

Public Interest Disclosure Act Procedure

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Responsible Officer:	Chief Executive Officer
Relevant Legislation:	Public Interest Disclosure Act 2018 Public Interest Disclosure Regulations 2019 Local Government Act 1999 Local Government (General) Regulations 2013 Independent Commissioner Against Corruption Act 2012 Ombudsman Act 1972
Related Policies:	Fraud and Corruption Prevention Policy Code of Conduct for Council Employees Code of Conduct for Council Members Internal Review of Council Decisions (Section 270) Procedure Public Interest Disclosure Procedure ICAC Directions and Guidelines ICAC Public Interest Disclosure Guidelines

1. Principal Officer's Statement

As Chief Executive Officer of the City of Burnside, and designated Principal Officer for the purposes of the Act, I expect that the implementation and operation of the Act will encourage and facilitate:

- 1.1. further transparency and accountability in the Council's administrative and management practices; and
- 1.2. the Disclosure, in the public interest, of information about substantial risks to public health or safety, or to the environment, and about corruption, misconduct and maladministration in public administration.

This Procedure is designed to enable that to occur, by ensuring that proper mechanisms are in place for making of and dealing with such Disclosures and for provision of appropriate protections to those who make such Disclosures.

I, and the other staff, officers and Elected Members at the City of Burnside remain deeply committed to the protection of informants who make public interest Disclosures in accordance with the objectives of the Act, and to the genuine and efficient consideration and action in relation to information provided to the Council via a public interest Disclosure, as contemplated and demonstrated by this Procedure.

2. Introduction

- 2.1 This Procedure has been developed to ensure that the City of Burnside (the Council), in meeting its obligations under the *Public Interest Disclosure Act 2018*, encourages and facilitates Appropriate Disclosures of Public Interest Information and, in doing so, provides protections in accordance with the Act to persons making such Disclosures.
- 2.2 This Procedure:
 - 2.2.1 provides a process by which an Appropriate Disclosure of Public Interest Information may be made by a person to a Relevant Authority at the Council;
 - 2.2.2 specifies the manner in which the Relevant Authority at the Council will receive such a Disclosure, including the manner in which the information may be safely received and stored;
 - 2.2.3 sets out the criteria that will be applied in the assessment of a Public Interest Information Disclosure and the manner in which the details of the assessment will be securely stored; and
 - 2.2.4 specifies the manner in which an Informant will be notified as to action taken in respect of an Appropriate Disclosure of Public Interest Information.
- 2.2.5 applies to all officers, employees, and Elected Members of the Council, as well as to all persons who make an Appropriate Disclosure of Public Interest Information to a Relevant Authority at the Council for the purposes of the Act.
- 2.2.6 applies to appropriate Disclosures of Public Interest Information that are made in accordance with the Act, by public officers including Council Members, Officers and Employees of the Council and by members of the public.

3 Strategic Plan Desired Outcomes

- 3.1 Delivery of good governance in all council business

4 Our Approach

- 4.1 The Council is committed to its obligations to act as a representative, informed and responsible public authority and supports its officers, employees and elected members to uphold the values of honesty, integrity, accountability and transparency, for the purposes of fostering community confidence and trust in the Council specifically but also in Local Government generally.
- 4.2 The Council recognises its responsibilities under the Act to not only support persons who make an Appropriate Disclosure of Public Interest Information, but also to those persons to whom the information relates.

5 Legislative Requirements and Corporate Policy Context

5.1 This Procedure has been prepared in accordance with the requirements of sections 12(4) and (5) of the Public Interest Disclosure Act 2018 (the Act).

6 Interpretation

For the purposes of this Procedure the following definitions apply:

Act refers to the *Public Interest Disclosure Act 2018*

Appropriate disclosure means a disclosure made to the designated Responsible Officer or as defined under section 5 of the Act

Corruption, Misconduct and Maladministration as defined by section 5 of the ICAC Act.

Council is a comprehensive term and is to be read, as necessary, as encompassing officers, employees and elected members of the Council.

