# Notification of potential internal disclosure under the [*Public Interest Disclosure Act 2013*](https://www.legislation.gov.au/Details/C2013A00133)

October 2023

This form can be used to assist a public official who is seeking to make a public interest disclosure (PID). However, please note it is not compulsory to use this form to make a PID.

Once you have completed the form, you can:

* Email it directly to an Authorised Officer of the agency (see a list of the agency’s [Authorised Officers](https://igac.gov.au/contacts/authorised-officers-public-interest-disclosures)), with a subject line ‘Confidential – For the Attention of (insert name of Authorised Officer), Authorised Officer’;
* Send it directly to an Authorised Officer at PO Box 350, Woden ACT 2606, Australia, with any envelopes or external covers marked ‘Confidential – For the attention of (insert name of Authorised Officer), Authorised Officer’;
* Provide it to your supervisor who can pass it on to an Authorised Officer of the agency; or
* Email it to PID@igac.gov.au, with the subject line ‘Confidential – IGAC PID – For the attention of an Authorised Officer’, and the email will be forwarded to the most appropriate Authorised Officer.

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| **1. YOUR DETAILS (OPTIONAL)** |
| **Your Full Name** |  |
| **Phone Number** |  |
| **Email** |  |
| If you have provided your name and/or contact details, do you consent to these details being provided to the Principal Officer of the agency (or their delegate) in the event the disclosure is allocated to the agency? |  |

*You do not have to provide your name and contact details to make a disclosure.*

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| **Are you, or have you ever been, employed or engaged by the agency?** | Choose an item. |
| **If no, are you, or have you ever been, employed by the Commonwealth? Please provide details** | Choose an item. |
| **If no, have you been a contracted service provider for a Commonwealth contract, or an officer or employee of a contracted service provider for a Commonwealth contract? Please provide details.**  |  |
| **2. ALLEGED DISCLOSABLE CONDUCT** |
| **Please provide details of the following matters (attach a separate document if necessary):*** **The conduct you believe amounts to disclosable conduct;**
* **When and where the conduct occurred;**
* **Who was involved in the conduct; and**
* **Any relevant background information.**
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| **What form of disclosable conduct do you consider has been engaged in?** (see section 29 of the PID Act) | Choose an item. Choose an item.Choose an item.Choose an item.Choose an item. |
| **Is anyone else aware of the conduct described above?**  | **If yes, please provide their details.** |
| **Has any action been taken in relation to the conduct described above?**  | **If yes, please provide details of that conduct.** |
| **Has this conduct previously been, or is currently being investigated?** **This includes under the PID Act, Code Investigation or another Commonwealth law.** | **If yes, please provide details of that investigation.** |
| **Do you have anything further you would like to add?** |  |

***If you have any supporting correspondence or documentation please provide these details at the time of making your disclosure (i.e. as attachments to your correspondence to the Authorised Officer).***