



Notifications to the Integrity Commission

Do you manage misconduct in a public sector organisation? We encourage you to notify us.

What are notifications?

A notification is made when a public sector organisation tells us about a misconduct matter it is managing.

Why are notifications important?

For the Commission, notifications provide important information about misconduct risks and the management of misconduct in the Tasmanian public sector.

They help us identify opportunities to build capacity and provide support, including developing relevant training, resources and advice.

For organisations, notifications show that you have a proactive and transparent approach to managing misconduct. They also provide an opportunity to debrief with our investigators and education consultants, and to build your capacity and knowledge in this area.

If the matter is too difficult or complex for your organisation, we can discuss whether the Commission should take action instead.

What to notify us about

We would like to hear from you about these two types of misconduct:

- ▼ Serious misconduct – alleged misconduct that could, if proved, be a crime or an offence of a serious nature, or that could provide reasonable grounds for terminating employment.
Examples include: theft, fraud, assault, being intoxicated at work, and refusing to carry out a lawful and reasonable instruction that is consistent with a contract of employment.
- ▼ Misconduct allegedly committed by a more senior public officer known as a 'designated public officer' (DPO). DPOs include:
 - ▼ Members of Parliament
 - ▼ elected members of a council
 - ▼ the principal officer of a public authority (for example, a Secretary of a State Service organisation or a General Manager of a council)
 - ▼ the holder of a statutory office

- ▼ a commissioned police officer (Inspector and above), and
- ▼ a senior executive officer in the State Service.

When to notify us

We encourage you to tell us about each matter at two stages.

- ▼ Initial notification – when your organisation receives the matter or decides to start an investigation.
- ▼ Final notification – when you have completed the investigation or resolved the matter (final outcome).

When we receive an initial notification, we may tell you that we do not require a final notification. This means we have decided not to monitor the matter. For example, we are more likely to monitor a notification if it is about serious misconduct or a senior public officer.

How to notify us

The easiest way to make a notification is to send us relevant documentation. You can also complete our online notification form, or download and send the form by email, post or in person. The form is at www.integrity.tas.gov.au.

When you make a notification, please give us information so that we can understand:

- ▼ what the matter is about, and
- ▼ how your organisation intends to, or has, managed it.

Relevant documentation that assists us to understand the matter usually includes the:

- ▼ initial and final letters to the respondent
- ▼ investigator's letter of appointment
- ▼ file note or minute approving the investigation, and
- ▼ investigation report.

Highly confidential information can be provided through a secure online portal. If this is required, please contact us.

Next steps

We will confirm when we receive the notification and may contact you to request further information or to offer support. Depending on whether we decide to monitor the matter, we may respond again when you inform us of the final outcome. It is possible that we will choose to audit or review the matter.

We handle notifications with the same high-level security as misconduct complaints. They are exempt from the *Right to Information Act 2009* (Tas).



The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: contact@integrity.tas.gov.au or 1300 720 289.

For more resources, go to www.integrity.tas.gov.au