

Special Requirements at the Commission /

If you have a genuine medical condition or mental health condition and you need special arrangements to be put in place, please ensure you notify the Commission in advance so that we can make necessary arrangements and discuss your options with you.

If you do not notify the Commission in advance, we may not be able to facilitate your requirements on the day. Depending on the circumstances, this may mean that the examination will proceed without these measures being put into place on a case-by-case basis.

We understand that being called to an examination can be a stressful time and may cause anxiety. We invite you to contact a registered medical practitioner or registered psychologist for assistance.

You may also be able to access assistance through an Employee Assistance Program ('EAP') provided by your workplace. For more information and referrals, please contact your doctor, EAP provider, ACT Health, or the Australian Psychological Society referral service.

You can also access support through the following services:

Lifeline on 13 11 14

Suicide Call Back Service on 1300 659 467

Mental Health Line on 1800 011 511

Beyond Blue on 1300 224 636

Headspace (for people aged 12-25) on 1800 650 890



How to make a corruption report /

Any person can make a complaint to the Integrity Commission about conduct that may be corrupt conduct by a person or organisation that is covered by the IC Act.

The IC Act also makes it mandatory for certain officers to report conduct that they suspect on reasonable grounds to be serious or systemic corrupt conduct. These officers include:

- Heads of public sector entities and Senior Executive Service officers
- Certain statutory officers, and
- Members of the Legislative Assembly and their Chiefs of Staff.

People who make a complaint about suspected corrupt conduct are afforded certain protections under the IC Act against reprisal and detrimental action.

Complaints and mandatory notifications can be made orally or in writing. We recommend use of the relevant forms available from the Integrity Commission website:



integrity.act.gov.au



(02) 6205 9899



complaints@integrity.act.gov.au

ACT INTEGRITY
COMMISSION

ATTENDING THE COMMISSION

Information for witnesses

/ integrity.act.gov.au

About the ACT Integrity Commission /

The ACT Integrity Commission ('Commission') was established in 2019 under the *Integrity Commission Act 2018* ('IC Act'). Our role is to investigate, expose and prevent corrupt conduct and foster public confidence in the integrity of government. Our jurisdiction includes all conduct involving or affecting Territory public authorities and public officials.

For the purposes of an investigation, the Commission may take evidence from a witness in a public examination or a private examination.

A person or organisation can be compelled by the Commission to give information or answer questions even if those responses may be against the best interests of the person required to answer. In circumstance where this happens, the person's evidence cannot be used against them in criminal proceedings unless they are found to be lying in their evidence to the Commission.

For more information, visit our website:
www.integrity.act.gov.au

Attending the Commission /

The Commission is located at Level 3, 55 Wentworth Avenue, Kingston ACT.

We have strict security screening protocols in place and generally require all bags to be scanned in an x-ray scanner. All persons attending the Commission are generally required to walk through a metal detector and/or participate in a handheld scan by licensed staff. This process is similar to what you may have experienced at a court or airport.

Please ensure that you advise us of any medical condition that may prevent you from being screened as soon as possible. For example - if you are pregnant or if you have a pacemaker.

What is a Summons? /

A summons is a legal document that will generally be given to you by a Commission investigator. It requires you to attend the Commission at a specified date or time to attend an examination or to produce a document or thing. It is important to read your summons properly.

If you have been issued with a Summons, you are legally required to attend the Commission on at the date and time specified in the document.

You must do everything that the summons asks you to do. It is an offence to fail to attend the Commission when required or to fail to produce any required documents or things that the Summons requires you to produce.

If you fail to comply with a Summons, a warrant for your arrest may be issued and you can be brought to the commission under that warrant.

What is a Confidentiality Notice? /

A confidentiality notice is a legal document that will generally be issued to you with your summons. This notice requires you to maintain 'confidentiality' - or secrecy - about a particular matter.

You are legally required to comply with any confidentiality notice you are issued. You will generally not be permitted to discuss anything about an investigation including the existence of the summons or confidentiality notice itself. Exceptions to this can include providing confidential information to a legal representative for the purpose of obtaining legal advice or to a registered medical practitioner or registered psychologist.

It is an offence to disclose confidential information which is protected by a confidentiality notice including the existence of the confidentiality notice itself.

Legal Advice /

You are entitled to take your Summons and Confidentiality Notice to a lawyer for the purpose of obtaining legal advice. If you are a current, or former member of the APS, please contact the the ACT Government Solicitor (ACTGS) at first instance to discuss representation. The ACTGS has established a dedicated email address to receive requests for assistance in relation to Commission notices:

ACTGSLegalAssistanceCoordination@act.gov.au.

You are also generally entitled to have a lawyer with you at a public or private examination. Your lawyer must be granted leave to appear on your behalf by the Commissioner.

Your lawyer is generally restricted from disclosing any information under the confidentiality notice. You must show a copy of your confidentiality notice to your lawyer if you engage one.

The Commission may restrict you from engaging a particular lawyer. If this occurs, you will be notified in writing and given reasonable time to engage with a new lawyer.