

Public Interest Disclosure Guidelines



The City of Perth acknowledges the Whadjuk Nyoongar people as the Traditional Custodians of the lands and waters where Perth City is situated and pays its respects to Elders past, present and future.

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1. The City of Perth's commitment for reporting public interest information

The City of Perth (City) does not tolerate corrupt or other improper conduct.

The City is committed to the aims and objectives of the [Public Interest Disclosure Act 2003 \(PID Act\)](#). The [PID Act](#) recognises the value and importance of reporting as a means to identify and address wrongdoing.

The City strongly supports disclosures being made by employees about corrupt or other improper conduct. The City also strongly supports contractors and members of the community making disclosures about corrupt and improper conduct.

The City does not tolerate any of its employees, contractors, or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure (PID).

The City will take all reasonable steps to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.

The commitment to effectively manage public interest disclosures extends to a proper authority of the City. The persons responsible for receiving disclosures of public interest information designated under section 23(1)(a) of the [PID Act](#) will abide by the [PID Code of Conduct and Integrity](#) in performing their duties.

The City is also committed to responding to the disclosure thoroughly and impartially. All people in the disclosure process will be treated fairly, including those who may be the subject of the disclosure.

The City will provide as much information as possible to people considering making a public interest disclosure. These internal guidelines are accessible to all employees and contractors. Copies are available from the designated person/s appointed as the proper authority (Public Interest Disclosure (PID) Officer) and can be found in Content Manager and on the [Reporting Misconduct page](#) of the intranet.

General information about public interest disclosures and how the City will manage a disclosure is available for external stakeholders and the community on the [City's Website](#).

While these guidelines focus on public interest disclosures, the City is committed to dealing with all reports of suspected wrongdoing. The City encourages people to report, if they witness such behaviour. The City will consider each matter under the appropriate reporting pathway and make every attempt to protect staff members making reports from any reprisals.

2. Purpose of the Guidelines

The Chief Executive Officer (CEO) must prepare and publish internal guidelines under section 23(1)(e) of the [PID Act](#).

The guidelines outline how the City will meet its obligations under the [PID Act](#). The guidelines detail the role and responsibilities of:

- the CEO;
- the person/s designated as the proper authority in accordance with section 23(1)(a) and section 5(3)(h), referred to as PID Officers;
- the discloser; and
- the subject of the disclosure.

The guidelines provide for the manner in which:

- disclosures of public interest information shall be made to the 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 an investigation;
- the PID Officer shall report to the discloser as to the progress and outcome of an 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.

The guidelines are to be read in conjunction with the [PID Act](#), [Public Interest Disclosure Regulations 2003](#), and the Public Sector Commission's brochure '[Don't be afraid to speak up](#)'.

Raising Awareness

The City will provide awareness of PID to its employees through the provision of relevant and current information on the intranet.

Many employees raise issues with their managers in the first instance. Managers are responsible for being informed of PID requirements. A general information guide for managers is available from the Public Sector Commission '[When someone speaks up: Guide for managers](#)'.

Communicating to the community

The City has produced '[A Guide to Public Interest Disclosures](#)' for members of the community and external stakeholders. The guide provides key information on the PID process. The guide is available on the [City's website](#).

The Public Sector Commission also has a number of publications on public interest disclosures on [its website](#).

3. Scope and Application of Internal Guidelines

The guidelines apply to all people involved in the public interest disclosure process, including the CEO, PID Officers, other employees of the City, and any other person making a public interest disclosure and any subject(s) of a disclosure.

The guidelines should be read in conjunction with:

- The [Public Interest Disclosure Act 2003](#) and associated regulations
- The [Local Government Act 1995](#) and associated regulations
- The City's Codes of Conduct:
 - [Code of Conduct for Council Members, Committee Members and Candidates](#)
 - [Code of Conduct for Employees](#)

The behaviour of all employees involved in the public interest disclosure process must accord with the City's Employee Code of Conduct at all times. A breach of the Code may result in disciplinary action.

4. Overview of roles and responsibilities of parties involved in the disclosure process as the City of Perth

Principal Executive Officer (PEO)

Name: Michelle Reynolds, Chief Executive Officer
Email: michelle.reynolds@cityofperth.wa.gov.au
Telephone: 9461 3260

Public Interest Disclosure Officers (PID Officers)

Name: Michelle Reynolds, Chief Executive Officer
Email: michelle.reynolds@cityofperth.wa.gov.au
Telephone: 9461 3260

Name: Mieke Wevers
Email: mieke.wevers@cityofperth.wa.gov.au
Telephone: 9461 1413

Name: Joanna Andrew, Coordinator Library and Town Hall
Email: joanna.andrew@cityofperth.wa.gov.au
Telephone: 9461 3576

Name: Martin Copeman, Alliance Manager Operations
Email: martin.copeman@cityofperth.wa.gov.au
Telephone: 9461 3430

The CEO is the PEO. The persons occupying the following roles are designated as PID officers for the City:

- Chief Executive Officer
- Corporate Governance Lead
- Coordinator Library and Town Hall
- Alliance Manager Operations

PID Officers are responsible for receiving public interest disclosures relating to matters falling within the sphere of responsibility of the City of Perth.

PID Officers are advised to attend PID Officer training through the Public Sector Commission. The PSC must receive a complete PID Officer's declaration form prior to becoming a PID Officer. A copy of the complete PID Officer's declaration form is retained in Content Manager file P1023599.

Responsibilities

Person/Role	Responsibilities
<p>Principal Executive Officer (PEO) s23 Michelle Reynolds, CEO</p>	<ul style="list-style-type: none"> • Designates the occupant of a specified position (a PID Officer) to receive public interest disclosures related to the City s23(1)(a). • Provides protection from detrimental action or the threat of detrimental action for any employee of the City who makes a public interest disclosure s23(1)(b). • Ensures the City complies with the PID Act and the code of conduct and integrity established by the Public Sector Commissioner s23(1)(c) and (d). • Prepares and publishes internal guidelines, consistent with those prepared by the PSC, detailing how the City will meet its obligations under the PID Act s23(1)(e). • Provides information to the Public Sector Commissioner (section 23(1)(f)) on the: <ul style="list-style-type: none"> ○ Number of disclosures received by the City; ○ Results of any investigations conducted as a result of the disclosures; ○ Action, if any taken, as a result of each disclosure; and ○ Any matter as prescribed. <p>May have a role in enabling an investigation to be undertaken or taking disciplinary action against individuals under functions and powers separately from the PID Act.</p>
<p>The Proper Authority s5(3) s7 and s18 or PID Officers s23(1)(a)</p> <p>Michelle Reynolds, CEO</p> <p>Mieke Wevers, Corporate Governance Lead</p> <p>Joanna Andrew, Coordinator Library and Town Hall</p> <p>Martin Copeman, Alliance Manager Operations</p>	<ul style="list-style-type: none"> • As is designated by s5(3)(a-g) or by the CEO of the City, under s23(1)(a) the PID Officer is to receive disclosures related to the City. • Provides information to potential disclosers about their rights and responsibilities consistent with the Code of Conduct and Integrity established under s20(1). • Receives and manages public interest disclosures in accordance with the PID Act s5(3). • Notifies the discloser within three months of the disclosure being made about what action is planned in dealing with the disclosure s10(1). • Where appropriate, investigates or causes an investigation of, the matters in the disclosures s8(1). • Where appropriate, provides information to subjects of a disclosure about their rights, responsibilities, duties and potential offences s9(2), s14, s15, s16 and s24. • Where appropriate, takes such actions as is necessary and reasonable, within their functions and powers in accordance with s9.

	<ul style="list-style-type: none"> • Maintains confidentiality of the identity of the discloser and subject(s) of disclosures, in accordance with the requirements of the PID Act s11 and s16. • Provides progress reports where requested and a final report to the discloser in accordance with s10. • Creates and maintains proper and secure records in relation to the disclosures in accordance with the Code of Conduct and Integrity established under s20(1) and the State Records Act 2000. • Completes a PID Register for each disclosure lodged s23(1)(f). • Acts in accordance with rules of natural justice s9(2) and s16(1)(b). • Acts in accordance with the Code of Conduct and Integrity established by the Public Sector Commissioner s20(1) and any authority specific code of conduct established separately from the PID Act.
<p>The Discloser</p>	<ul style="list-style-type: none"> • Makes a public interest disclosure to a proper authority or a City PID Officer if the matter relates to the City s5(1). • Believes on reasonable grounds the information in their disclosure is, or may be, true s5(2). • Does not disclose information subject to legal professional privilege s5(6). • Does not knowingly and recklessly make a false or misleading disclosure s24(1). • Maintains confidentiality of the information disclosed and the identity of the person(s) to whom the information relates, in accordance with the requirements of the PID Act s16 and s17(1)(b). • Assists any person investigating the matter to which the disclosure relates by supplying the person with any information requested s17(1)(a).
<p>The subject of the disclosure (person about whom a disclosure is made)</p>	<ul style="list-style-type: none"> • Is afforded the opportunity to make a submission, either orally or in writing, in relation to the matter before preventative or disciplinary action is taken s9(2). • Maintains confidentiality of the identity of the discloser, in accordance with the requirements of the PID Act s16(1). • Is to be treated in accordance with the rules of natural justice s16(1)(b). • Does not take or threaten to take detrimental action (defined in s3) against a person because they have made or intend to make a disclosure s14(1). • Does not incite another person to take detrimental action against another person because they have not made or

	<p>intend to make a disclosure s14(2).</p> <ul style="list-style-type: none"> • Does not commit an act of victimisation by taking or threatening to take detrimental action against the person making or intending to make a disclosure s15(1).
<p>An investigating officer</p>	<ul style="list-style-type: none"> • May investigate matters of public interest information on behalf of a proper authority of the City, in accordance with the terms of reference given to them. • Maintains confidentiality of the identity of the discloser and any persons subject to the disclosure, in accordance with s16. • Makes and keeps secure, comprehensive records of any investigation undertaken.

5. Managing Public Interest Disclosures

The following section describes how the City will manage the Public Interest Disclosure Process.

Overarching requirements of the Public Interest Disclosure Act 2003

The [PID Act](#) has some overarching requirements for handling disclosures. These requirements separate the public interest disclosure process from other reporting or complaint handling processes. The [PID Act](#) does not, however, displace the notification and reporting requirements of the [Corruption, Crime and Misconduct Act 2003](#), which are paramount.

What is 'public interest information'?

The [PID Act](#) only applies to disclosures of public interest information, defined in s3 Public Interest Information means information that:

- Relates to the performance of a public function by a public authority, public officer or public sector contractor (either before or after the commencement of the [PID Act](#)); and
- Shows or tends to show that a public authority, public officer, or a public sector contractor is, has been or proposes to be involved in:
 - Improper conduct; or
 - An act or omission that constitutes an offence under a written (State) law; or
 - Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
 - An act done or omission that involves a substantial and specific risk of
 - Injury to public health; or
 - Prejudice to public safety; or
 - Harm to the environment; or
 - A matter of administration that can be investigated under section 14 of the [Parliamentary Commissioner Act 1971](#) by the Parliamentary Commissioner (Ombudsman Western Australia).

Confidentiality

Maintaining confidentiality is an important part of managing a disclosure. The confidentiality requirements of the [PID Act](#) (s16) not only protects the discloser, but also any other people affected by the disclosure.

The confidentiality requirements do not apply to all information in a disclosure, although, the City is committed to maintaining confidentiality around:

- Any information that may identify the disclosure or any person who may be subject of a disclosure, including the fact the disclosure has been made.
- Information relating to a disclosure that, if known, may cause detriment.

Throughout the disclosure process and after its completion, the [PID Act](#) provides for the disclosures identity and the identity of any persons, that is, any subject of the disclosure to be kept confidential, except in certain circumstances. Disclosing information which might identify the disclosers s16(1) or any person, that is, the subject(s) s16(3) of your disclosure, except in accordance with the [PID Act](#), is an offence punishable with a penalty of a \$24,000 fine or imprisonment for two years.

Confidentiality regarding the discloser

Maintaining confidentiality is an important part of protecting the discloser, from any detrimental action in reprisal for making or intending to make a disclosure.

If the disclosure consents to having their identity revealed to assist the City in dealing with the disclosure, the City's PID Officers will record this using the Consent to disclosure or identifying information form.

