PROCEDURES FOR HANDLING PUBLIC INTEREST DISCLOSURES

Contents
INTRODUCTION .......................................................................................................................... 2
Definitions ................................................................................................................................. 2
The agency encourages the making of reports of disclosable conduct .................................... 3
Relationship to other agency Policies .................................................................................... 3
What is disclosable conduct? .................................................................................................... 3
What is not disclosable conduct? .............................................................................................. 4
THE DISCLOSURE PROCESS .................................................................................................. 4
Making a disclosure under the PID Act .................................................................................. 4
PROCEDURES FOR SUPERVISORS AND MANAGERS .......................................................... 5
PROCEDURES FOR AUTHORISED OFFICERS .................................................................... 6
Authorised officer must advise disclosers and potential disclosers about the PID Act ............ 6
Authorised officer must decide whether or not to allocate a disclosure ................................ 6
Where authorised officer allocates an internal disclosure ....................................................... 7
ANONYMOUS DISCLOSURES ................................................................................................. 7
Where the discloser provides no name and no contact details or where the discloser provides
no name but provides anonymous contact details ................................................................... 7
DECIDING WHETHER OR NOT TO INVESTIGATE ............................................................... 8
Decision not to investigate ...................................................................................................... 9
Decision to investigate ........................................................................................................... 9
PROCEDURES FOR INVESTIGATIONS .................................................................................. 9
Interviewing witnesses ........................................................................................................... 10
Procedural fairness ................................................................................................................ 10
Time limits .............................................................................................................................. 11
REPORTS OF INVESTIGATIONS ............................................................................................ 11
CONFIDENTIALITY .................................................................................................................. 12
RECORD-KEEPING ................................................................................................................. 12
MONITORING AND EVALUATION ......................................................................................... 13

I, Mark Scully, Deputy Fair Work Ombudsman, Corporate, a delegate of the Principal Officer of
the Fair Work Ombudsman, pursuant to section 59 of the Public Interest Disclosure Act 2013 (the
PID Act) hereby establish these procedures. These procedures supersede the previous
procedures made under section 59 of the Public Interest Disclosure Act 2013 dated January 2014.

Mark Scully
Deputy Fair Work Ombudsman, Corporate
July 2015
INTRODUCTION

Definitions

1. For the purposes of these procedures:
   a. A public official includes a current or former Australian Government public servant, parliamentary services employee, member of the Defence Force, staff and director of Commonwealth companies, statutory office holder and staff of Commonwealth contracted service providers. A full definition of a public official is set out in s69 and s70 of the PID Act;
   b. A supervisor is a public official who supervises or manages the person making the disclosure (s8);
   c. An authorised officer is appointed by the principal officer in writing and is responsible for allocating the handling of a disclosure for investigation (s36, s43, s44, s45 and s60). The following employees have been appointed to undertake the powers and functions of an authorised officer for the agency:
      i. Deputy Fair Work Ombudsman, Corporate;
      ii. Deputy Fair Work Ombudsman, Operations; and
      iii. Executive Director, Human Resources.
   d. The principal officer is the agency head who is responsible for, amongst other things, investigating a disclosure allocated to them. The full definition of a principal officer is located at s73 of the PID Act. The Fair Work Ombudsman is the principal officer for the agency.
   e. Under s77 of the PID Act, the principal officer may delegate all or part of their functions to a public official in the agency (primary delegate). Where appropriate, the principal officer may also delegate a second public official to assist with investigative functions (secondary delegate). The primary delegate holds overall responsibility of the investigation.
   f. The principal officer may also delegate their investigative functions to an external investigator where appropriate when:
      i. an investigator is an officer or employee of a contracted services provider to the agency
      ii. the services under the contract are to be provided wholly or principally for the benefit of the agency, and
      iii. the investigator provides services for the purposes of the contract.
   g. The monitoring delegate is responsible for coordinating the monitoring and evaluation requirements as detailed in these procedures, notifying the Commonwealth Ombudsman when a disclosure is not allocated or investigated and for ensuring completed disclosure files are stored appropriately. The Director, Workforce Support, will undertake the duties of monitoring delegate for the purposes of these Procedures.
2. In this document, unless the contrary intention appears, a reference to the principal officer may also refer to a delegate of the principal officer that has been appointed in writing.
The agency encourages the making of reports of disclosable conduct

