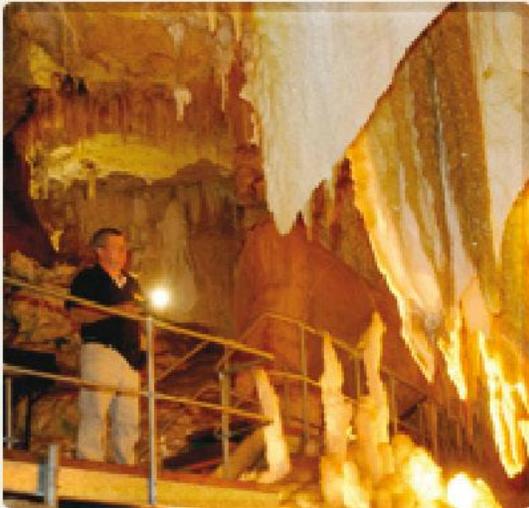




PUBLIC INTEREST DISCLOSURE POLICY



South West Development Commission

www.swdc.wa.gov.au

BACKGROUND.....	1
Definition of a Public Interest Disclosure.....	1
POLICY	1
GUIDELINES.....	2
Responsibility of agencies	2
What is improper conduct to which public interest information must relate?	3
PROCEDURES	4
Designation of Public Interest Disclosure Officer	5
Receiving Public Interest Disclosures	5
Investigating a Public Interest Disclosure	10
Taking action following an investigation.....	14
Protecting disclosers.....	16
Reporting requirements	17
Making information available	18
ATTACHMENTS.....	20
1. Obligations of principal executive officers of public authorities	21
2. Flowchart for receiving and assessing disclosures	22
3. Flowchart for investigating information disclosed.....	23
4. Flowchart for taking action	24
5. Public Interest Disclosure register.....	25
6. Information for staff on making a Public Interest Disclosure	30
7. Useful contacts	36
8. Assessment form for Public Interest Disclosure.....	37
9. Public Interest Disclosure lodgement form.....	45
10. Consent to disclosure of identifying information.....	48
11. Notification of disclosure of identifying information	49
12. Code of conduct and integrity	50

BACKGROUND

The [Public Interest Disclosure Act 2003](#) provides the foundation for increasing accountability and confidence in the public sector.

The Act both facilitates and encourages the disclosure of public interest information, and provides protection for those who make disclosures and for those whom disclosures are made.

The Act is a significant step towards reducing and eliminating corrupt conduct and maladministration in the public sector.

Definition of a Public Interest Disclosure

A public interest disclosure is made when a person discloses to proper authority information that tends to show past, present or proposed future improper conduct by a public body in the exercise of its public functions. Improper conduct comprises:

- an offence against State law;
- a substantial unauthorised or irregular use of public resources;
- a substantial mismanagement of public resources;
- conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment, or
- conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.

POLICY

The South West Development Commission does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the South West Development Commission and its officers, employees and contractors.

The South West Development Commission is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to

enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct.

The South West Development Commission will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The South West Development Commission does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

GUIDELINES

The *Public Interest Disclosure Act 2003* commenced operation on 1 July 2003. The object of the *Act* is to:

- facilitate the disclosure of public interest information;
- provide protection for those who make disclosures; and
- provide protection for those who are the subject of a disclosure.

This is achieved by:

- protecting the person making the disclosure from legal or other action;
- providing for the confidentiality of the identity of the person making the disclosure and a person who is the subject of a disclosure; and
- providing remedies for acts of reprisal and victimisation that occur substantially because the person has made a disclosure.

Responsibility of agencies

Under the *Public Interest Disclosure Act 2003* agencies are responsible for:

- ensuring all employees are made aware of the rights and obligations associated with the *Public Interest Disclosure Act 2003* and internal processes;

- following the guidelines and developing and implementing internal procedures;
- receiving disclosures;
- investigating disclosures;
- taking appropriate action; and
- reporting on disclosures and outcomes.

See also Attachment 1: *Obligations of principal executive officers of public authorities.*

What is improper conduct to which public interest information must relate?

Public interest information must tend to show the involvement of a public body in:

- improper conduct;
- an offence against State law;
- a substantial unauthorised or irregular use of public resources;
- a substantial mismanagement of public resources;
- conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment;
- conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.

A public authority can receive many different types of complaints. These can range from workplace disputes, through harassment, bullying or occupational health concerns, to allegations of improper conduct or corruption. Not all of these disclosures will be of public interest information to which the *Act* will apply. For example, the chart below identifies some of the differences between a grievance to which the *Act* would not apply and a public interest disclosure.

Grievance	Public Interest Disclosure
Aims to resolve a complaint or dispute	Does not aim to resolve a grievance or dispute
Aims to deal with the complaint as close to the source as possible, i.e. to resolve differences directly between the parties concerned	This principle is not relevant to the handling of a public interest disclosure
Usually a dispute between an employee and management, or between two parties	More than a dispute between two parties – relates to a matter of public interest
A complainant generally ‘owns’ the complaint and can withdraw it at any stage	The discloser doesn’t ‘own’ the disclosure once it has been made and cannot withdraw it
Generally can be resolved by agreement between the parties	The aim is not to resolve the issue between two or more parties

PROCEDURES

These internal procedures provide for the manner in which the South West Development Commission will comply with its obligations under the *Public Interest Disclosure Act 2003*. They provide for the manner in which:

- disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer);
- the PID Officer shall investigate the information disclosed, or cause that information to be investigated;
- the PID Officer may take action following the completion of the investigation;
- the PID Officer shall report to the discloser as to the progress and outcome of that investigation and the action taken as a consequence;
- the confidentiality of the discloser, and any person who may be the subject of a public interest disclosure, shall be maintained; and
- records as to public interest disclosures shall be maintained and reporting obligations complied with.

Further information on the following procedures can be found in ***Guidelines for Internal Procedures in Public Authorities*** available at www.publicsector.wa.gov.au.

Designation of Public Interest Disclosure Officer

Under the *Public Interest Disclosure Act 2003* the Chief Executive Officer is required to designate the occupant of a specified position with the Commission as the person responsible for receiving disclosures of public interest information. The person who holds or acts in that specified position is designated as the PID Officer of the South West Development Commission. The specified position for the South West Development Commission is the Chief Finance Officer.

The PID Officer is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the South West Development Commission.

The contact details of the South West Development Commission's PID Officer are as follows:

Chief Finance Officer

South West Development Commission

The person holding or acting in the position of Chief Finance Officer at the commencement of these procedures shall forward a completed PID Officer's Declaration to the Office of the Public Sector Commission as soon as is practicable (Attachment 7).

A copy of the completed PID Officer's Declaration shall be retained on a file to be kept for that purpose.

Receiving Public Interest Disclosures

1. Advice to disclosers

Before a discloser makes a public interest disclosure to a PID Officer, the PID Officer shall advise the discloser of the following matters:

(a) If they choose to make a public interest disclosure they will not as a result:

- incur any civil or criminal liability;
- be liable to any disciplinary action under State law;
- be liable to be dismissed or have his or her services dispensed with or otherwise terminated;
or
- be liable for any breach of a duty of secrecy or confidentiality or any other applicable restriction on disclosure.

(b) If they choose to make a public interest disclosure they may have the right to take civil proceedings if they are subject to detrimental action as a result of making the disclosure.

