

Public Interest Disclosure form

www.vic.gov.au/vicinspectorate

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 03 8614 3232.

What PIDs the VI can receive:

The VI may receive a PID about the following entities:

- IBAC or an IBAC officer;
- a Public Interest Monitor;
- a Victorian Ombudsman (VO) officer;
- a Victorian Auditor General's Office (VAGO) officer;
- the Chief Examiner or an Examiner appointed under section 21 of the *Major Crimes (Investigative Powers) Act 2004*;
- a Judicial Commission officer, other than a judicial member of the Board of the Judicial Commission;
- a Council or a member of Council staff;
- a Victorian public officer or Victorian public body, unless required to be made to another entity under sections 14 or 17 of the PID Act;

(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 & 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 agency. In these instances, the information you have provided to the VI, including any personal details, may be provided to that agency.

More information

For further information about making a PID to the VI, please contact us on 03 8614 3232.

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 03 8614 3232.

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, this will impact the ability of the VI to seek further information from you and the VI will be unable to update you on the progress of your disclosure.

Yes **Go to Q4**

No **Go to Q2**

Residential address:

Is your postal address the same as your residential address?

Yes

No

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

2. Your details:

Title:

Postal address:

First Name:

Family Name:

What is your preferred method of communication with the VI?

Gender: *(optional)*

Phone

Email

Mail

Phone number (mobile):

3. Is your disclosure about a matter that you have previously made a disclosure to the VI about?

Phone number (home):

Yes

No

Email:

If 'Yes', please provide the VI reference number below.

Employer:

Employment position/title:

Section B– Details of your disclosure

4. Please select which entity or entities your disclosure is about:

- | | |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| IBAC or an IBAC officer | a Judicial Commission officer (other than a judicial member of the Board of the Judicial Commission). |
| a Public Interest Monitor | |
| a Victorian Ombudsman officer | a Council or a member of Council staff |
| a Victorian Auditor General's Office (VAGO) officer | Other (please specify below): |
| the Chief Examiner or an Examiner appointed under section 21 of the <i>Major Crime (Investigative Powers) Act 2004</i> | |

5. Please state the name and position of any persons you are making a disclosure about:

6. Please select the type(s) of conduct you are making a disclosure about:

- | | |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| corrupt conduct | conduct of a person that is intended to adversely affect the honest or effective performance of a public body or public officer |
| a criminal offence | |
| serious professional misconduct | |
| dishonest performance of public functions | intentional or reckless misuse of information or material acquired in performing functions of a public officer or public body. |
| intentional or reckless breach of public trust | |
| substantial mismanagement of public resources | Detrimental action in reprisal for the making of a PID |
| substantial risk to health or safety of a person | <i>eg. action causing damage or injury, threats, harassment, discrimination, disciplinary action.</i> |
| substantial risk to the environment | A conspiracy or attempt to engage in any of the above conduct |

7. **Please provide details of your disclosure.**

(Please include a description about the conduct you are making a disclosure about, including where and when the conduct happened and whether the conduct is still occurring and details of any person alleged to have committed the conduct and details of your relationship with that person.)

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8. Please provide details of any information that supports your disclosure, including details of any relevant witnesses or other evidence and documents that support your disclosure.
(Please attach copies of any relevant documents to this form and please specify the name and contact details of any relevant witnesses)

9. Have you reported your disclosure to any other person or agency? Yes No
(If 'Yes', please provide details below)

Section C – Your welfare

10. Please specify any welfare concerns that you have (or have had) as a result of making your disclosure or as a result of the conduct you are making your disclosure about.

Section D – Declaration

Please complete the following declaration, prior to submitting your disclosure.

I declare that, to the best of my knowledge, the information provided within this form, including any attachments, is true and accurate.

I understand that 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 agency or body, including any information contained within this form and its attachments and any personal details that I have provided to the VI.
- deal with my disclosure as a complaint under the *Victorian Inspectorate Act 2011* (VI Act).

I honestly believe that the VI is the appropriate body to make this disclosure to (under the PID Act).

NAME:

DATE: