

Serious wrongdoing reporting form

Before completing this form

Please ensure you have read and comply with the guidance provided on the [Reporting wrongdoing webpage](#) before completing this form.

Note that questions marked with an asterisk (*) are mandatory.

Section 1: Personal information

Note that you are not required to provide us with your personal details and may remain anonymous. However, doing so may reduce our ability to progress the report as we will not be able to contact you to verify or obtain further information. We will also not be able to advise you of the outcome of our assessment.

Any personal information you do provide will not be disclosed without your consent to anyone not involved in the assessment process or as otherwise required of the department under law.

Q1.1 Do you wish to provide your personal details? *

- Yes (complete the following)
- No (skip to Q1.2)

Title (*Mr, Mrs, Dr etc.*)

Name

Email

Email (*confirm email*)

Telephone

Street address

Town / suburb

Postcode

Q1.2 Are you a NSW Government agency employee, contractor, or volunteer? *

- Yes (complete Q1.2.a)
- No (skip to Q1.3)
- Prefer not to say (skip to Q1.3)

Q1.2.a If Yes, is this for the Department of Planning and Environment?

- Yes
- No

Q1.3 Are you making this report on behalf of someone else? *

- Yes (complete Q1.3.a)
- No (skip to Q1.4)

Q1.3.a If Yes, do you have their consent to make this report on their behalf?

- Yes complete Q1.3.b
- No (skip to Q1.4)

Q1.3.b If Yes, what is the name of the other person?

Q1.4 Have you (or the person above) submitted this report to any other person/agency? *

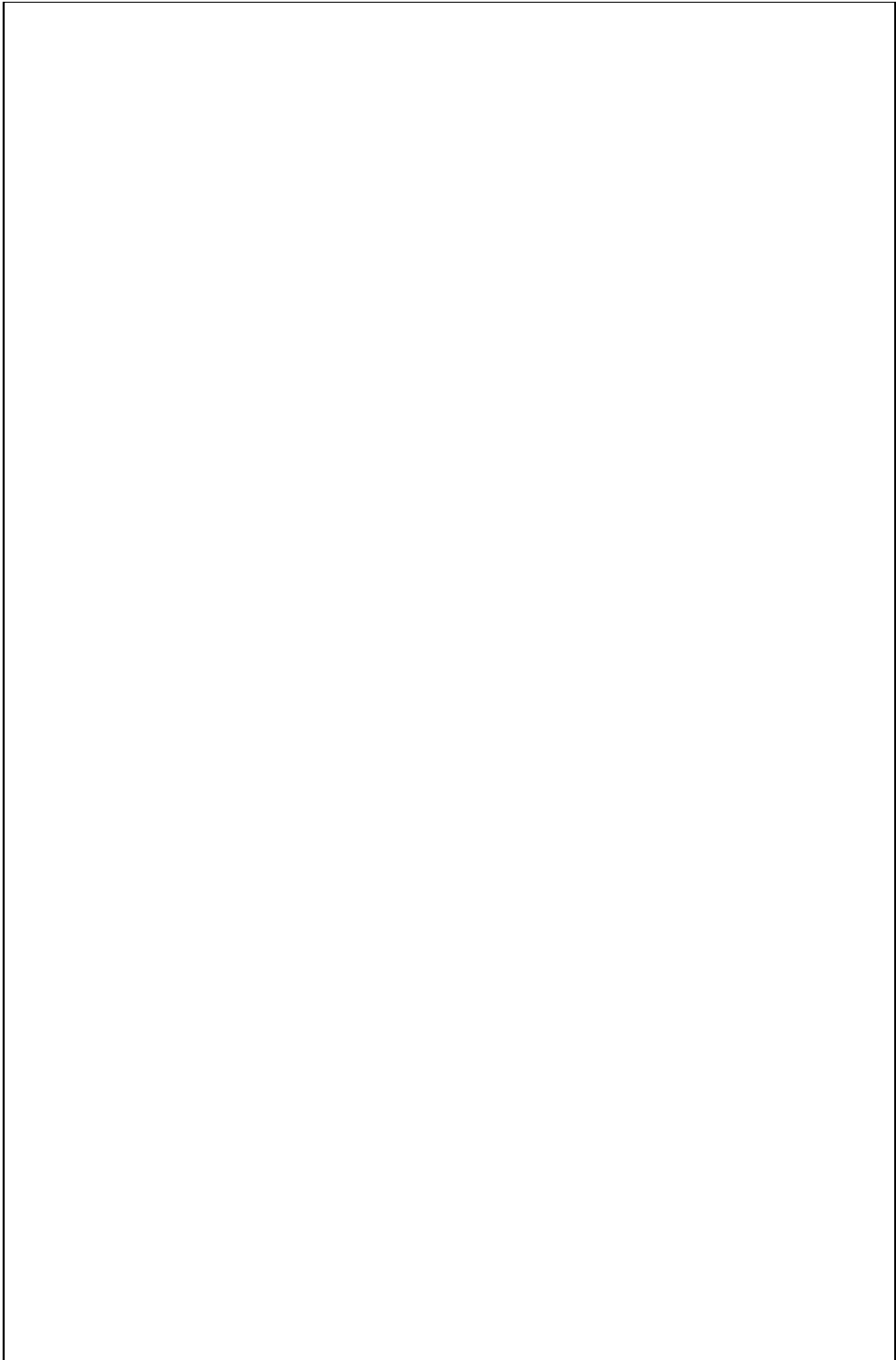
- Yes (complete Q1.4.a and Q1.4.b)
- No (skip to Section 2)

