



Public Interest Disclosure Procedure

1. Purpose

The Department for Child Protection (DCP) is committed to the prevention, detection and control of fraud, corruption and other criminal conduct, misconduct and maladministration in connection with the activities of the department.

The objective of this procedure is to assist in the protection of integrity in DCP by seeking to ensure compliance with the *Public Interest Disclosure Act 2018* (PID Act) and informing employees as to the impact and operation of the Act.

The objectives of the [Public Interest Disclosure Act 2018 \('PID Act'\)](#) are to:

- encourage and facilitate the disclosure, in the public interest, of information about substantial risks to public health or safety, or to the environment, and about corruption, misconduct or maladministration in public administration
- ensure there are proper procedures in place outlining how to make and deal with these disclosures
- provide appropriate protections for people making these disclosures.

The PID Act establishes a scheme that encourages and facilitates the appropriate disclosure of public interest information (which comprises both public administration information and environmental and health information) to certain persons or authorities (a public interest disclosure).

The PID Act provides protections for public officers who make an appropriate disclosure of public administration information. It sets out processes for dealing with such disclosures. It also provides protections for all persons who make an appropriate disclosure of environmental and health information.

This procedure provides details of how an appropriate disclosure can be made and outlines how DCP will ensure compliance with the PID Act. The procedure sets out the roles and responsibilities of those making and receiving these disclosures.

This procedure must be read in conjunction with the [PID Act](#) and the relevant legislation, associated documents and policies referred to under section ['Related Documents'](#).

In accordance with the requirements of the PID Act, this procedure sets out the process:

- for any person who wants to make an appropriate disclosure of public interest information concerning a DCP employee or DCP ([section 4.4](#))
- for any employee of DCP in dealing with any such appropriate disclosure ([section 4.5](#)).

2. Scope

This procedure is applicable to all employees of DCP.

Non-government organisation service providers and members of the public are also able to make appropriate disclosures of environmental or health related public interest information.



3. Authority

3.1 Legislative context

DCP must comply with a number of legislative and policy requirements in relation to public interest disclosures:

- [Public Interest Disclosure Act 2018](#) (PID Act)
- [Public Interest Disclosure Regulations 2019](#) (PID Regulations)
- [Public Interest Disclosure Guidelines](#) issued by ICAC (PID Guidelines)
- [Independent Commissioner Against Corruption Act 2012](#) (ICAC Act)
- [Independent Commissioner Against Corruption Regulations 2013](#) (ICAC Regulations)
- [Ombudsman Act 1972](#)
- [Directions and Guidelines issued by Ombudsman SA](#)
- [OPI Directions and Guidelines for Public Officers](#)

In accordance with section 12(5) of the PID Act and ICAC PID Guideline 4, public sector agencies are required to establish procedures for making and receiving appropriate disclosures of public interest information. The procedure must set out the manner in which DCP receives disclosures of *public interest information*, including:

- the way in which a disclosure can be securely received
- what steps DCP has put in place to ensure the public interest information is securely received and stored, and who is responsible for ensuring compliance with these steps
- the criteria that will be applied in the assessment of a public interest disclosure
- the manner in which details of the assessment will be securely stored and the person in DCP who will be advised of the assessment
- the manner in which an informant will be kept informed as to action taken in respect of a disclosure
- the person in DCP who can be contacted if an informant believes that his or her disclosure is not being dealt with appropriately
- obligations on DCP and its officers and employees to take action to protect informants
- risk management steps for assessing and minimising detrimental action against people because of public interest disclosures and detriment to people against whom allegations are made in a disclosure.

The Independent Commissioner Against Corruption (ICAC) was established under the ICAC Act 2012. The Commissioner has issued four sets of Directions and Guidelines under section 14 of the PID Act ([ICAC Guidelines](#)) that are binding on public authorities including agencies and public officers and all public sector employees. Agencies and employees must comply with the Directions and Guidelines issued by ICAC. These guidelines also provide general information about the PID Act. This procedure has been prepared to comply, and be consistent, with the ICAC Guidelines.

3.2 Whole of Government requirements

DCP supports the endeavours of the South Australian Government to improve transparency and accountability by ensuring that proper procedures are in place for making and dealing with the disclosure of public interest information and by providing greater protection to:

- anyone who discloses information where there is a substantial risk to the environment or to public health and safety
- public officers who disclose information where there is potential corruption, misconduct or maladministration in public administration.



3.3 DCP requirements

In addition to the Directions and Guidelines of the ICAC, agency-level policies and/or procedures will provide instruction to employees or other relevant public officers for the reporting of suspected or alleged fraud, corruption and other criminal conduct, misconduct and maladministration. This includes the [Fraud and Corruption Control Framework](#).

3.4 Principles

The safety of children and young people is the paramount consideration and accordingly the DCP Chief Executive is committed to:

- accountability and transparency across the department
- protecting informants who disclose public interest information appropriately
- having sound procedures for receiving public interest information
- genuine and efficient consideration and investigation of any public interest disclosure matters relating to the department
- keeping persons who disclose information informed about the action taken or the outcome of any investigation
- addressing matters of serious or systemic maladministration and misconduct in public administration
- ensuring all DCP staff are informed about their rights and the correct process for disclosing and receiving public interest information.

All employees will comply with the PID Act. Where employees are considering a disclosure of public interest information under the PID Act, they should also consider if they have obligations under the Directions and Guidelines issued by the ICAC and the OPI.

The Ombudsman also expects that public officers and public authorities will report to the Ombudsman any matter that they reasonably suspect involves misconduct in public administration.

DCP responsible officers will in accordance with section 13 of the PID Act:

- receive appropriate disclosures of public interest information relating to the department and ensure compliance with the PID Act in relation to such disclosures
- make appropriate recommendations to the Chief Executive in relation to dealing with such disclosures
- provide advice to officers and employees of the department in relation to the administration of the PID Act.

4. Procedure requirements

4.1 Public interest information

There are two types of public interest information:

1. Environmental and health information – this is comprised of information that raises a potential issue of a substantial risk to the environment or to the health and safety of the public generally or a significant section of the public (whether occurring before or after the commencement of the PID Act).

A person who makes such a disclosure:

- must believe on reasonable grounds that the information is true or



- not being in a position to form such a belief, 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.
2. Public administration information – this is comprised of information that raises a potential issue of corruption, misconduct or maladministration in public administration. Corruption in public administration is defined by section 5(1) of the ICAC Act and the OPI Directions and Guidelines for Public Officers. Misconduct and maladministration in public administration are defined in the *Ombudsman Act 1972* and the [Directions and Guidelines issued by Ombudsman SA](#).

4.2 Relevant authority

A person who wishes to make a public interest information disclosure must ensure that it is made to a relevant authority. The following table identifies the relevant authority to whom a disclosure should be made, depending on whether the information is environmental and health information or public administration information.

Environmental and health information

Where information relates to:	Relevant authority:
Risk to the environment	Environment Protection Authority
A location within the area of a particular council	Member, officer or employee of that council
Any environment or health information	Office for Public Integrity, a Minister of the Crown

Public administration information

Where information relates to:	Relevant authority:
A public officer	Relevant supervisor or manager or DCP responsible officer
A public sector agency or employee	The Commissioner for Public Sector Employment or DCP responsible officer
An irregular and unauthorised use of public money or substantial mismanagement of public resources	Auditor-General
Commission or suspected commission of any offence	A member of the police force
An agency to which the <i>Ombudsman Act 1972</i> applies (e.g. water)	Relevant Ombudsman
A judicial officer	The Judicial Conduct Commissioner
A member of Parliament	The Presiding Officer of the House of Parliament
Any public administration information	Office of the Public Integrity, a Minister of the Crown

4.3 Protections under the PID Act

Only public officers are eligible for the protections provided by the PID Act when they make an appropriate disclosure of public administration information.

Anyone is eligible for the protections provided by the PID Act if they make an appropriate disclosure of environmental and health information.



4.3.1 Office for Public Integrity

A public officer who makes a report to the Office for Public Integrity (OPI) under the ICAC Act may also be protected under the PID Act. Where a public officer makes a report to the OPI about a matter the public officer reasonably suspects involves a potential issue of corruption, misconduct or maladministration in public administration that report will also be an appropriate disclosure of public administration information because the OPI is itself a relevant authority. Accordingly, such a report will ordinarily provide the public officer the protections under the PID Act.

The OPI will deal with any report in accordance with the ICAC Act but will also act consistently with the requirements of the PID Act.

4.3.2 Informant confidentiality

A person who makes an appropriate disclosure of public interest information is protected and their identity must be kept confidential. [PID Guideline 3: Informant Confidentiality in section 8](#) sets out some exceptions to maintaining confidentiality including in cases where it may be necessary to reveal the identity of an informant to prevent or minimise an imminent risk of serious physical injury or death to any person.

Under the PID Act, it is a criminal offence to divulge the identity of an informant except in the limited circumstances where that is permitted. This carries a maximum penalty of \$20,000 or imprisonment for two years.

The identity of the informant must be kept confidential unless the informant has consented to their identity being disclosed even when seeking any advice, for example from the Office for Public Integrity (OPI) or from DCP responsible officers.

In accordance with PID Guideline 3: Informant Confidentiality, the identity of the informant can only be disclosed if:

- the disclosure has been assessed; and
- based on that assessment, the appropriate disclosure of public interest information is referred to:
 - OPI
 - DCP responsible officers for investigation; or
 - it has been concluded that the matter cannot be fully investigated in the absence of the identity of the informant being disclosed.

4.3.3 Immunity

A person who makes an appropriate disclosure of public interest information has the immunity provided for in section 5(1) of the PID Act; that is, the person is not subject to any liability because of that disclosure.

4.3.4 Victimisation

It is a criminal offence to victimise a person who makes an appropriate disclosure of public interest information. The offence carries a maximum penalty of a \$20,000 fine or imprisonment for two years.



The PID Act also contains provisions dealing with victimisation of a person who suffers a detriment on the ground, or substantially on the ground, that the person has made (or intends to make) an appropriate disclosure of public interest information (refer to section 9 of the PID Act).

4.3.5 Preventing or hindering disclosures

It is an offence against the PID Act for a person to prevent another person from making an appropriate disclosure of public interest information or to hinder or obstruct another person in making such a disclosure. The offence carries a maximum penalty of \$20,000 or imprisonment for two years.

4.3.6 How DCP will protect informants

To make sure informants are protected, all DCP staff with responsibilities under this procedure will:

- provide support and information on the PID Act protections to the informant
- adopt and apply internal procedures that require compliance with section 8(1) of the PID Act in relation to confidentiality
- store information about appropriate disclosures securely
- proactively recognise and address any potential detrimental outcomes that may result from the disclosure.

DCP responsible officers are able to provide advice in terms of compliance with ICAC guidelines, as well as with the PID Act.

4.3.7 False or misleading disclosures

A public officer should consult a DCP responsible officer if they suspect a disclosure to be false or misleading. It is an offence against the PID Act, with a maximum penalty of \$20,000 or imprisonment for two years, to make a disclosure of public interest information knowing that it is false or misleading in a material particular (whether by reason of the inclusion or omission of a particular).

The PID Act does not provide protection for such a false or misleading disclosure of public interest information.

4.4 Making an appropriate disclosure of public interest information

4.4.1 Before making a disclosure

To make an appropriate disclosure of public interest information individuals need to determine:

- whether the information is public interest information; and
- who it should be disclosed to (that is, who the relevant authorities are).

Whether an individual receives protection under the PID Act will depend in part on who they are and the subject matter of the disclosure. Anyone can receive the protection of the PID Act if an appropriate disclosure is made of environmental and health information in accordance with the PID Act. Only public officers are eligible for the protections under the PID Act if making an appropriate disclosure of public administration information.



It is recommended that DCP staff contact one of the DCP's responsible officers for guidance if they are unsure by emailing DCPPublicInterestDisclosure@sa.gov.au.

4.4.2 Making a disclosure

If a DCP staff member wishes to make an appropriate disclosure of public interest information to a relevant authority related to DCP or a DCP public officer, they may take one of the following actions:

1. Contact the OPI or Ombudsman SA

The OPI (for corruption, misconduct and maladministration) and Ombudsman SA (for misconduct and maladministration) are relevant authorities to receive disclosures of public administration information or environmental and health information regarding DCP, DCP public officers and DCP public sector employees.

2. Contact a DCP responsible officer

A DCP responsible officer is an employee appointed by the DCP Chief Executive under section 12(1) of the PID Act. They are a relevant authority to receive disclosures of public administration information or environmental and health information regarding DCP and DCP public sector employees and can provide you with advice and assistance.

DCP responsible officers can be contacted via DCPPublicInterestDisclosure@sa.gov.au. This secure email address is only accessible by DCP responsible officers.

3. Contact the person's manager or supervisor

If your disclosure of public administration information or environmental and health information relates to a DCP public officer, the person responsible for the management or supervision of that DCP public officer is also a relevant authority and you can disclose to them.

4. Contact the Office of the Commissioner for Public Sector Employment

The Office of the Commissioner for Public Sector Employment is a relevant authority to receive disclosures of public administration information or environmental and health information regarding DCP and DCP public sector employees.

The person receiving the appropriate disclosure of public interest information is required to comply with a number of requirements set out under the PID Act and this procedure.

If a DCP staff member reveals their identity when making the disclosure of information, they have rights about being kept informed. DCP staff should speak to the relevant authority about how they wish to be contacted by them. It is important that the informant is kept informed in a way that maintains strict confidentiality. The informant and the relevant authority should decide together how the informant will be kept informed. It is better to be kept informed in writing, although this is not a requirement.

4.4.3 Assessment of disclosure

Once an appropriate disclosure of public interest information is made in accordance with section 5 of the PID Act, the relevant authority who received the disclosure must take certain steps as set out in section 7 of the PID Act. This includes (amongst other things) taking reasonable steps to notify the informant (if identity is known) that an assessment of the information has been made and to advise them of either:



- the action being taken in relation to the information
- if no action is being taken in relation to the information, the reasons why no action is being taken in relation to the information.

The action taken in relation to the information can include referring it to another person. If the information is referred to another person, the identity of the informant may be disclosed as part of that referral, provided divulging the person's identity is necessary for investigating the disclosure.

If any action is being taken in relation to the information, the person the information is disclosed to (or the person it has been referred to) must take reasonable steps to notify the informant, if their identity is known of the outcome of that action (section 7(3)(a) of the PID Act).

However, if a person makes an appropriate disclosure of public interest information to a Minister of the Crown, the requirements set out above from section 7 of the PID Act do not apply. The following provisions apply instead:

- the Minister must, as soon as practicable, refer the disclosure to a relevant authority; and
- the relevant authority must:
 - deal with the information in accordance with section 7 of the PID Act (as if the disclosure had been made to the relevant authority in the first place)
 - ensure that the Minister is notified of the action taken under section 7 of the PID Act in relation to the information and the outcome of such action.

Section 7(2) of the PID Act provides that no action need be taken in relation to an appropriate disclosure of public interest information if:

- the information disclosed does not justify the taking of further action
- the information disclosed relates to a matter that has already been investigated or acted upon by a relevant authority and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter.

The requirements set out above from section 7 of the PID Act do not apply where an appropriate disclosure of public interest information is made to a journalist or a Member of Parliament.

