



Public Interest Disclosure (PID) Discloser Reprisal Risk Self-Assessment

Under the *Public Interest Disclosure Act 2013* (PID Act), agencies must assess the risk that reprisal may be taken against a person who makes a public interest disclosure.

Before this office acts on your disclosure, an assessment of the risk of reprisal against you, and the likelihood of your identity becoming known (if you request confidentiality) will be completed.

What is reprisal?

Reprisal occurs if someone causes or threatens to cause (by act or omission), any detriment to another person because they believe or suspect that person (or any other person) made, may have made, proposes to make, or could make, a public interest disclosure (s19(1) and s19(2)).

Action that is not reprisal includes:

- Administrative action that is reasonable to protect the discloser from detriment
- Reasonable management action for unsatisfactory performance or wrongdoing by the discloser

If at any stage you believe you have suffered or are at risk of suffering any detriment as a result of your disclosure, please contact your Authorised Officer as soon as possible.

For this office to assess these risks and put in place appropriate strategies to prevent or contain them, please respond honestly to the following questions.

Once completed, return this form to your designated Authorised Officer.

Discloser Details

PID Case Number:	
Full Name:	
Signature:	
Date:	

Risk Assessment Questions

1. Have you reported this matter to any other person or agency? If yes, to whom and what was their response? If available, please provide a copy of their response.

☐ YES ☐ NO

Comments:



2. Are you concerned about possible reprisals for making this report? If so, please provide details of any potential reprisal.

☐ YES ☐ NO

Comments:

3. Has a specific threat already been made against you with regard to this matter? If so, please provide details.

☐ YES ☐ NO

Comments:

4. Are you concerned that the issues you disclosed could escalate if the investigation extends beyond the 90 day legislated time-frame? If so, please provide details.

☐ YES ☐ NO

Comments:

5. Do you have any other information or concerns regarding your risk of reprisal that you wish the Authorised Officer to be aware of? If so, please provide details.

☐ YES ☐ NO

Comments:

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Public Interest Disclosure (PID) Risk Assessment

GENERAL INFORMATION:

PID DECMS Incident Number	
Assessing Officer	
Date of receipt of disclosure	Click or tap to enter a date.
Date of risk assessment	Click or tap to enter a date.

PREVIOUS RISK ASSESSMENT:

Has there been a previous risk assessment for this party regarding this issue?	Choose an item.
If yes, please provide date of last risk assessment:	Click or tap to enter a date.
If yes, has anything changed since the last risk assessment?	Choose an item.
If yes, please provide details here.	If yes, please provide details here.
If yes, has the discloser raised any additional concerns or risks?	Choose an item.

VERSION HISTORY:

Date of risk assessment	Have any changes occurred, or has the discloser raised any additional concerns or risks? If so, comment.	Evaluation of Risk
1. Click or tap to enter a date.		Choose an item.

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HAVE YOU:

Choose an item.	Explained the PID management process to the discloser?
Choose an item.	Explained the agency's obligations in relation to confidentiality, the exceptions to confidentiality, and the limitations of it?
Choose an item.	Advised the discloser of their responsibilities, particularly when it comes to their obligations to maintain confidentiality?
Choose an item.	Informed the discloser to advise if circumstances change or the occurrence of any reprisal?

CONCERN OF REPRISAL:

Ask the discloser:	Yes/No	Comments
Is the discloser concerned that a reprisal could take place (as per section 13(2) of the PID Act)?	Choose an item.	

Has a specific threat been made against the discloser?

- ☐ Yes
☐ No

COMMENTS:

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Likelihood of reprisal – risk factors

Risk factors	Yes/No	Comment
Vulnerable discloser		
Was the disclosable conduct directed at the discloser?	Choose an item.	
Do the discloser and the subject of the disclosure work together?	Choose an item.	
Are the discloser and the subject of the disclosure in the same reporting line or do they have managers or staff in common?	Choose an item.	

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Risk factors	Yes/No	Comment
Is the disclosure about a more senior official?	Choose an item.	
Is the discloser employed on a casual or part time basis?	Choose an item.	
Is the discloser physically located in the same office as the subject of the disclosure?	Choose an item.	
Is the discloser isolated, either geographically or due to shift work?	Choose an item.	
Is the disclosure being investigated outside the discloser's organisation?	Choose an item.	
Threats or past experience		
Does the discloser have a history of conflict with the subject of the disclosure?	Choose an item.	
Is there a history of conflict or reprisals in the workplace?	Choose an item.	
Is it likely that the disclosure will exacerbate existing conflicts?	Choose an item.	
Confidentiality unlikely to be maintained		
Is anyone else aware of the disclosure?	Choose an item.	
Has the discloser already raised the issue or revealed their identity in the workplace?	Choose an item.	
Is the discloser's immediate workplace a small team?	Choose an item.	
Are there circumstances, such as stress, that might make it difficult for the discloser to discuss the issue?	Choose an item.	
Will the discloser be identified or suspected if the existence or substance of the disclosure becomes known?	Choose an item.	
Can the disclosure be investigated confidentially?	Choose an item.	
Significant reported wrongdoing		

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Risk factors	Yes/No	Comment
Are there allegations about individuals in the disclosure?	Choose an item.	
Is there more than one wrongdoer involved in the matter?	Choose an item.	
Is (or was) the reported wrongdoing occurring frequently?	Choose an item.	

