INTEGRITY GOVERNANCE FRAMEWORK

October 2023







The Australian Centre for Healthcare Governance (ACHG) supports Australia's health and community sectors to improve clinical and organisational corporate governance. It is an initiative of the Victorian Healthcare Association.

The Integrity Governance Framework and Assessment Tool is supported by the Victorian Government.

Disclaimer

The Integrity Framework and Self Assessment Tool is intended as a guide to support health services in identifying integrity vulnerabilities and improving integrity practices. The responsibility for creating an organisational culture of integrity and compliance with best practice in integrity systems remains with the individual and the health service organisation/entity.

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Available on the <u>funding</u>, <u>performance</u> and <u>accountability intranet page</u> under 'integrity governance framework and assessment tool' Integrity governance framework and assessment tool (health.vic.gov.au)

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INTEGRITY GOVERNANCE FRAMEWORK

Purpose and background

Integrity governance refers to the integrated systems, processes, leadership and culture that are at the core of ensuring better integrity practice in all organisational operations. It is delivered through a comprehensive and dynamic risk management approach that aims to reduce the likelihood of fraud and corruption in an organisation.

The delivery of public funded healthcare services occurs in a complex political and operational environment. The community rightly expect that publicly funded health services are delivered in a responsible and ethical manner that delivers value for money. The vast majority of people working in the health sector do the right thing, delivering the highest quality health services in the most efficient manner to the communities they serve.

However Independent Broad-Based Anti-Corruption Commission (IBAC) investigations including Operations Liverpool¹ and Meroo² have raised concerns over the vulnerability of health services to fraud and corruption in their organisations^{3,4}.

In response to Operation Liverpool, The Australian Centre for Healthcare Governance has been commissioned by the Department of Health (DH) to develop an Integrity Capability Assessment Tool.

The purpose of this tool is to assist health services to assess their integrity risks and give guidance on the development of appropriate policies and processes to strengthen integrity culture and reduce the likelihood of fraud and corruption within their organisations.

Operation Liverpool: an investigation into the conduct of two officers of Bendigo Health, Adam Hardinge and John Mulder. Independent Broad-based Anti-Corruption Commission, March 2017

² Operation Meroo: An investigation into alleged corrupt conduct by a former CEO of a Victorian regional health service, April 2021

³ Operation Tone: An investigation into allegations that Ambulance Victoria paramedics engaged in serious corrupt conduct, namely the theft, trafficking and use of drugs of dependence, September 2017

⁴ Corruption and misconduct risks associated with employment practices in the Victorian public sector, August 2018

Building an evidence based framework

The ACHG Integrity Governance Framework was developed following a literature review and consultation process. A number of key documents were drawn upon in the development of this framework, including:

- The Directors Toolkit Resource for health service boards, DH, December 2017
- Building confidence in our systems and culture: Integrity reform in the Department of Education and Training, DET, 2016
- Safer Care Victoria's Clinical Governance Framework, June 2017
- Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy Guide, updated July 2018
- VPSC Gifts, Benefits and Hospitality Policy Guide updated June 2022
- Department of Health Fraud, Corruption and Other Losses Policy, May 2022
- VMIA Victorian Government Risk Management Framework Practice Guide, February 2016
- IBAC Corruption risks associated with the public health sector, October 2017

In addition this work was informed by a comprehensive consultation process with Victorian health services.

The health service Integrity Governance Framework

All Victorians expect that publicly funded health services will be managed with integrity, transparency and a respect for public sector values. Effective integrity governance systems are critical to delivering on these expectations.

Victorian health services come in many different sizes and have different resources and service models. To be effective, governance systems must be developed and implemented in a way that meets the needs of the individual organisation.

Systems must be regularly reviewed, improved and updated to ensure that health services operate on a continuous cycle of risk management and improvement.

The Integrity Governance
Framework is a guide to better
integrity practice. It is designed to
be adapted and scaled to suit the
individual needs, maturity and
resources of health services large
and small. The framework draws
on contemporary risk management
and integrity practice and adapts
these principles to the health
service environment.

Risk management is based on identification, assessment and management of the risk. Effective risk management is fundamental to improving performance and achieving outcomes, and an essential component of prevention of fraud and corruption.

The three lines of defence model is used across the public sector as a systematic and practical approach to addressing fraud and corruption vulnerabilities. In this framework, the three lines of defence model has been adapted for application in the health service environment: The three lines of defence overlay key organisational principles that form the foundation for robust and effective integrity practices and systems: These principles, together with the three lines of defence. form the basis of the Integrity Governance Framework and Integrity Capability Assessment Tool developed by the ACHG.

Foundation organisational principles

Culture and code of conduct

The culture of the health service is at the heart of the organisation's ability to build a robust and resilient integrity culture that reduces the likelihood of fraud and corruption. This includes:

- organisational values
- · code of conduct
- · the leadership team model, and
- the attitudes and behaviours of employees.

Integrity culture is reinforced through organisational policies and procedures that address:

- · conflicts of interest
- · other declarable interests
- gifts, benefits and hospitality
- · bullying and harassment
- · privacy and confidentiality.

The values and expected behaviours of the health service should be articulated and discussed regularly at all levels of the organisation. The values should influence and support ethical and responsible decision-making and a culture where all employees behave with integrity and respond appropriately if any behaviour (at any level within an organisation) falls short of expectations.

Delegations of authority

Clear delegations of authority need to be agreed, documented and implemented within the health service. These should specify accountabilities and decisionmaking authority across the organisation for functions including:

- recruitment and management of employees
- development and review of policies and procedures
- · financial expenditure
- contract approval and procurement.

Delegations need to be set at the appropriate level to support the efficient operation of the organisation whilst maintaining appropriate controls and oversight that reinforce accountability at all levels of the process.

Reporting, disclosure and resolution processes

In order to support and safeguard appropriate behaviours and integrity practices there must be suitable channels for raising concerns about the behaviour and of other employees and a process to report material breaches of policy or procedure and suspected episodes of fraud or corruption.

These disclosure and reporting processes need to ensure confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.

Furthermore, reporting and disclosure practices must meet the mandatory requirements to report material issues to the relevant departmental authority and IBAC.

There is a statutory obligation on relevant principal officers (which includes health service CEOs) to report matters which are suspected on reasonable grounds of involving corrupt conduct.

Underpinning these principles are four pillars or domains that drive effective integrity risk management:

- employment principles and personnel
- procurement contract/project management
- finance
- governance

The three lines of defence risk model outlines the key requirements for effective integrity management across the four pillars using a risk mitigation approach. The self-assessment and action plan

provide a process for organisations to assess their capability in each of the pillars and suggests a better practice approach for health services to strengthen these principles to more effectively manage integrity based risk.

The three lines of defence model

The three lines of defence model provides a simple and effective way to structure integrity governance and risk management by clarifying roles and responsibilities across the organisation. It is also a valuable tool for identifying where controls or responses are needed to address vulnerabilities. By ensuring appropriate controls and practices are present at all levels of a health service, the three lines of defence model strengthens the ownership, accountabilities and processes that govern integrity.

THREE LINES OF DEFENCE

FIRST LINE Functions that own and manage risks

SECOND LINE Functions that oversee and support the management of risks

THIRD LINE Functions that provide independent assurance over the management of risk

Figure 1 – Three Lines of Defence Risk Model

FIRST LINE | PEOPLE AND PRACTICES

Priorities

- · Effective policies and procedures in place and correctly utilised
- Awareness and understanding of policies and procedures at all levels
- Organisational values support a culture of integrity and underpin all activity
- Behaviours and values form a key part of the recruitment process
- Effective induction and ongoing training
- Right people in the right places

Who owns this?

Everyone

SECOND LINE | OVERSIGHT Setting the rules and monitoring compliance

Priorities

- Setting and reviewing organisational frameworks, policies and procedures in line with local, state and federal requirements
- Ensuring compliance through internal controls
- · Identifying and managing risk
- Monitoring and oversight of the people and practices

Who owns this?

Management and Executive

THIRD LINE | ASSURANCE Assuring the process

Priorities

- · Understanding the first and second lines of defence
- · Reviewing control measures for effectiveness
- Providing a final check
- · Interrogation of issues and concerns
- Oversight of third party review and input

Who owns this?

Board and Executive

FIRST LINE OF DEFENCE | PEOPLE AND PRACTICES

All staff are responsible for maintaining and protecting the integrity of the organisation by adhering to the organisational values and expected behaviours and using organisation policies and processes to guide their practice and reduce the risk of fraud and corruption. Processes and procedures should be developed and implemented to ensure frontline practice meets required integrity standards, is consistent with the goals and objectives of the organisation and reflects the values and behaviours of the health service, the health sector in general and expectations of government in the delivery of public services. It is the responsibility of all operational managers to ensure that these systems encompass the identification, assessment, control and mitigation of risk and include a process for the escalation of rising risk and of breaches of practice.

