

CORRUPTION PREVENTION AND DETECTION GUIDELINES

INTRODUCTION

The Department of Education is committed to the prevention of corruption at all levels of staff across the Department, maintaining and promoting high ethical standards and practices.

The Standards and Integrity Directorate is responsible for investigating allegations of staff misconduct and or corruption.

These guidelines are to be read in conjunction with the *Staff Conduct and Discipline Policy* and *Code of Conduct*.

The Department expects all staff to conduct themselves in an honest, ethical and professional manner, and acknowledges that all staff are entitled to a work environment that reflects high ethical standards.

CORRUPTION

What is corruption?

Corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as:

- fraud;
- theft;
- obtaining property, a financial advantage or any other benefit by deception;
- causing a loss, or avoiding or creating a liability by deception;
- providing false or misleading information to the Department, or failing to provide information where there is an obligation to do so;
- making, using or possessing forged or falsified documents;
- bribery, corruption or abuse of office;
- unlawful use of Department computers, credit cards, telephones, vehicles, and other property or services;
- workplace bullying; and
- any offences of a like nature to those listed above.

PREVENTION AND DETECTION

What are my responsibilities?

The primary focus is prevention of corruption in the first place.

Line managers have a responsibility to:

- assess the risk of corruption;
- implement internal controls to prevent or reduce the opportunity for corruption; and

- increase staff awareness by promoting the ethical principles and values in the Departments *Code of Conduct*, *Staff Conduct and Discipline Policy* and the Public Sector Commissioner's Code of Ethics.

What do I do if I suspect corrupt behaviour in the workplace?

In accordance with the *Staff Conduct and Discipline Policy and Procedures* and *Code of Conduct*, anyone who suspects corruption involving a Department employee is obliged to report their suspicions. This can be to their line manager or directly to the Standards and Integrity Directorate.

If the employee has any doubts, the matter should be referred to the Standards and Integrity Directorate.

The following question may assist in determining whether reasonable grounds exist for suspecting that a corrupt act has been committed.

“Do I have a suspicion based on circumstances that would cause a reasonable person to suspect that corruption may have occurred?”

REPORTING

Who should I tell and how?

Internal/ Department: Line Manager, Standards and Integrity, Regional Office

External: Corruption and Crime Commission (CCC), WA Police (WAPOL), Public Sector Commission (PSC)

Managers who receive information of suspected corruption need to maintain confidentiality when dealing with the matter.

If the suspicion of corruption involves a manager, the staff member then reports suspicions immediately to the Standards and Integrity Directorate or anonymously via the Complaints Advice Line.

How should/do I tell them?

A report /complaint may be made verbally over the phone by calling the Complaints Advice Line or submitting an Initial Reporting Form to the Standards and Integrity Directorate. This form can be obtained by contacting Standards and Integrity or from the Department of Education intranet under Standards and Integrity.

Who manages these allegations and what is the process / what will happen after I make a report?

The management and investigation of corrupt allegations are conducted by the Department of Education's Standard and Integrity Directorate.

The Standards and Integrity Directorate will advise the staff member who reported the suspicion of an outcome at the conclusion of any investigation.

Can I remain anonymous?

Yes, however for any action to be considered from an anonymous report, the following information whenever possible would be needed:

- the name of the person who is being reported;
- full details of the complaint;
- when the incident occurred;
- where the incident occurred;
- how the incident occurred; and
- if possible, details of any documentation to support the report.

Anonymous written reports are to be sent to the Standards and Integrity Directorate.

Anonymous reports can also be made via the Complaints Advice Line. If you report a matter anonymously, outcomes or action taken cannot be conveyed to you.

False or misleading reports

Department employees who provide information knowing that the content of the information is false or misleading, or who make malicious reports, may be guilty of misconduct as defined in Section 4 of the *Corruption and Crime Commission Act 2003*. These actions may also be considered a breach of discipline under the Public Sector Management Act 1994 and may be dealt with as such by the Standards and Integrity Directorate.

Victimisation

Any employees who believe they have been victimised or discriminated against as a result of either reporting alleged corruption or cooperating with the appropriate authorities in the investigation of corruption can report their concerns to the Director Standards and Integrity.

ADDITIONAL INFORMATION

Contact information

Standards and Integrity Directorate:

- Complaints advice line: 1800 655 985 or (08) 9264 4740
- Email: SID assessments team @ SidAssessment@education.wa.edu.au
- Corruption and Crime Commission (CCC) WA: 1800 809 000
- WA Police 13 14 44

Related Department of Education Policies and Guidelines

- [Staff Conduct and Discipline Policy](#)
- [Code of Conduct](#)
- *Public Interest Disclosure Guidelines*
- *Reporting Misconduct*
- *Guide to the discipline process*
- *A guide to the Management of Staff Misconduct Complaints*
- *Complaints categorisation schedule*