

H38. FRAUD AND CORRUPTION

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	2.0
Section:	Housing
Applies To:	Board, Management and Staff of all IAC Services
Date:	October 2015 (Review October 2018)

Background and Purpose

The IAC's Housing policies articulate our aims, goals and philosophies in providing housing services for Aboriginal tenants and their families. They explain how the Illawarra Aboriginal Corporation works with its staff and other agencies to ensure that our tenants are afforded the best and most appropriate services and that we meet all of the requirements of the Aboriginal Housing Office and the Office of Community Housing.

Principles

The purpose of this policy is to:

- ensure that all parties are aware of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
- provide guidance to staff as to action which should be taken where they suspect any fraudulent activity.
- provide a clear statement to staff forbidding any illegal activity, including fraud for the benefit of the organisation
- provide assurance that any and all suspected fraudulent activity will be fully investigated

Responsibilities

The Board of the IAC is responsible for:

- the prevention and detection of fraud and corruption
- ensuring that appropriate and effective internal control systems are in place.

Program coordinators are responsible for:

- assessing the risks of fraud and corruption
- educating employees about fraud and corruption prevention and detection
- facilitating the reporting of suspected fraudulent or corrupt activities

COMPLIANCE

This policy complies with:

- NSW Housing Act 2001
- NSW Residential Tenancies Act 2010
- Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI)
- Fair Work Australia Awards (FWA).
- NSW Occupational Health and Safety Act 2000

Responsibilities (cont)

IAC staff are responsible for:

- the prevention and detection of fraud and corruption in their areas of responsibility
- reporting suspected fraud or corruption to their supervisor.
- reporting the suspected fraud or corruption by their supervisor to the next level of supervision
- ensuring that they are not involved in fraudulent or corrupt activities as this will constitute grounds for dismissal

Fraud Prevention

Fraud and corruption prevention accounting procedures shall be incorporated in the IAC's Financial Management policies. All complaints of suspected fraudulent or corrupt behaviour will be investigated whilst also providing for the protection of those individuals making the complaint and natural justice to those individuals being the subject of any such complaint.

Where a prima facie case of fraud or corruption has been established the matter shall be referred to the Police. Any action taken by the Police shall be pursued independently of any employment-related investigation by the IAC.

REFERENCES

This policy should be read with:

- **Housing NSW** "Changing a Tenancy Policy"
- **National Regulatory Code** - 5. Probity