

The PID online reporting tool was developed to allow public authorities to quickly and easily provide statistical information to the NSW Ombudsman every six months as required under section 6CA of the *Public Interest Disclosures Act 1994*.

It allows registered users of public authorities to:

- login securely
- submit a report to the NSW Ombudsman
- view, update and print a PDF file of the statistical information provided.

One registered person in each public authority will be able to access the PID online reporting tool by using their email and a password. If you have been registered to submit your public authority's statistical information to the NSW Ombudsman and have not been given access to the PID online reporting tool, please contact the Public Interest Disclosures Unit (PID Unit) at pid@ombo.nsw.gov.au. If the registered user for your public authority changes, please ensure the PID Unit is notified by the previously registered user or the head of the public authority.

This user manual was developed to guide public authorities and registered users in using the tool.

Before submitting a report, please refer to *Guideline C2: Reporting to the NSW Ombudsman* for advice on what information needs to be provided.

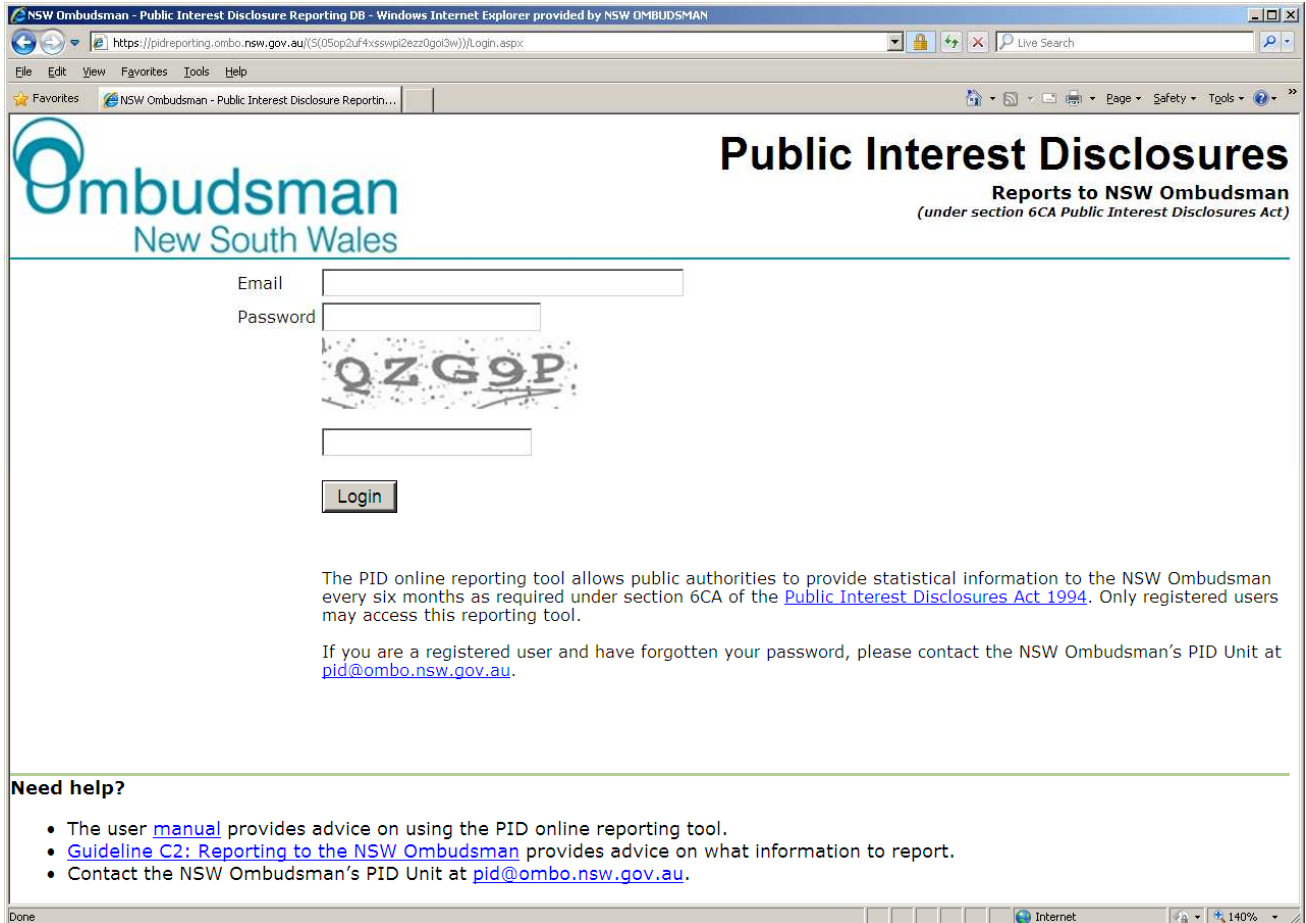
For further information, contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au or on (02) 9286 1000.

