

OFFICIAL



- PROCEDURE -
Public Interest Disclosure

Table of Contents

Procedure Statement	3
Scope	3
Procedure Detail	3
Obligations on public sector agencies	3
Statement of Principles	4
What is Public Interest Information?	4
Reporting obligations under the ICAC Act	4
Corruption	4
Misconduct and maladministration	5
Disclosures of environmental and health information	5
Disclosures of public administration information	6
Appropriate disclosures of public interest information	7
Before making a disclosure	7
Making an appropriate disclosure of public interest information	7
Receiving an appropriate disclosure of public interest information	8
False or Misleading Disclosures	8
What protections are given under the PID Act?	8
Confidentiality	8
Immunity	9
Victimisation	9
Preventing or hindering disclosures	9
Protecting informants	10
How will TAFE SA protect informants?	11
Roles and Responsibilities	11
Definitions	12
Associated Documents and References	16
Document Control	17
Appendices	18

Procedure Statement

The objective of this procedure is to assist in the protection of integrity in TAFE SA and the public sector by seeking to ensure compliance with the [Public Interest Disclosure Act 2018 \(PID Act\)](#) and informing employees as to the impact and operation of the Act.

The [PID Act](#) establishes a scheme that encourages and facilitates the *appropriate disclosure of public interest information* (which comprises both *public administration information* and *environmental and health information*) to certain persons or authorities (a public interest disclosure).

It provides protections for *public officers* who make an *appropriate disclosure* of *public administration information* and sets out processes for dealing with such disclosures. It also provides protections for all persons who make an *appropriate disclosure of environmental and health information*.

Scope

In accordance with the requirements of the [PID Act](#), this TAFE SA Public Interest Disclosure Procedure (the Procedure) sets out the process:

- > for any person who wants to make an *appropriate disclosure of public interest information* concerning a TAFE SA employee or TAFE SA (see Appendix 1 for details), and
- > for any employee of TAFE SA in dealing with any such *appropriate disclosure* (see Appendix 2 for details).

Procedure Detail

Obligations on public sector agencies

In accordance with section 12(5) of the [PID Act](#) and the [Public Interest Disclosure Guidelines](#) (issued by ICAC) ([ICAC Guidelines](#)), this Procedure sets out the following:

- > the way TAFE SA receives disclosures of *public interest information*, including:
 - the way in which a disclosure can be securely received (see Appendix 3 for details)
 - what steps TAFE SA has put in place to ensure the *public interest information* is securely received and stored, and
 - who is responsible for ensuring compliance with these steps
- > the criteria that will be applied in the assessment of a *public interest disclosure*
- > the way details of the assessment will be securely stored and the person in TAFE SA who will be advised of the assessment
- > the way an informant will be kept informed as to action taken in respect of a disclosure
- > the person in TAFE SA who can be contacted if an informant believes that his or her disclosure is not being dealt with appropriately
- > obligations on TAFE SA and its officers and employees to take action to protect informants, and

OFFICIAL

- > risk management steps for assessing and minimising detrimental action against people because of public interest disclosures and detriment to people against whom allegations are made in a disclosure.

Statement of Principles

The Chief Executive, TAFE SA is committed to:

- > Accountability and transparency across TAFE SA.
- > Protecting informants who disclose *public interest information* appropriately.
- > Having sound procedures for receiving *public interest information*.
- > Genuine and efficient consideration and investigation of any public interest disclosure matters relating to TAFE SA.
- > Keeping persons who disclose information informed about the action taken or the outcome of any investigation.
- > Addressing matters of corruption, maladministration and misconduct in public administration.
- > Ensuring all TAFE SA staff are informed about their rights and the correct process for disclosing and receiving *public interest information*.

What is Public Interest Information?

There are two types of *public interest information*. The first is *environmental and health information*. The second is *public administration information*.

Whether a disclosure of *public interest information* is made to a *relevant authority* depends on the type of information being disclosed and what or who the information relates to.

Section 5(5) of the [PID Act](#) specifies the *relevant authorities* that can receive a disclosure of *public interest information* and these are replicated in the Roles and Responsibilities listed in this Procedure.

Reporting obligations under the ICAC Act

Public officers are still obliged to comply with the reporting directions issued under the [Independent Commission Against Corruption Act 2012 \(ICAC Act\)](#).

Corruption

Under the [ICAC Act](#), public sector employees must report to the [Office for Public Integrity](#) (OPI) any conduct in public administration they think is **corrupt**. This includes a public officer breaching their duty to act honestly in their role at all times, as well as:

- abuse of public office;
- bribery or corruption of public officers;
- threats of reprisals against public officers;
- demanding or requiring a benefit on the basis of public office; and

OFFICIAL

- offences relating to appointment to public office.

The Independent Commission Against Corruption can be contacted through its website [HERE](#).

Misconduct and maladministration

ICAC will no longer investigate complaints about misconduct and maladministration in public administration, with these matters instead referred to the South Australian Ombudsman for investigation.

The Ombudsman has issued directions and guidelines outlining the reporting requirements for South Australian public officers and authorities to report misconduct and maladministration related matters ([Reporting Misconduct and Maladministration Directions and Guidelines](#)) (issued by the Ombudsman).

Public sector employees are **no longer mandated** to report misconduct or maladministration in public administration. However, for the benefit of the public sector and the South Australian community, all public sector employees are strongly encouraged to report any breaches of these matters to the OPI.

Disclosures of environmental and health information

What is *environmental and health information*?

Environmental and health information means information that raises a potential issue of a substantial risk to the environment or to the health and safety of the public generally or a significant section of the public (whether occurring before or after the commencement of the [PID Act](#) - see section 4).

Who can make a disclosure of *environmental and health information*?

Anyone can make a disclosure of *environmental and health information*.

However, to gain the protections provided under the [PID Act](#), a person who makes a disclosure of *environmental and health information*:

- > must believe on reasonable grounds that the information is true; or
- > not being able to form such a belief, believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated.

A disclosure of *environmental and health information* that is accompanied by either of these beliefs is referred to as an *appropriate disclosure of environmental and health information* for the purposes of the [PID Act](#).

Who can receive a disclosure of *environmental and health information*?

For a disclosure to be considered an *appropriate disclosure of environmental and health information* it must be made to a *relevant authority*.

Disclosures of public administration information

What is *public administration information*?

Public administration information means information that raises a potential issue of corruption, misconduct or maladministration in public administration (whether occurring before or after the commencement of the [PID Act](#)).

