

Public interest disclosure form

www.vicinspectorate.vic.gov.au

This form has been created to assist the Victorian Inspectorate (VI) to receive public interest disclosures (PIDs).

Before you make your disclosure:

- Please read the Public interest disclosure section on the VI's website, which provides information about:
 - what and who you may make a public interest disclosure (PID) about;
 - what PIDs the VI is able to receive;
 - how you may make a PID to the VI;
 - how the VI will assess and handle your disclosure, including how the VI will protect and manage your privacy and the confidentiality of your disclosure;
 - in what instances the VI may notify your disclosure to another body for further assessment and investigation; and
 - what legal protections are provided to you for making a PID.
- If you wish to make a PID about the VI or a VI officer you *must* make your disclosure to the *Integrity and Oversight Committee (IOC)* or a *Presiding Officer*.
- You may opt-out of making a PID within 28 days after making your disclosure by advising the VI in writing that your disclosure is not a PID.
- Consider your privacy and whether you wish to make an anonymous disclosure to the VI.
- Please note that it is an offence to wilfully make a statement to the VI that is false or misleading in a material particular.
- If you wish to make a complaint to the VI, please use the VI's *Complaint form*.

What you can make a PID about:

- **Improper conduct*** engaged in or proposed to be engaged in by a Victorian public body, a Victorian public officer or person, including:
 - corrupt conduct;
 - serious professional misconduct;
 - dishonest performance of public functions;
 - conduct which poses a substantial risk to the health and safety of a person or to the environment;
 - substantial mismanagement of public resources; and
 - conduct by a person that is intended to adversely affect the honest or effective performance of a public body or public officer.

** improper conduct does not include conduct which is trivial (i.e. trivial conduct).*

- **Detrimental action** taken or proposed to be taken by a Victorian public body or Victorian public officer in reprisal for the making of a PID and in contravention of section 45 of the *Public Interest Disclosures Act 2012* (PID Act).

Send this form to:

- Email: info@vicinspectorate.vic.gov.au
- Post: PO Box 617 Collins Street West, Melbourne VIC 8007

This PID form may also be submitted in person at the VI's offices. If you wish to submit the form in person, please contact the VI by telephone on 1800 518 197.

What PIDs the VI can receive:

The VI is a receiving body for PIDs and can receive a PID about a number of organisations, including:

- Independent Broad-based Anti-corruption Commission (IBAC)
- Judicial Commission of Victoria (JCV)
- Office of Chief Examiner (OCE)
- Office of the Victorian Information Commissioner (OVIC)
- Parliamentary Workplace Standards and Integrity Commission (PWSIC)
- Public Interest Monitor (PIM)
- Victorian Auditor-General's Office (VAGO)
- Victorian Ombudsman (VO)

(See the public interest disclosure section on the VI's website for more information).

Protections for making a PID

The PID Act provides a number of legal protections for making a PID. These include protection from:

- detrimental action in reprisal for making a PID;
- civil or criminal liability for making a PID, apart from any liability arising from a disclosure relating to your own conduct; and
- an action of defamation for making a PID.

In addition to the above protections, the PID Act also provides an option to request a transfer of employment to avoid anticipated reprisals associated with making a disclosure.

Privacy and confidentiality:

The VI is committed to protecting the confidentiality of your identity and the content of your disclosure, in accordance with all relevant legislation.

In handling your disclosure in accordance with relevant legislation, the VI may be required to provide the details of your disclosure to another body. In these instances, the information you have provided to the VI, including any personal details, may be provided to that body.

More information

For further information about making a PID to the VI, please contact us on 1800 518 197.

Additionally, please also see the public interest disclosure section on the VI's website.

Need help?

If you need help filling out this form, or have any concerns about how the VI has handled your disclosure, please contact us on 1800 518 197.

If you have difficulty speaking English, you may seek help from the Translating and Interpreting Service (TIS) on 131 450.

Section A – Your details

1. Do you want to make an anonymous disclosure?

If you make your disclosure anonymously using this form rather than our online portal, it will impact our ability to seek further information from you and the VI will be unable to update you on the progress of your matter.