ANY ADDITIONAL RISK FACTORS IDENTIFIED:

RISK FACTOR	Comment

Based on the information above, the overall likelihood of reprisal being taken against a discloser has been rated as being:

- ☐ Unlikely
- ☐ Possible
- ☐ Likely

Comments:

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CONSEQUENCE OF REPRISAL:

Consequence	Yes/No	Comments/Relevant Factors
<u>MINOR</u> - Occasional or irregular action - Not work related - Minor adverse effect on the discloser <u>Example:</u> - Discloser excluded from social functions or informal gatherings		
<u>MODERATE</u> - Routine or repeated actions - Work related - Adverse effect on the person <u>Example:</u> - Regularly withholding important work-related information from the discloser, - spreading minor rumours		
<u>MAJOR</u> - Sustained actions or one-off action - Work related - Significant impact on the discloser <u>Example:</u> - unjustified negative performance evaluations, - significant damage to professional reputation		
<u>EXTREME</u> - Action which is likely to have severe impact on the discloser <u>Example:</u> - Threat of or actual physical violence - Unjustified denial of merit-based promotion		

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The consequence of the reprisal has been rated as:

- ☐ Minor
- ☐ Moderate
- ☐ Major
- ☐ Extreme

Comments:

Supervisor/manager comments

Is it appropriate for the supervisor or manager to provide comment on why reprisal may occur?

Please note that supervisor/manager comment is only appropriate if the supervisor/manager is not party to the conduct and the discloser provides consent to the details of their disclosure being shared with the individual.

- ☐ YES
- ☐ NO

If yes, has the supervisor or manager provided any such comment?

- ☐ YES
- ☐ NO

Please provide details:

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EVALUATION OF RISK

LIKELIHOOD	CONSEQUENCE			
	MINOR	MODERATE	MAJOR	EXTREME
UNLIKELY	Low	Low	Medium	Medium
POSSIBLE	Low	Medium	Medium	High
LIKELY	Medium	Medium	High	High

Based on the identified likelihood and consequence ratings, the overall risk of reprisal has been assessed as:

- ☐ Low Risk
- ☐ Medium Risk
- ☐ High Risk

Comments:

Risk Management Plan

What strategies will be implemented to eliminate, minimise or manage the risks to parties involved in the PID?

Treatment Plan	Maintain Confidentiality: - Ensure the confidentiality of the discloser is maintained to the extent possible. - Make sure all parties involved are aware of their obligations regarding confidentiality. Advise Investigator: - Inform the investigator of any identified risks related to the disclosure. Advise Subject Officers: - Proactively inform subject officers about the consequences of taking any reprisal actions against the discloser. Alter Reporting Structures: - Change the reporting lines to minimize contact between the discloser and the subject of the disclosure. Increase Monitoring:
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	- Enhance the monitoring of the work environment to detect any signs of reprisal or further risks to the discloser. Temporarily Relocate Subject Officer: - Consider temporarily relocating the subject officer to a different location or role to reduce the potential for conflict or reprisal.
Owner of responsibility:	Click or tap here to enter text.
Date to be actioned by:	Click or tap to enter a date.
Monitoring frequency:	Click or tap here to enter text.
Other comments	

Risk Management Review

Throughout the conduct of the investigation, periodically monitor the effectiveness of the risk management plan (in consultation with the party or parties concerned) and identify any amendments required.

Date for next review	Click or tap to enter a date.
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SIGNED:

[SIGNATURE]

[POSITION TITLE]

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DECMS Incident Number:

Formal Record of PID - Authorised Officer's Decision

PID Incident Number	
Authorised Officer	
Decision Date	Click or tap to enter a date.

GENERAL

Date disclosure received	Click or tap to enter a date.
Recipient of disclosure	☐ Authorised Officer ☐ Supervisor ☐ Principal Officer ☐ External Agency ☐ Other (not an authorised internal recipient)
Method of disclosure	Choose an item.

CONTACT DETAILS OF DISCLOSER

Anonymity status:	Choose an item.
Full name:	
Work address/location:	
Contact number:	
Email address:	
Status of Discloser:	Choose an item.
The discloser has consented to their information being disclosed to the following:	☐ Authorised Officer of Defence ☐ Delegates of Defence Principal Officer ☐ Appropriate area for investigation under another law or power ☐ Commonwealth Ombudsman ☐ Authorised Officer and Principal Officer of another agency ☐ None of the above

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DECMS Incident Number:

THE DISCLOSURE

Date(s) of the alleged conduct:	
Location(s):	
Details of individuals involved: <i>eg Rank, position, division</i>	

Allegation(s) and recommendation(s)	
Allegation(s):	
Recommendation(s):	Choose an item.
Reason for recommendation(s):	
Type of allegation(s):	Choose an item.

