



Central Darling Shire Council

Title of Policy	PUBLIC INTEREST DISCLOSURES ACT: INTERNAL REPORTING		
This applies to	Public Officials, Councillors, Consultants and Contractors working for Council		
Author	General Manager	Date approved:	November 2011
Position of Author	General Manager	Authorised by:	Council
Legislation, Australian Standards, Code of Practice	<i>Government Information (public Access) Act 2009 Public Interest Disclosure (Public Access) Act 2009 Code of Conduct Local Government Act 1993 Local Government (General) Regulation 2005</i>		
Related Policies/Procedures			
Aim			
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Superseded Policies			
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The Policy			

1. STATEMENT OF INTENT

Central Darling Shire Council values integrity in public administration and is committed to providing an ethical workplace.

The Public Interest Disclosure (Public Access) Act 2009 (the PID Act), Internal Reporting Policy establishes an internal reporting system for the reporting of known or suspected wrongdoing in the four categories covered by the PID Act, i.e. corrupt conduct, maladministration, serious and substantial waste of public money and government information contravention by Central Darling Shire Council Councillors and employees. Such reports will be dealt with as protected disclosures under the PID Act and in accordance with the provisions of this Policy.

It is the responsibility of all employees, Managers, Senior Staff and Councillors, and is in the public interest, to report any known or suspected incidents of covered in this policy. To do so is to help to promote integrity, accountability and good governance within the council.

This policy has been designed to assist Councillors and employees to report such instances and provides information on the protection they will receive under the PID Act.

This policy is also designed to complement normal communication channels between management and employees. Employees are encouraged to continue to raise appropriate matters at any time with their managers.

2. APPLICATION AND ELIGIBILITY

This Policy applies to all permanent, temporary and casual employees, volunteers, work experience persons, Councillors of Central Darling Shire Council, Consultants and individual contractors working for council.

3. DEFINITIONS

Public Officials refers to all permanent, temporary and casual employees, volunteers, work experience persons, Councillors of Central Darling Shire Council, Consultants and individual contractors working for council.

3.1 Corrupt Conduct (Corruption)

Corrupt Conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- 3.1.1 The improper use of knowledge, power or position for personal gain or the advantage of others
- 3.1.2 Acting dishonestly or unfairly, or breaching public trust
- 3.1.3 A member of the public influencing or trying to influence a public official to use their position in a way that is dishonest, biased or breaches public trust

3.2 Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law; or unreasonable, unjust, oppressive or improperly discriminatory; or based wholly or partly on improper motives.

For example, this could include:

- 3.2.1 making a decision and/or taking action that is unlawful
- 3.2.2 refusing to grant someone a licence for reasons that are not related to the merits of their application.

3.3 Serious and Substantial Waste

Serious and substantial waste refers to any uneconomical, inefficient or ineffective use of resources, which results in significant loss/wastage of public funds/resources. This includes all revenue, loans and other money collected, received or held by, for or on account of council.

For example, this could include:

- 3.3.1 poor project management practices leading to projects running excessively over time
- 3.3.2 having poor or no processes in place for a system involving large amounts of public funds.

3.4 Government Information Contravention

A government information contravention is a failure to properly fulfil functions under the Government Information (Public Access) Act 2009 (GIPA Act).

For example, this could include:

- 3.4.1 destroying, concealing or altering records to prevent them from being released
- 3.4.2 knowingly making decisions that are contrary to the legislation
- 3.4.3 directing another person to make a decision that is contrary to the legislation.

3.5 Other wrongdoing

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, employees should report all activities or incidents that they believe are wrong.

For example, these could include:

- 3.5.1 harassment or unlawful discrimination
- 3.5.2 reprisal action against a person who has reported wrongdoing
- 3.5.3 practices that endanger the health or safety of employees or the public

These types of issues should be reported to a manager, in line with council's policies.

Even if these reports are not dealt with as protected disclosures, Central Darling Shire Council will consider each matter and make every attempt to protect the employee making the report from any form of reprisal.

3.6 Code of Conduct

Central Darling Shire Council's Code of Conduct for Councillors and Staff defines areas relating to matters like corruption, maladministration and serious and substantial waste, which, if breached, must be reported.

