

MAKING A PUBLIC INTEREST DISCLOSURE: POLICY AND PROCEDURE

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Name	Position	Contact Details
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1. Foreword

Rural Industries Research and Development Corporation (RIRDC) is committed to developing and maintaining a culture where all staff are encouraged to raise concerns about poor, illegal or unacceptable practice or misconduct without recrimination or discrimination as a result.

A public interest disclosure scheme is about removing barriers that prevent people who work in the public sector from speaking up about serious problems that impact upon public administration. All staff have a part to play in ensuring that problems are identified early, appropriate action is taken and those who report wrongdoing are protected from reprisal. Public interest disclosures can help to:

- identify as early as possible conduct that needs correction
- identify any weak or flawed systems which may make RIRDC vulnerable
- avoid inefficiency and financial loss
- reduce risks to the environment, or the health or safety of staff or the community.

RIRDC is committed to the highest standards of ethical and accountable conduct and in this regard RIRDC is committed to supporting any of its staff who make a public interest disclosure.

Craig Burns
Managing Director

2. Purpose

- 2.1. The *Public Interest Disclosure Act 2013* (PID Act) supplements existing avenues for complaint and investigation. Staff are able to raise issues where they believe that there have been behaviours which do not comply with RIRDC policies, the Code of Conduct, or the law where the interests of RIRDC, its staff, other parties, including the public, are at risk (improper or unlawful conduct).
- 2.2. This Policy sets out the procedure for making a Public Interest Disclosure as well as how it will be investigated and the outcomes reported. It also sets out the protection available to RIRDC staff who make a disclosure.

3. Background

- 3.1. The PID Act is designed to:
 - promote the integrity and accountability of the Commonwealth public sector;
 - encourage and facilitate the making of public interest disclosures by public officials;
 - ensure that public officials who make public interest disclosures are supported and are protected from adverse consequences relating to the disclosures; and
 - ensure that disclosures by public officials are properly investigated and dealt with.
- 3.2. Under the PID Act all RIRDC staff, and some RIRDC service providers, will fall within the definition of *public official* and may make a Public Interest Disclosure and will be afforded protection under the PID Act in relation to the public interest disclosure.
- 3.3. This policy supersedes the RIRDC *Whistle-blower* policy.
- 3.4. Previously the provisions, contained within RIRDC policy *Whistle-blower: Policy and Procedure* provided protection to RIRDC staff when reporting conduct which they believed to be improper or unlawful. From 15 January 2014 the whistle-blower provisions contained within s16 of the *Public Service Act 1999* were repealed and the protections for RIRDC staff when making a whistle-blower disclosure are now contained within the PID Act.

4. Definitions and Acronyms

The Rural Industries Research and Development Corporation (RIRDC) is also referred to in this policy as “**the Corporation**”. **Corporation staff** referred to in this policy include Board Directors, Advisory Committee members, external research managers and internal staff as well as RIRDC contractors or consultants.

Authorised Officer means the person appointed by the Managing Director to receive public interest disclosures. In this case the Authorised Officer is the General Manager Corporate.

Principal Officer means the Managing Director or delegate.

Public Interest Disclosure means a disclosure of information amounting to disclosable conduct.

Public Official is as defined by s 69 of the PID Act and includes RIRDC staff, past and present, as well as contractors and statutory office holders.

Disclosable Conduct means conduct that is suspected or probable illegal conduct or other wrongdoing of the kind mentioned in 229 of the PID Act.

5. Policy

5.1. All Corporation staff are encouraged to report any genuine concerns about suspected wrongdoing or unlawful behaviour which they believe may constitute Disclosable Conduct,

5.2. Under s29 of the PID Act, Disclosable Conduct includes conduct which:

- contravenes Commonwealth, state or territory law;
- in a foreign country, contravenes a foreign law that applies to the agency, official or service provider;
- perverts the course of justice;
- is corrupt;
- constitutes a maladministration, including conduct that is based on improper motives or is unreasonable, unjust, oppressive or negligent;
- is an abuse of public trust;
- involves fabrication, falsification, plagiarism or deception relating to scientific research, or other misconduct in relation to scientific research, analysis or advice;
- results in wastage of public money or public property;
- unreasonably endangers health and safety; and
- endangers the environment.

