



## Public Interest Disclosure Policy

<b>Policy Number</b>	20
<b>Policy Category</b>	Statutory
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<b>Department</b>	Corporate Services
<b>Policy Owner</b>	Governance Manager

### PURPOSE

A Public Interest Disclosure (PID) is a disclosure in the public interest, of information about alleged wrongdoing in the public sector. The purpose of this policy is to support persons in making public interest disclosures in an appropriate way and to provide guidelines on how public interest disclosures are managed by Diamantina Shire Council. This policy supports Council's commitment to an ethical culture by detailing how Council will manage PIDs.

### SCOPE

This policy applies to all Councillors, Council officers and members of the public.

Council aspires to foster an organisational climate in which all staff members feel confident and comfortable reporting wrongdoing, and assured they will be protected from, or provided with, strong protections against reprisals.

Council believes that disclosing wrongdoing is embedded in this Council's Values, in particular, ensuring that all staff and Council itself can be seen by the public as acting with integrity in accordance with our Code of Conduct.

Further, Council believes that staff who come forward with disclosures of wrongdoing demonstrate integrity and leaderships by helping to promote openness, accountability and good governance within the organisation.

### COMMENCEMENT OF POLICY

The commencement date will be the date of approval.

## POLICY STATEMENT

By complying with the *Public Interest Disclosure Act 2010* (PID Act), Council will:

- Promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- Ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- Ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- Ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- Any public officer who makes a PID is given appropriate support
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- Appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- A management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- Public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

## PID MANAGEMENT PROGRAM

The Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. The Council PID Management Program encompasses:

- Commitment to encouraging the internal reporting of wrongdoing
- Senior management endorsement of the value to Council of PIDs and the proper management of PIDs
- A communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- A training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed
- Specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- The appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- Ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- Regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID Management Program.

The Chief Executive Officer has delegated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibility	Officer
PID Coordinator	<ul style="list-style-type: none"> <li>principal contact for PID issues within Council</li> <li>document and manage implementation of PID management program</li> <li>review and update PID procedure</li> <li>maintain and update internal records of PIDs received</li> <li>report data on PIDs to Queensland Ombudsman</li> <li>assess PIDs received</li> <li>provide acknowledgement of receipt of PID to discloser</li> <li>undertake risk assessment in consultation with disclosers and other relevant officers</li> <li>liaise with other agencies about referral of PIDs</li> <li>allocate investigator and Support Officer (if required) to the PID matter</li> <li>provide advice and information to the discloser on Council's PID procedure</li> <li>provide personal support and referral to other sources of advice or support as required</li> <li>facilitate updates on progress of investigation</li> <li>proactively contact discloser throughout PID management</li> </ul>	Governance Manager
Investigator	<ul style="list-style-type: none"> <li>conduct investigation of information in PID in accordance with terms of reference</li> <li>prepare report for delegated decision-maker</li> </ul>	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations
Delegated Decision Maker	<ul style="list-style-type: none"> <li>review investigation report and determine whether alleged wrongdoing is substantiated</li> </ul>	An appropriate internal or external investigator will be appointed for PID investigation depending upon the type of disclosure and other relevant considerations

## WHY MAKE A PID

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- Implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- The outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- The community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing

When making a PID the discloser receives the protections provided under the PID Act, including:

- Confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- Protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID
- Immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- Protection from defamation – the discloser has a defence against an accusation of defamation by any **subject officer**.

## WHAT IS A PUBLIC INTEREST TEST DISCLOSURE

Under the PID Act, any person can make a disclosure about a:

- Substantial and specific danger to the health or safety of a person with a disability
- The commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- Reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- Corrupt conduct
- Maladministration that adversely affects a person's interests in a substantial and specific way
- A substantial misuse of public resources
- A substantial and specific danger to public health or safety
- Substantial and specific danger to the environment

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred. A disclosure amounts to a PID and is covered by the PID Act even if the:

- Discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- Disclosure is made anonymously – the discloser is not required to give their name or any identifying information

- Discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID
- Disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated

## WHO CAN A PID BE DISCLOSED TO?

A PID must be made to a 'proper authority' to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Council	Other agencies that receive PIDS
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> <li>• Any person in a supervisory or management position</li> <li>• Any member of the Executive Leadership Team</li> </ul>	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> <li>• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal</li> <li>• Queensland Ombudsman for disclosures about maladministration</li> <li>• Queensland Audit Office for disclosures about a substantial misuse of resources</li> <li>• Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts for disclosures about danger to the health and safety of a young child, young person with a disability</li> <li>• Office of the Public Guardian for disclosures about the health and safety of a person with a disability</li> <li>• Department of Environment, Tourism, Science and Innovation about disclosures about danger to the environment</li> <li>• A Member of the Legislative Assembly (MP) for any wrongdoing or danger</li> <li>• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.</li> </ul>

A disclosure can also be made to a journalist if the following conditions have been met:

- A valid PID was initially made to a proper authority, and
- The proper authority:
  - Decided not to investigate or deal with the disclosure, or
  - investigated the disclosure but did not recommend taking any action, or
  - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

## HOW TO MAKE A PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- Provide contact details (this could be an address that is created for the purpose of making the disclosure or a telephone number)
- Provide as much information as possible about the suspected wrongdoing, including:
  - Who was involved
  - What happened
  - When it happened
  - Where it happened
  - Whether there were any witnesses, and if so, who they are
  - Any evidence that supports the PID, and where the evidence is located
  - Any further information that could help with the investigation
- Provide this information in writing, where possible.

## DECIDING WHETHER A MATTER IS A PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act. It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:

- That their information has been received but was not assessed as a PID
- The reasons for the decision
- The review rights available if the discloser is dissatisfied with the decision and how to request review
- Any action Council proposes to take in relation to the matter
- Any other options the discloser has in relation to the matter

## ASSESSING A PID

The disclosure will be assessed in accordance with the *Public Interest Disclosure Act 2010*, the PID standards, Council's Public Interest Disclosure Procedure and any other relevant procedures.

Once the matter has been assessed as a PID, Council will advise the discloser of the following:

- That their information has been received and assessed as a PID
- The action to be taken by Council in relation to the disclosure, which may include referring the matter to an external agency, or conducting an internal investigation
- The likely timeframe involved
- The name and contact details of the Council support officer they can contact for updates or advice
- The discloser's obligations regarding confidentiality
- The protections the discloser has under the PID Act
- The commitment of Council to keeping appropriate records and maintaining confidentiality, except where disclosure is permitted under the PID Act
- How updates regarding intended actions and outcomes will be provided to the discloser.
- Contact details for the Council's Employee Assistance Program (EAP)

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

## REFERRING A PID

If Council determines that another proper authority that is better placed to manage the Public Interest Disclosure (PID), the matter be referred to that agency.

This may occur for reasons such as:

- The PID relates to wrongdoing by that agency or one of its employees
- The agency has the legal authority or specialist capacity to investigate or address the matter.

Before referring the PID to another agency, Council will conduct a risk assessment and will not proceed with the referral if there is an unacceptable risk of reprisal.

In some cases, Council may have a legal obligation to refer the PID to another agency. For example, if there is a reasonable suspicion that the matter involves or may involve, corrupt conduct, Council must refer it to the Crime and Corruption Commission in accordance with section 38 of the *Crime and Corruption Act 2001*.

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency. The discloser will be advised of the action taken by Council.

## RISK ASSESSMENT AND PROTECTION FROM REPRISAL

Disclosers should not suffer any form of detriment as a result of making a Public Interest Disclosure (PID). When a PID is received, Council will conduct a risk assessment to determine the likelihood of reprisals against the discloser, witnesses, or any affected third parties. This assessment will consider both actual risks and those reasonably perceived and will involve consultation with the discloser.

A risk assessment will be conducted even if the discloser is anonymous, based on the information provided in the PID. The assessment will also consider the risk to individuals who may be suspected of having made the disclosure.

Based on the assessed level of risk, Council will develop and implement an appropriate risk management plan and arrange any reasonably necessary support or protective measures for the discloser, witnesses, or affected third parties.

