A principal officer must prepare a report of an investigation under s 51 of the [*Public Interest Disclosure Act 2013*](https://www.legislation.gov.au/Details/C2015C00556)(the PID Act). This act completes an investigation. In preparing the report, the principal officer must comply with the requirements in s 51(2) and any standards in force under s 74.

Agencies can meet their s 51 notification obligations by completing this form and sending it, with a copy of the report, to the Ombudsman at [PID@ombudsman.gov.au](mailto:PID@ombudsman.gov.au) within a reasonable time of preparing the report. Please ensure you save a copy of the completed form for your agency’s records.

NOTE: While agencies may redact identifying information from s 51 reports submitted to the Ombudsman, agencies are encouraged to consider limiting or avoiding redactions in order to facilitate Ombudsman oversight and review of investigation reports.

1. **Agency information:**

|  |  |
| --- | --- |
| Agency name |  |
| Agency contact for this notification (name, email address and phone number) | *(Ombudsman correspondence will be sent to this person/email address)* |
| Agency PID reference number |  |
| Ombudsman PID reference number |  |
| Date disclosure received | Click here to enter a date. |
| Date of allocation | Click here to enter a date |

1. **Investigation details**

|  |  |
| --- | --- |
| Area undertaking the PID investigation | Choose an item. |
| Date s 51 report completed | Click here to enter a date |
| S 51 report completed by | Choose an item. |
| Date notice of completion + s 51 report sent to discloser | Click here to enter a date |

1. **Investigation findings of disclosable conduct**

Select the most relevant category for each instance of disclosable conduct within the PID. Do not select multiple categories to describe a single instance of disclosable conduct. If the PID has more than three kinds of disclosable conduct, please contact our office.

|  |  |
| --- | --- |
| Was the investigation finalised with a finding of disclosable conduct | Choose an item. |
| Finding/s of disclosable conduct type  Choose an item. | |
| Finding/s of disclosable conduct type  Choose an item. | |
| Finding/s of disclosable conduct type  Choose an item. | |
| S 56 notification sent to state or federal police | Choose an item. |

1. **Findings or claims of reprisal**

|  |
| --- |
| If you have selected s 29(2A)(a) as a finding of disclosable conduct, please identify the type of Detriment  Choose an item. |
| Action proposed or taken in response to the finding of Reprisal  Choose an item. |
| Who does the Reprisal relate to?  Choose an item. |
| Does the report include any claims of reprisal against the discloser or any other person, and the agency’s response to those claims? |

1. **Investigation recommendations**

|  |  |  |
| --- | --- | --- |
| Did the investigation result in one or more recommendations in s 51 report | Choose an item. | |
| Recommendation 1  *(please describe the recommendation)* | Action taken/proposed to be taken in response to recommendation.  *(please describe the action)* | Action Status  Choose an item. |
| Recommendation 2  *(please describe the recommendation)* | Action taken/proposed to be taken in response to recommendation.  *(please describe the action)* | Action Status  Choose an item. |
| Recommendation 3  *(please describe the recommendation)* | Action taken/proposed to be taken in response to recommendation.  *(please describe the action)* | Action Status  Choose an item. |
| Did the PID investigation result in a recommendation that there be a referral to an investigation under a different policy, procedure or law | Choose an item. | |
| If yes, what was the law or power recommended for referral | Choose an item. | |
| If you have selected ‘Other (e.g. referral to Police)’ where was the investigation referred |  | |