

## HOW DO I MAKE A REPORT?

The best method for reporting depends on who the disclosure applies to (see below):

| WHO ARE YOU REPORTING?                 | WHERE SHOULD YOU REPORT?   |
|--|--|
| Chief Executive Officer or councillors | <b>IBAC</b><br><br><a href="http://www.ibac.vic.gov.au/reporting-corruption/how-to-make-a-complaint">www.ibac.vic.gov.au/reporting-corruption/how-to-make-a-complaint</a><br><br>1300 735 135<br><br><b>Victorian Ombudsman</b><br><br>Level 2, 570 Bourke Street, Melbourne VIC 3000<br><br>1800 806 314<br><br><a href="http://www.ombudsman.vic.gov.au/Complaints/Make-a-Complaint">www.ombudsman.vic.gov.au/Complaints/Make-a-Complaint</a><br><br><b>Public Interest Disclosure Coordinator</b> (see below) |
| Anyone else connected with the City    | <b>Public Interest Disclosure Coordinator</b><br><br>City of Greater Geelong<br>PO Box 104, Geelong VIC 3220<br><br>1800 240 744<br><br>Alternatively contact IBAC or the Victorian Ombudsman (details above)  |

## FOR MORE INFORMATION

- Search CityWeb for *Public Interest Disclosures Procedure*.

### CITY OF GREATER GEELONG

PO Box 104  
Geelong VIC 3220  
P: 5272 5272  
E: [contactus@geelongcity.vic.gov.au](mailto:contactus@geelongcity.vic.gov.au)  
[www.geelongaustralia.com.au](http://www.geelongaustralia.com.au)

### CUSTOMER SERVICE CENTRE

100 Brougham Street  
Geelong VIC 3220  
8.00am – 5.00pm

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THE CITY OF  
GREATER GEELONG

# REPORTING IMPROPER CONDUCT

*Public Interest Disclosures Act 2012*



# MAKING A PUBLIC INTEREST DISCLOSURE

## At the City, we recognise the important role that whistleblowers can play in helping us maintain the integrity of our organisation.

To encourage reports of improper conduct or detrimental action in Victorian public bodies, anyone who makes a report is protected by legislation. They are also protected from any form of reprisal following a disclosure.

This brochure explains the legislation – called the *Public Interest Disclosures Act 2012*.

### GLOSSARY

**Public interest disclosure** – a disclosure about a Victorian public body or public officer that relates to improper conduct or detrimental action.

**Improper conduct** – conduct that is corrupt, criminal, or involves serious misconduct.

**Detrimental action** – includes harassment or discrimination, or any other act of retaliation made against someone who has made a public interest disclosure.

**IBAC** – the Independent Broad-based Anti-corruption Commission.

## WHAT IS A PUBLIC INTEREST DISCLOSURE?

To be a public interest disclosure, your complaint must relate to improper conduct or detrimental action (see glossary).

Examples of improper conduct might include:

- mismanagement of public resources
- conduct that is unlawful, or involves serious misconduct
- conduct likely to cause a substantial risk to public health and safety.

While there's no consequence if you report something that doesn't qualify as a public interest disclosure, penalties may apply if you deliberately make a malicious disclosure.

Once you have made a disclosure, do not share the details with anyone except a lawyer, interpreter or, if you are under 18, your parent/guardian.

## WHO CAN BE REPORTED?

The law applies to all Victorian public bodies and public officers. This means all City employees, volunteers and councillors can be reported.

## WHO CAN MAKE A REPORT?

Anyone with reasonable grounds for believing improper conduct or detrimental action has occurred can make a disclosure.

## HOW AM I PROTECTED?

The legislation protects you in three ways:

1. It is a criminal offence for anyone investigating your disclosure to unnecessarily reveal any details, including your identity.
2. It is also a criminal offence for anyone to take detrimental action (see glossary) against you or anyone you know.
3. You are immune from any civil or criminal liability that would otherwise apply for a breach of confidentiality.

Anyone who takes detrimental action may also be liable for damages, if the matter results in civil proceedings.

You are protected as soon as you make a disclosure, even if the matter is yet to be determined.

## WHAT HAPPENS AFTER A REPORT?

We will:

- promptly acknowledge the protected disclosure
- make initial enquiries
- determine whether the complaint qualifies as a protected disclosure.

If it does meet the criteria, the matter will be referred to IBAC. If not, you will be advised as soon as possible.