

PROCEDURE

Public Interest Disclosure Procedure

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1 PURPOSE

This procedure guideline has been developed to convey Reay Service Group's approach on managing Public Interest Disclosures about identified wrong doings and incorporates a management plan.

2 SCOPE

This procedure applies to all company personnel (employees and contractors) in promotion of the public interest and encourages and supports Public Interest Disclosures of wrong doing.

The objectives of the Policy are:

- To create a positive reporting environment that encourages the making of public interest disclosures;
- To provide processes that ensure public interest disclosures are dealt with in a thorough and timely manner;
- To provide appropriate support and protection to RSG Officers or members of the public to make a public interest disclosure;
- To ensure that RSG fulfils its responsibility under the Public Interest Disclosure Act 2010.
- To ensure that the discloser is kept informed throughout the process.

Senior Management endorse the value of public interest disclosures and recognises the importance of the proper management of public interest disclosures including the protection of all parties.

RSG will ensure that all staff, especially managers and supervisors should make themselves familiar with the Public Interest Disclosure Act 2010.

3 DEFINITIONS

Company / the Company/ RSG : Refers to Reay Services Group and associated entities.

System: Quality, Safety and Environmental Management Systems.

4 RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 About Public Interest Disclosure

5.1 Confidentiality

RSG is committed to maintaining confidentiality when handling disclosures. Confidentiality not only protects the disclosure against reprisals, but any other person affected by the disclosure.

The Act does not expressly require that information relating to a disclosure, such as the allegations and evidence, be maintained as confidential. However, such information will be treated confidentially except where the investigation process requires this information to be disclosed.

Confidential information in this context includes:

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

An intentional and unauthorised breach of confidentiality may result in disciplinary or criminal action.

The Authorised Officer is to advise the discloser if his/her identity needs to be revealed for any reason and to seek consent if possible. However the Authorised Officer is to attempt as far as practicable to avoid a situation where the discloser's identity would need to be revealed.

In protecting the discloser's confidentiality, the Authorised Officer is to ensure that the details of the Disclosure, the investigation and related decisions are kept secure. Authorised release of disclosures covers those instances where the release is specifically required:

- To provide natural justice to the subject person;
- When responding to a court order or legal directive (eg. Subpoena, notice to produce etc.); or
- In court proceedings.

While RSG is prepared to take all necessary steps to protect the confidentiality of the information that is disclosed, the discloser also has some obligations. RSG encourages disclosers not to talk about their disclosure to their colleagues or anyone other than the authorised person. The few people who know about the disclosure - both before and after it is made - the more likely it is that RSG will be able to keep identities confidential and protect the Discloser and persons involved from any detrimental action in reprisal.

5.2 Information regarding Public Interest Disclosures

A "Public Interest Disclosure" is:

- a) A Disclosure of information specified in the Public Interest Disclosures Act 2010;
- b) Made in the public interest; and
- c) To an appropriate public sector entity.

5.3 Who can make a "Public Interest Disclosure"?

Anyone, including persons external to Reay Service Group, may make a public interest Disclosure if they have information about:

- a) A substantial and specific danger to the health and safety of a person with disability;
- b) A substantial and specific danger to the environment;
- c) The conduct of another person that could, if proved, be a reprisal.

In addition, those internal to RSG Senior Management, Employees and Contractors may make a public interest disclosure if they have information about the conduct of another person which could, if proved, be:

- a) Official misconduct (as defined in the Crime and Misconduct Act 2001); and
- b) Maladministration that adversely affects a person's interest in a substantial and specific way;
- c) A substantial misuse of public resources;
- d) A substantial and specific danger to public health or safety; or
- e) A substantial and specific danger to the environment.

5.4 Reprisals

A reprisal is when a person causes, or attempts to conspire to cause detriment to another person because, or in the belief that, another person has made or may make a Public Interest Disclosure.

Detriment may include one or more of the following:

- Personal injury or prejudice to safety;
- Property damage or loss;
- Intimidation or harassment;
- Adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business;
- Financial loss; or
- Damage to reputation, including, for example, personal, professional or business reputation.

RSG is committed to ensure that a discloser does not suffer any form of reprisal as a result of making a disclosure, unless he/she has knowingly participated in the wrongful action being disclosed, is not subjected to any disciplinary action.

If a reprisal does occur, RSG will take all steps possible to stop the reprisal and to protect the discloser. The action taken by RSG will depend on the circumstances and seriousness of the reprisal. Any employee found to be engaging in an activity that is deemed a reprisal under the Act would be considered official misconduct and must be referred to the Crime and Misconduct Commission. The employee will also be subject to disciplinary action.

The Management Team and all senior officers in RSG are under an obligation to notify the Authorised Officer for public interest disclosures if it is reported, or they suspect, that a discloser is suffering reprisal as a result of making a Disclosure.

When the Authorised Officer becomes aware of a reprisal action against a discloser he/she is to take immediate steps to ensure the protection of the disclosure and to immediately commence an investigation into the reprisal. The reprisal is to be investigated in its own right and not part of the initial Disclosure. The investigation is to be conducted by a representative of the Management Team not involved in the investigation of the initial disclosure. The Authorised Officer will keep the disclosure informed of the progress and/or outcome of the investigation.

5.5 Confidentiality and Protection from Reprisal

The Act provides confidentiality and protection from reprisal to those who make Public Interest Disclosures

5.6 Disclosures not Protected by the Act

Some disclosures are not protected by the Act, including disclosures:

- Made to the media;
- Deemed frivolous or vexatious;
- That question the merits of RSG or RSG's policy; and
- Made to avoid disciplinary action.

5.7 False Disclosures

Under the Act it is an offence to intentionally make false Disclosures

6 PROCEDURE FRO MAKING A “PUBLIC INTEREST DISCLOSURE”

6.1 Report of a “Public Interest Disclosure”

A Public Interest Disclosure can be reported to:

- The Director; or
- The General Manager (or his delegate); or
- Manager, Coordinator or Supervisor;

After the receipt of the Disclosure, the officer who received the Disclosure shall refer the Disclosure to the appropriate Authorised Officer for Assessment and coordination of investigation (see 7- Assessment and Investigation of a "Public Interest Disclosure).

RSG encourages that the preferred option for making a public interest Disclosure is in writing (whenever possible) and contains as much relevant information as available. However, a Disclosure can be made verbally to RSG.

RSG's contact details are as follows:

The Director
Reay Service Group
PO Box 121
Mackay Qld 4740

Email: hr@reaygroup.com.au

Telephone: 07 49512933

Any person may choose to make a Disclosure to an appropriate external entity rather than to RSG (i.e. Crime and Misconduct in relation "official misconduct", Queensland Ombudsman etc).

6.2 Anonymous Disclosures

Whilst anonymous Disclosures can be made, RSG prefers that Disclosers identify themselves as this enables the best assessment and investigation of the Public Interest Disclosures and ensures appropriate support is provided to the Discloser.

If a Discloser chooses to remain anonymous they are asked to provide as much information as possible in their Disclosure to enable proper assessment and investigation of the public interest Disclosure.

Anonymous disclosers will/cannot be informed of the investigation outcome by reason of their anonymity and as a result some of the protections in the Act may not apply to anonymous disclosers

6.3 Information to Disclose

To ensure comprehensive and successful investigation of a perceived wrong doing, persons making a disclosure are encouraged to provide all known information that might be relevant including:

- The circumstances of the incident/matter including dates, times and locations;
- The details of personnel or other involved; and
- Possible sources of additional information or evidence eg. Other people or files.

6.4 False or Misleading Information

A person who gives information to a proper authority, knowing that it is false or misleading and intending that it be acted upon as a Public Interest Disclosure, may face disciplinary action and criminal prosecution. Knowingly providing false or misleading information is different to providing information that turns out to be incorrect or unable to be substantiated

6.5 Disclosing Public Interest Disclosures to Journalists

Section 20 of the Act states that a disclosure can only be disclosed to a Journalist under the following conditions:

1. RSG has decided not to investigate or deal with the disclosure;
2. RSG investigated the disclosure but did not recommend the taking of any action in relation to the disclosure;
3. RSG did not notify the person, within a six (6) month period after the date the disclosure was made, whether or not the disclosure was to be investigated or dealt with.

