

INTEGRITY AND REPORTING

POLICY

EPD has implemented this policy to enhance integrity in the Directorate to reduce the risk of fraud and corruption, as well as assist staff to make decisions in the reporting of fraud, corruption and other criminal offences affecting the Directorate.

Management and staff of the Directorate have a responsibility to ensure that risk assessments are conducted and where necessary fraud and corruption prevention strategies are implemented.

The *Public Sector Management Standards 2006* specify that all managers and employees have an obligation to be aware of the Code of Ethics contained in Section 9 of the *Public Sector Management Act 1994*. Further guidance on ethical matters can be obtained from the *Public Sector Management Standards*, the *ACT Integrity Policy*, the publication *Ethics in the ACT Public Service* and *ACT Public Service Code of Conduct*.

Managers and staff should apply the guidelines contained in this document, the *ACTPS Integrity Policy*, the *ACT Public Service Code of Ethics* and the EPD Fraud and Corruption Prevention Plan.

All managers should ensure that they, and their staff, are familiar with their rights and obligations, as outlined in *Public Sector Management Standards 2006*.

Fraud and corruption against the Directorate or other parties will not be tolerated in any form or degree. Staff are urged to exercise diligence, probity and the highest level of ethics in fulfilling all their duties.

RATIONALE FOR POLICY

The *ACT Integrity Policy* sets out the broad whole-of-Government policy on the promotion of integrity in the ACT Public Sector. The *Public Sector Management Standards 2006*, Part 2.3 – Fraud and Corruption, details the formal responsibilities upon agencies to promote integrity and control fraud and corruption.

RESPONSIBILITIES AND ACCOUNTABILITIES

The primary responsibilities and accountabilities in relation to integrity rest with the following:

Position	Responsibility
Director-General	<ul style="list-style-type: none">select an Executive as the Senior Executive Responsible for Business Integrity Risk (SERBIR) responsible for the implementation of the integrity strategies and the processes for the detection and investigation of fraud and corruption; andensure details of the SERBIR appointment are forwarded to the Public Service Commissioner.
Senior Executive Responsible for Business Integrity Risk (SERBIR) – Executive Director, Construction and Client Services	<ul style="list-style-type: none">has responsibility to ensure that the Directorate has a current Fraud and Corruption Prevention Plan and that this plan is revised bi-annually;provide the Directorate’s Audit Committee with the updated Fraud and Corruption Prevention Plan when it is revised; andreport to the Audit Committee on trends in reported suspicious acts.

Audit Committee	<ul style="list-style-type: none"> • oversight the Directorate’s risk management framework and processes including the Fraud and Corruption Prevention Plan; • oversight the Directorate’s internal audit function; • ensure the SERBIR is regularly updating the fraud and corruption risk register; and • monitor the implementation of fraud and corruption risk treatment strategies.
Executive	<ul style="list-style-type: none"> • assist the Director-General and SERBIR in fulfilling their responsibilities; • adopt and promote the highest standards of ethical behaviour within the Directorate; • develop, encourage, insist upon and implement sound financial, legal and ethical decision making within the Directorate; • ensure that our people are encouraged to, and do, attend fraud and corruption awareness training sessions; • ensure awareness of fraud and corruption control policies, plans and guidelines are promoted to all our people; and • ensure each area of their control is subject to a risk assessment and regularly assess the potential for breaches of integrity, including theft and corruption.

PROCEDURES

EPD has dedicated staff within the Governance Team that deal with the Fraud and Corruption Prevention, including reviewing and updating the Plan at least every two years.

Please contact the Governance Team for further information.

Non-Compliance

Failure to comply with these procedures may result in fraud against the Directorate.

Staff are therefore accountable to the Director-General for the fulfilment of their responsibilities under these procedures. Non-compliance will be taken as a serious matter and may result in disciplinary action or be reflected in performance reviews.

REFERENCES

Source	Description
FMA	n/a
FMA Regs/FMOs	n/a
Other legislation/regs	Public Sector Management Act 1994 - Section 9 ACT Public Service Code of Conduct 2012 The <i>Public Sector Management Standards 2006</i> , Part 2.3 – Fraud and Corruption
Related DGFIs	Risk Management Audit Committee Strategic Asset Management
Related Guidelines	Integrity Policy of the ACT Public Service EPD Fraud and Corruption Prevention Plan