|------------------------|--|
| | <p>(c) would, if proved, be —</p> <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. <p>(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that —</p> <ul 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 — <ul 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)— <ul 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. |
| Employee | <p>QBCC officers employed by the QBCEO who undertake work for the QBCC, and their employment status is permanent, temporary, casual, volunteer and/or on secondment from another department.</p> |
| Public officer/officer | <p>As defined in Schedule 1 of the Criminal Code², a public officer is a person other than a judicial officer, whether or not the person is remunerated —</p> <ul style="list-style-type: none"> (a) discharging a duty imposed under an Act or of a public nature; or (b) holding office under or employed by the Crown; and includes, whether or not the person is remunerated (c) a person employed to execute any process of a court; and (d) a public service employee; and |

² Schedule 1 Criminal Code

| TERM | DEFINITION |
|------|--|
| | <p>(e) a person appointed or employed under any of the following Acts—(i) the Police Service Administration Act 1990; (ii) the Transport Infrastructure Act 1994; and</p> <p>(f) a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act.</p> |