3. The purpose of the PID Act is to promote the integrity and accountability of the Australian Public Service by providing a legislative scheme for the investigation of allegations of serious wrongdoing in the Commonwealth public sector. This legislation facilitates the making of disclosures, ensures that disclosures are properly investigated and that public officials who make disclosures in accordance with the provisions of the PID Act are supported and protected from adverse actions as a result of making a disclosure.

4. The agency encourages and supports the reporting of wrongdoing by public officials in accordance with the PID Act.

5. The agency will take active steps to support and to protect those who make disclosures under the PID Act.

Relationship to other agency Policies

6. The PID Act complements existing agency complaint handling policies, guides and procedures. This policy should be read in conjunction with the Guide for Handling Conduct Issues, Managing and Reporting Unacceptable Behaviour Policy and the Procedures for Handling Suspected Code of Conduct Breaches.

What is disclosable conduct?

7. The full definition of disclosable conduct is set out in s29 of the PID Act. That definition applies for the purposes of these procedures.

8. In summary terms, disclosable conduct is conduct by an agency or by a public official that:
   a. contravenes a law of the Commonwealth, a State or a Territory, or
   b. occurs in a foreign country and contravenes a law in force in that country that applies to the agency or public official and that corresponds to a law in force in the Australian Capital Territory, or
   c. perverts, or attempts to pervert, the course of justice or involves corruption of any other kind, or
   d. constitutes maladministration, including conduct that:
      - is based on improper motives,
      - is unreasonable, unjust or oppressive, or
      - is negligent, or
   e. is an abuse of public trust, or
   f. is fabrication, falsification, or deception in relation to scientific research, or misconduct in relation to scientific work, or
   g. results in the wastage of public money or public property or of the money or property of an authority covered by the PID Act, or
   h. unreasonably results in a danger to the health and safety of a person or unreasonably results in or increases the risk of a danger to the health and safety of a person, or
   i. results in a danger to the environment or results in or increases the risk of a danger to the environment, or
   j. is prescribed by the PID Rules, or
   k. is engaged in by a public official that:
      - involves abuse of the public official's position, or
could, if proved, give reasonable grounds for disciplinary action against the public official.

9. It does not matter whether disclosable conduct occurred before or after 15 January 2014.

10. It does not matter whether the public official who carried out the alleged conduct has ceased to be a public official since the time the conduct is alleged to have occurred, but it is necessary that they carried out the conduct in connection with their position as a public official.

**What is not disclosable conduct?**

11. Individual grievances or workplace conflicts would generally be appropriately dealt with by other existing agency policies, guides or procedures, than be the subject of an investigation under the PID Act.

12. Conduct that is wholly private and has no bearing on the position as a public official is not disclosable conduct. Matters that reflect private or personal interests are generally not matters of public interest including:
   a. personal disagreement with a government policy or proposed policy
   b. personal disagreement with an action or proposed action by a minister, the Speaker of the House of Representatives or the President of the Senate
   c. expenditure or proposed expenditure related to such policy or action

**THE DISCLOSURE PROCESS**

**Making a disclosure under the PID Act**

13. All employees, and former employees, in the agency are entitled to make a disclosure under the PID Act.

14. All contracted service providers and their employees who provide, or who have provided, services to the agency under a contract with the agency are entitled to make a disclosure under the PID Act.

15. All public officials and former public officials are entitled to make a disclosure under the PID Act.

16. A public interest disclosure may be made anonymously or openly.

17. A public interest disclosure may be made verbally or in writing.

18. Where a public official makes a public interest disclosure, they do not have to state or intend that they are doing so under the PID Act.

