



**Governance Policy Framework**

# **Procedure**

**Public Interest Disclosure Procedure**

**November 2023**

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**Public**



## Document details

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1	November 2019	Michael Ries	New policy format. Updated to reflect new PID Standards and materials by the Queensland Ombudsman.	
2	October 2021	Michael Ries	Annual review.	
3	October 2022	Rebecca Meehan	Changes to the PID Coordinator role.	
4	October 2023	Kit Kowol	Subject Officer rights	
	November 2023	Neil Laurie	Approved version	Neil Laurie

## Contact for enquiries and proposed changes

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## Acknowledgement

This document includes material from the following sources:

[The Queensland Ombudsman: public interest disclosure resources](#)

## Information Security

The document has been classified using the Queensland Parliamentary Service Information Security Classification (PSISC) as PUBLIC and will be managed according to the requirements of the PSISC.



## Purpose and Authority

A public interest disclosure (PID) is a disclosure about wrongdoing in the public sector that serves the public interest. The *Public Interest Disclosure Act 2010 (Qld)* (the Act) specifies the type of information which may be disclosed as a PID, and who may disclose it.<sup>1</sup>

The Act encourages the disclosure of information about suspected wrongdoing in the public sector so that:

- public sector organisations can better identify wrongdoing
- suspected wrongdoing can be properly evaluated and investigated
- action can be taken to fix problems, and
- systems that can reduce the risk of wrongdoing can be implemented.

Public sector entities, including the Parliamentary Service, have an obligation under the Act and the related standards issued by the Queensland Ombudsman (PID Standards) to ensure reasonable policies and procedures are in place to deal with PIDs.<sup>2</sup>

The purpose of this procedure is to outline the roles and responsibilities for managing PIDs within the Parliamentary Service. This procedure also provides employees, and other persons, making a PID to the Parliamentary Service with information about how to make a PID and how they will be supported throughout the process.

## Applicability

This procedure applies to all Queensland Parliamentary Service employees, including Electorate Officers, and any external person making a PID to the Parliamentary Service about the Parliamentary Service. This policy should be read in conjunction with the [Public Interest Disclosure Policy](#).

A Member of Parliament and a Parliamentary Committee are also proper authorities to receive a PID. If a purported PID is received by a committee the steps to be followed are set out in the Committee Office Manual.

## Roles and responsibilities

The Clerk, as chief executive officer, has designated the following roles and responsibilities for managing PIDs within the Parliamentary Service.<sup>3</sup>

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<sup>1</sup> *Public Interest Disclosure Standard No. 1/2019* defines 'wrongdoing' as conduct or other matter as defined at section 12(1) and section 13(1) of the *Public Interest Disclosure Act 2010*. Examples of wrongdoing any person might disclose include substantial and specific danger to the health or safety of a person with a disability, or to the environment. Examples of wrongdoing a public officer might disclose include corrupt conduct or maladministration.

<sup>2</sup> Section 28 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan, *Public Interest Disclosure Standard No. 2/2019* – Assessing, Investigating and Dealing with Public Interest Disclosures, and *Public Interest Disclosure Standard No. 3/2019* – Public Interest Disclosure Data Recording and Reporting (collectively, the PID Standards).

<sup>3</sup> Section 28 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (Standard 1.3).



Role	Responsibilities	Officer
Deputy Clerk	<ul style="list-style-type: none"> <li>review and update Parliamentary Service PID policy annually</li> <li>review and update Parliamentary Service PID procedure annually</li> </ul>	Mr Michael Ries Deputy Clerk <a href="mailto:Michael.Ries@parliament.qld.gov.au">Michael.Ries@parliament.qld.gov.au</a> 07 3553 6610
PID Coordinator	<ul style="list-style-type: none"> <li>principal contact for PID issues within the Parliamentary Service</li> <li>document and manage implementation of PID management program</li> <li>maintain and update internal records of PIDs received</li> <li>report data on PIDs to Queensland Ombudsman</li> <li>assess PIDs received</li> <li>provide acknowledgment of receipt of PID to discloser</li> <li>undertake risk assessments in consultation with disclosers and other relevant officers</li> <li>liaise with other agencies about referral of PIDs</li> <li>allocate Investigator and Support Officer to PID matter</li> </ul>	Mr Michael Ries Deputy Clerk <a href="mailto:Michael.Ries@parliament.qld.gov.au">Michael.Ries@parliament.qld.gov.au</a> 07 3553 6610
PID Support Officer	<ul style="list-style-type: none"> <li>provide advice and information to discloser on Parliamentary Service PID procedure</li> <li>provide personal support and referral to other sources of advice or support as required</li> <li>facilitate updates on progress of investigation</li> <li>proactively contact discloser throughout PID management process</li> </ul>	An appropriate Support Officer will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Investigator	<ul style="list-style-type: none"> <li>conduct investigation of information in PID in accordance with terms of reference</li> <li>prepare report for delegated decision-maker</li> </ul>	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> <li>review investigation report and determine whether alleged wrongdoing is substantiated</li> </ul>	An appropriate decision-maker will be appointed for each PID investigated.



