**Insert date**

 **Our reference:**

 **Contact:**

 **Telephone:**

## [Mr/Ms] Firstname Surname

Address 1

Address 2

Suburb State Postcode

email

## Dear [Mr/Ms] Surname

**Concern raised**

Thank you for taking the time to discuss your concern about [topic] on [date] with me. You raised your concern with a disclosures officer nominated in our *Internal Reporting Policy* on [date] as a person authorised to accept reports of wrongdoing that may be public interest disclosures (PIDs).

I have carefully assessed your concern and the supporting information/evidence you provided. As advised in our conversation on [date], the [Public Authority] cannot treat your concern as a PID because it does not meet at least one of the requirements of the *Public Interest Disclosures Act 1994* (PID Act). In this regard, it is my assessment that the concern you have raised: [Explain why the concern raised is not a PID using one of the following criteria]

* *Questions the merits of government policy [contrary to s. 17 of the PID Act].*
* *Was made primarily to avoid dismissal or disciplinary action [contrary to s. 18 of the PID Act].*
* *It is not a PID because you are not a public official as defined by the PID Act / or were not a public official as defined by the PID Act when you raised the concern [as required by s. 8 of the PID Act].*
* *It is not about a public authority or public official, including a person who acts in or performs a public official function [contrary to s. 8 of the PID Act].*
* *It is not about serious wrongdoing (i.e. a report about a matter of sufficient importance to be categorised as a public interest issue).*
* *It is not about one of the categories of conduct defined in the PID Act, i.e.:*

*Corrupt conduct*

*Serious maladministration*

*Serious and substantial waste of public money*

*Failure to comply with the Government Information (Public Access) Act 2009*

*Pecuniary interest contravention under the Local Government Act 1993*

* *It is a mere allegation that contains little or no information/evidence that shows or tends to show that the alleged conduct has occurred/is occurring [contrary to the requirements of the PID Act].*
* *It is more appropriately categorised as a performance management issue.*
* *It is a workplace grievance or interpersonal conflict.*
* *It alleges bullying or harassment of an individual, i.e. it does not show or tend to show a course of conduct or systemic workplace issue..*

Although your concern cannot be treated as a PID, the [Public Authority] values public officials raising concerns and it has been decided that your concern will be: [Explain what action will be taken]

* *Resolved managerially and your concern will be forwarded to your supervisor for their information / or action.*
* *Handled as a grievance in line with the [title of the grievance policy].*
* *Handled as a complaint in line with the [title of the complaint policy].*
* *Handled as a harassment, bullying or an unlawful discrimination complaint in line with the [title of the anti-harassment, bullying or anti discrimination policy].*
* *Dealt with as a work, health and safety concern because there is the possibility of a health and safety risk to public officials or the public.*
* *Dealt with under the Code of Conduct of [Public Authority].*
* *Dealt with through the performance management process.*
* *Referred to the police as it is a criminal matter.*

[name/title] will keep you updated about how [Public Authority] will handle your concern. You are also welcome to contact [him/her] directly on [direct phone number].

Raising a concern in the workplace can be difficult, and we appreciate that you brought this matter to our attention.

If you are experiencing difficulties or require support you can contact [employee assistance program] on [phone number]. If you fear or experience any adverse action resulting from having brought this matter to our attention, please contact your supervisor and myself as soon as possible.

You are welcome to call me if you have any questions about this letter. My phone number is [direct phone number].

If you disagree with the assessment/outcome you are welcome to contact the NSW Ombudsman’s Public Interest Disclosures Unit on 02 9286 1000 for advice.

#### Yours sincerely

[Disclosures Coordinator]