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RELATED POLICIES AND DOCUMENTS:	Public Interest Disclosures Guidelines Public Interest Disclosures Act 2012 (Vic) (PID Act) IBAC Guidelines for Making and Handling Public Interest Disclosures IBAC Guidelines for Protected Disclosure Welfare Management

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South West Institute of TAFE (the Organisation) is not a public body prescribed under the PID Act to receive public interest disclosures. Disclosures about the Organisation, its Board, officers or employees must be made directly to the Independent broad-based Anti-corruption Commission (IBAC).

A person making a public interest disclosure, or a person cooperating with an investigation into a public interest disclosure complaint, may be employed by the Institute or may be a member of the public. Whilst the Organisation is not able to receive public interest disclosures, procedures have been established to protect a person against detrimental action that might be taken in reprisal for the making of public interest disclosure.

SWTAFE's Public Interest Disclosure Coordinator has a central role in the manner in which the Organisation deals with all protected disclosure matters and, in particular, for ensuring that the welfare of any person connected with a public interest disclosure is properly managed.

The Public Interest Disclosure Coordinator will:

- Act as the first point of contact for general and confidential advice about the operation of the Public Interest Disclosure Act, 2012 (the Act) and relevant agencies IBAC.
- Be the Organisation primary liaison with IBAC in relation to the PID Act.
- Ensure that all officers and employees of South West TAFE, and the public, have access to the Organisation's Public Interest Disclosure policy and procedure.
- Be responsible for ensuring that the Organisation carries out its responsibilities under the PID Act, any regulations made pursuant to the PID Act and any guidelines issued by IBAC.
- Take all necessary steps to ensure that information received or obtained in connection with a disclosure, including the identities of the discloser and the person to whom the disclosure relates, are kept secured, private and confidential at all times.
- Establish and manage a confidential filing system to deal with all matters relevant to a public interest disclosure.
- Where a disclosure has been reported directly
  - advise the person making the disclosure of their right to make the disclosure directly to IBAC
  - determine whether the disclosure is of public interest under the Act and inform the discloser of the outcome in writing
  - and where the disclosure has been determined to be a public interest disclosure under the Act, inform IBAC in writing
  - and where the disclosure is determined not to be a public interest disclosure under the PID Act, liaise with the Manager, People & Culture to determine the appropriateness of investigating the complaint under the Organisation's grievance processes.

- Where appropriate and following due consideration of the risks of detrimental action, engage the services of the Organisation's Public Interest Disclosure Welfare Manager.
- Where appropriate and with the discloser's consent, meet with the discloser's supervisor to ensure that any detrimental action is monitored, recorded and reported.
- Ensure that the Organisation handles protected disclosures consistently and appropriately and that the protections detailed in Part 6 of the PID Act are applied.
- Act as a source of confidential advice to staff on how to make a disclosure.
- Collate statistics required to be reported by the Organisation in its annual reports under the PID Act.