



**POLICY NO: CCC034**

# **INTERNAL REPORTING POLICY**

**NOVEMBER 2018**

© Central Coast Council

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## POLICY SUMMARY

1. The *Public Interest Disclosures Act 1994* (the Act) provides mechanisms for making appropriate reports of corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention or local government pecuniary interest contravention by Central Coast Council (Council) Staff and Councillors.
2. This policy is designed to encourage and facilitate any public interest reports without fear of reprisal.

## PURPOSE OF THE POLICY

3. Council is committed to the aims and objectives of the Act. The purpose of this policy is to provide guidelines and procedures for members of staff or councillors to report instances of corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention or local government pecuniary interest contravention.
4. Council will take all reasonable steps to provide protection to staff from reprisal for making such reports.
5. Council Staff are encouraged to raise matters not covered by this policy at any time with their supervisors.
6. In addition to this Policy, Council Staff and Councillors should refer to Council's [Code of Conduct](#) which sets out the standards of conduct and behaviour expected of all Council Staff and Councillors.

## ORGANISATIONAL COMMITMENT

7. For Council to be able to deal effectively with reports of wrongdoing, it must have the right culture. This policy aims to:
  - a) create a climate of trust, where people are comfortable and confident about reporting wrongdoing;
  - b) encourage individuals to come forward if they are aware of wrongdoing within Council;
  - c) keep the identity of the person disclosing wrongdoing confidential, where this is possible and appropriate;
  - d) protect the person from any adverse action resulting from them making a report;

- e) deal with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it;
  - f) keep the individual who makes a report informed of their progress and the outcome;
  - g) encourage the reporting of wrongdoing within Council, but respect any decision to disclose wrongdoing outside of Council that is made in accordance with the provisions of the Act;
  - h) ensure managers and supervisors at all levels in Council understand the benefits of reporting wrongdoing, are familiar with this Policy, and aware of the needs of those who report wrongdoing;
  - i) review this Policy periodically to ensure it is relevant and effective; and
  - j) provide adequate resources, to:
    - i. encourage reports of wrongdoing;
    - ii. protect and support those who make them;
    - iii. provide training about how to make reports and the benefits of internal reports to Council and the public interest generally;
    - iv. properly assess and investigate or otherwise deal with allegations;
    - v. properly manage any workplace issues that the allegations identify or that result from a report; and
    - vi. appropriately address any identified problems.
8. Under the Act, Councils Chief Executive Officer as the head of the public authority is responsible for ensuring that:
- a) Council has an Internal Reporting Policy;
  - b) all Council Staff and Councillors are aware of the contents of the Policy and the protection under the Act for people who make public interest disclosures;
  - c) Council complies with the Policy and Council's obligations under the Act;
  - d) at least one staff member is delegated as being responsible for receiving Public Interest Disclosures. Clause 3.15 of Council's [Procedures for the Administration of Code of Conduct](#) requires Council's Complaints Coordinator to also be Council's Public Interest Disclosures Coordinator.

## WHO DOES THIS POLICY APPLY TO?

9. This policy will apply to:
- a) all Council Staff which includes but is not restricted to:
    - i. permanent employees, whether full-time or part-time;
    - ii. temporary or casual employees;
  - b) Councillors;
  - c) consultants;
  - d) individual contractors working for Council;
  - e) employees of contractors providing services to Council; and
  - f) other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.
10. The policy also applies to public officials of another council or public authority who report wrongdoing relating to Council.

