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.

<table>
<thead>
<tr>
<th>Internal reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Which party is this risk assessment prepared for?
- Discloser
- Subject officer/s
- Witness/es
- 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

<table>
<thead>
<tr>
<th>What harm?</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
</tr>
</tbody>
</table>

Example types of harm include:
- stress
- isolation
- harassment and intimidation
- withholding of resources needed to perform role
- physical harms
- denial of career opportunities
- unreasonable performance management
- financial loss
- damage to reputation
- damage to property
- refusal of access to training and professional development

Reasons:
What consequences?

- Minor
- Moderate
- Significant

Reasons:

- What is the potential impact of the harms?
- Will the impact be limited and transitory, with the party having the capacity to readily deal with it?
- 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?
- Will the consequences be short-term, medium-term or long-term in nature?

What likelihood?

- Unlikely
- Possible
- Likely

Reasons:

- What is the likelihood of risks occurring, particularly if confidentiality cannot be maintained?
- Will the likelihood of reprisal be exacerbated by the presence of any of the following factors:
  - the number of subject officers involved?
  - the seniority of the subject officer/s?
  - the number of people who know the discloser has raised the issue?
  - the seriousness of the alleged wrongdoing?
  - any history of conflict in the workplace?

Evaluation of risk

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINOR</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>Low</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>Low</td>
</tr>
<tr>
<td>LIKELY</td>
<td>Medium</td>
</tr>
</tbody>
</table>

This matter has been assessed as being

- High risk
- Medium risk
- Low risk

Additional comments:
### 2. Risk Management

**What treatment?**

<table>
<thead>
<tr>
<th>What strategies will be implemented to eliminate, minimise or manage the risks to parties involved in the PID?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible strategies include:</td>
</tr>
<tr>
<td>* maintain confidentiality to the extent possible, and ensure all parties are aware of their obligations</td>
</tr>
<tr>
<td>* appoint a PID Support Officer</td>
</tr>
<tr>
<td>* proactively advise subject officers about the consequences of taking reprisal action</td>
</tr>
<tr>
<td>* alter reporting structures</td>
</tr>
<tr>
<td>* increase monitoring of the work environment</td>
</tr>
<tr>
<td>* temporarily relocate the subject officer to a different location/role</td>
</tr>
<tr>
<td>* independently verify the work performance of the discloser</td>
</tr>
<tr>
<td>* provide access to specialist support services if required</td>
</tr>
</tbody>
</table>

**Signature and date:**

---

### 3. Risk Management Review

**Review of risk treatment plan**

<table>
<thead>
<tr>
<th>Periodically monitor the effectiveness of the risk treatment plan (in consultation with the party or parties concerned) and identify any amendments required.</th>
</tr>
</thead>
</table>

**Signature and date:**

---