(c) If they choose to make a public interest disclosure then their identity will not be disclosed except in accordance with the *Act* (disclosure of their identity may be required in the course of the investigation or in taking action in some circumstances).

(d) If they choose to make a public interest disclosure then they will have the right to be informed of the progress and outcome of the investigation and action taken as a result.

(e) If they choose to make a public interest disclosure:

- They are only protected if they believe on reasonable grounds that the information to be disclosed is or may be true.
- They will commit an offence, and lose the protection of the *Act*, if they know the information to be false or misleading in a material particular, or are reckless about whether the information is false or misleading in a material particular.
- They will forfeit the protection given by the *Act* if they disclose the information otherwise than under the *Act* (i.e. if they provide the information to the media or a person who is not a proper authority).

- They will forfeit the protection given by the *Act* if they fail, without reasonable excuse, to assist a person investigating the matter to which the information relates, by supplying any information requested.
- They may commit an offence if they disclose information that might identify or tend to identify anyone as a person in respect of whom a disclosure of public interest information has been made.

(f) The disclosure will only be protected if the PID Officer is the proper authority for receiving that kind of information, as indicated in the following table:

Proper authorities for receiving disclosures of public interest information

When the disclosure relates to...	The proper authority is ...
The sphere of responsibility of a public authority (e.g. matters about the public authority or its officers, or which the public authority has the function of investigating)	The Public Interest Disclosure Officer (PID Officer) of the Public Authority
Offences under State law	A police officer or the Corruption and Crime Commission
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	The PID Officer of the public authority concerned or the Auditor General
Matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman	The PID Officer of the public authority concerned or the Ombudsman
A police officer	The Commissioner of Police or Corruption and Crime Commission
A Member of the Legislative Council	The President of the Legislative Council
A Member of the Legislative Assembly	The Speaker of the Legislative Assembly
A judicial officer	The Chief Justice
A public officer who is not a member of	The PID Officer of the public authority concerned,

Parliament, a Minister, a Judicial Officer or a Commissioned or other officer specified in schedule 1 of the <i>Parliamentary Commissioner Act 1971</i>	the Ombudsman or the Commissioner for Public Sector Standards
A person or a matter of a prescribed class	A person declared by the regulations to be a proper authority

Important Note: In addition, the information disclosed must be public interest information as defined in the *Act*.

Not all proper authorities to which a disclosure may be made will be required or have the power to investigate the information disclosed. In some cases it may be necessary for the discloser or information to be referred to another proper authority with power to investigate the information.

2. Assessing a Public Interest Disclosure

The PID Officer must, on receiving the information confirm that the discloser, after receiving the advice referred to in section 1, wishes to make a public interest disclosure under the *Act*. If they do the PID Officer must make an initial assessment of whether:

- the information disclosed relates to a public authority, a public officer or a public sector contractor;
- the information disclosed relates to the performance of a public function;
- the information disclosed tends to show improper conduct;
- the improper conduct is of the kind for which the PID Officer is the proper authority (see the above table);
- the discloser believes on reasonable grounds that the information is or may be true;
- the information is not protected by legal professional privilege.

If the above questions are all answered 'yes', then the disclosure of information is a public interest disclosure to which the *Act* will apply.

In assessing whether a disclosure is a public interest disclosure, the PID Officer should consider the ***Flowchart for receiving and assessing disclosures*** (Attachment 2), as well as complete Part 1 of the ***Assessment form for Public Interest Disclosure*** (Attachment 8).

3. Form of Public Interest Disclosure

If a disclosure is a public interest disclosure, the discloser and the PID Officer should complete the ***Public Interest Disclosure lodgement form*** (Attachment 9). The PID Officer should also complete Part 1 of the ***Assessment form for Public Interest Disclosures*** (Attachment 8).

On completion of this form, the PID Officer should create a separate file for the Public Interest Disclosure, with the following text clearly marked on the front of the file.

CONFIDENTIAL

The material in this file relates to a public interest disclosure made under the *Public Interest Disclosure Act 2003*. Disclosure of information that might identify or tend to identify either the discloser or a person in respect of whom the disclosure has been made is an offence, unless the disclosure occurs in accordance with the Act. Penalty: \$24,000 or imprisonment for two years.

The making of the public interest disclosure should also be recorded in the Public Interest Disclosure Register, for reporting to the Commissioner for Public Sector Standards.

Investigating a Public Interest Disclosure

1. Determining whether the matter must be investigated

After receiving a disclosure, the PID Officer must consider whether:

- the disclosure relates to the South West Development Commission, its officers or contractors;
- the disclosure relates to a matter or person that the South West Development Commission has a function or power to investigate.

If the answer to both of these questions is 'no', the PID Officer is not required by the *Act* to investigate the matter.

Where the PID Officer considers that he or she lacks sufficient power to effectively investigate the matter, but the information received causes him or her to form the opinion that a public authority, public officer or public sector contractor may have engaged in improper conduct, the PID Officer should refer the matter to another appropriate investigative body. For example, an allegation of an offence supported by cogent evidence may need to be referred by a PID Officer to the Police for investigation.

The PID Officer must also consider whether:

- the matter is trivial;
- the disclosure is vexatious or frivolous;
- there is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the occurrence of the matter;
- the matter is being or has been adequately or properly investigated by another proper authority to which an appropriate disclosure of public interest information has been made under the *Act*.

If the answer to any of these questions is 'yes', the PID Officer is not required by the *Act* to investigate the matter.

The questions to be considered in the initial assessment by the PID Officer are indicated in the ***Flowchart for investigating information disclosed*** (Attachment 3), and Part 1 of the ***Assessment form for Public Interest Disclosures*** (Attachment 8) should be completed.

In assessing whether a public interest disclosure should be investigated, a PID Officer should consider the ***Flowchart for investigating information disclosed*** (Attachment 3) and complete Part 3 of the ***Assessment form for Public Interest Disclosures*** (Attachment 8).

2. Investigating information received in a Public Interest Disclosure

Where the PID Officer determines that the disclosure is a public interest disclosure that should be investigated, the officer must investigate the disclosed matter himself or herself or engage another person to carry out the investigation.

In conducting an investigation the following represents typical investigative processes:

- Drawing up terms of reference, which should clarify the key issues identified by the disclosure.
- Specifying a date by which the investigation should be completed.
- Ensuring the objectives of the investigation include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions objectively and impartially.
- Maintaining procedural fairness for the person who is the subject of the disclosure.
- Giving information to the person who is the subject of a disclosure about their rights and obligations under the *Act*, the Code of Conduct and Integrity that applies to PID Officers, and the South West Development Commission's Code of Conduct, and the law.
- The investigator making contemporaneous notes of discussions and interviews and, where practicable and appropriate, recording discussions and interviews on audio or videotape.
- Ensuring strict security with all investigations, so as to maintain the confidentiality requirements of the *Act*.

If a disclosure is withdrawn, the South West Development Commission may still continue to investigate the issues raised.

3. Maintaining confidentiality in an investigation

The *Act* imposes strict confidentiality requirements in relation to the identity of the discloser and persons in respect of whom a public interest disclosure has been made.

The disclosure of information that might identify or tend to identify these persons, except in accordance with the *Act*, is a serious offence, punishable with a maximum penalty of \$24,000 or two years.

The confidentiality provisions of the *Act* do not apply to all information disclosed in a public interest disclosure, but only to information that might identify or tend to identify the discloser and persons in respect of whom a public interest disclosure has been made.