Unauthorised disclosure to a Journalist may expose the Discloser (public officer) to disciplinary action and/or civil action

7 ASSESSMENT & INVESTIGATION OF A “PUBLIC INTEREST DISCLOSURE”

7.1 Assessment

An appropriate Authorised Officer on behalf of the RSG will initially assess the disclosure to make a decision on how to best deal with that disclosure. The Disclosure will be properly assessed on the following:

- a) If the disclosure has been received in the acceptable nominate manner;
- b) Does the disclosure fall within the categories as per the Act to be investigated - Please see Clause 2.2;
- c) An acknowledgement letter shall be forwarded to the discloser which will outline the contact methods, advise of timeframes in which a decision may be expected;
- d) The Authorised Officer will coordinate the investigation by referring it to relevant Programs to either investigate or obtain information;
- e) The Authorised Officer will keep full and accurate records in the document management system regarding the disclosure;

7.2 No Action Required

The Authorised Officer may decide not to investigate or deal with a public interest disclosure if:

- a) The substance of the disclosure has already been investigated or dealt with by another appropriate process; or;
- b) RSG reasonably considers that the disclosure should be dealt with by another appropriate process; or
- c) The age of the information the subject of the disclosure makes it impracticable to investigate; or
- d) RSG reasonably considers that the disclosure is too trivial to warrant an investigation and that dealing with the disclosure would substantially and unreasonably divert the resources of RSG from their use by RSG in the performance of its functions; or
- e) That another entity has jurisdiction to investigate the disclosure has notified RSG that investigation of the disclosure is not warranted.

If the Authorised Officer decides not to investigate or deal with the disclosure, then Authorised Officer will provide written notice of its decision to the discloser.

If the discloser is unhappy with this decision not to deal with the disclosure, they may apply to the Council for a review of the decision within 28 days after receiving the written decision.

Under the Act, RSG is required to keep a proper record of any disclosure made. The record must include:

- a) The name of the person making the disclosure, if known; and
- b) The information disclosed; and
- c) Any action taken on the disclosures;
- d) Any other information as required per Section 60 of the Act as required.

7.3 Referral of a Disclosure

RSG may refer a disclosure to another public sector entity (referral entity) if the disclosure relates to:

- a) The conduct of the referral entity or an officer of the referral entity;
- b) The conduct of an entity (including RSG) or another matter that the referral entity has the power to investigate or remedy.

If the matter is referred the discloser will be advised accordingly in writing outlining:

- a) Which entity that disclosure was referred to;
- b) RSG's the decision why the disclosure was referred;

The Enterprise Risk Management Framework provides a risk assessment framework which will assist in the evaluation of the risks of reprisal. Risks identified will be discussed with the discloser and with the necessary Manager or Supervisor.

7.4 Timeframes

The timeframe for dealing with a disclosure will depend on an assessment of the following factors by the Authorised Officer:

- **Urgent Disclosures:**

A disclosure which relates to the health & safety of a person, a serious environmental issue or official misconduct may be considered an urgent disclosure;

- **Normal Disclosures:**

Most disclosures of general nature will fall within this category. The likelihood that the disclosure can quickly be resolved will also be considered in this category.

- **Complex Disclosures:**

The criteria for complexity may be in relation to the number of issues identified in the disclosure and if the nature of the disclosure;

- **Internal review or external review:**

Timeframes for internal or external reviews for disclosures will be assessed in accordance to whether it is deemed, urgent, normal or complex.

RSG will endeavour to meet the following time frames for dealing with disclosures:

Type of Disclosure	Timeframe
Urgent	14 business days
Normal	60 business days
Complex	90 business days

If these timeframes cannot be met for any reason the Authorised Officer may make contact with the discloser to request a necessary extension to complete the investigation prior to the expiry of the initial timeframe. A confirmation letter will also be forwarded to the discloser confirming agreement or non-agreement to the extension.

The extension timeframe must be reasonable in all of the circumstances but in no case more than 3 months from the date that the disclosure was received by RSG.

7.5 Investigation

After the Authorised Officer has assessed the disclosure, the Authorised Officer may determine to undertake the investigation, however he/she may refer the disclosure to an appropriate investigator to undertake the investigation if her/she believes there is a conflict of interest or simply because it is better suited that the investigation be delegated. An appropriate investigator may be a Director, Manager, Representative of Human Resources or another appropriate staff member.