Systems must be in place to ensure:

- Staff recruitment and employment strategies are aligned with public sector employment principles and include appropriate background checks, verification of qualifications, employment history and discipline and criminal histories
- All staff are aware of and understand the application of organisational values and behaviours
- Potential fit with the organisational values, behaviour and code of conduct is included in the recruitment process
- The Victorian Public Sector and organisational codes of conduct are the foundation for all policies and procedures
- Policies and procedures provide guidance to staff to be confident to make decisions and perform their duties
- Staff receive appropriate training in the application of values, behaviours and the implementation of the relevant policies and procedures in their area of work
- Staff in high risk areas such as procurement, finance and contract management receive specialised training and support to ensure compliance with public sector values, expectations and industry and legislative requirements

- Staff understand how to report integrity concerns and feel confident to do so
- A clear escalation and reporting process ensures effective and responsive reporting and investigations are initiated when there is a suspected breach in integrity

Signs of an effective first line of defence:

- Organisational values, expected behaviours and the code of conduct are included in the orientation/ induction process for all new staff
- Integrity issues are identified and dealt with in a timely, just and transparent manner with the view to improving systems and mitigating risk
- Staff speak up when they detect a breach of integrity and are satisfied that issues have been appropriately addressed
- Staff engagement surveys indicate high awareness of, and confidence in, organisational values and behavioural standards
- Demonstration of the organisational values, behaviours and code of conduct are considered in the staff performance review process
- Conversations regarding appropriate integrity practice occur regularly

CONDUCT TEST

Use this self-assessment tool to determine if your decision or action is aligned with the Victorian Public Sector Code of Conduct.



VALUES TEST Does this fit with the values of the organisation and public sector?
SAFETY TEST Could it directly or indirectly create a risk to physical or psychological health wellbeing and safety?
LAW TEST Is it legal and in line with policies and standards?
IMPACT TEST Would you still make this decision if it were your own business, time or money?
MEDIA TEST If the story appeared in a newspaper or social media would you feel comfortable with the decision?
FAMILY TEST Is it what you would tell your partner, child or family member to do?
FEEL TEST What is your intuition or gut feel? If it feels wrong or bad then it probably is.

Source: Department of Education and Training (DET) (2017) Building Confidence in our Systems and Culture: Integrity Reform in the Department of Education and Training

SECOND LINE OF DEFENCE I OVERSIGHT

Management is responsible for ensuring that the systems and processes operationalised as the first line of defence are implemented and effective. This responsibility incorporates a risk management and compliance approach whereby the implementation of policies and processes at an operational level are regularly monitored and assessed for their effectiveness in supporting efficient delivery and mitigating the risk of an integrity breach. All leaders and managers must understand their responsibilities and accountabilities in relation to the organisation's integrity systems including the requirement to model appropriate behaviours and standards ensuring staff are compliant with processes and practices and to address, report and correct integrity breaches or issues as they arise.

Typically these functions include:

- Effective risk management practices that identify and assess potential risk exposure, implement controls to mitigate potential risks and monitor the effectiveness of these practices in reducing the likelihood of fraud and corruption
- Compliance monitoring of required processes and controls to assure standardised and effective practices and to mitigate risk
- Systems that ensure management oversight and accountability for anti-fraud and anti-corruption practice and culture

Systems must be in place to ensure:

- A governance framework exists within the health service to support effective oversight and accountability for integrity practice across all layers of the organisation and provides mechanisms for communication and escalation of issues
- The organisation has a comprehensive risk management framework that incorporates integrity risks

- The risk management process is dynamic and includes the identification of known and emerging risks and monitors the organisation's risk appetite and efficacy of treatments
- A process exists to monitor and audit operational compliance with policy and processes in areas at higher risk of an integrity breach
- Policies and practice are regularly reviewed to ensure compliance with legislation and statutory requirements
- Policies and procedures that direct operational practice in areas at high risk of an integrity breach incorporate a risk management approach
- High risk areas of practice are regularly reviewed to assess risk status, efficacy and currency of controls and to evaluate new and emerging risks
- A robust and timely reporting and escalation process to management for any material breaches of policy and practice or suspected episodes of fraud or corruption
- A process to review breaches
 of integrity in a timely, transparent
 and just manner that ensures
 corrective action is implemented
 to prevent further incidents and
 escalation to the Board and
 reports to external bodies occur,
 where required