Detriment includes injury, harm, damage or loss; intimidation or harassment; discrimination, disadvantage or adverse treatment in relation to a person's employment and or threats of reprisal (which may be express or implied, and/or conditional or unconditional)

Disclosure means an appropriate disclosure of public interest information made by an informant to a relevant authority

Environmental and health information means information that raises a potential issue of substantial risk to the environment or to the health and safety of the public generally or a significant section of the public

Guidelines is a reference to the Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner's website (www.icac.sa.gov.au).

ICAC Act is the *Independent Commissioner Against Corruption Act 2012*

Independent Assessor means the person designated by the Responsible Officer as being responsible for investigating a disclosure made to the City of Burnside in accordance with the Public Interest Disclosure Procedure

Informant means a person who makes an appropriate disclosure of public interest information to a relevant authority

OPI means the Office of Public Integrity as established under the ICAC Act

Principal Officer for the purposes of the Act means the CEO of the Council

Public administration is defined in section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the Ombudsman Act 1972 will be taken to be carried out in the course of public administration

Public administration information is information that raises a potential issue of Corruption, Misconduct or Maladministration in Public Administration, whether occurring before or after the commencement of the Act.

Public interest information is defined in the Act as environmental and health information and public administration information.

Public Officer has the same meaning as in the ICAC Act and includes officers, employees and elected members of the Council.

Recipient includes a Relevant Authority to whom a Disclosure has been made; a Relevant Authority to whom such a Disclosure is referred (which includes a Responsible Officer or the CEO of Council); or a person who otherwise knows that such a Disclosure has been made.

Relevant authority is defined in section 5(5) of the Act. Where the appropriate disclosure relates to a public officer the relevant authority is the Responsible Officer of the Council. Where the appropriate disclosure relates to a location with the City of Burnside and a Council Member or employee of the Council are also considered to be relevant authorities.

Responsible Officer is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by Council as responsible officer under section 12 of the PID Act.

Subject of a Disclosure is the person/people against whom allegations have been made in a Disclosure.

Victimisation as defined by section 5 of the ICAC Act.

7 Procedure

7.1 Appropriate Disclosures

- 7.1.1 The act establishes a scheme to encourage and facilitate the Appropriate Disclosure of Public Interest Information to a Relevant Authority.
- 7.1.2 Subject to the provisions of the act, if a person makes an Appropriate Disclosure of Public Interest Information to a Relevant Authority, the person will not be subject to any liability as a result of that Disclosure and is entitled to have their identity kept confidential.
- 7.1.3 Public Interest Information means:
 - 7.1.3.1 Environmental and Health Information; and
 - 7.1.3.2 Public Administration Information.
- 7.1.4 Immunity for an Appropriate Disclosure of Public Interest Information will follow if:
 - 7.1.4.1 a **person** makes an Appropriate Disclosure of Environmental and Health Information; or
 - 7.1.4.2 a **Public Officer** makes an Appropriate Disclosure of Public Administration Information.
- 7.1.5 Whilst anyone can make a Disclosure of Public Administration Information, only Public Officers who make such a Disclosure are eligible for the protections provided under the Act.

7.2 Environmental and Health Information

- 7.2.1 A **person** makes an Appropriate Disclosure of Environmental and Health Information for the purposes of the Act if the Disclosure is made to a Relevant Authority, and the person:

- 7.2.1.1 believes on reasonable grounds that the information is true; or
- 7.2.1.2 not being in a position to form such a belief, believes on reasonable grounds that the information may be true and is of sufficient significance to justify its Disclosure so that its truth may be investigated.

- 7.2.1.3 Where the information relates to a location within the area of the Council, a person may make a disclosure to an Elected Member, officer or employee of the Council.

