

14 March 2018

The Hon Robert Redlich
IBAC Commissioner
GPO Box 24234
Melbourne Vic 3001

Dear Mr Redlich

**Your Reference CD/17/35362
Operation Bow – 6 month report back**

I refer to your letter dated 6 October 2017 wherein you made 2 recommendations to WorkSafe and also requested that I report to IBAC within 6 months of the letter on whether or not WorkSafe has taken action as recommended by IBAC.

I am pleased to report that WorkSafe accepts the recommendations made to it by IBAC and has taken action to implement the recommendations.

More specifically, with regard to recommendation 1, WorkSafe has reviewed its conflict of interest policies and procedures and drafted an organisational conflict of interest policy which outlines a clear process for identifying, declaring and managing conflicts of interest. To ensure that all employees understand the policy, WorkSafe is currently developing an on-line training module on conflicts of interest. It is anticipated that the on-line training module will commence roll-out in April 2018 for all WorkSafe employees.

WorkSafe's People and Culture team will maintain the conflict of interest register and WorkSafe's Risk team will audit the register annually.

With regard to Recommendation 2, WorkSafe has reviewed its policies, procedures and practices to address the corruption vulnerabilities identified in Operation Bow, specifically in relation to the actions of inspectors attending notifiable incidents. In addressing this recommendation, WorkSafe has updated three (3) field operational procedures being:

1. *Conflict of Interest;*
2. *Responding to service requests ;and*
3. *Responding to incidents.*

The above operational procedures provide Line Managers and inspectors with clear advice and guidance regarding how any conflict of interest is to be dealt with, as well as clearly noting the role of Line Managers in triaging all incident response work.

A supplementary training program to further strengthen Line Manager and inspectors understanding in

relation to the importance of conflict of interest reporting, as well as the requirements for end to end incident management will also be rolled out across WorkSafe Victoria's inspectorate following the on-line training module deployment.

Please contact me should you wish to discuss this matter further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Clare Amies', written in a cursive style.

Clare Amies
Chief Executive
WorkSafe Victoria