

Public Interest Disclosure (PID) Policy and Procedure

1. Purpose

This policy and procedure outlines the Queensland College of Teachers' (QCT) commitment to managing Public Interest Disclosures (PIDs) in accordance with the *Public Interest Disclosure Act 2010* (Qld) (PID Act) and the Public Interest Disclosure Standards issued by the Queensland Ombudsman. QCT is committed to fostering an ethical, transparent, and accountable organisational culture that encourages the reporting of wrongdoing and supports those who report.

2. Scope

This policy and procedure applies to all QCT employees, including permanent, temporary, full-time, part-time, casual staff, contractors, and any other person involved in QCT operations.

3. Key Principles

- QCT supports the disclosure of wrongdoing that is in the public interest.
- PIDs will be managed with fairness, confidentiality, and procedural fairness.
- Disclosers will be supported and protected from reprisal.
- All disclosures will be assessed and managed in line with legislative requirements.

4. What is a Public Interest Disclosure?

A disclosure is considered a PID if it:

- Is made by a proper discloser (e.g. a public officer or member of the public);
- Concerns conduct or danger covered by the PID Act (e.g. corrupt conduct, maladministration, misuse of public resources, danger to health/safety/environment, reprisal);
- Is made to a proper authority.

Refer to PID Standards No. 1 and 2 for full definitions.

5. Roles and Responsibilities

- PID Coordinator (Corporate Legal Counsel or delegate): Manages assessment, investigation coordination, and protection measures.
- Support Officer (e.g. QCT Executive Officer): Provides welfare support to disclosers.
- Managers and Supervisors: Must refer potential PIDs to the PID Coordinator promptly.
- Employees and stakeholders: Encouraged to report wrongdoing in good faith.

6. Making a PID

Disclosures may be made:

- Verbally or in writing;
- Anonymously (noting limitations on protection and feedback);
- To the QCT PID Coordinator, the CEO, a current QCT member or an external proper authority such as the CCC or Queensland Ombudsman.

Contact Point:

Corporate Legal Counsel

Phone: 07 3377 4755

Email: PID@qct.edu.au

7. Assessment and Decision

The PID Coordinator will assess whether the matter meets the criteria under the PID Act. Where a matter is not assessed as a PID, it may still be handled as a complaint, grievance, or misconduct matter.

8. Managing the PID

If a PID is confirmed:

- A risk assessment for reprisal will be conducted, and mitigation measures will be implemented.
- An internal or external investigation may be initiated.
- Information will be shared only as necessary and with discretion.
- The discloser will be kept informed of key steps and outcomes, as appropriate.

9. Protections for Disclosers

Disclosers are entitled to:

- Protection from reprisal under the PID Act;
- Support from a designated officer;
- Confidentiality, to the extent practicable.

Unauthorised disclosure of a PID or the identity of a discloser is an offence under the PID Act.

10. Record-Keeping and Reporting

All PIDs will be securely recorded and maintained in compliance with the PID Standards. QCT will report PID data annually to the Queensland Ombudsman via the PID reporting portal.

11. Monitoring and Continuous Improvement

QCT will monitor the effectiveness of this policy and procedure, including trends, systemic issues, and opportunities for improvement, in line with its commitment to high standards of integrity and accountability.

12. Review

This policy and procedure will be reviewed every two years or following legislative or operational changes.

Related Documents:

- Public Interest Disclosure Act 2010 (Qld)
- PID Standards Nos. 1–3 (Qld Ombudsman)
- QCT Complaints Management Policy
- Code of Conduct for the Queensland Public Service
- Public Sector Ethics Act 1994
- Records Management Policy
- Work Health and Safety Act 2011 (Qld)
- [*Managing a public interest disclosure program - A guide for public sector organisations* \(PDF 1.3MB\)](#)
- [*Making a public interest disclosure: A guide for individuals working in the public sector* \(PDF 1.1MB\)](#)
- [*Handling a public interest disclosure: A guide for public sector managers and supervisors* \(PDF 1.1MB\)](#)