

Schedule A

Responsibilities of the Protected Disclosure Coordinator and Welfare Manager

1. Protected Disclosure Coordinator

1.1 The role of the Protected Disclosure Coordinator is to:

- (a) be a contact point for general advice about this **Procedure**;
- (b) be responsible for ensuring the University carries out its responsibilities under the **Act**;
- (c) where the **Protected Disclosure Coordinator** determines that it is necessary and appropriate, appoint a **Welfare Manager** to support a person making a **Protected Disclosure**, a person cooperating with an investigation by **IBAC** into a **Protected Disclosure**, or a person who is the subject of a **Protected Disclosure**; and
- (d) carry out the steps referred to in paragraphs 4.8(c), 4.21 and 4.22 and, if no **Welfare Manager** is appointed, perform the duties set out in paragraph 5.3 in relation to a **Protected Disclosure**.

1.2 Subject to paragraph 4.12 of this **Procedure**, the **Protected Disclosure Coordinator** must keep confidential all information relating to a **Protected Disclosure**.

2. Welfare Manager

2.1 The role of the **Welfare Manager** is to:

- (a) perform the duties set out in paragraph 5.3 in relation to a discloser and/or person cooperating with an investigation by **IBAC** into a **Protected Disclosure**;
- (b) carry out the steps set out in paragraph 6.3 in relation to a person who is the subject of a **Protected Disclosure**;
- (c) if asked to do so, assist the **Protected Disclosure Coordinator** to carry out the steps set out in paragraph 4.21 and 4.22 and
- (d) otherwise, and in accordance with a direction from the **Protected Disclosure Coordinator**, take all reasonable steps to protect the welfare of any person who has made a **Protected Disclosure** to **IBAC**, any person who is cooperating with an investigation by **IBAC** into a **Protected Disclosure** or any person who is the subject of a **Protected Disclosure**.

2.2 Subject to paragraph 4.12 of this **Procedure**, the **Welfare Manager** must keep confidential all information relating to a **Protected Disclosure**.

2.3 The **Welfare Manager** will ensure that all meetings and conversations with any person in relation to the **Protected Disclosure** are conducted in a discreet manner.