

# G.18-A Public Disclosure Management Plan

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- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services

## 1 COUNCIL'S POLICY COMMITMENT

Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, official misconduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities and which may not be identified and addressed through established internal controls.

In accordance with the objectives of the *Public Interest Disclosure Act 2010 (the PID Act)*, and Councils Public Interest Disclosure policy, it is Council's commitment to:

- promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
- ensure that Public Interest Disclosures are properly assessed and, when appropriate, properly investigated and dealt with; and
- ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
- afford protection from reprisals to persons making Public Interest Disclosures

## 2 EXECUTIVE TEAM COMMITMENTS

Quilpie Shire Council has an obligation to deal with wrongdoings within or associated with its operational jurisdiction, and to take corrective action to appropriately deal with such wrongdoing.

Quilpie Shire Council encourages any staff member who reasonably considers that he or she has witnessed or is aware of a wrongdoing to come forward and make a disclosure in accordance with Councils Public Interest Disclosure Policy.

Quilpie Shire Council aspires to an organisational climate where all staff members feel confident and comfortable about making a disclosure of wrongdoing and feel safe in the knowledge that they will not be subject to, or are provided strong protections against reprisal.

Quilpie Shire 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 are acting as exemplary organisational citizens by assisting Council in promoting openness, accountability and good management.

When a staff member comes forward with information about wrongdoing, Council commits to:

- protecting the dignity, wellbeing, career interests and good name of all persons involved;
- protecting the discloser from any adverse action taken as a result of making the disclosure;
- treating any bullying, harassment, unfair treatment, victimisation or discrimination that results from a disclosure being made as a breach of Code of Conduct and Council's Public Interest Disclosure Policy;
- responding to the disclosure thoroughly and impartially;
- where some form of wrongdoing has been found, taking appropriate action to deal with it; and
- keeping the discloser informed of the progress and outcome.

## 3 COMMUNICATION STRATEGY

This PID Management Plan and associated procedures will be posted to Council's website.

Articles promoting Council's Public Interest Disclosure Policy and procedures will be provided to staff on a Quarterly basis via Staff and Community Newsletters and Council's Website.

## 4 TRAINING STRATEGY

### 4.1 STAFF PUBLIC INTEREST DISCLOSURE AWARENESS

Public Interest Disclosure Awareness Training will be provided to all staff as part of the employee induction process and at staff meetings (at least once annually). This training shall include:

- the identification of what is a ‘wrongdoing’;
- the correct way to make a Public Interest Disclosure;
- an outline of the support and protections afforded to disclosers of wrongdoings; and
- how Public Interest Disclosures will be managed.

### 4.2 STAFF PID MANAGEMENT

Senior managers and other staff who may receive or manage Public Interest Disclosures, persons making disclosures or other workplace issues relating to Public Interest Disclosure management will be provided annual training regarding these processes. Staff required to undertake detailed investigations of Public Interest Disclosures will receive investigation skills training.

### 4.3 COUNCILLOR TRAINING

Councillors will be briefed regarding both Public Interest Disclosure Awareness and Public Interest Disclosure Management following each quadrennial election.

## 5 PUBLIC INTEREST DISCLOSURE OVERSIGHT

Council’s Chief Executive Officer will be responsible for:

- providing staff training regarding Public Interest Disclosure awareness and Public Interest Disclosure Management;
- applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a Public Interest Disclosure;
- monitoring the investigation and resolution of Public Interest Disclosures;
- managing or coordinating the support and protection offered to disclosers;
- collecting, reporting and reviewing data via a secure and confidential reporting system about Public Interest Disclosures received; and
- reporting Public Interest Disclosure information to Council’s Executive Team (as required) and to the Queensland Ombudsman, via the Public Interest Disclosure database, as required.

## 6 MONITORING AND IMPROVEMENTS

It is expected that the Public Interest Disclosure process will assist to:

- promote good governance of Council’s operations through the investigation of, and attention to matters, which might otherwise not come to the attention of the Chief Executive Officer; and
- result in the identification of public health and safety and environmental protection issues and their referral to appropriate authorities.

The Chief Executive Officer will provide an annual report to the Executive Team and Council on:

- issues arising from Public Interest Disclosures received during the period; and
- effectiveness of Council’s Public Interest Disclosure Policy and Procedures.

## 7 DEFINITIONS

Refer to policy document

**8 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS**

IX #	DETAILS
91130	G.18 Public Interest Disclosure Policy
91131	G.18-B Public Interest Disclosure Procedure