

## Attachment 2 – Protected Disclosure Checklist

If you have information about improper or corrupt conduct, the dishonest performance of an employee, a breach of public trust, the misuse of information or public resources, and/or fraud within or by East Gippsland Shire Council, this Checklist will help you decide whether this information may be a protected disclosure in accordance with the Protected Disclosure Act 2012.

**Step 1** Place a 'tick' in the space provided, if applicable.

		Tick
1	You are a person, not an organisation.	
2	You have information that you believe shows that any of the following: <ul style="list-style-type: none"> <li>• East Gippsland Shire Council;</li> <li>• An employee of East Gippsland Shire Council; or</li> <li>• A contractor or volunteer that provides services on behalf of East Gippsland Shire Council;</li> </ul> has, or will, act improperly in their role as a public servant.	
3	You have information that you believe shows that any of the following: <ul style="list-style-type: none"> <li>• East Gippsland Shire Council;</li> <li>• An employee of East Gippsland Shire Council;</li> <li>• A contractor or volunteer that provides services on behalf of East Gippsland Shire Council</li> </ul> has, or will, punish those who have made allegations of improper conduct.	
4	You have information that you believe shows that a Councillor of East Gippsland Shire Council has or will: <ul style="list-style-type: none"> <li>• act improperly; or</li> <li>• punish those who have made allegations of improper conduct</li> </ul>	

### Step 2

If you ticked boxes 1 and 2 or 1 and 3, then contact one of the following (refer section 6.3 for contact details) to discuss your concerns:

- East Gippsland Shire Council Protected Disclosure Coordinator (PDC); or
- Protected Disclosure Officer (PDO); or
- The CEO of East Gippsland Shire Council; or
- The Independent Broad-Based Anti-Corruption Commission (IBAC)

If you ticked boxes 1 and 4 then you must contact IBAC directly to discuss your disclosure.

Your contact will be able to provide you with information on the next steps that will be taken, including how your disclosure will be assessed and your rights and obligations.

If you have not ticked boxes 1 and 2, 1 and 3 or 1 and 4, your information is unlikely to be treated as a protected disclosure. However, you may seek resolution by other means, through the Police, through a formal complaint to East Gippsland Shire Council, through the Ombudsman etc.