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Logging on and off

1. To access the PID online reporting tool, type the following address into your internet browser's address bar:
<https://pidreporting.ombo.nsw.gov.au>.
2. The login page will appear. Enter your full email address and password. You will be shown an image and you are required to enter the code displayed. Click 'Login'.



The screenshot shows a web browser window with the URL [https://pidreporting.ombo.nsw.gov.au/\(S\(050p2uf4xsswp2ezz0got3w\)\)/Login.aspx](https://pidreporting.ombo.nsw.gov.au/(S(050p2uf4xsswp2ezz0got3w))/Login.aspx). The page title is "Public Interest Disclosures" and the subtitle is "Reports to NSW Ombudsman (under section 6CA Public Interest Disclosures Act)". The page features the NSW Ombudsman logo on the left. The main content area contains a login form with fields for "Email" and "Password", a CAPTCHA image showing the code "QZG9P", and a "Login" button. Below the form, there is a paragraph explaining the tool's purpose and a link to contact the PID Unit at pid@ombo.nsw.gov.au. A "Need help?" section follows, listing three items: a user manual, a guideline on reporting, and contact information for the PID Unit. The browser's status bar at the bottom shows "Done" and "Internet".

If the code that you enter for the image generated is not correct the first time, please try again. This function of the PID online reporting tool has been designed to ensure its security and is case-sensitive.

If you have forgotten your password, your access will be revoked after three unsuccessful attempts to login. To restore access, contact the PID Unit at pid@ombo.nsw.gov.au.

Registered users are responsible for keeping their password secure and treating it as sensitive, confidential information. If a password is suspected to have been compromised, notify the PID Unit immediately at pid@ombo.nsw.gov.au to change the password.

3. This will take you to a page listing any past reports that your public authority has submitted.

To logoff, click 'Logoff' in the menu on the left-hand side of the page.



You will automatically be logged out of the PID online reporting tool after five minutes of inactivity.

Submitting a report

1. Click 'Create new report' in the menu on the left-hand side of the page.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/((S(xqjakm453h3dzrxmor5c255)F(Kdfg9QHJz9VMPULIHFej_7mRdWEmlPolgTBWaVn5lsQufWcG80vE17n7xryG8-OgOa_...))

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Ombudsman
New South Wales

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:09:08

Show past reports
Create new report
Logoff

[Show Past Reports](#)

Agency	Submitted Date	Reporting Period
No records to display.		