Yes - Go to Question 11

No - Go to Question 2

2. Your details:

Given name:

Second name:

Phone:

Email:

Residential address

Street:

Suburb:

State:

Postcode:

Is your postal address the same as your residential address?

Yes

No

If 'No', please provide your postal address below.

Postal address

Street:

Suburb:

State:

Postcode:

What is your preferred method of communication with the VI?

Phone

Email

Mail

3. Further information:

*We are asking these questions to better understand your disclosure and provide any assistance you might require. Please note that all questions are **optional** unless marked with an asterisk (*)*

Are you over 18? *

Yes

No

Do you speak a language other than English at home?

Yes

No

If 'Yes', what is your preferred language?

What is your gender? *

Woman

Man

Self described

Prefer not to say

Are you a First Nations Australian? *

Yes

No

Prefer not to say

4. Do you need a communication aid or assistance communicating with us?

Yes

No

If any, please tell us what assistance you require.

5. Have you already made a disclosure to the Victorian Inspectorate about this matter?

Yes

No

If 'Yes', what is your VI reference number?

6. Are you making this disclosure on behalf of someone else?

For the VI to consider this disclosure, we will require evidence of your authority to act on behalf of the discloser.

Yes

No - Go to Question 11

7. Please provide details of the person you are making this disclosure on behalf of and **at least one way** for the Victorian Inspectorate to contact this person.

8.

Name:

Phone:

Email:

Postal address

Street:

Suburb:

State:

Postcode:

9. What is your relationship to this person?

Legal guardian

Family member

Formal advocate

Colleague

Friend or associate

Other

10. Please explain why you are making this disclosure on behalf of someone else.

Section B – Details of your disclosure

11. Which Victorian integrity body are you wanting to make a disclosure about?

Please select which of the following integrity bodies your disclosure is about.

- Independent Broad-based Anti-corruption Commission (IBAC)
- Judicial Commission of Victoria (JCV)
- Office of Chief Examiner (OCE)
- Office of the Victorian Information Commissioner (OVIC)
- Parliamentary Workplace Standards and Integrity Commission (PWSIC)
- Public Interest Monitor (PIM)
- Victorian Auditor-General's Office (VAGO)
- Victorian Ombudsman (VO)

Other

12. Have you lodged a disclosure with this integrity body?

If you have made this disclosure already to another government body and they have determined not to investigate, the VI may be unable to reconsider your disclosure under the Public Interest Disclosures Act 2012.

- Yes
- No – Go to Question 14

13. If 'Yes', please provide information about the disclosure you made.

Who did you provide your disclosure to?

When did you make your disclosure?

Date:

What was the outcome?

14. What do you wish to make a disclosure about?

Improper conduct

Improper conduct (examples include the misuse of public information and receiving bribes for favours)

Detrimental action

Detrimental action (includes a person being punished for either making or supporting a public interest disclosure)

15. Please provide details of your disclosure *

Please include:

- a description about the conduct you are making a disclosure about;
- where and when the conduct happened;
- whether the conduct is still occurring; and
- whether anyone else witnessed the conduct.

16. What outcome are you seeking from the Victorian Inspectorate?

We will consider the information you provide and assess whether your disclosure should be investigated, notified to another entity for assessment or treated as a complaint by the Victorian Inspectorate.

Section C – Your welfare

17. Are there any personal circumstances you wish to let us know, including concerns about your welfare arising from making this disclosure?

Section D – Declaration

Please complete the declaration below prior to submitting this form to the VI. *

- I declare that, to the best of my knowledge, the information I have provided in this disclosure, including any attachments, is true and accurate.
- I understand that pursuant to section 97 of the *Victorian Inspectorate Act 2011* there are penalties and offences for providing the VI with false or misleading information.
- I understand and accept that, for the purposes of dealing with my disclosure in accordance with relevant legislation, the VI may:
- Provide the details of my disclosure to another body, including any information contained within this form and its attachment and any personal details that I have provided to the VI.
 - Deal with my disclosure as a complaint under the *Victorian Inspectorate Act 2011*.
- I honestly believe that the VI is the appropriate body to make this disclosure to under the *Public Interest Disclosures Act 2012*.

NAME:

DATE: