

Policy Title	Internal Reporting Policy - Public Interest Disclosures Act
Related Documentation	Code of Conduct Grievance and Dispute Handling Procedure Grievance and Dispute Handling Authorised Statement Workplace Investigations Authorised Statement
Relevant Legislation/ Corporate Plan	<i>Public Interest Disclosures Act 1994 (PID)</i> <i>Local Government Act 1993</i> <i>Government Information (Public Access) Act 2009 (GIPA)</i> <i>Independent Commission Against Corruption Act 1998 (ICAC)</i>
Responsible Officer	Manager Governance and Risk

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

Under section 6D of the *Public Interest Disclosures Act 1994* (the PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures. The definition of public authorities includes councils.

This policy is based on the NSW Ombudsman's model policy (July 2013) and the NSW Ombudsman's guidelines.

1. Policy Statement

The purpose of this policy is to provide a mechanism for Councillors, staff and independent contractors that encourages and facilitates the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention and local government pecuniary interest contravention within Council, and ensures that any disclosure is used to achieve efficiency and effectiveness of Council's operations. To be protected by the Act, a disclosure must be made by a member of staff, independent contractor or Councillor to:

- an investigating authority
- the General Manager
- to another nominated officer of Council in accordance with this policy.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative, have the option of making public interest disclosures in accordance with this policy.

The purpose of the PID Act is to ensure that public officials who wish to make disclosures under the legislation receive protection from reprisals, and that the matters raised in the disclosures are properly investigated.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Governance and Risk DocSet: 3649648	Adopted Date: 12/11/2013 Revised Date: 11/07/2017 Minute Number: 184 Review Date: 30/06/2020	Page: 1 of 13

The Act aims to encourage and facilitate the disclosure - in the public interest - of corrupt conduct, maladministration, serious and substantial waste and government information contravention in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures
- protecting people from reprisals that might otherwise be inflicted on them because of these disclosures
- providing for those disclosures to be properly investigated and dealt with.

2. Principles

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

Council is committed to:

- the aims and objectives of the PID Act
- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoings
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoings within the Council
- keeping the identity of staff members disclosing wrongdoings confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their reports
- 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 is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.

This policy recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff, Councillors or independent contractors.

3. Roles and responsibilities of staff

This policy places responsibilities on people at all levels within Council:

3.1 Employees and independent contractors

Employees and independent contractors are encouraged to report known or suspected incidences of corrupt conduct, maladministration, serious and substantial waste or government information contravention in accordance with this policy.

All employees and contracted staff of Council have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of people who make disclosures. Further, they should protect/maintain the confidentiality of people they know or suspect to have made disclosures.

3.2 Nominated disclosure officers

Nominated disclosure officers are responsible for receiving and forwarding disclosures in accordance with this policy. Nominated disclosure officers will:

- (a) clearly explain to people making disclosures what will happen in relation to the information received
- (b) when requested, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary, away from the workplace)
- (c) write and date any disclosures received orally (and have the person making the disclosure sign the document)
- (d) deal with disclosures impartially
- (e) forward disclosures to a disclosure coordinator for assessment
- (f) take all necessary and reasonable steps to ensure that the identity of people who make disclosures, and the person the subject of disclosures, are kept confidential
- (g) support people who make public interest disclosures and protect them from victimisation, harassment or other forms of reprisal.

3.3 Disclosure coordinators

The disclosure coordinators have a pivotal role in the internal reporting system. The disclosure coordinators will:

- (a) provide an alternative internal reporting channel to the General Manager and nominated disclosure officers
- (b) impartially assess each disclosure to determine -
 - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
 - ii. the appropriate action to be taken in relation to the disclosure, for example -
 - no action/decline
 - the appropriate person to take responsibility for dealing with the disclosure
 - preliminary or informal investigation
 - formal investigation
 - prosecution or disciplinary action
 - referral to an investigating authority for investigation or other appropriate action or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- (c) consult with the General Manager
- (d) be responsible for carrying out or coordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager
- (e) report to the General Manager on the findings of any investigation and recommended remedial action
- (f) take all necessary and reasonable steps to ensure that the identity of people who make disclosures, and people the subject of the disclosures, are kept confidential
- (g) support those who make disclosures and actively protect them from victimisation, harassment or any other form of reprisal
- (h) report actual or suspected corrupt conduct to the General Manager in a timely manner to enable that officer to comply with the ICAC Act.

