



City of Nedlands

nedlands.wa.gov.au

Public Interest Disclosure

Table of Contents

Overview of the Public Interest Disclosure Act.....	4
Introduction	4
City of Nedlands Contact	4
What is a Public Interest Disclosure?.....	5
What is Protection?	5
Key Aspects of the Legislation	6
Making, Receiving and Assessing a Public Interest Disclosure	6
What is Different about a Public Interest Disclosure?	6
Who can make a Public Interest Disclosure?	6
What is Public Interest Information?.....	7
Who are the Public Bodies to which Public Interest Information must Relate? ...	7
What is a Public Function to which Public Interest Information must Relate?	8
What is Improper Conduct to which Public Interest Information must Relate?	8
To whom must a Public Interest Disclosure be made?	9
Proper Authorities for Receiving Disclosures of Public Interest Information.....	10
Can a Disclosure of Public Interest Information be made to more than one Proper Authority?	11
No Time Limit on a Disclosure	11
Can Information Protected by Legal Professional Privilege be Disclosed?	11
Dealing with Public Interest Disclosures.....	11
How should a Public Interest Disclosure be made?	11
Must a Public Interest Disclosure be investigated?	12
What action must the City of Nedlands take following an investigation?	13
Is the Informant given details of the Investigation and action taken?	14
Can an Informant withdraw a Public Interest Disclosure?	14
What if an Informant does not Agree with the Action taken by the City of Nedlands?	14
Record Keeping	15
Code of Conduct and Integrity	15
Confidentiality and Protection for Informants.....	15
What Protection does the Act provide to Informants?	15
What Immunity do Informants have?.....	16
Is it an Offence to take Reprisals against an Informant?	16
What Remedies does an Informant have against Victimisation?	16
Is an Informants Identity to be Kept Confidential?.....	17
Managing Person(s) Subject to Disclosure	18
Is the Identity of a Person about whom a Disclosure is made to be kept Confidential?	18

Roles and Responsibilities of Public Authorities.....	19
What is the Role of the Commissioner for Public Sector Standards?.....	19
What are the Responsibilities of the City of Nedlands?.....	19
Roles and Responsibilities of Persons directly involved in a Public Interest Disclosure	20
Further Information.....	21
For information about agency roles generally, contact:.....	21
For advice on information related to an act or omission that constitutes an offence under a written law contact:.....	21
For information about proper use and management of public resources, and more generally on public authorities' accountability and performance requirements contact:.....	22
On what constitutes matters of administration and what can be investigated under section 14 of the Parliamentary Commissioner Act 1971 contact?	22

Overview of the Public Interest Disclosure Act

Introduction

The ***Public Interest Disclosure Act 2003*** facilitates the disclosure of public interest information, and provides protection for those making such disclosures and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

The Act does not confer additional powers on the City of Nedlands to investigate or take action in relation to public interest disclosures. Rather, it provides for protection to persons who make disclosures that may result in the City of Nedlands exercising its existing powers to investigate and take action in relation to the subject matter of the disclosure. In some circumstances the Act requires the City of Nedlands to investigate a matter and to notify the person making the disclosure of the action taken.

The Act also requires the Chief Executive Officer of the City of Nedlands to prepare and publish internal procedures relating to the City's obligations under the Act. The internal procedures must be consistent with Guidelines provided by the Office of Public Sector Standards.

City of Nedlands Contact

Public Interest Disclosure Officer

Greg Trevaskis
Chief Executive Officer
Phone 9273 3500

What is a Public Interest Disclosure?

A public interest disclosure is made when a person discloses to proper authority information that tends to show past, present or proposed future improper conduct by a public body in the exercise of public functions.

In order to be a disclosure to which the Act applies, a disclosure must be:

- made by a person who believes on reasonable grounds that the information is, or may be true,
- a disclosure of public interest information, and
- made to the appropriate proper authority.

While the Act provides for the protection of all public interest disclosures, not every proper authority will have the obligation or power to investigate and take action in relation to the disclosure. In some cases the informant or information may need to be referred to another proper authority to enable an effective response to the disclosure to be made.

More specific information about how a public interest disclosure is to be made and assessed can be found in the section titled “*Making, Receiving and Assessing a Public Interest Disclosure*” in this ‘Rights and Obligations’ document.

What is Protection?

When a person makes an appropriate disclosure of public interest information to the City of Nedlands, the Act:

- protects the person making the disclosure from legal or other action;
- provides for the confidentiality of the identity of the person making the disclosure and a person who is the subject of a disclosure; and
- provides remedies for acts of reprisal and victimisation that occur substantially because the person has made a disclosure.

In general terms, for people who make disclosures, protection is provided against detrimental action, which includes injury, intimidation, harassment, adverse treatment or reprisal. More specific information about protection can be found in the City’s Internal Procedure and in the section titled “*Confidentiality and Protection for Informants*” of this document.

The Act also provides penalties for disclosing the identity of those persons about whom public interest disclosures are made, as well as emphasising the need for those persons to be accorded natural justice or procedural fairness.

Key Aspects of the Legislation

From the point of view of the City of Nedlands developing internal procedures, there are certain aspects of the Act that require careful consideration and a more in-depth understanding.

- Part 2 of the Act is concerned with the action of **making a disclosure**. It clarifies who may make a disclosure, to whom it can be made and their obligations, including investigation, action and notification.
- Part 3 of the Act deals with **protection**. It describes the forms of protection available and when protection is lost. It provides for offences relating to the disclosure of the identity of informants and those in respect of whom a public interest disclosure is made.
- Part 5 of the Act enumerates the **obligations of principal executive officers** of public authorities. Of particular importance is the requirement for a principal executive officer to designate a person within the authority who is responsible for receiving disclosures and to provide protection for their employees from detrimental action arising from their making of a disclosure.

Making, Receiving and Assessing a Public Interest Disclosure

What is Different about a Public Interest Disclosure?

Not all disclosures about government can be classified as public interest disclosures that are protected by the Act.

In order to be a disclosure to which the Act applies, a disclosure must be:

- made by a person who believes on reasonable grounds that the information is or may be true,
- a disclosure of public interest information, and
- made to the appropriate proper authority.

Who can make a Public Interest Disclosure?

Any person may make a disclosure of public interest information. While public officers may make disclosures of public interest information, the Act also allows for members of the public to make these disclosures. A person making a public interest disclosure can be called an 'informant'.

A person making a public interest disclosure must believe, on reasonable grounds, that the information disclosed is true or may be true. A person making a disclosure purporting to be a disclosure of public interest information commits an offence where they:

- know the information to be false or misleading in a material particular; or
- are reckless about whether the information is false or misleading in a material particular.

The informant does not necessarily need to be able to identify any person whom the disclosure concerns.

What is Public Interest Information?

The Act only applies to disclosures of public interest information.

Public interest information must meet a number of criteria. It must:

- relate to a public authority, public officer or public sector contractor (“a public body”),
- relate to the performance of a public function of the public body, and
- tend to show that the public body is, has been, or proposes to be, involved in improper conduct.

Who are the Public Bodies to which Public Interest Information must Relate?

The following are public authorities to which public interest information may relate:

- a department in the public service.
- an agency within the public sector.
- a local government or regional local government.
- a body established under State law for a public purpose. (eg public universities, port authorities, government boards etc.)
- bodies established by the Governor or a minister.

The following are public officers to whom public interest information may relate:

- Ministers, Parliamentary Secretaries and Members of Parliament.
- Judicial officers.
- Police officers.
- Officers such as a bailiff serving or executing the process of a court or tribunal for remuneration.

- Public service officers.
- Members, officers and employees of public authorities.
- Holders of offices under the State and offices established by the Governor or a minister.
- Officers of the Commonwealth exercising a function on behalf of the State.

The Act does not apply to information relating to Commonwealth Government bodies, apart from officers of the Commonwealth exercising functions for the State under State law.

Public sector contractors to whom public interest information may relate are contractors engaged by public authorities for the supply of goods and services or the performance of public functions.

What is a Public Function to which Public Interest Information must Relate?

The Act does not apply to the disclosure of information concerning improper conduct, unless the conduct relates to the performance of the functions of the public authority, public officer or public sector contractor.

So, for example, the Act would not apply to information that an employee of a Department had engaged in criminal behaviour unconnected with their employment.

What is Improper Conduct to which Public Interest Information must Relate?

Public interest information must tend to show the involvement of a public body in:

- improper conduct.
- an offence against State law.
- a substantial unauthorised or irregular use of public resources.
- a substantial mismanagement of public resources.
- conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.
- conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.

The City of Nedlands can receive many different types of complaints. These can range from workplace disputes, through harassment, bullying or occupational health concerns, to allegations of improper conduct or corruption. Not all of these

disclosures will be of public interest information to which the Act will apply. For example, the chart below identifies some of the differences between a grievance to which the Act would not apply and a public interest disclosure.

Grievance	Public Interest Disclosure
Aims to resolve a complaint or dispute	Does not aim to resolve a grievance or dispute
Aims to deal with the complaint as close to the source as possible, ie to resolve differences directly between the parties concerned	This principle is not relevant to the handling of a public interest disclosure
Usually a dispute between an employee and management, or between two parties	More than a dispute between two parties – relates to a matter of public interest
A complainant generally ‘owns’ the complaint and can withdraw it at any stage	The informant doesn’t ‘own’ the disclosure once it has been made and cannot withdraw it
Generally can be resolved by agreement between the parties	The aim is not to resolve the issue between two or more parties

To whom must a Public Interest Disclosure be made?

A disclosure will only be a public interest disclosure if it is made to the appropriate proper authority. Depending on the nature of the disclosure, the identity of the appropriate proper authority will vary. It is important that the disclosure be made to the appropriate proper authority, as disclosures to other persons will not be protected. The Act only applies to disclosures made to an appropriate proper authority. Disclosures to a journalist, the media or other persons who are not specified as proper authorities are not protected by the Act.

A public interest disclosure may be made internally to the public authority concerned or, in appropriate cases, externally to the proper authorities named in the Act. The named proper authorities are listed in the following chart.

Generally, disclosures about a public authority or its officers or contractors should be made to the Public Interest Disclosure Officer, or PID Officer, of the public authority concerned. The Act requires that each public authority specify a position the holder of which is the PID Officer responsible for receiving disclosures of public interest information.

The PID Officer of a public authority is the proper authority for the disclosure of information relating to a matter falling within the sphere of responsibility of that public authority. The PID Officer should become familiar with procedures. Importantly, the PID Officer has a responsibility to keep up to date with all information made available by the Commissioner for Public Sector Standards. The PID Officer must also comply with the *Code of Conduct and Integrity* made under the Act.

In some cases a public interest disclosure may be made to an external named proper authority. The authority to which a disclosure ought to be made will vary

according to the nature of the information disclosed. The following chart identifies the appropriate proper authority for each type of disclosure.

Proper Authorities for Receiving Disclosures of Public Interest Information

When the disclosure relates to...	the Proper Authority is...
The sphere of responsibility of a public authority (matters about the public authority or its officers, or which the public authority has the function of investigating)	The Public Interest Disclosure Officer (PID Officer) of the public authority
Offences under State law	A police officer or the Anti-Corruption Commission
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	The PID Officer of the public authority concerned, or the Auditor General
Matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman	The PID Officer of the public authority concerned or the Ombudsman
A police officer	The Commissioner of Police or the Ombudsman
A Member of the Legislative Council	The President of the Legislative Council
A Member of the Legislative Assembly	The Speaker of the Legislative Assembly
A judicial officer	The Chief Justice
A public officer who is not a member of Parliament, a Minister, a Judicial Officer or a Commissioned or other officer specified in schedule 1 of the Parliamentary Commissioner Act 1971	The PID Officer of the public authority concerned, the Ombudsman or the Commissioner for Public Sector Standards
A person or a matter of a prescribed class	A person declared by the regulations to be a proper authority

IMPORTANT NOTE: In addition, the information disclosed must be public interest information as defined in the Act.

Not all proper authorities to which a disclosure may be made will be required or have the power to investigate the information disclosed. In some cases it may be necessary for the informant or information to be referred to another proper authority with power to investigate the information.

Can a Disclosure of Public Interest Information be made to more than one Proper Authority?

Yes – the Act refers to a disclosure being made to more than one proper authority. In such a case the protection and obligations created by the Act will apply to each of the disclosures.