One of the circumstances in which identifying information may be disclosed is with the consent of the person concerned. It is important that this consent be recorded. The ***Consent to disclosure of identifying information form*** should be used for this purpose (Attachment 10).

Identifying information relating to a discloser may be disclosed without the discloser's consent where:

- it is necessary to do so, having regard to the rules of natural justice; or
- it is necessary to do so to enable the matter to be investigated effectively.

However, before information is disclosed for these reasons the person making the disclosure must take all reasonable steps to inform the person whose identity is to be disclosed:

- that the disclosure is being made; and
- the reasons for the disclosure being made.

This information should be given, where practicable, in the form for ***Notification of disclosure of identifying information*** (Attachment 11).

Where identifying information in relation to a discloser is conveyed to another person for these reasons, the other person should be warned that disclosure of the information to a third person may involve a serious offence.

Identifying information relating to a person in respect of whom a public interest disclosure has been made can be disclosed at the investigation stage where the disclosure:

- is necessary to enable the matter to be investigated effectively;
- there are reasonable grounds to believe that the disclosure of identifying information is necessary to prevent or minimise the risk of injury to any person or damage to any property.

In addition, disclosures made in accordance with section 152 or 153 of the *Corruption and Crime Commission Act* are exempt from these confidentiality requirements.

Particularly where a discloser works for the South West Development Commission, protecting the identity of them is an important part of protecting the discloser from reprisals and victimisation. Careful consideration must be given as to whether the disclosure of information that might identify or tend to identify a discloser is necessary for the effective investigation of the matter or having regard to the rules of natural justice.

Where the PID Officer appoints a third person to conduct an investigation in relation to the public interest disclosure, he or she must consider whether it is necessary to inform the investigator of the identity of the discloser. In some cases it may not be necessary to provide the investigator with the identity of the discloser. Where it is necessary, to enable an effective investigation, or having regard to the rules of natural justice, to provide identifying information to the investigating officer, then the discloser should be notified in the manner described above.

4. Recording the outcome of an investigation

The outcome of an investigation should be clearly and comprehensively recorded. In addition to any investigation report, the person conducting the investigation should complete Part 4 of the ***Assessment form for Public Interest Disclosure*** (Attachment 8).

The result of the investigation should also be recorded in the ***Public Interest Disclosure register*** (Attachment 5). All reporting requirements to the Public Sector Commission required under the *Act* will be based on extracts from this Register.

Taking action following an investigation

1. General

The PID Officer must take action where he or she forms the opinion that a person may be, or has been or may in the future be, involved in improper conduct. Action that may be taken includes:

- preventing the matter to which the disclosure relates from continuing or occurring;
- referring the matter to the Police or other appropriate body, or
- taking disciplinary action against a person responsible for the matter.

Before taking any action, the person against whom the action is to be taken is to be given the opportunity to make written or oral submissions.

In taking that action the PID Officer remains limited by the powers and functions that are conferred by the legislation under which the Officer operates. The *Act* does not give the PID Officer additional powers to take action.

As well as being limited to matters within the functions and powers of the PID Officer, the action to be taken is guided by what is necessary and reasonable.

2. Maintaining confidentiality when taking action

When taking action, the confidentiality of identifying information must be maintained, unless its disclosure is authorised by the *Act*.

The only additional exception, beyond those identified in relation to investigations, is where disclosure of the identity of a person who is the subject of a public interest disclosure is necessary in taking action following the investigation.

3. Recording action taken

In addition to keeping other records, the PID Officer shall complete Part 5 of the **Assessment form for Public Interest Disclosures** (Attachment 8) and record a summary of the action taken in the Public Interest Disclosure Register. All reporting requirements to the Commissioner for Public Sector Standards required under the *Act* will be based on extracts from this Register.

Reporting to a discloser on the progress and outcome of an investigation

Where the PID Officer decides not to investigate information disclosed under the *Act*, or discontinues an investigation, the Officer must give the person who made the disclosure reasons for doing so.

Within three months of the disclosure being made the PID Officer must notify the discloser of the action taken or proposed to be taken in relation to the disclosure.

A discloser may also request a progress report.

If an investigation is not complete, the PID Officer may provide to the discloser a progress report on the current status of the investigation.

If an investigation is complete, the PID Officer must provide a final report to the discloser, stating the outcome of the investigation and the reason for taking action following the investigation.

In providing information and reports to disclosers, the PID Officer must not give information that, in the officer's opinion, would be likely to adversely affect:

- any person's safety;
- the investigation of an offence or possible offence; or
- necessary confidentiality as to the existence or identity of another person who has made a disclosure of public interest information under the *Act*.

Protecting disclosers

1. Victimisation and reprisals

The South West Development Commission will not tolerate any acts of victimisation or reprisal as a result of a person making, or proposing to make, a public interest disclosure.

Any victimisation or reprisals must be reported immediately to the Chief Executive Officer or the PID Officer, who must take immediate action to prevent the continuance of this unlawful conduct.

Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure. Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the South West Development Commission.

2. Confidentiality

The confidentiality requirements in relation to information that might identify or tend to identify a discloser or a person in respect of whom a public interest disclosure has been made must be complied with at all times. As noted above, the disclosure of this identifying information, except in accordance with the *Act*, is an offence.

All files relating to a public interest disclosure, whether paper or electronic, must be secure and accessible only by authorised persons. Files should carry clear warnings that there are penalties for unauthorised divulgence of information concerning a disclosure.

It is strongly recommended that sensitive information is not emailed or faxed to machines with general or shared access.

Public Interest Disclosure Register

The South West Development Commission shall maintain a Public Interest Disclosure Register recording a unique register number and key information for each disclosure. The Office of the Public Sector Commission provides a Register in the form of an Excel spreadsheet on their website www.publicsector.wa.gov.au. Public authorities are encouraged to use this Register to record public interest disclosures. Information required for reporting to the Public Sector Commission can be extracted from the completed register. See also Attachment 5.

In completing the Register it is important to observe the confidentiality obligations under section 16 of the *Act* and to not include any information in the Register that might identify or tend to identify anyone as a person who has made an appropriate disclosure of public interest information or the subject of the disclosure. A breach of confidentiality requirements is an offence punishable with a penalty of \$24,000 or imprisonment for two years.

The South West Development Commission must ensure that the Public Interest Disclosure Register, both in electronic and hardcopy forms, is kept strictly confidential and in a secure place. To assist with confidentiality provisions a password protection function is offered in the Excel spreadsheet provided by the Public Sector Commission.

Reporting requirements

Annual reports will be made to the Public Sector Commission. Information supplied to the Commissioner will be extracted from the Public Interest Disclosure Register.

Chief Executive Officer Report

Under section 23(f) of the *Act*, the South West Development Commission will report annually to the Commissioner for Public Sector on:

- the number of public interest disclosures received over the report period;
- the results of any investigations conducted as a result of the disclosures;
- the action, if any, taken as a result of each investigation;

- Commissioner's Compliance Report.

Commissioner's Compliance Report

Under section 19 and 22 of the *Act*, the Commissioner for Public Sector will monitor compliance with the *Act*, to assist public authorities to comply with the *Act* and the Code and to provide an Annual Report to Parliament.

Under section 27 of the *Act* the Minister will carry out a review of the *Act* in 2006.

To enable the Commissioner and the Minister to meet these obligations South West Development Commission will provide a report each year on compliance with and administration of the *Act* as requested by the Commissioner.

