



Bayside Special Developmental School

Actual or Suspected Fraud, Improper or Corrupt Conduct Policy 2019

Rationale:

- Bayside Special Developmental School has a zero tolerance policy to Fraud. An employee who has knowledge of a fraud incident, or has reason to suspect that a fraud has occurred, is obliged to report to the relevant officials.

Aims:

- To provide ensure the proper reporting of fraud, improper or corrupt conduct or dishonest activity causing actual or potential loss, either financial or non financial to Bayside Special Developmental School or the Department of Education and Early Childhood Development.

Implementation:

- If fraud is suspected you should not conduct local investigation, but rather raise your concerns with your Principal or Business Manager who can seek advice from the Executive Director, Integrity and Assurance Division on (03) 3631 3650 or email: fraud.control@edumail.vic.gov.au to investigate the reported incident.
- If you suspect improper or corrupt conduct you should raise your concerns with your Principal or Business Manager who can then seek advice/assistance of Conduct and Ethics Branch at DET, telephone 03 9637 2595 or e-mail conduct.ethics@edumail.vic.gov.au regarding appropriate course of action in relation to allegations of serious misconduct.
- In some circumstances you may consider confidential reporting arrangements under the Whistleblowers Protection Act 2001. Report to the Protected Disclosure Co-ordinator at DET telephone 03 9651.3650 or e-mail dwyer.melissa.j@edumail.vic.gov.au

or

- The Independent Broad-based Anti-corruption Commission (IBAC)
Level 1, North Tower
459 Collins Street
Melbourne Vic 3000
Postal address: GPO Box 24234, Melbourne VIC 3001
Telephone: 1300 735 135
Website: www.ibac.vic.gov.au


Evaluation:

- Procedures should be reviewed annually to confirm/enhance internal control.

CERTIFICATION

Signed 
School Council President

Date 18/2/19

Signed 
Principal

Date 18/2/19

This policy ratified by School Council on

18 February 2019