

Fraud and Corruption Policy

Purpose

Third Sector Australia (3SA) is, and will remain, committed to ensuring day to day operations are free from the perception or actual opinion that any wrongdoing is applicable in the service delivery. 3SA has a structured procedure to ensure all dealings with clients, public and stakeholders is transparent, auditable, fair and equitable in delivery and decision making.

Outcomes

Management commitment and awareness

An important factor contributing to fraud and corruption is the failure of management to treat the risk as a serious threat to their organisation and a consequent failure to allocate sufficient resources to manage the problem. In many cases organisations tend towards complacency and only become concerned about fraud and corruption after a major incident has occurred, and typically only after serious financial and reputational damage has been done.

In addition fraud and corruption control is often seen as a “corporate” responsibility (ie. the responsibility of central management at the corporate level) rather than as a responsibility for line management. As a consequence fraud often occurs in business units remote from central management.

To promote awareness of fraud and corruption risk amongst 3SA directors and senior management team, line managers and employees we are committed to ongoing internal training which deals with the following issues:

- common types of fraud and corruption in our sector and generally in Australia
- effects of fraud and corruption
- a knowledge of the types of fraud and corruption that have been detected in our organisation in the last five years and how those matters were dealt with in terms of disciplinary action and remedial action.
- 3SA own fraud and corruption prevention and control strategy.

Policy

Third Sector Australia (3SA) is entrusted by government, the community and clients to manage services and assets prudently and fairly. Each Board, Director and employee has a responsibility to guard against fraud and corruption and to act promptly and appropriately when fraud or corruption is suspected or alleged.

This policy provides procedures to help employees, volunteers and other people who deal with 3SA and its divisions to prevent, detect and report suspected fraud and corruption.

Fraud involves dishonest activity causing actual or potential financial loss to any person or organisation including theft of moneys or other property by employees and volunteers, or persons external to the organisation, and where deception is used at the time, immediately before or immediately following the activity.



This also includes:

- the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for normal business usage, and
- Improper use of information or position to gain financial benefit.

Guidance and more information can be found by contacting 3SA directly.

Last reviewed	May 2017
Review date	May 2019
Ratified by	3SA Board
Person responsible	Chief Executive Officer
Version	V1.0
Attachments	

Policy context: This policy relates to

Legislation or other requirements

Auditor General Act 1997 (Cth)
Privacy Act 1988 (Clth)
Associations Incorporation Act 2009 (NSW)
Financial Management and Accountability Act 1997 (Cth)
Public Interest Disclosures Act 1994 (Cth)

Documentation

Documents related to this policy

Related Policies &
Procedures

Values, Vision and Mission
Strategic Planning
Code of Conduct
Statement of Professional Ethics
Conflict of Interest
Legal and Contractual Compliance
Information and Knowledge Management
Financial Management
Risk Management
Asset Management
Whistleblowing