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

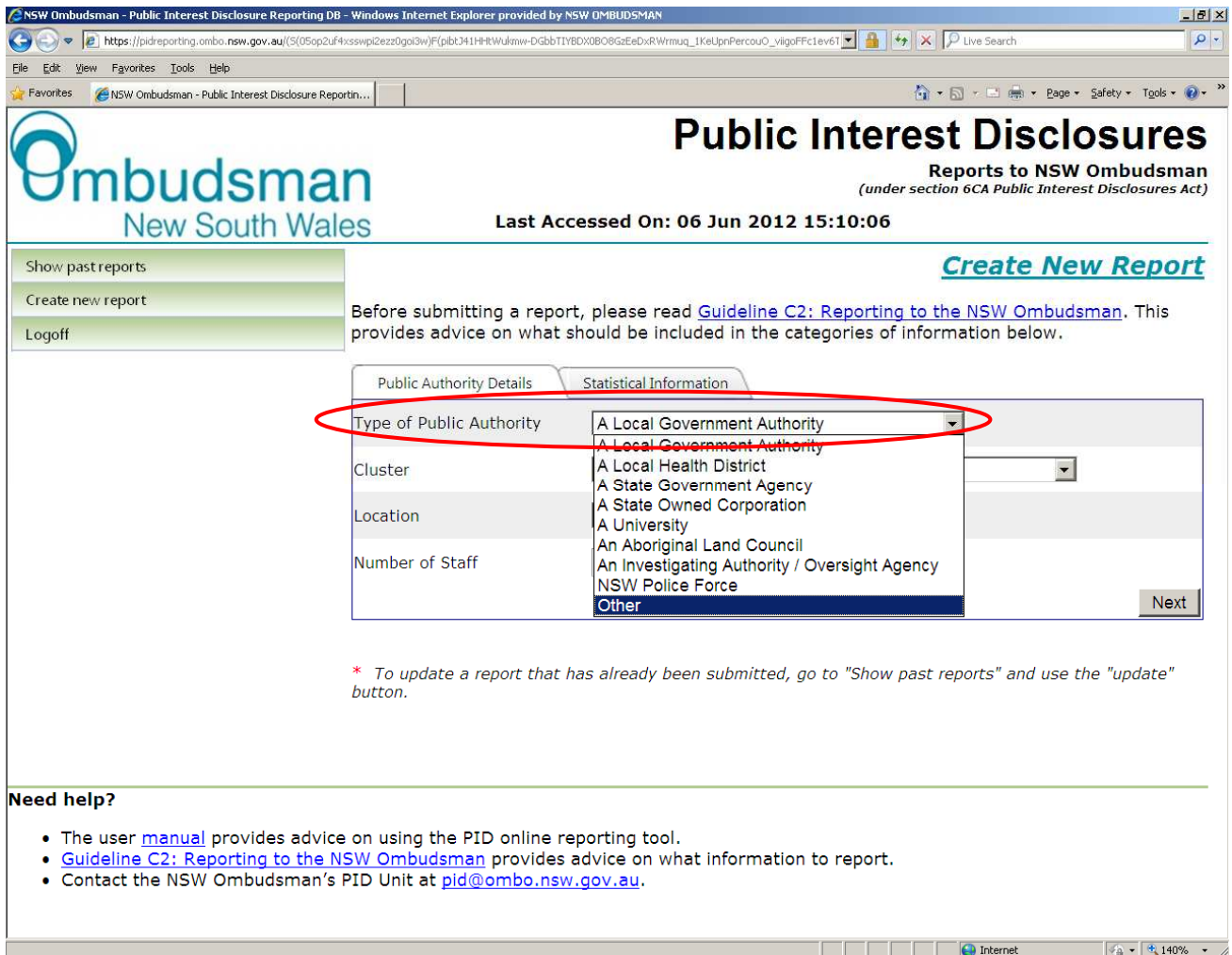
Internet 140%

You will only be able to submit reports using the PID online reporting tool within 30 days after the end of reporting periods ending on 30 June and within 45 days after the end of reporting periods ending on 31 December. If you wish to submit a report after this period, contact the PID Unit at pid@ombo.nsw.gov.au. This should only happen in exceptional circumstances.

Public authority details

1. You will first be asked to provide details about your public authority. This will assist our analysis of the information provided by public authorities.

First, select the type of public authority from the drop-down options. If you are unsure, select 'Other'.



NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(S(05op2uf4xsswpi2ezz0ga3w)/F(pibt3411H*Wukmw-DGbbTIYBDX0B08GzEeDxRWmuq_1KeUpnPercouO_vigoFFc1ev61)

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Ombudsman

New South Wales

Public Interest Disclosures

Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:10:06

Show past reports
Create new report
Logoff

[Create New Report](#)

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Type of Public Authority
Cluster
Location
Number of Staff

A Local Government Authority
A Local Government Authority
A Local Health District
A State Government Agency
A State Owned Corporation
A University
An Aboriginal Land Council
An Investigating Authority / Oversight Agency
NSW Police Force
Other

Next

* To update a report that has already been submitted, go to "Show past reports" and use the "update" button.

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

Internet 140%

2. Select which cluster or principal department your public authority belongs to from the drop-down options. If your public authority is a local government authority, university or does not belong to a cluster, select 'Not part of a cluster'.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(S(1qc1po552d0c2hmpgyfoxiuZ)F(r3aTob2vE))

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Ombudsman
New South Wales

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:24:08

[Create New Report](#)

Show past reports
Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Type of Public Authority An Investigating Authority / Oversight Agency

Cluster Not part of a cluster

Location Attorney General and Justice
Education and Communities
Family and Community Services
Finance and Services
Health
Premier and Cabinet
Trade and Investment, Regional Infrastructure and Services
Transport
Treasury

