

## **P1 Protected Disclosures**

### **P1/1 Protected Disclosures Act 2000**

The Protected Disclosures Act 2000 requires that every Council by 1 January 2001 must have internal procedures that enable an employee to disclose a serious wrongdoing to an appointed person. The following proposed policy formalises the procedure that this Council already has in operation

Where a staff member is of the opinion that serious wrongdoing exists, they should notify either the chief executive officer or the manager financial services.

Should a staff member be of the opinion that chief executive officer is involved in, or a party to, the serious wrongdoing, the staff member shall notify either the mayor or deputy mayor.

The mayor, deputy mayor or general manger will immediately, and in accord with principles of natural justice, initiate a full and fair investigation into the notification of serious wrongdoing.

The mayor, deputy mayor or general manger has council authority to request audit new zealand to carry out any serious wrongdoing investigations.

The staff member who notified the serious wrongdoing shall be informed within five days of the steps taken to investigate the notification.

The staff member who notified the serious wrongdoing shall also be informed within 20 working days of the notification, of the outcome of the investigation and what steps that have either been taken, or will be taken by the chief executive officer or the council to mitigate and/or correct the serious wrongdoing.

Should the staff member be of the opinion that either no action or insufficient action has been taken by the chief executive officer or the council in respect of the notified serious wrongdoing, then the staff member is encouraged to disclose the serious wrongdoing information to either an ombudsman or the minister of the crown.

The Christchurch ombudsman's office telephone number is 03 366 8556

Confidentiality: every person to whom a serious wrongdoing notification is made to must use their best endeavours not to disclose information that might identify the staff member who made the notification. Refer section 19 of the protected disclosures act 2000

*Council meeting 30 November 2000*