


# Public Interest Disclosure Guidelines 2019

## *Statement of endorsement*

Endorsed by:

Damian Cantwell  
ACT Electoral Commissioner

Authorised by the  
Commissioner for Public Administration:

 16/5/2019

## 1. Purpose

Entities intending to adopt the Public Interest Disclosure Guidelines 2019 (the Guidelines) should publish a statement that they adopt these guidelines (which may be amended from time to time) and name their disclosure officers, in keeping with the requirements of Section 33 of the *Public Interest Disclosure Act 2012* (the Act). In addition, entities must provide a copy of the statement endorsing the guidelines to the Commissioner for approval.

## 2. Background

Public Sector entities are required to prepare and publish procedures about how they intend to deal with public interest disclosures (PID). Section 33 (1) of the Act states "the head of a public sector entity must make procedures for the entity for dealing with public interest disclosures."

The Commissioner for Public Administration has published Guidelines to explain and support the way in which the ACT Public Service (ACTPS) and other public service entities covered by the Act should handle disclosures. The Act came into effect on 1 February 2013 and replaced the Public Interest Disclosure Act 1994.

Under Section 3.3 of the Guidelines, entities may choose to adopt these guidelines and apply them as their PID procedures.

## 3. Statement of Endorsement

The ACT Electoral Commission endorses the Public Interest Disclosure Guidelines 2019 and adopts them as the entity public interest disclosure procedures.

## 4. Disclosure Officers

---

Disclosures relating to the ACT Electoral Commission should be made to one of the Electoral Commission's Disclosure Officers (DOs):

Damian Cantwell  
ACT Electoral Commissioner  
Ph: 6205 0236  
Email: [damian.cantwell@act.gov.au](mailto:damian.cantwell@act.gov.au)

Rohan Spence  
Deputy Electoral Commissioner  
Ph: 6205 0224  
Email: [rohan.spence@act.gov.au](mailto:rohan.spence@act.gov.au)

The DOs have been given special responsibility in dealing with complaints and public interest disclosures.

As per section 2.2 of the procedure, a disclosure may also be made to one of the following officers in the following circumstances:

- For matters that relate to the ACTPS, a disclosure can be made to the Commissioner for Public Administration or the Head of Service
- For employees of the ACTPS, a disclosure can be made to your supervisor or manager
- For disclosures relating to the Head of Service, the ACT Ombudsman should be contacted
- For matters that relate to the Legislative Assembly, a disclosure can be made to the Clerk of the Legislative Assembly, the Auditor-General or the ACT Ombudsman
- If there is a governing board, a disclosure can be made to a board member

## 5. Review

---

In the event that the Guidelines are updated by the Commissioner for Public Administration, entities who have adopted the Guidelines as their entity procedures will not be required to revise their procedures.

Where entities require specific amendments or additions to reflect their particular circumstances, these must be approved by the Commissioner.

## 6. Related Documents

---

- [ACT Public Interest Disclosure Guidelines 2019](#)
- [Public Interest Disclosure Act 2012](#)
- [The ACT Electoral Commission Public Interest Disclosure Factsheet](#)