## WHAT SHOULD BE REPORTED?

11. You should report any suspected wrongdoing within Council, or any activities or incidents you see within Council that you believe are wrong.
12. Reports about the following five categories of misconduct which otherwise meet the criteria of a public interest report, will be dealt with under the Act and according to this Policy:
  - a) Corrupt Conduct;
  - b) Government Information Contravention;
  - c) Local Government Pecuniary Interest Contravention;
  - d) Maladministration; and
  - e) Serious and Substantial Waste.
13. All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant Council policies. This might include:
  - a) harassment or unlawful discrimination; or
  - b) practices that endanger the health or safety of staff or the public.
14. Even if these reports are not dealt with as public interest reports, Council recognises such reports may raise important issues and will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

## DEFINITIONS

15. The following definitions are contained in this policy:
  - a) **Corrupt Conduct** means the dishonest or partial exercise of official functions by a public official. Examples include but are not restricted to:
    - the improper use of knowledge, power or position for personal gain or the advantage of others;
    - acting dishonestly or unfairly, or breaching public trust; or
    - a Council Staff or Councillor being influenced by a member of public to use their position in a way that is dishonest, biased or breaches public trust.
  - b) **Council** means Central Coast Council.
  - c) **Detrimental action** means action causing, comprising or involving any of the following:
    - i. Injury, damage or loss;
    - ii. Intimidation or harassment;
    - iii. Discrimination, disadvantage or adverse treatment in relation to employment;
    - iv. Dismissal from, or prejudice in, employment; or
    - v. Disciplinary proceedings.

- d) **Government Information Contravention** means a failure to properly fulfil functions under the [Government Information \(Public Access\) Act 2009 \(NSW\)](#) (the GIPA Act). This includes but is not restricted to:
  - i. destroying, concealing or altering records to prevent them from being released;
  - ii. knowingly making decisions that are contrary to the GIPA Act; or
  - iii. directing another person to make a decision that is contrary to the GIPA Act.
- e) **Local Government Pecuniary Interest Contravention** means a failure to fulfil certain functions under the [Local Government Act 1993 \(NSW\)](#) relating to the management of pecuniary interests. These include obligations to lodge report of interest returns, lodge written declarations and disclose pecuniary interests at Council Meetings and Council Committee Meetings. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. This includes but is not restricted to:
  - i. a Council Staff member or Councillor recommending a family member for a Council contract and not declaring the relationship; or
  - ii. a Council Staff member or Councillor holding an undisclosed shareholding in a company competing for a Council contract.
- f) **Maladministration** means conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or discriminatory or based wholly or partly on improper motives. This includes but is not restricted to:
  - i. making a decision and/or taking action that is unlawful; or
  - ii. refusing to grant someone a licence for reasons that are not related to the merits of their application.
- g) **Serious and Substantial Waste** means the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the council. This includes but is not restricted to:
  - i. poor management practices leading to projects running over time
  - ii. having poor or no processes in place for a system involving large amounts of public funds
  - iii. the purchase of unnecessary or inadequate goods and services
- h) **The Act** means the [Public Interest Disclosures Act 1994](#).

## GENERAL

16. Reports will be dealt with under the Act, this policy, the relevant legislation and/or the Code of Conduct.

## Internal Reporting Policy

17. Reports will be assessed and acted on impartially, fairly, discreetly and reasonably.
18. If reports are not dealt with as public interest reports, Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.
19. Information provided to support allegations should be clear, accurate and factual and is to be made available if requested.
20. Reports of wrongdoing can be either in writing or verbally. Reporters are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Council's Internal Reporting Form (which is Attachment 1 to this Policy) is also available for Council Staff or Councillors to use to make a report.
21. If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the reporter to sign this record. The reporter should keep a copy of this record.
22. There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Council, it is best if the reporters identify themselves. This allows Council to provide the reporter with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.
23. It is important to realise that an anonymous report may not prevent the reporter from being identified by the subjects of the report or your colleagues. If Council does not know who made the report, it is very difficult for Council to prevent any reprisal should others identify you. Also there would be no opportunity for feedback.

### **Feedback to Staff who Report Wrongdoing**

24. A person who makes a report must be notified in writing of the action taken or proposed to be taken within six months of the report being made.
25. The Act requires that persons who make a report are provided with an acknowledgement letter and a copy of this policy within 45 days after the report is made. Council will endeavour to provide this information within five working days from the report date.
26. After an initial assessment is made about the method of dealing with a report, Council will provide the following information to the person making a report:
  - a) What action will be taken in response to the report;
  - b) Likely timeframes for any investigation;
  - c) Details of the resources within Council to handle any concerns the person may have; and
  - d) Details about external agencies and services available for support.

