

## Public Interest Disclosure to CSIRO (Optional template)

This document is designed to assist 'Public Officials' make a public interest disclosure through the CSIRO Public Interest Disclosure (PID) Scheme. The Scheme is not open to the general public. Use of the document is optional.

Go to [www.csiro.au](http://www.csiro.au) for information on the CSIRO PID Scheme, who is a 'Public Official', and how to make a public interest disclosure.

For Internal Use Only
<ul style="list-style-type: none"><li>• Name of person receiving disclosure:</li><li>• Date disclosure received:</li><li>• Reference:</li></ul>

### Your contact details

- Name:
- Organisation:
- Address:
- Email:
- Telephone:

Preferred way of being contacted:

OR

I wish to remain anonymous:

Please note, you may provide a disclosure anonymously however this will reduce an investigator's ability to investigate the matter, and the outcome of the investigation may not be able to be report back to you.

### Your relationship to CSIRO

I am:

- a current CSIRO staff member
- a CSIRO affiliate\*
- an officer or employee of a CSIRO contracted and subcontracted service providers, who provides goods and services to CSIRO.
- a former CSIRO staff member
- a former CSIRO affiliate\*
- Other  Please describe:

\* A CSIRO affiliate is person associated with CSIRO but who is not a staff member, namely: contractors; consultant; secondee; visiting scientist; honorary, post retirement or volunteer fellow; or student or trainee.

**Advice to disclosers:** When disclosing, be clear and factual, avoid speculation, personal attacks and emotive language as they divert attention from the real issues. If you have information in supporting correspondence or other documents, such as file notes or a diary of events, you should provide this information to the Authorised Internal Recipient. You should also include the names of any people who witnessed the conduct or those who may be able to verify what you are saying. You should also be aware that the sooner you raise your concerns, the easier it may be for CSIRO (or another Commonwealth agency) to investigate.

## DISCLOSURE

### 1. What is nature of the wrongdoing? Please check all that apply

Conduct that contravenes a law in Australia	<input type="checkbox"/>
Conduct in a foreign country that contravenes a law	<input type="checkbox"/>
Conduct that perverts the course of justice, or attempts to pervert the course of justice or is corrupt	<input type="checkbox"/>
Conduct that is maladministration, including conduct that is unjust, oppressive or negligent	<input type="checkbox"/>
Conduct that is an abuse of public trust	<input type="checkbox"/>
Conduct that is an abuse of a person's position or could give reasonable grounds for disciplinary action.	<input type="checkbox"/>
Conduct that is a fabrication, falsification, plagiarism or deception relating to scientific research	<input type="checkbox"/>
Misconduct relating to scientific analysis, scientific evaluation or giving of scientific advice	<input type="checkbox"/>
Conduct that results in the wastage of public money or public property	<input type="checkbox"/>
Conduct that unreasonably results in, or increases the likelihood of, a danger to the health or safety	<input type="checkbox"/>
Conduct that results in a danger to the environment, or increases the risk of danger to the environment	<input type="checkbox"/>

*If the wrongdoing is a disclosable conduct (go to [Commonwealth Ombudsman](#) for full list) please describe what you know about the conduct in a logical, factual and chronological manner and answer the following specific questions to help ensure the Authorised Internal Recipient and any subsequent investigator have all the relevant details they need.*

### 2. What information do you have about an instance of disclosable conduct that may have occurred or is about to occur? Please describe the conduct or event as fully as possible:

### 3. Date(s) of conduct: DD/MM/YYYY to DD/MM/YYYY

### 4. Who committed the conduct?

Name and position of individual(s) or entity:

### 5. Who witnessed the conduct or can verify what you are saying?

Name(s):

Unit:

Contact details:

### 6. Where and when did the conduct occur?

Time:

Date:

Location:

### 7. What other relevant information might be relevant such as other events surrounding the conduct?

**8. What actions, if any, have you taken in response to the wrongdoing?**

**9. Have you reported this conduct previously and what was the response? To whom did you report the matter?**

Name(s):

Position:

Date reported:

Response:

**10. Are you concerned about reprisals in your workplace if it becomes known that you made this disclosure?**

Yes:  No:

If yes, please explain why you have this concern:

**11. Do you have supporting information?** Yes:  No:

*Please provide all supporting evidence, such as correspondence, file notes, or a diary of events to the Authorised Internal Recipient.*

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**Consent to use of identifying information for PID Act notification purposes \***

*\* This consent is not mandatory but will assist the administration of the CSIRO PID Scheme*

If an Authorised Internal Recipient allocates my disclosure for investigation, I consent to my name and contact details being provided to:

- the Chief Executive of CSIRO (or nominee) if my disclosure is allocated to CSIRO; or
- the principal officer(s) (or their nominee(s)) of the agency(ies) to whom my disclosure is allocated, if applicable; and
- the Commonwealth Ombudsman;

for notification purposes in accordance with the PID Act.

Name: .....

Signature: .....

Date: .....