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Version No.	V1
Policies and Procedures Superseded by this Policy on its adoption:	Whistleblowers Policy – Pol 2007 – Version 3
Review Responsibility	Executive Officer / Board
Related Documents	Pol-2014 Code of Conduct for FRWA Employees Pol-2012 Code of Conduct for FRWA Board Members FRWA 10 Year Strategic Plan 2020 – 2030 Proc-1013 Public Interest Disclosure Procedure Proc-2013 Board Member Complaint Handling Policy
Applicable Legislation	Local Government Act 1999 Public Interest Disclosure (PID) Act 2018 Public Interest Disclosure Regulations 2019 Independent Commissioner Against Corruption (ICAC) Act 2012 Criminal Law Consolidation Act 1935 Public Sector (Honesty and Accountability) Act 1995 Public Corporations Act 1993 Lobbyists Act 2015 General Disposal Schedule for Local Government

1. INTRODUCTION

Fleurieu Regional Waste Authority (FRWA) is committed to upholding the principles of transparency and accountability in its administrative and management practices and, therefore, encourages the making of disclosures that reveal public interest information.

2. OBJECTIVE

The purpose of this Policy is to ensure that FRWA:

- properly fulfils its responsibilities under the *Public Interest Disclosure Act 2018*;
- encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act;
- ensures there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration;
- provides appropriate protection for those who make Disclosures in accordance with the Act; and
- acknowledges the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.



3. SCOPE

This Policy applies to appropriate Disclosures of Public Interest Information that are made in accordance with the PID Act by public officers including FRWA Board Members, Officers and Employees of the FRWA, and by members of the public, and is intended to complement the reporting framework under the ICAC Act.

This Policy is also designed to complement the existing communication channels within FRWA, and operate in conjunction with other existing policies, including:

- Code of Conduct for FRWA Employees; and
- Code of Conduct for FRWA Board Members.

4. DEFINITIONS

For the purposes of this policy the following definitions apply.

- 4.1 **Commissioner** means the person holding or acting in the office of the Independent Commissioner Against Corruption.
- 4.2 **Corruption in public administration** is defined in section 5(1) of the ICAC Act and means:
- 4.2.1 an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act, 1935*, which includes the following offences;
- (i) bribery or corruption of public officers;
 - (ii) threats or reprisals against public officers;
 - (iii) abuse of public office;
 - (iv) demanding or requiring benefit on basis of public office;
 - (v) offences relating to appointment to public office; or
- 4.2.2. an offence against the Public Sector (*Honesty and Accountability*) Act 1995 or the *Public Corporations Act 1993*, or an attempt to commit such an offence; or
- 4.2.3 an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence; or
- 4.2.4 any other offence (including an offence against Part 5 (Offences of dishonesty) of the [Criminal Law Consolidation Act 1935](#)) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or
- 4.2.5 any of the following in relation to an offence referred to in a preceding paragraph:
- (i) aiding, abetting, counselling or procuring the commission of the offence;
 - (ii) inducing, whether by threats or promises or otherwise, the commission of the offence;



- (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
- (iv) conspiring with others to effect the commission of the offence

4.3 **Detriment** includes:

- injury, harm (including psychological harm), damage (including damage to reputation) or loss;
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or
- threats of reprisal (which may be express or implied, and/or conditional or unconditional).

4.4 **Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner's website (www.icac.sa.gov.au).

4.5 **Disclosure** means an appropriate disclosure of public interest information made by an Informant to a Relevant Authority.

A person makes an **appropriate disclosure of environmental and health information** if:

(a) **the person:**

- (i) believes on reasonable grounds that the information is true; or
- (ii) is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and

(b) the disclosure is made to a Relevant Authority.

A person makes an **appropriate disclosure of public administration information** if:

(a) the person:

- (i) is a public officer;
- (ii) reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and

(b) the disclosure is made to a Relevant Authority.

4.6 **Employee** refers to all FRWA employees, whether they are working in a full-time, part-time or casual capacity.

4.7 **Environmental and health information** means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

4.8 **Fraud** includes an intentional dishonest act or omission done with the purpose of deceiving.



- 4.9 **ICAC Act** is the Independent Commissioner Against Corruption Act 2012.
- 4.10 **Independent Assessor** means the person designated by the Responsible Officer as being responsible for investigating a disclosure made to FRWA in accordance with the Public Interest Disclosure Procedure.
- 4.11 **Informant** means a person who makes an appropriate disclosure of public interest information to a Relevant Authority.
- 4.12 **Maladministration in public administration** is defined in section 5(4) of the ICAC Act and
- 4.12.1 means:
- (i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or
 - (ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and
- 4.12.2 includes conduct resulting from impropriety, incompetence or negligence; and
- 4.12.3 is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.
- 4.13 **Misconduct in public administration** is defined in section 5(3) of the *ICAC Act* and means:
- 4.13.1 contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or
- 4.13.2 other misconduct of a public officer while acting in his or her capacity as a public officer.
- 4.14 **Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:
- 4.14.1 receive and assess complaints about public administration from members of the public;
 - 4.14.2 receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman and the Authority;
 - 4.14.3 refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated;
 - 4.14.4 give directions or guidance to public authorities in circumstances approved by the Commissioner;
 - 4.14.5 perform other functions assigned to the Office by the Commissioner.



- 4.15 **Public administration** defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.
- 4.16 **Public administration information** means information that raises a potential issue of corruption, misconduct or maladministration in public administration.
- 4.17 **Public interest information** means environmental or health information, or public administration information.
- 4.18 **PID Act** means the Public Interest Disclosure Act 2018.
- 4.19 **Principal Officer** for the purposes of the PID Act means the Executive Officer of FRWA.
- 4.20 **Public Officer** has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:
- a FRWA Board member; and
 - an employee or officer of FRWA;
- 4.21 **Relevant Authority** means the person or entity that receives an appropriate disclosure of public interest information in accordance with the PID Act, as set out in Appendix A to this Policy.
- 4.22 **Responsible Officer** is a person who has completed any training courses approved by the Commissioner or the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by FRWA as responsible officer under section 12 of the PID Act.
- 4.23 **Victimisation** occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of public interest information.

5. CONFIDENTIALITY

- 5.1 The identity of an Informant will be maintained as confidential in accordance with the PID Act.
- 5.2 A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:
- 5.2.1 the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is then divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person;
 - 5.2.2 the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI;
 - 5.2.3 doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation); or
 - 5.2.4 the Informant consents to his/her identity being disclosed.



- 5.3 The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure the FRWA should be mindful of the prohibition against Victimisation in the PID Act.
- 5.4 An Informant may wish to remain anonymous, but in that event must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

6. PRINCIPAL OFFICER

The Principal Officer is responsible for:

- 6.1 ensuring that one or more appropriately qualified officers or employees of FRWA are designated as responsible officers of FRWA for the purposes of the PID Act and undertake any training required by the Public Interest Disclosure Regulations; and
- 6.2 ensuring that the name and contact details of each responsible officer of FRWA is made available to officers and employees of FRWA; and
- 6.3 the PID Act and the Directions and Guidelines, in particular the Public Interest Disclosure Guidelines are made available to officers and employees of FRWA.

7. DISCLOSURE PROCESS

Disclosures are to be handled by FRWA in accordance with the Public Interest Disclosure Procedure.

Nothing in this Policy prevents a person from making a Disclosure to a Relevant Authority external to FRWA (i.e. the Ombudsman or the OPI). This is a choice to be made by the Informant at his/her discretion. FRWA recommends an Informant have regard to the factors of the [Public Interest Disclosure Procedure](#) when deciding where to direct a Disclosure.

FRWA Board Members and employees are responsible for:

- 7.1 ensuring they comply with this Policy when dealing with any disclosure; and
- 7.2 immediately referring any disclosure made to them by a member of the public, or any disclosure of public interest information made to them by a public officer, to the Responsible Officer.

A Disclosure may be made to FRWA designated Responsible Officer in person, by telephone or in writing. The relevant contact details are:

Name: Simon Grenfell

Telephone: 08 8555 7401 Mobile: 0436 300 359

Email: disclosure@frwa.com.au

Address: Confidential
Responsible Officer, Public Interest Disclosure
Fleurieu Regional Waste Authority
PO Box 2375
GOOLWA SA 5214



8. RESPONSIBLE OFFICER

8.1 A person designated as a Responsible Officer for the FRWA:

8.1.1 must:

8.1.1.1 receive appropriate Disclosures relating to FRWA and ensure compliance with the PID Act, and the Public Interest Disclosure Procedure, in relation to any such Disclosures;

8.1.1.2 make appropriate recommendations to the principal officer of FRWA in relation to dealing with Disclosures, including any suggested changes to this Policy or the Public Interest Disclosure Procedure; and

8.1.1.3 provide advice to officers and employees of FRWA in relation to the administration of the PID Act; and

8.1.1.4 complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations; and

8.1.2 may carry out any other functions relating to the PID Act.

8.2 Upon the receipt of a Disclosure, the Responsible Officer will deal with the disclosure in accordance with the Public Interest Disclosure Procedure.

8.3 In making any determination or taking any action under this Policy or pursuant to the Public Interest Disclosure Procedure:

8.3.1 the Responsible Officer may seek legal advice from FRWA's lawyers and/or guidance from SAPOL or the Ombudsman in relation to the most appropriate course of action to pursue; and

8.3.2 is authorised to incur costs in accordance with the FRWA's Budget for that purpose.

8.4 The Responsible Officer will liaise as required with the Informant and any Independent Assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure, and will ensure that the Informant is provided with support and protection as necessary and appropriate in the circumstances of the Disclosure.

9. INFORMATION TO FRWA BOARD

9.1 As a matter of discretion, the Executive Officer may inform the FRWA Board, on a confidential basis, of the fact that an investigation of a Disclosure took place and the outcome of the investigation.

9.2 Factors the Executive Officer will take into account in determining whether to inform the FRWA Board under paragraph 9.1 above and the level of detail provided in doing so are to include:

9.2.1 if known, the identity of the Informant, and whether the Informant has consented to his/her identity being divulged;

9.2.2 if applicable, the identity of any person who is the subject of the Disclosure;



9.2.3 the impact (if any) of the investigation upon FRWA’s achievement of its objectives under its Strategic Plan and/or policies; and

9.2.4 the impact of any action taken to finalise the matter upon FRWA’s operations and/or budget.

9.3 In the event the Disclosure and/or any subsequent investigation process is confined to issues that impact only upon FRWA staff and human resource processes, the Executive Officer will not inform the FRWA Board of the fact of the Disclosure and/or investigation (since these matters fall outside the roles and responsibilities of Board members under the *Local Government Act 1999*).

10. PROTECTION FOR THE INFORMANT

10.1 An Informant who makes an appropriate Disclosure is protected by:

10.1.1 immunity from criminal or civil liability as provided for in section 5(1) of the PID Act;

10.1.2 a prohibition on disclosure of his/her identity as provided for in section 8 of the PID Act;

10.1.3 a prohibition against Victimisation as provided for in section 9 of the PID Act; and

10.1.4 a prohibition against hindering, obstructing or preventing an Informant from making an appropriate Disclosure as provided for in section 11 of the PID Act.

10.2 The PID Act does not provide any protection to people who knowingly make disclosures that are false or misleading in a material particular (whether by reason of the inclusion or omission of a particular).

10.3 A person who knowingly makes a Disclosure that is false or misleading in a material particular is guilty of an offence and may be prosecuted.

10.4 A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.

10.5 FRWA will take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation. Such action may include acting in accordance with the risk minimisation steps set out in the Public Interest Disclosure Procedure and/or referring the matter to the SA Police.

Any FRWA Board Member or employee who:

10.5.1 knowingly makes a disclosure that is false or misleading in a material particular; or

10.5.2 commits an act of Victimisation in relation to an Informant; or

10.5.3 acts otherwise than in accordance with this Policy or the Public Interest Disclosure Procedure (including with respect to divulging the identity of an Informant) in relation to a Disclosure may also face disciplinary action by FRWA Board or the Executive Officer (as appropriate).

12. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the FRWA’s Offices during ordinary business hours and via FRWA’s website www.fleurieuregionalwasteauthority.com.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the FRWA’s Schedule of Fees and Charges.



Document History		
Version No:	Date:	Description of Change:
1.0	23/09/2020	July 2019 the Public Interest Disclosure Act, 2018 (PID Act) commenced.



Appendix A Relevant Authorities

Where the information relates to...	the relevant authority is...
<p>a public officer*</p> <p>*as defined and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes members, officers and employees of local government bodies</p>	<p>either:</p> <ul style="list-style-type: none"> the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or the person who is in fact responsible for the management or supervision of the public officer; or the relevant responsible officer (as designated by FRWA in accordance with section 12 of the PID Act)
a public sector agency or public sector employee	<p>either:</p> <ul style="list-style-type: none"> the Commissioner for Public Sector Employment; or the responsible officer for the relevant public sector agency
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular subsidiary established under the <i>Local Government Act 1999</i>	a Board member, or employee of FRWA
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial resource	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class ¹	an authority declared by the regulations to be a relevant authority in relation to such information
<p>public interest information - being:</p> <ul style="list-style-type: none"> environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or <p>public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)</p>	<p>the OPI;</p> <ul style="list-style-type: none"> a Minister of the Crown; or Any other prescribed person or person of a prescribed class

¹ at this stage, no prescribed persons or classes have been identified