

Title of Policy	SMRC 338 – Public Interest Disclosures (PID) Internal Reporting		
Responsible Department	Governance	Document Register ID	250.2017.338.1
Policy Owner	Manager Corporate Governance	Review Date	23/02/2020
Date of Council Meeting	28 June 2017	Resolution Number	129/17
Legislation, Australian Standards, Code of Practice	NSW Public Interest Disclosures Act 1994 (PID Act) SMRC Code of Conduct		
Aim	<p>The Purpose of the Public Interest Disclosures Act (PID) 1994, is :-</p> <ul style="list-style-type: none"> To encourage and facilitate the disclosure of corrupt conduct, maladministration, serious and substantial waste and government information contravention. To ensure that any public official who wishes to make a disclosure receives legal protection from reprisals, and that the matters raised in any disclosure are properly investigated. <p>This Policy is designed to:-</p> <ul style="list-style-type: none"> Establish an internal reporting system for councillors and staff to report wrongdoing without fear of reprisal. It sets out who can report wrongdoing to in Snowy Monaro Regional Council (SMRC). What can be reported and how reports of wrongdoing will be dealt with by SMRC. Complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise matters of concern at any time with their supervisors, but as an alternative have the option of making a public interest disclosure in accordance with this policy and the <i>Public Interest Disclosures Act 1994 (PID Act)</i>. <p>This policy and associated procedures provides information on the reporting and handling of public interest disclosures. It should be read in conjunction with Council's Code of Conduct and Complaints Handling Policy.</p>		

1 Organisational Commitment

Snowy Monaro Regional Council is totally committed to acting in accordance with the spirit and letter of the PID Act by:-

- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing,
- encouraging individuals to come forward if they are aware of wrongdoing within the council,
- keeping the identity of the person disclosing wrongdoing confidential, wherever possible and appropriate,
- protecting the person from any adverse action resulting from them making a report,

- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it,
- keeping the individual who make reports informed of their progress and the outcome,
- encouraging the report of wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council that is made in accordance with the provisions of the PID Act,
- ensuring managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing,
- providing adequate resources, both financial and human, to:
 - encourage reports of wrongdoing,
 - protect and support those who make them,
 - provide training about how to make reports and the benefits of internal reports to the council and the public interest generally,
 - properly assess and investigate or otherwise deal with allegations,
 - properly manage any workplace issues that allegations identify or that result from a report,
 - appropriately address any identified problems

Councillors and staff are encouraged to report all forms of wrongdoing and SMRC are prepared to fully support any staff member or Councillor who wishes to utilise the Public Interest Disclosures Act to make disclosures within the parameters of the Act.

Peter Beer
Mayor

Peter Bascomb
General Manager

2 Who does this Policy Apply to?

Snowy Monaro Regional Council's Internals Reporting Policy and Procedure will apply to:

- council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for Snowy Monaro Regional Council
- employees of contractors providing services to Snowy Monaro Regional Council
- other people who perform council functions whose conduct and activities could be investigated by an investigating authority, including volunteers

This policy also applies to public officials of another council or public authority who report wrongdoing relating to Snowy Monaro Regional Council.

Related Documents

This policy should be read in conjunction with the following documents:

Documentation

250.2016.339.1	Public Interest Disclosure (PID) Procedure
250.2016.337.1	Public Interest Disclosure (PID) Form

Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.