

Document Name	Document Version Number	Review Date
Public Interest Disclosures (PID) Policy	1.0	October 2025 (Every 4 years under The Act)
Date Adopted	Minute Number	Status
18 October 2023	6526	Revised

## Purpose

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the Public Interest Disclosures Act 2022 (PID Act).

At Greater Hume Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where Public Officials are encouraged to report any conduct that they reasonably believe involves wrongdoing. The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Grievance Policy and Procedure. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to the People & Culture Officer to be dealt with in accordance with the Grievance Policy and Procedure.

## Scope

### Who does this Policy apply to?

This Policy applies to you, and is for your benefit, as a Public Official employed in or by Council or otherwise in the service of Council. Public Official is defined in Appendix 3 - Definitions.

The General Manager, other nominated disclosure officers and managers within Council have specific responsibilities under the PID Act. This Policy also provides information on how people in these roles will fulfil their responsibilities. Other Public Officials who work in and for the public sector, but do not work for Council may use this Policy if they want information on who they can report wrongdoing to within Council.

### Who does this Policy not apply to?

This Policy does not apply to:

- people who have received services from Council and want to make a complaint about those services
- people, such as contractors, who provide services to Council. For example, employees of a company that sold computer software to Council.
- consultants who are engaged to assist Council with its work, but are not provided services on behalf of Council, as these consultants are not considered Public Officials under the PID Act.

If you are not a Public Official, this Policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy).

## Content

### 1. What is a report of serious wrongdoing

#### What is the difference between a PID Report, complaints and grievances

When a Public Official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this Policy and the Public Interest Disclosures (PID) Procedure (the Procedure).

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

## When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

1. **Voluntary PID:** This is a PID where a report has been made by the Public Official because they decided, of their own accord, to come forward and disclose what they know.
2. **Mandatory PID:** This is a PID where the Public Official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in Council.
3. **Witness PID:** This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

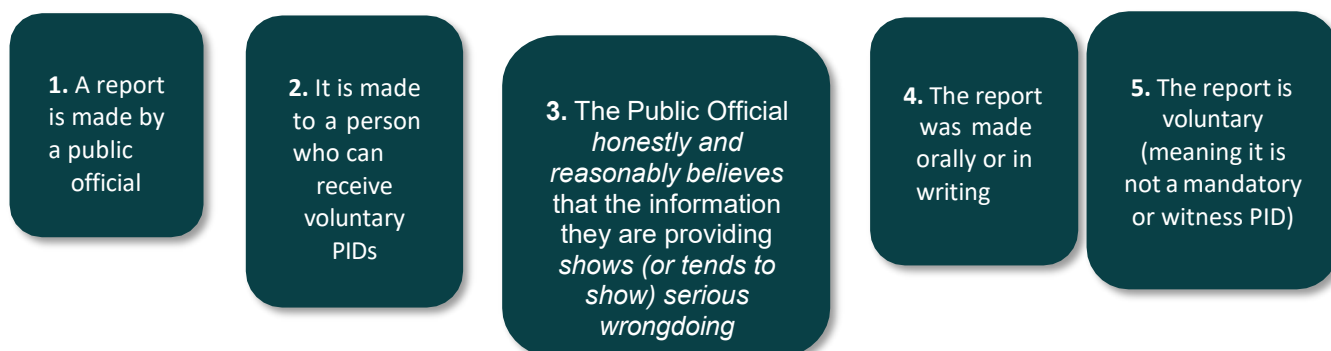
This policy mostly relates to making a voluntary PID. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a Public Official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You do have to honestly believe, on reasonable grounds that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this Policy.

You must not make false or misleading statements when making a disclosure. This is an offence under the PID Act.

## Who can make a voluntary PID?

Any Public Official can make a voluntary PID — see 'Who this policy applies to'. You are a Public Official if:

- you are employed by Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Council, or
- you work for an entity (such as a non-government organisation) who is contracted by Council to provide services or exercise functions on behalf of Council — if you are involved in undertaking that contracted work.