Next

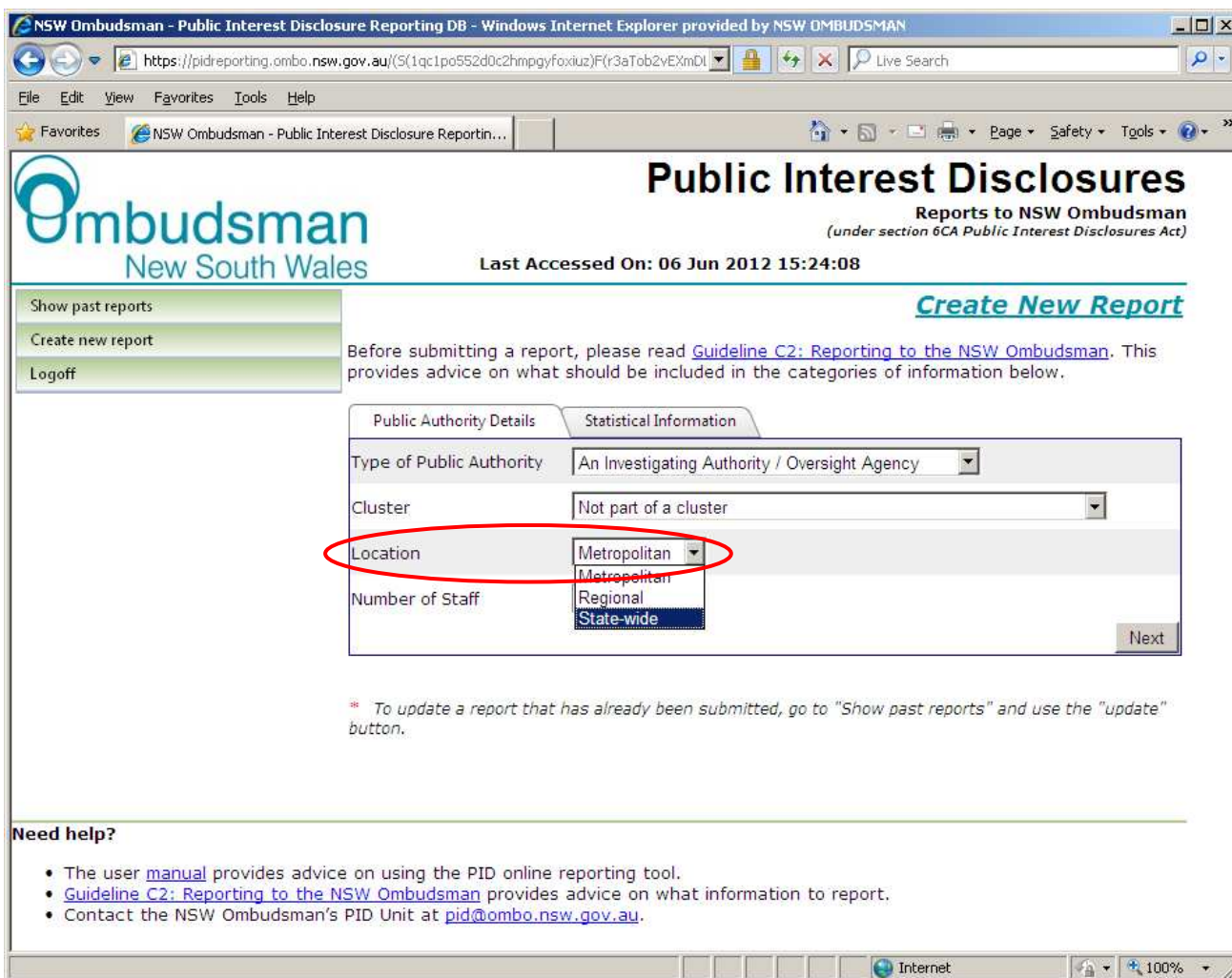
* To update a report that has been submitted, click the "update" button.

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

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3. Select the geographic location that your public authority operates in from the drop-down options. If you operate in both regional or metropolitan areas, select 'State-wide'.



NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

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File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Ombudsman

