

PUBLIC INTEREST
DISCLOSURE
GUIDELINE TWO

Notification of action taken
(section 7)

Guideline two: Notification of action taken (section 7)

In addition to the requirement for OPI to be notified when an appropriate disclosure of public interest information is received, the OPI **must** also be notified of any action taken in relation to the disclosure.

Section 7(3) of the PID Act provides:

- (3) A person who takes action referred to in subsection (1)(a) in relation to public interest information or, if such action consists of referring the disclosure of public interest information to another person, the person to whom it is referred—*
- (a) must take reasonable steps to notify the informant (if the informant's identity is known) of the outcome of that action; and*
 - (b) must provide OPI with information relating to the outcome of that action in accordance with any applicable guidelines prepared under section 14.*

> See PID Act, section 7(3)

This guideline applies in relation to the notification to the OPI of the outcome of any action taken upon receipt of, or referral of, an appropriate disclosure of public interest information.

The recipient of the disclosure or, if the recipient of the disclosure has referred the disclosure to some other person or authority, then that other person or authority, must notify the OPI as soon as reasonably practicable via the online notification form (icac.sa.gov.au) the following:

- (a)** the unique reference number issued by the OPI upon notification of the original disclosure;
- (b)** the name and contact details of the notifier;
- (c)** the name and contact details of the person or authority responsible for taking the action;
- (d)** what (if any) findings were made in respect of the disclosure;
- (e)** the nature of the action taken (if any);
- (f)** the outcome of any action taken (if applicable);
- (g)** whether the identity of the informant was disclosed to a person other than the original recipient of the disclosure; and
- (h)** whether the informant was notified of the action taken and, if so, when and how that notification was made.