Signs of an effective second line of defence:

- Documented review of compliance with policies and procedures is reported through the governance framework to executive management and the Board as required
- The organisation risk register includes integrity risk and details appropriate controls and management strategies
- Leaders regularly discuss integrity issues and better practice with operational staff and communicate explicitly the relevance of the organisational values and code of conduct in the workplace
- Staff are encouraged to seek advice about acting with integrity and accountabilities, and feel safe to speak up about poor or risky behaviours
- The organisation has nominated integrity champions who are the key contacts for integrity matters and provide advice and support to address issues and concerns

INTEGRITY MOMENTS

Integrity Moments are a simple and practical way for all staff to talk about integrity, ethical behaviours and 'how we do things around here'

Each of us has a personal view on what we mean when we talk about integrity but how do we know we mean the same thing when we come together in the workplace? For example, do you and your colleagues mean the same thing when you talk about:

- Treating patients, colleagues and the community with integrity and respect
- If it's ok to accept a gift from a supplier of services to the health service or a family member of a patient?
- What you might do if a family member applies for a job in your workplace?
- Is it okay to take left-overs from patient meals to avoid waste?

See Appendix 1 Integrity Moments

THIRD LINE OF DEFENCE I ASSURANCE

Robust systems and mechanisms must be in place to support oversight by, and assurance to, the governing bodies of a health service that integrity systems are in place and are effective in mitigating the likelihood of fraudulent or corrupt practices and behaviour. Governing bodies include the health service **Executive and Board as well** as the relevant departments of the DH and other public sector authorities. Establishing organisational governance mechanisms that ensure oversight and provide assurance at the Executive and Board level are essential in the management of effective integrity systems. In addition. external and internal audits can provide independent and objective assurance of the efficacy of organisational governance, risk management and control mechanisms.

Health services are required to establish an Audit and Risk Committee of the Board and undertake a professional independent internal audit program that actively contributes to effective organisational governance by testing controls and systems, identifying areas of sub-optimal performance and fostering the development of best practice processes.

The Executive and Board are accountable to the Department of Health Secretary, the Victorian Minister for Health and the Victorian Auditor General (on behalf of the Victorian community) for ensuring that effective systems and process are in place within the health service to mitigate the risk of misuse of public assets and funds. This responsibility requires the Executive and Board to engage in ongoing surveillance and review to provide assurance that integrity systems are effective in the prevention of fraud and corruption.

Health services are also required to participate in a range of external audit and compliance programs such as those conducted by the DH, HealthShare Victoria (HSV), the Victorian Auditor General and the Department of Treasury and Finance (DTF), which provides additional oversight of integrity systems.

Systems must be in place to ensure:

- The governance framework within the organisation supports the Executive and Board to fulfil their duties in ensuring effective oversight and accountability for integrity practice within the organisation
- The governance framework is regularly reviewed and updated to reflect changes in legislation, regulations and industry standards and considers the recommendations and directions from relevant statutory authorities
- The Executive and Board are provided with assurance of the effective implementation of organisational policies and processes to support better practice in integrity systems
- The Executive and Board are fully informed of any material breaches in integrity practice and the corrective actions taken to prevent further occurrence
- External integrity compliance reporting requirements such as the HealthShare Victoria selfassessment documents, contracts registers etc. are reported through the governance framework to the Board in a timely and transparent way

- Annual financial compliance assessment is undertaken, and attestation occurs after the Executive and Board have been assured of compliance
- The internal audit program aligns with the risk profile and is provided by highly qualified independent professionals who complete a rigorous assessment of systems and processes
- The organisation actively participates in external audits and uses these processes and their findings to strengthen and enhance integrity systems

Signs of an effective third line of defence:

- Incoming Executive and Board members receive an induction to the probity systems of the organisation and understand their accountability in the leadership and oversight of integrity within the health service
- The CEO, Executive and Board foster and model behaviours that reflect the organisational values, performance expectations, and a positive integrity culture
- The Executive and Board receive regular reports regarding the effectiveness of probity systems in reducing the likelihood of an integrity breach