3.7 Investigating Authority

The PID Act lists a number of investigating authorities in NSW that employees can report wrongdoing to and the categories of wrongdoing each authority can deal with:

- 3.7.1 the Independent Commission Against Corruption (ICAC) – for corrupt conduct
- 3.7.2 the Ombudsman – for maladministration
- 3.7.3 the Division of Local Government, Department of Premier and Cabinet – for serious and substantial waste
- 3.7.4 the Information Commissioner – for disclosures about a government information contravention

Contact details for each investigating authority are provided at the end of this policy.

3.8 Detrimental Action or Reprisal

This may include, but is not limited to:

- injury, damage or loss;
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to employment;
- dismissal from or prejudice in employment;

- disciplinary proceedings.

3.9 Disclosures Co-Ordinator

Central Darling Shire Council's Disclosures Co-ordinator is the General Manager. The Disclosures Co-ordinator has a central role in dealing with reports made by staff – receiving, assessing and dealing with them appropriately.

3.10 Disclosures Officers

There are no nominated officers at this time to work with the Disclosures Co-Ordinator. Advisor Consultants may be used on occasions to assist the Disclosures Co-Ordinator.

3.11 Disclosure

Disclosure refers to informing/exposing/revealing known or suspected acts of corruption, maladministration, serious and substantial waste or government information contravention by Public Officials of Central Darling Shire Council.

3.12 Investigating Officer

This refers to one of the following people who are responsible for either undertaking investigations or assisting with the investigation of a disclosure:

- Disclosures Co-ordinator
- Mayor
- General Manager
- Employee's Manager
- Disclosures Officer (Advisor Consultant)

3.13 Conduct Committee

Section 440 of the Local Government Act 1993, requires Council to establish a Conduct Committee. The role of the Committee is to enquire into and make recommendations on allegations of misconduct or breaches by the Mayor, Councillors or the General Manager, of the Code of Conduct for Councillors and Staff.

3.14 Support Person

This is a person nominated to provide support to an employee who makes a disclosure. This person is responsible for initiating and co-ordinating action to support employees who make disclosures, particularly those who are suffering any form of detrimental action.

4. PROVISIONS

4.1 What Should be Reported

Public officials should report any wrongdoing they see within Central Darling Shire Council. Reports about the four categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, and government information contravention – will be dealt with under the PID Act as a protected disclosure and according to this policy.

4.2 Protection under the PID Act

The PID Act was designed to encourage and facilitate the disclosure of corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention, whilst assuring those who report their concerns, that they will be protected against detrimental actions or reprisals.

4.2.1 Public Officials will be protected from detrimental actions or reprisals if disclosures are made in accordance with the following conditions:-

- the disclosure is made within Council in accordance with this policy and the procedures accompanying this policy, i.e. to the General Manager , the Mayor or the Disclosures Co-Ordinator.
- the disclosure is made to one of the investigating authorities nominated in the PID Act (see 3.7 – Definitions of this Policy).
- disclosures made to a journalist or member of parliament will be protected only if the following conditions are met:
 - the person making the disclosure has already made substantially the same disclosure to an investigating authority or officer of the Council in accordance with Council's internal reporting policy and guidelines. The protection is available if the information provided is substantially true and the investigating authority or Council officer to whom the matter was referred:

- * has decided not to investigate the matter;
- * has decided to investigate the matter but not completed the investigation within six months of the original disclosure;
- * has investigated the matter but not recommended any action in respect of the matter; or
- * has failed to notify the person making the disclosure within six months of the disclosure, of whether or not the matter is to be investigated.

4.3 Reporting of Disclosures

4.3.1 An employee of Council who wishes to make a protected disclosure in relation to another Public Official, excluding a Councillor, must do so to one of the following Council officers:

- Council's Disclosure Co-ordinator;
- General Manager.

Any manager who receives a report that they believe may be a protected disclosure must refer the employee making the report to one of the above positions.

4.3.2 An employee of Council who wishes to make a protected disclosure in relation to a Councillor must do so to the General Manager or Mayor.

4.3.3 Councillors who wish to make a protected disclosure may do so to the following:

- General Manager
- Mayor

4.3.4 Reporting Outside of Central Darling Shire Council

Public officials are encouraged to report wrongdoing within the Council but internal reporting is not the only option.

