**Initial assessment of internal report**To be completed by a nominated disclosures officer

|  |  |
| --- | --- |
| **Public Interest Disclosures – General Criteria** | Comments |
| 1 | Is the reporter a public official? | [ ]  Yes[ ]  No[ ]  Anonymous | Under the *Public Interest Disclosures (PID) Act 1994*, A *public official* includes employees, volunteers, individual contractors, certain employees of contracting companies and any other person performing a public official function for your public authority.If the reporter is not a *public official* the report is not likely to be a PID.If the reporter is anonymous, the content of the report may tend to indicate that the reporter is a public official. In such cases it is always best to assume the reporter is a public official until there is evidence to indicate the reporter is not a public official. |
| 2 | Is the report about the conduct of a public official or a public authority? | [ ]  Yes[ ]  No | If the report is not about the conduct of a *public official* or *public authority* the report is not likely to be a PID. |
| 3 | Is the report about one of these categories of conduct?[ ]  Maladministration[ ]  Waste of public money[ ]  Breach of the GIPA Act[ ]  LG pecuniary interest contravention[ ]  Corrupt conduct | [ ]  Yes[ ]  No | Generally speaking, a grievance, such as a complaint about bullying, is not about one of these categories of conduct. If the report is not about one of these categories of conduct it is not likely to be a PID and does not need to be forwarded to the disclosures coordinator for assessment. For line managers/supervisors: PIDs must be made to a person authorised to receive PIDs under the public authority’s internal reporting policy (for example a nominated disclosure officer). **If you are not authorised to receive PIDs but suspect the report could be a PID, you should direct staff member to a nominated disclosures officer or show support and go with them**. |
| **Contact details of reporter** |
| Name: |  | Preferred methodof contact |
| Telephone: |  | [ ]  Telephone |
| Email: |  | [ ]  Email |
| Postal address: |  | [ ]  Post |
| **Assessment and comments** |  |
| Based on this **initial assessment**, could this reportbe aPublic Interest Disclosure (PID)?[ ]  Yes [ ]  NoReasons for this initial assessment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of nominated disclosures officerDate:  | If **yes**, [ ]  Forward this report to the disclosures coordinator for formal assessment. Date forwarded: |
| If **no**, the following steps will be taken:[ ]  Referred to:  For:  Date referred:[ ]  Complainant notified. Date notified: |