# Assessment and case management form for a public interest disclosure

## Public Interest Disclosure Act 2003

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| **Part 1: Receiving the disclosure: Assessment of whether the information is a valid disclosure for the purposes of the *Public Interest Disclosure Act 2003* (PID Act)** |
| **Assessment of disclosure** | **Decision** |  | **Notes** |
| Does the disclosure relate to a public authority, a public officer or a public sector contractor? (s8) | Yes | No |  |
| Does the information relate to the performance of a public function? (s8) | Yes | No |  |
| Does the information show or tend to show matters of public interest information?[1](#_bookmark22) (s3) | Yes | No |  |
| Does the information show or tend to show public interest information for which the person receiving the information is the proper authority (Public Interest Disclosure (PID Officer))? (s. 5(3)(h) and s. 23(1)(a)) | Yes | No |  |
| Does the discloser believe on reasonable grounds that the information is, or may be, true? (s5(2)) | Yes | No |  |
| After being informed of the consequences does the discloser wish to disclose the information under the PID Act, that is, make a public interest disclosure? (s5(1)) | Yes | No |  |

**Note for the PID Officer:** If any of the ‘No’ boxes have been ticked, then the disclosure is unlikely to be one to which the PID Act applies. Make proper and secure records about your determination of whether the disclosure is a valid public interest disclosure under the PID Act. Inform the discloser of your determination and reasons (s10).

1 Matter to which public interest information can relate:

* + improper conduct
	+ an offence against State law
	+ a substantial unauthorised or irregular use of public resources
	+ a substantial mismanagement of public resources
	+ conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment
	+ conduct relating to a matter of administration affecting someone in their personal capacity that falls within the jurisdiction of the Ombudsman.

**Confirmation**

I [insert name], Public Interest Disclosure Officer for the City of Perth, confirm that the disclosure made to me on [insert date] by [insert discloser’s name, if appropriate] shows or tends to show that the matters described are public interest information. I have registered these matters as a disclosure under the PID Act in the public interest disclosure register of the City of Perth with the registered number [insert number].

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| Signed (PID Officer) |  | Date |  |

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| **Case Management note for the PID Officer** | **Decision** |
| I have created a case file which complies with the recordkeeping plan of the City of Perth, as required by the *State Records Act 2000*. | Yes | No |
| I have notified the discloser of the proposed action to be taken or the action taken in relation to the disclosure in accordance with s10(1) of the PID Act (if applicable, at this point of the enquiry).This has been in accordance with the requirements of s11 and s16 of the PID Act. | YesYes | NoNo |
| I have recorded the action(s) in the public interest disclosure register. | Yes | No |