New South Wales

Public Interest Disclosures

Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:24:08

[Create New Report](#)

Show past reports
Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Type of Public Authority An Investigating Authority / Oversight Agency

Cluster Not part of a cluster

Location Metropolitan

Number of Staff

Next

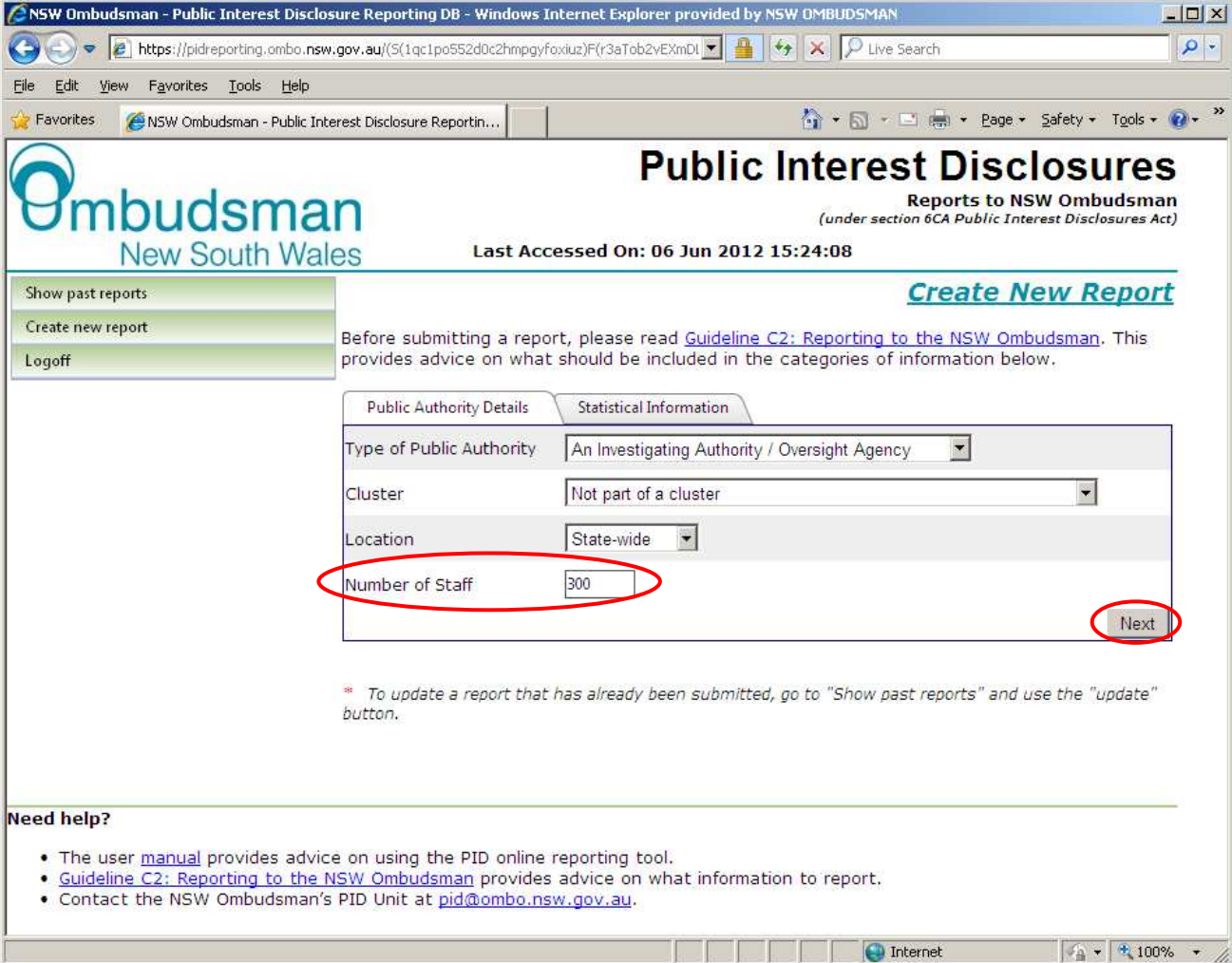
* To update a report that has already been submitted, go to "Show past reports" and use the "update" button.

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

Internet 100%

4. Enter the number of staff in your public authority. This should reflect the total number of people who were employed at any time during the reporting period and be rounded to the nearest whole number.
- When you are finished entering information about your public authority, click 'Next'.



NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

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File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Ombudsman
New South Wales

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:24:08

[Create New Report](#)

Show past reports
Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Type of Public Authority An Investigating Authority / Oversight Agency

Cluster Not part of a cluster

Location State-wide

Number of Staff 300

Next

* To update a report that has already been submitted, go to "Show past reports" and use the "update" button.

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

Internet 100%

a. Statistical information

1. You will then be required to provide the statistical information outlined in the [Public Interest Disclosures Regulation 2011](#).

Ensure that the relevant reporting period is selected.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

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NSW Ombudsman - Public Interest Disclosure Reportin...

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:24:08

Show past reports
Create new report
Logoff

[Create New Report](#)

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

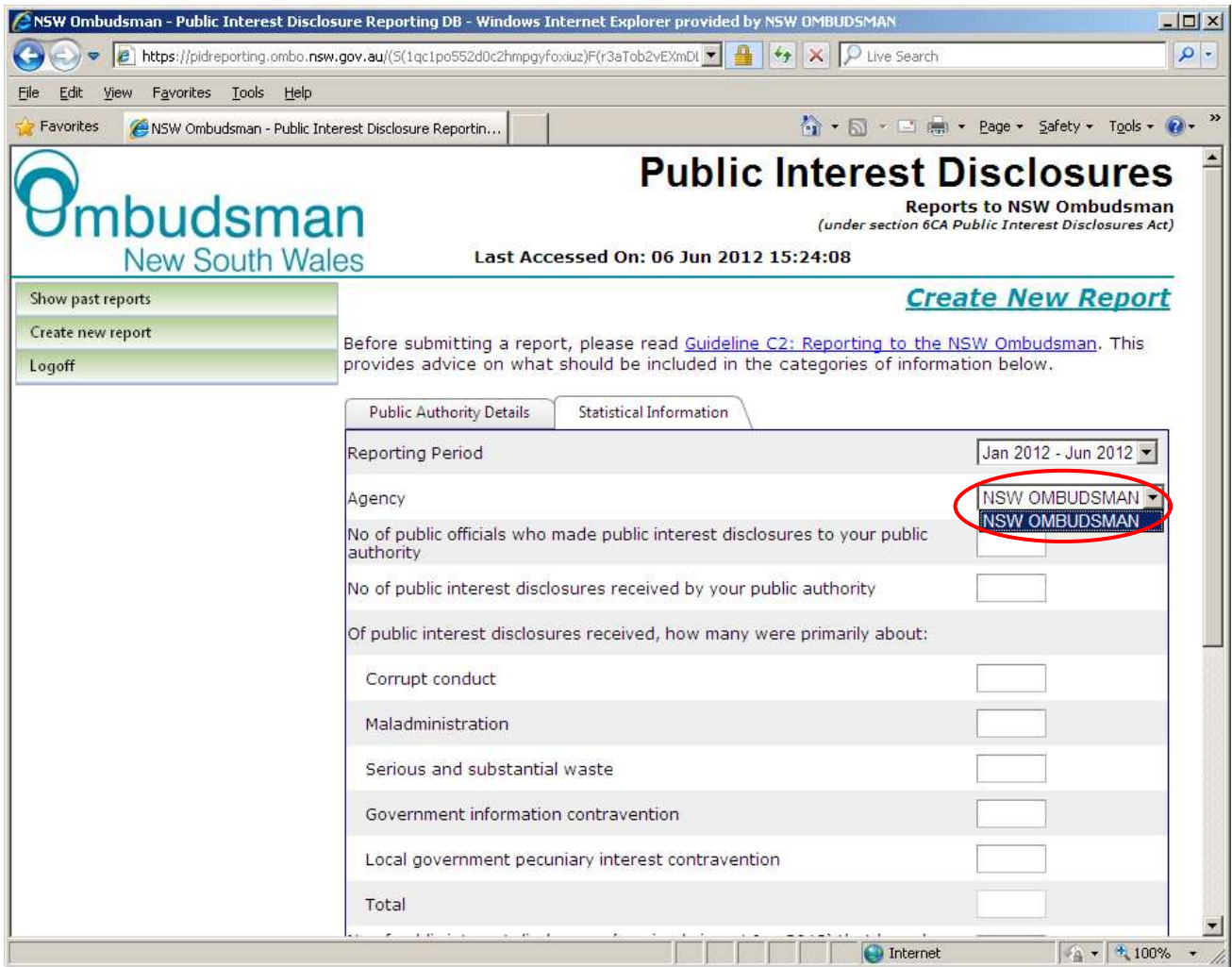
Reporting Period: Jan 2012 - Jun 2012

Agency: NSW OMBUDSMAN

No of public officials who made public interest disclosures to your public authority	<input type="text"/>
No of public interest disclosures received by your public authority	<input type="text"/>
Of public interest disclosures received, how many were primarily about:	
Corrupt conduct	<input type="text"/>
Maladministration	<input type="text"/>
Serious and substantial waste	<input type="text"/>
Government information contravention	<input type="text"/>
Local government pecuniary interest contravention	<input type="text"/>
Total	<input type="text"/>

Internet 100%

2. If you are a registered user for more than one public authority, select the relevant agency.



3. Enter the number of public officials who made public interest disclosures to your public authority. This must be a whole number.

The screenshot shows the NSW Ombudsman Public Interest Disclosure Reporting DB interface. The page title is "Public Interest Disclosures" and it is a report to the NSW Ombudsman under section 6CA of the Public Interest Disclosures Act. The last accessed date is 06 Jun 2012 15:24:08. The interface includes a navigation menu with "Show past reports", "Create new report", and "Logoff". A "Create New Report" link is also present. The main content area contains a form with two tabs: "Public Authority Details" and "Statistical Information". The form includes the following fields:

Field	Value
Reporting Period	Jan 2012 - Jun 2012
Agency	NSW OMBUDSMAN
No of public officials who made public interest disclosures to your public authority	0
No of public interest disclosures received by your public authority	
Of public interest disclosures received, how many were primarily about:	
Corrupt conduct	
Maladministration	
Serious and substantial waste	
Government information contravention	
Local government pecuniary interest contravention	
Total	

4. Enter the number of public interest disclosures received by your public authority. This must be a whole number.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(S(1qc1po552d0c2hmpgyfoxiz)F(r3aTob2vEXmDl

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)

Last Accessed On: 06 Jun 2012 15:24:08

Show past reports
Create new report
Logoff

Create New Report

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Reporting Period Jan 2012 - Jun 2012

Agency NSW OMBUDSMAN

No of public officials who made public interest disclosures to your public authority 0

No of public interest disclosures received by your public authority 0

Of public interest disclosures received, how many were primarily about:

Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Total	0

If you enter '0' for the number of public interest disclosures received in the reporting period, this will automatically populate '0' next to the number of public interest disclosures that were about each category of wrongdoing.

However, you will still be required to indicate the number of public officials who made public interest disclosures to your public authority, the number of public interest disclosures that have been finalised in the reporting period, whether you have established an internal reporting policy, and whether the head of your public authority has taken action to meet their staff awareness obligations (and, if so, how).

