

MyLeave does not tolerate corrupt or other improper conduct.

Recognising the value and importance of contributions of employees in enhancing administrative and management practices, MyLeave is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act) and to effectively managing and responding to public interest disclosure (PID) relating to public interest information and to corrupt or improper conduct generally.

This policy applies to all employees, Board Members and contractors making a PID to MyLeave relating to a matter of public interest information.

MyLeave:

- Strongly supports PIDs being made by employees, Board members, contractors and members of the community regarding public interest information or other improper conduct.

- Requires PIDs to be lodged with a duly authorised Public Interest Disclosure Officer (PID Officer).

- Expects all persons directly involved in a PID process to maintain confidentiality, particularly regarding the identity of the discloser and the subject of the disclosure.

- Maintains procedures relating to PIDs in accordance with the PID Act and the Public Sector Commission Guidelines.

Is a person who contracts with MyLeave or the State to supply goods or services to MyLeave or the State; or to perform a public function.

A person who makes a public interest disclosure. A discloser may be anonymous.

A PID is made when a person discloses public interest information to MyLeave that tends to

Public interest information is information that tends to show that, in relation to its performance of a public function, a public authority, a public officer, or a public service contractor is, has been or proposes to be, involved in:

improper conduct; or
an act or omission that constitutes an offence under a written law; or
substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
an act done or omission that involves a substantial and specific risk of injury to public health, prejudice to public safety, or harm to the environment; or
a matter of administration that can be investigated by the WA Ombudsman under Section 14 of the *Parliamentary Commission Act 1971*.

A person authorised under Section 23(1)(a) of the PID Act as a proper authority for disclosure of public interest

A PID Officer, or their nominee, who:

This Procedure operates in conjunction with the MyLeave Public Interest Disclosure Policy.

This Procedure applies to all employees, Board members and contractors (hereinafter collectively referred to “Officers”).

Officers acknowledge and must comply with the key principles of this Procedure.

Public Interest Disclosure Act 2003
Public Interest Disclosure Regulations 2003
Corruption, Crime and Misconduct Act 2003
Public Sector Management Act 1994

Approving Authority	Board
Policy Custodian	General Manager Compliance Legal and Risk
Effective Date	18 June 2021
Review Date	June 2022



An investigating officer:

Throughout the disclosure process and after its completion, the PID Act provides for the identity of the discloser(s) and the identity of any person(s), that is, any subject of the disclosure to be kept confidential, except in certain circumstances. Disclosing information which might identify or tend to identify the discloser(s) or any person, that is, the subject of the disclosure, except in accordance with the PID Act, is an offence punishable with a penalty of a fine or imprisonment for two years.

Maintaining confidentiality is an important part of protecting the discloser, from any detrimental

The PID Act also provides that the discloser may lose the protections provided in some circumstances, including where they on-disclose information or fail, without reasonable excuse, to assist any person investigating the matters of the disclosure.

The PID Officer will ensure that they complete all reporting in accordance with the legislative and administrative requirements of the PID Act.

Provided it is not an anonymous disclosure, the PID OI

MyLeave strongly encourages anyone considering making a public interest disclosure to seek advice from the PID Officer before doing so. A disclosure must be made to a proper authority for it to be covered by the PID Act.

At MyLeave the occupant(s) of the following designated position(s) are specified with the authority as the person(s) responsible for receiving disclosures of public interest information. For the purposes of this procedure a PID Officer(s) is the proper authority designated for dealing with information that falls within the sphere of responsibility for MyLeave.

Their names and contact details are:

Primary Contact:

General Manager Compliance Legal and Risk	Eileen McCaffrey	9476 5408
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Secondary Contact:

Board Chair	Susan Barrera	0417 921 968
Chief Executive Officer	Jason Buckley	9476 5404

Initial discussions between the discloser and the PID Officer should be general in nature and should not discuss the specific details of the disclosure until the discloser u910.5 (r).6 (di)2.6 (s)-2 (c)8.9



- *specifying a date by which the investigation should be completed and a report provided to the discloser about the final outcome.*

Bearing in mind that the discloser may be able to disclose to a journalist if:

- *the PID Officer does not notify the discloser within three months of them making their disclosure about how they plan to deal with the disclosure;*
- *the PID Officer discontinues an investigation;*
- *the PID Officer does not comply with the provisions of the Act.*

The PID Act places no further obligations on MyLeave or the PID Officer after the disclosure process is complete. The confidentiality requirements of the PID Act, however, continue to apply to you and all other people involved with the disclosure.

The PID Act does not provide for you to appeal the outcome of the disclosure process. You may be able to make another disclosure to another proper authority, if the information relates