

# Public Interest Disclosure Policy



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Record number	D19/41706
Responsible Manager	Manager Organisational Development
Other key internal stakeholders	Chief Executive Officer Director Community and Cultural Development Director Organisational Services & Excellence Director Assets and Environment
Last reviewed	2019
Adoption reference	Council
Resolution number	203
Previous review dates	NA
Legal requirement	The Public Interest Disclosure Act 2018 requires that proper procedures are in place for making and dealing with public interest Disclosures and by providing protection for persons making such Disclosures.
Due date next review	2022

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## PURPOSE

The City of Tea Tree Gully is committed to upholding the principles of transparency and accountability in our administrative and management practices and we encourage the making of Disclosures that reveal public interest information.

The purpose of this Policy is to ensure that we:

- properly fulfil our responsibilities under the *Public Interest Disclosure Act 2018*
- encourage and facilitate Disclosures of public interest information in accordance with the objects and requirements of the *Public Interest Disclosures (PID) Act 2018*
- ensure there is appropriate oversight of public interest Disclosures about corruption, misconduct and maladministration in public administration
- provide appropriate protection for those who make Disclosures in accordance with the Act
- acknowledge the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

This Policy applies to appropriate Disclosures of public interest information that are made in accordance with the PID Act by Public Officers including Council members, officers, contractors and employees, and by members of the public, and is intended to complement the reporting framework under the ICAC Act.

## POLICY

We are committed to:

- referring, as necessary, appropriate Disclosures to another Relevant Authority
- where the Disclosure relates to Corruption, or serious or systemic Misconduct or Maladministration in public administration, reporting the Disclosure directly to the Office of Public Integrity (OPI) in accordance with the requirements of the Independent Commissioner Against Corruption (ICAC) Act and the ICAC Directions and Guidelines
- otherwise facilitating the investigation of appropriate Disclosures in a manner that promotes fair and objective treatment of those involved
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.

## Confidentiality of an Informant's Identity

The identity of an Informant will be maintained as confidential in accordance with the PID Act.

A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:

- the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is then divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person
- the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI
- doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation); or

- the Informant consents to his/her identity being disclosed.

The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure the Council should be mindful of the prohibition against victimisation in the PID Act.

An Informant may wish to remain anonymous, but in that event must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

## Disclosure process

Disclosures will be handled in accordance with the Public Interest Disclosure Procedure.

Nothing in this Policy prevents a person from making a disclosure to an external Relevant Authority (i.e. the Ombudsman or the OPI). This is a choice to be made by the Informant at his/her discretion. We recommend an Informant have regard to the factors at Clause 6.2 of the Public Interest Disclosure Procedure when deciding where to direct a Disclosure.

A Disclosure may be made to one of our designated Responsible Officers in person, by telephone or in writing. The relevant contact details are:

Julie Short	8397 7269
Ryan McMahon	8397 7297
Ilona Cooper	8397 7310

Email: [pid@cttg.sa.gov.au](mailto:pid@cttg.sa.gov.au)

Address:

Confidential Public Interest Disclosure  
PO Box 571, Modbury, South Australia, 5092.

## Role of the Responsible Officer

A person designated as a Responsible Officer for the Council **must:**

- receive appropriate Disclosures relating to the Council and ensure compliance with the PID Act, and the Public Interest Disclosure Procedure, in relation to any such Disclosures
- make appropriate recommendations to the Principal Officer of the Council in relation to dealing with Disclosures, including any suggested changes to this Policy or the Public Interest Disclosure Procedure
- provide advice to officers and employees of the Council in relation to the administration of the PID Act
- complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations
- deal with Disclosures in accordance with the Public Interest Disclosure Procedure.

Responsible Officers may also carry out any other functions relating to the PID Act.

In making any determination or taking any action under this Policy or pursuant to the Public Interest Disclosure Procedure, the Responsible Officer:

- may seek legal advice from our lawyers and/or guidance from SAPOL or the Ombudsman in relation to the most appropriate course of action to pursue
- is authorised to incur costs in accordance with budgets for that purpose.

The Responsible Officer will liaise as required with the Informant and any Independent Assessor in relation to any investigation process undertaken (in accordance with the Public Interest Disclosure Procedure), and will ensure that the Informant is provided with support and protection as necessary and appropriate in the circumstances of the Disclosure.

## Information to Elected Members

As a matter of discretion, the CEO may inform the elected members, on a confidential basis, of the fact that an investigation of a Disclosure took place and the outcome of the investigation.