## Procedure

### Why make a PID?

Employees who are prepared to speak up about public sector corruption, misconduct, misuse of public funds, suspected unlawful activity or a danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration.

The Parliamentary Service supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of the Parliamentary Service
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to the Parliamentary Service, and
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the greatest extent possible
- protection against reprisal – the discloser is protected from unfair treatment by the Parliamentary Service and employees of the Parliamentary Service as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing, and
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.<sup>4</sup>

### What is a PID?

Under the Act, **any person** can make a disclosure about a:

- substantial and specific<sup>5</sup> danger to the health or safety of a person with a disability
- substantial and specific danger to the environment, or
- reprisal because of a belief that a person has made, or intends to make a disclosure.<sup>6</sup>

**Public officers** can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- a substantial and specific danger to the environment.<sup>7</sup>

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<sup>4</sup> See sections 36 to 43 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.6).

<sup>5</sup> See Definitions table at end of this document for meaning of 'substantial and specific'.

<sup>6</sup> See section 12 of the Act.

<sup>7</sup> See section 13 of the Act.



A discloser can have either a 'reasonable belief' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure is covered by the Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to the Parliamentary Service to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.<sup>8</sup>

### Who can a PID be disclosed to?

A PID must be made to the 'proper authority' to receive disclosures of the type being made. A proper authority includes public sector entities, such as the Parliamentary Service.<sup>9</sup> The Parliamentary Service is the proper authority to receive disclosures about the conduct of the Parliamentary Service or its employees.<sup>10</sup>

Disclosers are encouraged to make a disclosure to an appropriate officer of the Parliamentary Service first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within the Parliamentary Service	Other agencies that can receive PIDs
<p>Any person (including employees) can make a disclosure about the conduct of the Parliamentary Service or one of its employees to:</p> <ul style="list-style-type: none"> <li>• any person in a supervisory or management position</li> <li>• the PID Coordinator (Deputy Clerk)</li> <li>• the Clerk</li> </ul>	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> <li>• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal (N.B. there is a duty to notify the CCC if an officer reasonably suspects corrupt conduct)<sup>11</sup></li> <li>• Queensland Ombudsman for disclosures about maladministration</li> <li>• Queensland Audit Office for disclosures about a substantial misuse of resources</li> <li>• Department of Children, Youth Justice and Multicultural Affairs for disclosures about danger to the health and safety of a child or young person with a disability</li> <li>• Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships for disclosures about danger to the health and safety of a person with a disability</li> </ul>

<sup>8</sup> See sections 12, 13, 21, 22, 24 and 25 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.2).

<sup>9</sup> See section 5 of the Act.

<sup>10</sup> See section 15 of the Act.

<sup>11</sup> See section 38 of the *Crime and Corruption Act 2001*.



	<ul style="list-style-type: none"> <li>• Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability</li> <li>• Department of Environment and Science disclosures about danger to the environment</li> <li>• A Member of the Legislative Assembly (MP) for any wrongdoing or danger</li> <li>• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer</li> </ul>
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A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
  - decided not to investigate or deal with the disclosure, or
  - investigated the disclosure but did not recommend taking any action, or
  - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the Act.<sup>12</sup>

### How to make a disclosure

A person may make a disclosure in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
  - how the conduct relates to the Parliamentary Service
  - who was involved
  - what happened
  - when it happened
  - where it happened
  - whether there were any witnesses, and if so who they are
  - any evidence that supports the PID, and where the evidence is located
  - any further information that could help investigate the PID
- provide this information in writing.<sup>13</sup>

For further information about how to make a disclosure, contact the PID Coordinator.

<sup>12</sup> See sections 14 to 17, 20, and 65 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.4).

<sup>13</sup> See sections 17 and 65 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.4).



### Deciding whether a disclosure is a PID

The disclosure will be assessed in accordance with the Act, the PID standards, the Parliamentary Service Public Interest Disclosure Policy, this procedure and any other relevant procedures.

The Act specifies the type of information which may be disclosed as a PID, and who may disclose it, including information about a substantial and specific danger to the health or safety of a person with a disability or corrupt conduct, maladministration or substantial misuse of public resources. Mere disagreements over policy do not meet the threshold for a PID under the Act.

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

It is an offence under the Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID but it is assessed that the matter is not a PID, the Parliamentary Service will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action the Parliamentary Service proposes to take in relation to the matter, for example forwarding the information to the proper authority to deal with the disclosure, and
- any other options the discloser has in relation to the matter, including sending the information to the proper authority.<sup>14</sup>

The Parliamentary Service will seek the consent of the person who made the disclosure prior to forwarding the disclosure to a proper authority.

### Disclosure assessed as a PID

If the disclosure is assessed as meeting the criteria for a PID, the Parliamentary Service will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by the Parliamentary Service in relation to the disclosure, which could include referring the matter to an external agency, or investigating the matter
- the likely timeframe involved
- the name and contact details of the Parliamentary Service support officer they can contact for updates or advice
- the discloser's obligations regarding confidentiality
- the protections the discloser has under the Act
- the commitment of the Parliamentary Service to keep appropriate records and maintain confidentiality, except where permitted under the Act

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<sup>14</sup> See sections 11 to 19, 66 and 67 of the Act; *Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures* (sections 2.1.3 and 2.1.4)





- how updates regarding intended actions and outcomes will be provided to the discloser, and
- if the PID has been made by an employee of the Parliamentary Service, the contact details for the Parliamentary Service's Employee Assistance Program.<sup>15</sup>

If the PID has been made anonymously and the discloser has not provided any contact details, the Parliamentary Service will not be able to acknowledge the PID or provide any updates.

### Referring a PID

If the Parliamentary Service decides that, despite being a proper authority to receive the PID, there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.<sup>16</sup>

Before referring the PID to another agency, the Parliamentary Service will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary for the officer receiving the PID to refer the PID to another agency because of a legislative obligation, for example, referring a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct.<sup>17</sup>

The confidentiality obligations of the Act permit appropriate officers of the Parliamentary Service to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contact with any other agency.

The discloser will be advised of the action taken by the Parliamentary Service.<sup>18</sup>

### Risk assessment and protection from reprisal

A person should not suffer any form of detriment as a result of making a disclosure.

Upon receiving a disclosure, the Parliamentary Service will conduct a risk assessment to assess the likelihood of the person (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, the Parliamentary Service will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

The Parliamentary Service will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

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<sup>15</sup> See sections 11 to 13, 17, 28, 32, 40 to 43 and 65 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.5).

<sup>16</sup> See section 31 of the Act.

<sup>17</sup> As required by section 38 of the *Crime and Corruption Act 2001 (Qld)*.

<sup>18</sup> See sections 15, 31, 32 and 65 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.5), *Public Interest Disclosure Standard No. 2/2019* – Assessing, Investigating and Dealing with Public Interest Disclosures (section 2.1.5).



In the event of reprisal action being alleged or suspected, the Parliamentary Service will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal, and
- manage any allegation of a reprisal as a PID in its own right.<sup>19</sup>

### Declining to take action on a PID

Under the Act, the Parliamentary Service may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert the Parliamentary Service from the performance of its functions, and
- another agency with jurisdiction to investigate the information has informed the Parliamentary Service that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID, the Parliamentary Service will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Clerk within 28 days of receiving the written reasons for decision.<sup>20</sup>

### Communication with disclosers

Under the Act, the Parliamentary Service must give reasonable information to a discloser.

The Parliamentary Service will acknowledge receipt of the disclosure in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the Act and the PID Standards, including:

- whether the disclosure has been assessed as a PID
- the action that will be taken in response to the PID
- the protections under the Act
- confidentiality obligations of the discloser and the Parliamentary Service, and
- support arrangements.

The Parliamentary Service will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the Act, after finalising action in response to the PID, the Parliamentary Service will advise the discloser in writing of the action taken and the results of the action.<sup>21</sup>

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<sup>19</sup> See sections 28, 40 to 43 of the Act; *Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures* (standard 2.4).

<sup>20</sup> See sections 28 and 30 of the Act; *Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Plan* (section 1.1.7).

<sup>21</sup> See section 32 of the Act; *Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures* (standard 2.2).



## Confidentiality

While the Parliamentary Service will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

The Parliamentary Service will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while the Parliamentary Service will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.<sup>22</sup>

## Support for disclosers

The Parliamentary Service recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.<sup>23</sup>

## Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the Act to protect confidential information
- obligation under the Act to protect officers from reprisal, and
- interests of subject officers.

If as a result of an investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, the Parliamentary Service may review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.<sup>24</sup>

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<sup>22</sup> See sections 28, 29 and 65 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.6).

<sup>23</sup> See sections 28, 40 to 43 and 45 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.6), *Public Interest Disclosure Standard No. 2/2019* – Assessing, Investigating and Dealing with Public Interest Disclosures (section 2.4.1).

<sup>24</sup> See sections 3, 28 and 65 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.6), *Public Interest Disclosure Standard No. 3/2019* – Public Interest Disclosure Data Recording and Reporting (section 3.1.1).



### Rights of subject officers

The Parliamentary Service acknowledges that for officers who are the subject of a PID the experience may be stressful. The Parliamentary Service will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

### Recordkeeping

In accordance with its obligations under the Act, the Parliamentary Service will ensure that:

- accurate data is collected about the receipt and management of PIDs
- information relating to the notification, investigation and outcome of all PIDs is saved into the corporate recordkeeping system, and
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.<sup>25</sup>

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<sup>25</sup> See sections 29 and 33 of the Act; *Public Interest Disclosure Standard No. 1/2019* – Public Interest Disclosure Management Plan (section 1.1.5), *Public Interest Disclosure Standard No. 3/2019* – Public Interest Disclosure Data Recording and Reporting.



## Related Information

Staff should refer to the following documents for further information:

- [Parliamentary Public Interest Disclosure Policy](#)
- [Code of Conduct for the Parliamentary Service](#)
- [Complaints about the Clerk of the Parliament: Section 48A of the Crime and Corruption Act 2001](#)
- [Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Plan](#)
- [Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures](#)
- [Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting \(collectively, the PID Standards\)](#)
- [Disclosure Fact sheet 1: What is a disclosure](#)
- [Disclosure Fact sheet 2: Checklist for making a disclosure](#)
- [Disclosure Fact sheet 3: Discloser information and support](#)
- [Public Interest Disclosure Act 2010 \(Qld\)](#)
- [Crime and Corruption Act 2001 \(Qld\)](#)
- [The Public Sector Ethics Act 1994 \(Qld\)](#)
- [Ombudsman Act 2001 \(Qld\)](#)

Further information about PIDs is available on the website of the oversight agency, the Queensland Ombudsman, accessible at: <https://www.ombudsman.qld.gov.au/improve-public-administration/public-interest-disclosures/public-interest-disclosure-resources>



## Definition of terms

<i>Term</i>	<i>Definition</i>
Confidential information	As defined in section 65(7) of the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> .
Corrupt conduct	As defined in section 15 of the <a href="#">Crime and Corruption Act 2001 (Qld)</a> .
Detriment	As defined in schedule 4 of the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> .
Disability	As defined in section 11 of the <a href="#">Disability Services Act 2006 (Qld)</a> .
Discloser	A person who makes a disclosure in accordance with the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> .
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> .
Natural justice	<p>Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> <li>• avoid bias</li> <li>• give a fair hearing</li> <li>• act only on the basis of logically probative evidence.</li> </ul>
Proper authority	<p>A person or organisation that is authorised under the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> to receive disclosures. Examples of proper authorities are:</p> <ul style="list-style-type: none"> <li>• the public sector entity that is the subject of the PID</li> <li>• an agency that has authority to investigate the matter</li> <li>• a member of the Legislative Assembly (an MP).</li> </ul>
Public officer	As defined in section 7 of the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> .
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	As defined in section 45(3) of the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> .
Reprisal	<p>As defined in section 40(1) and schedule 4 of the <a href="#">Public Interest Disclosure Act 2010 (Qld)</a>.</p> <p>Reprisal can include, for example, intimidation, harassment, damage to reputation and property damage.</p> <p>Reprisal under the <i>Public Interest Disclosure Act 2010 (Qld)</i> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>



Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means 'precise or particular'. This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