19. Where a public official is considering making a disclosure it is recommended that they, in the first instance, contact one of the agency's authorised officers to get information about making a public interest disclosure under the PID Act.

20. Employees in the agency may make a disclosure of disclosable conduct to their supervisor or their manager, or to an authorised officer, or in certain circumstances, to the Commonwealth Ombudsman.

21. Employees or former employees or officers of contracted service providers may make a disclosure of disclosable conduct to an authorised officer or, in certain circumstances, to the Commonwealth Ombudsman.

22. Contact details for public officials to make a disclosure will be made available on the agency's intranet and external website.
23. Where possible, an employee in the agency should make their public interest disclosure to an authorised officer rather than their supervisor or manager.

   Note: Authorised officers in the agency have been trained in receiving public interest disclosures and they can provide information about how to make a public interest disclosure and about the protections given to disclosers under the PID Act.

   Note: This clause does not prevent an employee in the agency from making a disclosure to their supervisor or manager.

24. The information contained in a disclosure should be clear and factual, and should, as far as possible, avoid speculation, personal attacks and emotive language. It should contain supporting evidence where that is available to the discloser and should, where possible, identify any witnesses to the disclosable conduct.

25. A potential discloser should not investigate a matter themselves before making a disclosure.

26. A person who knowingly makes a false or misleading disclosure will not have any protections under the PID Act.

27. A person who is considering making a disclosure should be aware that making a disclosure does not entitle them to protection from the consequences of their own wrongdoing.

28. Once a public interest disclosure has been made, it cannot be withdrawn. But a discloser may state that they do not wish the disclosure to be investigated and they may refuse to consent to their name and contact details being provided to the authorised officer or principal officer.

29. A person who has made a disclosure under the PID Act should not discuss the details of their disclosure with anyone who does not have a need to know about it. Discussions with these people will not be protected by the PID Act.

30. A supervisor or manager or authorised officer who receives a disclosure of disclosable conduct from a public official must deal with the disclosure in accordance with the PID Act and in accordance with the Commonwealth Ombudsman's Standards and these procedures.

PROCEDURES FOR SUPERVISORS AND MANAGERS

31. Where a public official in the agency discloses information to their supervisor or manager and that supervisor or manager has reasonable grounds to believe that the information concerns, or could concern, disclosable conduct, the supervisor or manager must, as soon as practicable, give the information to an authorised officer in the agency.

32. Where such a disclosure is made to a supervisor or manager, that person must make a written record of the fact of the disclosure, and if the disclosure is not in writing, they must make a written record of the substance of the disclosure and of the time and date of the disclosure.

33. The person to whom the disclosure has been made must ask the discloser to sign the record of the disclosure, where this is practicable.

34. At the time a supervisor or manager gives information to an authorised officer under paragraph 31, they must also give the authorised officer their written assessment of any risks that reprisal action might be taken against the person who disclosed the information to the supervisor or manager.

35. Where a supervisor or manager has given information to an authorised officer under paragraph 31, and where the supervisor or manager is able to contact the discloser, they must inform the discloser that they have given the information to an authorised officer in the agency and advise the discloser of the name and contact details of that authorised officer.
PROCEDURES FOR AUTHORISED OFFICERS

Authorised officer must advise disclosers and potential disclosers about the PID Act

36. Where:
   a. a person discloses, or is proposing to disclose, information to an authorised officer which the authorised officer has reasonable grounds to believe may be disclosable conduct, and
   b. the authorised officer has reasonable grounds to believe that the person may be unaware of what the PID Act requires for the disclosure to be an internal disclosure, and the authorised officer is aware of the contact details of the person, the authorised officer must:
   c. inform the person that the disclosure could be treated as an internal disclosure for the PID Act, and
   d. explain to the person what the PID Act requires for a disclosure to be an internal disclosure, and
   e. explain to the person the protections provided by the PID Act to persons who make disclosures under the Act, and
   f. advise the person of any orders or directions that may affect disclosure of the information.

