
PUBLIC INTEREST DISCLOSURE PROCEDURE AND MANAGEMENT PLAN

APPROVALS

PROCEDURE NUMBER	CORP-PRO-052	DOC. ID	3164877
DATE EFFECTIVE	27 September 2021		
PROCEDURE OWNER:	Governance & Corporate Services		
APPROVED BY THE DIRECTOR	Corporate, Governance & Financial Services		
ENDORSED BY	Executive Leadership Team – 5.6		
POLICY REFERENCE NUMBER	GOV-POL-054		

AIM

Isaac Regional Council (IRC) is committed to fostering an ethical and transparent culture. In pursuit of this, IRC values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. IRC will provide support to an employee or other person who makes a disclosure about matters in the public interest. This procedure demonstrates this commitment and ensures that practical and effective processes are implemented to comply with the requirements of the *Public Interest Disclosure Act 2010* (PID Act).

SCOPE

This PID Procedure and Management Plan applies to all Council personnel including:

- All councillors, council employees, contractors or volunteers regardless of their employment status, role or position (whether permanent, temporary, casual or part-time); and
- Any person who makes a Public Interest Disclosure in accordance with the *Public Interest Disclosure Act 2010*.

This PID Procedure and Management Plan must be read in conjunction with Council's Public Interest Disclosure Policy.

OBJECTIVE

By complying with the PID Act, IRC will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing;
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID; and
- ensure (as far as reasonably practicable) protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support and offered protection from reprisal by IRC or other public officers of IRC;
- PIDs made to IRC are properly assessed and, where appropriate, properly investigated and dealt with;
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID;
- a management program for PIDs made to IRC, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented; and

IRC's Public Interest Disclosure Procedure is available for public viewing at Isaac Regional Council's website. The Public Interest Disclosure Procedure and Management Plan will be reviewed regularly and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

ROLES & RESPONSIBILITIES

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer has overall responsibility for ensuring that:

- all Council personnel are aware of the requirement to conduct their duties to a high level of professional and ethical standards and always act in the public interest and in accordance with Council's Code of Conduct;
- reasonable procedures are in place to deal with PIDs and that those procedures are published to enable access by members of the public and Council personnel;
- PIDs are promptly and properly assessed, investigated and dealt with, including taking appropriate action in relation to any wrongdoing identified;
- Council personnel making a PID receive support and protection from reprisal;
- appropriate consideration and support is provided to protecting the interests of persons who are the subject of a PID;
- all legislative obligations in relation to reporting and investigation are met; and
- all matters reasonably suspected of involving corrupt conduct are assessed against the *Crime and Corruption Act 2001* Division 2 definition and treated accordingly, including referral to the Crime and Corruption Commission where appropriate.

PID COORDINATOR

The Senior Governance Officer will perform the role of PID Coordinator. This role will be responsible for the overall coordination of the PID process.

The key responsibilities of the PID Coordinator include:

- receiving and assessing PIDs
- referring PIDs to other agencies, where required, and involving higher authorities (i.e. the Chief Executive Officer, and external agencies) in management decisions
- assessing the risks of reprisal;
- put in place means to monitor for any signs of reprisal;
- taking action on the PID, which may involve making recommendations to the Chief Executive Officer for the appointment of an internal or external investigator;
- informing the Discloser of reasonable information;
- identifying how issues raised in PIDs can be used to inform improvements to service delivery, business processes and internal controls;
- regularly evaluate and monitor the effectiveness of PID procedures;

- promote awareness of PIDs throughout the organisation;
- retain records of and reporting on PIDs to the Queensland Ombudsman as required;
- reporting to the Chief Executive Officer of any changes identified during review and evaluation post-investigation of a PID.

In the absence of the Senior Governance Officer, the Manager Governance & Corporate Services will perform this role.

DIRECTORS, MANAGERS, COORDINATORS AND SUPERVISORS

Directors, Managers, Coordinators and Supervisors are responsible for:

- reporting to the PID Coordinator any PIDs reported to them;
- maintaining an ethical culture and leading by example;
- protecting the dignity, wellbeing, career interests and good name of all persons involved;
- providing clear guidance to Council personnel on how to handle complex issues which may involve corrupt conduct, while maintaining confidentiality and the principles of natural justice or procedural fairness;
- ensuring that Council personnel in their business area are aware of their obligations in relation to the requirements of this corporate standard;
- continually monitoring and assessing the workplace for signs of reprisal against a Discloser or Subject Officer under the principles of natural justice or procedural fairness and taking appropriate actions to protect that person or persons;
- ensuring that, if PID allegations are substantiated, investigation recommendations are implemented quickly to reduce the risk of reoccurrence;
- retaining management responsibility for their workplace and Council personnel to the maximum extent possible during any PID process; and
- notifying the PID Coordinator in situations where any detrimental actions are taken against the Discloser and discuss concerns and options for addressing the situation before it escalates.

COUNCIL PERSONNEL

Council personnel are responsible for:

- reporting PIDs in accordance with this corporate standard;
- conducting their duties to high level of professional and ethical standards and always acting in the public interest and in accordance with Council's Code of Conduct; and
- ensuring that they maintain confidentiality protocols established for the management and investigation of a PID.

DEFINITIONS

TERM	MEANING
Act	Is the <i>Public Interest Disclosure Act 2010</i> .
Council	means Isaac Regional Council and, where the context implies, delegates of the Isaac Regional Council (whether by delegation of Council or sub delegation by the Chief Executive Officer).
Council Personnel	means Council councillors, employees, contractors or volunteers regardless of their employment status, role or position.
Detrimental Actions	Includes – <ol style="list-style-type: none">personal injury or prejudice to safety; andproperty damage or loss; andintimidation or harassment; andadverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; andfinancial loss; anddamage to reputation, including personal, professional or business reputation.
Discloser	is a person who makes a Public Interest Disclosure in accordance with the Act.
PID	Means Public Interest Disclosure as defined by the <i>Public Interest Disclosure Act 2010</i> .
Subject Officer	means Council personnel about who a PID is made.
Support Person	means any person who a Subject Officer or Discloser elects to provide emotional and moral support.

PROCEDURE

Council is committed to encouraging the reporting of wrongdoing and the protection of disclosures from reprisals.

This commitment shall be met by:

1. Making clear (through the PID Policy, this procedure and training and awareness) that Council and senior management support and encourage the internal and external reporting of any wrongdoing;
2. Providing PID training and awareness to all members of council;
3. The proper management of PIDs including the protection of disclosers and support of subject officers;
4. Providing a consistent and professional response to PIDs received by Council in accordance with the *Public Interest Disclosure Act 2010*;

5. Ensuring all public officers are aware of their responsibilities with regards to reporting corrupt conduct and other important matters adversely affecting the public interest;
6. Ensuring that all public officers are aware of, and have access to, the support mechanisms available to those affected by a PID;
7. Ensuring all public officers are aware of their responsibilities with regards to the fair treatment of those persons who make a PID and may be the subject of a PID; and
8. Encouraging all public officers to be accountable for their actions and maintain high standards of professional conduct and service.

PID MANAGEMENT PLAN

The Chief Executive Officer has overall responsibility for ensuring that IRC develops, implements and maintains a PID management plan. The IRC PID management plan encompasses:

- a commitment to encouraging the internal reporting of wrongdoing;
- senior management endorsement of the value to IRC of PIDs and the proper management of PIDs;
- a communication strategy to raise awareness among employees about PIDs and IRC's PID procedure;
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed;
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs;
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs;
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls; and
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management plan.

WHAT IS A PUBLIC INTEREST DISCLOSURE?

A Public Interest Disclosure (PID) is a disclosure in the public interest, of information about wrongdoing in the public sector. For an allegation to be considered a PID it must meet three criteria:

- Public interest information about substantial and specific wrongdoings or danger;
- PID must be an appropriate disclosure; and
- PID must be made to a Proper Authority.

Public interest information about substantial and specific wrongdoings or danger

Any person, including a public sector officer, may disclose information about:

- substantial and specific danger to the health or safety of a person with a disability; or

- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment; or
- reprisal because of a belief that a person has made or intends to make a disclosure.

A public sector officer may also disclose information about:

- corrupt conduct by another person; or
- maladministration that adversely affects someone's interests in a substantial and specific way; or
- a substantial misuse of public resources; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment.

PID must be an appropriate disclosure

An appropriate disclosure must meet the subjective and objective tests set out in the PID Act. This means:

- the discloser honestly and reasonably believes the information provided tends to show the conduct or danger; or
- the information tends to show the conduct or danger regardless of the discloser's belief.

