



## PUBLIC INTEREST DISCLOSURE POLICY

### 1. Aim

The Corporation will not tolerate improper conduct by its employees, officers, contractors and consultants. We aim to ensure that all disclosures made to us in the public interest are investigated thoroughly, that appropriate action is taken to address any proven issue, and that the person making the disclosure is protected from any detrimental action.

This policy applies to our employees, contractors, consultants, auditors, visitors and the general public.

### 2. Relevant Legislation

*Public Interest Disclosures Act 2002 (Tas)*

### 3. Definitions

**Public Interest Disclosure** is defined in the Act to include the reporting of any improper conduct occurring in an entity that is subject to the Act. This includes corrupt conduct, substantial mismanagement of public resources or conduct involving substantial risk to public health, safety or the environment. The conduct must be serious enough that, if proved, constitutes a criminal offence or reasonable grounds for dismissal.

### 4. Policy

The Corporation will:

- Act on complaints made in regard to:
  - dishonesty or bias;
  - fraud;
  - misuse of Corporate information;
  - mismanagement of funds or property;
  - undue influence of an officer to act improperly, and
  - victimisation;
- Appoint a Public Interest Disclosure Officer who will follow procedures in the Public Interest Disclosure Act and the Corporation's Procedures and Guidelines;
- Make this Policy, its associated procedures and the contact details for the Public Interest Disclosure Officer available throughout the Corporation and to the general public;
- Ensure the Public Interest Disclosure Officer:
  - refers material issues that fall outside the Public Interest Disclosure Act to another appropriate agency, such as the Ombudsman, Auditor-General or Tasmania Police;
  - manages the disclosure and its investigation in a proactive, confidential manner according to the Act;

- communicates outcomes to the discloser and provides reports to the CEO and the Board in accordance with the Act; and
  - initiates any appropriate action once the investigation is completed.
- Act positively to protect the identity of the discloser if required;
- Ensure that the person against whom a disclosure is made is treated fairly and in accordance with natural justice principles;
- Protect the discloser from detrimental action including harassment, victimisation or other forms of retribution;
- Maintain a confidential register of disclosures.

Employees, contractors, consultants and others subject to this Policy will:

- Follow relevant Corporation policies and procedures in the first instance to resolve an issue wherever possible;
- Avoid making deliberately vexatious or mischievous disclosures or deliberately providing false information or making false disclosures;
- Be free to use the Public Interest Disclosure Policy if an issue is not properly resolved under other Corporation policies or procedures;
- Report actual or suspected incidences of corruption, fraud or improper conduct not addressed by other Corporation policies to the Public Interest Disclosure Officer;
- Report incidences orally or in writing to the Public Interest Disclosure Officer;
- Be free to refer any complaint to the Ombudsman if the discloser is not satisfied with the outcome of a disclosure or the investigation process;
- Protect and maintain the confidentiality of a person they know or suspect has made a disclosure under this Policy;
- Avoid victimising, harassing or otherwise discriminating against a discloser or suspected discloser.

## 5. References

Public Interest Disclosures Act 2002 (Tas) Ombudsman's Guidelines  
 Internal Public Interest Disclosure Act 2002 Procedures and Guidelines.  
 Privacy Policy  
 Discrimination and Harassment Policy  
 Fraud Prevention & Management Policy

Approved by the Board on 11 August 2009

*Signed Original held on file*

**Board Chairman**