Factors the CEO will take into account in determining whether to inform the elected members and the level of detail provided in doing so are to include:

- if known, the identity of the Informant, and whether the Informant has consented to his/her identity being divulged
- if applicable, the identity of any person the subject of the Disclosure
- the impact (if any) of the investigation upon the Council's achievement of its objectives under its Strategic Plan and/or policies; and
- the operational/budgetary impact of any action taken to finalise the matter.

In the event the Disclosure and/or any subsequent investigation process is confined to issues that impact only upon our employees and human resource processes, the CEO will not inform the elected members of the fact of the Disclosure and/or investigation (since these matters fall outside the roles and responsibilities of elected members under the *Local Government Act 1999*), unless there is likely to be a significant impact on the City of Tea Tree Gully's reputation.

## Protection for the Informant

In accordance with the PID Act, an Informant who makes an appropriate Disclosure is protected by:

- immunity from criminal or civil liability in relation to that Disclosure
- a prohibition on Disclosure of his/her identity
- a prohibition against Victimisation
- a prohibition against hindering, obstructing or preventing an Informant from making an appropriate disclosure.

The PID Act does not provide any protection to people who knowingly make Disclosures that are false or misleading in a material particular (whether by reason of the inclusion or omission of a particular). A person who knowingly makes a Disclosure that is false or misleading in a material particular is guilty of an offence and may be prosecuted.

A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.

We may take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation. Such action may include acting in accordance with the risk minimisation steps set out in the Public Interest Disclosure Procedure and/or referring the matter to the SA Police.

Any Council member, employee or officer of the Council who:

- knowingly makes a Disclosure that is false or misleading in a material particular; or
- commits an act of Victimisation in relation to an Informant; or
- acts otherwise than in accordance with this Policy or the Public Interest Disclosure Procedure (including with respect to divulging the identity of an Informant) in relation to a Disclosure

may also face disciplinary action by the Council or the Chief Executive Officer (as appropriate).

## LEGISLATIVE FRAMEWORK

The following legislation applies to this policy:

- Public Interest Disclosure Act 2018
- Public Interest Disclosure Regulations 2019
- Independent Commissioner Against Corruption Act 2012

Reference to other Acts:

- Local Government Act 1999
- Criminal Law Consolidation Act 1935, Part 5, in relation to offences of dishonesty committed by a Public Officer or former Public Officer
- Criminal Law Consolidation Act 1935 Part 7, Division 4 in relation to offences relating to Public Officers

## Other references

Council documents including:

- [Fraud and Corruption Prevention Policy](#)
- Employee Conduct Policy
- [Code of Conduct for Council Members](#)
- [Internal Review of Council Decisions Policy](#)
- Public Interest Disclosure Procedure (D19/45334)

External document including:

- [ICAC Directions and Guidelines for Public Officers](#)
- ICAC [Public Interest Disclosure Guidelines](#)

This policy is based on a model policy developed by the Local Government Association.

## DEFINITIONS

For the purposes of this Policy, the following definitions apply:

## CEO

means Chief Executive Officer of the Council. The CEO is the Principal Officer for the purpose of the Public Interest Disclosure Act.

## Commissioner

means the person holding or acting in the office of the Independent Commissioner Against Corruption.

## Corruption in public administration

is defined in section 5(1) of the ICAC Act and means:

- an offence against Part 7 Division 4 (Offences relating to Public Officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:
  - (i) bribery or corruption of Public Officers
  - (ii) threats or reprisals against Public Officers
  - (iii) abuse of public office
  - (iv) demanding or requiring benefit on the basis of public office
  - (v) offences relating to appointment to public office
- an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence
- an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence
- any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a Public Officer while acting in his or her capacity as a Public Officer or by a former Public Officer and related to his or her former capacity as a Public Officer, or by a person before becoming a Public Officer and related to his or her capacity as a Public Officer, or an attempt to commit such an offence
- any of the following in relation to an offence referred to in a preceding paragraph:
  - (i) aiding, abetting, counselling or procuring the commission of the offence
  - (ii) inducing, whether by threats or promises or otherwise, the commission of the offence
  - (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence
  - (iv) conspiring with others to effect the commission of the offence.

## Council

means City of Tea Tree Gully.

## Detriment

includes:

- injury, harm (including psychological harm), damage (including damage to reputation) or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to a person's employment and/or
- threats of reprisal (which may be express or implied, and/or conditional or unconditional).

## Directions and Guidelines

is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner's website ([www.icac.sa.gov.au](http://www.icac.sa.gov.au)).