27. During the investigation the following will be provided to the person making a report :
  - a) Information on the ongoing nature of the investigation;
  - b) Progress and/or reasons for any delays; and
  - c) Advice if identities need to be disclosed and opportunities to discuss this.
28. At the end of an investigation the following will be provided to the person making a report:
  - a) Information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to the report; and
  - b) Advice about whether the person making the report will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

### **Support for the subject of a Report**

29. Council is committed to ensuring persons who are the subject of a report are treated fairly and reasonably. They will be:
  - a) Treated fairly and impartially;
  - b) Told their rights and obligations under Council's policies and procedures;
  - c) Kept informed during any investigation;
  - d) Provided with an opportunity to respond to allegations;
  - e) Advised of the result of the investigation.

## **WHO SHOULD YOU REPORT TO?**

30. Reports can be made directly to the following officers:
  - a) Chief Executive Officer;
  - b) Internal Ombudsman (Council's Public Interest Disclosures Coordinator); and
  - c) Authorised Public Interest Disclosures Officers.
31. The Mayor may receive internal reports concerning the Chief Executive Officer.
32. Supervisors who receive what they believe may be a Public Interest Disclosures report must refer the person making the report to one of the positions listed above.
33. Alternative avenues for making a public interest report under the Act (other than by means of the internal reporting system under this Policy) are as follows:
  - a) The Auditor General – for reports of serious and substantial waste
  - b) Independent Commission Against Corruption (ICAC) – for reports of corrupt conduct;
  - c) The Information Commissioner (NSW) – for disclosures about a breach of the GIPA Act;
  - d) The NSW Ombudsman – for reports about maladministration;
  - e) The Chief Executive, Office of Local Government – for disclosures about local councils

34. The details of each of these External Agency are set out at the end of this Policy.
35. Reports made to a journalist or a member of Parliament will only be protected if certain conditions are met:
  - a) The same report must have already been made through Council's internal reporting system in accordance with the Act;
  - b) The information provided in the report is substantially true; and
  - c) The investigating authority, public authority or officer to whom the matter was originally referred has:
    - i. Decided not to investigate the matter; or
    - ii. Investigated but not completed the investigation within six months of the original report; or
    - iii. Investigated but not recommended any subsequent action; or
    - iv. Failed to notify the person making the report within six months of the report whether the matter is to be investigated.

## CONFIDENTIALITY

36. All Council Staff and Councillors must protect the confidentiality of persons they know or suspect of having made reports. Council will not tolerate any person victimizing, intimidating or harassing anyone who has made a report.
37. Council Staff and Councillors who wish to make a report and are concerned about being seen can request meeting in a discreet location away from the workplace.
38. Council will maintain confidentiality and protect identities in reports where possible and appropriate. Exceptions to confidentiality requirements are:
  - a) in the interests of natural justice, the subject of the report will be advised;
  - b) the report is in the public interest;
  - c) the person making the report consents in writing to releasing the information;
  - d) it is generally known that the person has made the report as a result of the person having voluntarily identified themselves as the person who made the report; or
  - e) the identifying information is necessary to investigate the matter effectively.
39. If confidentiality cannot be maintained, Council will, in partnership with the person making the report, develop a plan to support and protect that person.

### **Can a Report be Anonymous?**

40. There will be some situations where persons may not want to identify themselves when making a report. Although these reports will still be dealt with by Council, it is best if reporters identify themselves. This allows Council to provide them with any necessary

protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

41. It is important to realise that an anonymous disclosure may not prevent reporters from being identified by the subjects of the report or their colleagues. If Council does not know who made the report, it is very difficult to prevent any reprisal should others identify them.
42. Persons who are the subject of reports (whether protected under the Act or otherwise) have the right, before any final report or the like is made, to:
  - a) be informed as to the substance of the allegations;
  - b) be informed as to the substance of any adverse comments that may be included in such final report; and
  - c) be given a reasonable opportunity to put their case (either orally or in writing) to the investigator.
43. Where allegations are found to be clearly wrong or unsubstantiated, the subject of the report will receive the support of Council and Council's Executive leadership Team. Such support would depend on the circumstances of the case, but could include a public statement.

