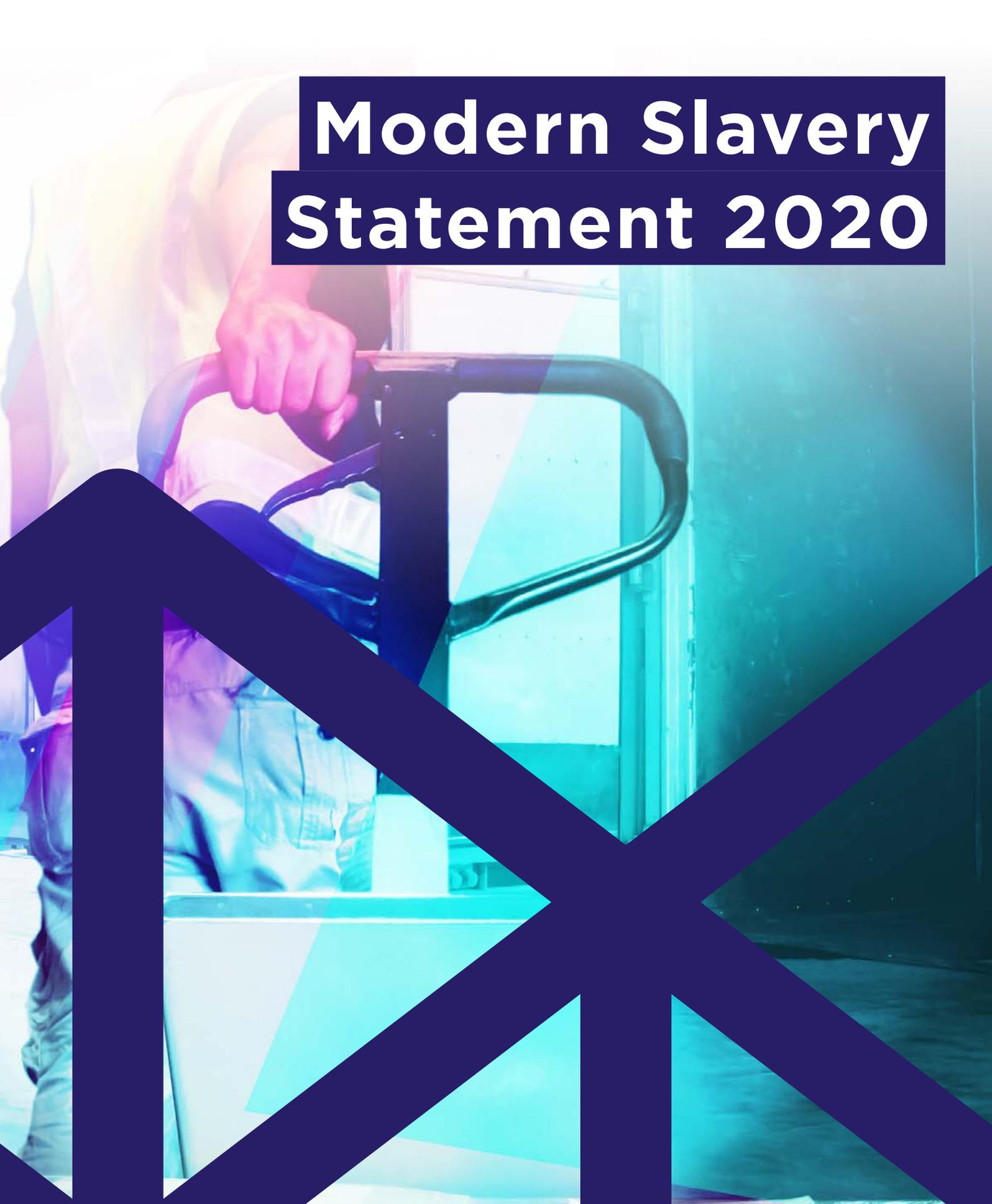


# Modern Slavery Statement 2020



**MELBOURNE  
POLYTECHNIC**

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# MELBOURNE POLYTECHNIC

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MODERN SLAVERY STATEMENT 2020

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## ABOUT THIS STATEMENT

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The *Modern Slavery Act 2018 (Cth) (Act)* came into force on 1 January 2019. It requires Australian entities with a minimum consolidated revenue of \$100 million to report on the risk of modern slavery in its operations and supply chain and the steps it is taking to respond to the risks identified. This is the first statement by Melbourne Polytechnic has made pursuant to the Act and sets out the actions we have taken to address modern slavery and human trafficking risks in our business, operations and supply chain in the reporting year 1 January 2020 to 31 December 2020.

