**Insert date**

 **Our reference:**

 **Contact:**

 **Telephone:**

## [Mr/Ms] Firstname Surname

Address 1

Address 2

Suburb State Postcode

email

## Dear [Mr/Ms] Surname

**Internal report of suspected wrongdoing**

I am writing in relation to your [letter/email] addressed to [Officer’s Name], received [date]. You reported [brief description of report].

*[or]*

I am writing in relation to your conversation with [Officer’s Name], on [date]. I understand that you reported [brief description of report]

#### Thank you for coming forward to bring to our attention suspected wrongdoing in [Public Authority].

#### I am enclosing a copy of our Internal Reporting Policy for your reference. As the Disclosures Coordinator I am responsible for dealing with reports of wrongdoing made by our staff.

I have assessed your report and decided to treat this matter as a public interest disclosure, in accordance with the requirements of the *Public Interest Disclosures Act 1994* (the PID Act)*.*

What we will do with your report

Having received your report, it is now up to [Public Authority] to decide how to deal with this information and to take appropriate action. We expect you to assist us in this process and provide further information you may be aware of, if requested.

#### We will advise you of what action we have taken or intend to take by [date no later than six months after date received]. Please be aware, however, that we [may/will] not be able to provide you with personal or employment related information about those involved in the conduct you have reported.

Protection from reprisal

As you may be aware, under Section 20 of the PID Act it is a criminal offence for someone to take detrimental action against another person which is substantially in reprisal for that person having made a public interest disclosure.

[Public Authority] will take appropriate steps to help protect you from reprisal action that may result from having made a report. If practicable, we will make every effort to keep your identity confidential. Please be aware however that this may not be possible or appropriate in some circumstances. We will be in contact in the near future to discuss whether maintaining confidentiality is possible and appropriate in your case.

To minimise the risk of your identity being disclosed it is important that you only discuss this matter with me, the Principal Officer, or someone authorised to deal with this matter. In particular, do not inform any person involved in the alleged wrongdoing that you have made a report about them.

Failure to maintain confidentiality may limit [Public Authority’s] ability to protect you from reprisal action and could be detrimental to any investigation.

*[Optional line where concerns reporter has intentionally breached confidentiality]:*

*Wilfully disregarding these instructions will be treated as a serious matter and may be a breach of the code of conduct.*

Please contact me immediately if you believe someone has taken, or intends to take, detrimental action against you in reprisal for making this report. My phone number is [direct phone number].

Support options

[Public Authority] acknowledges that making a report in the workplace can be difficult, and we appreciate that you have brought this to our attention.

If you are experiencing difficulties or require support you can contact [employee assistance program] on [phone number of employee assistance program]. If you require additional support throughout this process, please contact me to arrange a support officer.

#### You are welcome to call me on [direct phone number] if you have any questions about this letter or would like further information about how [Public Authority] will be dealing with your report.

#### Yours sincerely

[Disclosures Coordinator]