Confidential Reporting Form Appendix 1

To assist a Whistleblower in reporting a concern the form below should be used to enable the appropriate information to be gathered and the matter dealt with expediently. The form should be emailed to one of the persons in Section 5.10. If telephoning, the same information should be supplied verbally.

|  |  |
| --- | --- |
| 1. | Please describe the nature of your concern |
|  |
| 2. | Please provide all the background information relevant to your concern including key dates, people involved, organisations involved. |
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| 3. | Have you reported the concern to any other person or organisation? If you have, please provide the details of this |
|  |
| 4. | What are the reasons for the concern |
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| 5. | How do you think the matter should be resolved? |
|  |  |
| 6. | Do you have any personal interest in the matter? |
|  |

|  |  |
| --- | --- |
| **Person raising the concern:** | **Form completed by (if not the person raising the concern):** |
| Name | Name |
|  |  |
| Employee Number | Employee Number |
|  |  |
| Role Title | Role Title |
|  |  |
| Signed | Signed |
|  |  |
| Date | Date |
|  |  |

|  |
| --- |
| **Form Received By:** |
| Name |
|  |
| Employee Number |
|  |
| Role Title |
|  |
| Signed |
|  |
| Date |
|  |