If the investigation has been delegated, the Investigator is to report back to the Authorised Officer on progress, feedback, any recommendations and decision in relation to disclosure

7.6 Commitment to Keeping the Discloser Informed

All disclosures received by RSG will be acknowledged. In addition, RSG will give the disclosure reasonable information about their disclosure, including:

- a) a description of the action proposed to be taken, or taken, in relation to the disclosure and the reasons for the decision;
- b) likely timeframes;

- c) if action has been taken in relation to the disclosure, a description of the results of the action;
- d) contact details for further information or in the event of a suspected reprisal.

RSG may not give the aforementioned information if giving the information would be likely to adversely affect:

- a) anybody's safety; or
- b) the investigation of an offence or possible offence; or
- c) necessary confidentiality about an informant's existence or identity

7.7 Decision

Once the investigation has been completed the Authorised Officer will forward a Decision Letter to the discloser advising outcome of the investigation.

The decision letter will contain a right of review that encompasses both internal and external review.

7.8 Consultation

The Authorised Officer shall keep the Managing Director and General Manager informed of progress during the assessment and investigation of the disclosure. If requested by the Managing Director and General Manager, progress reports will also be provided.

8 RECORD KEEPING & REPORTING

Under Legislation there is a requirement to keep proper records of a disclosure made or referred to RSG including:

- The name (if known) of the person making the disclosure;
- Detail of the disclosure;
- Any action taken in respect to the disclosure;

The Authorised Officer will be responsible for keeping these records.

The Authorised Officer will also be required to report all Public Interest disclosures to the Queensland Ombudsman.

RSG will endeavour to protect the confidentiality of the disclosures to the best of its ability, however must advise that in some instances this may not always be possible. RSG would consult with the Discloser in this situation

9 REFERENCE DOCUMENTATION

Legislation:

- Crime and Misconduct Act 2001
- Local Government Act 2009
- Public Interest Disclosure Act 2010
- Public Sector Ethics Act 1994

Procedures:

- HR-PRO-004 Workplace Behaviour & Disciplinary Action Management Procedure
- QMS-PRO-024 Anti-Corruption & Bribery Procedure

Policies:

- QMS-POL-003 Anti-Corruption & Bribery Policy
- HR-POL-002 Equal Opportunity Policy

10 FURTHER INFORMATION

10.1 Rights of review

The rights to appeal will depend on the type of disclosure made to RSG. The below table outlines the types of decision which are able to be appealed, timeframes and to whom the appeal is to be addressed:

Type of Disclosure	Responsibility	Timeframe
That no action is required on a Disclosure	Managing Director	60 business days
Official Misconduct	Crime and Misconduct Commission (CMC)	As soon as practicable
Maladministration	Queensland Ombudsman	As soon as practicable
Reprisal	<ul style="list-style-type: none">• General Manager• Anti-Discrimination Commission Queensland• Queensland Industrial Relations Commission• Supreme Court for an injunction	As soon as practicable
Disciplinary Action against a public officer or transfer or appointment to another position and unfair treatment	General Manager	60 business days

The Discloser may also seek their own legal advice as to whether they could apply to the Supreme Court for a review of the decision under the *Judicial Review Act 1991*.

10.2 Contact Information

All appeals should be in writing and addressed to RSG in the first instance. The Authorised Officer will then assess the category pursuant to Sections 12 and 13 of the Act to determine which subject category the disclosure falls and will then refer the appeal to the appropriate external review agency.

The Authorised Officer
Reay Service Group
PO Box 212
Mackay Qld 4740

Email: hr@reaygroup.com.au

For further advice regarding Public Interest Disclosures please contact:

External:

Queensland Ombudsman Advisory Service

Public Interest Disclosure Procedure

The Queensland Ombudsman has been allocated responsibility for providing advice and guidance to public sector entities and officials to meet their responsibilities created from the *Public Sector Ethics Act 1994* and the *Public Interest Disclosure Act 2010*.