5.3. All RIRDC staff are responsible for acting appropriately in response to any unlawful or improper behaviour by another staff member. The PID Act establishes a legal framework for 'public interest whistleblowing' in which allegations of unlawful or improper behaviour can be raised without victimisation or discrimination. It is an offence under the PID Act to take, or threaten to take, a reprisal against an employee who discloses suspected unlawful or improper conduct.

6. What is a Public Interest Disclosure?

- 6.1. A Public Interest Disclosure is a disclosure of information that is
- a disclosure concerning suspected or probable illegal conduct or other wrongdoing (referred to as “disclosable conduct”); or
 - a disclosure concerning a previous “internal disclosure” of the information that has not been adequately dealt with, and if wider disclosure satisfies public interest requirements; or
 - a disclosure concerning a substantial and imminent danger to health or safety; or
 - a disclosure to an Australian legal practitioner for purposes connected with the above matters.

The full definition of a public interest disclosure is found at section 26 of the PID Act. Even though the operative provisions of the PID Act did not commence until 15 January 2014, a public interest disclosure can be made in relation to matters occurring before the commencement of the PID Act.

7. What is not a Public Interest Disclosure?

- 7.1. As noted above a Public Interest Disclosure requires the presence of disclosable conduct. It is not disclosable conduct just because a person disagrees with:
- a government policy or proposed policy
 - actions or proposed actions by a Minister, the Speaker of the House of Representatives or the President of the Senate
 - expenditure or proposed expenditure related to such policy or action.
- 7.2. Disclosable conduct also does not include judicial conduct, that is, the conduct of judicial officers, the judicial functions of court staff, tribunal staff or tribunal members, or any other conduct related to a court or tribunal unless it is of an administrative nature and does not relate to matters before the court or tribunal.
- 7.3. The conduct of Members of Parliament is not covered by the PID Act. However, the departments of the Parliament and their employees are covered.
- 7.4. Disclosable conduct also does not include the proper performance of the functions and proper exercise of the powers of an intelligence agency or its officials.
- 7.5. Disclosable conduct by a public official must be conduct in connection with their position as a public official – in other words, conduct that is wholly private and has no bearing on their position as a public official is not disclosable conduct.

8. How is a Public Interest Disclosure made?

Anonymity

- 8.1. It is important to note that RIRDC staff who wish to make a public interest disclosure (the disclosers) do not have to identify themselves and may remain anonymous. Remaining anonymous means disclosers do not identify themselves at any stage to anyone, including the Authorised Officer who receives the disclosure. If the disclosure comes from an email address from which the person's identity cannot be determined, and the discloser does not identify themselves in the email, it should be treated as an anonymous disclosure.
- 8.2. If the disclosure is not made anonymously the identity of the disclosure remains protected from broader disclosure. A person who receives and investigates a public interest disclosure that is, a supervisor, an RIRDC Authorised Officer or RIRDC Principal Officer, cannot reveal the discloser's identity during, or after, the public interest disclosure process without the discloser's consent.

Pathways for making a Public Interest Disclosure

- 8.3. There is no single, formal process prescribed for the making of a public interest disclosure. RIRDC staff should contact their RIRDC Authorised Officer if they wish to make a public interest disclosure. This can be done in person, in writing (including email) or anonymously in writing (including email). A RIRDC Authorised Officer is the person authorised by the MD under the PID Act to receive public interest disclosures.
- 8.4. The RIRDC website has a designated email address for staff or other officers to lodge a disclosure. The email address is pid@rirdc.gov.au. This email address is only able to be accessed by the Authorised Officer and the Managing Director.
- 8.5. The information disclosed should be sufficiently detailed so as to enable an RIRDC Authorised Officer to make an assessment of whether it is a public interest disclosure.
- 8.6. A list of RIRDC Authorised Officers is available on the RIRDC Intranet at <http://intranet/Pages/Public-Interest-Disclosures.aspx>
- 8.7. A public interest disclosure may be made to the supervisor or manager, of a public official (RIRDC staff member) however, as supervisors are required to notify an RIRDC Authorised Officer of a public interest disclosure it is advisable that the maker of a public interest disclosure (the discloser) directly approach an RIRDC Authorised Officer and not their supervisor or manager.
- 8.8. In the event that the public interest disclosure is in relation to the conduct of the Managing Director, General Manager Corporate (where they are the Authorised Officer) or a member (or members) of the RIRDC Board, the disclosure should be directed to the Commonwealth Ombudsman (see paragraph 8.11 below).

- 8.9. A public interest disclosure may even be made in circumstances where the person making it does not know it is a public interest disclosure. In these circumstances the RIRDC Authorised Officer, or supervisor or manager, will advise the discloser that the information disclosed could be considered to be a public interest disclosure and so the processes under the PID Act will have to be followed.
- 8.10. A public interest disclosure may be made to the agency, or authorised officer of the agency, to which the discloser last belonged if the information relates to that agency.

Public Interest Disclosure Direct to the Commonwealth Ombudsman

- 8.11. A person, internal or external to RIRDC may choose instead to make a public interest disclosure directly to the Commonwealth Ombudsman via the following email address PID@ombudsman.gov.au. The Ombudsman may decide to investigate an internal disclosure that is made to an authorised officer in the Ombudsman's office or allocated (with consent) to the Ombudsman by another agency.
- 8.12. If the Ombudsman decides to investigate an internal disclosure the Ombudsman will consider whether special reasons exist to conduct an investigation, or allocate the matter to the agency where the disclosable conduct is alleged to have occurred, or to a prescribed investigative agency with appropriate jurisdiction.
- 8.13. If the Ombudsman does decide to investigate a disclosure, the investigative powers under the Ombudsman Act 1976 will generally be used rather than the powers under the PID Act.
- 8.14. The Ombudsman may also investigate under the Ombudsman Act 1976 if a complaint is made about an agency's actions in handling a public interest disclosure.

External or Emergency Disclosures

- 8.15. In limited circumstances a public official may disclose such information to a person outside government – this is known as an external disclosure or emergency disclosure.
- 8.16. A public official can make a public interest disclosure to other people, including people outside government only in limited circumstances. Two other restrictions apply to these disclosures, namely that:
- the matter must not include intelligence information or sensitive law enforcement information or concern an intelligence agency
 - a disclosure may not be made to a foreign public official.
- 8.17. It is anticipated that external and emergency disclosures will be rare. For a disclosure to be an external disclosure, all of the requirements contained in column 3 in relation to item 2 of the table in subsection

26(1) of the PID Act will have to be satisfied. See **Attachment 2: Meaning of Public Interest Disclosure**

- 8.18. For a disclosure to be an emergency disclosure all of the requirements contained in column 3 in relation to item 3 of the table in subsection 26(1) of the PID Act will have to be satisfied. See **Attachment 2: Meaning of Public Interest Disclosure**.

9. The process following the making of a Public Interest Disclosure

- 9.1. The Flowchart at Attachment 1 to this document shows the steps RIRDC must take from the receipt of a public interest disclosure through to the final investigation of the matter.

Receipt of Public Interest Disclosure

- 9.2. If the public interest disclosure is made to a RIRDC supervisor or manager, the disclosure must be referred to the RIRDC Authorised Officer (AO).
- 9.3. Once a disclosure is received, the Authorised Officer is obliged to:
- Advise the discloser that the information provided may be considered a public interest disclosure under the PID Act and that they are obliged to pass the information on to the RIRDC Principal Officer (PO) for investigation.
 - Assess the risk of reprisals and possible actions to be taken to protect the discloser with regard to these risks;
 - Advise the discloser of protections from reprisals in relation to the disclosure of the disclosable conduct available to them under the PID Act;
 - Advise the discloser that the PID Act has strict provisions around who is to have access to the information the discloser has provided and that such access will be limited to the AO and the PO;
 - Explain to the discloser what the PID Act requires in order for the disclosure to be an internal disclosure;
 - Confirm with the discloser the nature of the information and obtain the discloser's consent to provide their details to the PO.

Allocation of the PID

- 9.4. Where a disclosure is received, the Authorised Officer will advise the Commonwealth Ombudsman that a public interest disclosure has been made. (See **Attachment 3: Notification of Allocation**)
- 9.5. The Authorised Officer will then determine whether or not to investigate or allocate the disclosure.

- There is a limited discretion available to the AO **not** to allocate a potential public interest disclosure. If this discretion is exercised the PID Act requires the discloser to be notified of the decision and the reasons for the decision explained. This must also be recorded (see Attachment 4: Notification Not to Proceed with an Investigation) and forwarded to the Ombudsman.
- 9.6. The AO may contact the discloser for further information prior to making the decision to allocate the matter to a PO. If the information relates in whole or in part to another agency an AO may allocate the public interest disclosure, or that part of the public interest disclosure relevant to the agency, to that other agency for investigation.
- In this event, the Authorised Officer will notify the discloser that their matter has been allocated to a Principal Officer of another agency, for investigation.
- 9.7. Once an AO has allocated a public interest disclosure it must be investigated by the Principal Officer (PO) subject to certain exceptions contained within the PID Act.
- 9.8. The PO may contact the discloser for further information to assist in the investigation of the matter and the preparation of the Investigation Report.
- 9.9. The PO is required to complete the investigation of the public interest disclosure and prepare a report within 90 days of the public interest disclosure being allocated to them by the AO.
- 9.10. The PO must, as soon as reasonably practicable after the matter is allocated to them, inform the discloser that they are required to investigate the disclosure.
- 9.11. The PO must also inform the discloser of the estimated length of the investigation.
- 9.12. On completion of an investigation of the public interest disclosure, the PO must prepare a report to send to the Ombudsman that sets out:
- the matters considered in the course of the investigation;
 - the duration of the investigation;
 - the findings (if any);
 - the action (if any) that has been, is being, or is recommended to be, taken; and
 - any claims made about, and any evidence of, detrimental action taken against the discloser, and the agency's response to those claims and that evidence.
- 9.13. Under the PID Act, agencies have 90 days from the date of allocation to investigate a disclosure and prepare a report on the investigation. Agencies may seek an extension of time from the Commonwealth

Ombudsman, to complete its investigation. (see **Attachment 5: Request for an Extension of Time.**)

- 9.14. Requests for an extension of time should be sought from the Ombudsman no later than 21 days prior to the expiry of the investigation completion date. Forms are to be forwarded to PID@ombudsman.gov.au.

10. Protection available to RIRDC Staff who make a public interest disclosure

- 10.1. Section 10 of the PID Act provides protection to RIRDC staff who make a public interest disclosure by providing that:
- (a) the individual is not subject to any civil, criminal or administrative liability (including disciplinary action) for making the public interest disclosure; and
 - (b) no contractual or other remedy may be enforced, and no contractual or other right may be exercised, against the individual on the basis of the public interest disclosure.
- 10.2. Under section 20 of the PID Act it will be an offence to identify the discloser as being the person making the public interest disclosure to others not directly involved in the public interest disclosure process. The maximum penalty for revealing the discloser's identity as the maker of the public interest disclosure is 6 months imprisonment or a \$5,100 fine, or both.
- 10.3. It is an offence under the PID Act punishable by 2 years imprisonment, a \$20,400 fine or both to take reprisal action against a discloser in relation to their public interest disclosure.
- 10.4. In addition to the protections against reprisals the PID Act also provides remedies which are available to you in the event that reprisals are taken. The remedies available to you under the PID Act are compensation, injunctions, reinstatement, apology or a combination of these remedies.
- 10.5. RIRDC must also ensure that a discloser is protected from any reprisals once they have made a public interest disclosure.

11. Can a Public Interest Disclosure be withdrawn?

- 11.1. A discloser **cannot withdraw** a public interest disclosure. Once a public interest disclosure has been made, even in circumstances where the discloser did not know, or did not intend, it to be a public interest disclosure, it must be dealt with in accordance with the PID Act.

12. Responsibilities of the Discloser after making a public interest disclosure

- 12.1. A person who makes a public interest disclosure should **not** discuss the details of the disclosure with anyone who does not need to know. Discussions with those people will not be covered by the protections in the PID Act.
- 12.2. A person who makes a public interest disclosure should to be discreet about the fact that they have made a public interest disclosure, the information in their disclosure and any information that would identify someone they allege has acted wrongly.
- 12.3. A person who makes a public interest disclosure should also be prepared to provide further information to help the investigator, as this will often be required. Under the PID Act all RIRDC staff must use their best endeavours to assist in any investigation.

13. Congruence with Legislation and Related Policies

13.1. Public Interest Disclosure Act 2013

13.2. Privacy Act 1988

13.3. Commonwealth Authorities and Companies Act 1997

14. Sources

- 14.1. Commonwealth Ombudsman Information sheets:
 - *The Public Interest Disclosure Act 2013 - what's it all about?*
 - *How to make a public interest disclosure*
 - *Responsibilities of principal officers of Commonwealth agencies*
 - *The role of authorised officers*
- 14.2. Commonwealth Ombudsman Information Guides:
 - *Speaking up about wrongdoing - a guide to making a disclosure under the Public Interest Disclosure Act*
 - *Agency guide to the Public Interest Disclosure Act 2013*

15. Review

- 15.1. This policy should be reviewed every three years or earlier if required.

16. Accountabilities

Responsible Officer

16.1. The General Manager Corporate, or delegate will be responsible for the implementation and management of this policy.

Implementation and Training Plan

16.2. The General Manager Corporate or delegate will manage the preparation of implementation and training, together with ongoing awareness training programs for staff annually. Training will include policy awareness, procedures, key issues, responsibilities and reporting. Staff training programs will be run annually, following initial training at the time the *PID Act 2013* was enacted (January 2014).

Effectiveness of this Policy

16.3. The effectiveness of this policy will be gauged by:

- Staff attendance at training and awareness training.
- Whether the process outlined is being followed in the event of a PID being raised.

17. Effective Date

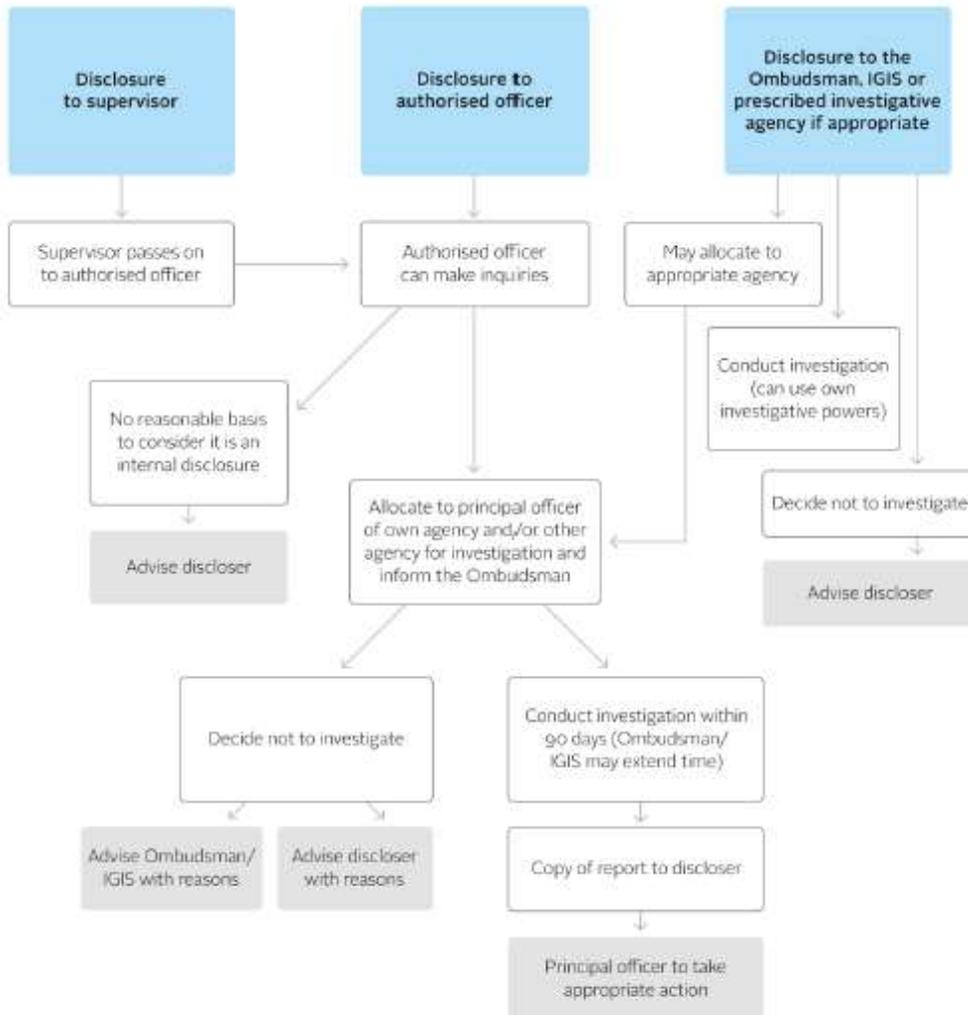
17.1. This Policy will become effective immediately it is approved.

