

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Review:	18 March 2026
Council Resolution:	160326

1. OBJECTIVE

To provide a clear, fair and legally compliant framework for receiving, managing and investigating Public Interest Disclosures in accordance with the *Public Interest Disclosure Act 2003 (WA)*.

This Policy supports transparency, integrity and accountability by enabling appropriate disclosures of wrongdoing to be made and investigated in a protected manner.

2. SCOPE

This Policy applies to:

- Elected Members
- Committee Members
- Employees (including permanent, casual and temporary staff)
- Contractors and consultants engaged by the Shire
- Any person who makes a Public Interest Disclosure about the Shire

This Policy applies to disclosures made under the *Public Interest Disclosure Act 2003 (WA)*.

This Policy does not apply to:

- General service complaints (handled under the Customer Complaints Policy).
- Behaviour complaints relating to Council Members, Committee Members and Candidates (handled under the Behaviour Complaints Management Policy).
- Matters managed under other statutory reporting frameworks, including the Reportable Conduct Scheme under the *Children and Community Services Act 2004 (WA)*.

3. DEFINITIONS

Act means the *Public Interest Disclosure Act 2003 (WA)*.

PID Officer means an officer authorised by the Shire to receive Public Interest Disclosures.

Public Interest Disclosure (PID) means a disclosure of public interest information made under the *Act* to a proper authority.

Public Interest Information means information that tends to show that a public authority, public officer or public sector contractor has engaged in improper conduct including misconduct, corruption,

SHIRE POLICY 1.6 Public Interest Disclosure (PID)

maladministration, misuse of public resources or conduct that poses a substantial and specific risk to public health, safety or the environment.

Discloser means a person who makes a Public Interest Disclosure.

Proper Authority means a person or body authorised under the *Act* to receive a Public Interest Disclosure.

4. POLICY STATEMENT

The Shire is committed to:

- Encouraging appropriate reporting of wrongdoing
- Protecting persons who make disclosures under the Act
- Ensuring disclosures are properly assessed and, where appropriate, investigated
- Maintaining confidentiality in accordance with legislative requirements
- Preventing victimisation or reprisals against disclosers

Public Interest Disclosures will be managed impartially, confidentially and in accordance with statutory obligations.

A Public Interest Disclosure must:

- Be made to a designated PID Officer or other proper authority
- Be made in writing or in another form permitted under the *Act*
- Contain sufficient information to enable assessment

The Shire will publish the contact details of its authorised PID Officers in accordance with the *Act*.

Under the *Act*, a person who makes a PID:

- Is protected from civil, criminal and administrative liability (subject to the *Act*)
- Must not be subject to victimisation
- Has confidentiality protections

The Shire will not tolerate reprisal action against a discloser. Any victimisation will be treated as serious misconduct.

The identity of a discloser and information that may identify them will be kept confidential as required under the *Act*. Information will only be disclosed where permitted or required by law.

The Shire will maintain appropriate procedures for receiving, assessing and investigating Public Interest Disclosures in accordance with the *Act*.

The Shire will ensure Public Interest Disclosure information and contact details for authorised PID Officers are published on the Shire's website.

5. ROLES AND RESPONSIBILITIES

Council:

- Ensures authorised PID Officers are appointed.
- Supports good governance and integrity.

Chief Executive Officer:

- Ensures compliance with the Act
- Supports PID Officers
- Ensures appropriate procedures and training are in place.

Authorised PID Officers:

- Receive and assess disclosures
- Determine whether the disclosure meets the definition of public interest information
- Conduct or arrange investigations where appropriate
- Maintain a confidential register of disclosures.

Employees and Elected Members:

- Must not victimise or disadvantage a discloser
- Must cooperate with investigations where required

6. COMPLIANCE

Legislation	<i>Public Interest Disclosure Act 2003 (WA)</i> <i>Local Government Act 1995 (WA)</i> <i>Corruption, Crime and Misconduct Act 2003 (WA)</i> <i>Children and Community Services Act 2004 (WA) – Part 5A (PRIS)</i> <i>Freedom of Information Act 1992 (WA)</i> <i>State Records Act 2000 (WA)</i>
Industry	
Organisational Documents	Code of Conduct – Elected Members, Committee Members and Candidates Behaviour Complaints Management Policy Customer Complaints Policy Risk Management Policy PRIS Policy Information Handling and Data Breach Policy
Strategic Alignment	

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	February 2029
Policy Owner	Governance Officer		
Version	Decision Ref	Date	Change
1.0	160326	18/03/2026	Initial adoption