



POLICY STATEMENT

INTERNAL REPORTING

POLICY ADOPTED: 20 SEPTEMBER 2011

1. Introduction

Bland Shire Council does not tolerate corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention.

Bland Shire Council is committed to the aims and objectives of the Public Interest Disclosures (PID) Act. Employees who come forward and report wrongdoing are helping to promote integrity, accountability and good management within the council and Council is committed to supporting and protecting staff if they report wrongdoing.

This policy is strongly endorsed by the Mayor and General Manager and shows council's commitment to high standards of ethical and accountable conduct.

2. Organisational commitment

Bland Shire Council is committed to:

- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoing within the council
- keeping the identity of the staff member disclosing wrongdoing confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their report
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council – provided that disclosure outside the council is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels in the council understand the benefits of reporting wrongdoing, are familiar with this policy and procedure, and aware of the needs of those who report wrongdoing
- providing adequate resources, both financial and human, to:
 - encourage reports of wrongdoing
 - protect and support those who make them

- provide training for key personnel
- investigate allegations
- properly manage any workplace issues that the allegations identify or create
- correct any problem that is identified

3. Roles and responsibilities of staff

This policy and procedure will apply to:

- both council staff and councillors
- consultants
- individual contractors working for the council.

The policy may also apply to other people who perform public official functions and their conduct and activities could be investigated by an investigating authority. This can include volunteers and those contracted to work for the council.

Staff should support those who have made disclosures, as well as protect and maintain their confidentiality. They must not victimise or harass anyone who has made a disclosure.

4. What should be reported?

You should report any wrongdoing you see within the Bland Shire Council. Reports about the four categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, and government information contravention – will be dealt with under the PID Act as protected disclosures and according to this policy and procedure.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	General Manager and Mayor		
EDRMS Doc. ID	< .. Contact Records..>		
Superceded Policy	Protected Disclosure Policy 2005		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
20 September 2011	0		

Related Council Policy / Procedure
Internal Reporting Procedure