

Policy History

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Policy Purpose

All agencies in NSW are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022 (PID Act)*.

At Griffith City Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Griffith City Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with Griffith City Council's Code of Conduct, Complaints Management Policy, Fraud and Corruption Policy, Council's Internal Dispute and Grievance Resolution Policy and Workplace Bullying Policy.

Accessibility of this Policy

This policy is available on Griffith City Council's publicly available website as well as on the staff intranet and in Content Manager. A copy of the policy is also provided to all staff of Griffith City Council on their commencement. A hard copy of the policy can be requested from Council's Governance department.

Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency (Council staff and Councillors)
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor, volunteer or Committee member
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (MP), including a Minister
- a person employed under the Members of Parliament Staff Act 2013.

The General Manager, Disclosure Coordinator, and other nominated Disclosure Officers and managers within Griffith City Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities.

Other public officials who work in and for the public sector, but do not work for Griffith City Council may use this policy if they want information on who they can report wrongdoing to within Griffith City Council.

Who does this policy not apply to?

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- people, such as contractors, who provide services to an agency. For example, employees of a company that sold computer software to an agency.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).



However, you can still make a complaint to Griffith City Council through Council's Code of Conduct Policy (GOV-CP-404) or Council's Complaints Management Policy (GOV-CP-601).

You can make a complaint directly to the General Manager as follows:

General Manager
Griffith City Council
1 Benerembah St
Griffith NSW 2680
Ph: (02) 6962 8123

Compliance with the PID Act 2022

This policy has been prepared in accordance with the Public Interest Disclosures Act 2022 and has been based on the PID Model Policy. Under section 42 of the PID Act, all agencies must have a PID policy having regard to the Ombudsman's guidelines.

This policy will be reviewed a minimum of once per Council term (4 years). Council policies are presented to Council for adoption and are placed on public exhibition for a minimum period of 28 days.

The Director of Economic and Organisational Development is responsible for monitoring this policy and can be contacted to discuss issues in relation to this policy.

What is contained in this policy?

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Griffith City Council under the PID Act
- the names and contact details for the nominated Disclosure Officers in Griffith City Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Griffith City Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Griffith City Council procedures for dealing with disclosures
- Griffith City Council procedures for managing the risk of detrimental action and reporting detrimental action
- Griffith City Council record-keeping and reporting requirements
- how Griffith City Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated Disclosure Officer within Griffith City Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au, or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

1. How to make a report of serious wrongdoing

(a) Reports, complaints and grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID.

If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Code of Conduct policy and other Council policies if applicable.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

Council officials are encouraged to report all wrongdoing and misconduct, not only reports of serious wrongdoing as defined under the PID Act. Council will deal with these appropriately even if they are not a PID. It is important to note that a complaint or grievance may also be a PID.

(b) When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

1. Voluntary PID: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. Mandatory PID: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. Witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

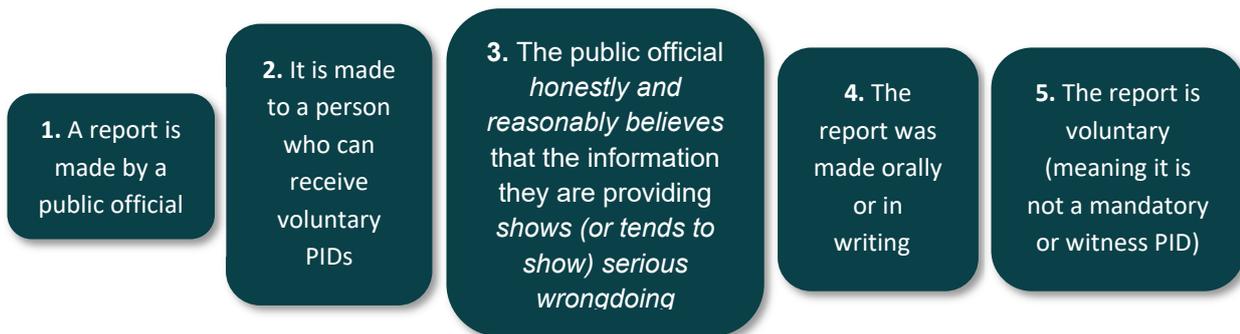
This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and ‘whistleblowing’.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You do have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated Disclosure Officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman.