Report format and submission

An electronic format for the Chief Executive Officer Report and the information for the Commissioner's Compliance Report will be provided each year by the Commissioner and both will be able to be submitted in a single electronic submission. The reports will cover the period 1 July in any year to 30 June in the subsequent year.

Where there has been no action on a disclosure in the reporting period the format of the report will provide for a simple nil return. Where action relating to one or more disclosures has occurred, all data required will be obtainable as an extract from the Public Interest Disclosure Register.

Making information available

These internal procedures shall be made available for access by all staff and members of the public. Copies of these internal procedures are available from the PID Officer and are to be kept at South West Development Commission's Offices in Bunbury. These internal procedures will also be published on the South West Development Commission's network.

All staff will be provided with the information shown at Attachment 6. New staff will receive a copy as part of the induction process.

Where a person makes an allegation about improper conduct, but the person has not referred to the *Act*, the person should be advised that they might want to make a public interest disclosure under the *Act*. If they may wish to do so, they should be referred to the PID Officer for guidance on how to make a disclosure under the *Act* and on the implications of having done so.

ATTACHMENTS

Attachment 1

Public Interest Disclosure Act 2003

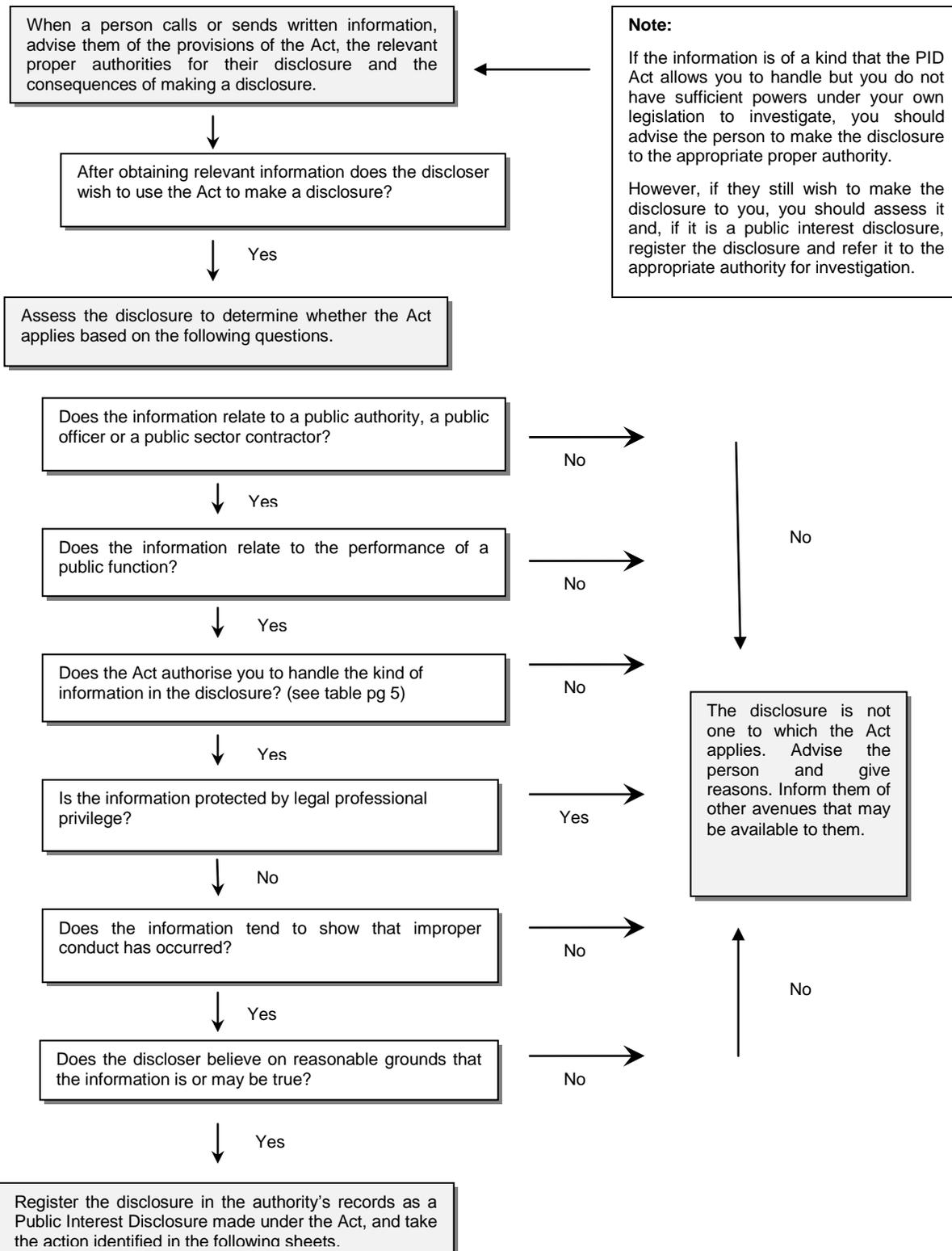
Part 5 – Miscellaneous

23. Obligations of principal executive officers of public authorities

1. The principal executive officer of a public authority must —
 - a) designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information;
 - b) provide protection from detrimental action or the threat of detrimental action for any employee of the public authority who makes an appropriate disclosure of public interest information;
 - c) ensure that his or her public authority complies with this *Act*;
 - d) ensure that his or her public authority complies with the code established by the Commissioner under section 20;
 - e) prepare and publish internal procedures relating to the authority's obligations under this *Act*; and
 - f) provide information annually to the Commissioner on —
 - (i) the number of public interest disclosures received by a responsible officer of the authority over the report period;
 - (ii) the results of any investigations conducted as a result of the disclosures and the action, if any, taken as a result of each investigation; and
 - (iii) such other matters as are prescribed.
2. Internal procedures prepared under subsection (1) (e) must be consistent with guidelines prepared by the Commissioner under section 21.

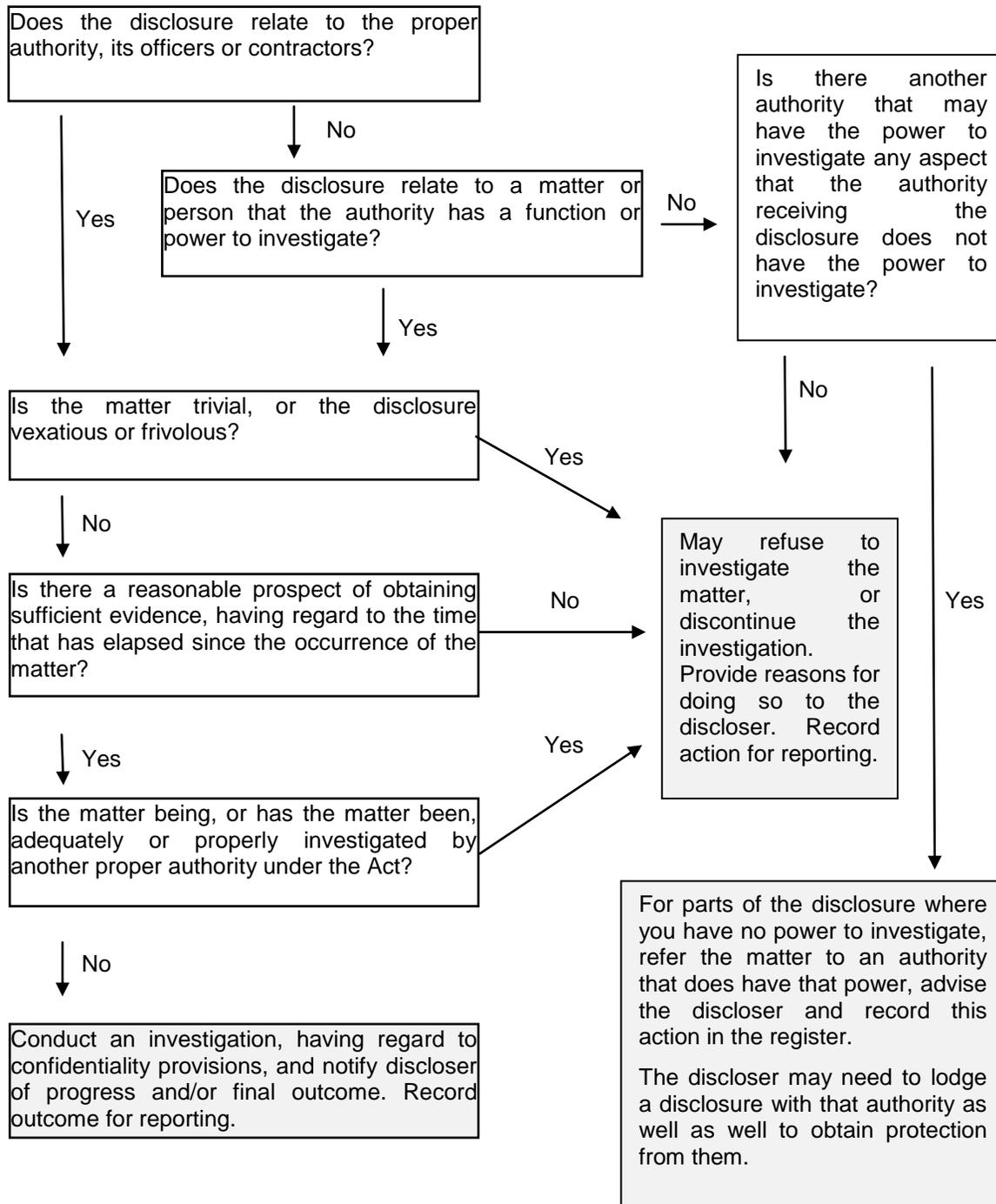
Attachment 2

Flowchart for receiving and assessing disclosures



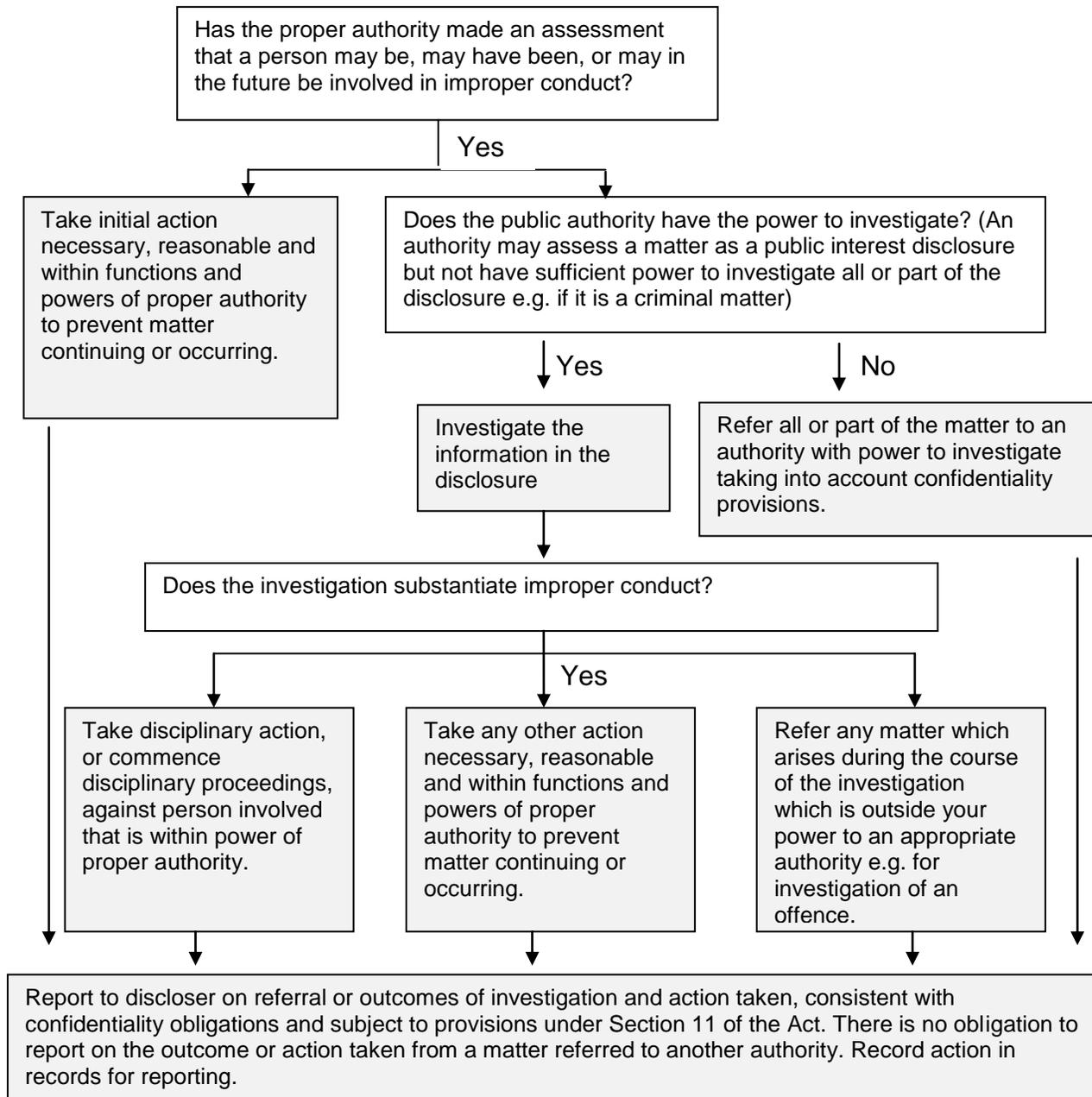
Attachment 3

Flowchart for investigating information disclosed



Attachment 4

Flowchart for taking action



Note on Referrals
 The confidentiality provisions apply when you refer a matter and the authority to whom the matter is referred is bound by the confidentiality provisions of the Act. However, they will treat it in accordance with their own powers and are not required to treat the matter as a PID for the purposes of reporting the outcome to the discloser.
 Nothing precludes the discloser from lodging the matter as a PID in the new authority if they wish to extend the legal protections available to them under the Act and receive reports from the new authority on the outcome and action taken.

Attachment 5

Public Interest Disclosure Act 2003

Public Interest Disclosure Register

The South West Development Commission will use this Register to record Public Interest Disclosures. All information required for reporting to the Public Sector Commission will be able to be extracted from this register.

The Public Interest Disclosure Register, both in electronic and hardcopy forms, will be kept strictly confidential and in a secure place.

This Register is also provided in electronic format at www.opssc.wa.gov.au. In the electronic version most of these fields have drop down menus with choices from which to select. If a hard copy is to be used, as below, it is advised that a list of choices is obtained from the Office of the Public Sector Commission.