The definition of corruption in public administration is the same as that found in section 5(1) of the [ICAC Act](#) and can be found in the appendices to the [Public Interest Disclosure Guidelines](#) (issued by ICAC) ([ICAC Guidelines](#)).

The definitions of maladministration in public administration and misconduct in public administration have the same meaning as in Section 4 of the [Ombudsman Act 1972](#) ([Ombudsman Act](#)) and can be found in the appendices to the [ICAC Guidelines](#).

It is important to note that the definition of misconduct in section 4(1) of the [Ombudsman Act](#) is limited to a contravention of a relevant Code by a *public officer* that is intentional and serious.

Who can make a disclosure of *public administration information*?

While anyone can make a disclosure of *public administration information*, only *public officers* who make such a disclosure are eligible for the protections provided by the [PID Act](#).

TAFE SA employees are *public officers*.

Who can receive a disclosure of *public administration information*?

To gain the protections provided by the [PID Act](#) a *public officer* must make a disclosure of *public administration information* to a *relevant authority* in circumstances where the *public officer* reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration.

A disclosure of *public administration information* that is accompanied by such a suspicion is referred to as an *appropriate disclosure of public administration information* for the purposes of the [PID Act](#).

For a disclosure to be considered an *appropriate disclosure of public administration information* it must be made to a *relevant authority*.

How do I make a disclosure of *public administration information*?

Each *relevant authority* has its own procedure in relation to disclosing and receiving *public administration information*.

This Procedure sets out how *public officers* in TAFE SA can make, and what to do if they receive, an *appropriate disclosure of public interest information*.

See Appendices 1-3 for further details.

OFFICIAL

This Procedure sets out how you can ensure you are complying with the [PID Act](#) and the [ICAC Guidelines](#).

The Independent Commission Against Corruption (the ICAC) has published guidelines under section 14 of the [PID Act](#) (the [ICAC Guidelines](#)) to provide additional requirements. The [ICAC Guidelines](#) also provide general information about the [PID Act](#). This Procedure has been prepared to comply, and be consistent, with the [ICAC Guidelines](#).

Anyone wanting to disclose *public interest information* related to TAFE SA can therefore seek the advice of a TAFE SA *Responsible Officer*.

Appropriate disclosures of public interest information

Before making a disclosure

A person making a disclosure should consider:

- whether the information they intend to reveal might be considered an appropriate disclosure of public interest information, as defined by the [PID Act](#);
- who is a relevant authority for the purposes of disclosing an appropriate disclosure of public interest information to; and
- whether they have obligations under the [Reporting Misconduct and Maladministration Directions and Guidelines](#) (issued by Ombudsman SA) and/or the [Code of Ethics for the South Australian Public Sector](#)

Making an appropriate disclosure of public interest information

Section 5 of the [PID Act](#) sets out what is an *appropriate disclosure of public interest Information*.

To make an *appropriate disclosure of public interest information* you need to determine whether the information you have is *public interest information* and what type of *public interest information* it is. All persons can receive protections under the [PID Act](#) for disclosing *environmental and health information* but only *public officers* receive protections for disclosing *public administration information*. These terms are explained in more detail below.

You then need to determine who you should disclose the information to (i.e. who the *relevant authority* is).

Advice can be provided to you by a TAFE SA *Responsible Officer* (Phone: 1800 822 852 or 8417 0496 or Email: PublicInterestDisclosures@tafesa.edu.au).

Further information about the [PID Act](#) can also be found on the [ICAC website](#), [OPI website](#) or the [Ombudsman SA website](#).

Receiving an appropriate disclosure of public interest information

To determine whether an informant has made an *appropriate disclosure of public interest information* to you, you need to assess the information given to you, determine whether it is *public interest information* and consider whether you are a *relevant authority* for that type of information.

Advice can be provided to you by a TAFE SA *Responsible Officer* (Phone: 1800 822 852 or 8417 0496 or Email: PublicInterestDisclosures@tafesa.edu.au).

Further information about the [PID Act](#) can also be found on the [ICAC website](#), [OPI website](#) or the [Ombudsman SA website](#).

False or Misleading Disclosures

A *public officer* should consult a TAFE SA *Responsible Officer* if they suspect a disclosure to be false or misleading.

It is an offence against the [PID Act](#), with a maximum penalty of \$20 000 or imprisonment for 2 years, to make a disclosure of *public interest information* knowing that it is false or misleading in a material particular (whether by reason of the inclusion or omission of a particular).

Such a disclosure of *public interest information* is not protected by the [PID Act](#).

What protections are given under the PID Act?

Only *public officers* are eligible for the protections provided by the [PID Act](#) when they make an *appropriate disclosure of public administration information*.

However, anyone is eligible for the protections provided by the [PID Act](#) if they make an *appropriate disclosure of environmental and health information*, provided:

- > they believe on reasonable grounds that the information is true; or
- > not being able to form such a belief, believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated.

Confidentiality

A person who makes an *appropriate disclosure of public interest information* is protected and their identity must be kept confidential in accordance with section 8 of the [PID Act](#).

The [ICAC Guidelines](#) set out some exceptions to maintaining confidentiality including in cases where it may be necessary to reveal the identity of an informant to prevent or minimise an imminent risk of serious physical injury or death to any person. Under the [PID Act](#) it is a criminal offence to divulge the identity of an informant except in the limited circumstances where that is permitted.

If you receive an *appropriate disclosure of public interest information*, when seeking any advice, for example from the OPI or from a TAFE SA *Responsible Officer*, you must not disclose the identity of the informant unless the informant has consented.

You can only disclose the identity of the informant in accordance with the [ICAC Guidelines](#) or if you have:

- > assessed the disclosure; and
- > based on that assessment, you are referring the *appropriate disclosure of public interest information* to the OPI or to a TAFE SA Responsible Officer for investigation; and
- > based on that assessment, you have concluded that the matter cannot be fully investigated in the absence of the identity of the informant being disclosed.

Immunity

A person who makes an *appropriate disclosure of public interest information* has the immunity provided for in section 5(1) of the [PID Act](#).

Victimisation

It is a criminal offence to victimise a person who makes an *appropriate disclosure of public interest information*.

The [PID Act](#) provides that a person who personally commits an act of victimisation under the [PID Act](#) is guilty of an offence. The offence carries a maximum penalty of a \$20 000 fine or imprisonment for 2 years.

The [PID Act](#) also contains provisions dealing with victimisation of a person who suffers a detriment on the grounds, or substantially on the grounds, that the person has made (or intends to make) an *appropriate disclosure of public interest information*.

This is also addressed in section 9 of the [PID Act](#).