Further information on rights to internal review and conciliation is found in section 7 of this policy.

(c) Who can make a voluntary PID?

Any public official can make a voluntary PID — see ‘Who this policy applies to’. You are a public official if:

- you are employed by Griffith City Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Griffith City Council, or

- you work for an entity (such as a non-government organisation) who is contracted by Griffith City Council to provide services or exercise functions on behalf of Griffith City Council — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

(d) What is serious wrongdoing?

Reports must be of one or more of the following categories of serious wrongdoing to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* — such as a public official accepting a bribe
- *serious maladministration* — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* — such as unlawfully accessing a person’s personal information on an agency’s database
- *a serious and substantial waste of public money* — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

For more information on this section, refer to the Ombudsman’s Guideline “What is serious wrongdoing?”

When you make your report, you do not need to state to Griffith City Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

(e) Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain public officials.

Making a report to a public official who works for Griffith City Council

You can make a report inside Griffith City Council to:

- The General Manager
- The Disclosure Coordinator
- A Disclosure Officer for Griffith City Council — a list of Disclosure Officers for Griffith City Council and their contact details can be found at Annexure A of this policy

- your Manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one Manager. Your Manager will make sure that the report is communicated to a Disclosure Officer on your behalf or may accompany you while you make the report to a Disclosure Officer.

Making a report to a recipient outside of Griffith City Council

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the head of another agency — this means the head of any public service agency
- an integrity agency — a list of integrity agencies is located at Annexure B of this policy
- a Disclosure Officer for another agency — ways to contact Disclosure Officers for other agencies is located in an agency's PID policy which can be found on their public website
- a Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of Griffith City Council, it is possible that your disclosure will be referred back to Griffith City Council so that appropriate action can be taken.

Making a report to a Member of Parliament or journalist

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Griffith City Council:
 - notification that Griffith City Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
 - the following information at the end of the investigation period:
 - notice of Griffith City Council decision to investigate the serious wrongdoing
 - a description of the results of an investigation into the serious wrongdoing
 - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or

- after 12 months if you applied for an internal review of the agency’s decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

(f) What form should a voluntary PID take?

You can make a voluntary PID:

- in writing — this could be an email or letter to a person who can receive voluntary PIDs.
- orally — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- anonymously — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for Griffith City Council to investigate the matter(s) you have disclosed if we cannot contact you for further information.

(g) What should I include in my report?

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting
- how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

(h) What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Griffith City Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency’s policies for dealing with reports, allegations or complaints.

(i) Deeming that a report is a voluntary PID

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

(j) Who can I talk to if I have questions or concerns?

General Manager	Brett Stonestreet
Director Economic & Organisational Development	Shireen Donaldson
Director Business, Cultural, Financial Services	Steve Saffioti
Director Sustainable Development	Bruce Gibbs
Director Infrastructure and Operations	Phil King
Director Utilities	Graham Gordon
Governance Manager	Leanne Austin

2. Protections

(a) How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

Protection from detrimental action

- A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has

been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.

- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

Immunity from civil and criminal liability

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

Confidentiality

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

Protection from liability for own past conduct

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

(b) Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- A **mandatory** PID: This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- A **witness** PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> • breaching a duty of secrecy or confidentiality, or • breaching another restriction on disclosure. 	✓	✓

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Griffith City Council’s General Manager, Disclosure Coordinator or Disclosure Officers, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

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

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, you may contact the NSW Ombudsman – refer to Appendix B.

4. General support

Griffith City Council will make sure that people who have made a report are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

Council will allocate to the maker of the report a person who will be their key contact person and who will take steps to protect their interests, if they are at risk of detrimental action.

Council will link the person who has made the report to wellbeing support through the Employee Assistance Program if required.

The General Manager or Disclosure Coordinator are to be notified if a person who has made the report is suffering any detrimental action as a result of disclosing wrongdoing.

For enquiries about the PID Act and reporting generally refer to the NSW Ombudsman at www.ombo.nsw.gov.au

5. Roles and responsibilities of Griffith City Council employees

Certain people within Griffith City Council have responsibilities under the PID Act.