Disclosure Number: _____

Disclosure Code (Unique Register No) _____

Person Making the Disclosure (Discloser)

Name of Discloser: _____

Gender of Discloser: _____

Name of public authority employing the discloser (if applicable) _____

Relationship of discloser to public authority about which disclosure is made _____

First Public Authority about which the Disclosure is made

Name of public authority _____

Individuals named in the disclosure _____

Second Public Authority About Which the Disclosure is Made

Name of public authority _____

Individuals named in the disclosure _____

Nature of Disclosure

Type of disclosure _____

Brief description of nature of disclosure _____

Investigation Process and Action Taken

Investigation undertaken Yes No

Reason if no investigation or investigation discontinued _____

Outcome of investigation _____

Brief description of results of Investigation _____

Brief description of action taken if investigation has substance _____

Key Dates

Date lodged _____

Date of decision on whether to investigate _____

Date Investigation completed or discontinued _____

Date of decision on action to be taken _____

Communication with Discloser

Total number of written progress reports to discloser _____

	Yes/No	Date
First advice to discloser of action taken or proposed within 3 months		
Reasons given if no investigation or Investigation discontinued		
Final report requested by discloser		
Final report provided to discloser		

Disclosure of Identity of Discloser

	Yes/No	Date
Discloser's identity disclosed		
Discloser advised of reasons for disclosure		
Claim of unlawful disclosure made		
Reason for disclosure of identity		

Disclosure of Identity of Persons Named in the Disclosure

	Yes/No	Date
Person's identity disclosed		
Person advised of reasons for disclosure		
Claim of unlawful disclosure made		
Reason for disclosure of identity		

Unlawful Disclosure of Discloser's Identity

Outcome of investigation _____

Brief description of results of investigation _____

Brief description of action taken if claim has substance _____

Unlawful Disclosure of Identity of Person Named in Disclosure

Outcome of investigation _____

Brief description of results of investigation _____

Brief description of action taken if claim has substance _____

Claim of Victimisation

Claim of victimisation made Yes No Date

Brief description of nature of claim of victimisation _____

Internal or Equal Opportunity Commission Investigation _____

Internal Handling of Victimisation Claim (if applicable)

Outcome of investigation _____

Brief description of results of investigation _____

Brief description of action taken if claim has substance _____

Victimisation Claims Lodged with Equal Opportunity Commission (if applicable)

Outcome of investigation _____

Brief description of results of investigation _____

Brief description of action taken if claim has substance _____

Attachment 6

Public Interest Disclosure Act 2003

Information for staff on making a Public Interest Disclosure

What is a Public Interest Disclosure?

The *Public Interest Disclosure Act* came into effect on 1 July 2003. The *Act* facilitates the disclosure of public interest information by providing protection for those who make disclosures and those who are the subject of disclosures.

The South West Development Commission is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff regarding corrupt or other improper conduct.

What do I need to know before making a disclosure?

The *Public Interest Disclosure Act 2003* enables people to make disclosures about wrongdoing within the State public sector, local government and public universities without fear of reprisal.

The Act aims to ensure openness and accountability in government by encouraging people to make disclosures and protecting them when they do. Making a public interest disclosure (a disclosure) enables public authorities to investigate and deal straight away with matters that may otherwise have gone unnoticed or unreported.

Making a disclosure is a serious matter and in many cases it will take courage and trust for people holding information to come forward.

The Public Sector Commission has developed a brochure ***Your Guide to Public Interest Disclosures*** to help you to decide whether making a disclosure under the Act is the best avenue for you to use. It can be found at Public Sector Commission web page.

The Act deals with disclosures by anyone (not just government employees) but the information must be specific to the following areas:

- Improper conduct
- An offence under State law, including corruption
- Administration matter(s) affecting you
- Irregular or unauthorised use of public resources
- Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources
- Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment

If your information falls outside the above areas then you may still be able to make a complaint, but this will not be a public interest disclosure under the *Act*.

A disclosure is more than a general complaint about dissatisfaction with a product or service or a decision by government, and is more than a personal grievance that can be resolved by agreement between parties. In order to be covered by the *Act*, the information needs to relate to a matter of public interest.

The information must also relate to the performance of a public function of the public body. For example, the *Act* would not apply to information that an employee of a public authority had engaged in criminal behavior unconnected with their employment

Before making a disclosure it is important that you are aware of the rights and responsibilities imposed on disclosers and others under the *Act*. Three issues are worth highlighting are:

- it is an offence to make a disclosure if you know, or are reckless about, it being false and misleading;
- with some exceptions, the public authority will investigate your information and in doing so you will be expected to cooperate; and

- you will have to keep your information confidential – or else you may lose protection under the Act and may commit an offence under the *Act*

The *Act* only confers protection where a disclosure is made to an appropriate proper authority. The identity of the appropriate proper authority will vary according to the kind of information to be disclosed.

The contact details of the South West Development Commission's PID Officer are as follows:

Chief Finance Officer
South West Development Commission

This Officer is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the South West Development Commission.

What you should ask yourself

Making a disclosure is a serious matter and needs to be fully considered. You should ask yourself:

- whether you have reasonable grounds to believe the information you are thinking of disclosing is or may be true;
- if the information is something that you think is important to be disclosed because it is in the public interest. The information should not be tied to any personal agenda;
- if you have sought proper advice; and
- if you fully understand your responsibilities under the *Act* if you make a disclosure.

I have made a disclosure – what next?

After assessing your information the public authority will have to investigate unless it considers:

- the matter to be trivial;
- the disclosure to be vexatious or frivolous;

- there is no reasonable prospect of obtaining sufficient evidence, due to the lapse of time;
- the matter is being, or has already been, adequately or properly investigated by a proper authority under the *Act*;
- the information does not relate to the proper authority, an officer or contractor of the authority or a matter that the proper authority has the function or power to investigate.

Will I be kept informed?

Yes – the public authority must inform you within three months of making the disclosure of what they intend to do about your disclosure.

Where the information is under investigation you will be able to request a progress report.

You are entitled to a report on the outcome and any action taken when the investigation is complete.

What about confidentiality and my protection?

As the disclosure is about a public interest matter rather than a specific complaint, the *Act* requires confidentiality to be maintained on:

- the identity of the person making the disclosure;
- the identity of any person named in the disclosure.

There are exceptions to these rules and anyone thinking of making a disclosure should seek advice from Public Sector Commission on these prior to making a disclosure.

A person making a disclosure is provided with protection under the *Act* for:

- any reprisals;
- civil and criminal liability in the event of making a disclosure;
- dismissal or having services dispensed with; and

- breach of confidentiality or secrecy agreements.

A person alleging victimisation as a result of a disclosure can complain to the Equal Opportunity Commission or may be able to take civil action.

After the investigation

After making a disclosure you will not normally be required to do anything else other than cooperate with an investigation. If you are unhappy with the public authority's response to your disclosure there is no right of appeal under the Act to challenge the public authority's actions. You may, however, be able to make another disclosure to a different proper authority.

What about victimisation and reprisals?

The South West Development Commission will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a disclosure.

The South West Development Commission does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures. These acts should be reported immediately to the Public Interest Disclosure Officer or the Chief Executive Officer.

Named proper authorities

When a public authority deals with a relevant disclosure it is referred to in the *Act* as a proper authority. There are some public authorities that are named as proper authorities in the *Act* that may be able to offer you assistance. These are listed below.