## WHEN WILL A REPORT BE PROTECTED?

### Protected Report

44. For a report to be protected, it has to meet all the requirements under the Act, which are:
  - a) the person making the report must honestly believe on reasonable grounds that the information shows, or tends to show, wrongdoing;
  - b) the report must be made in accordance with the Policy and any associated procedures; and
  - c) the report has to be made to the Chief Executive Officer, Disclosures Coordinator, Disclosure Officers, Mayor or one of the investigating authorities nominated in the Act.

### Non-Protected Reports

45. Protection is not given for reports which:
  - a) primarily question the merits of Government or Council policy;
  - b) are made solely or substantially with a motive of avoiding dismissal or other disciplinary action; or
  - c) are a grievance.

### Sanctions for making false or misleading reports

46. It is a criminal offence to wilfully make a false or misleading statement when making a report.

## PROTECTION AGAINST REPRISALS

47. Under the Act a person is not subject to any liability for making a protected report and no action may be taken against, or claim/demand made of, the person making the report.
48. The Act provides protection by imposing penalties on anyone who takes detrimental action against another person in reprisal for a protected report. Penalties can include disciplinary action, fines or imprisonment.
49. Council also has obligations under the common law and work health and safety legislation to ensure that there are no reprisals for reports.
50. Any action perceived to be detrimental to the person making a report should immediately be reported to the Chief Executive Officer, Disclosures Coordinator, Disclosures Officers or Mayor (as appropriate).
51. Actions taken by Council to deal with real or suspected reprisals include:
  - a) refer the matter to a senior member of staff to investigate;
  - b) consult with the Chief Executive Officer on result of the investigation;
  - c) consult with the Mayor on result of investigation if the allegation concerns the Chief Executive Officer;
  - d) take all steps possible to stop the activity and protect the person who made the report;
  - e) take appropriate disciplinary action against anyone proven to have taken or threatened any reprisal; or
  - f) refer any evidence of reprisal action to the Police, DPP or other investigative authority for further action.
52. If the person who makes a report feels that such reprisals are not being effectively dealt with they should contact one of the External PID Agency set out at the end of this Policy.
53. Protection under the Act may apply to a person who chooses to break the law, that is accessing someone's computer without authorisation to obtain evidence to support allegations, however the person will not be protected from the law if they act unlawfully.

## HOW WE WILL MANAGE YOUR REPORT

54. When a Council Staff member or Councillor reports wrongdoing, Council will undertake a thorough risk assessment to identify the risk of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

55. Depending on the circumstances, Council may:
- a) relocate the reporter or the Council Staff member who is the subject of the allegation within the current workplace;
  - b) transfer the reporter or the Council Staff member who is the subject of the allegation to another position for which they are qualified; or
  - c) grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the report.
56. These courses of action are not punishment and will only be taken in consultation with the reporter.

## ROLES AND RESPONSIBILITIES

### The role of council staff and councillors

57. Council Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council Staff and Councillors are obliged to:
- a) report all known or suspected wrongdoing and support those who have made reports of wrongdoing;
  - b) if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality;
  - c) treat any staff member or person dealing with a report of wrongdoing with courtesy and respect; and
  - d) respect the rights of any person the subject of reports.
58. Council Staff and Councillors **must not**:
- a) make false or misleading reports of wrongdoing; or
  - b) victimise or harass anyone who has made a report.
59. The behaviour of all Council Staff and Councillors involved in the internal reporting process must adhere to the Council's Code of Conduct. A breach of the Code could result in disciplinary action.