A disclosure may also be made at any time to an investigating authority (see 3.7 – Investigating Authority). This can be done first, or at any stage after the initial report to Council.

If the report is about the General Manager or the Mayor, it may be more appropriate to make the report to an investigating authority.

A report can also be made to a Member of Parliament or a journalist but only in limited circumstances (see Clause 4.2.1 above).

Most importantly – to be protected under the PID Act – if a person reports wrongdoing to an MP or a journalist, they will need to be able to prove that they have reasonable grounds for believing that the disclosure is in fact substantially true.

If a disclosure is made to a person or an organisation that is not listed in this policy, there is no protection under the PID Act. This may mean that the person will be in breach of legal obligations or the Central Darling Shire Council Code of Conduct for Councillors and Staff by, for example, disclosing confidential information.

4.4 How to Make a Report

A report on wrongdoing can be made in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The council or Councillor must keep a copy of this record.

If there is any concern about being seen making a report, arrangements can be made to meet in a discreet location away from the workplace.

4.5 Can a Report be Anonymous?

There will be some situations where a person may not want to identify themselves when making a report. Although these reports will still be dealt with by Council, it is best to identify yourself. This allows Council to provide the person with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent the person from being identified. If we do not know who made the report, it is very difficult for Council to prevent any reprisal action.

4.6 Confidentiality

Central Darling Shire Council realises many employees will want their report to remain confidential. This can help to prevent any action being taken against employees for reporting wrongdoing.

4.6.1 All disclosures made under this policy are required to be kept confidential. This applies to all people who are involved with the investigation.

Employees and Councillors who are involved in providing information or who are interviewed in relation to a protected disclosure must not discuss their involvement with anyone else except with those Council officers who are responsible for conducting the investigation. To do so may lead to disciplinary action or a breach of the Code of Conduct for Councillors and Staff.

4.6.2 Disclosures will be dealt with in the strictest confidence. However, in order to fully investigate a disclosure it may be necessary to reveal the source of the disclosure and the person about whom the disclosure is made. Only those who have a need to know the source of the disclosure in order to conduct the investigation or to provide information will be given this advice.

Every endeavour will be made to ensure that confidentiality is maintained unless it is unreasonable or not possible to do so.

If confidentiality cannot be maintained, Council will develop a plan to support and protect the person who made the disclosure from risks of reprisal. You will also be told if your report will be dealt with under the Council's Code of Conduct, as this may mean certain information will have to be tabled at a Council meeting.

4.6.3 All documentation relating to the disclosure will be registered in Council's Records System and will be classified as confidential with restricted asset.

4.7 Who Can Receive a Report within Central Darling Shire Council

4.7.1 A Manager who receives reports from an employee in relation to suspected breaches of Council's Code of Conduct for Councillors and Staff, or any other matter relating to

corruption, maladministration, serious and substantial waste or government information contravention,, will refer the employee to a person listed in Clause 4.2 above. If the employee chooses, the Manager may continue to act as a “support person” to the employee.

4.7.2 The Disclosures Co-Ordinator has a central role in dealing with reports made by employees. The Disclosures Co-Ordinator will receive reports, assess them and refer them to the people within the Council who can deal with them appropriately.

4.7.3 A disclosure may be made directly to the Mayor or General Manager, by either an employee or Councillor.

The General Manager and Mayor are responsible for:

- * deciding if a report is a protected disclosure
- * determining what needs to be done next, including referring it to other authorities
- * deciding what needs to be done to correct the problem that has been identified.
- * ensuring that there are systems in place within Council to support and protect staff who report wrongdoing.

4.7.4 The Mayor and the General Manager must report all suspected breaches made by Council employees to the Disclosures Co-Ordinator.

4.7.5 The Disclosures Co-Ordinator, in consultation with the General Manager, will conduct further more detailed investigation into the alleged breaches. Following these investigations regardless of the outcome the Disclosures Co-Ordinator must report his/her findings to the General Manager.

4.7.6 The General Manager will determine whether further investigation or follow up action is required in liaison with the Disclosures Co-ordinator. The General Manager has a responsibility for referring actual or suspected corrupt conduct to the ICAC.