7.3 Public Administration Information

- 7.3.1 A **Public Officer** makes an Appropriate Disclosure of Public Administration Information for the purposes of the Act if the Disclosure is made to a Relevant Authority and the Public Officer reasonably suspects that the information raises a potential issue of Corruption, Misconduct or Maladministration in Public Administration, as those terms are defined under the ICAC Act.
- 7.3.2 A table outlining the list of Relevant Authorities is provided at Appendix A and a flowchart outlining the Appropriate Disclosure Process is at Appendix B to this Procedure.

7.4 Relevant Contact Details

The relevant contact details for making a Disclosure of Public Interest Information are:

Telephone: 08 8366 4200
email PID@burnside.sa.gov.au
address Confidential
Responsible Officer Public Interest Disclosure
City of Burnside
PO Box 9
Glenside SA 5065

- 7.4.1 The details for the Council Responsible Officers are:

Wendy Matthews Telephone 8366 4275 Email wmatthews@burnside.sa.gov.au
Karishma Reynolds Telephone 0437 615 339 Email kreynolds@burnside.sa.gov.au
Martin Cooper Telephone 0417 812 342 Email mcooper@burnside.sa.gov.au
Barry Cant Telephone 0488 527 146 Email bcant@burnside.sa.gov.au

7.5 Receipt and assessment of a Disclosure

If the Disclosure relates to Public Administration Information, encourage the Informant to make the Disclosure directly to OPI (www.icac.sa.gov.au).

- 7.5.1 If an **officer, employee or Elected Member** of the Council is the Recipient of a Disclosure of Public Interest Information, they will determine whether the disclosure:
- 7.5.1.1 relates to information within the scope of the Act, namely whether it pertains to Environmental and Health Information and/or Public Administration Information;
- 7.5.1.2 raises matters that are within the Council's scope of authority, including if the information relates to a location within the area of the Council, or to an officer, employee or elected member of the Council;
- 7.5.1.3 ask the Informant whether they consent to the details of their identity being provided to the Responsible Officer, and in doing so advise the Informant

- that a failure to provide that consent may mean that the Disclosure cannot be properly investigated; and
- 7.5.1.4 refer the Disclosure to the Responsible Officer and, in doing so, comply with the wishes of the Informant with respect to whether details of their identity may be divulged.
 - 7.5.2 If the Informant does not consent to the details of their identity and Disclosure being provided to the Responsible Officer, then the officer, employee or elected member of the Council as the Relevant Authority must undertake the following process under clause 7.5.4.1.
 - 7.5.3 If the Recipient, as the Relevant Authority, determines that they require assistance with the appropriate assessment and management of the disclosure, the Recipient is encouraged to seek the assistance of a Responsible Officer of the Council (or the CEO, in circumstances where the disclosure relates to the Responsible Officer(s)), who are also each Relevant Authorities for the purposes of the Act.
 - 7.5.3.1 Upon the receipt of a Disclosure (whether directly, or by referral from the Recipient), the Responsible Officer will:
 - 7.5.3.1.1 where the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will send a confirmation of receipt of the Disclosure under clause 8.11 within three (3) business days of receipt, and in doing so, will provide a copy of this Procedure to the Informant;
 - 7.5.3.1.2 determine if it justifies the taking of further action, or relates to a matter that has already been investigated or acted upon by a relevant authority (whether by the Council or other relevant authority) and there is no reason to re-examine the matter, or there is other good reason why action should not be taken in respect of the matter;
 - 7.5.4 Nothing in this Procedure, or under the Act, prevents a Relevant Authority of the Council who has received a Disclosure, or who is assisting in the assessment and management of a Disclosure, from obtaining legal advice from one of the Council's legal advisors.
 - 7.5.5 In giving effect to the above, consideration must be carefully given as to whether the identity of the Informant is required to be disclosed, noting that section 8 of the Act requires that the identity of an Informant is to be kept confidential, except so far as may be necessary to ensure that the matters to which the information relates are properly investigated.

