

WHISTLEBLOWER (PUBLIC INTEREST DISCLOSURE) POLICY

Responsible Directorate	Office of the CEO
Responsible Section	Governance
Responsible Officer	Chief Executive Officer

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 Town of Cambridge's Code of Conduct, policies or the law.

To demonstrate the Town's commitment to a fair workplace and outline the process for managing matters of Misconduct.

To protect individuals who in good faith report conduct which they reasonably believe to be Misconduct, on a confidential basis, without fear of reprisal, dismissal or discriminatory treatment.

To assist in ensuring that matters of Misconduct and/or unethical behaviour are identified and dealt with appropriately.

To state the Town of Cambridge's commitment to the aims and objectives of the *Public Interest Disclosure Act 2003*, the purpose of which is to facilitate the disclosure of information in the public interest, and to provide protection to those who make a disclosure or who are the subject of a disclosure.

SCOPE:

This policy applies to all Elected Members and all Directorates of the Town of Cambridge.

POLICY STATEMENT:

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

The Town’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 Town, 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*.

Document Control	
Office Use Only:	
Previous Policy No	NA
Statutory Legislation and Compliance	<i>Local Government Act 1995; Public Interest Disclosure Act 2003; State Records Act 2000; Corruption, Crime and Misconduct Act 2003;</i>
Related Documents/Legislation	<i>Public Interest Disclosure Regulations 2003</i>
Date of Adoption by Council	28 November 2023
Date Reviewed/Amended	23 April 2024
Next Review Date	March 2026