Preventing or hindering disclosures

It is an offence against the [PID Act](#) for a person to prevent another person from making an *appropriate disclosure of public interest information* or to hinder or obstruct another person in making such a disclosure. The offence carries a maximum penalty of \$20 000 or imprisonment for 2 years.

A *public officer* who makes a report to the OPI under the ICAC Act may also be protected under the [PID Act](#).

Where a *public officer* makes a report to the OPI about a matter the *public officer* reasonably suspects involves a potential issue of corruption, misconduct or maladministration in public administration that report will also be an *appropriate disclosure of public administration information* because the OPI is itself a *relevant authority*.

A *public officer* **must** report to the OPI any matter that they reasonably suspect involves corruption in public administration unless the *public officer* already knows that the conduct has already been reported to the OPI.

While there is no mandatory obligation for a public officer to report information that raises a potential issue of misconduct or maladministration in public administration to

OFFICIAL

the OPI under the [ICAC Act](#), there is an expectation that public officers will report any matter that they reasonably suspect involves misconduct or maladministration in public administration to the Ombudsman unless the public officer knows that it has already been reported to the OPI or the Ombudsman.

Accordingly, such a report will ordinarily provide the *public officer* the protections under the [PID Act](#).

The OPI will deal with your report in accordance with the [ICAC Act](#) and the [Directions and Guidelines for Public Officers, Public Authorities and Inquiry Agencies](#) (issued by OPI) but will also act consistently with the requirements of the [PID Act](#). The Ombudsman will deal with your report in accordance with the [Reporting Misconduct and Maladministration Directions and Guidelines](#) (issued by Ombudsman SA) and the [Ombudsman Act 1972](#) and also consistent with the requirements of the [PID Act](#).

For more information about how the OPI deals with complaints and reports visit the [OPI website](#).

Protecting informants

TAFE SA is committed to protecting people who make an *appropriate disclosure of public interest information*. The protections afforded under the [PID Act](#) are outlined in the section 'What protections are given under the [PID Act](#)' in this Procedure document.

The [PID Act](#) creates an obligation to maintain the confidentiality of all people who make an *appropriate disclosure of public interest information*.

This is reflected in section 8 of the [PID Act](#) which states that a person to whom an *appropriate disclosure of public interest information* is made, or a person to whom such a disclosure is referred or who otherwise knows that such a disclosure has been made, must not, without the consent of the informant, knowingly divulge the identity of the informant except:

- > so far as may be necessary to ensure that the matters to which the information relates are properly investigated; or
- > in accordance with the [ICAC Guidelines](#).

An offence against this section carries a maximum penalty of \$20 000 or imprisonment for 2 years.

As set out in the Appendices, the identity of the informant must be kept confidential unless the informant has consented to their identity being disclosed, even when seeking advice from a TAFE SA *Responsible Officer*.

The obligation to maintain confidentiality imposed by section 8 applies despite any other statutory provision, or a common law rule, to the contrary. The exceptions to maintaining confidentiality are set out in the [ICAC Guidelines](#) and in section 8(1) of the [PID Act](#).

How will TAFE SA protect informants?

To ensure that informants are protected, TAFE SA will:

1. Provide support and information on the [PID Act](#) protections to the informant
2. Adopt and apply internal procedures that require compliance with section 8(1) of the [PID Act](#) in relation to confidentiality
3. Store information about appropriate disclosures securely
4. Proactively recognise and address any potential detrimental outcomes that may be caused from the disclosure.

Roles and Responsibilities

Position	Responsibility
Chief Executive	<ul style="list-style-type: none"> > The Chief Executive, TAFE SA, is the Principal Officer under the Public Interest Disclosure Act 2018 (the PID Act) and is ultimately responsible for the Public Interest Disclosure procedures for TAFE SA. > The Chief Executive is required under the PID Act to ensure that procedures exist to inform any person who wishes to make an appropriate disclosure of public interest information about TAFE SA and for TAFE SA officers and employees to deal with such disclosures. > The Chief Executive is also responsible for ensuring that at least 1 TAFE SA officer or employee is designated as a Responsible Officer for the purpose of the PID Act.
Responsible Officer	<p>A TAFE SA employee designated by the Chief Executive as a Responsible Officer for the purposes of the PID Act, who must:</p> <ul style="list-style-type: none"> > receive appropriate disclosures of public interest information relating to TAFE SA and ensure compliance with the Act in relation to such disclosures; > ensure compliance with the Act in relation to a public interest disclosure; > make appropriate recommendations to the Chief Executive in relation to dealing with such disclosures; > encourage informants to raise any concerns held about detrimental outcomes that may arise from a disclosure or attempt to make a disclosure; > ensure, insofar as possible, that an informant is kept informed of the progress of an investigation, considering the sensitivity and confidentiality of the matter; and > provide advice to TAFE SA employees in relation to the administration of the Act.

OFFICIAL

Executives and Managers/Supervisors	Executives and Managers/Supervisors are relevant authorities able to receive public interest information disclosures which relate to a <i>public officer</i> under their management or supervision.
All Employees	<ul style="list-style-type: none"> > All employees must comply with the PID Act > Employees considering a disclosure of <i>public interest information</i> under the PID Act should also consider if they have obligations under the Directions and Guidelines issued by the OPI. > The Ombudsman also expects <i>public officers</i> and public authorities will report to the Ombudsman any matter that they reasonably suspect involves misconduct in public administration.

Definitions

Term	Definition
Appropriate disclosure of environmental and health information	<p>For a disclosure to be considered an <i>appropriate disclosure of environmental and health information</i>, it must be made to a <i>relevant authority</i> and the person making the disclosure:</p> <ul style="list-style-type: none"> > believes on reasonable grounds that the information disclosed is true; or > is not able to form a belief on reasonable grounds about the truth of the information but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated.
Appropriate disclosure of public administration information	<p>For a disclosure to be considered an <i>appropriate disclosure of public administration information</i>, it must be made to a <i>relevant authority</i>, for which the person making the disclosure reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration.</p>
Confidentiality	<p>The PID Act requires that a person to whom an appropriate disclosure of public interest information is made, or a person to whom a disclosure is referred or otherwise knows that a disclosure has been divulged, must not, without the consent of the informant, knowingly divulge the identity of an informant unless necessary to ensure that the matters to which the information relates are properly investigated.</p>
Corruption	<p>Corruption in public administration means conduct that constitutes:</p> <ul style="list-style-type: none"> > an offence under Part 7, Division 4 (Offences relating to public officers) of the <u><i>Criminal Law Consolidation Act 1935</i></u> (SA), which includes: <ul style="list-style-type: none"> ○ bribery or corruption of public officers; ○ threats or reprisals against public officers; ○ abuse of public office;

