Form 1

Notification of an allocation decision
or reallocation decision

Sections 44 and 45 of the PID Act require agencies to inform the Ombudsman of a decision to allocate or reallocate a disclosure for handling.[[1]](#footnote-1)

Agencies can meet their s 44 or s 45 notification obligations by completing this form and sending it to the Ombudsman at 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.

*NOTE: If 2 or more public officials jointly disclose the same information,* *each of those officials must be taken to have made a separate disclosure and separate notification of each decision on allocation must occur. In these circumstances, a separate form should be completed for each decision on allocation*.

1. **Agency information:**

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| --- | --- |
| 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 |  |
| Date disclosure received | Click here to enter a date. |
| Allocation Decision date | Click here to enter a date.*(NOTE: the allocation decision date is the date the Authorised Officer (AO) makes a decision under s 43(3) to allocate or not allocate the disclosure.* *The date of a decision to allocate is the date the AO decides the agency to whom the disclosure will be allocated for handling.* *Should the AO decide to allocate to an agency that is not their own, the allocation decision date becomes the date the AO receives consent under s 43(9) from the other agency.)* |
| Current investigation end date  | Click here to enter a date.*(NOTE: time limit commences the day after the allocation decision date)*  |
| To whom was the disclosure first made to? | Choose an item. |
| Agency to which the disclosure was allocated |  |
| Is this Agency another agency within your portfolio or a Parent Agency of the portfolio | Choose an item. |
| Reason for allocating to another agency within your portfolio or a Parent Agency of the portfolio |  |
| If the notification relates to a reallocation the Agency to which the disclosure was reallocated |  |
| Date disclosure reallocated | Click here to enter a date. |

1. **Discloser information:**

|  |  |
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| 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 this Office? | Choose an item. |
| Has the discloser otherwise agreed to receive correspondence from our Office (e.g. notification of extension decisions)?If yes, please provide the discloser’s name and contact detailsIf yes, please advise of any sensitivities or specific communication requirements. | Choose an item. |
| What is the status of the discloser? | Choose an item. |
| Date the discloser deemed a public official? | 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.

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

1. **Nature of Reprisal**

If you have selected s29(2A)(a) in Section 3 – Kinds of disclosable conduct, please identify who the reprisal relates to and the alleged type of detriment. Do not select multiple categories to describe a single instance of detriment. If the PID has more than three kinds of detriment, please contact our Office.

|  |  |
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| Who does the reprisal relate to? | Choose an item. |

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| First instance of detriment within the PIDChoose an item. |
| Second instance of detriment within the PIDChoose an item. |
| Third instance of detriment within the PIDChoose an item. |

1. **Summary of information disclosed**

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

1. **Referral to National Anti-Corruption Commission (NACC)**

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| --- | --- |
| Has any part of this disclosure been referred to the NACC | Choose an item. |
| If yes, what does the referral relate to | Choose an item. |
| If yes, what date was the information referred to the NACC | Click here to enter a date. |

1. If the disclosure is allocated to an intelligence agency, notice must be provided to the Inspector General of Intelligence and Security (s 44(3)(c)). [↑](#footnote-ref-1)