



Public Interest Disclosures Policy

POLICY AREA (Department)	DATE POLICY ADOPTED	LAST AMENDMENT DATE & MINUTE NUMBER	POLICY TYPE
CCS/G	16 January 2018 Minute reference: 8/18	Date: 15th July 2014 Council Resolution No: 165/2014	Governance (G)
RESPONSIBLE MANAGER	RELATED POLICIES /LEGISLATION	STRATEGIC PLAN REFERENCE	DATE OF NEXT REVIEW
Director Corporate and Community Services	Public Interest Disclosures Act 2002	3.2 Governance To provide consistent, accountable, transparent and effective governance of the Council.	July 2020 Every Three Years

PURPOSE	The purpose of this policy is to comply with the Public Interest Disclosure Act 2002 by adopting the Model Procedures to be followed by Public Bodies as revised in June 2017.
DETAILED OBJECTIVES	<p>The objectives of this policy are:</p> <ul style="list-style-type: none"> • To comply with the procedures outlined in the Act • To establish a system for reporting disclosures of improper conduct or detrimental action by members, officers or employees of the public body • To assist members, officers, and employees to understand the way in which the Act operates and is required to be administered • To submit these procedures to the Ombudsman for approval prior to adoption • To resubmit the procedures to the Ombudsman every three years thereafter for re-approval
SCOPE	Council must comply with the Public Interest Disclosures Act 2002. The aforementioned Act requires this policy to be reviewed every three years.
POLICY	<p>King Island Council is committed to the aims and objectives of the Public Interest Disclosures Act 2002 (the Act). It does not tolerate improper conduct by its employees, officers or members, or the taking of detrimental action against those who come forward to disclose such conduct.</p> <p>King Island Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal the type of conduct to which the Act is directed.</p> <p>King Island Council will take all reasonable steps to protect people who make such a disclosure from any detrimental action in reprisal for making the disclosure, and to protect their welfare. It will also afford natural justice to all parties involved in the investigation of a disclosure.</p>



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DELEGATION OF AUTHORITY	<p>The General Manager as the Principal Officer may delegate many of his or her functions to the Public Interest Disclosure Officer.</p> <p>The Deputy Director, Corporate and Community Services has delegated authority to undertake the role of the Public Interest Disclosure Officer.</p> <p>Once determined as a disclosure needing investigation (determination details in procedures), the Principal Officer will appoint an investigator to investigate the matter in accordance with the Act – refer Section 13.3.</p> <p>A welfare manager is appointed by the Principal Officer or by a Public Interest Disclosure Officer, and is responsible for looking after the general welfare of the discloser.</p> <p>An investigator and/or a welfare manager may be a person from within King Island Council or a consultant engaged for the purpose.</p> <p>The roles and responsibilities for each of the aforementioned is explained in detail in Section 8 of the attached procedures.</p>
ATTACHMENTS	<p>Public Interest Disclosures Procedures - the procedures attached to and to be followed under this policy are derived from the Model Procedures to be followed by Public Bodies – Revised: June 2017.</p>



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DOCUMENT INFORMATION & CONTROL:

Policy Area	KIC/P/CCS/G
Version	16/10/2017 (date procedures approved by Ombudsman)
Review	By 28/07/20 (Based on Ombudsman Requirements/Model Procedures June 2017 and Public Interest Disclosure Act 2002)
Key Function	Governance – Disclosure Procedures for improper conduct by public officers and public bodies
System	
Document Type	Policy – Governance
Responsible Directorate	Corporate and Community Services
Approved By	Procedures to Ombudsman for approval, then policy and procedures adopted by Council
Action Officer	Deputy Director Corporate & Community Services
Text Search keywords	Public Interest Disclosure Procedures, Improper Conduct, Public Officers

To be communicated to (To be identified by Approver) (Insert <input checked="" type="checkbox"/> in relevant row)	<input checked="" type="checkbox"/>	Directorates – I&S, C/C/S & Executive
	<input checked="" type="checkbox"/>	Directors and GM
	<input type="checkbox"/>	Specific Areas
	<input checked="" type="checkbox"/>	Organisation-wide
	<input checked="" type="checkbox"/>	Website
		Other - Contractors

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