Sometimes the City may need to identify the discloser, without the discloser's consent s16(1)(b) – (f) but only 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; or
- The City is ordered to by a court or any other person or body having authority to hear, receive or examine evidence; or
- The City is required by s152 or s153 of the [Corruption, Crime and Misconduct 2003](#).

Before the discloser is identified for any of the reasons above, a PID Officer will take all reasonable steps to inform the discloser that this will happen and the reasons why. The PID Officer will use the notification of disclosure of identifying information form to do this.

If the City needs to provide information about the identity of the discloser to another person for the reasons above, the PID Officer will inform the other person that further disclosure to a third person may put them at risk of committing an offence.

The PID Officer will also consider whether it is necessary to inform any external investigator about the identity of the discloser. Where it is necessary to provide this identifying information, the PID Officer will notify as described above.

Confidentiality regarding the person subject of the disclosure

The subject of a disclosure may consent to having their identity revealed to assist with the disclosure process s16(3)(a). The PID Officer will use the consent to disclosure or identifying information form to record this.

Additionally, the City may need to reveal identifying information about the subject(s) of a disclosure without their consent s16(3)(b)-(g) where:

- It is necessary to do so to enable the matter to be investigated effectively;
- It is necessary to do so in the course of taking action under s9;
- There are reasonable grounds to believe that it is necessary to prevent or minimise the risk of inquiry to any person or damage to the property;

- This City is ordered by a court or any other person or body having authority to hear, receive or examine evidence; or
- The City is required by s152 or s153 of the [Corruption, Crime and Misconduct Act 2003](#).

There is no obligation to advise the subject of a disclosure that identifying information will be released.

Protections

The [PID Act](#) provides a range of protections for disclosers (Part 3). It also requires that the City's CEO provides protection for any employees who make disclosures s23(1)(b).

'[Don't be afraid to speak up](#)' contains general information about protections provided by the [PID Act](#). The PID Officers will be able to expand on this information specific to the City.

This City is committed to ensuring that no determinantal action, including workplace reprisals by managers or other employees, occurs as a result of a person making a disclosure. If any of the above does occur, the discloser can request that the City takes action to protect them. Tell the PID Officer who is handling the disclosure immediately.

The [PID Act](#) also provides that the discloser may lose the protections provided in s13 in some circumstances, including where they are on-disclose information or fail, without reasonable excuse, to assist any person investigating the matter of the disclosure.

Notification Requirements

The PID Officer will ensure that all reporting is complete in accordance with the legislative and administrative requirements of the [PID Act](#).

Provided it is not an anonymous disclosure, the PID Officer will provide the following reports:

- Within three months of making a disclosure, the action taken, or propose to take in relation to the disclosure s10(1).
- When the disclosure process had concluded, the outcome of the investigation and the reason for taking any action following the investigation s10(4).

The PID Officer may also provide a progress report during any investigation, either on their initiative or upon your request s10(2) and s(3).

The PID Officer has some limits on what they can include in their reports, Section 11 prevents provision of information that would be likely to adversely affect:

- Any person's safety s1(a); or
- The investigation of an offence or possible offences s1(b); or
- Confidentiality as to the existence or identity of any person who made a public interest disclosure s(1)(c).

The PID Officer is also prevented from giving any information they must not disclose under s151, s152 or s153 of the [Corruption, Crime and Misconduct Act 2003](#).

Record keeping

During the investigation, the PID Officer may take comprehensive and contemporaneous records of any discussions and interviews. These records along with any other documentation or files relating to the disclosure, whether paper or electronic, will be stored securely and only accessed by authorised persons.

PID Register

To assist with annual reporting to the Public Sector Commissioner the City maintains a PID register. Each disclosure will have a unique register number. The register is kept strictly confidential and maintained in a secure location.

6. How to make a Public Interest Disclosure

Before you make a disclosure

The City strongly encourages anyone thinking about making a public interest disclosure to seek advice from a PID Officer before they do so. A disclosure must be made to a proper authority (PID Officer) for it to be covered by the [PID Act](#).

A number of other requirements apply to the discloser so it is important to understand the rights and responsibilities in the process. This information is outlined generally in [‘Don’t be afraid to speak up’](#), available from the [PSC website](#).