Authorised officer must decide whether or not to allocate a disclosure

37. Where a public official, or a person who has been a public official, makes a disclosure of disclosable conduct directly to an authorised officer, the authorised officer must make a written record of the fact of the disclosure and, if the disclosure is not in writing, they must make a written record of the substance of the disclosure and of the time and date of the disclosure.

38. The authorised officer must ask the discloser to sign the written record of the disclosure, where this is practicable.

39. Where a disclosure has been given to or made to an authorised officer, the authorised officer must use their best endeavours to decide on the allocation of the disclosure within 14 days after the disclosure is given to or made to the authorised officer.

40. An authorised officer who receives a disclosure must decide whether they are satisfied, on reasonable grounds, that there is no reasonable basis on which the disclosure could be considered to be an internal disclosure.

   Note: The bases on which an authorised officer could be satisfied of this include: that the disclosure has not been made by a person who is, or was, a public official; that the disclosure was not made to an authorised internal recipient or supervisor; that the disclosure is not about disclosable conduct; that the person who is alleged to have carried out the disclosable conduct was not a public official at the time they are alleged to have carried out that conduct; and that the disclosure is not otherwise a public interest disclosure within the meaning of the PID Act.

41. Where an authorised officer receives a disclosure, the authorised officer may obtain information and may make such inquiries as they think fit, for the purposes of deciding the allocation of the disclosure, including for the purposes of deciding whether the disclosure is an internal disclosure or not.

42. Where an authorised officer decides that a disclosure that has been made to them is not to be allocated they must, where the discloser's contact details are known to the authorised officer, provide the discloser with written notice that the disclosure is not to be allocated.
43. Where the authorised officer is aware of the contact details of the discloser they must, as soon as practicable after receiving the disclosure and before allocating the disclosure, ask the discloser whether the discloser:
   a. consents to the authorised officer giving the discloser's name and contact details to the principal officer; and
   b. wishes the disclosure to be investigated.

44. The authorised officer must make a written record of the discloser's responses (if any) to the questions referred to in paragraph 43.

45. Where a discloser does not respond within 7 days to the question referred to:
   a. in paragraph 43.a – the discloser is taken not to have consented to the disclosure of their name and contact details to the principal officer; and
   b. in paragraph 43.b – the discloser is taken to wish the disclosure to be investigated.

Where authorised officer allocates an internal disclosure

46. When considering allocating an internal disclosure to an external agency an authorised officer must obtain the consent of an authorised officer in the external agency before the first authorised officer can allocate an internal disclosure to that agency.

47. Where an authorised officer in the agency allocates a disclosure to either an internal or external agency they must provide the principal officer with written notice that they have done so.

48. The principal officer will appoint a monitoring delegate to collate information and report to the Commonwealth Ombudsman's office about disclosures made in the agency. The authorised officer must send a copy of the written notice to the Commonwealth Ombudsman's Office via the monitoring delegate.

49. Where the authorised officer is aware of the contact details of the discloser the authorised officer must provide the discloser with written notice of the allocation.

50. Where an authorised officer in the agency allocates a disclosure, they must conduct a risk assessment, having regard to any risks of reprisals identified by the discloser's supervisor or manager in accordance with paragraph 34.

ANONYMOUS DISCLOSURES

51. All persons, including public officials, persons who have been public officials and others, are encouraged to make disclosures in an anonymous way if they wish to do so.

Where the discloser provides no name and no contact details or where the discloser provides no name but provides anonymous contact details

52. A disclosure is anonymous if the identity of the discloser is not revealed and if no contact details for the discloser are provided. It is also anonymous if the discloser does not disclose their name but does provide anonymous contact details.

53. Merely because a supervisor or manager or authorised officer has received a disclosure of one of these kinds that concerns disclosable conduct does not mean that it cannot be treated as a disclosure for the purposes of the PID Act.

