

Information for Disclosure Officers under the *Public Interest Disclosures Act 2022 (PID Act)*

RECEIVE - RECORD - REFER

RECEIVE

As a Disclosure Officer you are responsible for receiving reports of suspected serious wrongdoing from staff or other individuals as defined in the *Whistleblowing (Reporting Corruption and Other Serious Wrongdoing) Policy* and the *Whistleblowing (Reporting Corruption and Other Serious Wrongdoing) Procedures*.

Reports may include:

- Written accounts that may also include documents or other evidence
- Verbal accounts (in person, over the phone or by virtual means)
- Information that is received anonymously
- Or where a staff member brings a concern, that you recognise may constitute a report of serious wrongdoing

RECORD

Once you receive a Report, it is important to deal with it quickly and confidentially. Reports may be made orally or in writing. Where you have received an oral report, you must document the conversation and create a record.

If you need assistance with any stage of the process, contact the Disclosure Coordinator for support.

You should:

- If appropriate (or where requested), meet with the reporter directly to take a statement. Any meeting should be held in a secure environment where it is unlikely the reporter will be identified as someone reporting wrongdoing. Do not include identifying details in calendar entries, particularly where others have access to diaries.
- Ask the reporter whether they consent to their identity being disclosed. Any consent must be given in writing.
- Once you have the report in writing, ask the reporter to review and sign the report. Give the reporter a copy and ensure the report is filed according to the *WSU Records and Archives Management Policy*.
- Where a report is anonymous you will still create a record and refer the report to the Disclosure Coordinator for assessment.

You must not discuss or disclose any information about the Report or the person who made the Report with others, except where it is necessary to manage the Report and any investigation.

REFER

Once a report has been prepared you must refer it to the University's Disclosure Coordinator for assessment.

You must advise the reporter that:

- Their report will be referred to the Disclosure Coordinator for assessment and that they will contact them directly with further information about their report.
- If they have any concerns about possible detrimental action as a result of making a report, they should contact you or the Disclosure Coordinator for assistance.
- The University is concerned to ensure their wellbeing. You should provide them with information about support available through EAP. If there are any immediate concerns about safety, you should liaise with the Disclosure Coordinator for advice.

CONTACT

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