

---

## CGP010 – Public Interest Disclosure

---

### 1. Intention

To recognise the value and importance of contributions by employees to enhance administrative and management practices and strongly support disclosures being made by employees as to corrupt or other improper conduct.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

The Shire of Waroona (the Council) acknowledges its obligations under the *Public Interest Disclosure Act 2003* (the Act) and in doing so:

1. Will ensure that staff are supported under the *Public Interest Disclosure Act 2003*.

Council:

- (a) does not tolerate corrupt or other improper conduct, including mismanagement of community resources, in the exercise of the public functions of the Shire of Waroona and its officers, employees and contractors;
  - (b) is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct;
  - (c) will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure; and
  - (d) does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.
2. Council has an internal procedure (Public Interest Disclosure Act 2003 Work Procedure) in place that describes the manner in which:
    - (a) Disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer) of the Council. The person from time to time holding or acting in the position of Director Corporate Services is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Waroona;
    - (b) The PID Officer shall investigate the information disclosed, or cause that information to be investigated;
    - (c) The PID Officer may take action following the completion of the investigation;
    - (d) The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence;
    - (e) The confidentiality of the informant, and any person who may be the subject of a public interest disclosure, shall be maintained; and

- (f) Records as to public interest disclosure shall be maintained and reporting obligations complied with.

#### 4. Legislative and Strategic Context

The *Public Interest Disclosure Act 2003* provides the broad framework within which this policy operates.

#### 5. Review

This policy is to be reviewed every three years (triennially).

#### 6. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP010				
<b>Contact Officer</b>	Director Corporate Services				
<b>Related Legislation</b>	Public Interest Disclosure Act 2003				
<b>Related Shire Documents</b>	CGMP008 – Public Interest Disclosure CG9 – Public Interest Disclosure Officer Declaration Form CG10 – Public Interest Disclosure Officer Declaration Authorisation by Principal Executive Officer CG11 – Assessment and Case Management Form for a Public Interest Disclosure CG12 – Public Interest Disclosure Template Lodgement Form CG13 – Notification of Disclosure of Identifying Information Form CG14 – Consent to Disclosure of Identifying Information Form				
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	July 2027
<b>Date Adopted</b>	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
23/07/2024	Reviewed without amendments.	OCM24/07/108
Previous Policies		
CORP010 – Public Interest Disclosure 2.41 – Public Interest Disclosure		