5. Of the public interest disclosures received, enter the number that were primarily about corrupt conduct, maladministration, serious and substantial waste, government information contravention and local government pecuniary interest contravention.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(S(1qc1po952d0c2hmpgyfoxiuz)F(r3aTob2vEXmDI

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Reporting Period Jan 2012 - Jun 2012

Agency NSW OMBUDSMAN

No of public officials who made public interest disclosures to your public authority 0

No of public interest disclosures received by your public authority 0

Of public interest disclosures received, how many were primarily about:

Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Total	0

No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period

Have you established an internal reporting policy? No

Has the head of your public authority taken action to meet their staff awareness obligations? No

Submit Report Cancel

The PID online reporting tool will automatically calculate the total number of public interest disclosures by category of wrongdoing. Before you can submit a report, this total must match the number of public interest disclosures received by your public authority.

6. Enter the number of public interest disclosures (received since 1 January 2012) that have been finalised in the reporting period.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

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File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Reporting Period Jan 2012 - Jun 2012

Agency NSW OMBUDSMAN

No of public officials who made public interest disclosures to your public authority 0

No of public interest disclosures received by your public authority 0

Of public interest disclosures received, how many were primarily about:

Corrupt conduct 0

Maladministration 0

Serious and substantial waste 0

Government information contravention 0

Local government pecuniary interest contravention 0

Total 0

No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period 0

Have you established an internal reporting policy? No

Has the head of your public authority taken action to meet their staff awareness obligations? No

Submit Report Cancel

Internet 100%

7. Indicate whether your public authority has established an internal reporting policy by selecting either 'No' or 'Yes'.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(5(1qc1po552d0c2hmpgyfoxiz)F(r3aTob2vEXmDl

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Reporting Period Jan 2012 - Jun 2012

Agency NSW OMBUDSMAN

No of public officials who made public interest disclosures to your public authority 0

No of public interest disclosures received by your public authority 0

Of public interest disclosures received, how many were primarily about:

Corrupt conduct 0

Maladministration 0

Serious and substantial waste 0

Government information contravention 0

Local government pecuniary interest contravention 0

Total 0

No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period 0

Have you established an internal reporting policy? No No Yes

Has the head of your public authority taken action to meet their staff awareness obligations?

Submit Report Cancel

Internet 100%

8. Indicate whether the head of your public authority has taken action to meet their staff awareness obligations by selecting either 'No' or 'Yes'.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(S(1qc1po552d0c2hmpgyfoxiuz)F(r3aTob2vEXmDl...)

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Create new report
Logoff

Before submitting a report, please read [Guideline C2: Reporting to the NSW Ombudsman](#). This provides advice on what should be included in the categories of information below.

Public Authority Details Statistical Information

Reporting Period: Jan 2012 - Jun 2012

Agency: NSW OMBUDSMAN

No of public officials who made public interest disclosures to your public authority: 0

No of public interest disclosures received by your public authority: 0

Of public interest disclosures received, how many were primarily about:

Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0
Total	0

No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period: 0

Have you established an internal reporting policy? Yes

Has the head of your public authority taken action to meet their staff awareness obligations?
No
Yes

Save report Cancel

Internet 100%

9. If you indicate that the head of your public authority has taken action, you will be asked to select how staff have been made aware from a list of options. You can select as many as apply.
- If you select 'Other', please provide details in the free text field displayed.

NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN

https://pidreporting.ombo.nsw.gov.au/(S(1qc1po552d0c2hmpgyfoxiuz)F(r3aTob2vEXmDl

File Edit View Favorites Tools Help

NSW Ombudsman - Public Interest Disclosure Reportin...

Serious and substantial waste 0

Government information contravention 0

Local government pecuniary interest contravention 0

Total 0

No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period 0

Have you established an internal reporting policy? Yes

Has the head of your public authority taken action to meet their staff awareness obligations? Yes

If so, please select how staff have been made aware:

Posters

Postcards

Flyers

Purse or wallet cards

Other office equipment

Other - please specify

Discussion at staff meetings

Submit Report Cancel

Internet 100%

10. Click 'Submit Report' to save and submit your report to the NSW Ombudsman.

Viewing, updating and printing a report

The PID online reporting tool allows you to progressively add or make changes to your report. You can do this by updating the report that you have submitted.

You will only be able to update reports using the PID online reporting tool within 30 days after the end of reporting periods ending on 30 June and within 45 days after the end of reporting periods ending on 31 December. If you wish to change your report after this period, contact the PID Unit at pid@ombo.nsw.gov.au. This should only happen in exceptional circumstances.

1. Click 'Show past reports' in the menu on the left-hand side of the page.

This will take you to a page listing any past reports that your public authority has submitted. You can sort this list by clicking on 'Agency', 'Submitted Date' or 'Reporting Period' at the top of the page.

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)
Last Accessed On: 06 Jun 2012 16:20:19

Show past reports
Create new report
Logoff

Agency	Submitted Date	Reporting Period	
29 NSW OMBUDSMAN	06 Jun 2012		Update

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

2. To view or update a report, click 'Update' to the right of the report or the number to the left of the report.

Public Interest Disclosures
Reports to NSW Ombudsman
(under section 6CA Public Interest Disclosures Act)
Last Accessed On: 06 Jun 2012 16:20:19

Show past reports
Create new report
Logoff

Agency	Submitted Date	Reporting Period	
29 NSW OMBUDSMAN	06 Jun 2012		Update

Need help?

- The user [manual](#) provides advice on using the PID online reporting tool.
- [Guideline C2: Reporting to the NSW Ombudsman](#) provides advice on what information to report.
- Contact the NSW Ombudsman's PID Unit at pid@ombo.nsw.gov.au.

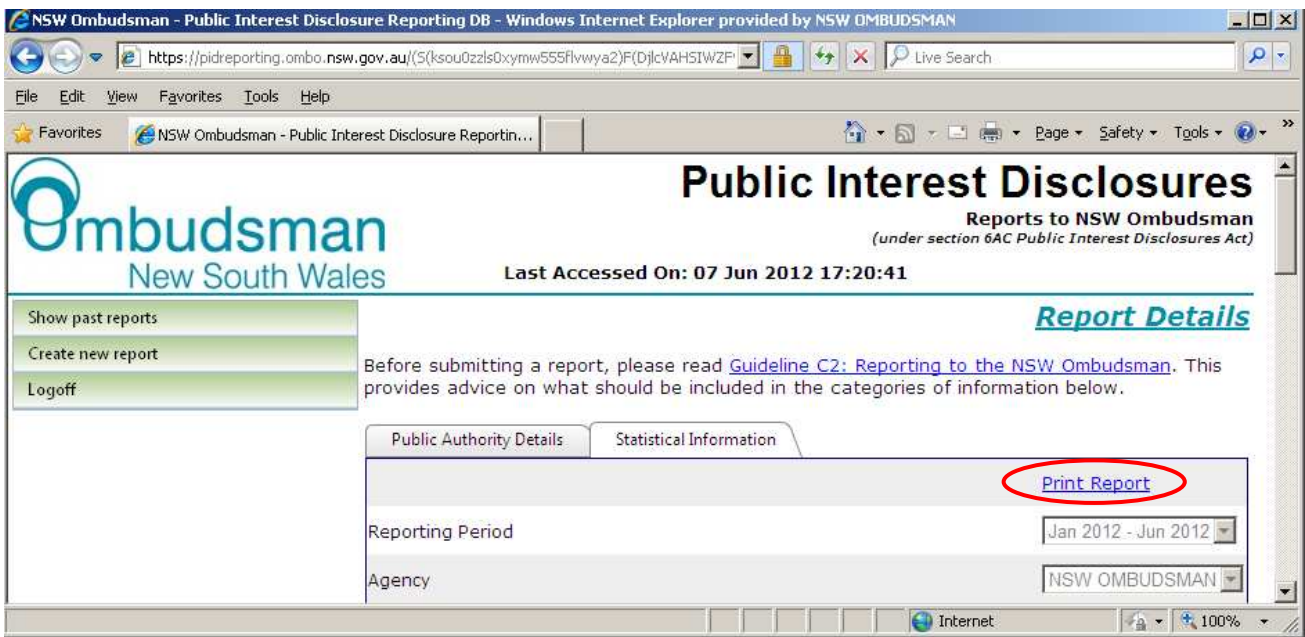
- This will take you to the page with details about your public authority. You will receive a message if you are no longer able to update your report because it is more than 30 days after the end of a reporting period ending on 30 June or more than 45 days after the end of a reporting period ending on 31 December. Click 'Next' to move to the statistical information page.

You will again receive a message if you are no longer able to update your report. Otherwise, you can change the information entered. Once finished, click 'Update report'.

The screenshot shows a web browser window titled "NSW Ombudsman - Public Interest Disclosure Reporting DB - Windows Internet Explorer provided by NSW OMBUDSMAN". The address bar shows the URL: [https://pidreporting.omb.nsw.gov.au/\(S\(ew2pt45v0nfxf45mpr3heyn\)F\(uWd6k9DLdmlDubDzy\)\)](https://pidreporting.omb.nsw.gov.au/(S(ew2pt45v0nfxf45mpr3heyn)F(uWd6k9DLdmlDubDzy))). The page content includes the following form elements:

- Government information contravention: 0
- Local government pecuniary interest contravention: 0
- Total: 0
- No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period: 0
- Have you established an internal reporting policy?: Yes
- Has the head of your public authority taken action to meet their staff awareness obligations?: Yes
- If so, please select how staff have been made aware:
 - Posters
 - Postcards
 - Flyers
 - Purse or wallet cards
 - Other office equipment
 - Other - please specify
- Text area containing: Discussion at staff meetings
- Buttons: Update Report (circled in red), Cancel

4. To generate a PDF file of the statistical information you have entered, click 'Print Report' at the top of the statistical information page. You will then be asked whether you want to open or save the PDF file.



You can print a report at any point in time – whether or not you have submitted the information.