



We exist to help our community and environment to thrive

Public Interest Disclosure Form

Public Interest Disclosure Form

Disclosures

Disclosures that relate to a Councillor **must** be made direct to IBAC or the Ombudsman.

All disclosures other than those relating to a Councillor may be made in person, by telephone, email or post (marked 'private and confidential') to:

Public Interest Disclosure Coordinator

Anne Howard

General Manager Governance and Infrastructure

1 Merrijig Drive, Torquay, Vic 3228

Phone: 5261 0600

Email: ahoward@surfcoast.vic.gov.au

Or

Public Interest Disclosure Officer

Wendy Hope

Manager Governance and Risk

1 Merrijig Drive, Torquay, Vic 3228

Phone: 5261 0600

Email: whope@surfcoast.vic.gov.au

Or

Chief Executive Officer

Keith Baillie

Chief Executive Officer

1 Merrijig Drive, Torquay, Vic 3228

Phone: 5261 0600

Email: ceo@surfcoast.vic.gov.au

Or

IBAC

Level 1, North Tower

459 Collins Street, Melbourne, Victoria 3000

Postal Address: GPO Box 24234

Melbourne, Victoria, 3000

Toll Free: 1300 735 135

Fax: (03) 8365 6444

Internet: www.ibac.vic.gov.au

Victorian Ombudsman

Level 9, North Tower

459 Collins Street, Melbourne Victoria 3000

DX 210174)

Tel: (03) 9613 6222

Toll Free: 1800 806 314

Internet: www.ombudsman.vic.gov.au

Email: ombudvic@ombudsman.vic.gov.au

For further information please see the Public Interest Disclosure Guidelines on Council's Internet page http://www.surfcoast.vic.gov.au/A-Z_Listing/W/Public_Interest_Disclosures or request a copy from Customer Service.

Please note that a person may make an anonymous disclosure. However, for this disclosure to be protected under the Public Interest Disclosures Act 2012 it must comply with the requirements of the Act. Council may need to follow up your disclosure to ensure there is sufficient evidence of the matters alleged. It may not be able to do so if you elect to make your disclosure anonymously.

www.surfcoast.vic.gov.au

Contact Details

Name	
Address	
Telephone:	
Landline	
Mobile	
Email	

Improper Conduct Disclosure

Describe the 'improper conduct' – refer to page 6 for a full definition.

– defined as:

- corrupt conduct; or
- or other specified conduct such as that which adversely affects the honest performance of the public officer/body; adversely affects the effective performance of Council and leads to a benefit; dishonest performance that involves breach of public trust or misuse of information; substantial mismanagement of public resources, substantial risk to health and safety or the environment.

Comment [MW1]: Put the full description at the end with the summary only here

Comment [WH2]: New description? yes



We exist to help our community and environment to thrive

Public Interest Disclosure Form

Supporting Information

Names

Please provide the full name (if known, otherwise a description) of any officers employed by the Council, Councillors or member of Council Committee that you believe to have an involvement in the matter complained of.

Council function/activity

Please provide details (if known) of the function, role or responsibility of the officer, employee or member of Council Committee.

Dates

Please provide the dates on which you believe the improper conduct disclosed occurred.

Location

Please state the location at which the improper conduct disclosed occurred.

Documentary evidence

Please state the nature of any documents or written material that support your claim or that you have seen but cannot produce.

Other evidence

Please state the nature of any other evidence that supports your claim.



Witnesses

- Whilst not essential it is helpful if details of witnesses can be provided.
- Where possible please provide the full name and contact details of any witnesses to the conduct disclosed or who may be able to verify the conduct you have disclosed

Witness A

Name	
Address	
Telephone:	
Landline	
Mobile	
Email	

What did the person witness?

Witness B

Name	
Address	
Telephone:	
Landline	
Mobile	
Email	

What did the person witness?

Please continue on a blank page if there are more than two witnesses.



Definition of Improper Conduct

(1) Improper conduct is defined as:

- (a) corrupt conduct; or
(b) conduct of a public officer or public body engaged in by the public officer or public body in their capacity as a public officer or a public body that constitutes—
(i) a criminal offence; or
(ii) serious professional misconduct; or
(iii) dishonest performance of public functions; or
(iv) an intentional or reckless breach of public trust; or
(v) an intentional or reckless misuse of information or material acquired in the course of the performance of the functions of the public officer or public body; or
(vi) a substantial mismanagement of public resources; or
(vii) a substantial risk to the health or safety of one or more persons; or
(viii) a substantial risk to the environment; or
(c) conduct of any person that—
(i) adversely affects the honest performance by a public officer or public body of their functions as a public officer or public body; or
(ii) is intended to adversely affect the effective performance or exercise by a public officer or public body of the functions or powers of the public officer or public body and results in the person, or an associate of the person, obtaining—
(A) a licence, permit, approval, authority or other entitlement under any Act or subordinate instrument; or
(B) an appointment to a statutory office or as a member of the board of any public body under any Act or subordinate instrument; or
(C) a financial benefit or real or personal property; or
(D) any other direct or indirect monetary or proprietary gain— that the person or associate would not have otherwise obtained; or
(d) conduct of any person that could constitute a conspiracy or attempt to engage in any of the conduct referred to in paragraph (a), (b) or (c).

(2) Despite subsection (1), conduct that is trivial does not constitute improper conduct for the purposes of this the Act.

Office Use Only

Name of officer taking the disclosure
Date on which disclosure was made
Location at which disclosure was made

Note: Only the General Manager Governance & Infrastructure, Manager Governance & Risk or the Chief Executive Officer can receive Public Interest Disclosures.