

## FACTSHEET

# Help for Witnesses

### Role of a witness

Witnesses play an important part in an investigative process as they assist the University in establishing the relevant facts of a matter under investigation or subject to a fact-finding exercise.

If you are an employee of the University and you are identified as a witness in a University investigation, your involvement is considered as part of your official duties and, accordingly you are to cooperate by providing information that is true and correct to the best of your knowledge and belief.

If you are not an employee of the University, your involvement as a witness in any investigation is completely voluntary.

### What to expect?

Witnesses will be contacted by an investigator to arrange a suitable time and place to conduct the interview.

A witness is entitled to invite a support person to attend the interview with the investigator. See the Integrity and Investigations Unit (IIU) Fact Sheet titled "Representative/Support Person" [PDF 63kb] for further detail.

In most cases, the interview will be electronically recorded.

### Confidentiality

Confidentiality is the responsibility of all involved in an investigative process not to disclose information regarding any aspect of the investigation; other than to authorised persons (such as your union). The IIU will maintain strict confidentiality in regard to all records gathered as a result of any investigation. However staff should be aware that such records could be released by a person or process with appropriate authority (e.g. Right to Information Act 2009 [including release of information to the University's insurer], legal requirements, natural justice, etc.).

### Rights of a witness

A witness is entitled to have a support officer present during any interview. A witness has the right to speak openly and honestly about what they saw or heard, without fear of reprisal. A witness has the right to an audio copy of their interview with an investigator; however this may not be available until the investigation has been completed.

Where the evidence supplied by a witness constitutes a "disclosure" under the provisions of section 13 of the Public Interest Disclosure Act 2010, then the witness may also be entitled to protection against reprisal under that Act.

### Outcome advice

At the conclusion of the investigation, a witness is not normally provided any advice detailing an outcome to the investigation. However, a witness may inquire if a matter has been finalised or not.

Further information can be obtained from the Crime and Corruption Commission (CCC) document "[Corruption in focus: a guide to dealing with corrupt conduct in the Queensland public sector.](#)"