OFFICIAL

	<ul style="list-style-type: none"> ○ demanding or requiring benefit on the basis of public office; ○ offences relating to appointment to public office; or > an offence against the <i>Public Sector (Honesty and Accountability) Act 1995</i> (SA) or the <i>Public Corporations Act 1993</i> (SA), or an attempt to commit such an act; or > actions relating to the commission of an offence.
Detriment	<p>Detriment includes any of the following:</p> <ul style="list-style-type: none"> > loss or damage (including damage to reputation); or > injury or harm (including psychological harm); or > intimidation or harassment; or > discrimination, disadvantage or adverse treatment in relation to a person's employment; or > threat or reprisal (whether express, implied, conditional or unconditional).
Environmental and health information	Information that raises a potential issue of a substantial risk to the environment or to the health and safety of the public generally or a significant section of the public.
Informant	A person who makes an <i>appropriate disclosure of public interest information</i> is referred to in this Procedure and throughout the PID Act as an informant.
Investigation	<p>Any matter assessed as raising a potential issue of corruption in public administration must be investigated by the ICAC Commissioner or referred to the South Australia Police or another law enforcement agency for investigation. Those matters involve alleged criminal offending.</p> <p>Misconduct or maladministration investigations are ordinarily undertaken by a public authority or an inquiry agency following a referral by the ICAC or the OPI.</p>
Law enforcement agency	<p>In South Australia, a law enforcement agency includes:</p> <ul style="list-style-type: none"> > the Australian Federal Police; > South Australian Police; > a State Royal Commission.
Maladministration	<p>Maladministration means:</p> <ul style="list-style-type: none"> > the conduct of a public officer or a practice, policy and procedure of a public authority that results in an irregular or unauthorised use of public money, the substantial mismanagement of public resources; or > the conduct of a public officer involving substantial mismanagement in or relation to the performance of official functions, <p>and includes conduct resulting from impropriety, incompetence or negligence.</p>

OFFICIAL

Misconduct	Misconduct means an intentional and serious contravention of a code of conduct by a public officer while acting in their capacity as a public officer that constitutes a ground for disciplinary action against the officer.
Ombudsman SA	The Ombudsman’s functions include receiving, assessing, investigating or otherwise dealing with reports about misconduct and maladministration in public administration
Office for Public Integrity	The Office for Public Integrity (OPI) is the point of contact for anyone wishing to make a complaint or report about public administration in South Australia that they think is corrupt.
Public administration	Administrative acts enabling the delivery of public services, public infrastructure and the spending of public money.
Public administration information	Information that raises a potential issue of corruption, misconduct or maladministration in public administration.
Public interest information	Environmental and health information or public administration information.
Public Officer	The term <i>public officer</i> is defined in Schedule 1 of the ICAC Act. The most common categories of <i>public officer</i> can be found in Appendix A to the ICAC Guidelines . TAFE SA employees are public officers.
Reasonable suspicion	<p>A suspicion is something short of knowledge or belief. You may not know something has occurred but merely suspect it. For a suspicion to be reasonable there needs to be a rational basis for the suspicion.</p> <p>A reasonable suspicion provides a threshold for reporting certain conduct to the OPI.</p>
Relevant Authority	<p>The term <i>relevant authority</i> is defined in Schedule 1 of the PID Act. The most common categories of <i>relevant authority</i> can be found in Appendix B to the ICAC Guidelines.</p> <p>The PID Act designates certain persons or organisations who can receive an <i>appropriate disclosure of public interest information</i>, depending on who or what the information relates to:</p> <ol style="list-style-type: none"> a. where the information relates to a public officer – <ol style="list-style-type: none"> i. a person who is, in accordance with any guidelines prepared under section 14 of the PID Act, designated as a person who is taken to be responsible for the management or supervision of the public officer or to the relevant responsible officer; or ii. a person who is, in fact, responsible for the management or supervision of the public officer or to the relevant responsible officer; or

OFFICIAL

	<ul style="list-style-type: none"> b. where the information relates to a public sector agency or public sector employee – <ul style="list-style-type: none"> i. the Commissioner for Public Sector Employment; or ii. the responsible officer for the relevant public sector agency; or c. where the information relates to an agency to which the Ombudsman Act 1972 applies – the Ombudsman; or d. where the information relates to a location within the area of a particular council established under the Local Government Act 1999 – a member, officer or employee of that council; or e. where the information relates to a risk to the environment – the Environment Protection Authority; or f. where the information relates to an irregular and unauthorised use of public money or substantial mismanagement of public resources – the Auditor-General; or g. where the information relates to the commission, or suspected commission, of any offence – a member of the police force; or h. where the information relates to a judicial officer – the Judicial Conduct Commissioner; or i. where the information relates to a member of Parliament – the Presiding Officer of the House of Parliament to which the member belongs; or j. where the information relates to a person or a matter of a prescribed class – an authority declared by the regulations to be a relevant authority in relation to such information; or k. a Minister of the Crown; or l. OPI; or m. any other prescribed person or person of a prescribed class.
Responsible Officer	<p>Under section 12(1) of the PID Act, as <i>principal officer</i> of TAFE SA, the Chief Executive TAFE SA has designated various people as <i>responsible officers</i> for TAFE SA.</p> <p>In accordance with section 13 of the PID Act, a <i>Responsible Officer</i> must:</p> <ul style="list-style-type: none"> > receive <i>appropriate disclosures of public interest information</i> relating to TAFE SA and ensure compliance with the PID Act in relation to such disclosures, and > make appropriate recommendations to the Chief Executive TAFE SA in relation to dealing with such disclosures, and > provide advice to officers and employees in TAFE SA in relation to the administration of the PID Act.

