

S11C(1)(a)

INTERVIEW INTRODUCTION AND CONSENT FORM

Matter:	S11C(1)(a)
Interviewee name:	S11C(1)(a)
Time and Date:	S11C(1)(a)
Interview Place:	

The interviewer has explained the following to me and I understand that:

- a) This interview is in connection with an authorised workplace investigation and the interviewer has explained the basis of that matter to me;
- b) The interviewer’s role is to establish and collect relevant facts and information in an independent and impartial way and to report findings on the matter raised;
- c) the purpose of the interview is to get my version of events relating to the matter;
- d) I do not have to answer any question that might incriminate me. Everything that I say will be on the record and will form part of the information available for the purposes of carrying out the inquiry and preparing the investigator’s report;
- e) The record of my interview and any other information I provide may be used by the organisation to make a decision on the matters raised by this investigation;
- f) The interview will be conducted as informally as possible, and will include questions to enable the interviewer to collect and fully understand my evidence;
- g) The interviewer will digitally record and prepare a transcript of this interview and provide a copy as soon as practicable after the interview for my review and confirmation (if I agree). I may have a copy of the audio-recording if I request one;
- h) If I do not agree with the transcript or record, I may make a statement about that. That statement will also form part of the formal record;
- i) What I say that relates to another person may be shown to that other person and to other affected parties interviewed during the course of this inquiry. My identity may be disclosed to other affected parties during the course of this inquiry, unless there are stated and lawful reasons for protecting my identity;
- j) During the course of the investigation, or after the investigation is complete, any of this material, including the record of my interview, may be disclosed by the organisation to other persons or agencies, including other persons involved in or with this investigation for lawful purposes and/or as required by law;
- k) The matter must be treated as sensitive and personal to protect the interests of all concerned. I must not discuss it with anyone without appropriate authorisation, ~~except for the purpose of carrying out my duties or obtaining advice or support on my participation in this process and only when there is a genuine ‘need to know’;~~ *except for family + medical professionals*
- l) I am entitled to have a support person attend the interview with me if I choose, but that person cannot respond to questions on my behalf; and
- m) I can ask to have the interview suspended or terminated at any time (for example to speak with my support person, to take a comfort break or for any other reason).

I confirm that:

- I understand the explanation above.
- The statements I make will be true to the best of my knowledge and belief.
- I have elected (to have/not to have) a support person attend the interview.
- I agree to participate in the interview.

Signature of interviewee: **S11C(1)(a)**10.11.17..... (Date)

Signature of interviewer: