

REPORT A SIGNIFICANT SECURITY INCIDENT TO DEPARTMENT OF HOME AFFAIRS

PSPF Policy 5: Reporting on Security Supporting Requirement 2: Each entity must report any significant or reportable security incidents at the time they occur to: the relevant authority (as detailed in Table 3), other affected entities, and the Department of Home Affairs.

Entities are encouraged to report significant security incidents to the Department of Home Affairs through the PSPF Reporting Portal, otherwise complete this form and email to PSPF@homeaffairs.gov.au.

Government type: (as defined in PGPA Act)	<input type="checkbox"/> Non-corporate Commonwealth entity (NCCE) <input type="checkbox"/> Corporate Commonwealth entity (CCE) <input type="checkbox"/> Commonwealth company (CC) <input type="checkbox"/> Government Business Enterprise (GBE)
Entity name:	
Given name:	
Surname:	
Position:	
Phone:	
Mobile:	
Email:	
Type of incident (select all that apply)	<input type="checkbox"/> Governance <input type="checkbox"/> Information security <input type="checkbox"/> Cyber/ICT security <input type="checkbox"/> Personnel security <input type="checkbox"/> Physical security
Incident details: Please provide a brief summary of the incident including any implications for your implementation of the PSPF requirements.	
Date of incident:	
Has the incident been resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Has the matter been reported to your Chief Security Officer (CSO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I am the CSO
Has the matter been reported to law enforcement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has the matter been reported to a relevant authority? (as outlined in PSPF Policy 5, Requirement 2 and Table 3)	<input type="checkbox"/> Yes <input type="checkbox"/> No Please select all that apply: <input type="checkbox"/> Australian Security Intelligence Organisation (ASIO) <input type="checkbox"/> Australian Security Intelligence Organisation T4 <input type="checkbox"/> Australian Cyber Security Centre (ACSC)/Australian Signals Directorate (ASD) <input type="checkbox"/> Office of the Australian Information Commissioner (OAIC) – Notifiable data breach <input type="checkbox"/> Department of the Prime Minister and Cabinet <input type="checkbox"/> Australian Government Contact Reporting Scheme <input type="checkbox"/> Australian Government Security Vetting Agency <input type="checkbox"/> Australian Government Crisis Coordination Centre <input type="checkbox"/> Australian Government Security Vetting Agency <input type="checkbox"/> Security Construction and Equipment Committee <input type="checkbox"/> Other: (please advise)
Has the matter been reported to affected entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the incident made public (media coverage)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you (or will you) need to amend any of your procedures or practices following the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were there any learnings from the incident? If so, provide summary.	

Submitting your report

Please send the completed form to PSPF@homeaffairs.gov.au.

If the completed form is classified SECRET or above, please contact the PSPF Hotline on **(02) 5127 9999** for advice on submitting.