A Public Official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. A PID can be made to an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman.

Annexure B of this policy has a list of integrity agencies.

## What is serious wrongdoing?

Reports must be of one or more of the following categories of serious wrongdoing to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* — such as a Public Official accepting a bribe
- *serious maladministration* — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* — such as unlawfully accessing a person's personal information on Council's database
- *a serious and substantial waste of public money* — such as an Council not following a competitive tendering process when contracting with entities to undertake local government work.

When you make your report, you do not need to state to Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

## Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain Public Officials.

### Making a report to a Public Official who works for Council

You can make a report inside Council to:

- the General Manager;
- a disclosure officer for Council — a list of disclosure officers for Council and their contact details can be found at Annexure A of this policy;
- your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

PIDs should be reported as follows:

If the PID is about:	It should be reported to:
The Mayor	The General Manager or an Investigating Authority
The General Manager	The Mayor or an Investigating Authority
The Mayor and General Manager	An Investigating Authority
A Councillor	The General Manager or an Investigating Authority
A Council officer / Public Official	The General Manager, Disclosures Coordinator, a Disclosures Officer (refer Annexure A) or an Investigating Authority

## Making a report to a recipient outside of Council

You can also make your report to a Public Official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the *head of another agency* — this means the head of any public service agency
- an *integrity agency* — a list of integrity agencies is located at Annexure B of this policy
- a *disclosure officer* for another agency — ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- a *Minister or a member of a Minister's staff* but the report must be made in writing.

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to Council so that appropriate action can be taken.

## Making a report to a Member of Parliament (MP) or journalist

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Council:
  - notification that Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - the following information at the end of the investigation period:
    - notice of Council decision to investigate the serious wrongdoing
    - a description of the results of an investigation into the serious wrongdoing
    - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of Council's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

## What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other policies or procedures. Even if your report is not a PID, it may fall within another one of Council's policies for dealing with reports, allegations or complaints.

## Deeming that a report is a voluntary PID

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

All reports will be assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a Public Interest Disclosure.

Disclosures Officers are responsible to carry out an initial assessment and forward disclosures to the Disclosures Coordinator or General Manager for full assessment.

The Disclosures Coordinator in consultation with the General Manager or the Mayor (in the case of a disclosure about the General Manager) will:

- Assess Public Interest Disclosures in accordance with the PID Act and any applicable procedure or guideline; and
- Determine what action should be taken.

All reports will be assessed on the information available to the Disclosures Coordinator at the time. In assessing a report it may be decided that the report should be referred elsewhere or that no action should be taken on the report.

## Who can I talk to if I have questions or concerns?

You should talk to the Manager People and Culture, or the Manager Corporate Services, or the Disclosures Coordinator should you have concerns which need to be addressed. Questions or concerns will be treated confidentially.

## 2. Protections

### How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- *Protection from detrimental action*

- A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, Council will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- *Immunity from civil and criminal liability*

Some Public Officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work.

Sometimes, in order to make a PID, Public Officials will need to breach or disregard such confidentiality duties. If that happens, a Public Official cannot be disciplined, sued or criminally charged for breaching confidentiality.

- *Confidentiality*

Public Officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

- *Protection from liability for own past conduct*

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

## Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by Public Officials, there are other types of reports that are recognised as PIDs under the PID Act. These are set out on pages 3 and 4.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
<b>Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.</b>	✓	✓
<b>Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.</b>	✓	✓
<b>Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.</b>	✓	✓
<b>Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for:</b> <ul style="list-style-type: none"> <li>• breaching a duty of secrecy or confidentiality, or</li> <li>• breaching another restriction on disclosure.</li> </ul>	✓	✓

### 3. Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Council, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

Council will not tolerate any reprisal action against staff or Council officials who report wrongdoing.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, a Disclosures Officer, the Disclosures Coordinator, or the General Manager immediately.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the Disclosures Coordinator or the General Manager.

