



## PUBLIC INTEREST DISCLOSURE POLICY

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| <b>Policy Owner:</b>       | CEO  |
| <b>Distribution:</b>       | Councillors, all Shire employees and all Shire contractors |
| <b>Person Responsible:</b> | CEO  |
| <b>Date of Approval:</b>   | 19 July 2016   |
| <b>File Reference:</b>     | ADM  |

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| <b>Objective</b> | <p>To provide a clear and robust position and process for Councillors and all Shire employees and Shire contractors relating to public interest disclosures;</p> <p>To assist in ensuring the Shire of Dowerin Councillors and all employees maintain the highest standards of ethics in behaviour that are in accordance with the Shire of Dowerin's objective of achieving a high performing organisation that serves its community efficiently and with high standards of integrity.</p> <p>To ensure the Shire of Dowerin Integrity is trusted by the Community it serves and is accountable for its actions.</p> <p>This policy will:</p> <ul style="list-style-type: none"><li>• ensure that there is a supportive and informed culture within the organisation in terms of public interest disclosures.</li><li>• clarify the support for Councillors, staff or contractors who make Public Interest Disclosures.</li></ul> |
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| <b>Scope</b> | This policy applies to all Councillors, all employees and all contractors of the Shire of Dowerin. |
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| <b>Policy</b> | <p><b>PRINCIPLES</b></p> <p>The Shire of Dowerin does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Dowerin, its elected members, employees and contractors.</p> <p>The Shire of Dowerin is committed to the aims and objectives of the Public Interest Disclosure Act 2003 (PID Act). 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.</p> <p>The Shire of Dowerin will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making</p> |
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of a public interest disclosure.

The Shire of Dowerin does not tolerate any of its elected members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

### PROCEDURES

The internal procedures providing the manner in which the Shire of Dowerin will comply with its obligations that are based on the PID Act 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide guidance to anyone wishing to make a public interest disclosure:

- Disclosure of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall conduct a confidential investigation of the information disclosed, or cause that information to be investigated.
- On completion of the investigation the PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the informant, and any person who maybe the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosure shall be maintained and reporting obligations complied with Administration Designation of Public Interest Disclosure (PID) Officer.

The person from time to time holding or acting in the position of Governance Coordinator (or the position as determined by the Chief Executive Officer) is designated as the Public Interest Disclosure (PID) Officer, of the Shire of Dowerin.

The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Dowerin. The PID Officer is to act in that role in accordance with the Public Interest Disclosure Act and Guidelines issued by the Commissioner of Public Sector Standards [which are to be read in conjunction with this policy].

### ALTERNATIVES

Should Councillors, staff or contractors feel unable to speak to the designated PID Officer for the Shire of Dowerin, they are to utilise the Public Sector Commission's Advisory service on 08 6552 8888 or via [minormisconduct@psc.wa.gov.au](mailto:minormisconduct@psc.wa.gov.au). Further information can be found on the Public Sector Commission Website <https://publicsector.wa.gov.au/conduct-integrity/minor-misconduct/reporting-minor-misconduct-psc>



### **Delegated Authority**

CEO

### **ROLES AND RESPONSIBILITIES**

#### **Chief Executive Officer**

- To ensure the implementation of this policy.

#### **Senior Managers**

- Ensure all current and new employees are aware of this policy; and
- Ensure that that this policy guides behaviours and actions of employees;

#### **Employees**

- Ensure they understand and comply with the requirements of this policy.
- Seek clarification from their supervisor or the PID Officer if they are unsure of the content or implications of this policy.

### **Other Relevant Legislation Policies and Documents**

Public Interest Disclosure Act 2003

Corruption, Crime and Misconduct Act 2003

Shire of Dowerin Strategic Community Plan

Shire of Dowerin Code of Conduct

Shire of Dowerin Induction Manual

### **Work Procedures**

Nil

### **Delegations**

Nil

### **Policy Adoption and Amendment History**

Adopted by Council: 19 July 2016

Next Review Due: On or before 31 July 2017

### **Policy Advertising History**

Advertisement Date: July 2016

Advertisement Locations: Website

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