

How we stop fraud and corruption at work

Easy Read version



How to use this policy



A **policy** is:

- a government plan for how to do things
- where rules come from.



The NSW Department of Communities and Justice wrote this policy.

When you read the word 'we', it means the NSW Department of Communities and Justice.



We wrote this policy in an easy to read way.

We use pictures to explain some ideas.

Bold

We wrote some important words in **bold**.

Not bold

This means the letters are thicker and darker.



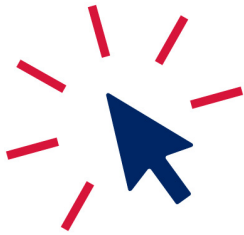
We explain what these words mean.

There is a list of these words on page [23](#).



This is an Easy Read summary of the Fraud and Corruption Prevention Control Policy.

This means it only includes the most important ideas.



You can find the full policy on our website.

dcj.nsw.gov.au/contact-us/fraud-and-corruption-prevention.html



You can ask for help to read this policy.

A friend, family member or support person might be able to help you.

What's in this policy

About this policy 5

How we stop fraud and corruption 7

How to tell us about fraud and corruption 11

Support to use this policy 20

More information 21

Word list 23

About this policy



This policy is about how we stop **fraud** and **corruption** at work.

It is for the people who work with us.



Fraud is when someone lies or cheats to get something they want.



For example, when someone:

- pretends to be someone else to use their money
- lies about how many hours they worked.



Corruption is when people use their job and power to get something they want by not being honest.

For example, if someone accepts a **bribe**.



A bribe is when someone gives money or gifts to a person in power to get special treatment or favours.



Fraud and corruption are often against the law.



We do not accept any type of fraud or corruption at work.



This policy is for everyone who works for the NSW Department of Communities and Justice.



You might also have to follow other:

- laws
- rules.

How we stop fraud and corruption



We have different ways to try and stop fraud and corruption at work.



Our leaders are in charge of making sure there is no fraud or corruption at work.



But everyone who works with us has an important job to stop fraud and corruption.

For example, all our staff need to:



- report any fraud or corruption they find out about at work



- do training to learn how to stop fraud and corruption at work.



We ask everyone who works with us to support our **values**.



Our values are the things:

- we believe
- that are important to us.



We have tools to stop fraud and corruption in different parts of our work.



For example, tools for how we:

- manage people who work for us
- use and share information
- use money.



We have plans for how to manage fraud and corruption when we work with other organisations.



We look into all reports of fraud and corruption.

When we look into these reports, we:



- keep information private



- look at the proof



- follow the law.



We have other policies that support our Fraud and Corruption Policy.

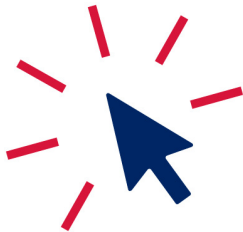
For example, our **Conflicts of Interest** Policy.



A conflict of interest is when part of your life makes it harder for you to be fair.

For example, if you:

- hire someone from your family at DCJ
- use DCJ's information to earn money.

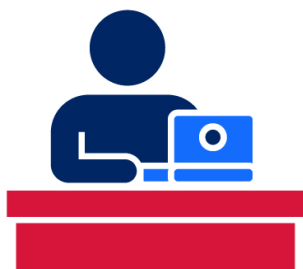


You can find our other policies on our website.

www.dcj.nsw.gov.au/resources/policies.html

How to tell us about fraud and corruption

You must tell us if you think:



- someone at work is taking part in fraud and corruption



- an organisation we work with is taking part in fraud and corruption.



Telling us about fraud and corruption is the right thing to do.

You won't get in trouble.



Our Public Interest Disclosures policy explains how we can keep you safe when you speak up.

www.dcj.nsw.gov.au/resources/policies.html



It is a **breach** of this policy to keep fraud and corruption a secret.

This means you will get in trouble.



A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.

You can report to us



You can contact our Fraud and Corruption Hotline.

The hotline is available:

- 24 hours a day
- 7 days a week.



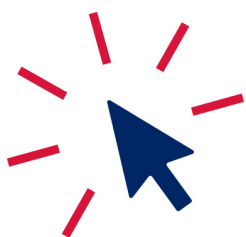
You don't have to tell the hotline who you are.

This means they will keep your information private.



You can call the hotline.

1800 950 649



You can use the hotline website.

www.clearviewconnects.com/#/reporter/submit-report?org=dcjinternal&lang=en&vanity=true



You can email the hotline.

DCJFraudHotline@coreintegrity.com.au

Report a service provider

If you think a service provider is taking part in fraud and corruption, you can:



- tell the person in charge of the service provider



- contact the Fraud and Corruption Hotline.

