

## NSW ARB Policy PREVENTING FRAUD AND CORRUPTION

March 2015

NSW Architects Registration Board does not tolerate any act of fraud or corruption and is committed to maintaining an organisational culture that carries out its responsibilities honestly and ethically, in compliance with the ARB Code of Conduct and the law.

### Definitions

#### *Corruption*

Corruption is dishonest activity in which a NSW Board Member, employee, examiner or volunteer acts contrary to the interests of the Board and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

#### *Types of corruption*

The types of activities that we consider to be corrupt include:

- accepting bribes (money or some other consideration) to engage in a particular course of action, or inaction
- demanding extortion money or some other consideration to engage in a particular course of action, or inaction
- embezzling or misappropriating the Board's assets for personal use
- making false claims for benefits for which we are not entitled, or in order to avoid liability for payment, such as tax
- concealing conflicts of interest where we stand to profit incidentally from an official act

#### *Fraud*

Fraud is dishonest activity by a NSW Board Member, employee, examiner or volunteer causing actual or potential financial loss to the Board, including the theft of moneys or other property. This includes the deliberate falsification, concealment, destruction or improper use of documentation used for a normal business purpose or the improper use of other information or position.

#### *Types of fraud*

The types of activities that we consider to be fraudulent include:

- any dishonest act
- misappropriation funds, securities, supplies, or other assets
- impropriety in the handling or reporting of money or financial transactions
- disclosing confidential information to outside parties
- accepting or seeking anything of material value from examination candidates or applicants for registration as an architect in NSW
- destruction, removal, or inappropriate use of records, furniture, fixtures, and Equipment

### Guarding against fraud and corruption

To help us guard against fraud and corruption we have a Risk Management Framework to systematically assess and identify areas of potential risk in relation to the Board's responsibilities and functions and develop a Risk Management Plan to control high and medium risk issues.

NSW

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We also guard against fraud and corruption by ensuring we have adequate financial and internal controls in place and conducting regular audits.

## Reporting suspicious behaviour

### *Reporting fraud and corruption*

We report suspected fraud and corruption to the Registrar who then advises the President. We treat allegations in strict confidence and investigate them promptly.

The Board protects complainants against recrimination, prevents false or mischievous reports, and ensures that complainants behave appropriately.

## Protection for those who disclose corrupt conduct

### *Report in confidence*

We abide by the NSW Protected Disclosures Act that protects public sector workers who make disclosures about corrupt conduct, maladministration or serious waste of public money.

If we have issues with making a report about fraudulent or corrupt conduct to the Registrar, we can report the issue confidentially to our Protected Disclosures Officer, Charlie Sherlock, Chief Audit Officer, Department of Finance and Services.

### *Report anonymously*

We can also report to ICAC anonymously, either verbally or in writing.+

### *False reports*

We are aware and understand that if we make allegations to be malicious, mischievous or to make trouble we are not generally protected by the Act. Our management may discipline any staff member who makes such allegations.

## Gifts

### *Receiving gifts*

We are permitted to accept gifts if:

- the gift or form of entertainment is of nominal value and will not influence or impair our decision-making process in the Board's best interests
- the gift is limited to a token kind such as a moderately priced pen, piece of glassware or clothing
- the benefit is limited to a beverage or a light meal
- the gift or benefit is no more substantial than a gift or benefit provided by the Board.

### *Gifts register*

All the gifts we receive that have a value of about \$50 or more are recorded in the in Board's Gift Register.

Approved August 2011

Updated March 2015



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