



AP15 – WHISTLEBLOWER (PUBLIC INTEREST DISCLOSURE) POLICY

MANAGEMENT PRACTICE: PID Procedures

DELEGATION: N/A

PURPOSE

The Shire of Jerramungup is committed to fostering a culture of ethical conduct, integrity, accountability and good governance. This policy provides a framework for employees, contractors, and members of the public to report improper conduct, corruption, fraud, or any other serious misconduct in relation to the operations of the Shire, without fear of retaliation.

POLICY OBJECTIVE

To encourage employees, Elected Members, contractors and consultants to report unlawful, unethical or undesirable conduct (Misconduct) that they genuinely believe has been committed by a person or persons in breach of the Shire of Jerramungup's Code of Conduct, policies or the law.

POLICY SCOPE

This policy applies to all employees, contractors, volunteers, and Elected Members of the Shire of Jerramungup. It provides mechanisms for confidential reporting and protection against detrimental action.

DEFINITIONS

Whistleblower: A person who reports misconduct in good faith.

Misconduct: Any illegal, unethical, or improper behaviour, including fraud, corruption, and abuse of power.

Retaliation: Any adverse action taken against a whistleblower in reprisal for reporting misconduct.

POLICY STATEMENT

The Shire of Jerramungup ("the Shire") is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of employees and others to enhance administrative and management practices, and strongly supports disclosures being made as to alleged Misconduct.

The Shire will not tolerate Misconduct and has developed its Whistleblower Policy and PID Procedures to assist Elected Members, employees, contractors, consultants and members of the public to raise concerns through a constructive and safe process.

The Shire will achieve this through the creation of an open working environment in which Elected Members, employees (whether they are full-time, part-time or casual), contractors and consultants, as well as members of the public, are able to raise concerns regarding actual or suspected Misconduct.

The Shire recognises that any genuine commitment to detecting and preventing Misconduct must include a mechanism whereby employees and others can report their concerns freely and without fear of reprisal or intimidation. The Whistleblower Policy and PID Procedure provides such a mechanism, and encourages the reporting of such conduct.

The Shire will endeavour to provide protection to “Whistleblowers” from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire’s Code of Conduct (“the Code”) requires Elected Members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Elected Members and employees and representatives of the Shire, everyone has a responsibility to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations.

All information, documents, records and reports relating to the investigation of reported Misconduct will be confidentially stored and retained in an appropriate and secure manner, in accordance with the *Public Disclosure Act 2003*.

POLICY PROCESS

Reporting Misconduct

Whistleblowers can report misconduct through designated channels, including in writing, via email, or in-person to a designated officer which may either be the Shire President in the case the report is against the Chief Executive Officer, the Chief Executive Officer or the department Executive Manager.

This report is to be treated as confidential.

Investigation

All reports will be promptly and thoroughly investigated by an independent person or representative.

Investigations will be conducted fairly and impartially.

Outcomes of investigations will be reported to the relevant authorities where required.

Protection

Whistleblowers will be protected from retaliation.

Any person found to have engaged in detrimental action against a whistleblower will be subject to disciplinary action.

Support, including access to counselling services, will be provided to whistleblowers.

Confidentiality

The identity of the whistleblower and the details of the report will be kept confidential to the extent possible.

Outcome

The findings of the investigation will be communicated to the whistleblower, and appropriate actions will be taken based on the findings.

RESPONSIBILITIES

The Chief Executive Officer is responsible for implementing this Policy. Elected Members, staff, contractors and consultants are required to adhere to all aspects of this Policy.

Relevant Legislation:	<i>Local Government Act 1995</i> <i>Public Interest Disclosure Act 2003</i> <i>State Records Act 2000</i> <i>Corruption, Crime and Misconduct Act 2003</i>
Related Documents:	Strategic Community Plan Record Keeping Plan Code of Conduct
Related Local Law:	N/A
Related Policies:	AP4 – Records Management Policy
Adopted:	26 March 2025
Last Reviewed:	N/A
Next Review Date:	2027