

OFFICE FOR PUBLIC INTEGRITY

CHECKLIST FOR MAKING A COMPLAINT OR REPORT

Once you have decided to make a complaint or a report to the OPI, it is important that you are prepared with information relevant to that complaint or report.

This information would include:

- the names and positions of people involved in the alleged conduct
- the public authority concerned (this will most likely be the employer or contracting agency of the person(s) of interest)
- the names and contact details of any person(s) who may have witnessed the alleged conduct
- the names and contact details of private citizens and companies who may be involved or have knowledge of the alleged conduct
- specific details of the allegation(s), including the nature of the alleged conduct, when the alleged conduct occurred, when you became aware of the alleged conduct and why you suspect the alleged conduct might be corruption, misconduct or maladministration
- whether you have contacted other agencies about the matter
- any action taken by another agency or authority about the matter
- the details of any documentary evidence you may have.

MAKING YOUR COMPLAINT OR REPORT

If you are a public officer, the Directions and Guidelines require you to report a potential matter of corruption, misconduct or maladministration to the Office for Public Integrity (OPI) by completing the online form at www.icac.sa.gov.au.

If you are a member of the public, you can make a complaint to the OPI by:

- completing the online form at www.icac.sa.gov.au
- telephoning 8207 1777 (country callers can phone 1300 782 489 for the cost of a local call)
- emailing admin@opi.sa.gov.au
- visiting the OPI in person at level 1, 55 Currie Street, Adelaide (via appointment only) or
- completing the paper based form, available on the ICAC website or at the OPI.