Enquiries: Monday to Friday from 8.30am to 5.00pm
Phone: 1800 068 908
Email: pidadmin@ombudsman.qld.gov.au

Further information can also be located on the Queensland Public Sector Ethics website: - <http://www.ethics.qld.gov.au/>

The following information and facts sheets on Public Interest Disclosures are available on that website:

- [Blowing the whistle in Queensland](#)
- [Thinking about blowing the whistle? \(a guide for individuals\)](#)
- [Has one of your staff blow the whistle? \(a guide for managers\)](#)
- [Managing a public interest Disclosure program \(a guide for public sector organisations\)](#)

11 DEFINITIONS

Term	Definition
Authorised Officer	RSG’s delegated officer who will coordinate the investigations of the Public Interest Disclosure.
Conduct	<p>Means:</p> <ul style="list-style-type: none"> a) For a person, regardless of whether the person holds an appointment- conduct, or a conspiracy or attempt to engage in conduct, of or by the person that adversely affects, or could adversely affects, directly or indirectly, the honest and impartial performance of functions or exercise powers of: <ul style="list-style-type: none"> i. A unit of public administration; or ii. Any person holding an appointment. b) For a person who holds or held an appointment - conduct, or a conspiracy or attempt to engage in conduct, of or by the person that is or involves; <ul style="list-style-type: none"> i. The performance of the persons, functions or the exercise of the person's powers, as the holder of the appointment, in a way that is not honest or is not impartial; or ii. A breach of the trust placed in the person as the holder of the appointment; or iii. A misuse of information or material acquired in or in connection with the performance of the person's functions as the holder of the appointment, whether the misuse is for the person's benefit or the benefit of someone else. c) Any conduct that is inconsistent with RSG’s Code of Conduct.
Corruption	shall mean a dishonest activity in which a RSG employee, volunteer, consultant or contractor acts contrary to the interest of RSG and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or organisation.
Disability	<ol style="list-style-type: none"> 1. A disability is a person's condition that: <ul style="list-style-type: none"> a) is attributable to an intellectual, psychiatric, genitive, neurological sensory or physical impairment; or b) a combination of impairments mentioned in subparagraph (a) and results in a: <ul style="list-style-type: none"> i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and ii) The person needing support. 2. For subsection 1, the impairment may result from an acquired brain injury; 3. The disability must be permanent or likely to be permanent; 4. The disability may be, but need not be, of a chronic episodic nature. <p>Danger to the health or safety of a person with a disability means any <i>substantial</i> and <i>specific</i> danger to the health or safety of a person with a <i>disability</i> can also be the subject of a PID. Examples include:</p> <ul style="list-style-type: none"> • Disability service officers physically or sexually abusing clients; • Inadequate decision making for the care of a mental health patient.

Term	Definition
Discloser	Shall mean a person who makes a public interest disclosure.
Disclosure	Shall mean a Public Interest Disclosure
Employees	Shall mean all RSG employees and Contractors (regardless of their employment status or type of employment e.g. permanent, casual full time, part time).
Environment	<p>Environment includes:</p> <ul style="list-style-type: none"> a) Ecosystems and their constituent parts, including people and communities; and b) All natural and physical resources; and c) The qualities and characteristics of locations, places and areas, however large or small, that contribute to their biological diversity and integrity, intrinsic or attributed scientific value or interest, amenity, harmony and sense of community; and d) The social, economic, aesthetic and cultural conditions that affect, or are affected by, things mentioned in paragraphs a) and b). <p>Danger to the environment refers to any <i>substantial</i> and <i>specific</i> danger that is an offence, or the contravention of a condition imposed under Queensland environmental legislation (as listed in schedule 2 of the PIDA) examples include.</p> <ul style="list-style-type: none"> • A shipping company discharging oil into the coastal waters of Queensland; • Any person or business clearing trees without a permit.
Fraud	<p>Shall mean an intentionally dishonest activity causing actual or potential financial loss (or reputational damage) to any person or organisation including theft of money or other property by employees or persons external to RSG.</p> <p>Some examples of fraud are (but not limited to):</p> <ul style="list-style-type: none"> • Theft and/or misuse of RSG's revenue; • Unauthorised use of RSG assets (including plant and equipment and inventory); • Credit card fraud; • Forgery or alteration of cheques, invoices, computer records etc; • Submission of false taxation arrangements for an employee or contractor; • Submission of fraudulent applications for reimbursement; • Payments to fictitious employees or suppliers (third parties); • False accounting; • Wilfully providing false or misleading information to RSG or failing to provide information where there is an obligation to do so.

