

PROTECTED DISCLOSURE POLICY

ISSUE	DATE	CHANGE	APPROVED	REVIEW
1.	12/08/2013	Initial Issue	12/08/2013	12/08/2015

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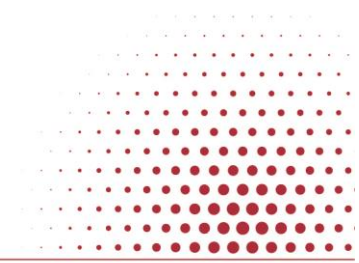
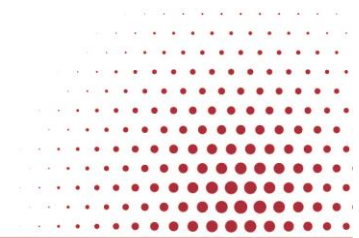


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1. PURPOSE

This policy sets out Mitchell 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.

2. SCOPE

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

3. POLICY

Mitchell Shire Council values transparency and accountability in its administrative and management practices. It does not tolerate improper conduct by the organisation, its employees, officers or councillors, 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.

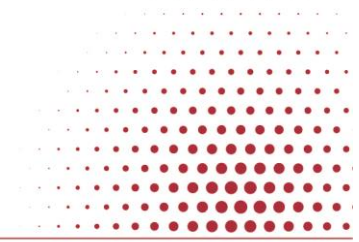
Any individual natural person (e.g. not an organisation or company) may make a disclosure under the Act. A disclosure can also be made jointly.

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. IBAC will then deal with the disclosure.

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

4. DEFINITIONS

The Act provides definitions for 'improper conduct' and 'detrimental action'. For more information about what those terms mean, see the Council's Protected Disclosure Procedures available at www.mitchellshire.vic.gov.au or by inspection during normal office hours of Mitchell Shire Council at 113 High Street, Broadford, 3658.



5. RESPONSIBILITIES

The Council's Director Corporate Services 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, any regulations made pursuant to the Act and any guidelines issued by IBAC. The Protected Disclosure Coordinator is also the Council's chief liaison with IBAC.

In addition, the Council's People and Development Coordinator and Manager Finance have been appointed as the Council's Protected Disclosure Officers. They are responsible for receiving and assessing each disclosure as well as forwarding all disclosures to the Protected Disclosure Coordinator for further action in accordance with the Act.

6. RELATED DOCUMENTS

Procedures established under section 58 of the *Protected Disclosure Act 2012*
Protected Disclosure Act 2012
Protected Disclosure Regulations 2013

7. REVIEW

This policy may be varied by Council and will be reviewed within two years.

8. AUTHORISATION

This Policy was adopted by Council on 12 August 2013.