

OFFICIAL

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RELATED DOCUMENTS:	Legislation: Public Interest Disclosures Act 2012 (Vic) (PID Act) IBAC Guidelines for Making and Handling Public Interest Disclosures IBAC Guidelines for Public Interest Disclosure Welfare Management Documents: PPP010 Public Interest Disclosure Guidelines

A person making a Public Interest disclosure, or a person cooperating with an investigation into a Public Interest disclosure complaint, may be employed by South West TAFE (SWTAFE or "the Organisation") or may be a member of the public. While SWTAFE is not able to receive Public Interest disclosures procedures, it has been established to protect a person against detrimental action that might be taken in reprisal for the making of Public Interest disclosure.

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

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

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

- Where appropriate, meet with the person making the Public Interest disclosure, to ensure adequate levels of support. For disclosers who are SWTAFE employees, use of the Employee Assistance Program is available.
- Take any possible actions to ensure that the discloser is a Public Interest disclosure from direct or indirect detrimental action in reprisal
- Ensure that the person making the disclosure understands the protection provided by SWTAFE 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 PID 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 *PPP010 Public Interest Disclosure Guidelines*.
- 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 Public Interest Disclosure Coordinator, the Chief Executive Officer or an investigator appropriately authorised under the PID 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 SWTAFE 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 Public Interest Disclosure Coordinator does not appoint a Public Interest Disclosure Welfare Manager then the Public Interest Disclosure Coordinator will assume all responsibilities listed.