Council will regularly review the risk of reprisal while the PID is being managed. This will include ongoing consultation with the discloser and updating the risk management plan where necessary.

If reprisal is alleged or suspected, Council will:

- Prioritise the safety of the discloser, witnesses or affected third parties
- Reassess the risk, review the risk management plan, and implement any further protective measures as required
- Treat the allegation of a reprisal as a PID in its own right.

## DECLINING TO TAKE ACTION ON A PID

Under the *Public Interest Disclosure Act 2010* (PID Act), Council may decide not to investigate or deal with a PID in certain circumstances, including where:

- The information disclosed has already been investigated or addressed through another process. The matter should be dealt with under a more appropriate process
- The age of the information makes investigation impractical
- The information is too trivial, and dealing with it would substantially and unreasonably divert Council from performing of its functions
- Another agency with the authority to investigate has informed Council that an investigation is not warranted

If a decision is made not to investigate or take further action in relation to a PID, the discloser will be provided with written reasons for the decision.

If the discloser is dissatisfied with this outcome, they may request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written notice of the decision.



## COMMUNICATION WITH DISCLOSERS

Under the *Public Interest Disclosure Act 2010* (PID Act), Council is required to provide reasonable information to a discloser.

Council will acknowledge receipt of a PID in writing as soon as practicable. The discloser will be provided with information in line with the requirements of the PID Act and the standards issued by the Queensland Ombudsman. This includes:

- The action that will be taken in response to the PID
- The protections available under the PID Act
- The confidentiality obligations of both the discloser and Council
- Available support arrangements

Council will maintain regular contact with the discloser throughout the management of the PID, including timely updates on the progress of the matter. Upon finalising action in response to a PID, Council will advise the discloser in writing of the action taken and the outcome.

## CONFIDENTIALITY

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- Provide natural justice to subject officers
- Respond to a court order, legal directive or court proceedings

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible. Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

## SUPPORT FOR DISCLOSURES

Council recognises that providing appropriate support to disclosers is a key component of effective PID management.

An assessment will be conducted to identify the individual support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to provide ongoing assistance. The PID Support Officer will help the discloser access information about the PID process, available protections under the PID Act, and their rights and responsibilities. They will also maintain regular contact and proactively offer support throughout the management of the PID.

Information and support will continue to be made available to the discloser until the matter is finalised.

Making a PID does not prevent Council from taking reasonable management action. This means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the PID process.

## INVESTIGATING A PID

If Council decides to investigate a Public Interest Disclosure (PID), the investigation will be conducted with regard to:

The Principles of natural justice

- The obligation under the PID Act to protect confidential information
- The obligation under the PID Act to protect individuals from reprisal
- The interests of subject officers.

If the investigation substantiates the information provided in the PID, appropriate action will be taken.

If the investigation does not substantiate the allegations, Council will review relevant systems, policies and procedures to identify any potential improvements and consider if staff training is required.

## RIGHTS OF SUBJECT OFFICERS

Council recognises that being the subject of a Public Interest Disclosure (PID) can be a stressful experience. Council is committed to protecting the rights of subject officers by:

- Ensuring that the PID is managed impartially, fairly and reasonably, in accordance with the principles of natural justice
- Clarifying that the PID remains an allegation until it is substantiated by information or evidence obtained through an investigation
- Providing the subject officer with relevant information about their rights, as well as the progress and outcome of any investigation
- Offering access to the Employee Assistance Program for confidential support

Information and support will be provided to subject officers until the matter is finalised.

## RECORD KEEPING

In accordance with its obligations under the *Public Interest Disclosure Act 2010* and the *Public Records Act 2023*, Council will ensure that:

- Accurate data is collected regarding the receipt, assessment and management of Public Interest Disclosures (PIDs)
- Anonymised data is reported to the Office of the Queensland Ombudsman, as the oversight agency, via the PID reporting database

All records relating to disclosures, investigations, and associated decisions will be securely stored and accessible only to authorised personnel involved in the management of the PID.

