



Glen Waverley Bowls Club Inc.

Whistleblower Policy – February 2026

1. Purpose

Glen Waverley Bowls Club Inc. (“the Club”) is committed to promoting ethical behaviour, accountability, and transparency in all aspects of its operations.

The purpose of this **Whistleblower Policy** is to encourage and facilitate the disclosure of wrongdoing, protect individuals who make disclosures, and set out the processes for making, receiving, and investigating such disclosures.

2. Scope

This Policy applies to:

- Club members as defined by the ¹Club Constitution and ²By-Laws.
- Club staff and volunteers.
- Participants in all Club activities, including competitions, training, and social events.
- Visitors, contractors, and spectators

This Policy covers all disclosures of suspected or actual misconduct, illegal or unethical behaviour in connection with the Club’s activities.

¹ Section 6 of the Constitution covers Membership.

² Section 2 of the By-Law defines Members.



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3. Definitions

- **Whistleblower:** Any individual covered by this Policy who makes a disclosure of Reportable Conduct.
- **Reportable Conduct:**

Behaviour or activity by any person involved with the Club that is illegal, unethical, corrupt, fraudulent, or contrary to the Club's policies, including but not limited to:

- Misconduct, dishonest or unethical behaviour.
- Breach of legal or regulatory obligations
- Theft, fraud, or misappropriation of Club funds or assets
- Corruption or bribery
- Harassment, bullying, or discrimination
- Actions endangering health and safety.
- Concealment or destruction of evidence related to serious wrongdoing.

- **Victimisation:**

Any act which causes detriment to a person because they have made, or are believed to have made, a Whistleblower disclosure.

- **Board of Management:**

The governing body responsible for overseeing and managing the Club, including all relevant investigations under this Policy.



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4. Policy Statement

The Club encourages all individuals to report concerns about behaviour that may breach legal, regulatory, or ethical standards.

The Club will:

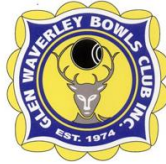
- Provide clear procedures for the disclosure and investigation of Reportable Conduct (see section 5 for details)
- Protect Whistleblowers from reprisal or victimisation.
- Maintain confidentiality of disclosures to the extent practicable
- Take all reasonable steps to investigate and rectify Reportable Conduct

5. Reporting Process

5.1 How to Make a Disclosure

A disclosure of Reportable Conduct can be made:

- In writing (by letter or email) or verbally, addressed to any member of the Board of Management
- To: **The Board of Management, Glen Waverley Bowls Club Inc.** 690 Waverley Road, Glen Waverley 3150 VIC Email: mail@glenwaverleybowlsclub.com.au
- Phone: (03) 9561 3227 (ask for a confidential discussion with a Board of Management member)
- If you are unsure whether your concern qualifies, you are encouraged to discuss the matter confidentially with a Board of Management member.



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5.2 Information to Provide

To assist a thorough investigation, disclosures should include:

- Name and contact details of the Whistleblower (if willing to disclose)
- Description of the alleged conduct, including relevant dates, places, and individuals involved.
- Any evidence supporting the disclosure.
- Names of witnesses if any

5.3 Anonymous Reporting

The Club accepts anonymous disclosures. However, providing your name and contact information will facilitate clarification and investigation of the matter. The Club is committed to protecting your identity, even if known.

6. Protection and Support for Whistleblowers

6.1 Protection Against Victimisation

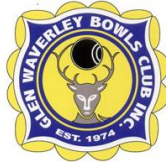
The Club prohibits any form of victimisation or retaliation against a Whistleblower. Any person who victimises or retaliates against a Whistleblower will face disciplinary action, which may include termination of membership or engagement with the Club.

6.2 Confidentiality

Where possible and subject to compliance with legal requirements and the need for a fair investigation, the Club will not disclose the identity of the Whistleblower or information that could lead to their identification.

6.3 Protection of All Parties

Protection extends to those who participate in an investigation, as well as other persons named or implicated during the investigation.



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7. Investigation Process

7.1 Preliminary Review

Upon receipt of a disclosure, the Board of Management will:

- Confirm receipt of the complaint (where contact details are available)
- Conduct a preliminary assessment to determine if the matter falls within the scope of a Reportable Conduct

7.2 Investigation

- If warranted, a formal investigation will be commenced by the Board of Management or an appointed independent investigator.
- The investigation will be prompt, thorough, and impartial, observing principles of procedural fairness.
- Where appropriate, persons concerned in the allegation may be informed and given an opportunity to respond.

7.3 Outcome

- A report of findings will be prepared for the Board of Management and, if permissible, feedback will be provided to the Whistleblower.
- If misconduct is established, appropriate remedial, disciplinary, or legal action will be taken.
- Where allegations are not substantiated, the matter will be closed with appropriate safeguards for all involved.



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8. False or Malicious Disclosures

- All disclosures must be made in good faith and based on reasonable grounds.
- Knowingly making false or misleading disclosures will be regarded as a serious matter and may also result in disciplinary action.

9. Education and Training

The Club will:

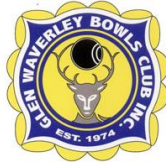
- Advise Members about the Policy via the Club's Newsletter
- Display this policy on the Club's noticeboard for an initial 4-week period and thereafter, on the Club's website under its Club Policies Section.
- Provide access to information on Whistleblowers for staff, members, and volunteers.
- Encourage awareness of individual and collective responsibilities regarding this policy.

10. Responsibilities

- The Board of Management is responsible for implementing, monitoring, and ensuring compliance with this Policy.
- All individuals covered by this Policy are required to familiarise themselves with its terms and act promptly and honestly when raising concerns. Timing of raising issues is deemed critical, as belated concerns being brought up, may lead to an investigation not being able to be satisfactorily conducted.

11. Monitoring and Review

- All members and stakeholders are encouraged to provide feedback for ongoing improvement.



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12. Policy Review – February 2028

This policy shall be reviewed every three years or as required by change of legislation or Club circumstances. Amendments will be communicated to all members and staff.

For questions regarding this policy, please contact the Board Secretary at mail@glenwaverleybowlsclub.com.au or (03) 9561 3227.

President: Frank Staebe

Secretary: Mick Jones

Issued: February 2026

Approved by: Glen Waverley Bowls Inc. Board of Management

Glen Waverley Bowls Club Inc. (A5724S)

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