- The Board and Executive regularly discuss the integrity culture of the organisation and seek opportunities to improve and strengthen processes and systems to prevent fraud and corruption within the organisation
- Information and recommendations from external and internal audits are incorporated into an improvement action plan to enhance integrity systems and processes and reduce the risk of corruption
- Key integrity governance committees include external members and/or an independent chair to bolster independent oversight and provide an objective and impartial perspective

Figure 2 - Better practice guide three lines of defence

Organisational culture / codes of conduct **Delegations of authority** · Values and behaviour • HR · Conflicts of interest / declarable interest Policies · Privacy and confidentiality Financial Contract Identification & assessment Procurement **Employment principles** Procurement: contract / **Finance** and personnel project management • Employees understand and · Chief Procurement Officer in • Finance staff have appropriate implement recruitment practices place with relevant qualifications qualifications and security checks consistent with the public sector and experience · Localised training, induction and · Localised training, induction and employment principles clear lines of accountability clear lines of accountability · All staff are trained in the • All staff understand the requirement · All staff understand the requirement requirements of the organisation for consistent application of policies, for consistent application of policies, Management Code of Conduct and values procedures and practices procedures and practices & controls Collecting evidence of compliance, • Organisation models highest standards maintaining records of integrity in financial matters • All staff and suppliers understand • Promote and review proper use and their expected standards and those management of public resources of public employees · Recruitment documentation includes · Internal controls are fit for purpose • Policies and procedures ensure expectations related to organisational operating principles are within the Organisation policies, procedures values and behaviours legislative boundaries including and operating systems support Policies and procedures regarding delegations, and the rules and compliance with HSV procurement employment including: procedures relating to the use and contract management principles · Appropriate checks on qualifications of public funds · Management and guidance/support and employment history · A process is in place for recording · Fair and reasonable treatment for effective implementation of Monitoring all actual and suspected incidents Merit in employment policy requirements & review of fraud, corruption and other losses · Equal employment opportunity · Established accountability and • Internal controls are fit for purpose Human rights tiers of responsibility for policy Avenues of redress implementation · Systems in place to monitor Career in the public service effectiveness of processes and · Systems in place to monitor Management of excess annual compliance with requirements effectiveness of processes and leave policy · Clear delegation schedule for recruitment compliance with requirements Monitor adherence to required Monitor adherence to requirements Monitor adherence to requirements employment practices through: through: through: Internal Audit Mechanisms E.g. · Third party reports Internal audits including salary Performance Review process, packaging and expenses • Audits of policy compliance staff complaints and disputes · Annual financial report Annual attestation (annual report) Incident and employment metrics such as Annual attestation response & • Annual self-assessment (HSV) staff turnover escalation · Statement of Priorities • Mandatory status reporting to HSV **External Audit Mechanisms** • External Audit · Mandatory reporting of E.g. Annual People Matters Survey, noncompliance to HSV Third party reports · Annual submission of health service activity reports

Reporting, disclosure and resolution processes

- Escalation procedure: internal, external
- Investigation processes: internal, external

Foundation organisational principles

Broader themes and attitudes to fraud

Governance

- All employees and volunteers receive training and understand the organisation's policy on fraud and corruption, declarable interests and conflict of interest and gifts benefits and hospitality
- All staff are trained in the requirements of the organisation Code of Conduct and values
- All staff are encouraged to report suspected corrupt conduct
- All staff are aware of internal mechanisms, public interest disclosures and IBAC reporting
- Policy regarding the treatment of gifts, benefits and hospitality including:
- Application
- · Minimum accountabilities
- Key definitions
- Process for managing offers
- Provision and declaring, recording and managing gifts
- Policy on declarable and conflicts of interest that provides clear definitions, process to declare, assess and manage interests.

First line of defence PEOPLE / PRACTICES

Who owns this?

Everyone

Continuous improvement

Second line of defence OVERSIGHT

Who owns this?

Management and Executive

Monitor adherence to requirements through:

Internal audits of gift register, conflict of interest declarations, External Audit

- Third party reports
- Executive performance monitoring

Third line of defence ASSURANCE

Who owns this?

Board and Executive

Integrity governance

The Integrity Governance Framework is designed as a guide for health services in better practice principles to improve the integrity governance culture and systems within their organisation.