## Disclosure

means an appropriate Disclosure of public interest information made by an Informant to a Relevant Authority.

A person makes an **appropriate Disclosure of environmental and health information** if:

- the person:
  - (i) believes on reasonable grounds that the information is true; or
  - (ii) is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated, and
  - (iii) the Disclosure is made to a Relevant Authority

A person makes an **appropriate Disclosure of public administration information** if:

- the person:
  - (i) is a Public Officer
  - (ii) reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and
  - (III) the Disclosure is made to a Relevant Authority.

## Employee

refers to all our employees, whether they are working in a full-time, part-time or casual capacity.

## Environmental and health information

means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

## Fraud

includes an intentional dishonest act or omission done with the purpose of deceiving.

## ICAC Act

is the *Independent Commissioner Against Corruption Act 2012*.

## Independent Assessor

means the person designated by the Responsible Officer as being responsible for investigating a Disclosure made to the Council in accordance with the Public Interest Disclosure Procedure.

## Informant

means a person who makes an appropriate Disclosure of public interest information to a Relevant Authority.

## Maladministration in public administration

is defined in section 5(4) of the ICAC Act and means:

- conduct of a Public Officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or
- conduct of a Public Officer involving substantial mismanagement in or in relation to the performance of official functions; and
- (i) includes conduct resulting from impropriety, incompetence or negligence; and

- (ii) is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.

**Misconduct in public administration** is defined in section 5(3) of the ICAC Act and means:

- contravention of a code of conduct by a Public Officer while acting in his or her capacity as a Public Officer that constitutes a ground for disciplinary action against the officer; or
- other misconduct of a Public Officer while acting in his or her capacity as a Public Officer.

**Office for Public Integrity (OPI)** is the office established under the ICAC Act that has the function to:

- receive and assess complaints about public administration from members of the public
- receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and Public Officers
- refer complaints and reports to inquiry agencies, public authorities and Public Officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated
- give directions or guidance to public authorities in circumstances approved by the Commissioner
- perform other functions assigned to the Office by the Commissioner.

### **Public administration**

defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

### **Public administration information**

means information that raises a potential issue of corruption, misconduct or maladministration in public administration.

### **Public interest information**

means environmental or health information, or public administration information.

### **PID Act**

means the *Public Interest Disclosure Act 2018*.

### **Principal Officer**

for the purposes of the PID Act means the Chief Executive Officer of the Council.

### **Public Officer**

has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:

- a Council member
- an employee or officer of the City of Tea Tree Gully
- a person performing contract work for the City of Tea Tree Gully

### **Relevant Authority**

means the person or entity that receives an appropriate Disclosure of public interest information in accordance with the PID Act, as set out in Attachment 1 to this Policy.



### Responsible Officer

is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Council as Responsible Officer under section 12 of the PID Act.

### Victimisation

occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate Disclosure of public interest information.

## POLICY IMPLEMENTATION

This Policy will be implemented by the CEO or relevant Portfolio Director and managed in accordance with Council's scheme of delegations.

## ACCESSIBILITY

This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: [www.cttg.sa.gov.au](http://www.cttg.sa.gov.au)

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges Register at Council's Civic Centre at 571 Montague Road, Modbury SA 5092.

## Appendix 1 Relevant Authorities

Where the information relates to...	The Relevant Authority is...
<p>a Public Officer*</p> <p>*as defined and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes members, officers, employees and those undertaking contract work for local government bodies</p>	<p>either:</p> <ul style="list-style-type: none"> <li>the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the Public Officer; or</li> <li>the person who is in fact responsible for the management or supervision of the public officer; or</li> <li>the relevant Responsible Officer (as designated by the Council in accordance with section 12 of the PID Act)</li> </ul>
a public sector agency or public sector employee	<p>either:</p> <ul style="list-style-type: none"> <li>the Commissioner for Public Sector Employment; or</li> <li>the responsible officer for the relevant public sector agency</li> </ul>
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class <sup>1</sup>	an authority declared by the regulations to be a relevant authority in relation to such information

<sup>1</sup> at this stage, no prescribed persons or classes have been identified

<b>Where the information relates to...</b>	<b>The Relevant Authority is...</b>
<p>public interest information - being:</p> <ul style="list-style-type: none"> <li>• environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or</li> <li>• public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)</li> </ul>	<ul style="list-style-type: none"> <li>• the OPI;</li> <li>• a Minister of the Crown; or</li> <li>• any other prescribed person or person of a prescribed class</li> </ul>