



REPORTING MISCONDUCT

Don't be afraid to speak up

Staff are required to report misconduct, including any breach or suspected breach of the [Staff Conduct and Discipline](#) policy, the [Code of Conduct](#) and [Commissioner's Instruction No. 7 - Code of Ethics](#). Alternatively, staff may make disclosures under the *Public Interest Disclosure Act 2003* or, where relevant, provide information to the Corruption and Crime Commission or Ombudsman.

Commissioner's Instruction No. 7 - Code of Ethics

The minimum standards of conduct and integrity to be complied with by all public sector bodies and staff are expressed in the principles of personal integrity, relationships with others and accountability. Implicit in the principles of the Department's *Code of Conduct* is an obligation on staff not to engage in or tolerate misconduct.

What is misconduct?

The term 'misconduct' is defined in section 4 of the *Corruption and Crime and Misconduct Act 2003*. A number of areas covered in the definition may also be criminal offences. However, as a general definition for public sector staff, misconduct may be defined as any conduct or behaviour which fails to meet the requirements of relevant regulations, codes and policies, and which may bring the employing authority into disrepute, adversely affect the credibility of the staff in their workplace or cause harm to the public.

How can I report misconduct?

1. Tell your Line Manager or Principal

To comply with Department policies, you must report any breaches or suspected breaches of discipline on the part of other staff.

2. Use the Complaints Advice Line

You can use the Complaints Advice Line to provide feedback, lodge concerns or ask for general advice on matters related to staff conduct.

The Complaints Advice Line is based in the Standards and Integrity Directorate.

T: **1800 655 985**

Remember – If in doubt, check it out!

3. Contact the Corruption and Crime Commission

You can report serious misconduct directly to the Corruption and Crime Commission. The Commission's main functions are:

- Prevention and Education – to assist agencies to prevent, identify and deal with misconduct.
- Misconduct – to ensure allegations and information about misconduct are appropriately investigated and dealt with.
- Organised crime – to assist WA Police combat organised crime by the granting of special powers.

Any public officer or member of the public can report suspected misconduct to the Commission.

4. Make a Public Interest Disclosure under the *Public Interest Disclosure Act 2003*

A disclosure must relate to a matter of public interest and tend to show wrongdoing by a public body when performing a public function.

Public Interest Disclosure (PID) officers are part of the Standards and Integrity Directorate staffing. A PID can be made to any PID officer as long as it conforms to the requirements of the *Public Interest Disclosure Act 2003*.

For further information, see the Public Sector Commission's publication entitled "[Don't be afraid to speak up](#)".

There is no time limit on making disclosures and a disclosure can be made anonymously. The Act reassures and encourages those who want to speak out by providing protection through the process of making disclosures.

Useful contacts

To report criminal offences:

WA Police

T: 13 14 44

W: police.wa.gov.au

To seek advice on misconduct and corruption:

Corruption and Crime Commission

T: 9215 4888

T: 1800 809 000 (country areas)

E: info@ccc.wa.gov.au

W: ccc.wa.gov.au

To resolve complaints about the decision making of public authorities:

Ombudsman WA

T: 9220 7555

T: 1800 177 000 (country areas)

E: mail@ombudsman.wa.gov.au

W: ombudsman.wa.gov.au

To make complaints about misconduct or misuse of public resources:

Office of the Auditor General

T: 6557 7500

E: info@audit.wa.gov.au

W: audit.wa.gov.au

For advice about the Code of Ethics and Public Sector Standards:

Public Sector Commission

T: 6552 8500

T: 1800 676 607 (country areas)

E: admin@psc.wa.gov.au

W: publicsector.wa.gov.au

To encourage understanding of equal employment opportunity principles and assist individuals who allege unlawful discrimination:

Equal Opportunity Commission

T: 9216 3900

T: 1800 198 149 (country areas)

E: eoc@eoc.wa.gov.au

W: eoc.wa.gov.au

Standards and Integrity Directorate

A: 151 Royal Street
East Perth WA 6004

T: 9264 4740

T: 1800 655 985 (country areas)

E: complaints@education.wa.edu.au

W: education.wa.edu.au/standardsandintegrity