

Report of suspected corrupt conduct under s. 11 ICAC Act

Cover letter

As the duty to report suspected corrupt conduct resides with an agency's principal officer and *cannot* be delegated, **there needs to be a covering letter accompanying this form, signed by the principal officer.**

Any queries can be directed to the Manager Assessments on (02) 8281 5786.

Delivery

The reporting notification form and any other related documents can be sent to the ICAC by:

- mail
- hand delivery
- courier
- email

Mail

Correspondence addressed to:

The Chief Commissioner
Independent Commission Against Corruption
GPO Box 500
SYDNEY NSW 2001

Attention: Manager Assessments

Hand delivery

Level 7
255 Elizabeth Street
SYDNEY NSW 2000

Courier

Level 7
255 Elizabeth Street
SYDNEY NSW 2000
PH: 02 8281 5999

Email

The notification form and relevant documents can be sent by email. However care should be taken to ensure that the documents are correctly addressed, are not copied to persons who are not entitled to the information and cannot be accessed by unauthorised persons. The notification form can be emailed to:

icac@icac.nsw.gov.au

1. Agency

1.1	Name:	Your ref number:
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2. Contact officer

2.1	Name:	
2.2	Position title:	
2.3	Address:	
2.4	Telephone:	E-mail address:

3. Details of each person against whom the allegation/s has been made

3.1	Does this notification contain allegations of corrupt conduct against more than one person? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.1a	If yes, how many? <i>(Please copy this page for each person)</i>
3.2	Family name:
3.3	Given names:
3.4	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth: Employee no:
3.6	Home address:
3.7	Home phone:
3.8	Position title at time allegation made:
3.9	Employment status with agency at the time the allegation was made (tick all applicable): <input type="checkbox"/> Permanent <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor <input type="checkbox"/> Other (state)
3.10	Work address at the time of the alleged incident:
3.11	Is the person/s aware that corrupt conduct allegations have been made against them? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please complete sections 3.12

3.12	Who informed the person the subject of the allegation/s?: <input type="checkbox"/> Your agency (name of person): <input type="checkbox"/> Another agency (state which): <input type="checkbox"/> Other (describe): <input type="checkbox"/> Unknown Date informed, if known:
3.13	Have prior corrupt conduct allegations been made against the employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3.14	If yes, when was the most recent? <input type="checkbox"/> Within 2yrs <input type="checkbox"/> 2-5yrs <input type="checkbox"/> More than 5yrs ago
3.15	What was the result or finding of the investigation in regard to the prior allegation/s ?
3.16	What action has been taken or is proposed by the agency in respect of the subject employee while the current allegation is being investigated and until final decisions are made? <input type="checkbox"/> No action (state the current reason) <input type="checkbox"/> Increased supervision (describe) <input type="checkbox"/> Restriction on current duties (specify) <input type="checkbox"/> Transferred to alternate duties (specify) <input type="checkbox"/> Suspended with pay <input type="checkbox"/> Suspended without pay <input type="checkbox"/> Not re-engaged <input type="checkbox"/> Not relevant as matter finalised

4. Details of the allegations of corrupt conduct

4.1	Date of alleged incident/s:
4.2	Location of alleged incident/s:
4.3	Detailed description of corrupt conduct. Attach relevant documentation where available:
4.4	Is the conduct a one-off event or part of a wider pattern or scheme? <input type="checkbox"/> One-off <input type="checkbox"/> wider pattern/scheme
4.5	When did your agency become aware of the allegations?
4.6	Contact details of the source of the allegations. If the matter is being treated as a public interest disclosure, please complete Section 5
4.7	Do the allegations involve money or resources? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, outline the approximate amount or value of the resources:

5. Disclosures under the Public Interest Disclosures Act 1994 (the PID Act)

Under s. 27 of the PID Act, the Commission may be required to notify the discloser of ICAC action. If you have any concerns about releasing contact details, please let us know.

5.1	Does this notification arise out of a public interest disclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.1a	If yes, how many persons are to be protected? <i>(Please copy this page for each person and provide details below).</i>
5.2	Family name:
5.3	Given names:
5.4	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
5.5	Home address:
5.6	Home phone:
5.7	Position title at time allegation made:
5.8	Employment status with agency at the time the allegation was made (tick all applicable): <input type="checkbox"/> Permanent <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor <input type="checkbox"/> Other (state)
5.9	Work address at the time of the alleged incident:
5.10	Has support been offered/provided to the employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
5.11	If yes, what kind?
5.12	If no, why not?

6. Interim action taken or proposed in respect of the corrupt conduct allegation(s)

6.1	Have you informed another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Not applicable
6.1a	If yes, name/s
6.1b	When was that agency notified?
6.1c	Contact details of the person to whom it was reported (telephone, email and postal address)
6.1d	Does that agency intend to take, or has that agency taken, any action? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, detail that action taken:
6.2	Other than action outlined in 3.16, what action has your agency taken to date and why?
6.3	Other than action outlined in 3.16, what action is your agency proposing to take and why?