

Providing information voluntarily

This document outlines your options to share information with the Commission voluntarily, as part of an investigation.

About the Commission

The Parliamentary Workplace Standards and Integrity Commission (the Commission) can investigate reports of parliamentary misconduct by Members of Parliament, Ministers and Parliamentary Secretaries under the *Parliamentary Workplace Standards and Integrity Act 2024* (Vic) (PWSI Act).

How you can share information voluntarily

If you have information which may be useful for our investigation you can share it with us voluntarily. We may ask you if you would like to provide information voluntarily, or you may choose to do so unprompted.

You can choose how you would like to provide your information. The options include:

- by phone, in writing or in person,
- by written statement,
- by statutory declaration, or
- by interview.

You can choose to use one or more of these methods. For example, you may choose to provide information by phone and then follow up with further information by written statement.

Speaking with us by phone, in writing or in person

We may contact you first to ask if you have information to provide and whether you are willing to do so voluntarily. We may ask for the information from you when we initially contact you. If you feel comfortable to provide it, you can do so. Alternatively, you can choose to provide the information another way such as putting it in writing, attending our office or calling us when you are ready.

Written statement

A written statement can be helpful if you would like time to review your information before sharing it with us. There are two ways we can take a statement from you:

- we can give you an outline of the information we are seeking, and you can respond to us in writing in your own words, or
- we can take a verbal statement from you and send you the notes of our conversation for you to check and confirm we have understood what you have said.

Statutory declaration

You can also choose to provide the information via a statutory declaration. More information about how to complete a statutory declaration can be found here: [Statutory declarations | Department of Justice and Community Safety Victoria](#).

Voluntary interviews

We may invite you or you may want to attend a voluntary interview, either in person or via video. An interview will generally be conducted by two Commission officers and take place at our office or via Microsoft Teams video. You can choose to bring a support person with you (see *Support person*, below). Interviews are audio or video recorded, and you can request a copy of the recording and any transcript (if produced).

During the interview we will ask you a series of questions relating to our investigation. At the start of the interview, we will explain the interview process to you including:

- informing you that the interview will be either audio or video recorded
- asking everyone present to identify themselves for the recording
- checking you understand your rights and obligations
- checking you feel comfortable to continue with the interview.

We cannot require you to answer a question at interview; however, you are required to answer the questions truthfully.

Your participation at interview is voluntary and you may leave at any time.

Support person

You are welcome to bring a support person with you to the interview. A support person is someone who you have asked to accompany you to an interview, such as a friend, relative or work representative who is otherwise not involved in the investigation.

Legal representation

You don't need to have legal representation, but you can choose to seek legal advice at any time.

Claims of privilege or other information that cannot be disclosed

You are protected from any criminal, civil, administrative or disciplinary proceedings if you give information in good faith in the interview (section 76, PWSI Act).

If you believe that you are subject to an obligation that may prevent you from answering certain questions, please bring this to the interviewer's attention prior to or during the interview. You can also ask to speak with your lawyer at any time during the interview.

How your information will be used

At the end of the investigation, we will prepare a report with findings and may impose sanctions or recommend the imposing of sanctions. The evidence you provide may be used to inform our investigation and may be quoted in the investigation report.

Accessibility requirements

If you have difficulty speaking or understanding English, you can use an interpreter to help you provide information to the Commission.

If you require any further adjustments to be able to provide information to us, please let us know as soon as practicable and we will consider your circumstances.

Wellbeing

Your wellbeing is important to us. We are committed to supporting the safety and wellbeing of people who come into contact with our office. You can access supports listed on our website: [Resources and support](#).

Oversight of the Commission

Integrity Oversight Victoria can take complaints about the conduct of the Commission or our staff: [Contact us | integrityoversight](#).

Contact the Commission

Address: 3 Treasury Place, East Melbourne, VIC, 3001

Email: enquiries@pwsic.vic.gov.au

Website: pwsic.vic.gov.au

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