

Use the checklist below to evaluate your internal reporting policy against best practice and to identify any areas for improvement.

Does your policy:


- Clearly outline its purpose and the objectives of the *Public Interest Disclosures Act 1994* (PID Act)?
- Include a strong statement of leadership and management opposition to serious wrongdoing and support for an ethical and accountable culture, and the reporting of wrongdoing and internal reporters?
- Include a statement of commitment by your organisation that appropriate action will be taken to deal with reports of wrongdoing?
- Provide information about the roles and responsibilities of parties such as your principal officer, disclosures coordinator, disclosures officers, managers, internal reporters and staff who are the subject of reports?
- Advise staff responsible for dealing with reports of wrongdoing that they will be properly resourced and supported?
- Adequately describe all categories of serious wrongdoing?
- Include in its explanation of maladministration that the conduct must be of a serious nature?
- Include the need for the internal reporter to honestly believe on reasonable grounds that their disclosure shows or tends to show one of the categories of conduct covered by the PID Act?
- Identify those people within your organisation who staff can report wrongdoing to?
- Include advice on whether reports have to be made in writing and whether internal reporters need to identify themselves?
- Provide information about the external reporting pathways available to staff, such as the NSW Ombudsman, Independent Commission Against Corruption, Auditor-General, Division of Local Government, and Office of the Information Commissioner?
- Include information explaining that – for a disclosure made to a Member of Parliament (MP) or journalist to be protected – a staff member must have reasonable grounds for believing that the disclosure is substantially true and must be able to prove the disclosure is in fact substantially true?
- Provide information on how internal reporters will be supported?
- Include a statement of commitment by your organisation to the importance of maintaining confidentiality, wherever possible and appropriate?
- Provide information on the feedback that will be given to internal reporters?
- Provide information on how any risks to internal reporters will be assessed, as well as strategies to deal with those risks?
- Provide information on preventing and dealing with reprisal action threatened or taken against an internal reporter?
- Provide information about the sanctions for making false or misleading reports?
- Provide information on how staff who are the subject of a disclosure will be supported?
- Provide advice on where staff who may be thinking of reporting wrongdoing can seek further information?
- Cross reference and link all related policies, including your code of conduct and any external agency reporting, complaint-handling, investigations or grievance policies?
- Use plain language that is easy for staff to read and understand?

# Guidelines index

Number	Guideline title	Release dates
<b>A: Organisational commitment</b>		
A1	Management commitment	Available now
A2	Internal reporting policy and procedures	Available now
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A5	Evaluation and engagement	Last Quarter 2011
<b>B: Facilitating reporting</b>		
B1	Who can report wrongdoing?	Available now
B2	What should be reported?	Available now
B3	Misleading, vexatious or self-defensive reporting	Third Quarter 2011
B4	Reporting pathways	Third Quarter 2011
B5	Reporting to members of Parliament and journalists	Last Quarter 2011
B6	Anonymous reporting	Last Quarter 2011
<b>C: Assessing and investigating disclosures</b>		
C1	Identifying and tracking reports	Last Quarter 2011
C2	Reporting to the Ombudsman	Last Quarter 2011
C3	Assessing and streaming disclosures	Third Quarter 2011
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C5	Investigating disclosures	Third Quarter 2011
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C8	Supporting people subject to disclosures	Last Quarter 2011
<b>D: Supporting and protecting internal reporters</b>		
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D2	Information, advice and feedback	Third Quarter 2011
D3	Professional support services	Last Quarter 2011
D4	Preventing and containing detrimental action	Third Quarter 2011
D5	Managing the workplace	Last Quarter 2011
D6	Detrimental action – investigating, acknowledging, remedying	Last Quarter 2011
D7	Exit and follow-up	Last Quarter 2011
<b>E: Implementation (taking an integrated organisational approach)</b>		
E1	Organisational model for internal reporter support	Third Quarter 2011
E2	Roles and responsibilities	Available now
E3	Integrated management responsibilities and systems	Last Quarter 2011
E4	Role of the Ombudsman	Last Quarter 2011

**Contact us for more information** Level 24, 580 George Street  
Sydney NSW 2000

If you wish to visit us, we prefer you make an appointment. Please call us first to ensure your complaint is within our jurisdiction and our staff are available to see you.

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