4.4.4 Notification of action

[Section 7](#) of the PID Act requires the person to whom an appropriate disclosure of public interest information is made to take certain actions and notify OPI in accordance with the ICAC Guidelines.

Additionally, DCP staff have certain rights if they make an appropriate disclosure of public interest information in accordance with [section 5](#) of the PID Act; and

- believe on reasonable grounds that the information is true
- if they have made their identity known to the person to whom that appropriate disclosure was made (that is, they can contact the DCP staff member).

Informants should receive notification of the action being taken (or the reasons for no action being taken) within 30 days after making that disclosure.

Informants should also receive notification of the outcome of the action within 90 days after making that disclosure. However, the person notified can give a written notice saying that this period will be longer.



These notifications can be either verbal or in writing. This procedure directs the relevant authority to provide the notification in writing but under the PID Act, this is not a requirement.

4.4.5 Concerns about the action taken

If a DCP staff member is concerned or believes that the appropriate disclosure is not being dealt with by DCP appropriately they should:

- contact a DCP responsible officer by emailing DCPPublicInterestDisclosure@sa.gov.au if it was made to a relevant authority in DCP other than a DCP responsible officer. DCP responsible officers have obligations under the PID Act and will be able to provide assistance.
- contact another relevant authority such as OPI or the Office of the Commissioner for Public Sector Employment if it was made to a DCP responsible officer.

If after 30 days or 90 days (or such other longer period specified in writing) the DCP staff member has not been notified as required, they are entitled to receive the protections under the PID Act if they make an appropriate disclosure of the public interest information to a journalist or member of Parliament (other than a Minister of the Crown, as Ministers of the Crown are already relevant authorities under the PID Act). For additional detail, refer to [section 6](#) of the PID Act.

Under the PID Act, journalist means a person engaged in the profession or occupation of journalism in connection with the publication of information in a news medium.

4.5 Receiving and dealing with an appropriate disclosure of public interest information (supervisors/managers/responsible officers)

Initial consideration

In order to determine whether someone has made an appropriate disclosure of public interest information to them, the recipient of the disclosure must assess the information given to them and consider whether they are a relevant authority for the particular information. Advice can be sought from DCP responsible officers and by the OPI.

When receiving the disclosure of information, the recipient of the disclosure should discuss with the informant how they wish to be contacted. It is important that if the informant has provided their identity, they are kept informed in a way that maintains strict confidentiality. The recipient of the disclosure and the informant should decide together how the informant will be kept informed. It is recommended that the recipient of the disclosure keeps the informant informed in writing, although this is not a requirement of the PID Act.

Keeping the information secure

Any person who has received an appropriate disclosure of public interest information must keep that information confidential. For example, any hard copy documentation must be locked away and any electronic documentation stored in a secure network folder and password protected.

DCP is committed to minimising any risk that an informant might be victimised because of making, or intending to make, a public interest disclosure. DCP responsible officers must provide support and information about the PID Act protections to informants and encourage informants to raise any concerns they have about potential detrimental outcomes as a result of the disclosure.



4.5.1 Assessment and notification

[Section 7](#) of the PID Act requires a person to whom an appropriate disclosure is made to assess the information as soon as practicable after the disclosure is made.

The recipient of the disclosure must assess the disclosure in accordance with the following:

- if the content of the disclosure suggests that there is an imminent risk of serious physical injury or death to any person or the public generally, the recipient of the disclosure should immediately communicate such information to the most appropriate agency (such as SAPOL, SafeWork SA, SA Ambulance, Environment Protection Authority)
- if the recipient of the disclosure forms a reasonable suspicion that the matter(s) disclosed involve(s) corruption in public administration, or serious and intentional misconduct or maladministration in public administration, they must comply with reporting obligations under the ICAC Act and report the matter to the OPI or the Ombudsman (in respect of misconduct and maladministration)
- if the recipient of the disclosure assesses the content of the disclosure as requiring further action, they must, unless the matter is reported to the OPI as a potential issue of corruption in public administration, ensure that:
 - such action as may be appropriate in the circumstances is taken by the recipient of the disclosure to ensure the subject matter of the disclosure is properly addressed; and
 - such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take such action.

The recipient of the disclosure must notify the OPI of the appropriate disclosure as soon as reasonably practicable after its receipt and assessment by making an [OPI Report](#). They must include:

- the date the disclosure was received
- their name and contact details
- a summary of the content of the disclosure
- the assessment made of the disclosure
- the action taken by the recipient including:
 - whether the disclosure was referred to another relevant authority, public authority, public officer or another person
 - if the disclosure was referred to another relevant authority, public authority or public officer or other person:
 - the date of the referral
 - the identity of that relevant authority, public authority or public officer or another person to whom the disclosure was referred
 - the manner of referral
 - the action to be taken by that relevant authority, public authority or public officer or another person (if known).
 - if no action was taken by the recipient of the disclosure, the reason why no action was taken
- whether the identity of the informant is known only to the recipient of the disclosure or if the identity of the informant has been communicated to a relevant authority, public authority or public officer or another person (and if so, the reasons why such communication was made).

The recipient of the disclosure must retain the unique reference number issued by the OPI after the making of a notification and must ensure that that unique reference number is provided to any other person or authority to whom the disclosure is referred.



Following their assessment, when referring the appropriate disclosure of public interest information to a DCP responsible officer, the recipient of the disclosure can only disclose the identity of the informant if they have:

- assessed the disclosure
- based on that assessment, they have made a determination to refer the appropriate disclosure of public interest information to the DCP responsible officer for investigation; and
- based on that assessment, the recipient of the disclosure concludes that the matter cannot be fully investigated in the absence of the identity of the informant being disclosed.

There is no action required in relation to an appropriate disclosure of public interest information if:

- the information disclosed does not justify the taking of further action
- the information disclosed relates to a matter that has already been investigated or acted upon by a relevant authority and there is no reason to re-examine the matter
- there is other good reason why no action should be taken in respect of the matter.

Advice can be provided by DCP responsible officers and by the OPI.

4.5.2 Notification to informants

The recipient of the disclosure must take reasonable steps to notify the informant (if the informant's identity is known) that an assessment of the information has been made and to advise the informant of the action being taken in relation to the information.

This notification is **required to be made within 30 days of receiving the appropriate disclosure** of public interest information and should be in writing. However, before emailing an informant, please ensure they have agreed to an appropriate email address to be used.

If the recipient of the disclosure takes longer than 30 days, and the informant believes on reasonable grounds that the information is true, they are entitled to disclose the public interest information to a journalist or a Member of Parliament other than a Minister of the Crown, and the disclosure will be considered an appropriate disclosure of public interest information.

If the recipient of the disclosure or the DCP responsible officer form the view that it will take longer than 90 days for an outcome, they must notify the informant in writing of this and the expected revised timeframe. The recipient of the disclosure must ensure that the informant is notified of the outcomes by the revised date.

If no action is required

If no action is considered appropriate following an assessment, the recipient of the disclosure must take reasonable steps to notify the informant (if the informant's identity is known):

- that an assessment of the information has been made
- that no action is being taken in relation to the information
- the reasons why no action is being taken in relation to the information.

This notification must be made within 30 days of receiving the appropriate disclosure of public interest information. If the recipient takes longer than 30 days and if the informant believes on reasonable grounds that the information is true, the informant is entitled to disclose the public interest information to a journalist or a Member of Parliament other than a Minister of the Crown, and the disclosure will be considered an appropriate disclosure of public interest information.



4.5.3 Notification of outcome of action taken

If an action is taken following the assessment of disclosure of public interest information, the recipient of the disclosure or a person to whom they have referred the disclosure to, must notify the informant of the outcomes of the action. **This must be done within 90 days of receiving the appropriate disclosure** of public interest information or any previously communicated longer timeframe to the informant (as per section 4.5.2 in this procedure).