54. Where a supervisor or manager receives a disclosure of one of these kinds they must refer it to an authorised officer as soon as is reasonably practicable.
55. Where an authorised officer receives a disclosure of one of these kinds they must consider whether to exercise the power in s70 of the PID Act to determine on their own initiative that a person who has disclosed information to them is a public official in relation to the making of the disclosure. However, if the authorised officer cannot contact the discloser, no determination can be made because the authorised officer must be able to give written notice of the determination to the individual (see s70(1)).

56. It is anticipated that an authorised officer would make this decision having regard to whether it is in the public interest, in the agency’s interest and in the discloser’s interest to have the disclosure dealt with as a disclosure under the PID Act.

57. Where the discloser requests the authorised officer to make this determination, the authorised officer must make a decision on this request and must inform the discloser accordingly, and if the authorised officer’s decision is to decline the request to make a determination under s70, they must also give the discloser reasons for their decision.

58. Where an authorised officer decides to make a determination under s70 that the PID Act has effect as if the individual had been a public official, the authorised officer should seek assistance from the agency’s Legal Group on the drafting of the written notice of the determination under s70.

59. A copy of the written notice of the determination should also be given to the principal officer.

DECIDING WHETHER OR NOT TO INVESTIGATE

60. Where an authorised officer allocates an internal disclosure to the principal officer and the principal officer has been given the contact details of the discloser, the principal officer must, within 14 days after the disclosure was allocated to the agency (where that timeframe is reasonably practicable), inform the discloser in writing that the principal officer may decide:
   a. not to investigate the disclosure, or
   b. not to investigate the disclosure further

61. The principal officer must, as soon as practicable after receiving an allocation of a disclosure from an authorised officer (whether from within or outside the agency,) consider whether to exercise the discretion under s48 of the PID Act not to investigate the disclosure under the PID Act.

62. In broad terms, the principal officer may decide not to investigate (or may decide to discontinue an investigation already begun) if:
   a. the discloser is not a current or former public official (and a determination has not been made under s70 of the PID Act), or
   b. the information does not to any extent concern serious disclosable conduct, or
   c. the disclosure is frivolous or vexatious, or
   d. the disclosure is substantially the same as a disclosure that has been investigated under the PID Act, or
   e. the disclosure is substantially the same as a disclosure that has already been investigated, or is currently being investigated, under another law of the Commonwealth, and
      - it would be inappropriate to conduct another investigation at the same time, or
      - the principal officer is reasonably satisfied that there are no matters that warrant further investigation, or
f. the discloser has informed the principal officer that they do not wish the disclosure to be pursued and the principal officer is reasonably satisfied that there are no further matters concerning the disclosure that warrant investigation, or

g. it is impracticable to investigate the disclosure because:
   – the discloser has not revealed their name and contact details, or
   – the discloser has refused or has failed or is unable to give the investigator the information they requested, or
   – of the age of the information.

**Decision not to investigate**

63. Where the principal officer decides under s48 of the PID Act not to investigate a disclosure under Division 2 of Part 3 of the PID Act, the principal officer must, as soon as reasonably practicable, provide written notice to the monitoring delegate of the decision not to investigate, and of the reasons for that decision. The monitoring delegate must send this to the relevant contact in the Commonwealth Ombudsman’s Office.

64. Where the principal officer decides under s48 of the PID Act not to investigate a disclosure, and where they have been given the name and contact details of the discloser, the principal officer must, as soon as reasonably practicable, provide written notice to the discloser of the reasons for that decision and of other courses of action that may be available to the discloser under other laws of the Commonwealth.

**Decision to investigate**

65. Where the principal officer has considered exercising the discretion under s48 of the PID Act and has decided that they are required to investigate the disclosure, and where the principal officer has been given the name and contact details of the discloser, the principal officer must provide written notice to the discloser that they are required to investigate the disclosure, and inform the discloser of the estimated length of the investigation.

66. If the principal officer decides to investigate the disclosure and starts to investigate the disclosure but then decide not to investigate the disclosure further under s48, the principal officer must provide written notice to:
   a. the discloser of that decision, or the reasons for the decision and of other courses of action that might be available to the discloser under other laws of the Commonwealth and sending it to the discloser; and
   b. the monitoring delegate who will inform the Commonwealth Ombudsman of that decision.

