

COMPLAINT & REPORT FORM

A complaint and report are principally the same thing — a notification to the Office for Public Integrity (OPI) of your suspicion of wrongdoing. However, they are distinguished in section 17 of the *Independent Commissioner Against Corruption Act 2012* (the ICAC Act), to define complaints as those notifications which come from members of the public, whereas reports come from public officers, public authorities and inquiry agencies.

This distinction is important insofar as it instils different rights and obligations upon complainants and reporters.

A member of the public has a right to make a complaint and they have a right to make that complaint anonymously.

A public officer, public authority or inquiry agency, has an obligation to make a report to the OPI, and unlike a complainant, a reporter does not have the right to remain anonymous.

If you are a public officer or public authority, the Directions and Guidelines published by the Commissioner require you to make your report online at www.icac.sa.gov.au. This form should be used only if the online form is unavailable or after speaking with a member of the OPI.

For a definition of public officer please consult section 5 of the Directions and Guidelines, which you can download from the ICAC website.

Your completed form should be provided to the Office for Public Integrity:

 *In Person*
LEVEL 1, 55 CURRIE ST.
ADELAIDE SA 5000

 *By mail*
GPO BOX 11066
ADELAIDE SA 5001

YOUR COMPLAINT OR REPORT

1

What is the name and contact details of the agency or authority that is the subject of your complaint or report?

If you do not know, enter "not known".

AGENCY / AUTHORITY NAME

ADDRESS

TELEPHONE NUMBER

2

What are the names and positions of the persons about whom you wish to make a complaint or report?

If you do not know, enter "not known".

NAME

POSITION

ID OR BADGE NUMBER

3

Describe the conduct that you wish to register a complaint or report about.



If required, please attach additional sheets to this document.

Lined area for describing the conduct.

When did this conduct occur?

If you do not know, enter "not known".

Where did this conduct occur?

If you do not know, enter "not known".

How did you become aware of the conduct you have reported?

If you do not know, enter "not known".

When did you become aware of this conduct?

If you do not know, enter "not known".

Describe any other circumstances, people, or details, which may have relevance to the matter you are registering your complaint or report about.



If required, please attach additional sheets to this document.

Do you have any documentation relevant to your complaint or report?

YES

NO

Have you reported this matter to another agency or authority?

YES

NO

ABOUT YOU

4

Are you a public officer?

YES

NO > GO TO QUESTION 10

5

Please provide your details.

PERSONAL DETAILS

TITLE

FIRST NAME

SURNAME

PREFERRED NAME

PERSONAL TELEPHONE NUMBER

PERSONAL MAILING ADDRESS

WORK DETAILS

JOB TITLE

NAME OF YOUR AGENCY OR AUTHORITY

WORK ADDRESS

WORK TELEPHONE NUMBER

WORK EMAIL ADDRESS

If we need to contact you, which contact details would you prefer us to use?

PERSONAL CONTACT

WORK CONTACT

6

Please indicate if you are reporting on your own behalf or on behalf of a public authority or inquiry agency.

OWN BEHALF > GO TO QUESTION 9

ON BEHALF OF A PUBLIC AUTHORITY

ON BEHALF OF AN INQUIRY AGENCY

7

On behalf of which inquiry agency or public authority are you making this report?

NAME OF AGENCY OR AUTHORITY

TELEPHONE NUMBER

ADDRESS

8

Who is the inquiry agency or public authority contact person for this report?

NAME

TELEPHONE NUMBER

EMAIL ADDRESS

9

Do you consent to your personal details being provided to another agency or authority for the reasons outlined above?

Information given to the OPI and ICAC is treated in confidence. However, in some circumstances it may be necessary for the information to be disclosed to another agency for the purposes of making an assessment about the matter, conducting an investigation, making a referral, or other lawful reason.

YES > GO TO QUESTION 13

NO > GO TO QUESTION 13

10

Do you wish to remain anonymous?

A complainant may lodge a complaint anonymously. However, in order to make an informed assessment of your complaint we may need to contact you for further information.

YES > GO TO QUESTION 13

NO

11

Please provide your details.

TITLE	FIRST NAME	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>

TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER
<input type="text"/>	<input type="text"/>

ADDRESS

EMAIL ADDRESS

12

Your complaint will be assessed and decision made about how the matter is to be dealt with. If the complaint is referred to another agency or authority for further consideration, **do you consent to your personal details being provided?**

YES NO

13





It is an offence under the ICAC Act to provide false or misleading information. To the best of your knowledge **is the information you have provided on this form true and accurate?**

YES NO

Thank you for lodging your complaint/ report with the Office for Public Integrity. If you have provided your contact details the office will keep you informed as to the outcome of its assessment.

Please be aware that the Independent Commissioner Against Corruption Act 2012 provides penalties for publishing certain types of information including information tending to suggest that a particular person is or may be the subject of an investigation.

MORE INFORMATION

	COMPLAINTS LINE (08) 8207 1777 OR 1300 782 489 <i>Cost of a local call for country callers</i>
	ONLINE COMPLAINT WWW.ICAC.SA.GOV.AU
 	LEVEL 1, 55 CURRIE ST. GPO BOX 11066 ADELAIDE SA 5001