

Policy A.12

Public Interest Disclosure



OBJECTIVE

To provide procedures for the compliance with Public Interest Disclosure legislation.

STATEMENT

Support for Staff who make Public Interest Disclosures

The Shire of Boyup Brook does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Boyup Brook and its Councillors, employees and contractors.

The Shire of Boyup Brook 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 as to corrupt or other improper conduct.

The Shire of Boyup Brook will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for making a public interest disclosure.

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

This policy establishes the Shire's position in relation to appropriate definitions, accessibility to records, destruction of records, management of ephemeral records, education and training.

Records are recognised as an important information resource within the Shire of Boyup Brook, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

Purpose of this Policy

The internal procedures providing the manner in which the Shire of Boyup Brook will comply with its obligations that are based on the Office of the Public Interest Disclosure Act 2003 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide for the manner in which:

- Disclosure of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall investigate the information disclosed or cause that information to be investigated.
- The PID Officer may take action following the 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.

Designation of Public Interest Disclosure (PID) Officer

The person from time to time holding or acting in the position of Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Boyup Brook.

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 Boyup Brook.

POLICY NO.	A.12
POLICY SUBJECT	Public Interest Disclosure
ADOPTION DATE	17 June 2004
LAST REVIEW DATE	18 June 2020