Health services have an existing obligation to comply with the Directions of the Minister for Finance to establish processes to safeguard against the risk of fraud and corruption. The better practice assessment and reporting tool is a simple spot check on the integrity governance culture and functioning of the organisation and provides an action plan template to facilitate a response to areas of deficiency or vulnerability identified during the self-assessment.

Ensuring sound integrity governance requires ongoing attention as the health service environment is fast paced, complex and ever changing. Moreover the public health sector operates in a politically charged context and health services must remain vigilant to ensure that they keep abreast of changes to legislation, policy and community expectations. Health services may find themselves more exposed to risk of fraud and mitigation throughout times of significant change or activity, such as during major capital works, IT upgrades or system and infrastructure changes. In addition periods of rapid growth or service expansion that places pressure on existing systems and processes increases the risk of an integrity breach.

Furthermore significant turnover in key personnel particularly in leadership roles such as the Executive or CEO can expose the health service to integrity risk as the organisation transitions to a new management structure. Conversely long periods of tenure by key personnel may also present a risk.

Symptoms of integrity governance failure

It is important to keep a regular eye to indicators or 'red flags' of integrity governance vulnerabilities within an organisation. This will provide an early warning of areas requiring further investigation or attention and hopefully avoid the risk being realised in an integrity governance or practice failure. The following are non-exhaustive examples of potential symptoms or indicators of integrity governance vulnerabilities -

- An institutional, isolated and inward-looking culture that is unsupportive of internal reflection or improvement and cultivates a fear of speaking up
- A disengaged Executive, CEO or Board that are resistant to change and unwilling to hear bad news
- Leaders and managers who are disengaged from the governance processes and reluctant to follow policies and procedures
- A culture that is ethically neutral or permits unethical behaviours to occur without question
- A lack of regular system checking or review to ensure that policies and processes are implemented and effective
- A governance system based solely on compliance rather than better practice and confident decision-making informed by an understanding of risk
- Poor processes and a lack of vigour in the declaration and management of private interests and potential conflicts of interest
- Tolerance of 'rule bending' as an acceptable way of getting things done
- Staff appointments compromised by nepotism, favouritism and conflicts of interest

- References and employment history checks not routinely completed as part of the recruitment process
- Staff with a history of questionable conduct or performance remaining employed in the same or similar roles for extended periods of time
- Staff don't know how to report integrity concerns and there is a history of issues that are reported 'going nowhere'.

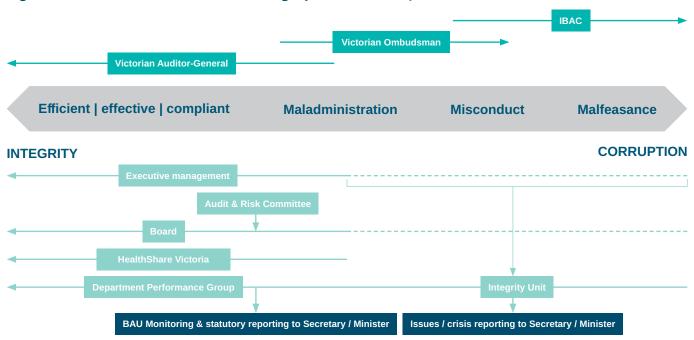
Victorian health services integrity spectrum and agents

Integrity exists on a spectrum of positive and poor behaviours. It is often the case that smaller more innocuous events that happen over time expose a greater integrity risk to an organisation than one single large event.

Ideally, every individual and organisation will operate consistently at the high integrity end of the spectrum.

The primary responsibility for ensuring a positive integrity culture and behaviours supported by appropriate policies, practice and controls, is with the health service itself. However, health services operate within the Victorian Public Sector's integrity systems with roles, responsibilities and oversight for and by different agents both internal and external to an organisation. It can be challenging to navigate this and know where to go to in different circumstances. Mapping the key internal and external agents and where they act along the integrity spectrum shows the areas of focus, interactions and relationships between them.

Figure 3 – Victorian health services – Integrity Governance Spectrum



Source: Adapted from A.Greaves 'Role of Audit' presentation to the Corruption Prevention and Integrity Conference, Melbourne, 3-4 October 2017

APPENDIX 1: INTEGRITY MOMENTS

Integrity moments are a simple and practical way for staff to talk about integrity and ethical behaviours and 'how we do things around here'.

Each of us has a personal view of what we mean when we talk about integrity, but how do we know that we mean the same thing when we come together in a workplace?

