

Appendix 2

The QPS framework for corruption prevention plans at district/station/work unit level

This template is taken from the QPS risk management policy as outlined in Chapter 15 of the OPMs. The risks and treatments in this appendix are provided as a guide only. Managers and supervisors are encouraged to discuss risks with their staff, prioritise risks and then develop and apply appropriate treatments. Ongoing monitoring and testing of treatments are required (working papers should be kept during this process).

No	Risk and related issues (Below is by example only)	Level of risk (Refer to risk analysis matrix)	Risk treatments (Identify what will be checked and the testing methodology to be applied) (Below is by example only)	Risk Treatment Officer/Member	Risk monitoring and review process (Including planned system check frequencies)	Managers comments
Corruption Prevention and Professional Standards (Mandatory Reporting)						
	QPS Priority corruption risk areas (refer to strategy 2)		Risks should only be included if they are an identified risk in your workplace. (Below is by example only)			
	Increasing complaints Delay in resolving complaints		Early intervention <ul style="list-style-type: none"> Monitor complaint trends & specific action taken Training competent investigators OPR analysis Complaint management <ul style="list-style-type: none"> Ensure timely/appropriate completion of investigations/case management Quality assurance Supervisor responsibility <ul style="list-style-type: none"> Provide supportive & ethical leadership Take affirmative action 			
	Standards slippage		Performance management/training <ul style="list-style-type: none"> Set standards Corruption prevention plan training Staff induction program Completion of ethics awareness and/or disciplinary training courses (SELF Test, client service charter, statement of ethics, Ch 18 HRMM) Target all levels in the organisation Maintaining appropriate compliance auditing, station inspections and risk management processes 			
	Fail to report misconduct/corrupt activity		Individual responsibility <ul style="list-style-type: none"> Mandatory reporting s.7.2 PSAA Take responsibility for actions Awareness of the QPS Code of Conduct, complaint management process, client service charter & SELF Test Supervisor responsibility <ul style="list-style-type: none"> Set / maintain proper standards Rapport with staff Training 			
	Missing exhibits		Supervisor responsibility <ul style="list-style-type: none"> Ensure local SOP's are adequate and in line with QPS policy/procedures Ensure staff are aware of procedures Take affirmative action Individual responsibility <ul style="list-style-type: none"> Take responsibility for actions 			