Details of the disclosure: <i>This may include: How the alleged conduct occurred, how the discloser became aware of the alleged conduct and relevant events surrounding the issue.</i>

Details of action taken that has been taken to address this issue: <i>This may include: the suspected wrongdoing has been reported to anyone else and what has that person(s) or area done to fix, stop or prevent it.</i>	
Details of supporting documentation or information received:	
Further information request from discloser:	
Details received from further information:	
AO observations and comments: <i>This may include potential risks other than reprisals or previous and pending investigations in other areas (if known).</i> <i>Note: This information is not to be used as a determining factor in the assessment.</i>	

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DECMS Incident Number:

ASSESSMENT AND DECISION OF THE DISCLOSURE AGAINST THE REQUIREMENTS OF THE PID ACT	
Is the discloser a public official or former public official, or Deemed Public Official s. 70(1) for the purposes of the PID Act?	Choose an item.
Was the disclosure made to an Authorised Internal Recipient?	Choose an item.
Does the allegation tend to show disclosable conduct as defined in section 29 of the PID Act?	Choose an item.
Was the conduct engaged in by a public official, an agency OR contracted service provided for a Commonwealth contract in connection with entering into, or giving effect to, that contract?	Choose an item.
Allocation Decision:	Choose an item.
Referred under another law or power (If applicable)	Choose an item.
	Choose an item.
Discloser to be informed of the decision on:	Click or tap to enter a date.
Ombudsman notified on:	Click or tap to enter a date.

ASSESSMENT OF THE DISCLOSURE FOR REFERRAL UNDER THE NACC ACT

Does the disclosed conduct concern corrupt conduct under the NACC Act? (s8 NACC Act)	Choose an item.
Do you reasonably suspect the corrupt conduct is serious or systemic?	Choose an item.

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DECMS Incident Number:

REPRISAL RISK ASSESSMENT

Risk Assessment Officer	
Date of Assessment	Click or tap to enter a date.
Did the discloser express concerns of reprisal?	Choose an item.
Outcome of the Risk Assessment	Choose an item.
Details of Risk Management Plan	Objective ID:

SIGNATURE

SIGNED:	QA CHECK:
Authorised Officer for the Department of Defence for the purposes of the PID Act	QA officer

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**ONE DEFENCE
WITH INTEGRITY**

PUBLIC INTEREST DISCLOSURE

Standard Operating Procedures

V2.1

April 2026

Issued by: Director, Public Interest Disclosures



Version	Updated by	Date	Description of changes
2.0	s47E(c)	January 2026	s22
2.1	s47E(c)	March 2026	s22
			Item 111. New dot point to include all people interviewed will be provided a copy of the Resources and Support Available document.
			s22

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Standard Operating Procedures

DEFENCE PUBLIC INTEREST DISCLOSURES

Introduction

1. This document outlines the Department of Defence's (Defence) procedures for managing disclosures made under the [Public Interest Disclosure Act 2013](#) (the PID Act). Section 59 of the PID Act requires the Secretary of Defence (as Principal Officer under the PID Act) to establish procedures for facilitating and dealing with public interest disclosures. These procedures detail the legislative requirements for managing internal disclosures and provide guidance for decision-makers. It is not relevant for external disclosures, emergency disclosures, or legal practitioner disclosures.¹

Background

2. The PID Act commenced 15 January 2014 and applies to all Commonwealth Government Departments and Prescribed Agencies.
3. The PID Act provides a mechanism for public officials to report maladministration and wrongdoing within the Commonwealth public sector. Within Defence, the PID Act is administered by the Directorate of Public Interest Disclosures (DPID) within the Defence Integrity Division (DID).
4. For the purposes of the PID Act, the Secretary of Defence (Secretary) is the Principal Officer (PO).
5. The Secretary has delegated their PO powers and functions under the PID Act, to the First Assistant Secretary Defence Integrity (FAS DI) and the Assistant Secretary Investigations and Public Interest Disclosure Branch (AS IPID).
6. The Director and Assistant Directors in DPID have been delegated with the PO's investigative powers and functions under Division 2 and 3 of Part 3 of the PID Act.
7. For the purposes of this document, all those with the full powers of the Principal Officer, and delegates of the Principal Officer, will hereafter be referred to as the Principal Officer (PO).

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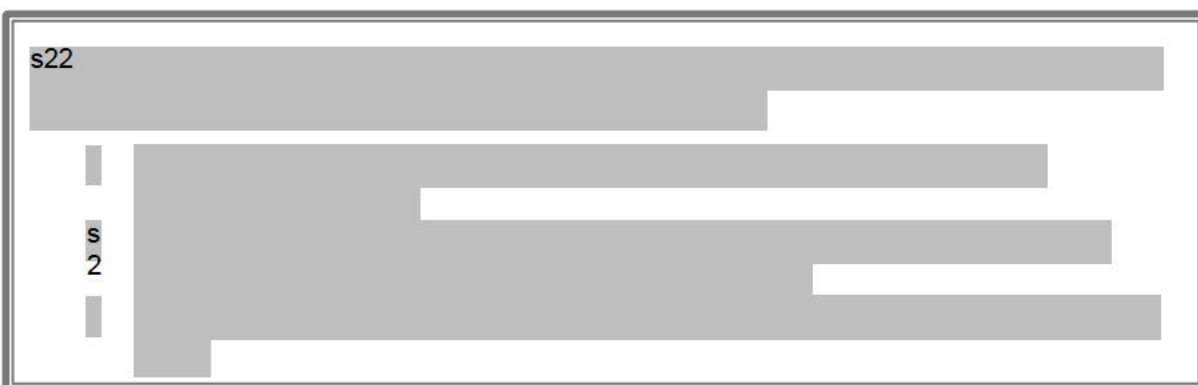
10. The PID Act requires the PO to establish and have in place procedures for reporting, receiving, managing and investigating public interest disclosures. This document and other internal guidance documents and tools serve this purpose.

