



Annexure A – Whistleblower Report

Note: If you wish to remain anonymous do not complete items 1 – 4 of this questionnaire

I authorise the use of the information provided in this report in accordance with the Whistleblowing Policy

I would like a summary of my concerns and proposed action to be provided to me

1. Please state your full name	
2. Please state your position title and your office location	
3. What is your work telephone number and email address?	
4. What is the name of your immediate supervisor?	
5. Please describe in detail the matter you would like to disclose	
6. How was the matter discovered?	
7. Over what period of time has the suspected activity occurred?	
8. Why do you consider this matter to be a wrongful act?	
9. Please name all the people involved in the suspected wrongful act	
10. Are there any witnesses? If “yes” please state their names:	
11. Do you have any supporting evidence?	
12. Where is the evidence located?	
13. Is the evidence in danger of being lost or destroyed?	
14. Please explain how this evidence can be retrieved by the person involved in investigating the matter. OR Provide the evidence with your report.	
15. Have you been told about this matter by someone else?	
16. Who else knows about this matter?	
17. Please state (in detail) if you have any concerns regarding reprisals or retaliatory action taken or that might be taken against you.	
18. Please include any other details which you believe are relevant. This should include whether you have any personal interest in the matter.	