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| DOCUMENT REFERENCE: | PPP044 |
| CATEGORY: | Institute Governance |
| DATE APPROVED: | 12 December 2018 |
| DATE OF NEXT REVIEW: | December 2019 |
| RELATED POLICIES AND DOCUMENTS: | Protected Disclosure Policy and Procedures Protected Disclosure Act 2012 Guidelines for Making and Handling Protected Disclosures Guidelines for Protected Disclosure Welfare Management |

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

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

The Institute's Protected Disclosure Coordinator has a central role in the manner in which the Institute deals with all protected disclosure matters and, in particular, for ensuring that the welfare of any person connected with a protected disclosure is properly managed.

The Protected Disclosure Coordinator will:

- Act as the first point of contact for general and confidential advice about the operation of the Protected Disclosure Act, 2012 (the Act) and relevant agencies IBAC
- Be the Institute's primary liaison with IBAC in relation to the Act
- Ensure that all officers and employees of the Institute, and the public, have access to the Institute's Protected Disclosure policy and procedure
- Be responsible for ensuring that the Institute carries out its responsibilities under the Act, any regulations made pursuant to the 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 protected 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 a protected disclosure under the Act and inform the discloser of the outcome in writing
 - and where the disclosure has been determined to be a protected disclosure under the Act, inform IBAC in writing
 - and where the disclosure is determined not to be a protected disclosure under the Act, liaise with the Manager, People & Culture to determine the appropriateness of investigating the complaint under the Institute's grievance processes

- Where appropriate and following due consideration of the risks of detrimental action, engage the services of the Institute's Protected 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 Institute handles protected disclosures consistently and appropriately and that the protections detailed in Part 6 of the 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 Institute in its annual reports under the Act