### The role of the Council

60. Council has a responsibility to establish and maintain a working environment that encourages Council Staff and Councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.
61. Council will assess all reports of wrongdoing it receives from Council Staff and Councillors and deal with them appropriately. Once wrongdoing has been reported, Council will take 'ownership' of the matter. This means it is up to Council to decide whether a report should be investigated, and if so, how it should be investigated and by whom.

62. Council will deal with all reports of wrongdoing fairly and reasonably, and respect the rights of any person the subject of a report.
63. Council is obligated under the Act to report all statistical information about public interest reports in Council's Annual Report and to provide a report to the NSW Ombudsman every six months.
64. All Council Staff and Councillors with roles outlined below and elsewhere in this Policy will receive training on their responsibilities.

### **Roles of key positions**

#### *Chief Executive Officer*

65. The Chief Executive Officer has ultimate responsibility for maintaining the internal reporting system, workplace reporting culture and ensuring that Council complies with the Act. Reports can be made directly to the Chief Executive Officer who will:
  - a) impartially assess each report to determine whether the report falls within the meaning of the Act and the appropriate action to be taken;
  - b) receive reports from the Disclosures Coordinator on findings of any investigation and determine subsequent action to be taken;
  - c) take all necessary and reasonable steps to ensure the identity of persons who make reports and the subject of reports are kept confidential;
  - d) protect staff who make reports from reprisals;
  - e) ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
  - f) take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
  - g) implement organisational reform if necessary or appropriate following investigation;
  - h) report criminal offences to the Police and any actual or suspected corrupt conduct to ICAC (under s.11 of the ICAC Act); and
  - i) refer any evidence of a reprisal offence under section 20 of the Act to the Commissioner of Police or the ICAC.

#### *Public Interest Disclosures Coordinator*

66. Council's Senior Internal Ombudsman is Council nominated Public Interest Disclosures Coordinator. The Disclosures Coordinator has a central role in Council's internal reporting system. The Disclosures Coordinator can receive and assess reports, and is the primary point of contact in Council for the Disclosures reporter. The Disclosures Coordinator has a responsibility to:
  - a) impartially assess reports to determine whether or not a report should be treated as a public interest report, and to decide how each report will be dealt with (either under delegation or in consultation with the Chief Executive Officer);
  - b) deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Procedures for the Administration of the Code of Conduct;

- c) coordinate Council's response to a report;
- d) acknowledge reports and provide updates and feedback to the reporter;
- e) assess whether it is possible and appropriate to keep the reporter's identity confidential;
- f) assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified;
- g) where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report;
- h) reporting actual or suspected corrupt conduct to the Chief Executive Officer in a timely manner to enable that officer to comply with the ICAC Act;
- i) when required report criminal offences to the Police and corrupt conduct to ICAC (under s.11 of the ICAC Act) directly;
- j) ensure Council complies with the Act; and
- k) provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the Act.

### *Public Interest Disclosures Officers*

67. Disclosures Officers work with the Disclosures Coordinator, and are responsible for receiving, forwarding and/or dealing with reports made in accordance with the Act and this Policy. Disclosures Officers are additional points of contact within the internal reporting system and they will:
- a) impartially assess each report and carry out preliminary assessment to determine whether the report falls within the meaning of the Act;
  - b) refer the report to the Disclosures Coordinator or Chief Executive Officer if required for further investigation;
  - c) take all necessary and reasonable steps to ensure the identity of persons who make reports and the subject of the reports are kept confidential; and
  - d) make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace.
68. The current Central Coast Council Public Interest Disclosures Officers can be located at [this link](#).

### *Mayor*

69. Reports can be made to the Mayor concerning the Chief Executive Officer. The Mayor will:
- a) impartially assess the reports to determine whether or not they should be treated as a public interest report;
  - b) refer reports to an investigating authority, where appropriate;
  - c) liaise with the Disclosures Coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report;
  - d) refer actual or suspected corrupt conduct to the ICAC; and
  - e) refer any evidence of a reprisal offence under section 20 of the Act to the Commissioner of Police or the ICAC.

