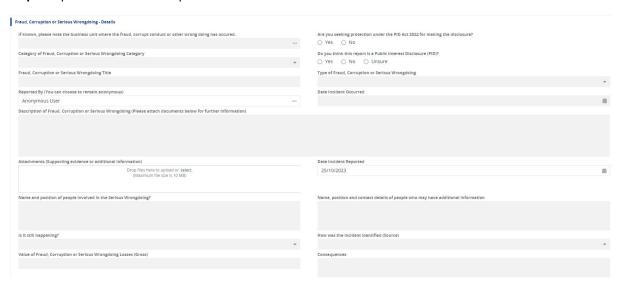# WESTERN SYDNEY
UNIVERSITY

Guide to submitting a Public Interest Disclosure Report to Western Sydney University

Step 1: Click here to access the reporting portal within WesternERM system.

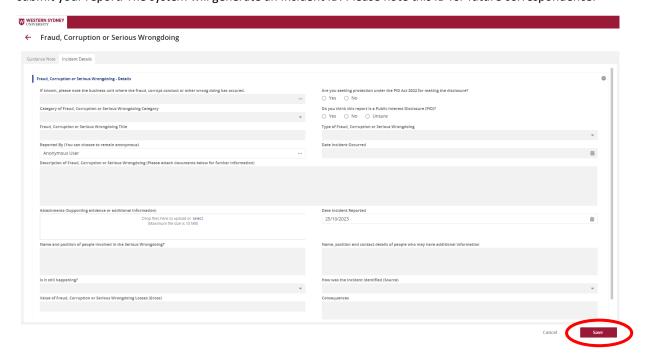**Step 2:** Click on the 'Incident Details' tab.

Step 3: Input as much detail as possible within the form. You can also attach additional files if desired.

Step 4: Once you have completed the form, click the 'save' button at the bottom right corner of the page to submit your report. The system will generate an Incident ID. Please note this ID for future correspondence.

If you require further assistance, please email PID@westernsydney.edu.au or contact one of the following Disclosure Officers:

Name	Title	Email	Phone
Ms Jane Hutchison	University Secretary	j.hutchison@westernsydney.edu.au	(02) 9683 8199
Dr Ruth Townsend	Director, Complaints Management and Resolution	r.townsend@westernsydney.edu.au	(02) 9678 7465