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. If we have told you after the initial notification that we are not monitoring it, there is no need for you to provide a final notification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Notification type** | | | |
| Select the notification type | **🞏**  Initial notification  **🞏**  Final notification | | |
| Your reference number |  | | |
| Our reference number (if known) |  | | |
| **Misconduct information** | | | |
| Respondent/subject officer’s full name (required) |  | | |
| Respondent/subject officer’s position (required) |  | | |
| **Please provide a summary of the alleged misconduct:** | | | |
|  | | | |
| **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, that potentially involves a public officer. Select all that apply:  **🞏**  Adversely affected the performance of other public officers  **🞏**  Breach of Australian law  **🞏**  Conflict of interest  **🞏**  Dishonest or improper behaviour  **🞏**  Disrespect/harassment/victimisation/discrimination  **🞏**  Excessive use of force  **🞏**  Failure to act professional, or with care and diligence, or uphold Agency principles  **🞏**  Failure to comply with a standing order/direction  **🞏**  Misuse of information  **🞏**  Misuse of power/authority  **🞏**  Misuse of public resources  **🞏**  Seek or gain a benefit or gift  **🞏**  Other | | | |
| **You details as notifier** | | | |
| Name (required) |  | | |
| Position (required) |  | | |
| Public sector organisation (required) |  | | |
| Email address (required) |  | | |
| **Who raised the (alleged) misconduct?** | | | |
| Name |  | | |
| Public sector organisation (if relevant) |  | | |
| Position (if relevant) |  | | |
| **🞏**  The misconduct was raised anonymously  **🞏**  Unknown/not applicable | | | |
| **Supporting documents** | | | |
| Relevant documentation that assists us to understand the matter usually includes the:   * initial and final letters to the respondent/subject officer * ED5 letters to the respondent/subject officer (Tasmanian State Service only) * investigator’s letter of appointment * file note or minute approving the investigation, and * investigation report. | | | |
| Do you have any documents relevant to this notification? If yes, please provide copies of the documents when you submit the complaint. | | | **🞏**  Yes **🞏**  No |
| **Further details** | | | |
| Has this matter been reported to Tasmania Police? (required) | | **🞏**  Yes **🞏**  No  **🞏**  Not applicable | |
| Has this matter been reported to the State Service Management Office (SSMO) to be listed on the Register for Tasmanian State Service Code of Conduct Breaches Resulting in or That Would Have Resulted in Termination? (required) | | **🞏**  Yes **🞏**  No  **🞏**  Not applicable | |
| Has this matter been reported to a relevant professional body (e.g., AHPRA, Teacher’s Registration Board)? (required) | | **🞏**  Yes **🞏**  No  **🞏**  Not applicable | |
| Has this matter been reported to the Register for Working with Vulnerable People? (required) | | **🞏**  Yes **🞏**  No  **🞏**  Not applicable | |
| Please provide details of the proposed actions, including any additional time frames. | | | |
|  | | | |
| **Submitting this form** | | | | |

|  |  |
| --- | --- |
| **Scan and email** | [contact@integrity.tas.gov.au](mailto:contact@integrity.tas.gov.au) |
| **Post** | GPO Box 822  Hobart TAS 7001 |
| **In person** | Level 2, Surrey House  199 Macquarie Street  Hobart TAS 7000 |
| **Online** | [www.integrity.tas.gov.au](http://www.integrity.tas.gov.au) |
| For further help, see the information sheet on [**Notifications to the Integrity Commission**](file://C:\Users\sarahfr\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LU82WILA\For%20further%20help,%20see%20the%20information%20sheet%20on%20Notification%20to%20the%20Integrity%20Commission%20available%20on%20our%20website:%20https:\www.integrity.tas.gov.au\reporting\submitting-a-notification.) available on our website: <https://www.integrity.tas.gov.au/reporting/submitting-a-notification>. | |