

## Public Interest Disclosure Risk Assessment and Risk Management Guide

In order to comply with the requirements of the *Public Interest Disclosure Act 2010* (the PID Act) and the Public Interest Disclosure standards, a risk assessment must be completed as soon as practicable after assessing a PID. The risk assessment should be reviewed on a regular basis, and amended as required, until the management of the PID is finalised.

In conducting a risk assessment, take into account the nature of the risks, the consequences if reprisals occur, the likelihood of reprisal occurring and the timeframe/s in which the risks of reprisal may arise.

<b>Internal reference:</b>	
<b>Assessor:</b>	
<b>Date:</b>	
<b>Which party is this risk assessment prepared for?</b>	<input type="checkbox"/> Discloser <input type="checkbox"/> Subject officer/s <input type="checkbox"/> Witness/es <input type="checkbox"/> Other (specify)

### Have you:

- explained the PID management process to each party (where appropriate)
- consulted with each party (where practicable) about any potential risks they have identified
- explained your agency's obligations in relation to confidentiality, the exceptions to confidentiality, and the limitations with respect to affording natural justice to a subject officer
- provided information to each party about their responsibilities and what they can expect, particularly when it comes to their obligations to maintain confidentiality
- provided advice on what outcomes can reasonably be expected.

### 1. Risk Assessment

What harm?	
Reasons:	<p><i>What is the nature of the risks? What types of harm are possible, both when the PID is initially made and during the process of managing the PID?</i></p> <p><i>Example types of harm include:</i></p> <ul style="list-style-type: none"> <li>• stress</li> <li>• isolation</li> <li>• harassment and intimidation</li> <li>• withholding of resources needed to perform role</li> <li>• physical harms</li> <li>• denial of career opportunities</li> <li>• unreasonable performance management</li> <li>• financial loss</li> <li>• damage to reputation</li> <li>• damage to property</li> <li>• refusal of access to training and professional development</li> </ul>

What consequences?	
<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant  Reasons:	<p><i>What is the potential impact of the harms?</i></p> <p><i>Will the impact be limited and transitory, with the party having the capacity to readily deal with it?</i></p> <p><i>Will the impact have consequences for the party which will affect their work-life and potentially their personal wellbeing and home life, requiring proactive support to effectively manage?</i></p> <p><i>Will the consequences be short-term, medium-term or long-term in nature?</i></p>
What likelihood?	
<input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely  Reasons:	<p><i>What is the likelihood of risks occurring, particularly if confidentiality cannot be maintained?</i></p> <p><i>Will the likelihood of reprisal be exacerbated by the presence of any of the following factors:</i></p> <ul style="list-style-type: none"> <li><i>the number of subject officers involved?</i></li> <li><i>the seniority of the subject officer/s?</i></li> <li><i>the number of people who know the discloser has raised the issue?</i></li> <li><i>the seriousness of the alleged wrongdoing?</i></li> <li><i>any history of conflict in the workplace?</i></li> </ul>

### Evaluation of risk

LIKELIHOOD	CONSEQUENCE		
	MINOR	MODERATE	SIGNIFICANT
UNLIKELY	Low	Low	Medium
POSSIBLE	Low	Medium	High
LIKELY	Medium	High	High

This matter has been assessed as being

- High risk  
 Medium risk  
 Low risk

Additional comments:

## 2. Risk Management

What treatment?	
	<p><i>What strategies will be implemented to eliminate, minimise or manage the risks to parties involved in the PID?</i></p> <p><i>Possible strategies include:</i></p> <ul style="list-style-type: none"><li>• <i>maintain confidentiality to the extent possible, and ensure all parties are aware of their obligations</i></li><li>• <i>appoint a PID Support Officer</i></li><li>• <i>proactively advise subject officers about the consequences of taking reprisal action</i></li><li>• <i>alter reporting structures</i></li><li>• <i>increase monitoring of the work environment</i></li><li>• <i>temporarily relocate the subject officer to a different location/role</i></li><li>• <i>independently verify the work performance of the discloser</i></li><li>• <i>provide access to specialist support services if required</i></li></ul>
Signature and date:	

## 3. Risk Management Review

Review of risk treatment plan	
	<p><i>Periodically monitor the effectiveness of the risk treatment plan (in consultation with the party or parties concerned) and identify any amendments required.</i></p>
Signature and date:	