In addition, the recipient of the disclosure or a person to whom they have referred the disclosure must notify the OPI as soon as reasonably practicable via the online notification form the following:

- the unique identification number issued by the OPI upon notification of the original disclosure
- their name and contact details
- the name and contact details of the person or authority responsible for taking the action
- what (if any) findings were made in respect of the disclosure
- the nature of the action taken (if any)
- the outcome of any action taken (if applicable)
- whether the identity of the informant was disclosed to a person other than the original recipient of the disclosure
- whether the informant was notified of the action taken and, if so, when and how that notification was made.

5. Compliance, monitoring and evaluation

An effective monitoring and reporting regime provides the Chief Executive and the Performance and Risk Committee a high degree of assurance that public interest disclosures are managed effectively and in accordance with the PID Act and associated guidelines.

The Director People and Culture monitors the receipt of PID disclosures, and any actions taken in response to such disclosures. An overview of the level and type of public interest disclosures received is reported to the Chief Executive and to the Performance and Risk Committee on a six monthly basis.

6. Related documents

Related documents, forms, and templates	
Public Interest Disclosure Act 2018	PID Act
Public Interest Disclosure Regulations 2019	PID Regulations 2019
Public Interest Disclosure Guidelines	PID guidelines
Independent Commission Against Corruption Act 2012.	ICAC Act 2012
Independent Commission Against Corruption Regulations 2013	ICAC Regulations 2013
Directions and Guidelines issued by the Independent Commissioner Against Corruption.	ICAC directions and guidelines for public officers
Ombudsman Act 1972	Ombudsman Act 1972
Directions and Guidelines issued by the Ombudsman SA	Directions and Guidelines issued by Ombudsman SA



Directions and Guidelines issued by the Office for Public Integrity	OPI Directions and Guidelines for Public Officers
DCP Fraud and Corruption Control Framework	DCP Fraud and Corruption Control Framework

7. Glossary

Terms	Meaning
Environmental and health information	Information that raises a potential issue of a substantial risk to the environment or to the health and safety of the public generally or a significant section of the public (whether occurring before or after the commencement of the PID Act).
Public administration information	Information that raises a potential issue of corruption, misconduct or maladministration in public administration. The definitions of corruption, misconduct and maladministration in public administration are the same as those found in the ICAC Act (whether occurring before or after the commencement of the PID Act).
Public interest information	May be either environmental and health information or public administration information.
ICAC	Independent Commissioner Against Corruption
OPI	Office for Public Integrity
Informant	A person who makes an appropriate disclosure of public interest information.
Public officer	All public sector employees. The term public officer is defined in Schedule 1 of the ICAC Act. The most common categories of public officer can be found in the appendices to the Public Interest Disclosure Guidelines
Relevant authority	The PID Act designates certain persons or organisations who can receive an appropriate disclosure of public interest information as a Relevant Authority, depending on who or what the information relates to.
DCP responsible officer	Under section 12(1) of the PID Act, as principal officer of DCP the Chief Executive has appointed responsible officers for DCP. Responsible officers can be contacted via DCPPublicInterestDisclosure@sa.gov.au . In accordance with section 13 of the PID Act, the <i>responsible officer</i> must: <ul style="list-style-type: none"> • receive <i>appropriate disclosures of public interest information</i> relating to DCP and ensure compliance with the PID Act in relation to such disclosures; and



	<ul style="list-style-type: none"> • make appropriate recommendations to the DCP Chief Executive in relation to dealing with such disclosures, and • provide advice to officers and employees of the DCP in relation to the administration of the PID Act.
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Document control

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1 July 2019	V1.0	Final
5 November 2021	V2.0	Revised procedure
22 November 2021	V2.1	Minor updates to reflect changes to ICAC Act and guidelines issued by Ombudsman SA and OPI.
3 December 2024	V2.2	Minor updates as part of scheduled review.
07 February 2025	V3.0	Reviewed in accordance with the DCP policy review cycle.