**PROCEDURES FOR INVESTIGATIONS**

67. Where the principal officer has decided under paragraph 65 to commence an investigation into an internal disclosure, they may conduct the investigation as they think fit.

68. The principal officer must be independent and unbiased in the matter. They must ensure that they do not have an actual or perceived conflict of interest.

69. The principal officer may, for the purposes of the investigation, obtain information from such persons, and make such inquiries, as they think fit.

70. When conducting an investigation the principal officer must ensure that a decision whether evidence is sufficient to prove a fact is made on the balance of probabilities.

71. Despite paragraphs 67 and 69, the principal officer, in conducting an investigation under these procedures, must comply with:
a. the Commonwealth Ombudsman's Standard; and
b. the Commonwealth Fraud Control Guidelines; and
c. this procedure.
to the extent they are relevant to the investigation.

Interviewing witnesses

72. Subject to any restrictions imposed by a law of the Commonwealth other than the PID Act, the principal officer must ensure that, if a person is interviewed as part of the investigation of an internal disclosure, that person is informed of:
   a. the identity and function of each person conducting the interview, and
   b. the process of conducting an investigation, and
   c. the authority of the principal officer under the PID Act to conduct an investigation, and
   d. the protections provided to the person by s57 of the PID Act, and
   e. the person’s duty:
      - if they are a public official – to use their best endeavours to assist the principal officer in the conduct of an investigation under the PID Act (subject to the public official's privilege against incriminating themselves or exposing themselves to a penalty), and
      - not to take or threaten to take reprisal action against the discloser, and
      - subject to the PID Act, not to disclose the identity of the person who made the disclosure.

73. If the principal officer is considering using audio or visual recording in an interview, the principal officer must ensure that an audio or visual recording of the interview is not made without the interviewee's knowledge.

74. Where the principal officer conducts an interview as part of an investigation, at the end of the interview, the interviewee must be given an opportunity to make a final statement or comment or express a position. The principal officer must include any final statement, comment or position in the record of the interview.

75. Where the principal officer is aware of the discloser's identity and considers that it is necessary to reveal the discloser's identity to a witness, the principal officer must consult with the discloser, where practicable, before proceeding.

Procedural fairness

76. Procedural fairness does not require that a person against whom allegations are made must be advised as soon as the disclosure is received or as soon as an investigation is commenced.

77. Procedural fairness may require that the discloser's identity be revealed to the person who is the subject of the disclosure.

78. Where the principal officer in preparing the report of their investigation proposes to:
   a. make a finding of fact, or
   b. express an opinion that is adverse to the discloser, to a public official who is the subject of the disclosure or to another person:

   the principal officer must give the person who is the subject of that proposed finding or opinion a copy of the evidence that is relevant to that proposed finding or opinion and must give the person a reasonable opportunity to comment on it.
Note: Paragraph 78 will not apply where the investigation does not make substantive findings or express adverse opinions but instead simply recommends or decides that further investigation action should or should not be taken or will or will not be taken.

79. The principal officer must ensure that a finding of fact in a report of an investigation under the PID Act is based on logically-probative evidence.

80. The principal officer must ensure that the evidence that is relied on in an investigation is relevant.

Note: In broad terms, evidence is relevant to an investigation if it is of consequence to the matter under investigation and makes the existence of a fact more probable or less probable than it would be without the evidence.

Time limits

81. The principal officer has 90 days from the date the disclosure was allocated (from an authorised officer or from an external agency) in which to complete the investigation.

82. It is possible to seek one or more extensions of time from the Commonwealth Ombudsman.

83. A request to the Commonwealth Ombudsman for an extension of time must be made where an investigation has not been completed within 70 days of the date the disclosure was allocated.

84. The Commonwealth Ombudsman has indicated that an application for extension should include reasons why the investigation cannot be completed within the time limit, the views of the discloser and an outline of action taken to progress the investigation.

