

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.

The screenshot shows the Western Sydney University reporting portal. At the top, there is a red header bar with the university logo and name. Below the header, a navigation bar shows a back arrow and the text 'Fraud, Corruption or Serious Wrongdoing'. The main content area has two tabs: 'Guidance Note' and 'Incident Details', with 'Incident Details' being the active tab and circled in red. Below the tabs, there is a summary bar with the following information: 'CORE', 'ID 1010292', 'Business Unit Western Sydney University', 'Last Modified by Anonymous User on 25/10/2023 10:22:26 AM', and 'Created by Anonymous User on 25/10/2023 10:22:26 AM'. Below this, there is a section titled 'Fraud, Corruption or Other Wrongdoing - Guidance Note' with a sub-note: 'Guidance Note - (To file a report, go to 'Incident Details' tab)'.

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

The screenshot shows the 'Fraud, Corruption or Serious Wrongdoing - Details' form. The form is divided into two main sections. The left section contains the following fields: 'If known, please note the business unit where the fraud, corrupt conduct or other wrong doing has occurred.' (with a dropdown arrow), 'Category of Fraud, Corruption or Serious Wrongdoing Category' (with a dropdown arrow), 'Fraud, Corruption or Serious Wrongdoing Title' (text input), 'Reported By (You can choose to remain anonymous)' (with a dropdown arrow showing 'Anonymous User'), and 'Description of Fraud, Corruption or Serious Wrongdoing (Please attach documents below for further information)' (with a large text area). The right section contains the following fields: 'Are you seeking protection under the PID Act 2022 for making the disclosure?' (with radio buttons for 'Yes' and 'No'), 'Do you think this report is a Public Interest Disclosure (PID)?' (with radio buttons for 'Yes', 'No', and 'Unsure'), 'Type of Fraud, Corruption or Serious Wrongdoing' (with a dropdown arrow), 'Date Incident Occurred' (with a date picker showing '25/10/2023'), 'Date Incident Reported' (with a date picker showing '25/10/2023'), 'Name and position of people Involved in the Serious Wrongdoing?' (with a text area), 'Name, position and contact details of people who may have additional information' (with a text area), 'How was the Incident Identified (Source)' (with a dropdown arrow), and 'Consequences' (with a text area). At the bottom left, there is an 'Attachments (Supporting evidence or additional information)' section with a file upload area and a note: 'Drop files here to upload or select. (Maximum file size is 10 MB)'. Below this, there are two more fields: 'Is it still happening?' (with a dropdown arrow) and 'Value of Fraud, Corruption or Serious Wrongdoing Losses (Gross)' (with a text area).

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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.

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← Fraud, Corruption or Serious Wrongdoing

Guidance Note Incident Details

Fraud, Corruption or Serious Wrongdoing - Details

If known, please note the business unit where the fraud, corrupt conduct or other wrong doing has occurred.

Category of Fraud, Corruption or Serious Wrongdoing Category

Fraud, Corruption or Serious Wrongdoing Title

Reported By (You can choose to remain anonymous)
Anonymous User

Description of Fraud, Corruption or Serious Wrongdoing (Please attach documents below for further information)

Attachments (Supporting evidence or additional information)
Drop files here to upload or select.
(Maximum file size is 10 MB)

Name and position of people involved in the Serious Wrongdoing?

Is it still happening?

Value of Fraud, Corruption or Serious Wrongdoing Losses (Gross)

Are you seeking protection under the PID Act 2022 for making the disclosure?
☐ Yes ☐ No

Do you think this report is a Public Interest Disclosure (PID)?
☐ Yes ☐ No ☐ Unsure

Type of Fraud, Corruption or Serious Wrongdoing

Date Incident Occurred

Date Incident Reported
25/10/2023

Name, position and contact details of people who may have additional information

How was the Incident Identified (Source)

Consequences

Cancel Save

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

Name	Title	Email
Philip Maloney	General Counsel and University Secretary	p.maloney@westernsydney.edu.au
Elizabeth Renneberg	Director, Complaints and Investigations Office	e.renneberg@westernsydney.edu.au