

# Taking Action Against Serious Misconduct

## Why you should care

### Because serious misconduct affects:



#### Your Job

Being involved – even accidentally – can put your employment at risk.



#### Your Shire

Misconduct breaks trust, divides the community, and draws media or CCC attention.



#### Your Community

Misconduct leads to wasted money, poorer services, and stalled projects.



#### Your Colleagues

It causes stress, conflict, and unnecessary blame.



#### Your Integrity

You deserve a safe, ethical workplace where decisions are fair.

## What to look out for

- ✗ Requests for “special treatment” or shortcuts
- ✗ Councillors directing staff
- ✗ Colleagues repeatedly accessing systems they don’t need
- ✗ Favouritism in procurement or recruitment
- ✗ Missing documentation or unexplained delays
- ✗ Gifts or benefits that create obligations
- ✗ Confidential information circulating in the community

## We’re here to help

### As part of our mission, we help local governments to:

- ✓ better understand their fraud and corruption risks,
- ✓ further strengthen their integrity frameworks,
- ✓ be aware of their reporting obligations under s28 of the *Corruption, Crime and Misconduct Act 2003* and
- ✓ to feel comfortable in contacting the Commission to discuss any matters or concerns.

**If something doesn’t feel right, or you’re unsure what to do, then contact the Commission at the earliest opportunity.**

## What you can do



### Set clear boundaries:

If someone pressures you, you can say: “I’m required to follow the proper process. I can’t make exceptions.”



### Protect confidential information:

Only access information necessary for your work — and never share it externally.



### Declare conflicts early:

Even if it feels small, declare it.



### Follow procedures:

Ensure your actions are reasonable and appropriate.



### Ask if unsure:

Your supervisor, manager, governance officer, or HR officer can help you navigate tricky situations.



### Report issues early:

Early reporting prevents escalation. You also have the option of reporting anonymously to the Commission.



## Contact Us

Report suspected serious misconduct through our online form:  
**[ccc.wa.gov.au/make-a-report](http://ccc.wa.gov.au/make-a-report)**.  
You can remain anonymous.

For all other queries, call **1800 803 186** to leave a message and a Commission officer will return your call.