(a) The General Manager is responsible for:

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures
- ensuring Griffith City Council complies with this policy and the PID Act
- ensuring that Griffith City Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with yearly reporting obligations to the NSW Ombudsman.

(b) The Disclosure Coordinator is responsible for:

- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures
- ensuring Griffith City Council complies with this policy and the PID Act
- ensuring that Griffith City Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with yearly reporting obligations to the NSW Ombudsman.

(c) Disclosure Officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensuring that any oral reports that have been received are recorded in writing.

(d) Managers are responsible for:

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a Disclosure Officer.

(e) All employees must:

- report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Griffith City Council.
- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

6. How we will deal with voluntary PIDs

(a) How Griffith City Council will acknowledge that we have received a report and keep the person who made it informed

When a Disclosure Officer at Griffith City Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment that the report has been received. This acknowledgement will:
 - state that the report will be assessed to identify whether it is a PID
 - state that the PID Act applies to how Griffith City Council deals with the report
 - provide clear information on how you can access this PID policy
 - provide you with details of a contact person and available supports.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
 - that we are investigating the serious wrongdoing
 - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
 - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
 - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:

- a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
 - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
- Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
 - If you have made an anonymous report, in many cases we may not be able to provide this information to you.
 - Council will engage with the maker of the report to establish whether they are at risk of detrimental action, whether they need support networks to be put in place and how this will be assessed on an ongoing basis.

(b) How Griffith City Council will deal with voluntary PIDs

Once a report that may be a voluntary PID is received Griffith City Council will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

Council officials who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

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

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

After a decision is made about how your report will be dealt with, you will be given:

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

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

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

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

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

Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our relevant internal complaints or grievance handling process or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a Disclosure Officer, request an internal review or request that the matter be conciliated. Griffith City Council can, but does not have to, request the NSW Ombudsman to conciliate the matter.

Cease dealing with report as voluntary PID

Griffith City Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

Council will advise the maker of a voluntary PID of the reasons why it has ceased dealing with the report as a voluntary PID.

The PID Act states that agencies must provide reasons to the maker of a purported PID if the agency has ceased dealing with the report as a voluntary PID. A purported PID is one that is made to one of the recipients of voluntary PIDs set out in the PID Act, and it is not a witness or mandatory PID and the maker has stated it is a voluntary PID.

Where the report is a voluntary PID

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious

wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.

- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the Independent Commission Against Corruption Act 1988.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.
- Council may appoint an external investigator to investigate a report. In this instance, Council's appointed Disclosure Coordinator will continue to maintain contact with the maker of the report.

(c) How Griffith City Council will protect the confidentiality of the maker of a voluntary PID

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or we reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete

confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified.

We will do this by:

- Limiting the number of people who are aware of the maker's identity or information that could identify them.
- If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so.
- Ensuring that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential.
- Ensuring that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker.
- Undertaking an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation.

We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, Griffith City Council will:

- advise the person whose identity may become known
- implement strategies to minimise the risk of detrimental action
- provide additional supports to the person who has made the PID
- remind persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

(d) How Griffith City Council will assess and minimise the risk of detrimental action

Griffith City Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

Griffith City Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Griffith City Council will take steps to assess and minimise the risk of detrimental action by:

- explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- providing details of the unit/role that will be responsible for undertaking a risk assessment

- explaining the approvals for risk assessment and the risk management plan, that is, rank or role of the person who has final approval
- explaining how Council will communicate with the maker to identify risks
- listing the protections that will be offered, that is, Council will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation
- outlining what supports will be provided.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

(e) How Griffith City Council will deal with allegations of a detrimental action offence

If Griffith City Council becomes aware of an allegation that a detrimental action offence has occurred or may occur, we will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

Allegations of a detrimental action offence should be disclosed to the General Manager or the Disclosure Coordinator.

(f) What Griffith City Council will do if an investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, we will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

The findings of an investigation will be provided to the General Manager and Disclosure Coordinator depending on the complexity of the investigation.

Recommendations in the findings of an investigation will be considered and addressed. The General Manager will be responsible for ensuring corrective action takes place.

The maker of the report will be notified of the proposed or recommended corrective action.