85. An investigation that is not completed within time does not become invalid.

REPORTS OF INVESTIGATIONS

86. In preparing a report of an investigation under the PID Act the principal officer must comply with the PID Act, the Commonwealth Ombudsman’s Standards and these procedures.

87. A report of an investigation under the PID Act must set out:
   a. the matters considered in the course of the investigation, and
   b. the duration of the investigation, and
   c. the principal officer’s findings (if any), and
   d. the action (if any) that has been, is being or is recommended to be taken, and
   e. any claims made about, and any evidence of, detrimental action taken against the discloser, and the agency’s response to those claims and that evidence,

and, where relevant, a report must:

f. identify whether there have been one or more instances of disclosable conduct, and

h. explain the steps taken to gather evidence, and

i. set out a summary of the evidence, and

j. set out any recommendations made based on that evidence.

88. Where the principal officer has completed a report of an investigation under the PID Act, and where they have been given the discloser’s contact details, the principal officer must, as soon as practicable, provide the disclosure with written notice:

a. that the report has been completed, and
89. The principal officer must, within a reasonable time of preparing a report of an investigation under the PID Act, give a copy of the report to the discloser.

90. Despite paragraph 87 the principal officer may delete from the copy of the report given to the discloser any material:
   a. that is likely to enable the identification of the discloser or another person, or
   b. the inclusion of which would result in the copy being a document:
      - that is exempt for the purposes of Part IV of the Freedom of Information Act 1982, or
      - having, or being required to have, a national security or other protective security classification, or
      - containing intelligence information.

Despite paragraph 87 the principal officer must delete from the copy of a report given to the discloser any material which would result in the report contravening a designated publication restriction as defined in s8 of the PID Act.

CONFIDENTIALITY

91. The investigation of the disclosure should be conducted in as confidential a manner as is possible. In particular, the identity of both the discloser and the person alleged to have engaged in the disclosable conduct should not be revealed except where this is reasonably necessary for the effective investigation of the disclosure (including because of the need to afford procedural fairness).

92. Any interviews conducted by a principal officer should be conducted in private.

93. Any interviews with the discloser should be arranged so as to avoid the identification of the discloser by other staff of the agency.

RECORD-KEEPING

94. Where an authorised officer or principal officer is required to keep a record under these procedures, the record must be kept in hard copy or electronic form or both. Access to these records must be restricted to the authorised officers or principal officers or other employees in the agency who require access in order to perform some function under the PID Act or for the purposes of another law of the Commonwealth (for example, under the Work Health and Safety Act 2011 or the Public Service Act 1999).

95. Where written notice is required to be provided under these procedures, a copy of the written notice must be kept on the hard copy file.

96. All records made for the purposes of the PID Act in accordance with these procedures must be marked as ‘SENSITIVE: PERSONAL’ and when all action is completed in relation to a disclosure, all hard copies must be returned in the appropriate file for storage to the monitoring delegate. Any email messages sent by authorised officers or principal officers that contain identifying information must be clearly marked ‘to be read by named addressee only’.

97. Where a person will cease being an authorised officer or principal officer in the agency (including because of resignation or movement to another agency), their PID records must be transferred to another authorised officer or principal officer in the agency, although the monitoring delegate will continue to store the file.
98. Each authorised officer must provide a monthly report to the principal officer through the monitoring delegate specifying the number of public interest disclosures received by the authorised officer and the nature of the disclosable conduct for each disclosure (by reference to the relevant item or paragraph in the definition). The report must also include any disclosures that have been allocated to the agency by another agency's authorised officer.

99. Where a principal officer takes action in relation to investigating a disclosure or in response to a recommendation made in an investigation report, they must make a report of this action to the monitoring delegate.

100. The monitoring delegate must prepare the agency's report for the principal officer's consideration within the time specified by the principal officer.

101. The principal officer will send the agency's report to the Commonwealth Ombudsman within the time requested by the Commonwealth Ombudsman or as otherwise agreed with the Commonwealth Ombudsman.