7.6 Assessment of Appropriate Disclosure

- 7.6.1 Following the assessment of the information of the Appropriate Disclosure:
 - 7.6.1.1 if the content gives rise to a concern of imminent risk of serious physical injury or death to any person, or the public generally, the Recipient must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency, such as SAPOL, SafeWorkSA, SA Ambulance or the Environment Protection Authority; and
 - 7.6.1.2 if the Recipient of the Public Interest Disclosure forms a reasonable suspicion that the matter(s) involves corruption in public administration, or serious systemic misconduct or maladministration, the Recipient of the Disclosure must also comply with their reporting obligations under the ICAC Act.
- 7.6.2 The Recipient of a Public Interest Disclosure, or other Relevant Authority of the Council to whom a Disclosure has been referred, will assesses the content of the

Disclosure and must notify the Informant (if their identity is known) within **thirty (30) days** that:

- 7.6.2.1 an assessment of the information has been made; and
 - 7.6.2.2 of the action being taken in relation to the information; or
 - 7.6.2.3 no action is being taken in relation to the information; and
 - 7.6.2.4 the reasons why no action is being taken in relation to the information.
- 7.6.3 If the Recipient of a Public Interest Disclosure assesses the content of the Disclosure as requiring further action, the Recipient of the Disclosure must ensure that:
- 7.6.3.1 such action as appropriate in the circumstances is taken to ensure the matter(s) relating to the Public Interest Disclosure, are properly addressed; or
 - 7.6.3.2 if such action consists of referring the Disclosure (whether to a Responsible Officer, or to the CEO of the Council, or to another Relevant Authority), such information as is necessary to enable action to be taken is communicated to the most appropriate person or Relevant Authority to take such action.
- 7.6.4 If the action taken does not consist of referring the Disclosure:
- 7.6.4.1 the Relevant Authority with the Council responsible for the management of the Disclosure must take reasonable steps to notify the informant (if their identity is known) of the outcome of that action within **ninety (90) days** of receiving the disclosure; or
 - 7.6.4.2 request a longer period as specified by written notice given, within the **ninety (90) days** of receiving the disclosure.
- 7.6.5 Notification to the Informant can occur by personal meeting, telephone, text, email, or letter, on election at the absolute discretion of the Informant.
- 7.6.6 If an Informant is dissatisfied with the manner in which their Disclosure has been managed, or otherwise believes that their Disclosure has been dealt with inappropriately, the Informant may contact a Responsible Officer at the Council, (or the CEO if their concern pertains to the Responsible Officer(s)) to express their concern at the first instance.
- 7.6.7 Following which, the Responsible Officer (or CEO), will review the Disclosure and confirm the assessment made with the Informant, and the action to be taken.
- 7.6.8 If the Informant remains dissatisfied following the further assessment made by a Responsible Officer (or CEO, as the case may be), it is open to the Informant to make the Public Interest Disclosure to an alternative Relevant Authority, such as the Ombudsman or the OPI.

7.7 Notifying the OPI

- 7.7.1 Following receipt, and assessment, of a Public Interest Disclosure, irrespective of whether the Relevant Authority at the Council responsible for the Disclosure determines that further action is or is not required, the Recipient of the Public Interest Disclosure **must** notify the OPI as soon as reasonably practicable that they are in receipt of a Public Interest Disclosure.
- 7.7.2 Notification is to occur by way of the notification form on the ICAC website (www.icac.sa.gov.au) and must include the following information:
- 7.7.2.1 The date the Disclosure was received;