7. Review and dispute resolution

(a) Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by Griffith City Council:

- that Griffith City Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Griffith City Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Griffith City Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Griffith City Council's decision. The application should state the reasons why you consider Griffith City Council's decision should not have been made. You may also submit any other relevant material with your application.

Applications for internal review should be sent to the General Manager.

(b) Voluntary dispute resolution

If a dispute arises between Griffith City Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Griffith City Council and the maker of the report are willing to resolve the dispute.

8. Other agency obligations

(a) Record-keeping requirements

We must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Griffith City Council complies with its obligations under the State Records Act 1998.

(b) Reporting of voluntary PIDs and Council's Annual Return to the Ombudsman

Each year we provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Griffith City Council during each return period (yearly with the start date being 1 July)
- action taken by Griffith City Council to deal with voluntary PIDs during the return period
- how Griffith City Council promoted a culture in the workplace where PIDs are encouraged.

The Annual Return is prepared by Council's Governance Manager. Information is stored in a secure container in Content Manager.

(c) How Griffith City Council will ensure compliance with the PID Act and this policy

Council's General Manager will be responsible for monitoring the effectiveness of Council's PID policy and compliance with the PID Act. Council's Internal Auditor will be engaged to perform regular audits and reporting to ensure Council is complying with the requirements of the PID Act.

Directorate

Economic & Organisational Development

Annexure A

List of Disclosure Officers/Managers that can receive PID Reports

Surname	First Name	Position Name	Dept Name	Dir.	Contact Details
Wholohan	Raymond	Art Gallery Coordinator	Art Gallery	BCF	Ray.Wholohan@griffith.nsw.gov.au T: 6962 8338
Keith	Andrew	Asset Management Coordinator	Assets	BCF	Andrew.Keith@griffith.nsw.gov.au T: 6969 4836
Bugge	Megan	Revenue Team Leader	Financial Services	BCF	Megan.Bugge@griffith.nsw.gov.au T: 6969 4825
Edwards	Vanessa	Finance Manager	Financial Services	BCF	Vanessa.Edwards@griffith.nsw.gov.au T: 6962 8127
Pratt	Leeanne	Financial Accountant	Financial Services	BCF	Leeanne.Pratt@griffith.nsw.gov.au T: 6962 8122
Maxwell	Bernie	Procurement Officer	Financial Services	BCF	Bernie.maxwell@griffith.nsw.gov.au T: 6962 8218
Amados	Joemel	Management Accountant	Financial Services	BCF	Joemel.Amados@griffith.nsw.gov.au T: 6962 8171
Harris	Carissa	Griffith Regional Aquatic Leisure Services Coordinator (Term)	GRALC	BCF	Carissa.Harris@griffith.nsw.gov.au T: 6962 8228
Power	Kristy	Acting Senior Administrator	GRALC	BCF	Kristy.Power@griffith.nsw.gov.au T: 6962 8260
Vacant		Gym Coordinator	GRALC	BCF	
Rice	Timothy	Senior Pool Attendant	GRALC	BCF	Tim.Rice@griffith.nsw.gov.au T: 6962 8228
Skirving	Lynette	Swim School Coordinator	GRALC	BCF	Lynette.Skirving@griffith.nsw.gov.au T: 6962 8228
Tilston	Craig	Griffith Regional Aquatic Centre Manager	GRALC	BCF	Craig.Tilston@griffith.nsw.gov.au T: 6962 8228
Bugno	Anita	Regional Sports Centre Operations Coordinator	GRSC	BCF	Anita.Bugno@griffith.nsw.gov.au T: 6969 4884
Jenkins	Che	Griffith Regional Sports Centre Manager	GRSC	BCF	Che.Jenkins@griffith.nsw.gov.au T: 6962 8178
Cannon	Rina	Library Collections Team Leader	Library	BCF	Rina.Cannon@griffith.nsw.gov.au T: 6962 8300
Vacant		Information Systems Team Leader	Library	BCF	
Delgado	Sharmaine	Library Community Engagement Coordinator	Library	BCF	Sharmaine.Delgado@griffith.nsw.gov.au T: 6962 8274
Robson	Chris	Library Manager	Library	BCF	Chris.Robson@griffith.nsw.gov.au T: 6962 8273
O'Donnell	Jennifer	Griffith Pioneer Park Museum Manager	Pioneer Park Museum	BCF	Jenny.ODonnell@griffith.nsw.gov.au T: 6962 8333
Andreazza	Margaret	Griffith Regional Arts & Museum Manager	Regional Theatre	BCF	Margaret.Andreazza@griffith.nsw.gov.au T: 6962 8469