- The Corruption and Crime Commission will be able to provide advice on corruption.
- The Ombudsman will be able to provide advice on matters of administration.

- The Office of the Auditor General will be able to provide advice on proper use and management of public resources and more generally public authorities' accountability and performance requirements.
- The Police Service will be able to provide advice on offences under a State law.
- The Office of the Public Sector Standards Commissioner will be able to provide assistance to public authorities and public officers to comply with the Code of Conduct and Integrity, and with the *Act*.

Important things to remember

- Seek advice from the PID officer in the public authority concerned, or call the PID Advice and Referral Line on 1800 355 835 before making a disclosure.
- Be careful about whom you make your disclosure to and how you make it. To be protected under the Act you must make your disclosure to a proper authority.
- Be discreet by keeping your intentions to yourself. Do not broadcast the fact that you are going to make or have made a disclosure. Ensure your information is provided discreetly.
- Don't breach confidentiality by going to the media or any other person with the information after you have made a disclosure. You may lose your immunity under the Act and you may incur a penalty.
- Check your information is or may be true. Making false or misleading disclosures is an offence under the Act and carries a penalty.

Attachment 7

Useful contacts

For advice on the Code of Ethics and Public Sector Standards:

Public Sector Commission

Phone: (08) 9260 6600 – Advisory Line 6552 8888 (For PID information and referral)

Fax: (08) 9260 6611

Website: www.public.sector.wa.gov.au

For advice about misconduct and corruption:

Corruption and Crime Commission

Phone: (08) 9215 4888

Outside metro: 1800 809 000

Fax: (08) 9215 4884

Email: info@ccc.wa.gov.au

Website: www.ccc.wa.gov.au

For advice on public authorities' accountability and performance requirements:

Office of the Auditor General

Phone: (08) 9222 7500

Fax: (08) 9322 5664

Email: info@audit.wa.gov.au

Website: www.audit.wa.gov.au

For advice on offences under a State law:

WA Police

Phone: (08) 9223 1000

Fax: (08) 9223 1010

Website: www.police.wa.gov.au

For advice on matters of State and local government administration:

Public Interest Disclosure Officer

WA Ombudsman

Phone: (08) 9220 7555

Outside metro: 1800 117 000

Fax: (08) 9325 1107

Email: pid@ombudsman.wa.gov.au

Website: www.ombudsman.wa.gov.au

For advice on remedies for acts of victimisation under the Equal Opportunity Act 1984:

Equal Opportunity Commission

Phone: (08) 9216 3900

Fax: (08) 9216 3690

Website: www.equalopportunity.wa.gov.au

PID Advice and Referral:

PID Advice and Referral Line 1800 355 835

Website: www.public.sector.wa.gov.au

Public Interest Disclosure Act 2003

Assessment form for Public Interest Disclosure

PART ONE – RECEIVING THE DISCLOSURE

Assessment of whether information is a valid disclosure

	Tick Box	Notes
Does the disclosure relate to a public authority, a public officer or a public sector contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the information relate to the performance of a public function?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the information tend to show matters which public information can relate? ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the information tend to show public interest information for which the person receiving the information is the proper authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the discloser believe on reasonable grounds that the information is or may be true?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
After being informed of the consequences, does the discloser wish to disclose the information under the Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If any of the “No” boxes have been ticked then the disclosure is unlikely to be one that the *Public Interest Disclosure Act* applies to. The Public Interest Disclosure officer should ensure a proper record is made of the reasons for the “No” response and should provide his or her response to the discloser.

PART ONE, continued

¹ Matter to which public interest information can relate:

- Improper conduct.
- An offence against State law.
- An unauthorised or irregular use of public resources.
- A substantial mismanagement of public resources.
- Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.
- Conduct relating to a matter of administration affecting someone in their personal capacity that falls within the jurisdiction of the Ombudsman.

Register # _____

PART TWO – INTERNAL QUALITY CONTROL

	Tick Box	Notes
Does the disclosure meet the manner and form required by the Internal Procedures of the South West Development Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain why:

SIGNATURE:

I, the Public Interest Disclosure Officer for the South West Development Commission confirm that the public interest disclosure made to me on the _____ day of _____ 200____ by _____ (Discloser’s name) is registered as a disclosure under the *Public Interest Disclosure Act 2003* in the Public Interest Disclosure Register of the South West Development Commission.

Signed: _____

(PID Officer)

Date: _____

Register # _____

PART THREE - ASSESSMENT OF WHETHER THE DISCLOSURE SHOULD BE INVESTIGATED

	Tick Box	Notes
Does the disclosure relate to the proper authority, its officers or contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the disclosure relate to a matter or person that the authority has a function or power to investigate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If any of the “No” boxes have been ticked then the disclosure is unlikely to be one that the *Public Interest Disclosure Act* requires be investigated. The PID officer should ensure a proper record is made of the reasons for the “No” response and should provide his or her response to the discloser.

	Tick Box	Notes
Is the matter trivial?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the disclosure vexatious?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the disclosure frivolous?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If any of the “Yes” boxes have been ticked then the disclosure is unlikely to be one that the *Public Interest Disclosure Act* requires be investigated. The PID officer should ensure a proper record is made of the reasons for the “Yes” response and should provide his or her response to the discloser.

PART THREE, continued

	Tick Box	Notes
Is there a reasonable prospect of obtaining sufficient evidence, having regard to the time that has elapsed since the occurrence of the matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the “No” box has been ticked then the disclosure is unlikely to be one that the *Public Interest Disclosure Act* requires be investigated. The PID officer should ensure a proper record is made of the reasons for the “No” response and should provide his or her response to the discloser.

	Tick Box	Notes
Is the matter being, or has the matter been, adequately or properly investigated by another proper authority under the Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the “Yes” box has been ticked then the disclosure is unlikely to be one that the *Public Interest Disclosure Act* requires be investigated. The PID officer should ensure a proper record is made of the reasons for the “Yes” response and should provide his or her response to the discloser.

SIGNATURE:

I, the Public Interest Disclosure Officer for the South West Development Commission confirm that the public interest disclosure made to me on the _____ day of _____ 200____ by _____ (Discloser’s name) in my opinion meets/does not meet (delete one) the requirements for a public interest disclosure to be investigated.

I also confirm that I have recorded this opinion in the Public Interest Disclosure Register of South West Development Commission.

Signed: _____

(PID officer)

Date: _____

Register # _____

PART FOUR – INVESTIGATION

Investigating Officer’s Name: _____

Normal Designation of Investigating Officer: _____

Address: _____

Contact Telephone No. _____

Email address: _____

Date Investigation Authorised by the Proper Authority: _____

Details of Authorisation: _____

REVIEW OF THE INVESTIGATION PROCESS

	Tick Box	Notes
Has the documentation used in the assessment of the disclosure been reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was an investigation plan developed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were terms of reference developed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were people interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was confidentiality maintained <ul style="list-style-type: none"> · of the discloser’s identity? · of the information disclosed? · of the identity of the subject(s) of the disclosure? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PART FOUR, continued

Were natural justice rules followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was a report prepared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The investigation process is not prescribed under the *Public Interest Disclosure Act*, but the above serves as a useful checklist for a proper investigation.

