****

**Part A – Your details**

1. Agency details

Name



1. Principal officer details

Name



Position



Phone



Email



1. Contact officer details

You may nominate an officer for IBAC to contact in regards to this notification.

Name



Position



Contact street address





Town/suburb



Postcode 

Phone



Email



**Part B – Information sources**

If there is more than one person who brought the allegations to the Principal Officer’s attention, please download and print additional Part B forms at **www.ibac.vic.gov.au**

1. How did your agency become aware of the alleged corrupt conduct?



1. Who brought the allegations to your attention?

Name



Position



Phone



Person’s relationship to the issues raised



1. Disclosures under the Public Interest Disclosures Act 2012

If your agency is not able to receive disclosures pursuant to the *Public Interest Disclosures Act 2012*, **go to Section C**.

**Does this notification arise out of a disclosure made under the *Public Interest Disclosures Act 2012*?**

[ ]  No **go to Part C**

[ ]  Yes **go to question 7**

1. Is this person seeking public interest discloser status?

[ ]  Yes **go to question 8**

[ ]  No **go to Part C**

1. Potential public interest discloser details

Contact street address





Town/suburb



Postcode



Phone



Email



1. Has support been offered/provided to this person?

[ ]  Yes

Please specify:



[ ]  No

Please explain why not:



[ ]  Please check if you have attached additional Part B forms

**Part C – The allegations: people**

If the allegations are against more than one person, please download and print additional Part C forms at **www.ibac.vic.gov.au**

1. Who have the allegations(s) been made against?

Name



1. Is this person a public sector employee/contractor or private citizen?

[ ]  public sector employee **Go to question 12**

[ ]  private citizen **Go to question 13**

1. Details for public sector employee/ contractor

Nature of the employment status
(eg employee, contractor or other)



Position



Position at time of alleged corrupt conduct

(write ‘as above’ if the same as current title)



Current work phone



Current work street address





Town/suburb



Postcode 

Work address at the time of alleged corrupt conduct

(write ‘as above’ if the same as current work address)



Town/suburb



Postcode 

Home street address (if known)





Town/suburb



Postcode  

1. Details for private citizen

Contact street address (if known)





Town/suburb



Postcode  

Phone



[ ]  Please check if you have attached additional Part C forms

**Part D – The allegations: conduct**

**Timing**

1. When did the alleged corrupt conduct come to your agency’s attention?



1. When did the alleged corrupt conduct occur?



1. Please provide a detailed description of the alleged corrupt conduct, including specific allegations.



[ ]  Please check if you have attached additional information.

**Agency action**

1. What action, if any, has your agency taken in response to the alleged corrupt conduct?

Please note if you have reported the matter to another agency (including Victoria Police), and the response you received.



1. **What action, if any, do you propose in response to the alleged corrupt conduct?**



**Agency perspectives**

1. How serious is the alleged corrupt conduct, in your view?

Please advise any urgent action that you think should be taken to address the conduct, if applicable.



1. **Is the alleged corrupt conduct a one-off event or systemic in nature?**



1. Do the allegations involve money or resources?

[ ]  Yes

[ ]  No

1. If yes, what is the approximate value of the money or resources involved?



1. What are your agency’s policies and procedures relevant to the alleged corrupt conduct?



1. Is there any other relevant information?



[ ]  Please check if you have attached additional information.

**Part D – Declaration**

[ ]  To the best of my knowledge, the information provided in this complaint is correct.

[ ]  I understand there are penalties for giving IBAC false or misleading information.

Name 

Date 

Signature

**Note**: a signature is not required if the relevant principal officer is emailing a mandatory notification form from their work email address.