4.7.7 Where a protected disclosure is made against the Mayor, a Councillor or the General Manager and the matter, following initial investigation, does not appear to be covered by the Internal Reporting - Public Interests Disclosures Policy the complaint may be referred

to the Conduct Committee and/or an Investigating Authority, in accordance with Council's Code of Conduct for Councillors and Staff.

If the matter is referred to the Conduct Committee, the complainant will be advised of the reason and the procedures relating to the Committee's investigative role.

If the report is about the General Manager, the Mayor is responsible for referring actual or suspected corrupt conduct to the ICAC.

4.8 Feedback to Persons who Report Wrongdoing

4.8.1 Acknowledgement

When you make a report, you will be given:

- * an acknowledgement that your disclosure has been received;
- * the timeframe for when you will receive further updates;
- * the name and contact details of the people who can tell you what is happening.

This information will be given to you within two working days from the date you make your report.

4.8.2 How your Report will be Dealt with

Following a decision as to how your report will be dealt with, you will be given:

- * information about the action that will be taken in response to your report;
- * likely timeframes for any investigation;
- * information about the resources available within Central Darling Shire Council to handle any concerns you may have;
- * information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you made your report.

4.8.3 During the Investigation

During the investigation you will be given:

- * information on the ongoing nature of the investigation;
- * information about the progress of the investigation and reasons for any delay;

- * advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

4.8.4 At the end of the Investigation

At the end of any investigation, you will be given:

- * enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified;
- * advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

This information will be given within 6 months from the date you made your report.

4.9 Support for those Reporting Wrongdoing

Central Darling Shire Council will make sure that employees who have reported wrongdoing, regardless of whether they have made a protected disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

The Disclosures Co-Ordinator, and the employee's Manager can also support employees who report wrongdoing. They are responsible for initiating and co-ordinating support, particularly to those who are suffering any form of reprisal.

All Managers must notify the Disclosures Co-Ordinator if they believe an employee is suffering any detrimental action as a result of disclosing wrongdoing.

4.10 Support for the Subject of a Report

Central Darling Shire Council is committed to ensuring employees who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- * treated fairly and impartially;
- * told your rights and obligations under our policies and procedures;
- * kept informed during any investigation;

- * given the opportunity to respond to any allegation made against you;
- * told the result of any investigation.

4.11 Responding to Reprisals

4.11.1 Central Darling Shire Council will act to protect staff who report wrongdoing from reprisals.

When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the employee who reported the wrongdoing, as well as strategies to deal with those risks.

4.11.2 If an employee believes that detrimental action has been or is being taken against them or someone else who has reported wrongdoing in reprisal for making a report, you should tell your Manager, the Disclosures Co- Ordinator or the General Manager, immediately.

4.11.3 All Managers must report any suspicions they have that reprisal action against an employee is occurring, or any reports that are made to them, the Disclosures Co-Ordinator or the General Manager.

4.11.4 If the Disclosures Co-ordinator becomes aware of reprisal action against a person who has made a disclosure, they will:

- * ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal;
- * give the results of that investigation to the General Manager for a decision;
- * give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the General Manager;
- * if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the employee who made the disclosure;
- * take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

4.11.5 If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

4.11.6 The General Manager may issue specific directions to help protect against reprisals. If the allegation of reprisal action is about the General Manager, the Mayor, in consultation with the Disclosures Co-Ordinator, may issue similar directions. These may include:

* issuing warnings to those alleged to have taken reprisal action against the employee who made the disclosure;

- * relocating the employee who made the disclosure or the subject officer within the current workplace;
- * transferring the employee who made the disclosure or the employee who is the subject of the allegation to another position for which they are qualified;
- * granting the employee who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

These directions will only be taken if the employee who made the disclosure agrees to it. The Disclosures Co-Ordinator will make it clear to other employees that this action was taken in consultation with the employee and with management support – and it is not a punishment.

4.11.7 If a person who reported wrongdoing feels that any reprisal action is not being dealt with effectively, they may contact the Ombudsman or the ICAC – depending on the type of wrongdoing that was reported. Contact details are at end of this policy.

4.12 Penalties under the PID Act

4.12.1 Proceedings before a Local Court may be taken against any person who takes detrimental action against an employee or Councillor in reprisal for a protected disclosure. Such actions must be notified to the Disclosures Co-Ordinator.