At the City the occupants of the following designated positions are specified as the persons responsible for receiving disclosures of public interest information in accordance with s23(1)(a). For the purpose of this guideline a PID Officer is the proper authority designated under s5(3)(h) for dealing with information that falls within the sphere of responsibility for the City of Perth.

Position	Name of PID Officer	Contact Details
Chief Executive Officer	Michelle Reynolds	michelle.reynolds@cityofperth.wa.gov.au Telephone: 9461 3260
Corporate Governance Lead	Mieke Wevers	mieke.wevers@cityofperth.wa.gov.au Telephone: 9461 1413
Alliance Manager Operations	Martin Copeman	martin.copeman@cityofperth.wa.gov.au Telephone: 9461 3430
Coordinator Library and Town Hall	Joanna Andrew	joanna.andrew@cityofperth.wa.gov.au Telephone: 9461 3576

Initial discussions between the discloser and the PID Officer should be general in nature and should not discuss the specific details of the disclosure until the discloser understands their rights and responsibilities under the [PID Act](#). The PID Officer will also let the discloser know that they need to make the disclosure voluntarily and consciously – the City will never force a person to make a disclosure. This is because they cannot withdraw the disclosure once it is made. Once a disclosure is received, the PID Officer is obliged to take action and the City may continue to look into the matters within your disclosure irrespective of your continued approval.

These initial discussions with the PID Officer may help in deciding whether to make a public interest disclosure and also enable the PID Officer to ascertain if the information would be covered by the [PID Act](#). If the information appears not to be the type covered by the [PID Act](#), the PID Officer will discuss other mechanisms through which issues may be made, for example, our general complaints or grievance management policies and procedures.

The PID Officer will be able to provide more detailed information about the City’s disclosure process and what people can expect from it.

You can also contact the Public Sector Commission Advisory Line on (08) 6552 8888 for general information about the disclosure process.

What is 'sphere of responsibility'?

Under s5(3)(h) the PID Officer for an authority can receive information relating to a matter which falls within the 'sphere of responsibility' for their public authority. 'Sphere of responsibility' is not defined in the PID Act but may include:

- matters that relate to the City or
- a public officer or public sector contractor of the City or
- a matter or person that the City has a function or power to investigate.

The proper authority to which you need to make the disclosure depends on the type of disclosure information. Where the information is outside of the PID Officer's sphere of responsibility, it may need to be made to another proper authority for it to be considered as a public interest disclosure and for the discloser to receive the protections of the PID Act. A list of proper authorities and the information they can receive is covered in Don't be afraid to speak up.

Making the disclosure

A discloser needs to clearly identify that they are making a public interest disclosure. For the purposes of accountability and certainty, persons wishing to make a disclosure of public interest information under the PID Act are encouraged to do so in writing. As it is expected that most disclosures will be made in writing the City has developed a form which can be used for the purpose of making such a disclosure. There is no requirement to use the form. The form will help to define the details of the disclosure. A discloser may fill out the form themselves or the PID Officer may complete the form if they are speaking with the discloser and then have them sign the form to acknowledge they are making a disclosure voluntarily and consciously.

The City must accept anonymous disclosures, but if a discloser decides to make an anonymous disclosure they should understand that it may be more difficult for a PID Officer to investigate or take action about the disclosure. This is because they cannot come back to seek any further information. The City is also not required to provide any reports about the progress or final outcome of the disclosure, if the discloser chooses to remain anonymous.

An anonymous disclosure may not prevent the discloser from being identified during an investigation. Additionally, if the PID Officer does not know who made the disclosure, it will be difficult for them to ensure the discloser is protected and to prevent any reprisal or detrimental action.

Determining whether your matter is an appropriate disclosure

Once the PID Officer has received the disclosure they will assess whether it meets the requirements under the PID Act. The PID Officer may undertake initial inquiries and decide not to take the matter any further, as it does not constitute an appropriate public interest disclosure.

If the disclosure is not one to which the PID Act applies, the PID Officer will let the discloser know the reasons for their decision (unless the disclosure was anonymous) and make proper and adequate records about it. Some matters raised within the disclosure may not be matters to which the PID Act applies and the PID Officer may discuss with the discloser other pathways to report these matters.

If the disclosure is one to which the PID Act applies, the PID Officer will ensure proper and adequate records are made and will communicate with the discloser further, unless it is an anonymous disclosure.

The PID Officer will notify the discloser within three months about what we plan to do in dealing with the disclosure, unless it is an anonymous disclosure.

Determining whether your public interest disclosure will be investigated

After assessing the disclosure as one to which the PID Act applies, the PID Officer will consider whether it will be investigated, guided by the requirements in s8. The reasons a PID Officer may not investigate the disclosure include:

- 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 matter(s) occurred
- the matter is being or has been adequately or properly investigated by another proper authority, s5(3).

The PID Officer will make proper and adequate records of their decision and reasons about whether to investigate or not.

Referring public interest matters

Where the PID Officer assesses the disclosure as one to which the PID Act applies, but they do not have the functions or power to investigate one or more matters within the disclosure, they will refer the information to the appropriate authority for investigation as provided for under the PID Act. Alternatively, a discloser may also be able to make a disclosure directly to this new authority, if they wish to receive reports from them about the disclosure. For example, the PID Officer may need to refer an allegation of an offence supported by evidence to the Western Australia Police for investigation.

Investigating the disclosure

The PID Officer will investigate, or cause to be investigated, any matters in the disclosure within the sphere of responsibility. The PID Officer may cause the disclosure to be investigated by engaging a suitably skilled staff member within the City or an externally contracted investigator.

If causing the disclosure to be investigated, the PID Officer will ensure that the person undertaking the investigation understands the requirements of the PID Act, in particular the confidentiality requirements and protections for disclosers. The PID Officer will only provide the name of the discloser and that of the subject of the disclosure to the investigator in accordance with s16 of the PID Act.

When investigating the disclosure, the PID Officer or investigator is limited by the functions and powers derived from our operating legislation. The PID Act does not provide for any additional investigative powers.

If you are an employee, you are expected to cooperate with any investigation into the disclosure to maintain the protections under the PID Act. A discloser is also expected to act in accordance with our code of conduct at all times.

Employees who are the subject of the disclosure can clarify the process and what to expect with the PID Officer.

The PID Officer may also decide to discontinue an investigation, in accordance with s8(2). If this happens, they will give the discloser reasons for their decision in accordance with s8(3), unless they made an anonymous disclosure. The PID Officer may also notify any subject(s) of the disclosure, if they discontinue the investigation.

To ensure the disclosure is adequately and properly investigated our PID Officer, or other investigator, will be guided by the steps below.

- Developing a terms of reference for the investigations, clarifying the key issues in the public interest disclosure.
- Ensuring the objectives of the investigation include:
- Collecting and collating information related to the disclosure;
- Considering the information collected; and
- Drawing conclusions objectively and impartially.
- Specifying a date by which the investigation should be completed and a report provided to the discloser about the final outcome.
- Informing the subject of the disclosure about their rights and obligations under the PID Act, the
- PID Officer's code of conduct and integrity, the City's Employee Code of Conduct and the law.
- Maintaining procedural fairness for the person who is the subject of the disclosure.
- The investigator making contemporaneous notes of discussion and interviews and, where practicable and appropriate, recording discussions and interviews on audio or visual recording.
- Ensuring strict security to maintain the confidentiality requirement of the PID Act.

What are your responsibilities if you are the subject of a disclosure?

A subject of a disclosure is a person of interest about whom an allegation of a public interest disclosure has been made.

The City will treat the person fairly and impartially throughout the process, and inform them of their rights and obligations. The City will generally keep the parties involved informed during any investigation, although the City cannot release any information to the person that may prejudice the City's investigation. As an employee, it is expected that they will act in accordance with the City's Employee Code of Conduct at all times.

The PID Act provides the person with some rights and obligations as a person subject to a disclosure. Firstly, the subject has a right to have their identity kept confidential under s16(3), unless one of the following conditions apply:

- you consent to your identity being disclosed
- it is necessary to enable the matter to be investigated effectively
- it is necessary to do so in taking action within s9
- there are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property
- is made in accordance with a court order or other body having authority to hear evidence
- it is made in accordance with s152 or s153 of the Corruption, Crime and Misconduct Act 2003.

The City will also provide appropriate natural justice. This means that, before the City takes any disciplinary or other action against the person under s9, you will be given the opportunity to:

- be informed of the substance of the allegations and
- make a submission either verbally or in writing in relation to the matter.

If you are the subject of a disclosure, you must not identify or tend to identify the identity of the discloser or a person who they think might be the discloser, as they also have rights to confidentiality under the PID Act. It is an offence under s16 to identify or tend to identify any person who has made a disclosure under the PID Act.

Also, you must not engage in reprisal action, threaten anyone with reprisal action or have someone else conduct this action on your behalf because someone has made, or intends to make, a disclosure. It is still an offence to conduct this action against any person you believe has made the disclosure even if they were not the individual who actually made the disclosure. This is an offence under s14(1) of the PID Act.

Taking action

The PID Officer will take action where they form the opinion that a person may be, may have been or may in the future be involved in conduct which may be the subject of a public interest disclosure. Usually, the PID Officer will form this opinion at the conclusion of an investigation, although there may be instances where they need to take immediate action and the PID Act enables them to do this.

Action the PID Officer may take under s9 includes, but is not limited to:

- preventing the matter disclosed from continuing or occurring
- referring the matter to the Western Australia Police or other appropriate body or
- taking disciplinary action against a person responsible for the matter.

The options above are not mutually exclusive. The PID Officer may take more than one action depending on the circumstances. For example, the PID Officer may seek to terminate the employment of an employee caught stealing and refer the matter to the Western Australia Police.

In taking action the PID Officer and/or the City is limited by the powers and functions derived from the City's operating legislation. The PID Act does not provide for any additional powers to take action. The City is also guided by what is necessary and reasonable in the circumstances.

Before taking any action the City will give the person against whom the action is to be taken (the subject of the disclosure) an opportunity to respond, either verbally or in writing, to ensure procedural fairness.

Confidentiality and record keeping when taking action

The City will maintain confidentiality in accordance with the PID Act when taking action. The PID Officer will keep appropriate records about any action taken, as well as recording a summary of this action in the public interest disclosure register.

After the public interest disclosure process has been finalised

The PID Act places no further obligations on the City or the PID Officers after the disclosure process is complete. The confidentiality requirements of the PID Act, however, continue to apply to you and all other people involved with the disclosure.

The PID Act does not provide for you to appeal the outcome of the disclosure process. You may be able to make another disclosure to another proper authority, if the information relates to their functions or sphere of responsibility (s5). See Don't be afraid to speak up for the correct proper authority for your disclosure.

However, this 'new' proper authority may be able to decline to investigate the disclosure under s8, if they consider the matter(s) has already been properly or adequately investigated (as a public interest disclosure).

Making a disclosure to a journalist

The PID Act provides for certain circumstances where a discloser may be able to make a protected disclosure to a journalist s7A(d). These circumstances apply where the discloser has first made a disclosure to the PID Officer or another proper authority named in the PID Act (outlined in s5 Don't be afraid to speak up').

Importantly, the PID Act states that to attract the privileges and protections of the PID Act when disclosing to a journalist, the discloser must disclose information that is substantially the same as what was disclosed in the original disclosure and the PID Officer that received the original disclosure:

- did not notify the discloser within three months of making the disclosure about actions they propose to take or have already taken or
- refused to investigate, or discontinued the investigation of, a matter raised in the disclosure or
- did not complete an investigation within six months of the discloser making the disclosure or
- completed an investigation but did not recommend that action be taken or
- did not provide the discloser with a report stating the outcome of any investigation or any action proposed or taken and the reasons for those actions.

The City is committed to ensuring that we provide the notifications required under the PID Act and that the discloser understands the reasons for our decisions and actions. If a discloser is considering making a disclosure to a journalist because they believe their circumstances meet

one or more of the requirements outlined above, the City encourages the discloser to discuss this with the PID Officer prior to disclosure to a journalist.

It is also recommended that the discloser seek their own legal advice before taking any action in relation to matters that have been disclosed under the PID Act.

If a discloser makes an anonymous disclosure they may not be able to demonstrate they meet the above requirements and we are not obliged to provide the discloser with any notifications about what happens to the disclosure.