18. Associated Documents

- 18.1. Public Interest Disclosure Flowchart (Attachment 1)
- 18.2. Section 26: Meaning of Public Interest Disclosure (Attachment 2)
- 18.3. Form: Notification of Allocation (Attachment 3)
- 18.4. Form: Notification of Decision not to Investigate (Attachment 4)
- 18.5. Form: Request for Extension of Time (Attachment 5)
- 18.6. RIRDC Enterprise Agreement 2013-2016
- 18.7. RIRDC Fraud Control Plan 2012-2014

Attachment 1: Flow Chart

DEALING WITH AN INTERNAL DISCLOSURE



Source: Agency guide to the Public Interest Disclosure Act 2013, Commonwealth Ombudsman, December 2013 p. 29

Attachment 2: Meaning of Public Interest Disclosure

Section 26 (PID Act) : Meaning of *public interest disclosure*

(1) A disclosure of information is a **public interest disclosure** if:

(a) the disclosure is made by a person (the **discloser**) who is, or has been, a public official; and

(b) the recipient of the information is a person of the kind referred to in column 2 of an item of the following table; and

(c) all the further requirements set out in column 3 of that item are met:

Public interest disclosures			
Item	Column 1	Column 2	Column 3
	Type of disclosure	Recipient	Further requirements
1	Internal disclosure	An authorised internal recipient, or a supervisor of the discloser	The information tends to show, or the discloser believes on reasonable grounds that the information tends to show, one or more instances of disclosable conduct.
2	External disclosure	Any person other than a foreign public official	<p>(a) The information tends to show, or the discloser believes on reasonable grounds that the information tends to show, one or more instances of disclosable conduct.</p> <p>(b) On a previous occasion, the discloser made an internal disclosure of information that consisted of, or included, the information now disclosed.</p> <p>(c) Any of the following apply:</p> <p>(i) a disclosure investigation relating to the internal disclosure was conducted under Part 3, and the discloser believes on reasonable grounds that the investigation was inadequate;</p> <p>(ii) a disclosure investigation relating to the internal disclosure was conducted (whether or not under Part 3), and the discloser believes on reasonable grounds that the response to the investigation was inadequate;</p> <p>(iii) this Act requires an investigation relating to the internal disclosure to be conducted under Part 3, and that investigation has not been completed within the time limit under section 52.</p> <p>(e) The disclosure is not, on balance, contrary to the public interest.</p> <p>(f) No more information is publicly disclosed than is reasonably necessary to identify one or more instances of disclosable conduct.</p> <p>(h) The information does not consist of, or include, intelligence information.</p> <p>(i) None of the conduct with which the disclosure is concerned relates to an intelligence agency.</p>

Public interest disclosures			
Item	Column 1	Column 2	Column 3
	Type of disclosure	Recipient	Further requirements
3	Emergency disclosure	Any person other than a foreign public official	<p>(a) The discloser believes on reasonable grounds that the information concerns a substantial and imminent danger to the health or safety of one or more persons or to the environment.</p> <p>(b) The extent of the information disclosed is no greater than is necessary to alert the recipient to the substantial and imminent danger.</p> <p>(c) If the discloser has not previously made an internal disclosure of the same information, there are exceptional circumstances justifying the discloser's failure to make such an internal disclosure.</p> <p>(d) If the discloser has previously made an internal disclosure of the same information, there are exceptional circumstances justifying this disclosure being made before a disclosure investigation of the internal disclosure is completed.</p> <p>(f) The information does not consist of, or include, intelligence information.</p>
4	Legal practitioner disclosure	An Australian legal practitioner	<p>(a) The disclosure is made for the purpose of obtaining legal advice, or professional assistance, from the recipient in relation to the discloser having made, or proposing to make, a public interest disclosure.</p> <p>(b) If the discloser knew, or ought reasonably to have known, that any of the information has a national security or other protective security classification, the recipient holds the appropriate level of security clearance.</p> <p>(c) The information does not consist of, or include, intelligence information.</p>

