

1. Purpose

The Shire of Boddington (Shire) is committed to promoting integrity, accountability and ethical conduct and supports the reporting of suspected wrongdoing without fear of reprisal.

This policy outlines the Shire's approach to receiving, managing and responding to reports of suspected wrongdoing in accordance with the *Public Interest Disclosure Act 2003* and other relevant legislation.

2. Scope

This policy applies to disclosures made by:

- Council Members;
- employees;
- contractors;
- volunteers; and
- members of the public.

This policy applies to the reporting and management of suspected wrongdoing involving the Shire, including disclosures that may constitute a Public Interest Disclosure under the *Public Interest Disclosure Act 2003*.

3. Definitions

Term	Definition
Discloser	A person who reports suspected wrongdoing under this policy or under the <i>Public Interest Disclosure Act 2003</i> .
Public Interest Disclosure (PID)	A disclosure made in accordance with the <i>Public Interest Disclosure Act 2003</i> .
Wrongdoing	Conduct that may include corruption, serious misconduct, misuse of public resources, substantial mismanagement of public funds, or conduct that poses a risk to public health, safety or the environment.
Investigation Officer	A person appointed to assess or investigate a disclosure.
Victimisation	Detrimental treatment of a person because they have made, or are believed to have made, a disclosure.

4. Practice Statement

The Shire encourages the reporting of genuine concerns about wrongdoing and recognises the importance of protecting people who raise concerns in good faith.

Reports are treated seriously and assessed in a manner that is fair, impartial and confidential where practicable. Information is managed carefully to protect the identity of disclosers and any persons involved, consistent with legal requirements.

The Shire does not tolerate victimisation of any person who makes a disclosure or participates in an investigation.

Disclosures may be made through internal reporting channels or, where appropriate, to external authorities authorised under legislation.

Anonymous disclosures may be considered where sufficient information is available to enable an assessment, although limitations may exist in investigating matters where further contact with the discloser is not possible.

Making a Disclosure

Concerns about wrongdoing may be raised through internal reporting channels or, where appropriate, through external agencies authorised under applicable legislation.

Disclosures may be made verbally or in writing and may be directed to the Chief Executive Officer.

Where a disclosure meets the requirements of a public interest disclosure under legislation, it may be managed in accordance with the *Public Interest Disclosure Act 2003*.

Anonymous disclosures may be considered where sufficient information is available to enable an assessment, although limitations may exist in investigating matters without further contact.

Assessment and Handling of Disclosures

All disclosures are assessed to determine the appropriate response. This may include informal resolution, internal review, formal investigation or referral to an external agency.

The process for handling a disclosure is guided by the nature and seriousness of the concerns raised, as well as relevant legislative requirements.

Where an investigation proceeds, it is undertaken in a manner that is impartial and procedurally fair to all parties involved.

Confidentiality and Protection

Information relating to a disclosure is treated as confidential, subject to legal obligations and the need to conduct a proper investigation.

Reasonable steps are taken to protect the identity of a discloser, although absolute confidentiality cannot always be guaranteed, particularly where disclosure is required by law or procedural fairness obligations.

The Shire seeks to ensure that no person is disadvantaged or subjected to detriment as a result of making a disclosure or assisting with an investigation.

False or Misleading Disclosures

Disclosures made in good faith are encouraged and supported.

Where a disclosure is found to be knowingly false or misleading, or made with malicious intent, it may be treated as a serious matter and addressed in accordance with applicable disciplinary or legal processes.

Roles and Responsibilities

The Chief Executive Officer is responsible for establishing and maintaining procedures for the receipt, assessment and management of disclosures consistent with this policy and applicable legislation.

Employees and Council Members are encouraged to report suspected wrongdoing and to cooperate

with any investigation process where required.

Where a disclosure concerns the Chief Executive Officer, the matter may be managed by the Executive Manager Corporate Services or referred to an appropriate external authority in accordance with relevant legislation and procedures.

Responsible Officer	Executive Corporate Services Manager
Delegated Authority	Nil
Relevant Legislation	<i>Local Government Act 1995</i> <i>Public Interest Disclosure Act 2003</i> <i>Corruption, Crime and Misconduct Act 2003</i>
Related Documentation	Code of Conduct for Council Members, Committee Member and Candidates Code of Conduct for Employees Council Policy : Complaints Management Council Policy : Fraud, Corruption and Misconduct

Version Control	Version No.	Resolution No.	Adoption Date
	V1.0	Adopted (58/26)	27 May 2026
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