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

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| **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 method of contact |
| Telephone: | |  | | | | Telephone |
| Email: | |  | | | | Email |
| Postal address: | |  | | | | Post |
| **Assessment and comments** | | | |  | | | |
| Based on this **initial assessment**, could this reportbe aPublic Interest Disclosure (PID)?  Yes  No  Reasons for this initial assessment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of nominated disclosures officer  Date: | | | | 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: | | | |