Associated Documents and References

Document Type/ Number	Document/Reference Title
PPMF TAFESA 1105	<i>TAFE SA Fraud and Corruption Policy</i>
PPMF TAFESA 1106	<i>TAFE SA Fraud and Corruption Procedure and Corruption Control Plan</i>
PPMF TAFESA 119	<i>TAFE SA Staff Grievance Resolution Procedure</i>
Code of Ethics	<i>Code of Ethics for the South Australian Public Sector</i>
SA Legislation	<i>Criminal Law Consolidation Act 1935</i>
Internet page	<i>Directions and Guidelines for Public Officers, Public Authorities and Inquiry Agencies (issued by OPI)</i>
SA Legislation	<i><u>Independent Commission Against Corruption Act 2012</u></i>
SA Legislation	<i>Independent Commission Against Corruption Regulations 2013</i>
SA Legislation	<i>Ombudsman Act 1972</i>
SA Legislation	<i>Public Corporations Act 1993</i>
SA Legislation	<i>Public Interest Disclosure Act 2018</i>
SA Legislation	<i>Public Interest Disclosure Regulations 2019</i>
Internet page	<i>Public Interest Disclosure Act 2018 Fact Sheet for the South Australian Community</i>
Internet page	<i>Public Interest Disclosure Act 2018 Fact Sheet for South Australian public officers</i>
Internet page	<i>Public Interest Disclosure Guidelines (issued by ICAC)</i>
SA Legislation	<i>Public Sector (Honesty and Accountability) Act 1995</i>
Internet page	<i>Reporting Misconduct and Maladministration Directions and Guidelines (issued by Ombudsman SA)</i>

Document Control

TAFE SA procedures must undertake a full review process, including relevant stakeholder consultation and approval, at least every two years from the date of approval. Reviews may be actioned earlier according to related policy or procedure updates and/or reviews, strategic priorities, reforms, legislative or regulatory changes, or feedback received.

Approved by			
Procedure Owner	Graham Rix	Title	Executive Director, Operations
Contact person:	Gianna Giannopoulos	Telephone	0408 337 965
Responsible Unit		Corporate Governance and Assurance	
Version number		2.0	
Date of approval		19 September 2025	
Next Review Date		20 September 2027	
PPMF ID		PPMF TAFESA 1232	
Procedure Category		Operational	

Appendices

Appendix 1 Making an appropriate disclosure of public interest information.

Appendix 2 Receiving and dealing with an appropriate disclosure of public interest information.

Appendix 3 How informants can contact TAFE SA.



Appendix 1

Making an appropriate disclosure of public interest information

Step 1 - Before making a disclosure

To make an *appropriate disclosure of public interest information* you need to determine whether the information you have is *public interest information* and you need determine who you should disclose the information to (i.e. who the *relevant authorities* are).

Whether you receive protection under the [PID Act](#) will depend in part on who you are and the subject matter of the disclosure. Anyone can receive the protection of the [PID Act](#) if an *appropriate disclosure* is made of *environmental and health information* in accordance with the [PID Act](#). Only *public officers* are eligible for the protections under the [PID Act](#) if making an *appropriate disclosure of public administration information*.

Step 2 - Making a disclosure

If you want to make an *appropriate disclosure of public interest information* related to TAFE SA or a TAFE SA *public officer*, you have a number of options including:

1. You can contact the OPI and speak to them.

The OPI is a *relevant authority* to receive disclosures of *public administration information* or *environmental and health information* regarding TAFE SA or TAFE SA *public officers* (employees).

2. You can contact a TAFE SA *Responsible Officer*.

A TAFE SA *Responsible Officer* can provide you with advice and assistance. A TAFE SA *Responsible Officer* is a *relevant authority* to receive disclosures of *public administration information* or *environmental and health information*

OFFICIAL

regarding TAFE SA and TAFE SA *public officers* (employees). See Appendix 3.

Information about how to contact a TAFE SA *Responsible Officer* SA can be found on the Public Interest Disclosures section of the Disclosure page of the TAFE SA website: [Disclosure \(tafesa.edu.au\)](https://www.tafesa.edu.au/disclosure)

3. Contact the person's manager or supervisor

If your disclosure of *public administration information* or *environmental and health information* relates to a TAFE SA *public officer*, the person responsible for the management or supervision of that *public officer* is also a *relevant authority* and you can disclose to them.

4. Contact the Office of the Commissioner for Public Sector Employment

The Commissioner for Public Sector Employment is a relevant authority to receive disclosures of public administration information or environmental and health information regarding TAFE SA and TAFE SA public officers.

The person receiving the *appropriate disclosure of public interest information* is required to comply with a number of requirements set out under the [PID Act](#) and this Procedure.

When making the disclosure of information, if you are revealing your identity, you have rights about being kept informed. Please speak to the *relevant authority* about how you wish to be contacted by them. It is important that keeping you informed is done in a way that maintains strict confidentiality. Decide together how they will keep you informed.

It is better to be kept informed in writing, although this is not a requirement.

Step 3 - Assessment of disclosure

Once you make an *appropriate disclosure of public interest information* in accordance with section 5, the person to whom you made the *appropriate disclosure* must take certain steps as set out in section 7 of the [PID Act](#).

This includes (amongst other things) taking reasonable steps to notify you (as the informant provided your identity is known) that an assessment of the information has been made and to advise you (as the informant) of either:

- > the action being taken in relation to the information (section 7(1)(b)(i)), or
- > if no action is being taken in relation to the information, of the reasons why no action is being taken in relation to the information (section 7(1)(b)(ii)).

The action being taken in relation to the information can include referring it to another person. If the action being taken is referring it to another person, then your identity may be disclosed as part of that referral, provided divulging your identity is necessary for the purpose of investigating the disclosure.

OFFICIAL

If any action is being taken in relation to the information, then the person you disclosed the information to (or the person it has been referred to) must take reasonable steps to notify you (as the informant, if your identity is known) of the outcome of that action (section 7(3)(a)).

However, if you make an *appropriate disclosure of public interest information* to a Minister of the Crown, the requirements set out above from section 7 do not apply.

The following provisions apply instead:

- > the Minister must, as soon as practicable, refer the disclosure to a relevant authority; and
- > the *relevant authority*:
 - o must deal with the information in accordance with section 7 (as if the disclosure had been made to the *relevant authority* in the first place); and
 - o must ensure that the Minister is notified of the action taken under section 7 in relation to the information and the outcome of such action.

Step 4 - Action to be taken

Section 7 of the [PID Act](#) requires the person to whom an *appropriate disclosure of public interest information* is made to take certain actions and notify the OPI in accordance with the [ICAC Guidelines](#). This is set out in more detail in Appendix 2 under 'Receipt, assessment and notification of appropriate disclosures of public interest information'.

Section 7(2) provides that no action need be taken in relation to an *appropriate disclosure of public interest information* if:

- > the information disclosed does not justify the taking of further action; or
- > the information disclosed relates to a matter that has already been investigated or acted upon by a *relevant authority* and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter.
- > The requirements set out above from section 7 do not apply where an *appropriate disclosure of public interest information* is made to a journalist or a member of Parliament (see the following page).

Concerns about the action taken

If you are concerned or believe (as an informant) that your *appropriate disclosure* is not being dealt with by TAFE SA appropriately:

- > If your *appropriate disclosure of public interest information* was made to a *relevant authority* in TAFE SA other than a *Responsible Officer*, please contact one of the TAFE SA *Responsible Officers* (see contact details at Appendix 3). *Responsible Officers* have obligations under the [PID Act](#) and will be able to assist you.

