Where relevant, refer to appropriate ANU department eg HR, RO, .. Advise relevant area that this has also been referred to AO as potential PID.

Supervisor passes to AO as soon as practicable S.60A.

Decide reasonable basis to consider it an internal disclosure - Allocate to PO. Decide no reasonable basis to consider it an internal disclosure.

Advice Discloser s.44 (3).

Advise Discloser s.44(2).

Inform the Ombudsman s.44(1A).

Advise Ombudsman/IGIS with reasons s.50A.

Advise Discloser - reasons and courses of action available s.50(2).

PO takes appropriate action eg. refer to HR or other relevant area for investigation.

Conduct investigation within 90 days & prepare report s.52. Provide copy to Discloser s.51(4) Refer to PO procedures.

Note: Remove all identifying information unless Discloser consents in writing to their identity being disclosed s.20. Penalties may apply.

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