### *Managers and Supervisors*

70. Managers and Supervisors play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Also Managers and Supervisors should be aware of this Policy and are responsible for creating a local work environment where Council Staff are comfortable and confident about reporting wrongdoing.
71. Managers and Supervisors have a responsibility to:
- a) encourage Council Staff to report known or suspected wrongdoing within the organisation and support Council Staff when they do;
  - b) identify reports made to them in the course of their work which could be public interest reports, and assist Council Staff to make the public interest report to an authorised person under this Policy;
  - c) implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report; and
  - d) notify the Disclosures Coordinator or Chief Executive Officer immediately if they believe a Council Staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the Chief Executive Officer, notify the Mayor.

## External PID Agency

72. Reports can also confidentially be made to the following external agencies:

- a) For reports about *Corrupt Conduct*:

**Independent Commission against Corruption (ICAC)**

Level 7, 255 Elizabeth Street, Sydney NSW 2000

Phone: 02 8281 5999

Toll free: 1800 463 909

Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

[www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)

- b) For reports about *Maladministration*:

**NSW Ombudsman**

Level 24, 580 George Street, Sydney NSW 2000

Phone: 02 9286 1000

Toll free (outside Sydney): 1800 451 524

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

[www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

- c) For reports about *Serious and Substantial Waste*:

**Auditor-General of the NSW Audit Office**

Level 15, 1 Margaret Street, Sydney NSW 2000

Phone: 02 9275 7100

Email: [mail@audit.nsw.gov.au](mailto:mail@audit.nsw.gov.au)

[www.audit.nsw.gov.au](http://www.audit.nsw.gov.au)

- d) For reports about *Serious and Substantial Waste in Local Government Agencies*:

**Office of Local Government**

5 O'Keefe Avenue, Nowra, NSW 2541

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

- e) For reports about *Breaches of the GIPA Act*:

**Information and Privacy Commission**

Level 17, 201 Elizabeth Street Sydney 2000

Toll free: 1800 472 679

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

[www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

## REVIEW

73. This Policy will be reviewed every three years from the date of Approval.

## RELATED RESOURCES

74. Legislation:

- (a) [Public Interest Disclosures Act 1994](#)
- (b) [Government Information \(Public Access\) Act 2009](#)
- (c) [Local Government Act 1993](#)

75. Associated Council Documents:

- (a) [Code of Conduct](#)
- (b) [Procedures for the Administration of the Code of Conduct](#)
- (c) [Complaint Feedback Management Policy](#)

## ATTACHMENT 1



# INTERNAL REPORT FORM

COMPLETION OF THIS FORM IS NOT MANDATORY BUT IS DESIGNED TO ASSIST WHEN MAKING A PUBLIC INTEREST REPORT.

1. Details of Person Making the Report:			
Name of complainant			
Address			
Postal Address			
State		Post Code:	
Email Address			
Contact Number		Mobile Number:	
Have you read or accessed Council's Internal Reporting Policy prior to making this report?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Particulars of Report  <i>(Please provide attachment if more room is required)</i>			

## Internal Reporting Policy

Do you have a preferred outcome, if so, what outcome is sought	
Please list the details of the person(s) that you believe have committed wrongdoing	1. 2. 3.
Has the matter been disclosed previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown  If Yes please list the name of the person(s) who has been aware of or responsible for this matter:
Do you have any additional information or documentation related to the report	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please attach a copy to this form.
I agree to maintain confidentiality, unless otherwise subsequently agreed in consultation with a PID Coordinator or required by law	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Declaration:</b>	
I declare that I have disclosed all relevant information and make this report with an honest belief on reasonable grounds that the conduct disclosed denotes wrongdoing	Signature:
<b>3. Office Use Only:</b>	
Date and Name of Disclosures Officer, Chief Executive Officer or Mayor receiving report	
Date and Name of Disclosures Coordinator receiving report	
Report Classification	
Relevant TRIM Folder Number	