



**CENTRAL
GOLDFIELDS
SHIRE
COUNCIL**

Protected Disclosure Policy

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DOCUMENT CONTROL

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Contents

1. Purpose	4
2. Scope	4
3. Policy	4
4. Roles and responsibilities.....	5
5. Related Documents and References.....	5
5.1 Legislation and guidelines	5
5.2 Policies	5



1. Purpose

This policy aims to articulate Central Goldfields Shire Council's commitment to the aims and objectives of the *Protected Disclosure Act 2012* (The Act). The Act encourages the making of disclosures about improper conduct on the part of public officers and bodies, including the Council and its Councillors, employees and contractors. It also puts in place a system for protecting persons who come forward to make such disclosures from suffering detrimental action taken in reprisal for making such disclosures.

Protected Disclosures will be handled and processed in accordance with IBAC Guidelines and Council's Protected Disclosure Procedure.

2. Scope

This policy applies to the Council and its councillors, employees, officers and contractors.

3. Policy

Central Goldfields Shire Council values transparency and accountability in its administrative and management practices. It does not tolerate improper conduct by the organisation, its councillors, officers or employees, nor the taking of reprisals against those who come forward to disclose such conduct.

Disclosures may be made about 'improper conduct' taken (or suspected may be taken) on the part of a public body or its staff, employees and members, including councillors where the public body is a Council. Disclosures may also be made about 'detrimental action' taken (or suspected may be taken) in reprisal against a person in connection with a disclosure made about improper conduct.

Any individual natural person (e.g. not an organisation or company) may make a disclosure under the Act.

If the Council believes a disclosure may be a protected disclosure made in accordance with the Act, it will notify the disclosure to the Independent Broad-based Anti-corruption Commission (IBAC) for assessment. The IBAC will then deal with the disclosure.

Disclosures may be made anonymously, in writing or orally. The discloser need not identify the person or body about whom the disclosure is made.

4. Definitions

The Act provides the following definitions;

Improper conduct is defined in section 4 of the Act to mean corrupt conduct (as defined in the *Independent Broad-based Anti-corruption Commission Act 2011*) or specified conduct that is not corrupt including a substantial mismanagement of public resources, or a substantial risk to public health or safety, or a substantial risk to the environment.

Detrimental action means an action causing injury, loss or damage, intimidation or harassment or discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Protected disclosure means a disclosure that satisfies Part 2 of the Act. The person making a disclosure that satisfies Part 2 receives the protections outlined in Part 3 of the Act.



5. Roles and responsibilities

Council's Manager Governance has been appointed as the Council's Protected Disclosure Coordinator. The Protected Disclosure Coordinator is responsible for coordinating the Council's reporting system and for ensuring the Council carries out its responsibilities under the Act, and any regulations made pursuant to the Act and any guidelines issued by the IBAC. The Protected Disclosure Coordinator is also the Council's chief liaison with the IBAC.

6. Related Documents and References

6.1 Legislation and guidelines

- *Protected Disclosure Act 2012*
- Protected Disclosure Regulations 2013
- IBAC Guidelines for making and handling protected disclosures

6.2 Procedures

Central Goldfields Shire Council's

- Protected Disclosure Procedure
- Website – www.centralgoldfields.com.au – Protected disclosure information