If an authorised officer receives an internal disclosure that meets the criteria in s 26 of the [*Public Interest Disclosure Act 2013*](https://www.legislation.gov.au/Details/C2015C00556)(the PID Act), that disclosure must be allocated for handling under the PID Act. Section 44(1A) of the PID Act requires agencies to inform the Ombudsman of a decision to allocate a disclosure for handling.[[1]](#footnote-1)

Agencies can meet their s 44(1A) notification obligations by completing this form and sending it to the Ombudsman at [PID@ombudsman.gov.au](mailto:PID@ombudsman.gov.au) within 10 working days of an allocation decision. Please ensure you save a copy of the completed form for your agency’s records.

If 2 or more public officials jointly disclose the same information, notification of each allocation decision (if made) must occur. In these circumstances, a separate form should be completed for each allocation decision.

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 (if the PID was allocated to your agency by the Ombudsman) |  |
| Date disclosure allocated | Click here to enter a date. |
| Current investigation end date | Click here to enter a date. |
| Date disclosure received | Click here to enter a date. |
| To whom was the disclosure first made to? | Choose an item. |
| Date disclosure was assessed as a PID against s 26 of the PID Act | Click here to enter a date. |
| Agency to which the disclosure was allocated |  |

1. **Discloser information:**

|  |  |
| --- | --- |
| Is the discloser anonymous (no name or contact details provided)? | Choose an item. |
| Has the discloser consented to their name and contact details being provided to the principal officer? | Choose an item. |
| Has the discloser consented to their name and contact details being provided to our Office? | Choose an item. |
| Discloser name and contact details (where consent has been given to provide contact details to our Office). |  |
| What is the status of the discloser? | Choose an item. |
| If applicable, date written notice of deeming decision given to the individual as required by s 70(1). | Click here to enter a date. |

1. **Kinds of disclosable conduct within the PID**

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 six kinds of disclosable conduct, please contact our office.

|  |
| --- |
| First instance of disclosable conduct within the PID  Choose an item. |
| Second instance of disclosable conduct within the PID  Choose an item. |
| Third instance of disclosable conduct within the PID  Choose an item. |
| Fourth instance of disclosable conduct within the PID  Choose an item. |
| Fifth instance of disclosable conduct within the PID  Choose an item. |
| Sixth instance of disclosable conduct within the PID  Choose an item. |

1. **Summary of information disclosed**

|  |  |
| --- | --- |
| Summary of the nature of the PID as provided by the discloser. |  |

1. If the disclosure is allocated to an intelligence agency, notice must be provided to the Inspector General of Intelligence and Security (s 44(1A)(b)). [↑](#footnote-ref-1)