## KEY RESPONSIBILITIES

Responsible Officer	Responsibility
Chief Executive Officer	Overall responsibility for ensuring that Council develops, implements and maintains a PID management program
Executive Leadership Team	Promote and encourage the internal reporting of wrongdoing
Governance Manager	Undertake the role of PID Coordinator for Council

## DEFINITIONS

Term	Definition
<b>Administration Action</b>	<p>a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> <li>i. a decision and an act; and</li> <li>ii. a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and</li> <li>iii. the formulation of a proposal or intention; and</li> <li>iv. the making of a recommendation, including a recommendation made to a Minister; and</li> <li>v. an action taken because of a recommendation made to a Minister; and</li> </ul> <p>b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission</p>
<b>Confidential Information</b>	<p>(a) includes</p> <ul style="list-style-type: none"> <li>i. information about the identity, occupation, residential or work address or whereabouts of a person (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and</li> <li>ii. (ii) information disclosed by a public interest disclosure; and</li> <li>iii. (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person;</li> </ul> <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
<b>Corrupt Conduct</b>	<p>As defined in section 15 of the <i>Crime and Corruption Act 2001</i></p> <p>1. <b>Corrupt conduct</b> means conduct of a person, regardless of whether the person holds or held an appointment, that</p>

Term	Definition
	<p>a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of:</p> <ul style="list-style-type: none"> <li>i. a unit of public administration; or</li> <li>ii. a person holding an appointment; and</li> </ul> <p>b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that</p> <ul style="list-style-type: none"> <li>i. is not honest or is not impartial;</li> <li>ii. involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</li> <li>iii. involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</li> </ul> <p>c) would, if proved, be</p> <ul style="list-style-type: none"> <li>i. a criminal offence; or</li> <li>ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</li> </ul> <p>2. <b>Corrupt conduct</b> also means conduct of a person, regardless of whether the person holds or held an appointment, that</p> <p>a) impairs, or could impair, public confidence in public administration; and</p> <p>b) involves, or could involve, any of the following:</p> <ul style="list-style-type: none"> <li>i. collusive tendering;</li> <li>ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) <ul style="list-style-type: none"> <li>a) protecting health or safety of persons;</li> <li>b) protecting the environment;</li> <li>c) protecting or managing the use of the State's natural, cultural, mining or energy resources;</li> </ul> </li> <li>iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</li> <li>iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</li> <li>v. fraudulently obtaining or retaining an appointment; and</li> </ul> <p>c) would, if proved, be –</p> <ul style="list-style-type: none"> <li>i. a criminal offence; or</li> <li>ii. a disciplinary breach providing reasonable grounds</li> </ul>

Term	Definition
	for terminating the person's services, if the person is or were the holder of an appointment.
<b>Council</b>	Diamantina Shire Council
<b>Detriment</b>	<ul style="list-style-type: none"> <li>• includes – personal injury or prejudice to safety;</li> <li>• property damage or loss;</li> <li>• intimidation or harassment;</li> <li>• adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business;</li> <li>• financial loss;</li> <li>• damage to reputation, including, for example, personal, professional or business reputation.</li> </ul>
<b>Disability</b>	<p>As defined in section 11 of the <i>Disability Services Act 2006</i>, for the purposes of this policy:</p> <ol style="list-style-type: none"> <li>1. A disability is a person's condition that— <ol style="list-style-type: none"> <li>a) is attributable to— <ol style="list-style-type: none"> <li>i. an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or</li> <li>ii. a combination of impairments mentioned in subparagraph (i); and</li> </ol> </li> <li>b) (b) results in— <ol style="list-style-type: none"> <li>i. a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and</li> <li>ii. the person needing support.</li> </ol> </li> </ol> </li> <li>2. For subsection (1), the impairment may result from an acquired brain injury.</li> <li>3. The disability must be permanent or likely to be permanent.</li> <li>4. The disability may be, but need not be, of a chronic episodic nature.</li> </ol>
<b>Disclosure</b>	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
<b>Employee</b>	An employee of an entity, includes a person engaged by the entity under a contract of service.
<b>Investigation</b>	For the purposes of this policy, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
<b>Journalist</b>	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
<b>Maladministration</b>	<p>As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i>, maladministration is administrative action that —</p> <ol style="list-style-type: none"> <li>a) was taken contrary to law; or</li> <li>b) was unreasonable, unjust, oppressive, or improperly discriminatory; or</li> <li>c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust,</li> </ol>

Term	Definition
	<p>oppressive, or improperly discriminatory in the particular circumstances; or</p> <p>d) was taken—</p> <ul style="list-style-type: none"> <li>i. for an improper purpose; or</li> <li>ii. on irrelevant grounds; or</li> <li>iii. having regard to irrelevant considerations; or</li> </ul> <p>e) was an action for which reasons should have been given, but were not given; or</p> <p>f) was based wholly or partly on a mistake of law or fact; or</p> <p>g) was wrong</p>
<b>Natural Justice</b>	<p>Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> <li>• avoid bias</li> <li>• give a fair hearing;</li> <li>• act only on the basis of logically probative evidence</li> </ul>
<b>Organisational Support</b>	<p>For the purposes of this policy, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• providing moral and emotional support</li> <li>• advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure</li> <li>• appointing a mentor, confidante or other support officer to assist the discloser through the process</li> <li>• referring the discloser to the agency’s Employee Assistance Program or arranging for other professional counselling</li> <li>• generating support for the discloser in their work unit where appropriate</li> <li>• ensuring that any suspicions of victimisation or harassment are dealt with</li> <li>• maintaining contact with the discloser</li> <li>• negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance</li> </ul>
<b>Proper authority</b>	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
<b>Public Officer</b>	A public officer, of a public sector entity, is an employee, member or officer of the entity
<b>Reasonable belief</b>	A view which is objectively fair or sensible

Term	Definition
<b>Reasonable Management Action</b>	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager:</p> <ul style="list-style-type: none"> <li>a) a reasonable appraisal of the employee's work performance;</li> <li>b) a reasonable requirement that the employee undertake counselling;</li> <li>c) a reasonable suspension of the employee from the employment workplace;</li> <li>d) a reasonable disciplinary action;</li> <li>e) a reasonable action to transfer or deploy the employee;</li> <li>f) a reasonable action to end the employee's employment by way of redundancy or retrenchment;</li> <li>g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);</li> </ul> <p>A reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.</p>
<b>Reprisal</b>	<p>The term 'reprisal' is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> <li>• has made or intends to make a disclosure</li> <li>• has been or intends to be involved in a proceeding under the disclosure Act against any person.</li> </ul> <p>Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Services</p>
<b>Subject officer/s</b>	An officer who is the subject of allegations of wrongdoing made in a disclosure
<b>Substantial and Specific</b>	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

## SUPPORTING DOCUMENTATION

<b>Legislation</b>	<i>Crime and Corruption Act 2001</i> <i>Local Government Act 2009</i> <i>Ombudsman Act 2001</i> <i>Public Interest Disclosure Act 2010</i> <i>Public Records Act 2023</i> <i>Public Sector Ethics Act 1994</i> <i>Human Rights Act</i>
<b>Council Policies</b>	Code of Conduct Administrative Action and Human Rights Complaints Policy
<b>Supporting Documents</b>	Code of Conduct for Councillors in Queensland Public Interest Disclosure Standard No.1/2019 Public Interest Disclosure Standard No.2/2019 Public Interest Disclosure Standard No. 3/2019 DSC - Public Interest Disclosure Procedure

## VERSION CONTROL

Version	Approved	Comment	eDRMS #
1	7 May 2015	Minute No: 2015.04.24-OM-15	
2	7 May 2015	Minute No. 2015.04.27-OM-15 – Changes	
3	3 Oct 2016	Minute No. 2016.10.10-OM-14	
4	19 Nov 2018	Minute No. 2018.11.19-OM-16	
5	22 June 2020	Minute No. 2020.06.22-OM-17	
6	19 July 2021	Minute No. 2021.07.19-OM-11	324802
7	15 Dec 2025	Resolution: CNL25/316	329707