- 7.7.2.2 the name and contact details of the Recipient of the Disclosure (being the Relevant Authority with the Council who initially received the Disclosure);
 - 7.7.2.3 a summary of the content of the Disclosure;
 - 7.7.2.4 the assessment made of the Disclosure;
 - 7.7.2.5 the action taken by the Recipient of the Disclosure, including:
 - (a) whether the disclosure was referred to another Relevant Authority (including to a Responsible Officer or the CEO of the Council), public authority, public officer, or another person; and
 - (b) if the Disclosure was referred to a Relevant Authority, public authority, public officer or another person:
 - (i) the date of the referral;
 - (ii) the identity of that Relevant Authority, public authority, public officer or another person;
 - (iii) the manner of the referral; and
 - (iv) the action to be taken by that Relevant Authority, public authority or public officer or another person (if known).
- 7.7.3 Whether the identity of the Informant is known only to the Recipient of the Disclosure, or if the identity of the Informant has been communicated to another Relevant Authority, public authority, public officer or other person (and if so, the reasons why); and
 - 7.7.4 if no action was taken by the Recipient of the Disclosure, the reasons why.
 - 7.7.5 The Recipient of the Disclosure **must** retain the unique reference number issued by the OPI upon making a notification and must provide this to any other person or authority to whom the disclosure is referred.

7.8 Action Taken on a Disclosure

- 7.8.1 Informants who make an Appropriate Disclosure of Public Interest Information must provide sufficient detail and evidence for the matter to be assessed.
- 7.8.2 If the Relevant Authority determines that there is not sufficient evidence to facilitate an assessment of a Disclosure of Public Interest Information, no action can be taken on the Disclosure, and the Informant and OPI will be advised accordingly.
- 7.8.3 Relevant Authorities with the Council **will not** be responsible for investigating Disclosures of Public Administration Information (being information that raises a potential issue of Corruption, Misconduct or Maladministration in Public Administration) in the absence of a direction to do so from the Manager OPI or the ICAC.
- 7.8.4 Conversely, Appropriate Disclosures of Environmental and Health Information **may be assessed and subsequently investigated** by or on behalf of a Relevant Authority with the Council.
- 7.8.5 When investigating Appropriate Disclosures of Environmental and Health Information, or when directed by the Manager OPI or the ICAC to investigate Appropriate Disclosures of Public Administration Information, the objectives of the investigation process are:
 - 7.8.5.1 in appropriate circumstances, to investigate the substance of the Disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made;
 - 7.8.5.2 to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;

- 7.8.5.3 to consider the information collected and to draw conclusions objectively and impartially;
 - 7.8.5.4 to observe procedural fairness in the treatment of any person who is subject of the Disclosure; and
 - 7.8.5.5 to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.
- 7.8.6 Where the Responsible Officer determines, following a Preliminary Assessment, that a Disclosure warrants referral to an Independent Assessor for a formal investigation and report to Council, the Responsible Officer will appoint an Independent Assessor in accordance with this Part to investigate the Disclosure.
- 7.8.7 The Independent Assessor will observe the principles of natural justice throughout the investigation process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.
- 7.8.8 The outcomes of any investigation into a Disclosure of Environmental and Health Information will be reported to the CEO, and the Relevant Authority of the Council responsible for the management of the investigation will notify the Informant of the outcome (where their identity is known).
- 7.8.9 If a Relevant Authority with the Council takes action in response to the receipt of a Public Interest Information Disclosure (which does not consist of a referral), the Relevant Authority with the Council responsible for the management of the disclosure, must, as soon as reasonably practicable, provide the OPI with information in relation to the outcome of the action taken by way of the online notification form (www.icac.sa.gov.au) detailing:
- 7.8.9.1 The unique identification number issued by the OPI upon notification of the original disclosure;
 - 7.8.9.2 the name and contact details of the Notifier;
 - 7.8.9.3 the name and contact details of the person or authority responsible for taking the action;
 - 7.8.9.4 what (if any) findings were made in respect of the Disclosure;
 - 7.8.9.5 the nature of the action taken (if any);
 - 7.8.9.6 the outcome of any action taken;
 - 7.8.9.7 whether the identity of the informant was disclosed to a person other than the original recipient of the disclosure; and
 - 7.8.9.8 whether the informant was notified of the action taken and, if so, when that notification was made.

7.9 Confidentiality

- 7.9.1 In accordance with section 8 of the Act, it is a **criminal offence** for the identity of an Informant to be disclosed in the absence of their consent unless:
- it is necessary to divulge the identity of the informant to ensure that the matters to which the information relates are properly investigated; or
- 7.9.2 the Recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant to prevent or lessen an imminent risk of serious harm to any person; and

- the identity of the Informant is divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious harm; or
- 7.9.3 the Recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the Recipient may disclose the identity of the informant to the OPI.
- 7.9.4 The details of the Public Interest Disclosure and its assessment will be securely stored in confidential electronic and hard copy files by the Council and will only be accessible by the Recipient, or another Relevant Authority of the Council, involved in the assessment and management of the disclosure.
- 7.9.5 The Responsible Officer(s) of the Council are required to ensure, so far as reasonably practicable, that all information in relation to Public Interest Disclosures are received and maintained in a confidential manner.
- 7.9.6 In giving effect to this responsibility, a Responsible Officer may employ security measures including, but not limited to:
- 7.9.6.1 keeping all printed material in secure files that are clearly marked as "CONFIDENTIAL", and which warn of the criminal penalties that apply to any unauthorised access, use or divulging of information concerning a public interest disclosure;
 - 7.9.6.2 keeping all printed material in a locked cabinet that is only accessible to by Relevant Authority at the Council who is responsible for the management of the assessment and/or action of the Disclosure;
 - 7.9.6.3 assigning specific password protections to all electronic material, which are provided to only the Relevant Authority at the Council who is responsible for the management of the assessment and/or action of the disclosure;
 - 7.9.6.4 ensuring that all electronic material is only accessible by the Relevant Authority at the Council who is responsible for the management of the assessment and/or action of the Disclosure; and
 - 7.9.6.5 conducting all telephone calls and meetings in relation to a Public Interest Disclosure privately and in the strictest of confidence.
- 7.9.7 A Public Interest Disclosure can also be securely received directly by a Responsible Officer at the Council in the first instance, in person, by telephone, in writing or via email, via the contact details under Part 7.4 of this procedure.

7.10 Subject of a Public Interest Disclosure

- 7.10.1 In accordance with section 12 of the Act, the CEO must ensure there are risk management steps for assessing and minimising:
- 7.10.1.1 detrimental action against people because of the Public Interest Disclosure; and
 - 7.10.1.2 detriment against whom allegations are made in a Disclosure, the Subject of a Disclosure.
- 7.10.2 The Council commits to providing the same protections to the Subject of a Disclosure, and those people, as to Informants, which will include, but not necessarily be limited to:
- 7.10.2.1 keeping the identity of the Informant, the Subject of the Disclosure, and the people, confidential;

