SUBMITTING THIS FORM

NOTIFICATION FORM

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| SCAN | [contact@integrity.tas.gov.au](mailto:contact@integrity.tas.gov.au) | |
| POST | GPO Box 822  Hobart TAS 7001 |
| ONLINE | [www.integrity.tas.gov.au](http://www.integrity.tas.gov.au) |

Notifications are kept confidential. Any information you provide to the Commission through a notification will be exempt from the *Right to Information Act 2009* (Tas). Notifications are different to complaints and do not trigger a Commission investigation.

When to notify the Integrity Commission

An initial notification should be made when allegations are first raised or identified so that the Commission can provide advice where required. It should outline actions your organisation proposes to take.

A final notification should be made at the conclusion of the process. It should outline any findings and outcomes.

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| 1. Tell us about yourself | | Name | | | | | | | | | |
|  | | | | | | | | | |
| Position | | | | | | | | | |
|  | | | | | | | | | |
| Public sector organisation | | | | | | | | | |
|  | | | | | | | | | |
| Email address | | | | | | | | | |
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| 1. This is: | | an initial notification | | | | | | |  | | |
| a final notification | | | | | | |  | | |
|  | | | If you have previously submitted an initial notification in relation  to this matter, please  provide our reference number and proceed to Q8. | | | | | | |  | |
| Ref: | |
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| 1. Has this matter been reported to Tasmania Police? | | YES | | | |  | NO |  | | | |
|  | | | | | | | | | |
| 1. Tell us about the person who is alleged to have committed misconduct | | Name | | | | | | | | | |
|  | | | | | | | | | |
| Position | | | | | | | | | |
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| 1. Who raised the complaint? (If necessary, write ‘Anonymous’) | | Name | | | | | | | | | |
|  | | | | | | | | | |
| Public sector organisation (if relevant) | | | | | | | | | |
|  | | | | | | | | | |
| Position (if relevant) | | | | | | | | | |
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| 1. Please provide a summary of the alleged misconduct | |  | | | | | | | | | |
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| 1. How is this misconduct?   Misconduct is defined by section 4 of the *Integrity Commission Act 2009*. It includes conduct, or an attempt to engage in conduct, of or by a public officer that is or involves any of the following.  Select all that apply. | |  | |  | A breach of a code of conduct applicable to the public officer | | | | | | |
|  | |  | The performance of the public officer’s functions or the exercise of the public officer’s powers, in a way that is dishonest or improper | | | | | | |
|  | |  | A misuse of information or material acquired in or in connection with the performance of the public officer’s functions or exercise of the public officer’s powers | | | | | | |
|  | |  | A misuse of public resources in connection with the performance of the public officer’s functions or the exercise of the public officer’s powers | | | | | | |
|  | |  | Conduct, or an attempt to engage in conduct, of or by a public officer that adversely affects, or could adversely affect, directly or indirectly, the honest and proper performance of functions or exercise of powers of another public officer | | | | | | |
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|  | Serious misconduct: |  | |  | Crime or offence of a serious nature | | | | | | |
|  | |  | Misconduct providing reasonable grounds for terminating the public officer’s appointment | | | | | | |
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|  | Other:  If you select ‘Other’,  please define. |  | |  |  | | | | | | |
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| 1. Provide details of proposed actions including any additional timeframes (initial notification) or findings and outcomes (final notification). If this is a final notification, please outline the steps your organisation has taken. | | |  | | | | | | | |
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