

INCUMBENT:

Executive Manager | Corporate Services

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DOCUMENT REFERENCE:

PPP044

CATEGORY:

Institute Governance

DATE APPROVED:

19th May 2020

DATE OF NEXT REVIEW:

MAY 2022

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

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.

UNDER REVIEW