

## The Whistleblower Project – Intake Form

Thank you for reaching out to the Human Rights Law Centre's Whistleblower Project.

Before you complete this form, please review the Terms and Conditions below and tick the box to confirm that you have read and understood.

### Terms and Conditions

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**Intelligence information:** The Human Rights Law Centre cannot receive any information relating to intelligence information or any information with a national security or other protected security classification. We ask that you do not send any information of this kind.

**Confidential documents:** We ask that you do not send or provide us with any documents, unless we request them. If we are provided with information we are not permitted to receive, it may limit our ability to assist you moving forward. We will review your submission and let you know if we require any documents from you in relation to your submission.

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I have read and agree to the terms and conditions *(please tick ✓ the box)*

### How we work

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We are a community legal centre and have limited resources. Unfortunately, we do not have the resources to assist everyone across Australia. We review all reports made to us and consider every matter to determine whether we can make a positive impact with our resources.

We aim to reply to you within 3 weeks to inform you whether we can provide you with an initial advice. If we are unable to, we will offer suggestions for alternative assistance open to you.

So that we can identify how we may support and assist you, we ask you to complete this form. It will only be accessible to The Whistleblower Project and is used so that we may assess your enquiry and consider whether we can assist.

It is our strong preference that you complete our intake form online – which can be found at [www.hrlc.org.au/whistleblower-project](http://www.hrlc.org.au/whistleblower-project). If you are unable to complete the online form, please complete this form and return it to us:

**By post:** Human Rights Law Centre, PO Box 319, Melbourne VIC 8007

**By secure email:** [hrlc.wbp@proton.me](mailto:hrlc.wbp@proton.me)

Please do not return it to our offices in person, as they are not always attended and we may not be able to receive your intake form.

We understand this is likely to be a difficult and stressful time for you. Please take your time. You can stop this questionnaire at any time and return to it when you are ready to continue. If this questionnaire brings up difficult and stressful themes for you, please contact your medical or mental health practitioner, or a support person. You can also call Lifeline on 13 11 14 at any time.

## PART 1 – the wrongdoing

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Please summarise the wrongdoing you have witnessed.

*Where possible, please provide names of people involved, job titles, places and dates in a chronological sequence to make it easier for us to follow.*

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<p><i>Now that you have described the disclosure, it will help us if you can answer a few targeted questions.</i></p> <p>Please select your answer for each question.</p>	
2	<p>Is this disclosure urgent?</p> <p><b>Yes</b>      <b>No</b></p> <p><i>We classify anything that physically harms people or the environment as urgent. If the disclosure does not come under our urgent classification, we understand it is still important and want to hear about it. It will allow us to have more time to be thorough and explore all legal options for you.</i></p>
3	<p>Have you disclosed this already?</p> <p><b>Yes</b>      <b>No</b></p> <p>If Yes, to who? For each of the previous disclosures you have made, please provide:</p> <ol style="list-style-type: none"> <li>1. The <b>date</b> you made the disclosure</li> <li>2. The <b>status</b> of the disclosure</li> <li>3. If applicable, the <b>proceedings number</b> related to the complaint</li> </ol> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>Disclosure to Manager (late July 2024) - investigated and closed with no action.</i></li> <li>• <i>Disclosure to NSW Ombudsman (14 October 2024)</i> <ul style="list-style-type: none"> <li>○ <i>Proceedings number XX1234</i></li> <li>○ <i>Investigated and closed 15 January 2025</i></li> </ul> </li> </ul> <p>If you have not yet made a disclosure of the wrongdoing, you can skip to <b>question 5</b>.</p>
5	<p>If you are currently involved in any legal proceedings relating to this organisation or any individuals in the organisation, please list the proceedings numbers and your role in the proceedings.</p>
6	<p>What kind of assistance are you seeking from us?</p>

PART 2 – the organisation	
7	<p>What kind of body does your disclosure relate to? (Please tick ✓ all that apply):</p> <p><input type="checkbox"/> Government department / agency / authority – go to <b>question 8</b></p> <p><input type="checkbox"/> Private company / entity – go to <b>question 9</b></p>
8	<p><b>If your disclosure relates to a government department / agency / authority</b></p> <p>Which government does your disclosure relate to? Please include the <b>name of the department / agency / authority</b>:</p> <p>If your disclosure <b>also</b> relates to a private company/entity, please proceed to question 9. If your disclosure relates to <b>only</b> a government department/agency/authority, you can now skip to question 10.</p>
9	<p><b>If your disclosure relates to a private company / entity</b></p> <p>What is the name of the company/organisation(s) you wish to make a disclosure about?  <i>Please provide the full entity name i.e. the Pty Ltd name which may appear on your payslip and ABN/ACN if you have that.</i></p>
10	<p>What is your relationship to this organisation or agency? (Please select from the options below)</p>
11	<p>What was/is your role and job title at this organisation/agency?</p>
12	<p>When did you start working for this organisation/agency?</p>
13	<p>Do you still work or provide services to this organisation/agency? (Please tick ✓ the box):</p> <p><b>Yes                  No</b></p>
14	<p><b>If you answered no to question 13</b></p> <p>What date did your employment or contract for services with the employer end?</p> <p>Did your employment or contract end because of a disclosure? (Please tick ✓ the box)</p> <p><b>Yes                  No</b></p> <p><i>Note: If your employment has been terminated in the last 21 days, you may have dismissal or general protections involving dismissal remedies available to you. Please call the Fair Work Commission info line 1300 799 675 for more information.</i></p>
15	<p>How much do you earn per year? (Please select from the options below)</p> <p><i>We are a community legal centre and strive to assist people without the ability to access other forms of support. While this is not the only factor we look for, it is a consideration for our resources.</i></p>

PART 3 – About you	
16	<p>Please provide your full name</p> <p>Feel free to include your preferred name or nickname you would like us to call you below, and your preferred pronouns.</p>
17	Email address
18	Date of Birth
19	Phone number
20	Address (including state or territory)
21	<p>What gender do you identify as? (Please tick ✓ the box):</p> <p><input type="checkbox"/> Woman</p> <p><input type="checkbox"/> Man</p> <p><input type="checkbox"/> Non-binary/gender diverse</p> <p><input type="checkbox"/> Prefer not to say</p> <p><input type="checkbox"/> Other: Please specify _____</p>
22	<p>Do you identify as Aboriginal or Torres Strait Islander? (Please select from the options below)</p> <p><i>The Human Rights Law Centre is committed to assisting First Nations clients speak up about wrongdoing.</i></p>
23	Do you identify as a person with a disability? (Please select from the options below)
24	Please let us know if there is anything we can do in our service delivery which will assist you.
25	<p>How can we best contact you? Please outline the best way to reach you.</p> <p>We will endeavour to reach you within <b>three weeks</b> of receiving your request for assistance to advise if we can/cannot assist.</p>

**Thank you for completing our intake form. We will be in touch with you once we have had the opportunity to review.**