Surname	First Name	Position Name	Dept Name	Dir.	Contact Details
Armanini	Veronica	Box Office / Front of House Coordinator	Regional Theatre	BCF	Veronica.Armanini@griffith.nsw.gov.au T: 6962 8458
Armanini	Leonie	Administration and Venue Coordinator	Regional Theatre	BCF	Leonie.Armanini@griffith.nsw.gov.au T: 6962 8458
Matkovic	John	Technical Operations Coordinator	Regional Theatre	BCF	John.Matkovic@griffith.nsw.gov.au T: 6962 8454
Canzian	Melissa	Community Development Coordinator	Community Services	EOD	Melissa.Canzian@griffith.nsw.gov.au T: 6969 4858
Sivewright	Karly	Economic Development Coordinator	Economic Development	EOD	Karly.Sivewright@griffith.nsw.gov.au T: 6969 4819
Austin	Leanne	Governance Manager	Governance	EOD	Leanne.Austin@griffith.nsw.gov.au T: 6962 8186 Disclosures Officer
Pattison	Tanya	Communications & Integrated Planning Coordinator	Governance	EOD	Tanya.Pattison@griffith.nsw.gov.au T: 6969 4827
Featherstone	Annie	Workforce Planning Manager	Human Resources	EOD	Annie.Featherstone@griffith.nsw.gov.au T: 6969 4821
Jones	Lauren	Workplace Relations Coordinator	Human Resources	EOD	Lauren.Jones@griffith.nsw.gov.au T: 6962 8117
McCloy	Raymond	Senior WHS & Risk Coordinator	Human Resources	EOD	Ray.mccloy@griffith.nsw.gov.au T: 6969 4804
Vacant		HR & Risk Manager	Human Resources	EOD	
Papalia	Julie	Payroll Manager	Human Resources	EOD	Julie.Papalia@griffith.nsw.gov.au T: 0427 492 160
Roser	Anne	Risk & Insurance Coordinator	Human Resources	EOD	Anne.Roser@griffith.nsw.gov.au T: 6969 4837
Gaze	Michael	Information Technology Manager	Information Services	EOD	Mike.Gaze@griffith.nsw.gov.au T: 6969 4816
Savage	Joanne	Information Manager	Information Services	EOD	Joanne.Savage@griffith.nsw.gov.au T: 6962 8120
Guidolin	Mirella	Tourism Manager	Tourism and Events	EOD	Mirella.Guidolin@griffith.nsw.gov.au T: 6962 8254
McRae	Vicki	Visitor Information Centre Coordinator	Tourism and Events	EOD	Vicki.McRae@griffith.nsw.gov.au T: 6962 8252
Boneham	Philip	Team Leader Cemeteries	Cemetery	IOD	M: 0418 695 683
Croxon	Stephen	Fleet & Depot Manager	Depot	IOD	Steve.Croxon@griffith.nsw.gov.au T: 6962 8289
McGrath	Peter	Biosecurity Officer - Weeds	Parks & Gardens	IOD	Peter.McGrath@griffith.nsw.gov.au T: 6962 3933
Craig	Peter	Parks & Gardens Manager	Parks & Gardens	IOD	Peter.Craig@griffith.nsw.gov.au T: 6962 3933
Irvine	Jemaile	Overseer Parks & Gardens	Parks & Gardens	IOD	Jemaile.Irvine@griffith.nsw.gov.au M: 0407 431 862
Vacant		Team Leader - Sports Grounds	Parks & Gardens	IOD	Michael.Rizzeri@griffith.nsw.gov.au M: 0400 736 980
Romeo	Antonio	Team Leader - Horticulture	Parks & Gardens	IOD	Antonio.Romeo@griffith.nsw.gov.au M: 0427 942 186

Surname	First Name	Position Name	Dept Name	Dir.	Contact Details
Waters	David	Team Leader - Street Trees	Parks & Gardens	IOD	David.Waters@griffith.nsw.gov.au M: 0429367171
Chugha	Manjit	Works Manager - Maintenance	Works - Roads	IOD	Manjit.Chugha@griffith.nsw.gov.au T: 6962 8161
Shrestha	Shree	Works Manager - Construction	Works - Roads	IOD	Shree.Shrestha@griffith.nsw.gov.au T: 6969 4802
Blunden	Michael	Team Leader - Grader Driver	Works - Roads	IOD	*See note below
Catanzariti	Anthony	Team Leader - Traffic Facilities	Works - Roads	IOD	Anthony.Catanzariti@griffith.nsw.gov.au
Spinks	Jason	Truck Driver Team Leader - Tar Patch	Works - Roads	IOD	*See note below
Harrison	Coby	Team Leader - Concreting	Works - Roads	IOD	*See note below
Hillsley	David	Team Leader - Grader Driver	Works - Roads	IOD	*See note below
Lasscock	Luke	Team Leader - Grader Driver	Works - Roads	IOD	*See note below
Lentini	Michael	Works Supervisor	Works - Roads	IOD	Michael.Lentini@griffith.nsw.gov.au T: 6962 8144
Lodding	Garry	Truck Driver Team Leader - Tar Patch	Works - Roads	IOD	*See note below
Lorenz	Michael	Backhoe / Front End Loader - Team Leader	Works - Roads	IOD	*See note below
Pagano	Santo	Backhoe Operator - Team Leader	Works - Roads	IOD	*See note below
Perre	Rocco	Works Supervisor	Works - Roads	IOD	Rocco.Perre@griffith.nsw.gov.au T: 6962 8253
Vacant		Team Leader - Traffic Facilities	Works - Roads	IOD	M:
Sergi	John	Team Leader - Grader Driver	Works - Roads	IOD	*See note below
Taliano	James	Works Coordinator	Works - Roads	IOD	James.Taliano@griffith.nsw.gov.au T: 6962 8293
Vacant		Workshop Team Leader	Workshop	IOD	
Slingsby	Graham	Airport Facility Coordinator	Airport	SD	Graham.Slingsby@griffith.nsw.gov.au T: 6969 4808
Kalteren	Trudy	Customer Services Coordinator	Customer Service	SD	Trudy.Kalteren@griffith.nsw.gov.au T: 6962 8221
Johns	Royce	Building Certification Coordinator	Development Control & Assessment	SD	Royce.Johns@griffith.nsw.gov.au T: 6962 8209
Badenhorst	Petrus	Urban Strategic Des & Major Projects MGR	Urban Design	SD	Peter.Badenhorst@griffith.nsw.gov.au T: 6969 4829
Johns	Vanessa	Environment & Public Health Coordinator	Environment & Health	SD	Vanessa.Johns@griffith.nsw.gov.au T: 6962 8155
Potgieter	Carel	Planning & Environment Manager	Sustainable Development	SD	Carel.Potgieter@griffith.nsw.gov.au T: 6969 4847
Penninga	Karin	Animal Control and Parking Compliance Coordinator	Compliance Services	SD	Karin.Penninga@griffith.nsw.gov.au T: 6969 4859

Surname	First Name	Position Name	Dept Name	Dir.	Contact Details
Donaldson	Shireen	Director Economic & Organisational Development	SMT	SMT	Shireen.Donaldson@griffith.nsw.gov.au T: 6962 8113 M: 0417 451 437 Disclosures Coordinator
Rizzo	Joe	Director - Sustainable Development	SMT	SMT	Joe.Rizzo@griffith.nsw.gov.au T: 6962 8132 M: 0431 762 996
Gordon	Graham	Director - Utilities	SMT	SMT	Graham.Gordon@griffith.nsw.gov.au T: 6962 8137 M: 0419 275 286
King	Phillip	Director - Infrastructure & Operations	SMT	SMT	Phil.King@griffith.nsw.gov.au T: 6962 8131 M: 0421 286 557
Turner	Max	Acting Director BCFS	SMT	SMT	Max.Turner@griffith.nsw.gov.au T:
Stonestreet	Brett	General Manager	SMT	SMT	Brett.Stonestreet@griffith.nsw.gov.au T: 6962 8112 M: 0418 772 023 General Manager
Warren	Leslie	Saleyards Team Leader	Saleyards	UD	Les.Warre@griffith.nsw.gov.au M: 0419 422 551
Balind	Greg	Development and Traffic Coordinator	Survey, Design & Drafting Services	UD	Greg.Balind@griffith.nsw.gov.au T: 6962 8104
Carrozza	Jason	Engineer Design Coordinator	Survey, Design & Drafting Services	UD	Jason.Carrozza@griffith.nsw.gov.au T: 6969 4853
Carrozza	Jason	Engineering Design & Approvals Manager	Survey, Design & Drafting Services	UD	Jason.Carrozza@griffith.nsw.gov.au T: 6969 4853
Chaudhary	Durgananda	Water & Wastewater Manager	Utilities	UD	Durgananda.Chaudhary@griffith.nsw.gov.au T: 6969 4857
Nehme	Nahim	Quality Systems Supervisor	Utilities	UD	Nahim.Nehme@griffith.nsw.gov.au T: 6962 8103
Walsh	Michael	Treatment Plants Coordinator	Utilities	UD	Michael.Walsh@griffith.nsw.gov.au T: 6962 8148
Grant	Cameron	Landfill Overseer	Waste Services	UD	Cameron.Grant@griffith.nsw.gov.au M: 0417 414 874
Catanzariti	Guiseppe	Waste Collection Team Leader	Waste Services	UD	*See note below
Roser	John	Waste Operations Manager	Waste Services	UD	John.Roser@griffith.nsw.gov.au T: 6962 8162
Brown	Brett	Team Leader - Water & Wastewater	Water & Sewerage Services	UD	Brett.Brown@griffith.nsw.gov.au T: 6962 8280
Charles	Joshua	Treatment Plants Team Leader	Water & Sewerage Services	UD	Joshua.Charles@griffith.nsw.gov.au
Cowie	Trevor	Treatment Plant Team Leader	Water & Sewerage Services	UD	Trevor.Cowie@griffith.nsw.gov.au M: 0408 482 155
Crombie	Stephen	Water & Wastewater Coordinator	Water & Sewerage Services	UD	Steve.Crombie@griffith.nsw.gov.au T: 6962 8282
Mott	Stephen	Team Leader - Water & Wastewater	Water & Sewerage Services	UD	Stephen.Mott@griffith.nsw.gov.au T: 6962 8281



*** Officers without contact details displayed can be contacted by calling Customer Service on 1300 176 077 and asking to speak to the relevant officer stating that the matter is confidential.**

Annexure B

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs)	Telephone: 1800 451 524 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au
The Auditor-General	Serious and substantial waste of public money by auditable agencies	Telephone: 02 9275 7100 Writing: GPO Box 12, Sydney NSW 2001 Email: governance@audit.nsw.gov.au
Independent Commission Against Corruption	Corrupt conduct	Telephone: 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au
The Inspector of the Independent Commission Against Corruption	Serious maladministration by the ICAC or the ICAC officers	Telephone: 02 9228 3023 Writing: PO Box 5341, Sydney NSW 2001 Email: oiicac_executive@oiicac.nsw.gov.au
The Law Enforcement Conduct Commission	Serious maladministration by the NSW Police Force or the NSW Crime Commission	Telephone: 02 9321 6700 or 1800 657 079 Writing: GPO Box 3880, Sydney NSW 2001 Email: contactus@lecc.nsw.gov.au
The Inspector of the Law Enforcement Conduct Commission	Serious maladministration by the LECC and LECC officers	Telephone: 02 9228 3023 Writing: GPO Box 5341, Sydney NSW 2001 Email: oilc_executive@oilc.nsw.gov.au
Office of the Local Government	Local government pecuniary interest contraventions	Email: olg@olg.nsw.gov.au
The Privacy Commissioner	Privacy contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au
The Information Commissioner	Government information contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au



Acknowledgement

I acknowledge and confirm I:

- have received a copy of Council's Public Interest Disclosures Policy;
- have read and will comply with the Policy.

Name: _____

Signed: _____

Date: _____