RECOMMENDATION

It is recommended that the proper authority form the opinion that:

Signature:

I, the investigating officer appointed by South West Development Commission to investigate the public interest disclosure No _____ (file reference number) confirm that the above is a summary of my investigation undertaken as a result of a disclosure made in accordance with the *Public Interest Disclosure Act 2003*.

Signed: _____

(Investigating officer for public authority)

Date: _____

Register #

PART FIVE – FURTHER ACTION

	Tick Box	Notes
Does the proper authority accept the recommendation contained in Part Four?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the ‘yes’ box has been ticked, please indicate action to be taken by proper authority.

Action taken by the proper authority:

	Tick Box	Notes
Take action necessary, reasonable and within functions and powers of proper authority to prevent matter continuing or occurring	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Refer matter to another body with power to investigate the matter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Take disciplinary action, or commence disciplinary proceedings, against person involved, within power of proper authority	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Report to discloser on outcome of investigation and action taken, or to be taken consistent with confidentiality obligations. Record action(s) in records for reporting.

Signature:

I, the Public Interest Disclosure Officer for the South West Development Commission confirm that the above action was taken or will be taken following the public interest disclosure made by (Discloser’s name) and that I have recorded the outcome of the investigation and the action taken or to be taken in the Public Interest Disclosure Register of the South West Development Commission.

Signed: _____ (PID Officer)

Date: _____

Attachment 9

Public Interest Disclosure Act 2003

Public Interest Disclosure lodgement form

This is an official lodgement form for a disclosure made under the Public Interest Disclosure Act 2003. A discloser should ensure that they fully understand the rights and responsibilities required under this legislation before the form is completed and signed. Appropriate advice should be gained before any disclosure is made.

1. Personal details

Family Name: _____

Given Name: _____

Gender (please circle): M / F

Title (please circle): Mr, Ms, Mrs, Miss

Date of Birth: _____

Address: _____

Home Telephone: _____

Work Telephone: _____

Mobile: _____

Email address: _____

2. Disclosure details

Name of the Public Authority(ies) the Disclosure relates to: _____

Do you work for a public authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, which public authority and what is your position title?	
Does the disclosure relate to one or more individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide names and positions held by person(s) in the public authority.	

Please tick box(es) on the area relevant to your disclosure:

- | | |
|---|--|
| <input type="checkbox"/> Improper conduct | <input type="checkbox"/> Irregular or unauthorised use of public resources |
| <input type="checkbox"/> An offence under State law, including corruption | <input type="checkbox"/> Substantial unauthorised or irregular use of, or substantial mismanagement of public resources |
| <input type="checkbox"/> Administration matter(s) affecting you | <input type="checkbox"/> Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment |

When did the alleged events occur? _____

Summary of disclosure: _____

Description of any documentation provided or names of witnesses: _____

Have you reported this information to any other person or agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

You should read the following information and sign at the end of this form

3. Acknowledgement

I acknowledge that I believe on reasonable grounds that the information contained in this disclosure is or may be true.

I have been informed and am aware that:

- 1. I will commit an offence if I know that the information contained in this disclosure is false or misleading in a material particular, or am reckless as to whether it is false or misleading in a material particular.

Penalty: \$12,000 or imprisonment for one (1) year

- 2. I will forfeit protection provided by the *Public Interest Disclosure Act 2003* if I fail, without reasonable excuse, to assist a person investigating the matter by supplying requested information.
- 3. I will forfeit the protection provided by the *Public Interest Disclosure Act 2003* if I subsequently disclose this information to any person other than a proper authority under the Act.
- 4. I will commit an offence if I subsequently make a disclosure of information that might identify or tend to identify anyone as a person in respect of whom this disclosure has been made under the *Public Interest Disclosure Act 2003*, except in accordance with section 16(3) of that Act.

Penalty: \$24,000 or imprisonment for two (2) years

Signed: _____

Date: _____

For Office Use Only:

Register Number: _____

Attachment 10

Public Interest Disclosure Act 2003

Consent to disclosure of identifying information

Personal details

Family Name: _____

Given Name: _____ Gender (please circle): M / F _____

Title (please circle): Mr, Ms, Mrs, Miss Date of Birth: _____

Address: _____

Home Telephone No: _____ Work Telephone No: _____

Mobile: _____ Email address: _____

Please tick relevant box(es):

Consent to disclosure of identifying information by Discloser.

- I consent to the disclosure of information that might identify or tend to identify me as a person who has made an appropriate disclosure of public interest information under the *Public Interest Disclosure Act 2003*.

Consent to disclosure of identifying information by person in respect of whom a public interest disclosure has been made.

- I consent to the disclosure of information that might identify or tend to identify me as a person in respect of whom a disclosure of public interest information has been made under the *Public Interest Disclosure Act 2003*.

Limitations on consent (optional)

- This consent only applies to disclosures made to the following persons:

- This consent only applies to the following information:

Signed: _____ Date: _____

Attachment 11

Public Interest Disclosure Act 2003

Notification of disclosure of identifying information

To:

Title (please circle): Mr, Ms, Mrs, Miss _____ Gender (please circle): M / F _____

Name (in full): _____

Address: _____

I intend to make a disclosure of information that might identify or tend to identify you as a person who has made an appropriate disclosure of public interest information under the *Public Interest Disclosure Act 2003*.

[Please tick relevant box(es)]

The disclosure of this information:

- Is necessary, having regard to the rules of natural justice.
- Is necessary to enable the matter to be investigated effectively.

The reason(s) why the disclosure of this information is necessary for these purposes / this purpose is that (specify reason):

Important: A person making an identifying disclosure for these reasons must take all reasonable steps to provide this information to the discloser a reasonable time before making the disclosure.

Signed: _____ (person proposing to make disclosure)

Name: _____

Position: _____

Date: _____

Contact details: _____

Attachment 12*Public Interest Disclosure Act 2003***Code of conduct and integrity**

The Code of Conduct and Integrity for PID Officers was established by the Commissioner for Public Sector Standards under Section 20 of the *Public Interest Disclosure Act 2003*. The Code operates from 1 July 2003.

The Code is to be complied with by any person to whom a disclosure is made under the *Public Interest Disclosure Act 2003*.

The Code

The Code uses as its ethical base the principles of justice, respect for persons and responsible care as referred to in the *Western Australian Public Sector Code of Ethics*.

Consistent with those principles, to meet the minimum standards of conduct and integrity, persons receiving disclosures, must:

- Be professional and courteous to those involved in a disclosure, and give prompt attention to all their lawful requirements.
- Not use any circumstance or information connected to a disclosure for personal profit or gain.
- Take all reasonable steps to seek to ensure informants who make a public interest disclosure are protected in accordance with the provisions specified in the *Public Interest Disclosure Act 2003*.
- Take all reasonable steps to seek to ensure that persons who are the subject of a disclosure are also provided with appropriate safeguards and protections as specified in the *Public Interest Disclosure Act 2003*.
- Maintain records that ensure all action taken about the receipt and processing of a disclosure is reviewable.

- Declare to an appropriate person, in writing, any interests that may conflict with their obligations to impartially receive and process disclosures.
- Immediately report corrupt behaviour that has been, or may be occurring, to an appropriate authority.
- Provide information to the informant about their rights and responsibilities and the possible implications of lodging a public interest disclosure.

Authoritative base:

I approve this Public Interest Disclosure Policy and require all officers of the South West Development Commission to comply with its provisions.

DON PUNCH
CHIEF EXECUTIVE OFFICER

Reviewed 5 December 2013