## 4. General support

The PID Act provides protection for people who report wrongdoing in accordance with this policy and the PID Act. Findings of Detrimental Action may:

- Result in a person being guilty of an offence as provided in the PID Act with criminal penalties that can be imposed include imprisonment or fines.
- Be a breach of Council's Codes of Conduct for which disciplinary action may be taken.
- Result in a person who has taken detrimental action being liable for payment of damages for any loss suffered by that person.

If a PID is received in accordance with the PID policy, the Mayor, General Manager or Disclosures Coordinator must:

- Conduct a risk assessment to identify any risks to the Council official who reported the wrongdoing
- Collaborate with the person that made the Public Interest Disclosure to develop strategies to deal with those risks, these may include:
  - Issuing warnings to those alleged to have taken reprisal action against the member of staff who made the disclosure.
  - Relocating the member of staff who made the disclosure or the subject officer within the current workplace.
  - Transferring the member of staff who made the disclosure or the staff member who is the subject of the allegation to another position for which they are qualified.
  - Granting the person who made the disclosure and/or the subject officer leave of absence during the investigation.

If you have reported wrongdoing and feel that any Detrimental Action is not being dealt with effectively, contact the NSW Ombudsman or the ICAC – depending on the type of wrongdoing reported. Contact details for these investigating authorities are included Appendix B.

## 5. Roles and responsibilities of Council employees

Certain people within Council have responsibilities under the PID Act.

### General Manager:

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from Public Officials
- ensuring there is a system in place for assessing disclosures
- ensuring the Council complies with this policy and the PID Act
- ensuring that the Council has appropriate systems for:
  - overseeing internal compliance with the PID Act
  - supporting Public Officials who make voluntary PIDs, including by minimising the risk of detrimental action
  - implementing corrective action if serious wrongdoing is found to have occurred
  - complying with reporting obligations regarding allegations or findings of detrimental action
  - complying with yearly reporting obligations to the NSW Ombudsman.



## Disclosure Officers

- receiving reports from Public Officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensuring that any oral reports that have been received are recorded in writing.

## Disclosures Coordinator

The General Manager has appointed Council's Manager of Risk and Governance as Council's Disclosures Coordinator.

- Assisting the General Manager to perform the General Manager's role under this policy and the PID Act.
- Receiving disclosures about wrongdoing by Public Officials including referring disclosures to the General Manager or Mayor.
- Ensuring that their actions adhere to the requirements of this policy and the PID Act including protecting and maintaining the confidentiality of the Public Official making the disclosure.
- Ensuring that instances of Detrimental Action are reported and dealt with under Council's Code of Conduct.

## Managers

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a disclosure officer.

## All employees

- report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council
- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

## **What Council will do if an investigation finds that serious wrongdoing has occurred**

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, Council will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

## 6. Review and dispute resolution

### Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Council's decision. The application should state the reasons why you consider Council's decision should not have been made. You may also submit any other relevant material with your application.

Applications for an internal review should be made to the General Manager who will appoint an appropriately qualified officer to conduct the review. That officer may be a person external of Council.

### Voluntary dispute resolution

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute.

Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

## 7. Other agency obligations

### Record-keeping requirements

Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Council complies with its obligations under the *State Records Act 1998*.

All records will be stored electronically in Council's EDMS system. Security will be applied by a caveat system to the appropriate folder in which the records are held.

### Reporting of voluntary PIDs and Council annual return to the Ombudsman

Each year the Disclosures Coordinator will provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Council during each return period (yearly with the start date being 1 July)
- action taken by Council to deal with voluntary PIDs during the return period
- how Council promoted a culture in the workplace where PIDs are encouraged.

### Ensuring compliance with the PID Act and this policy

Council's Delivery Program measure DP 1.1.1- Leadership- Enhance leadership effectiveness, capacity, and ethical behaviour requires the Disclosures Coordinator to provide six monthly Delivery Program updates and to report monthly to the Executive Team. That reporting regime will include measures taken by Council to ensure compliance with the PID Act and this Policy.

If you require further information about this Policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au), or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

## Links to Policy

This policy should be read in conjunction with the following Council policies:

- Code of Conduct
- Code of Meeting Practice
- Fraud and Corruption Control Policy
- Grievance Policy

## Links to Procedure

- Public Interest Disclosure (PID) Procedure
- Declaration of Gifts and Benefits Procedure

## Responsibility

Director Corporate & Community Services

## Document Author

Manager Risk and Governance

## Relevant Legislation

Public Interest Disclosure Act (NSW) 2022 (In force 1 October 2023)

## Annexure A — Disclosure Officers for Council by Position Title

- General Manager
- Director Corporate and Community Services
- Director Planning and Environment
- Director Engineering
- Manager Risk and Governance – Disclosure Coordinator
- Business Manager Children's Services

### Annexure B — Integrity Agencies

The contact details for external investigating authorities that Public Officials can make a public interest disclosure to or seek advice from are listed below.

Integrity agency	What they investigate	Contact information
<b>The NSW Ombudsman</b>	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
<b>The Auditor-General</b>	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
<b>Independent Commission Against Corruption</b>	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>Office of the Local Government</b>	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>The Privacy Commissioner</b>	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
<b>The Information Commissioner</b>	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

## Annexure C — Definitions

Term / Abbreviation	Definition
<b>Agency</b>	<p>'Agency' is defined in section 16 of the PID Act to mean any of the following:</p> <ul style="list-style-type: none"> <li>• a Public Service agency</li> <li>• a group of staff comprising each of the following services, or a separate group of that staff: <ul style="list-style-type: none"> <li>– the NSW Police Force</li> <li>– the Teaching Service of New South Wales</li> <li>– the NSW Health Service</li> <li>– the Transport Service of New South Wales</li> </ul> </li> <li>• a statutory body representing the Crown</li> <li>• an integrity agency</li> <li>• a public authority whose conduct or activities are authorised to be investigated by an integrity agency under another Act or law</li> <li>• a State owned corporation or its subsidiaries</li> <li>• a Local Government Authority</li> <li>• a Local Aboriginal Land Council</li> <li>• the Department of Parliamentary Services, the Department of the Legislative Assembly and the Department of the Legislative Council</li> <li>• a Minister's office is not an agency for the purposes of the PID Act.</li> </ul>
<b>Corrupt Conduct</b>	<p>Corrupt Conduct means dishonest or partial exercise of official functions by a Public Official. For example:</p> <ul style="list-style-type: none"> <li>• improperly using knowledge, power or position for personal gain or the advantage of others</li> <li>• acting dishonestly or unfairly, or breaching public trust</li> <li>• using their position in a way that is dishonest, biased or breaches public trust.</li> </ul> <p>For more information about corrupt conduct, see the NSW Ombudsman's guideline on what can be reported.</p>
<b>Council</b>	<b>Council</b> means Greater Hume Council.

<p><b>Detriment</b></p>	<p>Detriment is defined in section 32(1) of the PID Act as disadvantage to a person, including:</p> <ul style="list-style-type: none"> <li>• injury, damage or loss</li> <li>• property damage</li> <li>• reputational damage</li> <li>• intimidation, bullying or harassment</li> <li>• unfavourable treatment in relation to another person's job</li> <li>• discrimination, prejudice or adverse treatment</li> <li>• disciplinary proceedings or disciplinary action.</li> </ul>
<p><b>Detrimental Action</b></p>	<p>Detrimental action is defined in section 32(2) of the PID Act as an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied).</p>
<p><b>General Manager</b></p>	<p>The senior staff officer appointed under the <i>Local Government Act 1993</i> (NSW).</p>
<p><b>Government Information Contravention</b></p>	<p>Government Information Contravention means a failure to properly fulfil functions under the <i>Government Information (Public Access) Act 2009</i> . For example:</p> <ul style="list-style-type: none"> <li>• destroying, concealing or altering records to prevent them from being released</li> <li>• knowingly making decisions that are contrary to the legislation</li> <li>• directing another person to make a decision that is contrary to the legislation.</li> </ul> <p>For more information about government information contravention, see the NSW Ombudsman's guideline on what can be reported.</p>
<p><b>Identifying information</b></p>	<p>Under section 64(1) of the Act, identifying information is information which tends to identify a person as the maker of a voluntary PID.</p>

