

# Guideline

## Making a Protected Disclosure

This guideline outlines the process for making a protected disclosure at the Department of Justice and Community Safety.

*Note:* Protected disclosures can also be made directly to the Independent Broad-based Anti-corruption Commission (IBAC). They assess all complaints they receive as a potential protected disclosure.

### Who can make a protected disclosure?

Anyone can make a disclosure about improper conduct or detrimental action relating to the department. A disclosure can be made by an individual or by a group of individuals.

### How do you make a protected disclosure?

Contact the department's Protected Disclosure Coordinator (PDC).

Do not conduct any investigation on your own – doing so may compromise any future investigation or place you at risk of harm.

**Always speak to a PDC before taking any other action.**

### What happens then?

**Step 1.** The PDC will assess whether your complaint is a protected disclosure. The PDC will also conduct a welfare risk assessment to ensure appropriate action can be taken to protect you.

**Step 2.** The PDC will notify you within 28 days of their assessment and whether they have determined your report to be a protected disclosure or not.

**Step 3.** The PDC will refer your disclosure to IBAC if it is determined to be a PD. If the matter is not assessed as a PD, the PDC will explore next steps and options with you.

**Step 4.** If the disclosure is referred to IBAC, IBAC will then make its own assessment as to whether it is a PD.

**Step 5.** IBAC will advise you of its determination and the action proposed to be taken unless it considers that notification would have certain adverse consequences. IBAC may contact you directly or via the PDC who will notify you of IBAC's assessment outcome if known.

**Step 6.** The PDC will continue to liaise with you on any further actions that may be taken and regarding your welfare needs.

For more information please contact a Protected Disclosure Coordinator  
Ph. 0409 641 546 or 0428 763 507