The Department of Education and Training (DET) introduced 'Integrity Moments' as part of its integrity reform program following the IBAC investigations of 2015-16. Team meetings at all levels throughout DET now start with an 'Integrity Moment'. They encourage open conversations about integrity and ethics and how staff think, feel and act at work as part of a positive integrity culture.

This might seem obvious, but how do you know if you and your colleague mean the same thing, for example, when you talk about:

- Treating patients, colleagues and the community with integrity and respect
- When you might accept a gift from a supplier of services to the health service and a family member of a patient
- What you might do if a family member applies for a job in your workplace
- Taking home left-overs from patient meals to avoid waste.

There are many examples - large and small of how we make decisions and judgements every day which are informed and influenced by our understanding of integrity and ethical orientation.

Just because we have different views doesn't mean one is necessarily right or wrong, but it is important to talk about our views and build a common understanding of what it means for us in our workplace.

It's easy to implement Integrity Moments into your workplace.

- Add an 'Integrity Moment' as a standing item on your team meeting agenda
- 2. Agree the 'safe conversation' ground rules e.g. there's no 'right/wrong' answer, we will respect others views and be open to questions about our views
- 3. Ask someone in the team to suggest a topic of interest, share an experience, bring an article or example from somewhere else as a discussion starter
 - It could be specific to the workplace or to the health sector or to society more broadly – eg. is it ok for cricketers to tamper with cricket balls to gain an advantage if 'no one gets hurt'?

- 4. Guide with open questions eg. what are the ethical issues that you would take into account when making a decision and choosing to act? How does it align to our values and the public sector values? Are there other points of view to take account of? How would I feel if I went home and had to explain my decision or action to my mother or child?
- 5. Will we do something different in how we work and do things around here?
- 6. Share your insights with others.

It might feel a bit strange at first, but it will get easier with practice. Integrity Moments can happen anywhere in an organisation and engage all staff no matter what they do.

Further information about integrity moments can be found in DET's Practical Ways to Talk About Integrity – which provides staff and managers with ideas about how to have conversations in the workplace about integrity and what it looks like in our day-to-day work.

Source: DET (2017) Building Confidence in our Systems and Culture: Integrity Reform in the Department of Education and Training

APPENDIX 2: HEALTH SERVICES INTEGRITY RESOURCE LIST

The following is a selection of key resources that health services should be familiar with in understanding and operationalising integrity obligations for and within their organisation. It is not comprehensive.

These resources are owned by various authors who are responsible for the resources and may re-issue updates from time to time. We would encourage you to subscribe to notification lists and periodically check the websites of these entities to ensure you are up-to-date with current guidance and news.

Victorian Public Sector Commissioner (VPSC)

- Victorian Public Sector values
- VPSC's Conflict of Interest resource suite
- Victorian Public Sector Employees Code of Conduct
- Victoria Public Sector Director's Responsibilities
- Declaration of Interests & Conflict of Interest model policy and guidance resources
- Gifts, Benefits & Hospitality resource suite
- Supplier Code of Conduct
- · Integrity guidance suite

Department of Treasury and Finance (DTF)

- Financial Management Act 1994
- Minister for Finance Standing Directions
- Annual Compliance Framework Checklist

Victorian Managed Insurance Agency (VMIA)

- Victorian Government Risk Management Framework (August 2020)
- Victorian Government Risk Management Framework (VGRMF) - Practice Guide (August 2020)

Victorian Government Purchasing Board (VGPB)

 Victorian Government Procurement Framework

HealthShare Victoria (HSV)

Health Purchasing Policies

Department of Health (DH)

- Victorian Health Services Monitoring Framework
- Department of Health Fraud, Corruption and Other Losses Policy, May 2022

Independent Broad-based Anti-Corruption Commission (IBAC)

- Public Interest Disclosures
- Fraud and Corruption Control Framework
- Corruption Risks Associated with the Public Health Sector (2017)
- Controlling fraud and corruption: a prevention checklist
- Directions for making mandatory notifications of suspected corruption
- Corruption and misconduct risks associated with employment practices in the Victorian public sector (2018)
- Special reports on investigations including Operation Liverpool, Operation Meroo & Operation Tone.
- A review of integrity frameworks in Victorian public sector agencies (2014)

Standards Australia

 Australian Standard for Fraud and Corruption Control -AS 8001 - 2021