PID must be made to a Proper Authority

Proper authorities are persons and organisations authorised under the PID Act to receive public interest disclosures. Examples of proper authorities are:

- The public sector organisation that is the subject of the PID (for example, Councils).
- An agency that has authority to investigate the matter (for example, Queensland Ombudsman, the Crime and Corruption Commission).
- A Member of the Legislative Assembly (an MP).

The following table provides a guide to the appropriate authority for receiving a PID about Council or one of its staff members:

Conduct	Appropriate Authority
Corrupt conduct	Crime and Corruption Commission
Maladministration	Queensland Ombudsman
Danger to public health or safety	Queensland Health; Health Ombudsman; Work Health and Safety Queensland; Queensland Police Service or Council

Danger to health and safety of a person with a disability	Queensland Health; Queensland Police Service; Department of Communities, Disability Services and Seniors; Department of Children, Youth Justice and Multicultural Affairs; Office of the Public Guardian
Danger to the environment	Department of Environment and Science
Substantial misuse of public resources	Queensland Audit Office
Reprisal	Crime and Corruption Commission

HOW PUBLIC INTEREST DISCLOSURES CAN BE MADE - INTERNAL REPORTING AVENUE

Council Personnel wishing to make a PID should do so using the internal reporting avenue in the first instance, with disclosures made to either:

- The PID Coordinator; or
- The Chief Executive Officer.

Council Personnel may choose to make a disclosure in any form including:

- verbally (in person or via telephone);
- in writing (for example, by letter or email);
- anonymously; or
- through an authorised third party (as shown in the table above).

Additionally the following may also receive a PID:

- A Member of the Legislative Assembly (MP) for any wrongdoing or danger.
- The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

HOW PUBLIC INTEREST DISCLOSURES CAN BE MADE - EXTERNAL REPORTING AVENUE

Any person may choose to make a disclosure through the external reporting avenue in any way including:

- verbally (in person or via telephone);
- in writing (for example, by letter or email);
- anonymously; or
- through an authorised third party (as outlined in the section above).

An external PID made in writing to Council should be directed to Council's mailing address:

Confidential - PID Coordinator

Isaac Regional Council
PO Box 97
Moranbah Qld 4744
Or emailed to: PIDs@isaac.qld.gov.au

ANONYMOUS DISCLOSURE

The likelihood of a successful outcome is increased greatly if, when making a disclosure, either verbally or in writing, the disclosure's identity is known, though they are not required to give their name or any identifying information. Nonetheless, anonymous disclosures will still be received and where possible, investigated.

If it is decided to disclose anonymously, the Discloser will need to provide sufficient information for the matter to be investigated, as it will not be possible for Council to return to the Discloser for clarification or more information. Anonymous disclosures also exclude Council's commitment to keeping Disclosers informed on the progress of handling the disclosure. Anonymous Disclosers may also experience difficulties in relying upon the protections afforded by the Act. If the disclosure is anonymous and enough information is provided, Council is committed to acting upon the disclosure.

A risk assessment will be undertaken if the discloser is anonymous, based on information available in the PID. The risk assessment will also take into account the risk to persons who may be wrongly suspected of making the PID.

INFORMATION TO DISCLOSE

To ensure a comprehensive and successful investigation of a perceived wrongdoing, persons making a PID are encouraged to provide all known information that might be relevant including:

- The circumstances of the incident/matter including dates, times and locations;
- The details of Council personnel or others involved; and
- Possible sources of additional information or evidence, e.g. other people or files.

A person may make a public interest disclosure about -

- a. Events that happened or may have happened, whether before or after the commencement of the Act; or
- b. Events that are or may be happening; or
- c. Events that will or may happen.

ASSESSING A PUBLIC INTEREST DISCLOSURE

All disclosures made to Council or referred to it by another entity will be assessed by the PID Coordinator with reference to the Act. In assessing a disclosure, the PID Coordinator will determine if:

- The person making the disclosure is able to receive protection of the PID Act and if the disclosure concerns a matter about which a PID can be made, the person making the disclosure honestly believes on reasonable grounds that the information tends to show the conduct, or if the person has information that tends to show the conduct; and
- the disclosure has been made to an individual or entity who may receive a PID and has been made in accordance with Council's procedure or as permitted by the *PID Act*.