OFFICIAL

- > If your *appropriate disclosure* was made to a TAFE SA *Responsible Officer*, contact other *relevant authorities* such as the OPI, the Ombudsman or the Office of the Commissioner for Public Sector Employment.

If you are concerned or suspect (as an informant) that you may have been or will be the subject of detriment on the grounds of having made, or being about to make, an *appropriate disclosure of public interest information*, you are encouraged to report your concern or suspicion with a TAFE SA *Responsible Officer*.

If your concern or suspicion relates to the way in which a TAFE SA *Responsible Officer* is handling your matter, you might want to raise your concerns with a different TAFE SA *Responsible Officer* or, alternatively, you might prefer to contact other *relevant authorities* such as the OPI, the Ombudsman or the Office of the Commissioner for Public Sector Employment.

Disclosure to a journalist or member of Parliament

You have certain rights if:

- > you have made an *appropriate disclosure of public interest information* in accordance with section 5; and
- > you believe on reasonable grounds that the information is true; and
- > you have made your identity known to the person to whom that *appropriate disclosure* was made (that is, they can contact you).

You should receive notification of the action being taken (or the reasons for no action being taken) within 30 days after making that disclosure.

You should also receive notification of the outcome of the action within 90 days after making that disclosure. However, the person whom you notified can give you a written notice saying that this period will be longer.

These notifications can be either verbal or in writing. Under this Procedure the *relevant authority* is directed to provide the notification in writing but under the PID Act this is not a requirement.

If the above applies, and if after 30 days or 90 days (or such other longer period specified in writing) you have not been notified as required, you are entitled to receive the protections under the [PID Act](#) if you make an *appropriate disclosure of the public interest information* to a journalist or member of Parliament (other than a Minister of the Crown, as Ministers of the Crown are already *relevant authorities* under section 6 of the [PID Act](#)).

Under the [PID Act](#) a *journalist* means a person engaged in the profession or occupation of journalism in connection with the publication of information in a news medium.

Other information

As set out in this Procedure, TAFE SA has an obligation to protect informants.

OFFICIAL

TAFE SA *Responsible Officers* are directed to ensure matters are kept strictly confidential, for example, all printed materials are kept in a locked cupboard or drawer that only a TAFE SA *Responsible Officer* can access and any conversations with an informant are to be held in private. In addition, the emails sent to and from TAFE SA *Responsible Officers* are kept secure and are not accessed by other staff members.

TAFES A is committed to minimising any risk that an informant might be victimised because of making, or intending to make, a *public interest disclosure*.

TAFE SA *Responsible Officers* will provide support and information about the [PID Act](#) protections to informants and encourage informants to raise any concerns they have about potential detrimental outcomes that may be caused from the disclosure.



Appendix 2

Receiving and dealing with an appropriate disclosure of public interest information

To determine whether someone has made an *appropriate disclosure of public interest information* to you, you need to assess the information given to you and consider whether you are a *relevant authority* for the particular information.

Advice can be provided to you by a TAFE SA *Responsible Officer* and by the OPI.

When seeking advice, you must not disclose the identity of the informant, nor disclose any information that could reveal the identity of the informant, unless the informant consents.

There are two types of *public interest information*. The first is *environmental and health information*. The second is *public administration information*. Whether you are a *relevant authority* will depend on the subject matter of the information being received.

Once you have determined that you are a *relevant authority* who has received an *appropriate disclosure of public interest information* you must take certain steps to comply with the [PID Act](#) and the [ICAC Guidelines](#).

When receiving the disclosure of information please speak to the informant about how they wish to be contacted by you. It is important that if the informant has provided their identity that they be kept informed as set out in this Appendix, but that it is done in a way that maintains strict confidentiality. Decide together how you will keep them informed.

It is better that they be kept informed in writing, although this is not a requirement.

Receipt, assessment and notification of appropriate disclosures of public interest information

A person to whom an *appropriate disclosure of public interest information* is made must assess the information as soon as practicable after the disclosure is made (see section 7(1) of the [PID Act](#)).

If you are person to whom an *appropriate disclosure of public interest information* is made, then you should consider seeking the advice of a TAFE SA *Responsible Officer* immediately. Your legal obligations will be numerous and complicated, and the TAFE SA *Responsible Officer* will be able to assist you.

Step 1 - Assessment

Section 7 of the [PID Act](#) requires a person to whom an *appropriate disclosure* is made to assess the information as soon as practicable after the disclosure is made.

Assess for Imminent Risk

Immediately assess the disclosure to ascertain whether the 'imminent risk' provision of the [ICAC Guidelines](#) applies (see following page).

Assess to decide whether, on its face, it is a disclosure of public interest information

a) Does the information disclosed raise a potential issue of:

- i) Corruption in public administration
- ii) Misconduct in public administration
- iii) Maladministration in public administration?

b) Does the information disclosed raised a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public?

If the disclosure assessed has the character of *public interest information* you have an obligation to report that matter to the OPI, applying the criteria in the ICAC Act, and in accordance with the [ICAC Guidelines](#):

If the recipient of the disclosure forms a reasonable suspicion that the matter disclosed involves corruption in public administration, the recipient of the disclosure must comply with their reporting obligations under the ICAC Act.

It is important to note that amendments made to the ICAC Act in 2021:

- > have conferred further functions on the Ombudsman in respect of matters of misconduct and maladministration in public administration;

OFFICIAL

- > provide for establishing the OPI as a separate office with responsibility to assess and refer matters to inquiry agencies i.e. ICAC, the Ombudsman and the Judicial Conduct Commissioner;
- > provide that a system for receipt of complaints about public administration is to be established for the OPI by the Director of the OPI; and
- > remove references to systemic misconduct or maladministration (as being matters that can be investigated by the ICAC Commissioner).

Further, there is no longer a statutory obligation to report misconduct or maladministration in public administration, however public officers continue to have an obligation to report matters involving corruption in public administration and are encouraged to report misconduct in public administration and maladministration in public administration.

Assess for no further action

If the obligation to report under the ICAC Act does not arise, assess whether this is information in relation to which no action need be taken seeking the advice of the *Responsible Officer*.

No action need be taken in relation to an *appropriate disclosure of public interest information* if:

- > the information disclosed does not justify the taking of further action; or
- > the information disclosed relates to a matter that has already been investigated or acted upon by a *relevant authority* and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter (see section 7(2)).

