



PROTECTED
DISCLOSURES ACT
INTERNAL
PROCEDURES
POLICY 5.25

PROTECTED DISCLOSURES ACT INTERNAL PROCEDURES

DIVISION: GOVERNANCE

PILLAR: GOVERNANCE

FILE / BINDER:

POLICY STATEMENT:

1. Each disclosure to be made (wherever possible) in writing addressed to
 - a) **in the case of staff** –
to the General Manager or the nominated Disclosure Co-ordinator;
 - b) **in the case of Councillors** -
to either the Mayor, General Manager or relevant investigating authority.
2. Upon receipt of a disclosure, the General Manager (or Mayor) will carry out a comprehensive interview with the person making the disclosure.
3. An understanding of confidentiality will be maintained unless it is unreasonable or not possible to do so. An unnecessary breach of confidentiality is a serious matter and may lead to disciplinary action against the offender.
4. Following the interview, an immediate investigation will be carried out -
 - a) **in the case of staff** –
by the General Manager or his nominee;
 - b) **in the case of Councillors** –
by the Mayor or General Manager
5. A report on the matter will be prepared by the General Manager outlining the course of action recommended to be taken.
6. General Manager to determine what, if any, action is to be taken in the matter and where necessary, refer the matter to an investigating authority, (ICAC, Ombudsman).
7. No detrimental action is to occur against persons making disclosures such as unwarranted transfer or demotion. “Management and Councillors should act with integrity at all times and give a commitment to protecting any person who makes a protected disclosure and to ensure that the information results in action to improve efficiency and effectiveness”.
8. Allegations of reprisals should be made direct to the General Manager who will immediately investigate the matter.
9. Where the investigation substantiates the fact relating to the disclosure, appropriate remedial action is to be taken to correct the situation. Information

received by way of a protected disclosure will be used to enhance the efficiency and effectiveness of operations.

10. General Manager to provide feedback to the person who made the initial disclosure.
11. Enquires concerning the Internal Reporting System and the Protected Disclosures Act to be made to the General Manager who will ensure such enquires are received in confidence.

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RELEVANT LEGISLATION:	Protected Disclosures Act
RELATED POLICIES:	n/a
DELEGATIONS:	Y / N
SUSTAINABILITY ELEMENT:	Y / N
STAFF TRAINING REQUIRED?	Y / N

NEXT REVIEW DATE:

PREVIOUS POLICY
ADOPTED:
MINUTE: