

# Internal Public Interest Disclosures Policy

February 2020



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## 1. Policy statement

The *Public Interest Disclosures Act 1994* (the PID Act) provides a framework for public officials to make reports of wrongdoing in the public service without fear of reprisal. The objective of the PID Act is to encourage and facilitate the disclosure in the public interest, of certain categories of wrongdoing in the public sector. The PID Act establishes procedures for making reports of wrongdoing, protects those making a report (Reporters or the Reporter) from reprisals and provides for reports to be properly investigated.

The Audit Office of New South Wales (the Audit Office) is required by section 6D of the PID Act to have a policy for receiving, assessing and dealing with public interest disclosures (PIDs). This policy reflects the legislation and aligns with the model policy and guidance issued by the [NSW Ombudsman](#).

This policy is designed to complement normal communication channels between people managers and staff. Staff are encouraged to raise matters of concern at any time with their managers, but also have the option of making a report about a public interest issue in accordance with this policy and the PID Act.

The Audit Office will assess all reports of wrongdoing it receives and will deal with them appropriately. Once wrongdoing is reported, the Audit Office takes ownership of the matter. This means it is up to the Audit Office to decide how a report will be dealt with. The Audit Office will deal with all reports of wrongdoing fairly and reasonably and will respect the rights of those who are the subject of a report (Subject Staff Member).

## 2. Purpose

The purpose of this policy is to establish an internal reporting system for staff (and other public officials) to report wrongdoing in the Audit Office without fear of reprisal. The policy sets out:

- who can receive a report in the Audit Office
- what can be reported and
- how reports of wrongdoing will be dealt with by the Audit Office.

## 3. Scope

The policy applies to:

- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for the Audit Office
- employees or contractors providing services to the Audit Office
- others who perform public official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

This policy is just one in the suite of the Audit Office's [complaints handling policies](#) which are available on the Audit Office intranet. .

The internal reporting system established under this policy is not intended to be used for staff grievances. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to HR and dealt with in accordance with the Grievance Policy, which is available on the intranet.

## 4. Organisational commitment

The Audit Office is committed to the highest standards of ethical and accountable behaviour and will not tolerate any form of wrongdoing. The Audit Office's [Code of Conduct](#) requires staff to come forward and report wrongdoing to promote integrity, accountability and good management within the office.

To help promote a culture of openness and integrity, the Audit Office is committed to creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing. Staff are actively encouraged to come forward if they have witnessed what they consider to be wrongdoing within the office.

Although you are encouraged to report wrongdoing directly within the office, the Audit Office will respect any decision to disclose wrongdoing outside the office. The identity of the Reporters will be kept confidential wherever possible and appropriate, and Reporters will be kept informed of progress and outcomes in relation to their report.

Reporters will be protected from any adverse action as a result of their report. The Audit Office will ensure people managers at all levels understand the benefits of reporting wrongdoing, are familiar with this policy and aware of the needs of Reporters.

Reports will be dealt with thoroughly and impartially, and if some form of wrongdoing has been found, appropriate action will be taken to rectify/address it.

The Audit Office will treat all reports that do not meet the criteria for protection under the PID Act with similar confidentiality and care.

## 5. What should be reported?

You should report any suspected wrongdoing or any activities or incidents you see within the Audit Office that you believe are wrong.

Reports about the following five categories of wrongdoing:

- corrupt conduct
- maladministration
- serious and substantial waste of public money
- breach of the [Government Information \(Public Access\) Act 2009](#) (GIPA Act)
- local government pecuniary interest<sup>1</sup> contravention

which also meet the other criteria of a PID, will be dealt with under the PID Act and according to this policy.

### 5.1 Corrupt conduct

Corrupt conduct is the dishonest or impartial exercise of official functions by a public official. For example, this could include:

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

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<sup>1</sup> 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.

## 5.2 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, this could include making a decision and/or taking action that is unlawful.

## 5.3 Serious and substantial waste of public money

Serious and substantial waste refers to the uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, that could result in losing or wasting public money.

In addressing any complaint of serious and substantial waste the Audit Office will have regard to the nature, scale and materiality of the waste.

Waste can take many forms, for example:

- misappropriation or misuse of public property
- the purchase of unnecessary or inappropriate goods and services
- incurring costs which might otherwise have been avoided
- programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient.

Waste can result from such things as:

- not following a competitive tendering process for a large-scale contract
- having poor or no processes in place when administering large amounts of public funds
- the absence of appropriate safeguards to prevent the theft or misuse of public property
- purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose
- purchasing practices where the lowest price is not obtained for comparable goods or services without appropriate justification.

## 5.4 Breach of the GIPA Act

A breach of the GIPA Act is a failure to properly fulfil functions under that Act. For example, this could include:

- 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.

## 5.5 Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the [Local Government Act 1993](#) relating to the management of pecuniary interests.

## 5.6 Other wrongdoing

All other wrongdoing or suspected wrongdoing should be reported to a people manager and dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as PIDs, the Audit Office recognises such reports may raise important issues. The Audit Office will respond to all reports and make every attempt to protect Reporters from reprisal. Relevant HR policies are located on the Audit Office intranet.

## 6. Assessment of reports

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report.

The Audit Office's nominated Disclosures Coordinator is the Executive Manager Governance (Legal). The Disclosures Coordinator:

- is responsible for assessing reports
- will assess all reports on the information available at the time
- will decide how the reports will be dealt with (including whether a report will be treated as a PID)
- in assessing the report, may decide that the report should be referred elsewhere or that no action should be taken on the report.

## 7. When will a report be treated as a PID?

The Audit Office will treat a report as a PID if it meets the criteria under the PID Act. It must be:

- made by a public official as defined in section 4A of the PID Act
- made to one of the nominated officers listed in this policy
- about one of the five categories of wrongdoing:
  - maladministration
  - serious and substantial waste
  - corrupt conduct
  - breach of the GIPA Act
  - or a local government pecuniary interest contravention.
- based on an honest belief on reasonable grounds that the information shows or tends to show wrongdoing.

Reports are not PIDs if they:

- mostly question the merits of government policy
- are made solely or substantially to avoid dismissal or other disciplinary action
- are made frivolously or vexatiously
- are made by people who are not (or are no longer) public officials.

## 8. Who can receive a report within the Audit Office?

You are encouraged to report general wrongdoing to your people manager. However, the PID Act requires that for a report to be a PID, it must be made to one of the officers nominated in this policy. Any people manager who receives a report they believe may be a PID is obliged to assist the Reporter to make the report to one of the positions listed below.

Reports must be made to one of the following:

- the Principal Officer (the Auditor-General)
- the Disclosures Coordinator (the Executive Manager Governance (Legal))
- Disclosures Officers:
  - Deputy Auditor-General
  - Executive Director, Professional Services
  - Executive Manager Governance (Risk and Internal Audit)
  - Governance Officers
  - Executive Director, Corporate Services

- Assistant Auditors-General, Financial and Performance Audit
- Directors, Financial Audit and Performance Audit.

PIDs can be made either:

- in person
- by email directly to one of the officers listed above
- by email to [governance@audit.nsw.gov.au](mailto:governance@audit.nsw.gov.au).

### **8.1 The Principal Officer – responsibilities**

The Auditor-General has ultimate responsibility for maintaining the reporting system and a positive workplace reporting culture and ensuring the Audit Office complies with the PID Act. The Auditor-General can receive reports and has a responsibility to:

- ensure there are strategies in place to support Reporters and to protect Reporters from reprisal as far as possible
- make decisions following any investigation or appoint an appropriate decision maker
- take appropriate remedial action where wrongdoing is substantiated or systemic problems identified
- refer reports to the Disclosures Coordinator for action
- refer actual or suspected corrupt conduct to the [Independent Commission Against Corruption \(ICAC\)](#)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

### **8.2 The Disclosures Coordinator – responsibilities**

The Disclosures Coordinator has a central role in the Audit Office's reporting system. The Disclosures Coordinator can receive and assess reports and is the primary point of contact in the Audit Office for the Reporter. The Disclosures Coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a PID, and to decide how each report will be dealt with
- coordinate the Audit Office's response to a report
- acknowledge reports and provide updates and feedback to the Reporter
- assess whether it is possible and appropriate to keep the Reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to the staff involved
- ensure the Audit Office complies with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

### **8.3 The Disclosures Officers – responsibilities**

Disclosures Officers are additional points of contact within the internal reporting system. They can provide advice about the system and this policy, receive reports of wrongdoing and assist people to make reports. Disclosures Officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the Reporter if possible (refer to [Appendix 1](#) for the Internal report form)
- make arrangements to ensure Reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- discuss with the Reporter any concerns they may have about reprisal or workplace conflict

- refer the report to the Disclosures Coordinator for action.

Nominated Disclosures Officers are listed at [section 8](#) above.

## 8.4 People Managers – responsibilities

People Managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. People Managers should be aware of this policy and are responsible for creating a work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the office and support staff when they do
- identify reports made to them in the course of their work which could be PIDs, and assist their staff to make the report to an officer authorised to receive PIDs under this policy
- implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the Disclosures Coordinator or Principal Officer immediately if they believe a Reporter is being subjected to reprisal as a result of reporting wrongdoing.

## 8.5 General responsibilities

Everyone within the scope of this policy plays an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. There is an obligation to:

- report all known or suspected wrongdoing and support Reporters
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality
- treat all those involved with the report of wrongdoing with courtesy and respect
- respect the rights of Subject Staff Members.

It is contrary to this policy to:

- victimise or harass Reporters
- make false or misleading reports of wrongdoing.

Additionally, anyone involved in the internal reporting process is obliged to adhere to the Audit Office's Code of Conduct. A breach of the Code could result in disciplinary action.

## 9. Who can receive a report outside of the Audit Office?

You are encouraged to make a report about a wrongdoing at the Audit Office directly to the Audit Office in the first instance. You can also make a PID to:

- another investigating authority listed in the PID Act (see [section 20](#) of this policy)
- a member of Parliament or a journalist, but only in the limited circumstances outlined below.

### 9.1 Investigating authorities

The PID Act lists a number of investigating authorities in NSW that public officials can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances, it may be preferable to report wrongdoing to an investigating authority in the first instance, for example any report about the principal officer of an agency.

You should contact the relevant authority for advice about how to make a report to them. Contact details for each investigating authority are provided in [section 20](#) of this policy.

You should be aware that the investigating authority may discuss the report with the Audit Office directly.

## 9.2 Members of Parliament or journalists

Section 19 of the PID Act provides that reports of wrongdoing made to members of Parliament or journalists are only PIDs if the following conditions are met:

- the Reporter must have already made substantially the same report to an investigating authority, public authority or appropriate officer of a public authority
- the investigating authority, public authority or an officer to whom the report was made or referred either:
  - decided not to investigate the matter
  - decided to investigate, but did not complete the investigation within six months of the report being made
  - recommended not taking any action after investigating the matter
  - failed to tell the Reporter, within six months of the report being made, whether the matter was to be investigated
- the Reporter has reasonable grounds for believing that the report is substantially true
- the report must be substantially true.

If you report wrongdoing to a person or an organisation that is not listed in this policy or make a report to a member of Parliament or journalist without following the steps above, you will not be protected under the PID Act. This could mean you may be in breach of legal obligations or other requirements, for example, by disclosing confidential information.

## 10. How to make a report

You can report wrongdoing in writing or verbally to the nominated officers listed at [section 8](#). You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. The Audit Office's Internal report form is available in [Appendix 1](#).

If a report is made verbally, the officer receiving the report must make a comprehensive record of the report and ask the Reporter to sign this record where possible. The Reporter should keep a copy of this record.

## 11. 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 the Audit Office, it is best if you identify yourself. This allows the Audit Office to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation.

It is important to realise that an anonymous report may not prevent you from being identified by your colleagues. If the Audit Office does not know who made the report, it will be very difficult to prevent any reprisal action.

If you indicate that you wish to remain anonymous, the Audit Office will respect this even if you have provided the means to identify you, e.g. an anonymous report emailed to us from an identifiable address.

## 12. Feedback to Reporters

Reporters will be told what is happening in response to their report.

### 12.1 Acknowledgment

The Audit Office will contact you within 45 working days from the date you made a report:

- to confirm your report has been received
- to advise you if we decide to treat your report as a PID.

If your report is being treated as a PID, the Audit Office will provide you with:

- the timeframe for when you will receive further updates (if appropriate)
- the names and contact details of the officers who can tell you what is happening or handle any concerns you may have
- a copy of this policy
- information about the action that will be taken in response to your report
- the likely timeframes for any investigation if applicable
- information about the resources available to handle any concerns you may have
- information about external agencies and services you can access for support.

## 12.2 Progress updates

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries
- advice of any decision by the Audit Office on whether to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating of the matter or making enquiries, and an opportunity to talk about this.

## 12.3 Final decision

Once a PID matter under investigation is finalised, you will be given:

- enough information to show that adequate and appropriate action was taken or is proposed to be taken in response to your report 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.

## 13. Maintaining confidentiality

The Audit Office realises Reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing.

Where possible and appropriate the Audit Office will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. The Audit Office will discuss with you whether it is possible to keep your identity confidential.

If you report wrongdoing, you should only discuss your report with those dealing with it. The fewer people who know about your report, before and after you make it, the more likely it will be the Audit Office can protect you from any reprisal.

## 14. Managing the risk of reprisal and workplace conflict

When a Reporter reports wrongdoing, the Audit Office will undertake a thorough risk assessment to identify the risk of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, the Audit Office may:

- relocate the Reporter or the Subject Staff Member within the workplace
- transfer the Reporter or Subject Staff Member to another position for which they are qualified
- grant the Reporter or Subject Staff Member leave of absence during the investigation of the report.

These courses of action are not a punishment and will only be taken in consultation with the Reporter or Subject Staff Member.

## 15. Protection against reprisals

The Audit Office will not tolerate any reprisal action against staff who report wrongdoing or are believed to have reported wrongdoing.

The PID Act provides protection for Reporters who have made a PID by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a PID. These penalties also apply to cases where a person takes detrimental action against another, because they believe or suspect the other person has made or may have made a PID, even if they did not.

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 person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also misconduct which may result in disciplinary action.

It is important to understand the nature and limitations of protections provided by the PID Act. The PID Act protects staff from detrimental action being taken against them because they have made, or are believed to have made, a PID. It does not protect staff from disciplinary or other management action where the Audit Office has reasonable grounds to take such action.

### 15.1 Responding to allegations of reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your people manager, the Disclosures Coordinator or the Auditor-General immediately. All people managers must notify the Disclosures Coordinator or the Auditor-General if they suspect that reprisal against a Reporter is occurring or has occurred, or if any such allegations are made to them.

If the Audit Office suspects or becomes aware that reprisal is being or has been taken against a Reporter, the Audit Office will:

- assess the report of reprisal to decide whether it should be treated as a PID and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against the Reporter, take all steps possible to stop that activity and protect the Reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a report
- refer any evidence of an offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to the allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the NSW Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included in [section 20](#) of this policy.

## 15.2 Protection against legal action

If you make a PID 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 having made the PID. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

## 16. Support for those reporting wrongdoing

The Audit Office will make sure that Reporters, regardless of whether their report is treated as a PID, are provided with access to any professional support they may need as a result of the reporting process – e.g. [the Employee Assistance Program](#).

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the Disclosures Coordinator.

## 17. Sanctions for making false or misleading statements

It is important all Reporters are aware it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. The Audit Office will not support those who wilfully make false or misleading reports. Such conduct may also be in breach of the Audit Office's [Code of Conduct](#) resulting in disciplinary action.

## 18. Support for the Subject Staff Member

The Audit Office is committed to ensuring Subject Staff Members are treated fairly and reasonably. This includes keeping the identity of the Subject Staff Member confidential, where this is practical and appropriate.

If you are the Subject Staff Member, you will be advised of the allegations made against you, at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- told of your rights and obligations under the relevant policies and procedures
- kept informed about the progress of an investigation
- given a reasonable opportunity to respond to any allegations made against you
- told the result of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the Subject Staff Member are clearly wrong, or have been investigated and unsubstantiated, details of the allegations and any investigation will be kept confidential by the Audit Office unless otherwise agreed to by the Subject Staff Member.

## 19. More information

Reporters can access advice and guidance from the Disclosures Coordinator and the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

## 20. Contact details for investigating authorities

The contact details for investigating authorities that can receive PIDs or provide advice on making a PID are listed below.

Contact details for investigating authorities	
<b>For reports about corrupt conduct:</b>  <b>Independent Commission Against Corruption (ICAC)</b> Phone: 02 8281 5999 Toll free: 1800 463 909 Tel. typewriter (TTY): 02 8281 5773 Facsimile: 02 9264 5364 Email: <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a> Web: <a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a> Address: Level 7, 255 Elizabeth Street, Sydney NSW 2000	<b>For reports about maladministration:</b>  <b>NSW Ombudsman</b> Phone: 02 9286 1000 Toll free (outside Sydney metro): 1800 451 524 Tel. typewriter (TTY): 02 9264 8050 Facsimile: 02 9283 2911 Email: <a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a> Web: <a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a> Address: Level 24, 580 George Street, Sydney NSW 2000
<b>For reports about serious and substantial waste:</b>  <b>Auditor-General for New South Wales</b> Phone: 02 9275 7100 Fax: 02 9275 7200 Email: <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a> Web: <a href="http://www.audit.nsw.gov.au">www.audit.nsw.gov.au</a> Address: Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000	<b>For reports about breaches of the GIPA Act:</b>  <b>Information Commissioner</b> Toll free: 1800 472 679 Fax: 02 8114 3756 Email: <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a> Web: <a href="http://www.ipc.nsw.gov.au">www.ipc.nsw.gov.au</a> Address: Level 11, 1 Castlereagh Street, Sydney, NSW 2000
<b>For reports about local councils:</b>  <b>Office of Local Government</b> Phone: 02 4428 4100 Fax: 02 4428 4199 Email: <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> Web: <a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a> Address: 5 O'Keefe Avenue, Nowra NSW 2541	<b>For reports about police misconduct:</b>  <b>Law Enforcement Conduct Commission (LECC)</b> Phone: 02 9321 6700 Toll free: 1800 657 079 Fax: 02 9321 6799 Email: <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a> Web: <a href="http://www.lecc.nsw.gov.au">www.lecc.nsw.gov.au</a> Address: Level 3, 111 Elizabeth Street, Sydney NSW 2000
<b>For reports about the LECC or its staff:</b>  <b>The Inspector of the LECC</b> Phone: 02 9228 3023 Email: <a href="mailto:oilecc_executive@oilecc.nsw.gov.au">oilecc_executive@oilecc.nsw.gov.au</a> Web: <a href="http://www.oilecc.nsw.gov.au">www.oilecc.nsw.gov.au</a> Address: GPO Box 5341, Sydney NSW 2001	<b>For reports about the ICAC or its staff:</b>  <b>The Inspector of the ICAC</b> Phone: 02 9228 5555 Email: <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a> Web: <a href="http://www.oiicac.nsw.gov.au">www.oiicac.nsw.gov.au</a> Address: 52 Martin Place, Sydney NSW 2000

## 21. Contact point

The contact for this policy is the Disclosures Coordinator - Executive Manager Governance (Legal), [governance@audit.nsw.gov.au](mailto:governance@audit.nsw.gov.au).

## 22. Review

The Internal Public Interest Disclosures Policy will be reviewed at least every two years in the absence of any significant changes or more frequently where required taking into account legislative or organisational changes, risk factors and consistency with other policies. The next review is due in February 2022.

## Appendix 1: Internal report form



### Internal report form

To be completed by the Reporter and submitted to a nominated Disclosures Officer  
 (Refer to Internal Reporting Policy for further details)

Details of Reporter <i>(You can make an anonymous report by leaving this section blank)</i>		
Name:		
Position:		
Team:		Preferred method of contact
Telephone:		<input type="checkbox"/> Telephone
Email:		<input type="checkbox"/> Email
Postal address:		<input type="checkbox"/> Post
Details of the wrongdoing being reported		
Description:		
<ul style="list-style-type: none"> <li>• <i>What happened?</i></li> <li>• <i>Where did this happen?</i></li> <li>• <i>When did this happen?</i></li> <li>• <i>Is it still happening?</i></li> </ul> <p><i>[Attach an additional page if required]</i></p>		
How did you become aware of this?		
Name and position of people involved in the wrongdoing:	Name	Position
Attach any additional relevant information or indicate where supporting evidence may be found:	Supporting evidence	Attached
		<input type="checkbox"/>
		<input type="checkbox"/>

## Statement

I honestly believe that the above information shows or tends to show wrongdoing.

\_\_\_\_\_  
Signature of Reporter  
*(Do not sign if you want to make an anonymous report)*

\_\_\_\_\_  
Date report submitted  
*(Essential information)*