

To be completed and submitted to a nominated Maitland City Council Disclosure Officer
(Refer to Maitland City Council's *Public Interest Disclosure Policy* for further information)

Details of reporter <i>(You can make an anonymous report by leaving this section blank)</i>									
Name:									
Position:									
Division/Unit/Employer/Other:	Preferred method of contact <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Post								
Telephone:									
Email:									
Postal address:									
Details of the wrongdoing being reported									
Description: <ul style="list-style-type: none"> • <i>What happened?</i> • <i>Where did this happen (e.g., location)?</i> • <i>When did this happen (e.g., date and time)?</i> • <i>Is it still happening?</i> <i>[Attach an additional page if required]</i>									
How did you become aware of this?									
Name and position of people involved in the wrongdoing:	<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Position						
	Name	Position							
How are the people involved in the wrongdoing?									

What is your relationship to the people involved? <ul style="list-style-type: none"> • <i>Do you work closely with them?</i> 		
Attach any additional relevant information or indicate where supporting evidence may be found:	Supporting evidence Attached	
		<input type="checkbox"/>
		<input type="checkbox"/>
Name and position of other people who may have additional information or witnessed the wrongdoing:	Name Position	
Statement		
I honestly believe that the above information shows or tends to show wrongdoing.		
_____ Signature of reporter <i>(Do not sign if you want to make an anonymous report)</i>	_____ Date report submitted <i>(Essential information)</i>	

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE:

Maitland City Council is committed to protecting your privacy and personal information and will take all reasonable steps to protect the personal information it holds from misuse, unauthorised access, and modification in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) and other relevant legislation.

- **Purpose of collection:** Used by Maitland City Council staff to investigate the matter(s) you have reported.
- **Intended recipients:** Relevant Maitland City Council staff involved in the investigation of the matter(s) you have reported.
- **Supply:** Voluntary, a consequence of non-provision is that it may be difficult for Maitland City Council to investigate the matter(s) you have reported and keep you informed and supported during the process if you cannot be contacted.
- **Access / Correction:** Requests for access or correction of personal information must be made by completing the relevant form available on the Maitland City Council website at www.maitland.nsw.gov.au.
- **Storage:** All information will be stored securely in Maitland City Council's Corporate Information System and be retained in accordance with the *State Records Act 1998* (NSW).



Names and contact details of Disclosure Officers for Maitland City Council

Name	Position	Contact Information
Tiffany Allen	Executive Manager Workplace Culture and Safety	<p>Telephone: 02 4934 9700 between 8:30am to 5pm Monday to Friday</p> <p>Writing: PO Box 220, Maitland NSW 2320</p> <p>Email: Tiffany.Allen@maitland.nsw.gov.au</p> <p>In Person: Maitland Administration Centre, 263 High Street, Maitland</p>
Stephen McDonald	Public Officer; Manager Governance and Risk	<p>Telephone: 02 4934 9700 between 8:30am to 5pm Monday to Friday</p> <p>Writing: PO Box 220, Maitland NSW 2320</p> <p>Email: Stephen.McDonald@maitland.nsw.gov.au</p> <p>In Person: Maitland Administration Centre, 263 High Street, Maitland</p>
Darren Nowicki	Corporate Procurement Officer	<p>Telephone: 02 4934 9700 between 8:30am to 5pm Monday to Friday</p> <p>Writing: PO Box 220, Maitland NSW 2320</p> <p>Email: Darren.Nowicki@maitland.nsw.gov.au</p> <p>In Person: Maitland City Council Works Depot, Metford Road, East Maitland</p>