¹ Public Interest Disclosure Act 2013 (PID Act) s 26 items 2 to 4 of the table.

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11. These procedures follow the legislated administrative process of the PID Act, from receipt of a disclosure to finalisation of a disclosure investigation as well as information on additional obligations of various roles, legislative reporting and guidance for decision making, investigating disclosures within Defence and maintaining records. All officials in DPID are to familiarise themselves with the PID Act as a whole, as well as this document and other guidance and tools, in order to fully comprehend their legislative obligations. This includes the:
- Public Interest Disclosure Standard Determination 2025*², and the
 - Agency Guide to the *Public Interest Disclosure Act 2013*, published by the Office of the Commonwealth Ombudsman (the Ombudsman).
12. The objects of the PID Act are, in summary;
- The promotion of integrity and accountability in the Commonwealth public sector,
 - Encouraging and facilitating the making of public interest disclosures by public officials,
 - Ensuring that agencies support and protect public officials who make public interest disclosures, and
 - Ensuring disclosures made by public officials are properly investigated and dealt with.³



Confidentiality

13. Confidentiality of a discloser's identity and allegations, and information obtained during the course of a disclosure investigation, is a requirement of the PID Act and is one of the primary means by which protection is provided to disclosers.
14. It is an offence under the PID Act to use or disclose information that may identify a person as a discloser. Unless the person likely to be identified by the information has consented to the disclosure or use of the information, or has acted in a way that is inconsistent with keeping that person's identity confidential.
15. s22

² As available and current at <https://www.legislation.gov.au/F2025L01307/latest/text>

³ PID Act s 6.

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16. AOs, POs and any person involved in the administration of the PID Act within Defence must maintain confidentiality surrounding the PID process at all times. All individuals involved in dealing with a disclosure must;
- Not seek to determine the identity of a discloser where a disclosure is made anonymously,
 - Only access (or attempt to access) information they are specifically authorised to access and only when it is relevant to managing a disclosure,
 - Not discuss, or disclose by any means, the identity of a discloser, the fact that a disclosure investigation is underway or information obtained during the course of a disclosure investigation with, or to, any person who does not need to know and only for a purpose permitted by the PID Act,
 - Advise the Director DPID immediately of any breach, or suspected breach, of discloser/disclosure investigation information.

What is a Public Interest Disclosure (PID)

17. The PID Act complements existing notification, investigation, and complaint handling schemes in the Australian public sector. The PID Act provides additional protections for disclosers and reporting obligations for agencies.
18. A disclosure may be an internal disclosure, a legal practitioner disclosure, an external disclosure or an emergency disclosure. If a person makes a disclosure outside of defined circumstances,⁵ they are not protected from the consequences of breaching any privacy or confidentiality requirements that apply to the disclosed information.

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⁵ PID Act s 26(1)

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23. The acknowledgement email must also include a copy of the Resources and Support Available document which includes ADF, APS and External support avenues. The document should be added as an attachment and the body of the email is to include the following wording;
- a. If you are concerned about the safety or wellbeing of yourself or someone else, we strongly encourage you to reach out and report to local authorities, such as police. Please also find attached a Factsheet providing a list of support avenues and how to access them which you are encouraged to use if required.

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41. Types of disclosable conduct include;¹⁴

- | Category | Percentage |
|----------|------------|
| 5 | ~10% |
| 2 | ~80% |
| 2 | ~10% |

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What is not disclosable conduct?

42. Personal work-related grievances are not disclosable conduct unless the conduct involved would constitute taking a reprisal or is so significant in nature it would undermine public confidence.

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AO decision not to allocate

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77. The AO must document all considerations and advise the discloser of the decision, provide them with reasons for the decision and, where possible, advise of,
- Who their matter will be referred to, and how, or
 - Other laws of the Commonwealth under which they may pursue the matter.³⁰
 - The support services available to the discloser.

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³⁰ PID Act s 44A(1).

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Risk assessments

83. The AO and PO has a legislative obligation to ensure that there are procedures in place to assess the risk that reprisal may be taken against a discloser³¹ and to protect public officials from detriment relating to a public interest disclosure they make.³² Risks to consider include;
- a. Dismissal of an employee,
 - b. Injury of an employee in their employment,
 - c. Alteration of an employee's position to their disadvantage,
 - d. Discrimination between an employee and other employees of the same employer,
 - e. Harassment or intimidation of a person,
 - f. Harm or injury to a person, including psychological harm,
 - g. Damage to a person's property,
 - h. Damage to a person's reputation,
 - i. Damage to a person's business or financial position, and
 - j. Any other damage to a person.
84. Upon receipt of the disclosure, the AO will conduct an initial risk assessment by completing a 'PID Risk Assessment' form and provide the discloser with a 'Consent Acknowledgement' and 'Reprisal Risk Self-Assessment' form. If the discloser returns a completed reprisal risk self-assessment, the AO will consider that information along with the following factors, in assessing potential risk;
- a. The seriousness of the conduct alleged,
 - b. Whether the discloser and subject work together,
 - c. Whether the subject is in the discloser's line management,
 - d. The number of people who are aware of the alleged conduct,
 - e. Whether the conduct has previously been reported and investigated under another process, and
 - f. Reasonably foreseeable dangers to the discloser.