1800 950 649

Report housing fraud or corruption



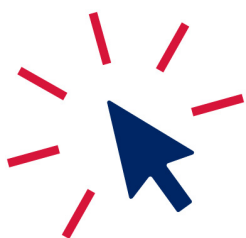
If you think fraud and corruption is happening in public housing, you can contact our Housing Fraud Unit.

For example, if someone is lying about the money they earn.



You can email the Housing Fraud Unit.

HFU@dcj.nsw.gov.au



You can visit the Housing Fraud Unit website.

intranet.dcj.nsw.gov.au/divisions/housing-disability-and-district-services/housing-statewide-services/tenant-fraud-unit



You can send the Housing Fraud Unit a letter.

**6 Paramatta Square,
10 Darcy Street
Paramatta NSW 2150**



The Registrar of Community Housing makes sure community housing works well.



You can contact the Registrar of Community Housing if you think fraud and corruption is happening in community housing.



You can call the Registrar of Community Housing.

1800 330 940



You can email the Registrar of Community Housing.

registrar@homes.nsw.gov.au



You can send a letter to the Registrar of Community Housing.

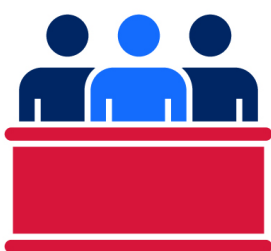
**6 Paramatta Square,
10 Darcy Street
Parramatta NSW 2150**

You can report to other organisations



You can contact organisations outside of our work.

You might do this if you want someone else to manage your issue.



You can contact the Independent Commission Against Corruption.



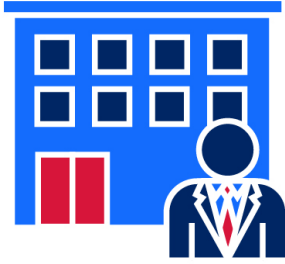
You can call the Independent Commission Against Corruption.

1800 463 909



You can fill out an online form.

[www.iac.nsw.gov.au/reporting/
report-corruption](http://www.iac.nsw.gov.au/reporting/report-corruption)

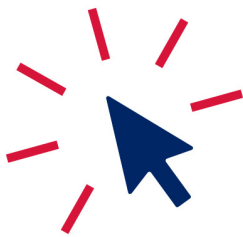


You can contact the Ombudsman's Office.



You can call them.

9286 1000



You can visit their website.

www.ombo.nsw.gov.au/Making-a-complaint/how-to-make-a-complaint/make-a-complaint-online



You can contact the Audit Office if someone is using government money the wrong way.



You can call the Audit Office.

02 9275 7100



You can email the Audit Office.

governance@audit.nsw.gov.au

Support to use this policy



You can ask your manager or supervisor for more information about this policy.



You can also ask the Fraud and Corruption Compliance Unit for more information.

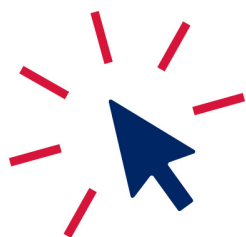
The Fraud and Corruption Compliance Unit helps managers, supervisors and workers understand our policies.



You can email the Fraud and Corruption Compliance Unit.

[**fraudandcorruption@dcj.nsw.gov.au**](mailto:fraudandcorruption@dcj.nsw.gov.au)

More information



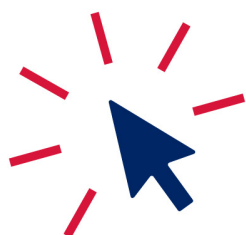
You can find out more about this policy on our website.

dcj.nsw.gov.au/contact-us/fraud-and-corruption-prevention.html



You can email us for more information.

fraudandcorruption@dcj.nsw.gov.au



You can find more contact information on our website.

www.dcj.nsw.gov.au/contact-us.html

Translating and Interpreting Service (TIS)



If you need something in a language other than English, you can call the Translating and Interpreting Service (TIS).

131 450



You can ask for their support to send us an email.

fraudandcorruption@dcj.nsw.gov.au

Word list

This list explains what the **bold** words in this document mean.



Breach

A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.



Bribe

A bribe is when a person gives money or gifts to someone in power to get special treatment or favours.



Conflicts of interest

A conflict of interest is when part of your life makes it harder for you to be fair.

For example, when you manage someone from your family.



Corruption

Corruption is when people use their job and power to get something they want by not being honest.



Fraud

Fraud is when someone lies or cheats to get something they want.



Policy

A policy is:

- a government plan for how to do things
- where rules come from.



Values

Our values are the things:

- we believe
- that are important to us.



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