Q1.4.a If yes, to which person or agency?

Q1.4.b What was the response/outcome (if known)?

Section 2: Summary of the wrongdoing

Q2.1 Tell us what happened *



Q2.2 When did it occur? *

(be as specific as possible, listing multiple dates for multiple incidents)

Q2.3 Where did it occur? *

Q2.4 Why do you consider it to be wrongdoing? *

Q2.5 What are the details of the person/s who committed the wrongdoing?

(Enter as much information as possible or write "unknown". If needed, other persons may be added in "Any other relevant details below") *

Person 1

Title (*Mr, Mrs, Dr etc.*)

Name

Position title

Business area

Telephone

Street address

Town / suburb

Postcode

Person 2

Title (*Mr, Mrs, Dr etc.*)

Name

Position title

Business area

Telephone

Street address

Town / suburb

Postcode

Person 3

Title (*Mr, Mrs, Dr etc.*)

Name

Position title

Business area

Telephone

Street address

Town / suburb

Postcode

Any other relevant details?

Section 3: Information supporting the report

Q3.1 Are you aware of any potential witnesses to the wrongdoing? *

- Yes (complete Q3.1.a)
 No (skip to Section 4)

Q3.1.a Witness details

(Enter as much information as possible or write "unknown").

Witness 1

Title (*Mr, Mrs, Dr etc.*)

Name

Organisation

Telephone

Street address

Town / suburb

Postcode

Is this person aware you are making this report?

- Yes
 No
 Unknown

What information does this person have?

Witness 2

Title (*Mr, Mrs, Dr etc.*)

Name

Organisation

Telephone

Street address

Town / suburb

Postcode

Is this person aware you are making this report?

- Yes
- No
- Unknown

What information does this person have?

Witness 3

Title (*Mr, Mrs, Dr etc.*)

Name

Organisation

Telephone

Street address

Town / suburb

Postcode

Is this person aware you are making this report?

- Yes
- No
- Unknown

What information does this person have?

Section 4: Additional information

Q4.1 Note anything else you wish to advise the department about your report

Q4.2 Include any documents that are relevant to your report

Note that the department cannot accept audio or video recordings.

Q4.2.a Please list and briefly explain how each document supports your report

Section 5: Review and send

5.a Review

Please review the information that you have provided and then complete the following statements (by ticking the box if you agree).

1. I declare that I have understood the questions and the information I have provided is true and complete to the best of my knowledge *

Agree *

2. I understand that it is an offence to provide false and misleading information to a public authority under Part 5A of the *Crimes Act 1900 (NSW)*. *

Agree *

Note that the department may not consider your report if both boxes are not ticked.

5.b Send

Please send your report (and any documents) to either:

Email – ethics@dpie.nsw.gov.au, or

Mailbox – Locked Bag 5022, Parramatta NSW 2124 (Attention Ethics Branch)

Notes

- If you decide to provide additional supporting documents at a later date, please send them as above and note the date of your original report. Please also quote the reference ID which Ethics Branch will have provided to you in its acknowledgement (if your report was not submitted anonymously).
- If you send your report and documents via mail, please ensure you take a copy and store these securely for future reference.