If there is doubt whether the disclosure is a PID, the PID Coordinator should assume that the disclosure is protected by the *PID Act* and manage the disclosure as if it were a PID. It is not necessary for the Discloser to identify a matter as a PID, it is Council's responsibility to identify a PID as such and address it accordingly.

Each separate allegation will be reported as a separate PID, unless the matters are clearly linked and it would be reasonable to view them as a single disclosure. Council will not decline to receive and/or assess any disclosure as a PID.

Public Interest Disclosure Assessment Form

Prior to commencing any referral or investigation process, the PID Coordinator will organise a meeting with the Discloser to assess the PID using the Public Interest Disclosure Assessment Form.

This Form will determine if the disclosure is to be processed as a PID or whether it will be processed under another complaint management process.

The PID Coordinator will notify the Discloser of the outcome of the assessment.

REFERRAL TO ANOTHER ENTITY

Where it is decided that a matter is to be referred to another entity, or when the Chief Executive Officer is statutorily bound to refer the matter to an oversight agency (e.g. suspected corrupt conduct to the Crime and Corruption Commission), the referral will be carried out in accordance with the legislative and administrative processes provided for under the *PID Act*. Reasons for referral to another agency may include:

- the PID concerns wrongdoing by that agency or an employee of that agency; or
- that agency has the power to investigate or remedy the matter.

When considering whether to refer to another agency, the PID Coordinator will determine whether there is an unacceptable risk that a reprisal would occur as a result of the referral. In considering whether a risk exists, the PID Coordinator will, wherever possible, consult with the Discloser.

The confidentiality obligations of the PID Act allows for the PID Coordinator to communicate with another agency about the referral of a PID. The PID Coordinator will exercise discretion in any contact with any other agency. The discloser will be advised of the action taken by IRC where a PID is referred to another agency.

DECISION NOT TO INVESTIGATE A DISCLOSURE

Action must be taken on a PID unless it is determined through assessment that no action may be taken. Council will provide written reasons to a Discloser of its decision not to investigate or otherwise deal with a PID where:

- the matter has already been investigated or dealt with through another appropriate process;
- Council reasonably considers that the disclosure should be dealt with by another appropriate process;
- the age of the information disclosed makes it impractical to investigate;
- Council reasonably considers that the disclosure is minor enough not to warrant an investigation and that treating the matter as a PID would not be an appropriate use of Council resources; and/or
- another entity that has jurisdiction to investigate the disclosure has notified Council that investigation of the disclosure is not warranted.

The Discloser may contact another appropriate agency in relation to the PID (for example, the Queensland Ombudsman). Even where no action is taken by Council, PID confidentiality requirements and protections continue to apply.

Under the PID Act, a Discloser may make a PID to a journalist if they have already made essentially the same disclosure to a public sector entity that is a 'proper authority' and:

- the entity has decided not to investigate or deal with the disclosure, or
- the entity investigated the disclosure but did not recommend taking any action, or
- the Discloser was not notified within six months of making the disclosure whether or not the disclosure was to be investigated or dealt with.

If the discloser is dissatisfied with the decision, they may request a review by writing to the Chief Executive Officer of Isaac Regional Council within 28 days of receiving the written reasons for the decision.

INFORMING THE DISCLOSER

The PID Coordinator will provide the Discloser or the entity that referred the disclosure reasonable information about the disclosure in writing, including:

- confirmation that the disclosure was received by Council
- a description of the action proposed to be taken, or taken, by Council in relation to the disclosure;
- the likely timeframes (where possible);
- their involvement in the investigation process;
- the importance of maintaining confidentiality;
- the protections under the *Public Interest Disclosure Act 2010* that will apply;

- that Council will treat the information disclosed, including the Discloser's identity, confidential, except as allowed under the *Public Interest Disclosure Act 2010*;
- how they will be advised of the progress and outcomes; and
- who to contact if they require further information or are concerned about reprisal.

Protection under the Public Interest Disclosure Act

The PID Act provides for protection of a Discloser including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible unless:
 - it is deemed necessary to afford natural justice; and
 - it is unlikely a reprisal will be taken against the discloser;
- protection against reprisal – the discloser is protected from unfair treatment by IRC and employees of IRC as a result of making the PID;
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing; and
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

RISK ASSESSMENT

As soon as possible after receiving a PID, a risk assessment will be conducted by the PID Coordinator to determine the level of risk of a reprisal to the Discloser and to any other persons associated with the disclosure.

Appropriate protections, proportionate to the level of risk and the potential consequences of a reprisal, will be put in place where a risk has been identified. This may include developing specific strategies to reduce the level of risk to the Discloser (including those who may be wrongfully suspected of making the PID) in the workplace and may include consideration of the suspension or secondment of the person about who the disclosure is made (the Subject Officer).

If the risk is determined to be sufficiently high, the PID Coordinator will, in consultation with the Discloser and any other relevant stakeholder, develop a protection plan for the Discloser and provide ongoing support including:

- acknowledging that the making of the PID was the right thing to do and is valued;
- making a clear statement that Council will support the Discloser through this process;
- ensuring that the Discloser has appropriate support and protection from reprisal;
- regularly checking the Discloser's well-being, where warranted;
- providing information to the Discloser about Council's Employee Assistance Program; and

- liaising with the officers responsible for workplace health and safety if the Discloser's health becomes a concern;

Where a reprisal is alleged or suspected of occurring, the PID Coordinator will:

- attend to the Discloser's safety and wellbeing and/or that of any other affected parties as a matter of priority;
- take all practical steps to minimise the possibility of reprisal by reviewing the risk assessment and protective measures provided to the Discloser; and
- manage any allegation of reprisal as a PID in its own right.

The PID Coordinator will advise the Discloser when all organised support arrangements have been completed, although the obligation to provide protection from reprisal and maintain confidentiality about PID matters continues after the investigation is closed. The PID Coordinator may continue to monitor the Discloser's welfare (in association with the relevant manager) for an additional period after the PID has been finalised.

DISCLOSURES MADE ABOUT AN INDIVIDUAL

All people involved in PIDs (i.e. the Discloser or Subject Officer) will be offered an appropriate level of support and case management. Action will be taken to ensure, where possible, that people's identities and the details of the disclosure remain confidential.

Subject Officers who have had a PID made against them are assumed to be innocent of any adverse allegation until there is evidence to the required standard of proof to show otherwise. The rules of natural justice and procedural fairness apply to any Subject Officer under investigation in respect to an allegation made against them. In such instances, and through the PID Coordinator, the Subject Officer has the right to:

- know the substance of the allegations if a decision is going to be made about their conduct;
- have a reasonable opportunity to put their case forward (whether in writing, at a hearing or otherwise) and have a decision maker act fairly and without bias.

Providing natural justice does not mean that the Subject Officer should be advised of the allegation as soon as it is received. The Subject Officer need not be told about an allegation if it is:

- misleading;
- has no substance; and/or
- Council does not intend to act on the allegation.

Persons against whom an allegation has been made should be reassured by the PID Coordinator that the PID will be assessed impartially, objectively and reasonably and that it is only an allegation until any evidence collected proves otherwise. They should be provided with information of their rights, and the progress and outcomes of any investigation undertaken.

Council personnel who are the subject of an allegation may seek assistance from their legal or union representative, a support person or the services of Council's Employee Assistance Program for advice and counselling.

Protection exists for those against whom an intentionally false PID is made. It is an offence under section 66 of the PID Act, punishable by up to two years imprisonment, to intentionally make a false or misleading statement intending for it to be acted upon as a PID. Making a false and misleading disclosure may also result in a disciplinary action against Council-employed Disclosers.

Any substantiated allegations of adverse treatment of a Discloser or Subject Officer by other Council personnel may also result in disciplinary action being taken.

It is the responsibility of the PID Coordinator to provide feedback to the Discloser (both Council personnel and a Discloser who is not a public officer) about the progress and the outcome of PIDs.

Any apparent conflict between disclosure and confidentiality will be risk-managed by Council through a clear focus on the prevention of fraud, wrongdoing and unethical behaviour.

MANAGING REPRISALS

Council has a duty of care to support and protect Council personnel and any other person making a PID, from negative action including reprisals that occur as a result of disclosure. Reprisals will not be tolerated by Council.

In the event of a reprisal being alleged or suspected, Council will act in the interests of the Discloser by:

- attending to the safety of the Discloser or affected third parties as a matter of priority;
- reviewing the risk assessment of reprisal and any protective measures needed; and
- managing any allegation of a reprisal as a public interest disclosure in its own right.