<p><b>Integrity agency</b></p>	<p>The following are 'integrity agencies' as defined under section 19 of the PID Act:</p> <ul style="list-style-type: none"> <li>• the Ombudsman</li> <li>• the Auditor-General</li> <li>• the Independent Commission Against Corruption</li> <li>• the Law Enforcement Conduct Commission</li> <li>• the Inspector of the Independent Commission Against Corruption</li> <li>• the Inspector of the Law Enforcement Conduct Commission</li> <li>• the Secretary of the Department of Planning, Industry and Environment (when exercising certain functions under the Local Government Act 1993)</li> <li>• the Privacy Commissioner</li> <li>• the Information Commissioner</li> <li>• a person or body declared by the regulations to be an integrity agency.</li> </ul>
<p><b>Investigating Authority</b></p>	<p>Investigating Authority means an authority listed in Appendix 1. Public Officials can contact the relevant authority for advice about how to make a disclosure.</p>

<p><b>Local Government Pecuniary Interest Contravention</b></p>	<p>Local Government Pecuniary Interest Contravention means the failure to fulfil certain functions under the <i>Local Government Act 1993</i> relating to the management of pecuniary interests. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example:</p> <ul style="list-style-type: none"> <li>• a senior Council Officer recommending a family member for a Council contract and not declaring the relationship</li> <li>• a senior Council Officer holding an undisclosed shareholding in a company competing for a Council contract.</li> </ul> <p>For more information about local government pecuniary interest contravention, see NSW Ombudsman's guideline on what can be reported.</p>
<p><b>Maladministration</b></p>	<p>Maladministration means conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example:</p> <ul style="list-style-type: none"> <li>• making a decision and/or taking action that is unlawful</li> <li>• refusing to grant an approval for reasons that are not related to the merits of their application.</li> </ul> <p>For more information about maladministration, see NSW Ombudsman's guideline on what can be reported.</p>
<p><b>PID Act</b></p>	<p>PID Act means the <i>Public Interest Disclosure Act (NSW)</i>.</p>
<p><b>Public interest disclosure</b></p>	<p>The term public interest disclosure is defined in section 21 of the PID Act to mean:</p> <ul style="list-style-type: none"> <li>• a voluntary PID</li> <li>• a witness PID or</li> <li>• a mandatory PID.</li> </ul>



<p><b>Public Official</b></p>	<p>'Public Official' is defined in section 14 of the PID Act as follows:</p> <ul style="list-style-type: none"> <li>• a person employed in or by an agency or otherwise in the service of an agency</li> <li>• a person having Public Official functions or acting in a Public Official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate</li> <li>• an individual in the service of the Crown</li> <li>• a statutory officer</li> <li>• a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer</li> <li>• if an entity, under a contract, subcontract or other arrangement, is to provide services on behalf of an agency or exercise functions of an agency in whole or in part—an employee, partner or officer of the entity who is to be involved in providing the services in whole or in part, or who is to exercise the functions</li> <li>• a judicial officer</li> <li>• a member of Parliament, including a Minister</li> <li>• a person employed under the <i>Members of Parliament Staff Act 2013</i></li> </ul>
<p><b>Serious and Substantial Waste</b></p>	<p>Serious and Substantial Waste means the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of Council. For example:</p> <ul style="list-style-type: none"> <li>• poor project management practices leading to significant projects running over time</li> <li>• having poor or no processes in place for a system involving large amounts of public funds.</li> </ul> <p>For more information about serious and substantial waste, see NSW Ombudsman's guideline on what can be reported.</p>