No Action Required: Notification of Informant

If no action is being taken, as the person to whom the *appropriate disclosure of public interest information* was made, you still need to comply with 7(1)(b) of the [PID Act](#).

The *Responsible Officer* can assist you, but you must take reasonable steps to notify the informant (if the informant's identity is known):

- > that an assessment of the information has been made;
- > that no action is being taken in relation to the information; and
- > the reasons why no action is being taken in relation to the information.

Make this notification within 30 days of receiving the appropriate disclosure of *public interest information*.

If you take longer than 30 days and the informant believes on reasonable grounds that the information is true, the informant is entitled to disclose the *public interest information* to a journalist or a member of Parliament other than a Minister of the Crown, and the disclosure will be considered to be an *appropriate disclosure of public interest information*.

OFFICIAL

Assess for further action required

If the information does not give rise to a potential issue of corruption, but warrants further action, you need to determine who best should take action in relation to it, having regard to the following criteria:

a) If investigation of the information may be warranted, who has the skills, resources and powers to investigate the matter?

b) If the information is substantiated following an investigation, what action would be appropriate? Who has the skills, resources and powers to take appropriate action in relation to the matter arising from the information, if the information is substantiated?

Having identified the appropriate person or authority to act in relation to the matter raised by the information, the information should be further assessed to determine what information should be communicated to that person or authority to enable the information to be properly addressed.

Action Required: Provide Information to the OPI

If action needs to be taken, unless good reasons exist for not doing so, please refer the *appropriate disclosure of public interest information* to a TAFE SA Responsible Officer.

For example, an *appropriate disclosure of public interest information* would not be referred to a TAFE SA Responsible Officer if the information related to them.

Following your assessment, when referring the *appropriate disclosure of public interest information* to a TAFE SA Responsible Officer, you can only disclose the identity of the informant if you have:

- > assessed the disclosure; and
- > based on that assessment, you are referring the *appropriate disclosure of public interest information* to a TAFE SA Responsible Officer for investigation; and
- > based on that assessment, you conclude that the matter cannot be fully investigated in the absence of the identity of the informant being disclosed.

If you do not have enough information to draw that conclusion, please omit the informant's identity from your referral. If the TAFE SA Responsible Officer considers that they need the informant's identity to properly investigate, they will tell you.

Even if you refer the *appropriate disclosure of public interest information* to a TAFE SA Responsible Officer then you must still:

- > take action in relation to the information in accordance with the [ICAC Guidelines](#) as set out below (as required by section 7(1)(a)); and
- > provide the OPI with information relating to the disclosure in accordance with the [ICAC Guidelines](#) (as required by section 7(1)(c)).

OFFICIAL

The TAFE SA *Responsible Officer* can assist you.

You must ensure that you are complying with the [ICAC Guidelines](#) entitled '*Receipt, assessment and notification of appropriate disclosures*'.

The [ICAC Guidelines](#) apply in respect of the action to be taken by **a person to whom an *appropriate disclosure of public interest information* has been made** (the recipient of the disclosure) and in respect of the notification to the OPI of the receipt of the *appropriate disclosure*.

If you are a person to whom an *appropriate disclosure of public interest information* has been made:

1. If the content of the disclosure suggests that there is an imminent risk of serious physical injury or death to any person or the public generally, you (as the recipient of the disclosure) must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency (e.g. South Australia Police, SafeWork SA, SA Ambulance, Environment Protection Authority).
2. If you (as the recipient of the disclosure) form a reasonable suspicion that the matter disclosed involves corruption in public administration, you must comply with your reporting obligations under the ICAC Act.
3. If you (as the recipient of the disclosure) assess the content of the disclosure as requiring further action, you must, unless the matter is reported to the OPI as a potential issue of corruption in public administration, ensure that:
 - a. such action as may be appropriate in the circumstances is taken by you to ensure that the matter is properly addressed; or
 - b. such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take such action.
4. You (as the recipient of the disclosure) must notify the OPI of the *appropriate disclosure* as soon as reasonably practicable after the receipt of the *appropriate disclosure* by making an electronic notification via the dedicated notification form on the OPI website (www.publicintegrity.sa.gov.au) and must include in that notification:
 - a. the date the disclosure was received;
 - b. your name and contact details;
 - c. a summary of the content of the disclosure;
 - d. the assessment made of the disclosure;

OFFICIAL

- e. the action taken by you (as the recipient of the disclosure) including:
- i. whether the disclosure was referred to another *relevant authority*, *public authority*, *public officer* or another person; and
 - ii. if the disclosure was referred to another *relevant authority*, *public authority*, *public officer* or other person,
 1. the date of the referral;
 2. the identity of that *relevant authority*, *public authority* or *public officer* or another person to whom the disclosure was referred;
 3. the manner of referral; and
 4. the action to be taken by that *relevant authority*, *public authority* or *public officer* or another person (if known).
- f. if no action was taken by you (as the recipient of the disclosure) the reason why no action was taken; and
- g. whether the identity of the informant is known only to you (as the recipient of the disclosure) or if the identity of the informant has been communicated to a *relevant authority*, *public authority*, *public officer* or another person (and if so, the reasons why such communication was made).
5. As the recipient of the disclosure you should retain the unique reference number issued by the OPI after the making of a notification and must ensure that that unique reference number is provided to any other person or authority to whom the disclosure is referred.

Public officers may also report to the OPI or the Ombudsman any reasonable suspicion of misconduct or maladministration. It is also worth noting that the Ombudsman Directions and Guidelines stipulate that the Ombudsman expects *public officers* will report to Ombudsman SA any matter that the *public officer* reasonably suspects involves misconduct and/or maladministration in public administration (see the Ombudsman Directions and Guidelines published under the Ombudsman Act) unless it has already been referred to the OPI or the Ombudsman.

Step 2 - Action Required: Notification of Informant

As a person to whom an *appropriate disclosure of public interest information* has been made, you also need comply with section 7(1)(b) of the [PID Act](#).

A TAFE SA *Responsible Officer* can assist you.

You must take reasonable steps to notify the informant (if the informant's identity is known) that an assessment of the information has been made and to advise the informant of the action being taken in relation to the information.

OFFICIAL

Make this notification within 30 days of receiving the *appropriate disclosure of public interest information*. Make this notification in writing. However, before emailing an informant, please ensure they have agreed to an appropriate email address to be used.

If you take longer than 30 days, if the informant believes on reasonable grounds that the information is true, then they are entitled to disclose the *public interest information* to a journalist or a member of Parliament other than a Minister of the Crown, and the disclosure will be an *appropriate disclosure of public interest information*.

