



Tracey Bosnich

INVESTIGATIONS

WISE
—WORKPLACE—

Investigations and Investigation Management

Tracey is the Acting NSW State Manager, and is an experienced investigations case manager. She has broad experienced in managing complex investigations involving numerous witnesses, evidence and documents, for both private and public sector organisations.

During her time with WISE Tracey has reviewed and provided expert advice and recommendations on numerous complex and sensitive matters, including child protection.

Tracey's key strengths include her ability to articulate findings and recommendations clearly and concisely, both verbally and in writing. Tracey is focused and highly disciplined, yet flexible and innovative in adapting and applying her knowledge and experience in the legal sector to different circumstances and environments.

Tracey's broad background and training means she can confidentially but diplomatically manage coordinate and oversee sensitive and controversial issues. Tracey is highly experienced in liaising with complainants and witnesses from diverse socio-economic and cultural backgrounds and groups, and has excellent interpersonal skills at all levels.

Tracey has an expert working knowledge of contemporary workplace investigations principles and laws, particularly those relating to procedural fairness, and workplace policies concerning misconduct. She applies her specialist skills to provide, through WISE Workplace, expert services aim at supporting client's investigative workplace complaints and managing workplace grievances efficiently, expeditiously and fairly.

Qualifications

Certificate IV in Training and Assessment

Australian Institute of Management

Diploma in Law

NSW Legal Profession Admission Board

Graduate Diploma in Legal Practice

University of Technology, Sydney

Diploma of Business (Frontline Management)

University of Technology, Sydney

Professional Experience

Workplace misconduct and case management:

- ▶ Bullying and harassment
- ▶ Theft
- ▶ Fraud
- ▶ Discrimination
- ▶ Sexual harassment

Professional Memberships

Law Society of New South Wales

Solicitor Member

Current Licenses

Supreme Court of New South Wales

Admitted Solicitor and Barrister

Working With Children Check - 164563E

Professional Background

WISE Workplace

Acting NSW State Manager since 2019

Legal Aid NSW

Manager Operations, Grants Division

May 2002 – November 2018

Senior Grants Merit Officer, Grants Division

July 2001 – May 2002

Legal Officer, Grade III-IV, Civil Law Division

1995 – 1999

Debt Recovery Administrator, Finance

1994 – 1995

Vend Browns Collection Agency

Litigation Manager

1988 – 1994

Zinc Mine Broken Hill Ltd

Cadet Electrical Engineer

1980 - 1984

Competencies

- ▶ Planning investigations
- ▶ Gathering and analysing documentary and electronic evidence
- ▶ Strategic advice on processes
- ▶ Applying rules of procedural fairness
- ▶ Applying Briginshaw principle
- ▶ Interviewing witnesses
- ▶ Preparing witness statements
- ▶ Report writing
- ▶ Workplace policy and legislative interpretation
- ▶ Making evidence-based findings
- ▶ Recommendations on disciplinary action and management action
- ▶ Timely and efficient client communication
- ▶ Collaboration with investigation team members