

PUBLIC INTEREST DISCLOSURES

1. Purpose

The Philip Island Nature Parks (Nature Parks) is committed to the highest standards of conduct and ethical behaviour throughout all business activities. The Nature Parks promotes and supports a culture of honest and ethical behaviour, corporate compliance and good corporate governance.

This policy outlines the way in which any individual, including members of the public, employees and Board members can disclose information which enables the prevention of fraud and corruption.

2. Scope

Applies to:	Board Members CEO	Employees	Volunteers	Contractors Consultants	Visitors
	✓	✓	✓	✓	✓

3. Policy

The Nature Parks is committed to the aims and objectives of the *Public Interest Disclosures Act 2012* (“the Act”). It recognises the value of transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal improper conduct. The Nature Parks does not tolerate improper conduct by the organisation, its employees or Board members, nor the taking of detrimental action in reprisal against those who come forward to disclose such conduct.

What can disclosure be made about?

Disclosures may be made about 'improper conduct' on the part of a public body or its employees and Board members. Disclosures may also be made about 'detrimental action' taken (or suspected to be taken) in reprisal or in connection with a disclosure made about improper conduct.

The conduct or action being disclosed may have taken place, still be occurring, or may be believed to have occurred or be occurring.

The Act provides definitions about improper conduct and detrimental action. For more information about what those terms mean, see the Nature Parks Public Interest Disclosure Procedure.

Who can make a disclosure?

Any individual (i.e. not an organisation or company) may make a disclosure under the Act. The individual could be a person within the Nature Parks or any member of the public.

Disclosures may be made in a number of ways set out in the Act, including anonymously, in writing or verbally. A discloser need not identify the person or body about whom the disclosure is made.

How to make a disclosure

The Nature Parks is not permitted to receive disclosures made under the Act. Therefore, to make a disclosure about the Nature Parks, its Board members or employees, this disclosure must be made directly to the IBAC. If the Nature Parks believes a disclosure may be a public interest disclosure made in accordance with the Act, it may direct the individual(s) to make that disclosure to the IBAC. The IBAC will deal with the disclosure.

Role of the Nature Parks

It is important to note that the IBAC is not required to contact the Nature Parks about any disclosure made and therefore the discloser should not discuss any disclosure made to the IBAC with the Nature Parks or any person in the Nature Parks unless the discloser has first obtained the permission of the IBAC to do so, or unless the IBAC has directed the discloser to do so, or the IBAC has contacted the Nature Parks to provide it with information in order to allow the Nature Parks to provide the discloser making the claim with any necessary welfare and support.

As required under the Act, the Nature Parks has established procedures to facilitate and encourage the making of disclosures under the Act, and how the Nature Parks will manage the welfare of persons connected with public interest disclosures.

If you are not able to access an online copy of the Nature Parks Public Interest Disclosures Procedure or would like a copy sent to you, please contact the Public Interest Disclosure Coordinator on 03 5951 2800 or info@penguins.org.au so a copy of the Public Interest Disclosure Procedures can be issued.

Confidentiality

The Nature Parks 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. Maintaining confidentiality in relation to public interest disclosure matters is crucial, among other things, in ensuring reprisals are not made against 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

For more information about protected disclosures or the Victorian integrity system generally, also see [IBAC's public interest disclosure page](#).

How to notify IBAC

Notifications are generally made in writing. However, if you think the matter is serious or requires urgent attention IBAC can also be contacted by phone.

Phone 1300 735 135.

Post GPO Box 24234, Melbourne VIC 3001

Email info@ibac.vic.gov.au

Reports that do not meet IBAC's public interest disclosure criteria may be reported to:

Nature Parks Disclosure Coordinator:	
Michelle Stewart Acting People and Culture Manager Phillip Island Nature Parks PO Box 97 154-156 Thompsons Avenue Cowes 3922 Phone: 03 5951 2875 Email: mstewart@penguins.org.au	
Nature Parks Disclosure Officers:	
Judy Tough Accounts Officer Phillip Island Nature Parks PO Box 97 154-156 Thompson Avenue Cowes 3922 Phone: 03 5951 2815 Email: jtough@penguins.org.au	John Evans Preventative Maintenance and Works Coordinator Phillip Island Nature Parks PO Box 97 154-156 Thompson Avenue Cowes 3922 Phone: 03 5951 2889 or 0407 990 198 Email: jevans@penguins.org.au

4. Related Documents

Legislation/Regulations	<ul style="list-style-type: none"> ▪ Public Interest Disclosure Act 2012 (PID Act) ▪ Treasury Laws Amendment (Enhancing Whistle-blower Protections) Act 2019 ▪ Part VIA of the Banking Act 1959 (Cth) ▪ Insurance Act 1973 (Cth) (Insurance Act) ▪ Life Insurance Act 1995 (Cth) (Life Insurance Act) ▪ Part 29A of the Superannuation Industry (Supervision) Act 1993 (Cth) (Super Act) ▪ Disclosures of breaches of the tax laws or misconduct relating to an entity's tax affairs under the Taxation Administration Act 1953 (Cth) ▪ Corporations Act 2001 (Cth) ▪ Fair Work Act 2009 (Cth)
Policies	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Grievance Policy
Procedures	<ul style="list-style-type: none"> ▪ Public Interest Disclosures and Whistle Blowers Protection procedure PRO-HR-010 ▪ Grievance procedure ▪ Issues Resolution Chart

5. Review and Approval

Document reviewed by:

- People and Culture Manager
- Chief Executive Officer
- Chief Financial Officer
- Risk and Compliance Officer
- People and Resources Subcommittee

Document Approved by:

- Board Meeting Jun 2022 010-2022B
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