As set out below, either you or a person to whom you have referred the disclosure, will also need to notify the informant of the outcomes of the action. This needs to be done within 90 days of receiving the *appropriate disclosure of public interest information* (see below).

If you or a TAFE SA *Responsible Officer* form the view that it will take longer than 90 days from the *appropriate disclosure of public interest information* for an outcome, you must notify the informant in writing of this alternative longer period in which you will report to them on the outcomes of the actions.

Do this when you notify the informant of the action being taken.

Step 3 - Outcomes of Action: Notification of Informant

It is recommended that you refer any *appropriate disclosure of public interest information* to a TAFE SA *Responsible Officer*. You must take reasonable steps to notify the informant (if the informant's identity is known) of the outcome of that action (see section 7(3)(a) of the [PID Act](#)).

If you don't refer the matter to a TAFE SA *Responsible Officer*, you must take the appropriate action as decided through the assessment of the information.

You must take reasonable steps to notify the informant (if the informant's identity is known) of the outcome of that action (see section 7(3)(a) of the [PID Act](#)).

If you refer the *appropriate disclosure of public interest information* to a TAFE SA *Responsible Officer*, or to another person, then the TAFE SA *Responsible Officer* or the other person must take reasonable steps to notify the informant (if the informant's identity is known) of the outcome of that action (see section 7(3)(a) of the [PID Act](#)).

Please make this notification in writing. However, before emailing an informant, please ensure they have agreed to an appropriate email address to be used. This notification to the informant must be done within 90 days of receiving the *appropriate disclosure of public interest information*, or within such longer period if you have made a notification to the informant that you will take longer to report to them on the outcomes (see above).

OFFICIAL

If it takes longer than 90 days (or the alternative longer period of time notified above) to notify the informant of the outcomes of the action, and if the informant believes on reasonable grounds that the information is true, then they are entitled to disclose the public interest information to a journalist or a member of Parliament other than a Minister of the Crown, and the disclosure will be considered to be an *appropriate disclosure of public interest information*.

Outcomes of Action: Notification of the OPI

If you take action in relation to an *appropriate disclosure of public interest information*, you must provide the OPI with information relating to the outcome of that action in accordance with the [ICAC Guidelines](#) 'Notification of action' taken as set out below (see section 7(3)(b) of the [PID Act](#)).

If you take action in relation to an *appropriate disclosure of public interest information*, and if such action consists of referring the *appropriate disclosure of public interest information* to another person, then that other person to whom it is referred must provide the OPI with information relating to the outcome of that action in accordance with the [ICAC Guidelines](#) (see section 7(3)(b) of the [PID Act](#)).

The [ICAC Guidelines](#) provide that in addition to the requirement for the OPI to be notified when an *appropriate disclosure of public interest information* is received, the OPI must also be notified of any action taken in relation to the disclosure.

The [ICAC Guidelines](#) apply in relation to the notification to the OPI of the outcome of any action taken upon receipt of, or referral of, an *appropriate disclosure of public interest information*.

If you have received an appropriate disclosure of public interest information, or if you have received a referral of such a disclosure from someone else, you must notify the OPI as soon as reasonably practicable via the [online notification form](#) advising the following:

- a. the unique identification number issued by the OPI upon notification of the original disclosure
- b. the name and contact details of the informant
- c. the name and contact details of the person or authority responsible for taking the action
- d. what (if any) findings were made in respect of the disclosure
- e. the nature of the action taken (if any)
- f. the outcome of any action taken (if applicable)
- g. whether the identity of the informant was disclosed to a person other than the original recipient of the disclosure, and

OFFICIAL

h. whether the informant was notified of the action taken and, if so, when and how that notification was made.

Appropriate disclosure of public interest information made to a Minister of the Crown

If an *appropriate disclosure of public interest information* is made to a Minister of the Crown the following provisions apply:

- > the Minister must, as soon as practicable, refer the disclosure to a *relevant authority*; and
- > the *relevant authority*—
 - o must deal with the information in accordance with this section (as if the disclosure had been made to the *relevant authority*); and
 - o must ensure that the Minister is notified of the action taken under this section in relation to the information and the outcome of such action (see section 7(5) of the [PID Act](#)).

Keeping the information safe

Any person who has received an *appropriate disclosure of public interest information*, must keep that information confidential.

TAFE SA *Responsible Officers* will have access to a secure Public Interest Disclosure email account. This mailbox will only be accessed by *Responsible Officers* and has appropriate ICT security measures in place.

TAFE SA *Responsible Officers* are directed to ensure matters are kept strictly confidential, for example, all printed materials are kept in a locked cupboard or drawer that only a TAFE SA *Responsible Officer* can access and any conversations with an informant are to be held in private. In addition, the emails sent to and from TAFE SA *Responsible Officers* are kept secure and are not accessed by other staff members.

TAFE SA is committed to minimising any risk that an informant might be victimised as a consequence of making, or intending to make, a *public interest disclosure*.

TAFE SA *Responsible Officers* will provide support and information about the [PID Act](#) protections to informants and encourage informants to raise any concerns they have about potential detrimental outcomes that may be caused from the disclosure.



Appendix 3

How informants can contact TAFE SA

There are several ways you can contact TAFE SA to make an appropriate disclosure of public interest information, including:

- **By completing an [online form](#)**; or
- **By post** (*Mark the envelope private and confidential); or:

Public Interest Disclosure, TAFE SA

GPO Box 1872

Adelaide SA 5001

- **By telephone: 1800 822 852 or 8417 0496**; or
- **By email: PublicInterestDisclosures@tafesa.edu.au**

The PublicInterestDisclosures@tafesa.edu.au email account is monitored, and can only be accessed, by TAFE SA *Responsible Officers*.

You can contact a TAFE SA *Responsible Officer* via the channels above to make an appropriate disclosure or you may request to meet them face to face in a neutral location.

When making the disclosure of information, if you are revealing your identity, you have rights about being kept informed. Please speak to the responsible officer about how you wish to be contacted by them.

The person receiving the public interest information must comply with the requirements set out under the PID Act and must also follow the procedure outlined in this document (see the section 'Receiving and dealing with an appropriate disclosure of public interest information').

Accessibility and assistance

OFFICIAL

For customers who do not have English as their first language or who are hearing impaired or mute, the Australian Government provides the following services:

- Translating and Interpreting Service (TIS): call 131 450
- National Relay Service (Speak and Listen): call 1300 555 727
- National Relay Service (TTY users): call 133 677
- Internet relay users can make an online call.

Customers using these services can request to be put through to TAFE SA via telephone on 1800 822 852 to provide a disclosure or to make an enquiry.