³¹ PID Act s 59(4)(a)

³² PID Act 59(9)

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85. Where a disclosure is made anonymously, the AO and/or PO must also consider whether there may be any possible risks within the work area where the conduct has occurred or any other areas relating to the disclosure.
86. Where possible, Defence will contact the discloser to discuss the risk assessment, particularly where there are concerns about how risks will be mitigated or where Defence does not accept the discloser's assessment of risk.
87. Details of the risk assessment must be clearly recorded in DECMS.
88. The risk assessment must be continually reviewed as relevant information comes to hand.

Allegations of reprisal action

89. During the course of a disclosure investigation, or after a disclosure investigation has been finalised, a discloser, witness or other person who assisted with a disclosure investigation, raises concerns that they may have been subject to adverse action against them³³, the Case Officer should record the concerns and raise a new PID incident in DECMS to record the matter. The separate PID incident is required to ensure accurate reporting to the Commonwealth Ombudsman. The new case should be linked to the original disclosure investigation case. A separate Objective file is required to store reprisal specific information.
90. All claims of reprisal action are assessed by an AO as a new disclosure

Reprisal – criminal v civil investigation/s

91. In circumstances where a disclosure could constitute an offence contrary to the Act (s19-20) there is a requirement to determine if a criminal or a civil standard investigation is most appropriate. The PO will not criminally investigate these matters. The following needs to be considered:
 - a. Criminal Standard of Proof: Beyond a reasonable doubt.
 - b. Example: Is it a significant breach of s.19 or 20 of the Act?
 - c. Is there a prima facie case for a criminal offence?
 - d. What is the likelihood of a successful criminal prosecution?
 - e. What harm has been caused to Defence, the Discloser, or other parties?
 - f. Is JMPU willing to conduct a criminal investigation into ADF members?
 - g. Is AFP willing to conduct a criminal investigation into APS members?
 - h. Is the Discloser willing to support a criminal investigation and prosecution?
 - i. Civil Standard of Proof: Balance of probabilities.
 - j. Example: Breach of contract, breach of codes of practice or internal policies, or breach of ADF policies and procedures.

³³ PID Act s 13(1)

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- k. What is the chance of a successful civil prosecution?
 - l. What is the likely outcome if the allegation is proved?
92. As soon as practicable, conduct the following:
- a. AO identifies a disclosure about reprisal (s.19) or disclosure or use of identifying information (s20).
 - b. AO allocates to Assistant Director PO Delegate (PO).
 - c. PO reviews the allegation:
 - (i) Weighs the need for a criminal or civil investigation.
 - (ii) Consults the Discloser about their wishes (i.e. are they willing to participate in a criminal investigation and attend court if required).
 - (iii) If a civil investigation is appropriate;
 - i. Identify the relevant policies and procedures breached, and
 - ii. Draft new allegations for review.
 - d. PO to review the matter with the Director PID.
 - (i) If required; PO to consult JMPU or AFP to see if they are willing to pursue a criminal investigation.
 - (ii) PO to refer the matter to JMPU or AFP if required.
 - e. Director PID to endorse the decision.
 - f. Continue to assess new information to ensure investigation standard is appropriate.
 - g. Record all relevant decisions under DECMS activity titled 'Criminal v Civil considerations'.

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Discloser support

100. The investigator, where reasonably practicable, must contact the discloser every 28 days to ensure they are informed of the progress of the investigation, enquiries are made into the discloser's welfare, and appropriate assessments

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Investigations under the PID Act

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110. If the investigator determines that a person will be interviewed as part of a disclosure investigation, they must ensure compliance with Section 15 of the *Public Interest Disclosure Standard Determination 2025*. The person conducting the interview must inform the interviewee of the;
- Identity and function of each person conducting the interview,
 - Process by which the interview will be conducted,
 - Authority of the PO/delegate under the PID Act to conduct disclosure investigations.
 - The protections provided by Part 2 of the Act.
111. The investigator must also ensure that;

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- a. No audio or visual recording of the interview is made without express knowledge of the interviewee,
- b. At the end of the interview, the interviewee is afforded the opportunity to make a final statement, comment or express a position,
- c. Any final statement, comment or position by the interviewee is included in the record of the interview and
- d. A copy of the Resources and Support Available document is provided to interviewees, this includes disclosers, witnesses and persons of interest.

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167. AOs and POs have a significant role in managing discloser expectations regarding the Act. AOs have the following additional obligations;⁶⁴

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- a. Inform the discloser that the information could be treated as an internal disclosure,
 - b. Explain what an internal disclosure is per the requirements of the PID Act,
 - c. Advise the discloser about the circumstances (if any) in which a public interest disclosure must be referred under another law or power, and
 - d. Advise the discloser of any orders or directions, of which the AO is aware, which are designated publication restrictions, that may affect the disclosure of the information.
 - e. Appropriate support avenues must be provided to the discloser.
168. An AO must take reasonable steps to protect public officials against reprisals that have been, or may be, taken in relation to public interest disclosures.

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Principal Officer obligations

173. Principal Officers have additional obligations under the PID Act, as set out in section 59 of the Act.
174. The PO must ensure they;
- a. Facilitate public interest disclosures,
 - b. Have procedures for dealing with public interest disclosures,
 - c. Respond to investigations,
 - d. Take reasonable steps to ensure ongoing training and education, and
 - e. Protect public officials against reprisals.

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Document Approval

Signature:

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Director – Public Interest Disclosures

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Resources and Support Available to Defence Personnel

ADF Personnel

- ❖ Defence All-hours Support Line (ASL) – 1800 628 036
24/7 service available to ADF members and their families. Access mental health services including psychology, medical, social work, and chaplaincy
- ❖ Defence Family Helpline – 1800 624 608 – Available 24/7 for ADF members and their families
- ❖ 1800IMSICK – 1800 467 425 – 24h service providing triage and health support for ADF entitled members within Australia
- ❖ National Welfare Coordination Centre – 1800 801 026
Available 24/7 to provide advice and assistance for families of deployed personnel
- ❖ Open Arms – Veterans and Families Counselling (formally VVCS) 1800 011 046 – Available 24/7 for current and ex-serving ADF members, and their family
- ❖ [Garrison Health Centres](#)
- ❖ [Legal Support](#) – 1800 563 563 (domestic), +61 2 6266 1190 (overseas) or your.legalassistance@defence.gov.au
- ❖ [ADF Health & Wellbeing Portal](#)
- ❖ Defence NewAccess – 1300 907 814 – Mon-Fri 0730-2000 – Defence ADF and APS employees experiencing low levels of anxiety or depression.

APS Personnel

- ❖ Employee Assistance Program (Converge International) – 1300 687 327 – Available 24/7 to all Defence APS employees (ongoing and non-ongoing), Cadets and Reservists and their immediate family.
- ❖ APS Rehabilitation – 1800 DEFENCE (1800 333 362) – Available Mon-Fri 0800-1700 to provide assistance/support to injured/ill APS employees and their ADF or APS supervisors
- ❖ Defence NewAccess – 1300 907 814

All Defence Personnel

- ❖ Sexual Misconduct Prevention & Response Office (SeMPRO) – 1800 736 776 – Available 24/7 for current and former Defence personnel. Support is available to ADF cadets, officers and instructors of cadets, APS personnel, commanders, managers, supervisors, support people and families affected by sexual misconduct
- ❖ [Work Health & Safety and Mental Health](#)
- ❖ [National Legal Aid](#)
- ❖ [Before Blue](#) – free and confidential mental health counselling
- ❖ If you or someone else is in a life-threatening situation, please call 000

External Resources and Support

Organisation	Purpose
beyondblue	Formed in 2000 to progress the Australian Government's National Depression Initiative, is devoted to increasing awareness and understanding of mental illness in the community. Contact beyondblue through their 1300 22 4636 number.
BluePages	Provides information on symptoms and treatments for depression, and links to other helpful resources.
Black Dog Institute	Is a not-for-profit, educational, research, clinical and community-orientated organisation dedicated to improving understanding, diagnosis and treatment of mood disorders.
Lifeline	A National charity which provides all Australians experiencing a personal crisis with access to 24/7 crisis support and suicide prevention services through 13 11 14.
MoodGym	An innovative and interactive web program, which consists of five modules designed and developed at the Centre of Mental Health Research, Australian National University.
Mind Australia	Provides mental health and wellbeing information, online programs, helplines and news.
StandBy Response Service	Suicide prevention service, supporting people who have lost loved ones or have been impacted by suicide.
Department of Health	Provides information on the strategies, policies and plans for improving mental health for the Australian population.
Heads Up	National Mental Health Commission campaign, launched by beyondblue.

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Public Interest Disclosures

ONE DEFENCE
WITH INTEGRITY

WHAT IS A PUBLIC INTEREST DISCLOSURE?

A Public Interest Disclosure (PID) is a mechanism for public officials to disclose suspected wrongdoing by a government agency or public official.

If you suspect wrongdoing within Defence you can raise your concerns under the *Public Interest Disclosure Act 2013* (PID Act). A PID is a disclosure of information by a public official to an Authorised Officer (or to their Supervisor) and tends to show disclosable conduct.

In Defence, public officials include current and former: Australian Public Servant employees, Australian Defence Force permanent and reserve members, Cadets, Officers and Instructors of the Australian Defence Force Cadets, contracted service providers that are, or have been, engaged under contract with the Commonwealth.

WHAT IS DISCLOSABLE CONDUCT?

The definition of disclosable conduct is broad and includes, but is not limited to:

- Contravention of a law
- Corruption
- Maladministration
- Abuse of public trust
- Wastage of public money
- Conduct that risks health or safety
- Abuse of Public Office
- Conduct that would result in termination of employment

PERSONAL WORK-RELATED GRIEVANCES

Personal work-related grievances are no longer disclosable conduct under the Act, unless the conduct would meet one of the following criteria:

- The conduct would constitute taking a reprisal against another person;
- The conduct would give reasonable grounds for termination of employment; and/or

- The conduct is of such significant nature it would undermine public confidence in, or have other significant implications for an agency.

This means conduct that has only personal implications for the discloser or another person, cannot be investigated under the PID Act.

WHAT ARE YOUR RESPONSIBILITIES?

If you wish to make a disclosure, and to help us make a full assessment, it is best if you can provide the following information.

- ✓ Who is involved?
- ✓ What they did?
- ✓ Where they did it?
- ✓ Why they did it?
- ✓ How they did it?
- ✓ Have you reported the same information elsewhere?
- ✓ Send this information to either defence.pid@defence.gov.au or call 1800 673 502.

You can remain anonymous if you choose, however, this may make it difficult to clarify information or to receive outcomes.

Supervisors have additional obligations under the PID Act. Further information on these can be found in [PID Supervisor Obligations - Factsheet](#)

PROTECTIONS

The PID Act contains identity protections, as well as protections against reprisals. If you are concerned about protections or would like further information please contact an Authorised Officer at defence.pid@defence.gov.au.

Protection of your Identity - it is a criminal offence under the PID Act for anyone handling the PID to disclose information that may reveal your identity as the discloser without your consent unless authorised by the PID Act.

Protection from Liability - If your disclosure fulfils PID criteria, and as long as you comply with the requirements under the PID Act, you will receive immunity from civil, criminal, or administrative liability for making the disclosure.





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Protection from Reprisal - the PID Act offers protection to disclosers ('whistleblowers') and those providing assistance in relation to disclosures.

It is a criminal offence for any person to take a reprisal against you for making a Public Interest Disclosure.

REPRISALS

A person takes a reprisal against another person if they engage in conduct that results in detriment to the other person or, the conduct consists of, or results in a threat to cause detriment when the first person engages in that conduct because they believe or suspect the other person:

- has made a public interest disclosure; or
- may have made a public interest disclosure; or
- proposes to make a public interest disclosure; or
- could make a public interest disclosure; and
- that belief or suspicion is the reason, or part of the reason, for engaging in the conduct.

Detriment includes (without limitation) any of the following:

- dismissal of an employee;
- injury of an employee in his or her employment;
- alteration of an employee's position to his or her disadvantage
- discrimination between an employee and other employees of the same employer.
- harassment or intimidation of a person;
- harm or injury to a person, including psychological harm;
- damage to a person's property or reputation;
- damage to a person's business or financial position;
- any other damage to a person.

LIMITATIONS OF PROTECTIONS

The PID Act does not provide protection:

- if you knowingly disclose false or misleading information,
- if you disclose information alleging wrongdoing to someone who is not authorised to receive it, or

- from the consequences of your own wrongdoing which may be identified as a result of the PID.

If you are concerned about protections or would like further information please contact an Authorised Officer at defence.pid@defence.gov.au.

PID LEGISLATION

- [Public Interest Disclosure Act 2013](#)

RELEVANT RESOURCES

- [PID Scheme – List of Authorised Officers](#)
- [Commonwealth Ombudsman – Public Interest Disclosures](#)

Further guidance can be located on the [Defence Integrity Division intranet site](#) or you can contact defence.pid@defence.gov.au





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Public Interest Disclosures Supervisor Obligations

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WHAT IS A PUBLIC INTEREST DISCLOSURE?

A Public Interest Disclosure (PID) is a mechanism for public officials to disclose suspected wrongdoing by a government agency or public official.

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In Defence, public officials include current and former: Defence Australian Public Servant employees, Australian Defence Force permanent and reserve members, Cadets, Officers and Instructors of the Australian Defence Force Cadets, contracted service providers that are, or have been, engaged under contract with Defence.

- ✓ The conduct is of such significant nature it would undermine public confidence in, or have other significant implications for an agency.

This means conduct that has only personal implications for the discloser or another person, cannot be investigated under the PID Act.

WHO IS A SUPERVISOR?

As a supervisor within Defence you are required to act in accordance with the supervisor obligations set out in the *Public Interest Disclosure 2013* (PID Act).

'Supervisor' has a broad definition within the PID Act and includes any person who supervises or manages a person making a disclosure.

The employee does not need to indicate they wish to make a disclosure under the Act at the time they provide the information to the supervisor.

WHAT IS DISCLOSABLE CONDUCT?

The definition of disclosable conduct is broad and includes, but is not limited to:

- ✓ Contravention of a law
- ✓ Corruption
- ✓ Maladministration
- ✓ Abuse of public trust
- ✓ Wastage of public money
- ✓ Conduct that risks health or safety
- ✓ Abuse of Public Office
- ✓ Conduct that would result in termination

PERSONAL WORK-RELATED GRIEVANCES

Personal work-related grievances are no longer disclosable conduct under the Act, unless the conduct would meet one of the following criteria:

- ✓ The conduct would constitute taking a reprisal against another person;
- ✓ The conduct would give reasonable grounds for termination of employment; and/or

OBLIGATION TO INFORM

If an employee discloses information to their supervisor, that supervisor must consider whether there are reasonable grounds to believe the information concerns, or could concern, one or more instances of disclosable conduct as defined by the Act.

The supervisor must inform the discloser of the following:

- ✓ inform the discloser that the disclosure could be treated as an internal disclosure for the purposes of this Act; and
- ✓ explain to the discloser the procedures under this Act for such a disclosure to be:
 - ✓ given to an authorised officer; and
 - ✓ allocated to the discloser's agency or another agency; and
 - ✓ investigated by the principal officer of that agency; and
- ✓ advise the individual about the circumstances (if any) in which a public interest disclosure must be referred to an agency, or other person or body, under another law of the Commonwealth; and





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- ✓ explain to the discloser the civil and criminal protections this Act provides to protect disclosers, and those providing assistance in relation to such disclosures, from reprisals. See [Public Interest Disclosures – Factsheet](#).
- ✓ The supervisor may also direct the discloser to the Defence PID intranet page [here](#).

OBLIGATION TO PROVIDE INFORMATION

If a supervisor receives information that meets the definition of disclosable conduct, they must as soon as reasonably practicable give the information to an authorised officer.

You can contact a Defence authorised officer by emailing defence.pid@defence.gov.au or calling 1800 673 502.

In addition to providing the information to an authorised officer, supervisors are encouraged to follow usual processes and procedures when dealing with issues brought to their attention.

PROTECTIONS

The PID Act contains identity protections, as well as protections against reprisals. Further information regarding protections can be found in [Public Interest Disclosures – Factsheet](#).

If you are concerned about protections or would like further information please contact an Authorised Officer at defence.pid@defence.gov.au.

PID LEGISLATION

- [Public Interest Disclosure Act 2013](#)

RELEVANT RESOURCES

- [PID Scheme – List of Authorised Officers](#)
- [Commonwealth Ombudsman – Information for disclosers](#)

Further guidance can be located on the [Defence Integrity Division intranet site](#) or you can contact defence.pid@defence.gov.au





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SUPERVISOR ASSESSMENT OF INFORMATION

Consider whether there are reasonable grounds to believe the information provided concerns, or could concern, one or more instances of disclosable conduct as defined by the *Public Interest Disclosure Act 2013* (PID Act). Does the information relate to any of the following conduct?

- ✓ Contravention of a law
- ✓ Corruption
- ✓ Maladministration
- ✓ Abuse of public trust
- ✓ Wastage of public money
- ✓ Conduct that risks health or safety
- ✓ Abuse of Public Office
- ✓ Conduct that would result in termination

YES ☐

NO ☐

NB: The list above is not exhaustive, for additional information regarding disclosable conduct review section 29 of the PID Act.

SUPERVISOR OBLIGATION TO INFORM

As a supervisor, you must inform your staff member, disclosing the information, of the following:

- ☐ Inform the discloser that the information could be treated as an internal disclosure (disclosure within Defence) for the purposes of the PID Act.

☐ Explain to the discloser:

☐ As a supervisor you are required under the PID Act to report any information you receive that concerns, or could concern, one or more instances of disclosable conduct to an Authorised Officer.

☐ The Authorised Officer belongs to the Department of Defence (or to another agency if appropriate), and is appointed as an Authorised Officer for the purposes of the PID Act.

☐ The information may be allocated to the Department of Defence or another agency.

☐ The information disclosed may be investigated by the Principal Officer of the Department of Defence or other agency. The Principal Officer in Defence is the Secretary who has delegated his power to specific staff positions to undertake the investigations.

☐ Advise the discloser about the circumstances (if any) in which a public interest disclosure must be referred to an agency, or other person or body, under another law of the Commonwealth.

- *An Authorised Officer assesses the information received and if they determine it constitutes an internal disclosure, they must allocate the matter. It can be allocated to the Department of Defence or to another agency if some or all of the disclosable conduct with which the information may be concerned relates to the agency. The other agency, person or body must be consulted with and consent to the matter being allocated to them.*





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- For the name and contact details of the discloser to be provided to the other agency, person, or body, their consent is required. If reasonably practicable, the discloser must be notified of this referral.
- The Authorised Officer or Delegate of the Principal Officer may refer the conduct disclosed, if satisfied on reasonable grounds, that it would be more appropriately investigated under another law or power. If reasonably practicable, the discloser must be notified of this referral.

☐ Explain to the discloser the civil and criminal protections the PID Act provides to protect disclosers, and those providing assistance in relation to such disclosures, from reprisals.

- It is a criminal offence for any person to cause detriment or threaten to cause detriment to a discloser or a witness in relation to the disclosure.
- A person may also be liable in a civil action for taking a reprisal against another person.
- When making a disclosure, the discloser's liability for their own conduct is not affected.

Please refer to the [Public Interest Disclosure Supervisor Obligations – Factsheet](#) for further information.

SUPERVISOR OBLIGATION TO PROVIDE INFORMATION

If you answered yes in the assessment of the information, you must as soon as reasonably practicable give the information to an Authorised Officer. This can be done by emailing defence.pid@defence.gov.au or calling 1800 673 502. Alternatively, you can directly contact an Authorised Officer using the *PID Scheme – List of Authorised Officers* on the Department's [Intranet site](#).

Information reported to an Authorised Officer?

YES ☐

NO ☐

In addition to providing the information to an authorised officer, supervisors are encouraged to follow usual processes and procedures when dealing with issues brought to their attention.

Further guidance can be located on the [Defence Integrity Division intranet site](#) or you can contact defence.pid@defence.gov.au