Term	Definition
Frivolous	Shall mean conduct that has been assessed as not having any serious or value.
Maladministration	<p>Means administrative action that:</p> <ul style="list-style-type: none"> a) Was taken contrary to law; or b) Was unreasonable, unjust, oppressive, or improperly discriminatory; or 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, oppressive, or improperly discriminatory in the particular circumstances; or d) Was taken: <ul style="list-style-type: none"> i. For an improper purpose; or ii. On irrelevant grounds; or iii. Having regard to irrelevant considerations; or e) Was an action or which reasons should have been given, but were not given; or f) Was based wholly or partly on a mistake of law or fact; or g) Was wrong.
Official Misconduct	<p>Has the same meaning as in the <i>Crime and Misconduct Act 2001</i>. It is conduct that could, if proved, be:</p> <ul style="list-style-type: none"> a) A criminal offence; or b) A disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or was the holder of an appointment.
Public Health or Safety	<p>Includes the health or safety of persons:</p> <ul style="list-style-type: none"> a) Under lawful care or control; or b) Using Community facilities or services provided by public or private sector; or c) In employment workplaces
PID	Public Interest Disclosure/s.
Public Interest Disclosure	<p>shall mean a disclosure of information to a proper authority in accordance with the Act, and includes all information and help given by the Discloser to the proper authority.</p> <p>The <i>Public Interest Disclosure Act 2010</i> distinguishes between disclosures made by :</p> <ul style="list-style-type: none"> • A public officer; and • Anyone else. <p>PIDs made by public officers must concern:</p> <ul style="list-style-type: none"> (a) The conduct of another person that could, if proved, be - <ul style="list-style-type: none"> (i) Official misconduct; or (ii) Maladministration that adversely affects a person's interests in a substantial and specific way; or (b) A substantial misuse of public resources (other than alleged misuse based on mere disagreements over policy that may

Term	Definition
	<p>properly be adopted about amounts purposes or priorities or expenditure).</p> <p>(c) A substantial and specific danger to public health or safety; or</p> <p>(d) A substantial and specific danger to the environment.</p> <p>PIDs made by any person must concern;</p> <ul style="list-style-type: none"> • A substantial and specific danger to the health or safety or a person with a 'disability' as defined in the <i>Disability Services Act 1992</i>. • A substantial and specific danger to the environment. • A reprisal taken against anybody as a result of a PID. <p>A person has information about the conduct of another person or another matter if either:</p> <ul style="list-style-type: none"> • The person honestly believes on reasonable grounds that the information tends to show the conduct or other matter or; • The information tends to show the conduct or other matters regardless of whether the person honestly believes the information tends to show the conduct or other matter. <p>The disclosure is still a PID and covered by the Public Interest Disclosure Act 2010, including:</p> <ul style="list-style-type: none"> • Disclosures made to the media (exception special circumstances outline in Part 4, Section 20); • Those made frivolously or vexatious; • Those which primarily question the relative merits of government or agency policy; and • Those that are made substantially to avoid disciplinary action.

Term	Definition
<p>Reportable Conduct</p>	<p>Reportable Conduct shall mean any conduct by a person connected with RSG which is:</p> <ul style="list-style-type: none"> • Dishonest; • Fraudulent; • Corrupt; • Illegal (including theft, drug sale/use, violence or threatened violence and criminal damage against property); • A breach of Legislation or Local Laws; • Unethical (either a breach of RSG’s Code of Conduct for Employees or generally); • Serious improper conduct; • Unsafe work practices; • Conduct which may cause financial or non-financial loss to the Council or be otherwise detrimental to the Interests of RSG; • Gross Mismanagement; • Serious or substantial waste; or • Repeated instance of breach of administrative procedures; • Environmental dangers.
<p>Reprisal</p>	<p>Reprisal occurs if a person causes or attempts to cause detriment to another person because they believe (whether or not this is actually the case) that:</p> <ol style="list-style-type: none"> a) person has made a Disclosure against them; or b) Person intends to participate in proceedings under the act. <p>The detriment could be an action (or threats of action) that result in:</p> <ol style="list-style-type: none"> a) A physical or psychological injury; b) Loss or damage to property; c) Intimidation or harassment; d) Discrimination or disadvantage to a persons' career, employment or business; e) Financial loss; and Damage to reputation, for example, personal professional or business reputation.