

Help for Representatives

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Any University of Queensland employee or volunteer may be required to account for their conduct to the University at any time.

This may require them to participate in a fact-finding inquiry at the local level by a manager or participate in a formal investigation.

In addition, they may have allegations made regarding their conduct which, if proven, could result in the development and implementation of behaviour management strategies. This may include the commencement of disciplinary proceedings.

A UQ employee or volunteer who becomes the subject of an investigation may request the attendance of a representative during an interview.

Should an investigation be required the University of Queensland (UQ) adheres to the [“Corruption in focus: a guide to dealing with corrupt conduct in the Queensland public sector”](#) guidelines developed by the Crime and Corruption Commission.

The role of the support person* is addressed in Module 8 of the publication at page 8.6.

- A support person role could be filled by:
 - A trusted colleague;
 - A supervisor;
 - A union representative;
 - A family member or friend; or
 - A specialised interpreter.

**Pursuant to the Enterprise Agreement practicing lawyers are not permitted to act as support persons.*

The representative’s role:

- Provide moral or emotional support to the employee or volunteer;
- Observe the proceedings and make notes if desired;
- If appropriate, request a break in the meeting/interview so that they can privately discuss relevant issues with the employee/volunteer;
- To observe, and not take part in the discussion or interview;

- They must not:
 - advocate for the witness during the interview (this is particularly important in relation to union representatives);
 - suggest answers or ‘lead’ the person being interviewed;
 - subsequently talk about the content of the interview (this also applies to the interviewee);
- They must promise to respect the confidentiality of the issues discussed during the interview (if they are unable or unwilling to do so, they should be excluded from the interview).

Conflict of interest

A representative cannot otherwise have any involvement with the matter at hand, i.e. be a witness. Further, a support person cannot be a support to the subject officer and witnesses, but can be a support for multiple witnesses and not the subject officer.