The City of Nedlands may not have to investigate a matter raised by a public interest disclosure where it considers that the matter is being or has been adequately investigated by another person to whom a disclosure under the Act has been made.

In some cases the City of Nedlands may refer the matter to some other person having power to investigate the matter.

In general, a disclosure about the City of Nedlands or its officers or contractors, or a disclosure falling within the sphere of responsibility of a public authority, should in the first instance, be made to the public authority concerned.

No Time Limit on a Disclosure

A disclosure may relate to matters that occurred before the commencement of the Act. There is no time limit to the retrospectivity of a disclosure. However, a claim cannot be made in relation to victimisation that occurred prior to the Act coming into effect on 1 July 2003.

Can Information Protected by Legal Professional Privilege be Disclosed?

The Act does not protect disclosures of information protected by legal professional privilege. Legal professional privilege protects confidential communications between public authorities and their legal advisers, and associated documents. This protection exists where the communication was made or document was created for the dominant purpose of:

- Obtaining or giving legal advice; or
- With reference to current or contemplated litigation.

Dealing with Public Interest Disclosures

How should a Public Interest Disclosure be made?

The Act does not specify a form in which an appropriate disclosure of public interest must be made.

However, the City of Nedlands is required to prepare and publish internal procedures relating to the City's obligations under the Act. These internal procedures will need to provide for the manner in which disclosures of public interest information may be made to the City.

The internal procedures will need to provide for making a written record of the information disclosed, which clearly identifies the disclosure as a public interest disclosure made under the Act. This is necessary to enable public interest disclosures to be identified for reporting purposes, and to be distinguished from ordinary complaints made to City. This provision is also necessary to ensure that the information is identified as information to which the protection and confidentiality provisions of the Act apply.

Must a Public Interest Disclosure be investigated?

The City of Nedlands is not obliged to investigate every public interest disclosure made to it. Generally, the City must investigate information disclosed under the Act where:

- the disclosure relates to the City, its officers or contractors.
- the disclosure relates to a matter or person that the City has a function or power to investigate.

The City of Nedlands may refuse to investigate, or discontinue an investigation, where it considers that:

- the matter is trivial.
- the disclosure is vexatious or frivolous.
- there is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the occurrence of the matter.
- the matter is being or has been adequately or properly investigated by another proper authority to which an appropriate disclosure of public interest information has been made.

The obligations in relation to investigations do not apply to the Anti-Corruption Commission or the Ombudsman where they have functions in relation to the disclosure under their own legislation. These provisions are made in the legislation.

The Act does not give the City of Nedlands investigative powers that it does not otherwise have. The City must look to the other legislation, which they operate under for their investigative powers.

Where the City lacks sufficient power to effectively investigate the matter, but the information received causes the City to form the opinion that a it has engaged in improper conduct, the City may need to refer the matter to another investigative body.

What action must the City of Nedlands take following an investigation?

The City of Nedlands is only required to take action following an investigation if it forms the view that a person may be, may have been, or may in the future be, involved in improper conduct to which the Act applies. If the City of Nedlands does not form that view after undertaking the investigation that is within its power, it is not required to take further action other than reporting to the informant and recording the outcome.

If the City forms the view that a person may be, may have been, or may in the future be, involved in improper conduct to which the Act applies, then it will be required to take action in relation to the matter.

In taking that action the City of Nedlands remains limited by the powers and functions that are conferred by the legislation under which the City operates. The Act does not give the City additional powers to take action.

As well as being limited to matters within the functions and powers of the proper authority, the action to be taken is guided by what is necessary and reasonable.

Having regard to those matters, the City of Nedlands must take action to:

- prevent the matter to which the disclosure relates from continuing or occurring in future;
- refer the matter to the Commissioner of Police or another person, body, or organisation having power to investigate the matter; or
- take disciplinary action or commence or enable disciplinary proceedings to be commenced against a person responsible for the matter.

These options are not mutually exclusive, and the City may take more than one of the indicated steps: for example, to seek to terminate the employment of an officer caught stealing and refer the matter to the police.

Before taking preventative or disciplinary action the City of Nedlands is to afford any person against whom, or in respect of whom, the action is to be taken the opportunity to make a submission, either orally or in writing, in relation to the matter.

The above obligations to take action do not apply to the Anti-Corruption Commission or the Ombudsman where they have functions in relation to the disclosure under their own legislation. Provision relating to their actions after investigation is made in their legislation.

Is the Informant given details of the Investigation and action taken?

Where the City of Nedlands refuses to investigate information disclosed under the Act, or discontinues an investigation, it must give the informant reasons for doing so.

Within three months after a public interest disclosure is made the City must notify the informant of the action taken or proposed to be taken in relation to the disclosure.

An informant may also request a progress report.

If an investigation is not complete, the City of Nedlands may provide a progress report on the current status of the investigation to the informant.

If an investigation is complete, the City must provide a final report to the informant stating the outcome of the investigation and the reason for taking action following the investigation.

In providing information and reports to informants, the City of Nedlands must not give information that, in its opinion, would be likely to adversely affect:

- any person's safety;
- the investigation of an offence or possible offence; or
- necessary confidentiality about the existence or identity of another person who has made a disclosure of public interest information under the Act.

The obligations to report do not apply to the Anti-Corruption Commission or the Ombudsman where they have functions in relation to the public interest disclosure under their own legislation.

Can an Informant withdraw a Public Interest Disclosure?

No. Once a disclosure of public interest information is made, the City of Nedlands is required to investigate it and take action regardless of the subsequent attitude of the informant.

In addition, an informant may forfeit the protection given by the Act if they fail, without reasonable excuse, to assist a person investigating the matter to which the information relates by supplying any information requested, unless a court otherwise orders.

What if an Informant does not Agree with the Action taken by the City of Nedlands?

The Act does not provide for any right of appeal against decisions of the City of Nedlands as to investigations and subsequent action.

If an informant is dissatisfied with a decision made by the City, they may make a further disclosure of the information to another proper authority. For example, where

an informant is dissatisfied with the response to a public interest disclosure about a matter of administration made to the PID Officer of the City, the informant may disclose the information to the Ombudsman.

However, a proper authority to which a subsequent disclosure is made need not investigate the matter if it considers the matter has been adequately or properly investigated by another proper authority. In deciding whether this is the case, the second proper authority may need to contact the authority that has already dealt, or is already dealing, with the information in relation to its investigation.

Record Keeping

It is extremely important that comprehensive and secure records are kept for each disclosure made.

As well as being normal administrative practice, keeping proper records enables the City of Nedlands to give account of its decisions and actions. The period for which any record should be kept and the manner of disposal must be in accordance with the provisions of the State Records Act 2000.

Additionally, the Act requires the City of Nedlands to provide to the Commissioner for Public Sector Standards annual information about the number of disclosures received, investigations conducted and actions taken.

Code of Conduct and Integrity

Any person to whom a public interest disclosure may be made must comply with the Public Interest Disclosure *Code of Conduct and Integrity*.

Confidentiality and Protection for Informants

What Protection does the Act provide to Informants?

The Act offers protection to informants by:

- providing for immunity from legal or other action in relation to the disclosure.
- providing for an offence of reprisal.
- providing for civil remedies for acts of victimisation.
- providing for confidentiality of the identity of the informant, subject to exceptions.
- requiring the City of Nedlands to provide protection from detrimental action for informants who are employees.

What Immunity do Informants have?

Making an appropriate disclosure of public interest information to the City of Nedlands does not result in an informant:

- incurring any civil or criminal liability.
- being liable to any disciplinary action under State law.
- being liable to be dismissed or have his or her services dispensed with or otherwise terminated.
- being liable for any breach of a duty of secrecy or confidentiality or any other applicable restriction on disclosure.

Is it an Offence to take Reprisals against an Informant?

Yes. A person must not take, or threaten to take, detrimental action against another because someone has made, or intends to make, a disclosure under the Act. This is the offence of reprisal. Detrimental action for these purposes includes action causing:

- injury, damage, or loss.
- intimidation or harassment.
- adverse discrimination, disadvantage, or adverse treatment in relation to a person's career, profession, employment, trade, or business.
- a reprisal.

A person who attempts to commit the offence of reprisal, or incites another to commit that offence, is also guilty of this offence. The maximum penalty for the offence of reprisal is a fine of \$24,000 or imprisonment for two years.

What Remedies does an Informant have against Victimisation?

A person who takes or threatens to take detrimental action against another because someone has made, or intends to make, a disclosure of public interest information, commits an act of victimisation.

A person who is subject to detrimental action may either take civil proceedings for damages or make a complaint under the *Equal Opportunity Act 1984*. Instituting one of these alternative avenues of relief extinguishes the other.

Civil proceedings may be taken against either the perpetrator of the act of victimisation or any employer of the perpetrator. However, an employer may have a defence to civil proceedings for damages where it proves that it:

- was not knowingly involved in the act of victimisation;
- did not know and could not reasonably be expected to have known about the act of victimisation; and
- could not, by the exercise of reasonable care, have prevented the act of victimisation.

Is an Informants Identity to be Kept Confidential?

Generally, a person must not make a disclosure of information that might identify or tend to identify anyone as a person who has made an appropriate disclosure of public interest information under the Act.

This prohibition against disclosure applies both to disclosures that identify an informant and disclosures that might tend to identify an informant. For example, to disclose that a young woman in a small accounts section has made a public interest disclosure about irregularities she has detected in the accounts of a particular public authority might tend to identify the informant, even though she is not named.

Exceptions arise where the disclosure of an informant's identity:

- is made with the informant's consent.
- is made under the Anti-Corruption Commission Act.
- is necessary, having regard to the rules of natural justice (see Section of this document titled "*Providing Natural Justice*")
- is necessary to enable the matter to be investigated effectively.

In the case of the last two bullet points, the person making the disclosure must take all reasonable steps to inform the person whose identity is to be disclosed:

- that the disclosure is being made; and
- the reasons for the disclosure being made.

Those steps to inform the person must be taken a reasonable time before the identifying disclosure is made.

A breach of these confidentiality requirements is an offence punishable with a penalty of \$24,000 or imprisonment for two years.

Managing Person(s) Subject to Disclosure

Is the Identity of a Person about whom a Disclosure is made to be kept Confidential?

The protection that the Act gives to the informant is largely mirrored in the protection offered to a person to whom disclosed public interest information relates.

A person must not make a disclosure of information that might identify or tend to identify anyone as a person in respect of whom a disclosure of public interest information has been made under the Act.

Exceptions arise where:

- the disclosure is made with the consent of that person.
- the disclosure is made under the *Anti-Corruption Commission Act*.
- the disclosure is necessary to enable the matter to be investigated effectively.
- the disclosure is necessary in the course of taking action following the investigation.
- there are reasonable grounds to believe that the disclosure of identifying information is necessary to prevent or minimise the risk of injury to any person or damage to any property.

A breach of these confidentiality requirements is an offence punishable with a penalty of \$24,000 or imprisonment for two years.

The Act requires that natural justice, or procedural fairness, be accorded to those who may be the subject of a public interest disclosure. An exception to the obligation to keep identifying information confidential arises where, having regard to the rules of natural justice, disclosing identifying information is necessary.

The rules of natural justice will generally include a requirement that, before disciplinary or other action is taken against them, those subject to a disclosure be given the opportunity to:

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

The precise requirements of the rules of natural justice will vary according to the circumstances, and legal advice should be obtained in a case where there is any doubt as to these requirements.

Roles and Responsibilities of Public Authorities

What is the Role of the Commissioner for Public Sector Standards?

The role of the Commissioner for Public Sector Standards under the Act is to:

- develop a Code setting out the minimum standards of conduct and integrity to be complied with by proper authorities (including the City of Nedlands),
- monitor compliance with the Act and Code,
- assist public authorities and public officers to comply with the Act and Code,
- prepare and publish guidelines on internal procedures relating to the functions of a proper authority under the Act,
- report annually to Parliament on the performance of his/her obligations and the compliance or non-compliance with the Act and Code, and
- at any time report to Parliament on any matter arising in connection with the exercise of his/her functions under the Act.

What are the Responsibilities of the City of Nedlands?

The Chief Executive Officer of the City of Nedlands must ensure that the City complies with the Act and Code.

In particular, the Chief Executive Officer must:

- designate the occupant of a specified position as the person responsible for receiving disclosures of public interest information, and
- prepare and publish internal procedures relating to the City's obligations under this Act, which are consistent with the guidelines published by the Commissioner for Public Sector Standards.

The Chief Executive Officer must also provide protection from detrimental action or the threat of detrimental action for any employee of the City who makes an appropriate disclosure of public interest information.

There is also an obligation to report to the Commissioner for Public Sector Standards annually on:

- the number of disclosures made to the City of Nedlands under the Act,
- the outcome of investigations conducted as a result of disclosures,

- the action taken as a result of the investigation, and
- other matters prescribed (at present it is not contemplated that other matters will be prescribed).

In order to enable these reports to be consolidated into the Commissioner’s report to Parliament, it will be necessary for the information to be provided in a common format. These guidelines will provide for a reporting format, and the internal procedures that each public authority is required to establish will need to implement these requirements.

Roles and Responsibilities of Persons directly involved in a Public Interest Disclosure

In the case of a typical public interest disclosure there will be a number of people involved with different roles and responsibilities.

The main players and their principal roles and responsibilities are noted in the chart below. A more detailed description of the rights and obligations of these individuals is given elsewhere in this document, and reference should be made to the preceding sections, as well as this chart, in determining rights and responsibilities.

Who	Role and Responsibilities
The informant	<ul style="list-style-type: none"> • Makes a Public Interest Disclosure • Maintains confidentiality of the information disclosed and, in particular, the identity of the persons to whom the information relates
The City of Nedlands	<ul style="list-style-type: none"> • Receives a Public Interest Disclosure • Considers whether an investigation is required • Carries out, or causes to be carried out, any investigation • Maintains confidentiality of the identity of the informant and persons subject to the disclosure, in accordance with the requirements of the Act • Takes action following an investigation, where appropriate • Provides appropriate reports of investigation and action taken to informant • Creates and maintains proper records in relation to disclosure • Keeps statistics of disclosures made • Acts in accordance with the rules of natural justice or procedural fairness.
The person about whom the disclosure is made	<ul style="list-style-type: none"> • May be subject to investigation and other action if improper conduct is established • Maintains confidentiality of the identity of the informant

An investigating officer	<ul style="list-style-type: none"> • May conduct investigations of public interest information on behalf of a proper authority, within the terms of reference given • Maintains confidentiality of the identity of the public interest informant and persons subject to the disclosure, in accordance with the requirements of the Act • Makes and keeps secure, comprehensive records of any investigation undertaken
--------------------------	---

Further Information

For information about agency roles generally, contact:

Office of the Commissioner for Public Sector Standards

17th Floor, St Martin's Tower
44 St Georges Terrace
Perth WA 6000

Tel. (08) 9260 6600
Fax (08) 92606611
National Relay Service 133677

Website: www.wa.gov.au/opssc/
Email: pssc@opssc.wa.gov.au

For advice on information related to an act or omission that constitutes an offence under a written law contact:

Corruption and Crime Commission

PO Box 7667
Cloisters Square
Perth WA 6850

Level 5, 141 St Georges Terrace
Perth WA 6000

Telephone: 9215 4888
Outside Metro: 1800 809 000
Facsimile: 9215 4884
Website: www.ccc.wa.gov.au

Commissioner of Police

Police Headquarters
2 Adelaide Terrace
EAST PERTH WA 6004 Telephone: 9222 1497
Facsimile: 9222 1520
Website: www.police.wa.gov.au

For information about proper use and management of public resources, and more generally on public authorities' accountability and performance requirements contact:

Office of the Auditor General

4th Floor, Dumas House
2 Havelock Street
West Perth WA 6005

Telephone: 9222 7500
Facsimile: 9322 5664
Website: www.audit.wa.gov.au

On what constitutes matters of administration and what can be investigated under section 14 of the Parliamentary Commissioner Act 1971 contact?

State Ombudsman

PO Box Z5386
St Georges Terrace
Perth WA 6831

Level 17, 44 St Georges Terrace
Perth WA 6000

Telephone: 9220 7555
Outside Metro: 1800 117 000
Facsimile: 9325 1107
Website: www.ombudsman.wa.gov.au