3.4 General Manager

Disclosures may be made directly to the General Manager rather than by way of the internal reporting system established under this policy. The General Manager will:

- (a) impartially assess each disclosure to determine:
 - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
 - ii. the appropriate action to be taken in relation to the disclosure, for example -
 - no action/decline
 - the appropriate person to take responsibility for dealing with the disclosure
 - preliminary or informal investigation
 - formal investigation

- prosecution or disciplinary action
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- (b) receive reports from Disclosure Coordinators on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken
- (c) conduct his/her own investigation if deemed necessary
- (d) take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential
- (e) have primary responsibility for protecting staff and contracted staff who make disclosures, or provide information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal
- (f) be responsible for implementing organisational reform identified as necessary following investigation of a disclosure
- (g) report criminal offences to the police and actual or suspected corrupt conduct to ICAC (under s.11 of the ICAC Act).

3.5 The Mayor

The Mayor may receive internal disclosures from any member of staff of Council, contracted staff or any Councillor concerning the General Manager or a Councillor. The Mayor will:

- (a) impartially assess each disclosure made to him/her about the General Manager or a Councillor to determine:
- i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
 - ii. the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example -
 - no action/decline
 - the appropriate person to take responsibility for dealing with the disclosure
 - preliminary or informal investigation
 - formal investigation
 - prosecution or disciplinary action
 - referral to an investigating authority for investigation or other appropriate action; or
 - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct)
 - conduct his/her own investigation if the disclosure is in relation to the General Manager and if deemed necessary
- (b) refer disclosures to the General Manager for appropriate action if they concern Council's administration, within the day to day responsibilities of the General Manager
- (c) protect/maintain the confidentiality of:
- i. the identity of persons who make disclosures (unless any of the criteria in section 22 of the Act apply)
 - ii. the identity of persons the subject of the disclosures (unless disclosure is required to enable the allegations to be investigated or otherwise appropriately dealt with).

4. What should be reported?

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

a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing a public official to use their position in a way that is dishonest, biased or breaches public trust.

b. Maladministration

Maladministration is 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:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

c. Serious and substantial waste in local government

Serious and substantial waste is 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:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

d. Government information contravention

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act). For example:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

e. Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at Council and Council committee meetings. A pecuniary interest is an interest that someone has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to them. For example:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a General Manager holding an undisclosed shareholding in a company competing for a Council contract.

f. Other wrongdoing

Although reports about the previous five categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong. For example:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with Council's policies. Staff should refer to the intranet under corporate documents for other related policies, including the Code of Conduct.

Even if these reports are not dealt with as public interest disclosures, Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

5. When will a report be protected?

Council will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act:

- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to one or more of the following:
 - a position nominated in this policy – see section 9 (b), (c) & (d) below
 - the General Manager
 - one of the investigating authorities nominated in the PID Act – see section 10 below.

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including policies of the governing body of Council
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

6. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

7. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

8. Maintaining confidentiality

Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing. We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However, there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under Council's Code of Conduct, as this may mean certain information will have to be tabled at a Council meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the disclosures coordinator and the General Manager. If you discuss your report more broadly, you may affect the outcome of any investigation.

Where your complaint is made under Council's Code of Conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

9. Who can receive a report within Campbelltown City Council?

You are encouraged to report general wrongdoing to your supervisor. However, the PID Act requires that – for a report to be a public interest disclosure – it must be made to a public official in accordance with Council's disclosure procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure, must refer the staff member making the report to one of the positions listed below. If you are Council staff and your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within Council who can receive a public interest disclosure.

a. General Manager

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified
- ensuring that there are systems in place to support and protect people who report wrongdoing
- dealing with disclosures made under the Council's Code of Conduct in accordance with the procedures
- referring actual or suspected corrupt conduct to ICAC.

b. Mayor

If you are making a report about the General Manager, you should make your report to the Mayor. They are responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified

- dealing with disclosures made under Council's Code of Conduct in accordance with procedures.

The Mayor must make sure there are systems in place in Council to support and protect staff who report wrongdoing. If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the ICAC.

c. Disclosures coordinator

The disclosures coordinator has a central role in dealing with reports made by staff and Councillors. They receive them, assess them, and refer them to the people within Council or contracted by the Council who can deal with them appropriately. Council's disclosure coordinator is:

- Director City Governance

d. Disclosures officers

Disclosures officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy. Council's disclosure officers are:

- Executive Manager Corporate Services and Governance
- Manager Governance and Risk
- Internal Auditor.

10. Who can receive a report outside of Campbelltown City Council?

Staff and Councillors are encouraged to report wrongdoing within Council, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about the General Manager and the Mayor, you may wish to consider making it to an investigating authority
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) - for corrupt conduct
- the Ombudsman - for maladministration
- the Director General of the division of Local Government, Department of Premier and Cabinet - for disclosures about local government agencies
- the Information Commissioner - for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with Council. We will make every effort to assist and cooperate with them to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

b. Members of Parliament or journalists

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, Council or the investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist, you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Council's Code of Conduct by, for example, disclosing confidential information.

For more information about reporting wrongdoing to other bodies, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

11. Feedback to staff who report wrongdoing

The individual who reported wrongdoing will be told what is happening in response to their report. When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. We will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Council to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to Council's Code of Conduct. A breach of the Code of Conduct could result in disciplinary action.

12. Protection against reprisals

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure.

Council will not tolerate any reprisal action against staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

a. Responding to reprisals

Council will act to protect staff who report wrongdoing from reprisals. When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff who reported the wrongdoing, as well as strategies to deal with those risks.

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, the disclosures coordinator or the General Manager immediately, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

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.

If the disclosures coordinator becomes aware of reprisal action against a person who has made a disclosure, they will:

- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the General Manager for a decision

- give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the General Manager
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the member of staff who made the disclosure
- take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- 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 member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The disclosures coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support, and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman or the ICAC, or the Chief Executive of the Division of Local Government - depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

13. Support for those reporting wrongdoing

Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process such as stress management, counselling services, legal or career advice.

We also have staff that will provide support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

14. Sanctions for making false or misleading disclosures

It is important that all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of Council's Code of Conduct and may result in disciplinary action. In the case of

Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

15. Support for the subject of a report

Council is committed to ensuring staff who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- treated fairly and impartially
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

16. More information

More information around public interest disclosures is available on our intranet. Staff and Councillors can also access advice and guidance from Council's disclosure coordinator, disclosure officers and the NSW Ombudsman's website at www.ombo.nsw.gov.au

17. Resources

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

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)
Phone: 02 8281 5999
Toll free: 1800 463 909
Tel. typewriter (TTY): 02 8281 5773
Facsimile: 02 9264 5364
Email: icac@icac.nsw.gov.au
Web: www.icac.nsw.gov.au
Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman
Phone: 02 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Tel. typewriter (TTY): 02 9264 8050
Facsimile: 02 9283 2911
Email: nswombo@ombo.nsw.gov.au
Web: www.ombo.nsw.gov.au
Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about serious and substantial waste:

Auditor-General of the NSW Audit Office
Phone: 02 9275 7100
Facsimile: 02 9275 7200
Email: mail@audit.nsw.gov.au
Web: www.audit.nsw.gov.au
Address: Level 15, 1 Margaret Street, Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information Commissioner
Toll free: 1800 463 626
Facsimile: 02 8114 3756
Email: oinfo@oic.nsw.gov.au
Web: www.oic.nsw.gov.au
Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

For disclosures about local government agencies:

Office of Local Government in the Department of Premier and Cabinet

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: dlg@dlg.nsw.gov.au

Web: www.dlg.nsw.gov.au

Address: 5 O'Keefe Avenue, Nowra, NSW 2541

Effectiveness of this policy

This policy will be reviewed by Council annually to ensure it meets the object of the legislation, and facilitates the making of disclosures under the Act.

END OF POLICY STATEMENT