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| ***Your Public Authority*** |
| **Public Interest Disclosure Register** |
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| To assist with maintaining information related to the management of a public interest disclosure your PID Officer/s may choose to use this register.If using this register, it must be kept securely. Disclosure of information that might identify or tend to identify either the discloser or a person in respect of whom a disclosure has been made (subject of a disclosure) is an offence, unless the disclosure occurs in accordance with section 16 of the PID Act. The penalty is $24,000 or imprisonment for two years. |
|  **1. Record numbers** |
| **1.1** | **Unique register code** |  |
| **1.2** | **File number** |  |
|  |  |  |  |  |  |
|  **2. Person making the disclosure (discloser)** |
| **2.1** | **Date the disclosure was received by the proper authority** | ***DD/MM/YYYY*** |
| **2.2** | **Was it an anonymous disclosure?** *(If an anonymous disclosure is made, the public authority is relieved of its obligation to notify the discloser under section 10 of the PID Act).* |  |
| **2.3** | **Relationship of the discloser to the public authority about which the disclosure was made** |  |
| **2.4** | **Was the disclosure made to more than one proper authority? (section 5(4) of the PID Act)** |  |
| **2.5** | **Where the disclosure was made to more than one proper authority, did they enter into a written arrangement under regulation 3 ('joint action') of the Public Interest Disclosure Regulations 2003?** |  |
| **2.6** | **Description of the arrangements made** |  |
|  |  |  |
|  **3. Type of disclosure** |
| **3.1** | **Type of public interest information contained in the disclosure (section 3 of the PID Act )** |  |
|  |  |  |  |  |  |
|  **4. Communication with the discloser, the investigation process and action taken(Note: public authority is relieved of its obligation to notify an anonymous discloser under section 10 of the PID Act)** |
| **4.1** | **Date decision was made to investigate the disclosure**  | ***DD/MM/YYYY*** |
| **4.2** | **Date any investigation was commenced** | ***DD/MM/YYYY*** |
| **4.3** | **Date advice of action taken or proposed to be taken in relation to the disclosure was provided to the discloser (section 10(1) of the PID Act)** | ***DD/MM/YYYY*** |
| **4.4** | **If the disclosure was not investigated or it was discontinued, what reason/s were given to the person who made the disclosure and on what date were they notified? (section 8 of the PID Act)** |  | ***DD/MM/YYYY*** |
| **4.5** | **Number of progress reports requested by and provided to the discloser (section 10 of the PID Act)** |  |
| **4.6** | **Briefly describe the results of any investigation conducted and action, if any, taken as a result of the investigation (section 23(f) of the PID Act)** |  |
| **4.7** | **Was a final report provided to discloser and on what date (section 10 of the PID Act)** |  | ***DD/MM/YYYY*** |
| **4.8** | **Were any matters contained in the disclosure referred to another person or body with the power to investigate? (section 9 of the PID Act)** |  | ***DD/MM/YYYY*** |
|  |  |  |  |  |  |
|  **5. Disclosure of identity of discloser** |  |  |  |  |
| **5.1** | **Was the discloser's identity disclosed?(section 16 of the PID Act)** |  | ***DD/MM/YYYY*** |
| **5.2** | **Briefly describe the reason for disclosure (section 16(1) of the PID Act)** |  |
| **5.3** | **Was the discloser advised and given a reason before their identity was disclosed? (section 16(2) of the PID Act)** |  | ***DD/MM/YYYY*** |
|  |  |  |  |  |   |
| **6. Allegations of unlawful disclosure of discloser's identity** |  |  |  |
| **6.1** | **Did the discloser raise any allegations of non-compliance with section 16 of the PID Act, and to whom were these allegations raised?** |  | ***DD/MM/YYYY*** |
| **6.2** | **Briefly describe any action taken in relation to the allegations** |  |
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| **7. Disclosure of identity of persons named in the disclosure (subject of the disclosure)** |  |
| **7.1** | **Was the subject's identity disclosed? (section 16 of the PID Act)** |  | ***DD/MM/YYYY*** |
| **7.2** | **Briefly describe the reason for disclosure (section 16(3) of the PID Act)** |  |
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| **8. Allegations of unlawful disclosure of identity of person named in disclosure (subject of the disclosure)** |
| **8.1** | **Did the subject raise any allegations of non-compliance with section 16 of the PID Act, and to whom were these allegations raised?** |  | ***DD/MM/YYYY*** |
| **8.2** | **Briefly describe any action taken in relation to the allegations** |  |
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| **9. Order or injunction application at Supreme Court** |  |  |  |
| **9.1** | **Did the discloser apply for an order or injunction because of a belief that detrimental action had or may be taken? (section 15A of the PID Act)** |  | ***DD/MM/YYYY*** |
| **9.2** | **Briefly describe the outcome of the application** |  |
|  |  |  |  |  |  |
| **10. Request for relocation** |  |  |  |  |
| **10.1** | **Did the discloser request relocation because of a belief that detrimental action had or may be taken? (section 15B of the PID Act)** |  | ***DD/MM/YYYY*** |
| **10.2** | **Briefly describe the outcome of the request** |  |
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| **11. Allegations of victimisation** |  |  |  |  |
| **11.1** | **Were allegations of victimisation raised by the discloser?** |  | ***DD/MM/YYYY*** |
| **11.2** | **Briefly describe the nature of the victimisation allegations** |  |
| **11.3** | **Which body were these allegations raised with?** |  |
| **11.4** | **If the allegations were handled internally by the proper authority, what was the outcome? (related to section 23 of the PID Act)** |  |
| **11.5** | **If known, what was the outcome of any complaint lodged with the Equal Opportunity Commission? (section 15 of the PID Act)** |  |
|  |  |   |  |   |   |
| **12. Allegations of non-compliance with the PID Officer's Code of Conduct and Integrity** |  |
| **12.1** | **Have there been allegations of non-compliance with the PID Officer's Code of Conduct and Integrity?(section 20 of the PID Act)** |  | ***DD/MM/YYYY*** |
| **12.2** | **Briefly describe who made the allegations and any actions which occurred in relation to the allegations***(Please ensure you do not provide any information that may identify or tend to identify the discloser or subject of the disclosure)*  |  |
|  |  |  |  |  |  |
| **13. Allegations of non-compliance with the PID Act** |  |  |  |  |
| **13.1** | **Have there been any allegations of non-compliance with the PID Act?** |  | ***DD/MM/YYYY*** |
| **13.2** | **Briefly describe who made the allegations and any action occurred as a result of the allegations***(Please ensure you do not provide any information that may identify or tend to identify the discloser or subject of the disclosure.)* |  |
|  |  |  |  |  |  |
| **14. Disclosure to a journalist (if known)** |  |  |  |  |
| **14.1** | **If known, has the discloser made a disclosure of substantially the same information to a journalist? (section 7A of the PID Act)** |  | ***DD/MM/YYYY*** |
| **14.2** | **If known, why was a disclosure of substantially the same information made to a journalist?**  |  |
| **14.3** | **Briefly describe the disclosure to the journalist and any action that has occurred** |  |