4.12.2 It is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing.

- 4.12.3 In addition to 4.10.1 and 4.10.2 above, where an offence is proven, disciplinary action will be taken in accordance with Council's disciplinary Policies and the Local Government (State) Award.

5. IMPLEMENTATION

- 5.1. A pamphlet summarising Council's Public Interest Disclosure Act Internal Reporting Policy will be circulated to all Councillors, employees.
- 5.2. The Public Interest Disclosures Act Policy will be available for viewing on Council's computer network and on Council's website.
- 5.3. Information in relation to Council's Policy will be included in induction material for new employees.
- 5.4. Information in relation to Council's Policy will be made available to all volunteers, consultants and individual contractors working for the council.

6. RESPONSIBILITIES

6.1. Public Officials are responsible for:

6.1.1 reporting all known or suspected incidences of corruption, maladministration, serious and substantial waste or government information contravention;

6.1.2 identifying areas where opportunities for corruption, maladministration, serious and substantial waste or government information contravention may occur and making recommendations for improvements in policies and systems to overcome such opportunities.

6.1.3 Reporting any victimisation or reprisal action taken against them at any time or others after they have made a disclosure or been a witness in an investigation. Reports should be made to the Disclosures Co-Ordinator.

6.2. All Managers are responsible for:

6.2.1 receiving, and referring disclosures in accordance with Council's Internal Reporting Policy and Procedures.

6.2.2 ensuring that no reprisal action is taken against any employee who makes a disclosure in relation to another employee or Councillor.

6.2.3 reporting any victimisation or reprisal against an employee to the Disclosure Co-Ordinator.

6.2.4 Acting as a Support Person to staff members who make disclosures, should the staff member require.

6.3. The General Manager will:

6.3.1 ensure there are systems in place to support and protect employees who report wrongdoing.

6.3.2 impartially assess each disclosure to determine:

- whether the disclosure appears to be a protected disclosure within the meaning of the PID Act,
- whether the disclosure concerns another agency and should therefore be referred to the principal officer of that agency
- the appropriate action to be taken in relation to a disclosure that concerns Central Darling Shire Council, for example:
 - no action/decline,
 - the appropriate person to take responsibility for dealing with the disclosure,
 - preliminary or informal investigation,
 - formal investigation,
 - prosecution or disciplinary action,
 - referral to an investigating authority for investigation or other appropriate action, or
 - referral to the NSW police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).

6.3.3 receive reports from the Disclosures Coordinator on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken,

6.3.4 take all necessary and reasonable steps to ensure that the identity of the person who has made a disclosure, and any person who is the subject of a disclosure, are kept confidential (where this is practical and reasonable),

6.3.5 have primary responsibility for protecting any person who has made a disclosure, or provided information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal,

6.3.6 be responsible for implementing organizational reform identified as necessary following investigation of a disclosure, and

6.3.7 report criminal offences to the NSW Police and actual or suspected corrupt conduct to ICAC (under s.11 of the ICAC Act).

6.4. The Disclosures Co-ordinator will:

6.4.1 provide an internal reporting channel for staff

6.4.2 consult with the General Manager about all disclosures received, other than where a disclosure concerns the General Manager.

6.4.3 impartially assessing each disclosure to recommend to the General Manager :

- whether the disclosure appears to be a protected disclosure within the meaning of the Act,
- whether the disclosure covers another agency and should therefore be referred to the principal officer of that agency;
- the appropriate action to be taken in relation to a disclosure that concerns Central Darling Shire Council, for example:
 - no action/decline,

- the appropriate person to take responsibility for dealing with the disclosure,
- preliminary or informal investigation,
- formal investigation,
- prosecution or disciplinary action,
- referral to an investigating authority for investigation or other appropriate action, or
- referral to the NSW Police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).

6.4.4 Be responsible for either carrying out or coordinating any internal investigation.

6.4.5 Report to the General Manager on the findings of any investigation and recommended remedial action.

6.4.6 Take all necessary and reasonable steps to ensure that the identity of the person who has made a disclosure (where this is practical and reasonable), and any person who is the subject of a disclosure, are kept confidential.

6.4.7 Support any person who has made a disclosure and protect them from victimisation, harassment or any other form of reprisal.

6.4.8 Report actual or suspected corrupt conduct to the General Manager in a timely manner to enable compliance with the ICAC Act.

6.5. The Mayor may receive internal disclosures from any member of staff of Council or any Councillor concerning the General Manager or a Councillor. The Mayor will:

6.5.1 impartially assess each disclosure made about the General Manager or a Councillor to determine:

- whether the disclosure appears to be a protected disclosure within the meaning of the Act,
- Note: In making this assessment the Mayor will seek guidance from the Disclosure Co Ordinator, General Manager (if appropriate) and/or an investigating authority (i.e. the Ombudsman, ICAC or the Director- General of the DLG).

- the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager and/or the Disclosure Coordinator (as appropriate), for example:
 - no action/decline,
 - the appropriate person to take responsibility for dealing with the disclosure,
 - preliminary or informal investigation,
 - formal investigation,
 - prosecution or disciplinary action,
 - referral to an investigating authority for investigation or other appropriate action,
 - or
 - referral to the Police Service (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).

6.5.2 refer disclosures to the General Manager for appropriate action if they concern the Council's administration, within the day to day responsibilities of the General Manager.

6.5.3 take all necessary and reasonable steps to ensure that the identity of the person who has made a disclosure, and any person who is the subject of a disclosure, are kept confidential (where this is practical and reasonable).

6.6. Disclosures Officers (Advisor Consultant) are responsible for:

- * assisting the Disclosures Co-ordinator and/or General Manager in conducting investigations and ensuring that, where required, appropriate disciplinary action is taken against staff in accordance with Council's disciplinary policies and the Local Government (State) Award.

7. VARIATION

Central Darling Shire Council reserves the right to vary or revoke this policy.

8. RESOURCES

The contact details for external investigating authorities to be contacted under this Policy to make a protected disclosure or to seek advice from are listed below:

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC) Phone: 02 8281 5999, Toll free: 1800 463 909,
Tel typewriter (TTY): 02 8281 5773, Facsimile: 02 9264 5364, Email: icac@icac.nsw.gov.au,
Web: www.icac.nsw.gov.au, Address: Level 21, 133 Castlereagh Street, Sydney, NSW 2000.

For disclosures about maladministration:

NSW Ombudsman, Phone: 02 92861000, Toll free (outside Sydney metro): 1800 451 524,
Tel typewriter (TTY): 02 9264 8050, Facsimile: 02 9283 2911, Email: nswombo@ombo.nsw.gov.au,
Web: www.ombo.nsw.gov.au, Address: Level 24, 580 George Street, Sydney, NSW2000.

For disclosures about serious and substantial waste in local government agencies:

Division of Local Government in the Department of Premier and Cabinet, Phone: 02 4428 4100,
Tel. typewriter (TTY): 02 4428 4209, Facsimile: 02 4428 4199, Email: dlg@dlg.nsw.gov.au,
Web: www.dlg.nsw.gov.au, Address: 5 O'Keefe Avenue, Nowra, NSW 2541.

For disclosures about breaches of the GIPA Act:

Information Commissioner, Toll free: 1800 463 626, Facsimile: 02 8114 3756, Email:
oinfo@oic.nsw.gov.au, Web: www.oic.nsw.gov.au, Address: Level 11, 1 Castlereagh Street,
Sydney, NSW 2000.

9. ASSOCIATED POLICIES/INFORMATION

This policy should be read in conjunction with:

Public Interest Disclosures Act 1994

Independent Commission Against Corruption (ICAC) Act 1988

NSW Ombudsman's Guidelines

Local Government (State) Award 2010

Access to Council Information Policy

Bullying & Harassment Policy (Staff)

Code of Conduct for Councillors & Staff

Complaints Policy

Conduct Committee Charter

Counselling & Disciplinary Policy & Procedures (Staff)

Councillor Access to Information & Staff Policy
Fraud Prevention Policy
Gifts & Benefits Policy
Mayor and Councillor Facilities and Benefits Policy
Occupational Health & Safety Policy & Statement
Credit Card Policy (Staff)
Procurement Policy
Lobbying Policy
Open Government Policy
Statement of Business Ethics

Note – Internal reporting guidelines and procedures documentation to be produced and published.

Trim Number:	
File Path:	