

Information sheet for managers

As a manager, staff you supervise or who report to you may come to you to report serious wrongdoing.

This is a good thing and shows that you have created a positive 'speak up' culture in your team. When staff raise concerns about serious wrongdoing, they may be making a public interest disclosure (PID).

It's important that you're aware of your responsibilities under the *PID Act 2022* and how to support staff who make reports of serious wrongdoing.

Responses to report-makers

- ✓ Thank you for bringing this to my attention. These concerns may be a PID.
- ✓ I can come with you to speak to a Disclosure Officer or I can pass it on.
- ✓ Where possible, the agency will keep your identity confidential. You should not speak to anyone else about this until you have spoken with a Disclosure Officer.
- ✓ The agency will assess the information you have provided and decide what to do next. You will be informed if your report is a PID or not.
- ✓ You can access EAP assistance.

Follow-up questions:

- Have you done anything or spoken to anyone about this?
- Is there anything else you would like to tell me?
- What can I do to support you?
- Is there anything you would like to ask me?

What to do next

- ✓ Record the information in writing as soon as possible.
- ✓ Maintain the staff member's confidentiality and keep the details of their report confidential.
- ✓ If the staff member is unwilling to communicate their concerns further, you must pass the report onto a Disclosure Officer as soon as you can. You will have made a mandatory PID and will be protected under the PID Act.
- ✓ If the report is a PID you should provide any information about the risk of detrimental action to the reporter, yourself or another person to the Disclosure Officer. This includes any current or historical workplace conflict.

Do not:

- ☒ Assess the report to identify if it is a PID.
- ☒ Conduct your own investigations into the report.

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