

| Public Interest Disclosure Policy COM POL 015 | |
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| Version Number | 4 (replaces Protected Disclosure Policy) |
| Last Review Date | June 2020 |
| Frequency of Review | Biennially |
| Next Review Due Date | June 2022 |
| Responsible Officer | General Manager Business & Governance Services |
| Approved By | Board |
| Approved Date | 23 rd June 2020 |
| Procedure Type | Governance |

1. Purpose

The purpose of this policy is to outline Corangamite Catchment Management Authority's (CMA) responsibilities, as a public body, under the *Public Interest Disclosure Act 2012* ("Act"). The main responsibilities are:

- To encourage and facilitate the making of public interest disclosures (PIDs) of improper conduct by public officers and public bodies to the Independent Broad-based Anti-corruption Commission (IBAC), and
- To protect people connected with protected disclosures against detrimental action that might be taken against them in reprisal for the making of such disclosures.

It is important to note the CCMA is not permitted to receive disclosures on behalf of an individual. All disclosures must be submitted direct to IBAC.

The CCMA has met the Act's requirements that the Corangamite CMA to establish a policy and procedure to facilitate and encourage the making of PIDs and to provide protection for people connected with Public Interest Disclosures against detrimental action that might be taken against them in reprisal. The procedure can be found in the CCMA's policy and procedures folder on its staff and Board portals.

2. Policy

At the Corangamite CMA, we are proud of our ethical standards, and we are committed to the highest standards of public service in managing land and water resources in the Geelong, Ballarat, Surf Coast to Peterborough region of Victoria. Every organisation, however, is susceptible to corrupt or improper conduct.

The CMA is therefore committed to the aims and objectives of the Act it encourages CMA Board members, members of Board Committees, members of Advisory Groups, employees, contractors and community members to make a PID if they believe the CMA or someone at the CMA is engaged in improper conduct.

The Act provides protection to people making PIDs and sets out a system for the disclosed matters to be investigated and rectifying action to be taken.

The CCMA will work to ensure that any person connected with a PID is protected and will

not tolerate any reprisals for making a PID.

What can protected interest disclosures (PIDs) be made about?

PIDs may be made about:

- Improper conduct: which may be either criminal conduct or other conduct specified under the Act. Examples include serious professional misconduct, intentional or reckless breach of public trust and conduct adversely affecting the honest performance of a public officer.
- Detrimental action: which includes harassment or discrimination, or other adverse action taken against the discloser in reprisal for having reported the alleged improper conduct.

Who can make a disclosure?

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

How to make a disclosure

The CMA is not permitted to receive disclosures made under the Act. A disclosure must be made directly to the IBAC.

Role of the Authority

Any disclosure made to IBAC should not be discussed with the CMA unless permission has been obtained from IBAC.

The CCMA has established procedures to facilitate and encourage the making of disclosures under the Act, and how the CCMA will manage the welfare of persons connected with Public Interest Disclosures. For full details see the CMA's Interest Disclosure Procedure which can be found in the CCMA's record management system, Sharepoint, by inspection during normal office hours of the CCMA at 64 Dennis St Colac, or by contacting the CMA's Public Interest Disclosure Coordinator whose details appear below.

Confidentiality

The CCMA takes its obligations under the Act seriously. This includes the requirement to protect the identity of the discloser and the matters disclosed by a discloser. It is a criminal offence under the Act to disclose information connected with a disclosure made in accordance with the Act, including the identity of the discloser. The penalties for breaching confidentiality obligations include financial penalties and imprisonment.

For More Information

The CMA has appointed the **General Manager Business & Governance Services** as the organisation's Public Interest Disclosure Coordinator.

This person is responsible for handling enquiries about the CMA's obligations under the Act.

If you wish to obtain further information about CMA's public interest disclosures policy or procedures, or if you wish to arrange a confidential meeting to discuss any matters of concern contact the General Manager Business and Governance Services. Their contact details are as follows:

NAME Chris Thompson
TITLE General Manager Business and Governance Service
Corangamite CMA
Address 64 Dennis Street Colac
Phone 0488 121 585
Email: chris.thompson@ccma.gov.vic.au

For more information about Public Interest Disclosures also see <http://www.ibac.vic.gov.au/report-corruption-or-misconduct/protected-disclosure>.

3. Responsibilities

This policy applies to all Board members, members of Advisory Groups, employees of and contractors to the Corangamite CMA.

The Board is responsible for approving the Public Interest Disclosure policy and procedure and ensuring that an appropriate framework is in place for the Corangamite CMA.

The Chief Executive Officer is responsible for ensuring the policy and procedure are implemented and monitored.

4. Definitions

PID – Public Interest Disclosures

5. References

[Public Interest Disclosure Act 2012](#)

[Charter of Human Rights and Responsibilities Act 2006](#)

[Occupational Health and Safety Act 2004](#)

[Public Administration Act 2004.](#)

[Resolution of Grievances Procedure HRM PRO 033](#)

www.ibac.vic.gov.au

[Fraud, Corruption and Other Losses Prevention and Management Policy COM POL 006](#)

[Fraud, Corruption and Other Losses Prevention and Management Procedure COM PRO 021](#)

Public Interest Disclosure Procedure COM PRO 025

Customer Feedback Procedure COM PRO 026