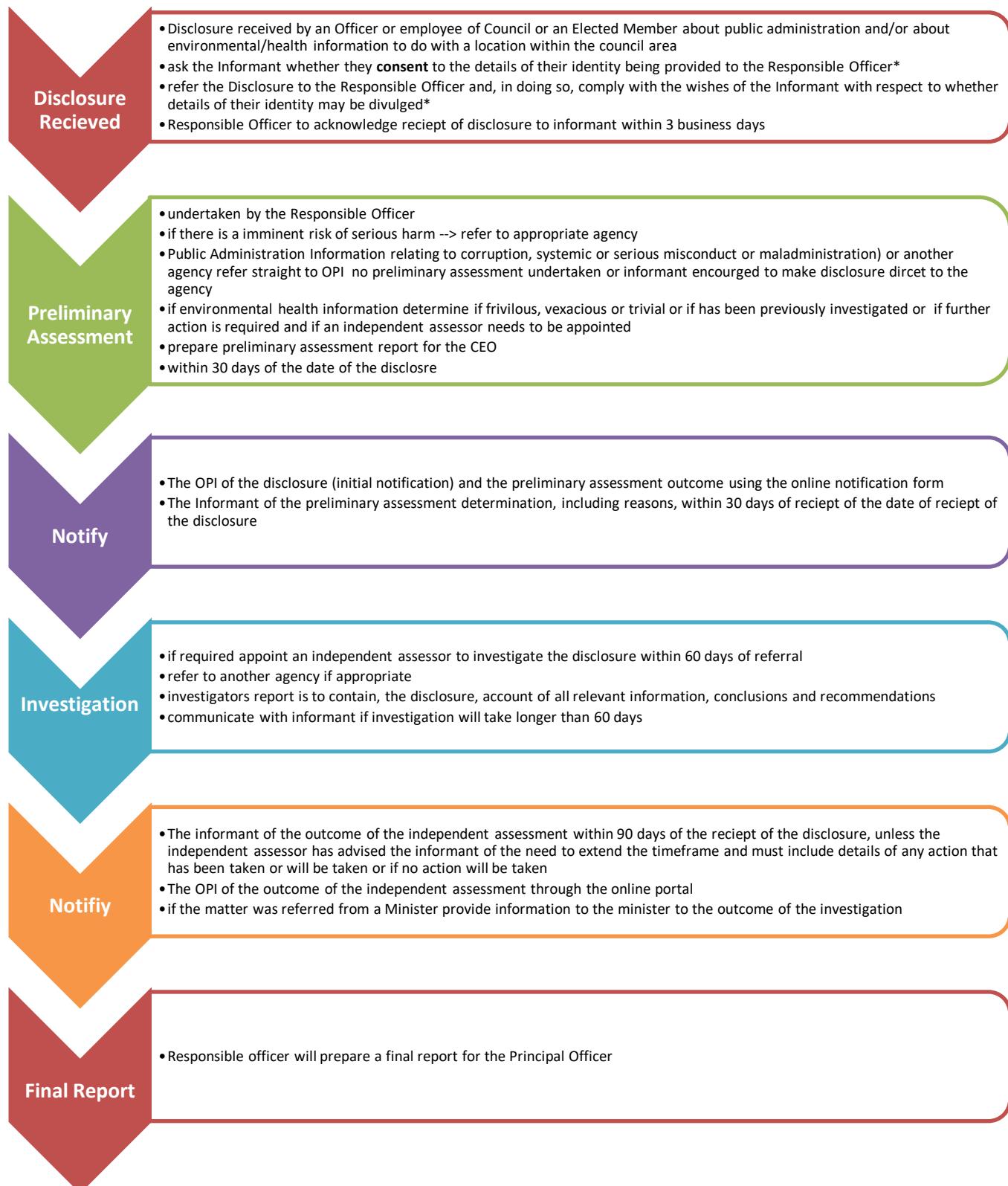
- 7.10.2.2 flexibility as to when meetings are held, if and when necessary; and
- 7.10.2.3 the opportunity to make reasonable requests in relation to how and when the Relevant Authority of the Council, responsible for the management of the Disclosure, makes contact with them, to minimise the potential for the person (being either the Informant, the Subject of the Disclosure, or the people) to be subject to Detriment.

Appendix A
Relevant Authorities

Where the information relates to...	the relevant authority is...
a public officer*	<p>either:</p> <ul style="list-style-type: none"> • the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or • the person who is in fact responsible for the management or supervision of the public officer; or • the relevant responsible officer (as designated by the Council in accordance with section 12 of the Act)
*as defined and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes members, officers and employees of local government bodies	
a public sector agency or public sector employee	<p>either:</p> <ul style="list-style-type: none"> • the Commissioner for Public Sector Employment; or • the responsible officer for the relevant public sector agency
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial mismanagement of public resources	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class ¹	an authority declared by the regulations to be a relevant authority in relation to such information
public interest information - being:	<ul style="list-style-type: none"> • environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or • public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)
	<ul style="list-style-type: none"> • the OPI; • a Minister of the Crown; or • any other prescribed person or person of a prescribed class

¹ presently, no prescribed persons or classes have been identified

Appendix B
Notification Process Flowchart



* If the Informant does not consent to the details of their identity and Disclosure being provided to the Responsible Officer, then the officer, employee or elected member of the Council as the Relevant Authority must undertake the processes outlined in this procedure