Any Council personnel found to have engaged in reprisals will be the subject of disciplinary action. Criminal action may be taken with respect to reprisal and in accordance with *Public Interest Disclosure Act 2010* substantial fines and/or terms of imprisonment may apply.

Council personnel who have made a public interest disclosure are not exempt from reasonable management action. Reasonable management action can still be taken providing the manager's reasons for taking action do not include the fact the person has made a public interest disclosure.

REPORTING RESPONSIBILITIES

The PID Coordinator is responsible for recording and reporting information regarding PIDs received by Council. The PID Coordinator will maintain a record of each PID which will include:

- the name of the person making the PID (if known);
- the subject of the PID;
- any action taken on the PID;

- any other information needed to comply with the reporting requirements of the Queensland Ombudsman, including:
 - a. the date the disclosure was received, and who it was received from;
 - b. the gender and status of the Discloser (i.e. Council personnel, staff from another entity, member of the public, anonymous);
 - c. the gender and status of the Subject Officer (Council personnel, non-staff member);
 - d. the relationship between the Discloser and the Subject Officer;
 - e. a summary of the allegation/information received;
 - f. any involvement of an external agency/party;
 - g. the action taken to minimize the risk of reprisal;
 - h. the date the inquiry/investigation commenced and was completed;
 - i. the outcome of the assessment, inquiry/investigation;
 - j. the date the PID was resolved or closed;
 - k. when the outcome was advised to the Discloser, and where required, the Subject Officer;
 - l. if no action was taken, the reason for the decision; and
 - m. any other legal processes associated with the disclosure.

RECORD KEEPING RESPONSIBILITIES

All documentation relating to a PID will be stored in a confidential file in Council's central recordkeeping system with appropriate levels of security attached. Responsibility for creating records and for fulfilling Council's reporting obligations rests with Council's PID Coordinator.

Council officers are required to adhere to confidentiality provisions of the *Information Privacy Act 2009* and Council's *Information Privacy Policy*.

In accordance with its obligations under the *PID Act* and the *Public Records Act 2002*, IRC will ensure that:

- accurate data is collected about the receipt and management of PIDs; and
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

EVALUATION AND REVIEW

Upon conclusion of any PID investigation the Governance department may consult internally to assess whether any changes are required to policies, procedures or process. The PID Coordinator will report to the Chief Executive Officer any recommendations for change if appropriate.

FURTHER INFORMATION AND ADVICE

Internal - Governance & Corporate Services Department

Enquiries: Monday – Friday from 8.30 am to 5.00 pm

Phone: (07) 4846 3527

External - Queensland Ombudsman Advisory Service

The Queensland Ombudsman has been allocated responsibility for providing advice and guidance to public sector entities and officials to meet their responsibilities created from the *Public Sector Ethics Act 1994* and the *Public Interest Disclosure Act 2010*.

Enquiries: Monday – Friday from 8.30 am to 5.00 pm

Phone: 1800 068 908

Email: pidadmin@ombudsman.qld.gov.au

Ethics in the Queensland Public Sector

The following guidelines for Public Interest Disclosures and fact sheets on PIDs are available free from <https://www.ombudsman.qld.gov.au>

- [Thinking about blowing the whistle?](#) (A guide for individuals working in the public sector)
- [Has one of your staff blown the whistle?](#) (A guide for managers and supervisors)
- [Managing a public interest disclosure program](#) (A guide for public sector organisations)

REFERENCES AND RELATED DOCUMENTS

- *Public Interest Disclosure Act 2010*
- *Crime and Corruption Act 2001*
- *Public Sector Ethics Act 1994*
- *Information Privacy Act 2009*
- *Public Records Act 2002*
- *Work Health and Safety Act 2011*
- *Human Rights Act 2019*
- Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program
- Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures
- Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting

DOCUMENT ID/NAME

ID	NAME
GOV-POL-054	Public Interest Disclosure Policy
CGFS-037	Information Privacy Policy
CORP-POL-076	Fraud and Corruption Control Policy
CORP-POL-079	Code of Conduct
CGFS-117	Administrative Action Complaints Policy
PECS-034	Complaints Management Process Policy
PRO-030	Complaints Management Process Procedure
CORP-PRO-093	Information Privacy Complaints Procedure
CORP-FRM-190	Public Interest Disclosure Assessment Form
CORP-FRM-290	Public Interest Disclosure Risk Assessment Form