## MELBOURNE POLYTECHNIC'S APPROACH

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Melbourne Polytechnic acknowledges that modern slavery practices are serious violations of human rights. We do not have and do not tolerate any form of modern slavery in any part of our business or supply chain.

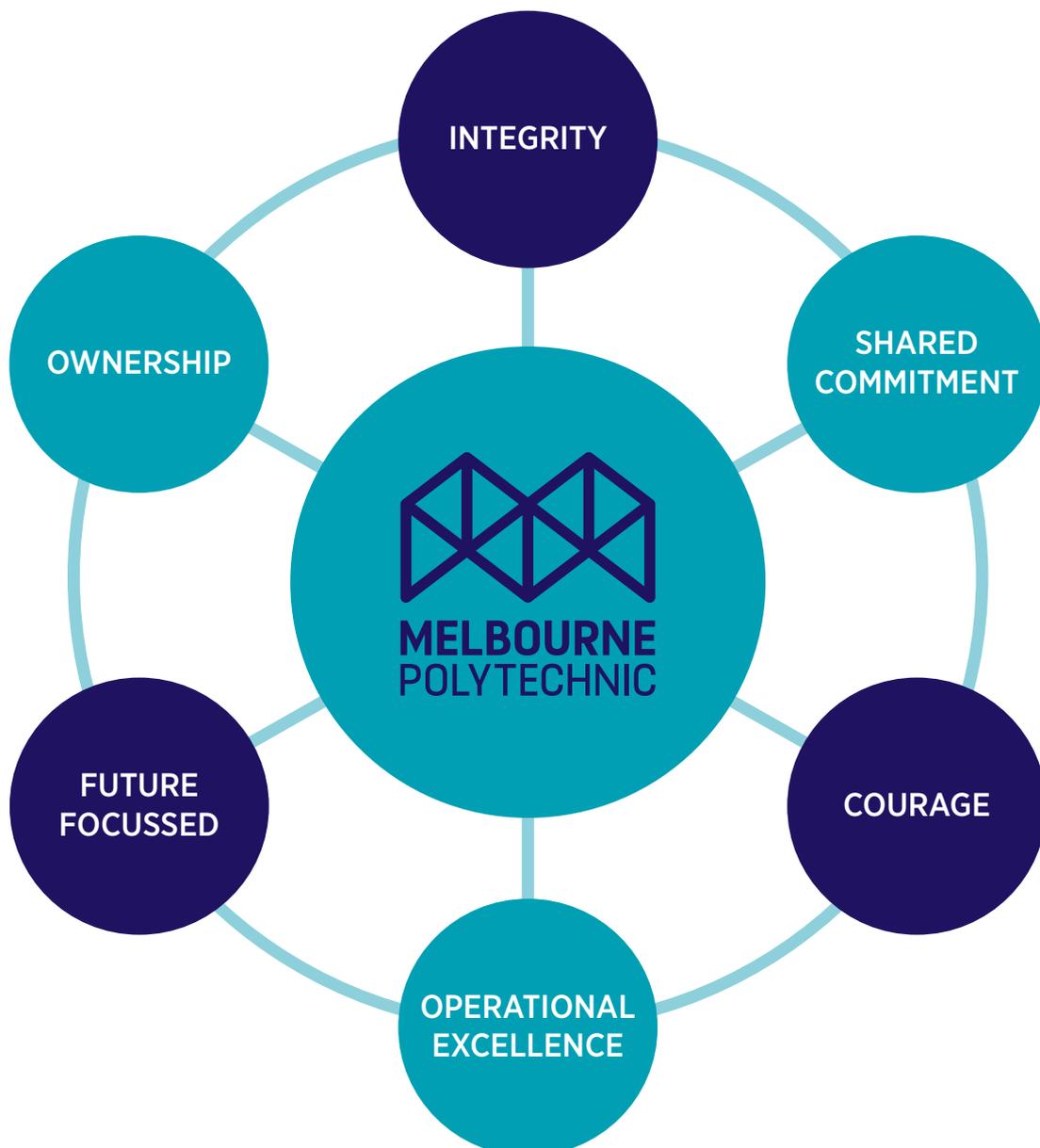


# OUR VALUES

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Our Values are the enduring tenets of our organisation. They are a set of guiding principles that describe what we value and how we work:

- ▶ Integrity - We act with openness and transparency in all dealings with staff, students and the broader community.
- ▶ Shared commitment - We are committed to working collaboratively with our students, industry, communities and other partners.
- ▶ Courage - We act with courage in achievement of our vision.
- ▶ Operational excellence - We demonstrate operational excellence through continuous improvement and learning.
- ▶ Future-focussed thinking and action - We apply evidence-based, solution-focused and progressive thinking to generate innovative approaches and outcomes.
- ▶ Ownership - We share the Melbourne Polytechnic vision, take initiative to help achieve it and are accountable for our actions.



# MELBOURNE POLYTECHNIC'S STRUCTURE AND OPERATIONS

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## GOVERNANCE AND STRUCTURE

Melbourne Polytechnic is a body corporate operating under Part 3.1 of the *Education and Training Reform Act 2006 (Vic)* and the Constitution of Melbourne Polytechnic Order 2016. It does not own or control any separate reporting entities.

Melbourne Polytechnic is governed by legislation that stipulates principles of accountability, governance and financial management. Specifically, the *Public Administration Act 2004 (Vic)* takes a comprehensive approach to supporting good public administration in Victoria by:

- ▶ defining the public sector and the public bodies that are within scope of the *Public Administration Act 2004 (Vic)*, which includes Melbourne Polytechnic;
- ▶ establishing a framework to ensure the effective governance of the whole of the Victorian public sector, to help government manage both the financial and non-financial risks associated with public entities carrying out functions on its behalf enshrining the core and enduring public sector values of responsiveness, integrity, impartiality, accountability, respect, support for human rights, and leadership, which represent the defining characteristics of the behaviour required of all public sector employees;
- ▶ the requirements of the *Financial Management Act 1994 (Vic)*;
- ▶ the Principles of Probity (integrity, fairness and honesty);
- ▶ the Codes of Conduct issued by the Victorian Public Sector Commission;
- ▶ the Supplier Code of Conduct issued by the Victorian Government Purchasing Board (VGPB); and
- ▶ our own internal business controls, policies and procedures, which include: Conflicts of Interest; Fraud and Corruption Control; Public Interest Disclosure; Gifts, Benefits and Hospitality; Confidential Information; Equal Opportunity, Discrimination and Sexual Harassment; Occupational Health and Safety; Protected disclosure, Accounting, Financial Reporting and Internal Controls.

The Melbourne Polytechnic Board is accountable to the Victorian Government for the overall strategy, governance and performance of Melbourne Polytechnic's functions.

The Board has appointed a Chief Executive, who is supported by five Functional Groups:

- ▶ Academic Operations
- ▶ People, Culture and Corporate Services
- ▶ Strategy, Performance and Governance
- ▶ Student Engagement, International and Community Partnerships
- ▶ Curriculum Innovation and Teaching Excellence

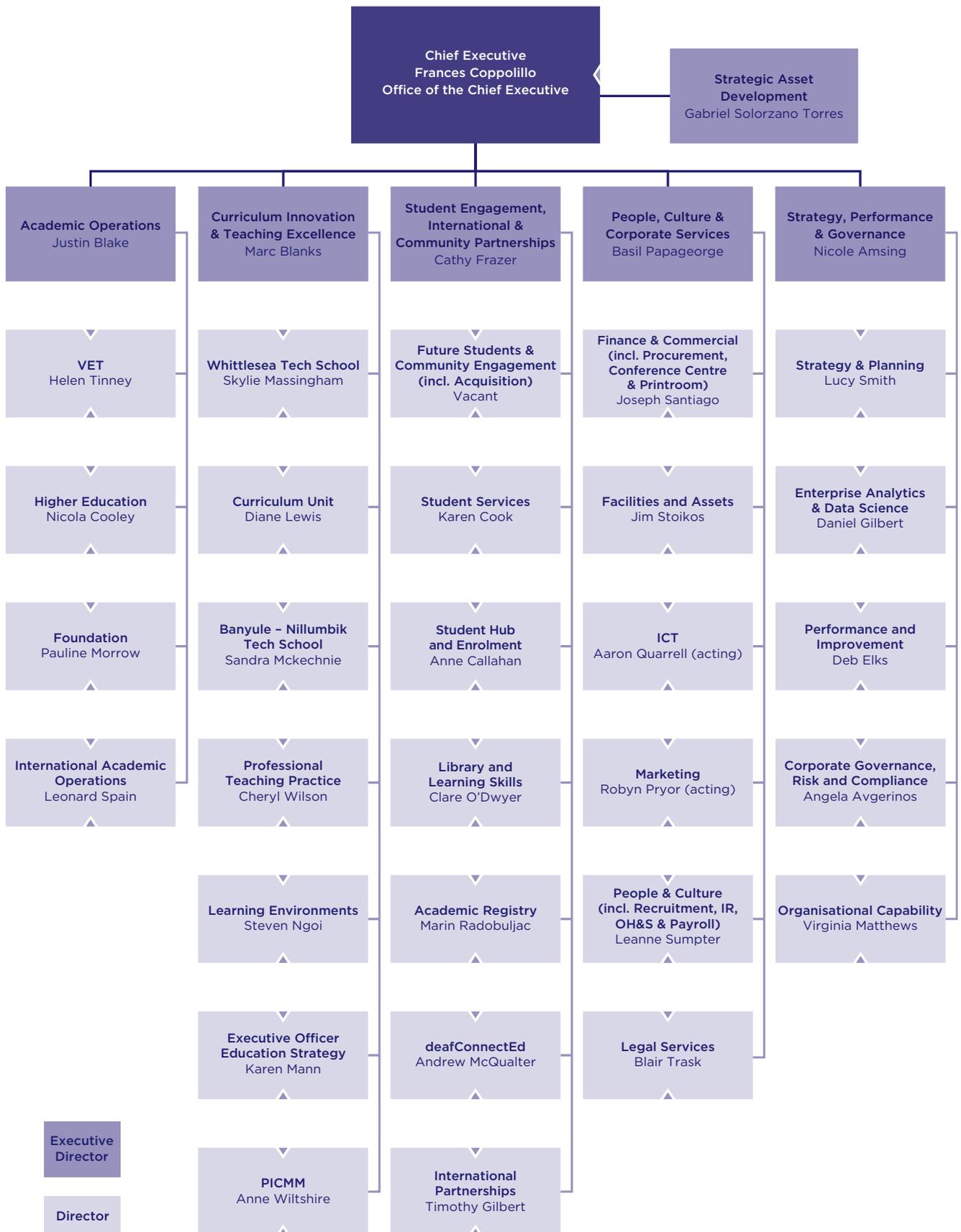
## OPERATIONS

Melbourne Polytechnic has been delivering vocational training since 1912 and is one of the largest providers in Victoria. Offerings include a wide range of Vocational Education and Higher Education courses to provide students with skills and qualifications to prepare them for the workplace. These are delivered across seven campuses located at Preston, Collingwood, Epping, Fairfield, Heidelberg, Prahran, Greensborough, and at training sites at rural and regional locations in Victoria.

Melbourne Polytechnic operates a number of long-term international programs with more than fifteen partner institutions in China (including Hong Kong), Korea and Indonesia. Our international programs operate in line with Victorian and Australian Government strategic initiatives and strategies for regional engagement. They align with our organisational strategy and focus on the student experience, workforce development and priority industries.

Melbourne Polytechnic also provides a range of consulting and training services for industry, government, and educational sectors in the local community throughout Australia and internationally.

In 2020, Melbourne Polytechnic employed more than 1600 staff, with more than 55% of our staff engaged as teachers.



Organisational Chart Office of the Chief Executive 31 December 2020

# PROCUREMENT AND SUPPLY CHAINS

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## APPROACH TO PROCUREMENT

Melbourne Polytechnic's procurement activity is undertaken in a decentralised model and has a robust governance structure in place to ensure compliance with regulatory requirements.

In accordance with the *Education and Training Reform Act 2006*, Melbourne Polytechnic's Board is responsible for establishing and approving procurement policies.

The Chief Executive, under delegation from the Board, is responsible for establishing the governance framework for procurement at Melbourne Polytechnic, and is accountable for implementation of procurement procedures. The Chief Executive is also responsible for ensuring that the institute has the appropriate capability to manage its procurement activity.

A Procurement Committee supports the Chief Executive in ensuring compliance with regulatory requirements, and embedding good procurement practice at Melbourne Polytechnic to support achieving its business objectives. The Procurement Committee monitors procurement activity during the planning stage, prior to award of a contract, during the delivery of services under a contract and reports to the Chief Executive on procurement initiatives.

Specialist procurement support is available to the business to provide guidance and support in both specification development and contract management activity.

## ABOUT OUR SUPPLY CHAIN

To support the achievement of its business objectives, Melbourne Polytechnic buys a range of goods and services.

Categories of goods and services bought include:

- ▶ Constructions services and supplies to maintain and upgrade
- ▶ Cleaning and Waste Management
- ▶ Security Services
- ▶ Office supplies
- ▶ Information Technology products including hardware and software
- ▶ Course supplies
- ▶ Professional services including legal and audit services



# MANAGEMENT OF RISKS RELATING TO MODERN SLAVERY PRACTICES

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## MELBOURNE POLYTECHNIC'S APPROACH TO RISK MANAGEMENT

Melbourne Polytechnic implements a number of measures to ensure effective risk management and compliance with our obligations, including the risks associated with modern slavery practices.

Melbourne Polytechnic embeds risk and compliance management practices in its governance, management, planning and decision making, consistent with national and international standards and practices including [AS/NZS ISO 31000: 2018 Australian/New Zealand Standard: Risk management - Principles and Guidelines](#), [ISO 19600:2015 Compliance Management - Guidelines](#), [the Victorian Government Risk Management Framework](#) and [the Victorian Minister of Finance's Standing Directions](#). This enables Melbourne Polytechnic to achieve its strategic objectives in a risk aware environment and ensure operations are conducted in a risk-based manner.

The Melbourne Polytechnic Board oversees and monitors the assessment and management of risk across the Polytechnic.

The Finance, Audit and Risk Committee reports to the Board on:

- a. all risk assessment and risk controls to ensure that an appropriate program of risk management is maintained;
- b. the adequacy of Melbourne Polytechnic's compliance management; and
- c. the review and oversight of the risk culture.

The Chief Executive and the Executive Leadership Committee provide leadership and demonstrate commitment to Melbourne Polytechnic's risk and compliance management programs, and are responsible for setting, owning, instilling and overseeing a positive risk culture.

## EMPLOYMENT AND PEOPLE MANAGEMENT

Melbourne Polytechnic's employment policies are in accordance with the *Public Administration Act 2004 (Vic)*, the Ministerial Directions to TAFE Institutes on the employment of staff and all other requirements imposed on Melbourne Polytechnic under relevant employment and industrial relations legislation or at common law.

Melbourne Polytechnic ensures that all new employees have the right to work in Australia. Where it is necessary to hire agency workers or contractors, our staff are directed to specified, reliable agencies that have been vetted through Melbourne Polytechnic's procurement procedures and meet our imposed selection criteria regarding their employment policies and practices. Agencies are asked to identify any sub-contractors used and to promote fair work practices as appropriate.

## PROCUREMENT AND SUPPLY CHAIN ASSURANCE

Melbourne Polytechnic has robust procurement policies and procedures in place underpinned by the regulatory framework applicable including but not limited to requirements of the Victorian Government Purchasing Board Supply Policies for goods and services, the Ministerial Directions for Public Construction and the Victorian Government Purchasing Board Supplier Code of Conduct.

Melbourne Polytechnic's procurement methodologies help identify, manage and mitigate risk within the supply chain. Proactive contract management and robust due diligence processes assist with identifying risks, non-compliance with contractual commitments and ensuring benefits are realised.

Key supplier agreements require suppliers and contractors to Melbourne Polytechnic to comply with the Act and to notify Melbourne Polytechnic of any actual or suspected breaches.

# FUTURE COMMITMENTS

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Over the next year, Melbourne Polytechnic's focus will be on building its procurement capability including enhancing its supply chain assurance framework at both a category and procurement activity level to help ensure suppliers comply with all requirements, including mitigating the risks related to modern slavery in the supply chain.

A Procurement Capability Plan has been put in place for the following year which incorporates training on the requirements of the Supplier Code of Conduct and the Modern Slavery Act.

Melbourne Polytechnic's Induction program addresses the expectations of all employees to adhere to significant policies (for example, Code of Conduct) and legislative requirements, and what to do if they experience or observe anything of concern in the workplace.

# APPROVAL

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This Statement was approved by the Melbourne Polytechnic Board on 2 August 2021



Helen Clarke  
Board Chair  
Melbourne Polytechnic







Information correct at August 2021 © MELBOURNE POLYTECHNIC



**MELBOURNE  
POLYTECHNIC**



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