
INCUMBENT:	Name: Shannyn Carter Phone: 03 5564 8817 Email: shannyn.carter@swtafe.edu.au Address: PO Box 674 Warrnambool Vic 3280
DOCUMENT REFERENCE:	PPP045
CATEGORY:	Institute Governance
DATE APPROVED:	06 December 2018
DATE OF NEXT REVIEW:	December 2019
RELATED POLICIES AND DOCUMENTS:	Protected Disclosure Policy and Procedures Protected Disclosure Act 2012 Guidelines for Making and Handling Protected Disclosures Guidelines for Protected Disclosure Welfare Management

A person making a protected disclosure, or a person cooperating with an investigation into a protected disclosure complaint, may be employed by South West TAFE or may be a member of the public. Whilst South West TAFE is not able to receive protected disclosures procedures have been established to protect a person against detrimental action that might be taken in reprisal for the making of protected disclosure.

South West TAFE will provide welfare support to a discloser or a witness in an investigation as the circumstances require. Through the Protected Disclosure Coordinator, and where there are reasonable grounds to do so, South West TAFE will consider the appointment of a Welfare Manager.

The Protected Disclosure Welfare Manager has a central role in protecting the welfare of any person making a protected disclosure, any person who is a witness in an investigation of a protected disclosure complaint or any person who is the subject of such an investigation.

On being appointed to a protected disclosure matter, the Welfare Manager will:

- Where appropriate, meet with the person making the protected disclosure, to ensure adequate levels of support. For disclosers who are South West TAFE employees, use of the Employee Assistance Program is available.
- Take any possible actions to ensure that the discloser is protected from direct or indirect detrimental action in reprisal
- Ensure that the person making the disclosure understands the protection provided by South West TAFE against detrimental action, and the actions available where there are reasonable grounds to suspect that detrimental action is occurring or is found to have occurred.

Action may include lodging a further disclosure on the grounds of detrimental action, or discussion as to a possible transfer of employment in accordance with section 51 of the Act, where terms and conditions of employment are no less favorable overall.

- Protect the identity of the discloser/cooperator, and the content of the disclosure, to ensure the confidentiality of any information received or taken in accordance with the Protected Disclosure Policy and Procedure
- Keep contemporaneous records of all aspects of the case management of the discloser/cooperator, including all contact, welfare management and follow-up action
- Not divulge details relating to a disclosed matter to any other person except the Protected Disclosure Coordinator, the Chief Executive Officer or an investigator appropriately authorised under the Act or the IBAC Act.

Whether or not a welfare manager is appointed to look after a discloser or cooperator, and as practicable, various welfare supports will be provided by South West TAFE for the discloser/cooperator on an ongoing basis.

All meetings and contact between the Welfare Manager and the discloser/cooperator must be conducted privately and discreetly to protect the discloser/cooperator from being identified as being involved in the disclosure.

Where the Protected Disclosure Coordinator does not appoint a Protected Disclosure Welfare Manager then the Protected Disclosure Coordinator will assume all responsibilities listed.