Attachment 3:

Notification of allocation

Under the *Public Interest Disclosure Act 2013* the Commonwealth Ombudsman, or IGIS if the information relates to an intelligence agency, must be notified when an agency has allocated a disclosure (s 44(1A)). In accordance with s 43(5) an authorised officer of the agency must use his or her best endeavours to decide the allocation within 14 days after the disclosure is made.

Notification forms should be completed and provided to the Ombudsman (unless it relates to an intelligence agency) within 10 working days, or as soon as reasonably practicable, of the allocation. Forms are to be forwarded to PID@ombudsman.gov.au.

The discloser's name and contact details must only be provided to the Ombudsman where the discloser has consented to the information being provided (s 44(1)(d)).

Agency information

Receiving agency	
Your reference number	
Date disclosure received	<i>{Date disclosure made to authorised officer}</i> Click here to enter a date.
Allocation date	Click here to enter a date.
Accepting agency	<i>{Agency to which the disclosure was allocated}</i>
Accepting agency's reference number	
Who was the disclosure first made to?	Choose an item.

Discloser's details

Is the discloser anonymous - Choose an item.

Has consent been granted to provide details - Choose an item.

Name	
Address	
Contact number	
Email address	
Status of discloser	Choose an item.
Date discloser informed of the allocation decision (optional)	Click here to enter a date.

Disclosed information

Nature of disclosure 1	Choose an item.
Nature of disclosure 2	Choose an item.
Details of information disclosed	<i>{Provide a brief summary of the information disclosed}</i>

Attachment 4:

Notification of decision not to investigate

Under the *Public Interest Disclosure Act 2013* the Commonwealth Ombudsman, or IGIS if the information relates to an intelligence agency (s 50A(2)), must be notified with reasons when an agency has decided to not investigate a disclosure or not investigate further (s 50A(1)).

Notification forms should be completed and provided to the Ombudsman (unless it relates to an intelligence agency) within 10 working days, or as soon as reasonably practicable, of the decision to not investigate a disclosure or not investigate further. Forms are to be forwarded to PID@ombudsman.gov.au.

Agency information

Agency	
Your reference number	
Date disclosure allocated	Click here to enter a date.
Decision date	Click here to enter a date.

Reasons to not investigate or not investigate further

Had investigation commenced	Choose an item.
Reason for decision to not investigate or not investigate further 1	Choose an item.
Reason for decision to not investigate or not investigate further 2	Choose an item.
Details of decision	<i>{Provide a brief summary of the decision}</i>
Date discloser informed of the decision (optional for agencies to complete this question)	<i>{Or indicate if there is no way of contacting the discloser}</i> Click here to enter a date.

Attachment 5:

Request extension of time

Under the *Public Interest Disclosure Act 2013* agencies have 90 days from the date of allocation to investigate a disclosure and prepare a report on the investigation (s 52). Agencies may seek an extension of time from the Commonwealth Ombudsman, or IGIS if the information relates to an intelligence agency, to complete its investigation (s 52(3)).

Requests for an extension of time should be sought from the Ombudsman (unless it relates to an intelligence agency) no later than 21 days prior to the expiry of the investigation completion date. Forms are to be forwarded to PID@ombudsman.gov.au.

Agency information

Agency	
Your reference number	
Date disclosure allocated	Click here to enter a date.

Extension request details

Length of extension sought	
Reason for extension	
Action taken to progress investigation	<i>{Provide timeline of actions taken since commencement of allocation}</i>
Is this the first request for an extension?	Choose an item.
Extensions sought and granted	<i>{Provide details of previous extensions sought and granted}</i>
Has discloser's view been sought? (optional for agencies to complete this question)	Choose an item. <i>{If yes briefly explain the discloser's view}</i>