



Whistleblowing Reporting Form

This form is to be used to formally report cases of wrongdoing having taken place internally within ERFA or within a Project supported by ERFA. Please forward completed form via email to the ERFA CEO, Bren Arkinstall, via email: CEO@erf.org.au.

ERFA encourages all whistleblowers to read ERFA's Whistleblowing Policy. ERFA will protect the confidentiality of a Whistleblower's identity by:

- redacting all personal information or reference to the identity of the Whistleblower witnessing an event;
- contacting the Whistleblower to help identify certain aspects of the disclosure that could inadvertently identify them;
- ensuring that record-keeping and information sharing processes protect the Whistleblower's identity

ERFA prioritises the rights, needs, wishes and empowerments of whistleblowers and will do all it can to protect your interests and wellbeing. By providing us with your contact details you will assist us in conducting an investigation. If you would prefer your name not to be used you have the right to remain anonymous.

Personal information

Date this report is being filled out	
Full name <i>(if you do not wish to remain anonymous)</i>	
ERFA position title	
Contact details: email and phone	

Details of wrongdoing

Describe the nature of the matter you wish to disclose and why you consider it a wrongful act	
How was this matter discovered?	
Over what period of time has the suspected activity occurred?	

<p>Description of the person(s) to whom allegations wrongdoing are being made</p> <ul style="list-style-type: none"> - name(s) - position descriptions - length of time spent working with Project 	
<p>Other persons involved in wrongdoing and how they are involved</p>	
<p>Are there any witnesses who are aware of the wrongdoing? (including Project Staff, volunteers, parents, beneficiaries etc.)</p>	
<p>Can you provide any supporting evidence of the wrongdoing?</p>	
<p>Is the evidence in danger of being lost or destroyed?</p>	
<p>How could this evidence be retrieved by a person investigating this matter?</p>	
<p>Have you disclosed this matter to any other person(s)?</p>	
<p>Do you have any concerns regarding reprisals or recriminatory action being taken against you?</p>	
<p>Do you have any personal involvement in this matter or could you be advantaged or disadvantaged by the outcome of an investigation?</p>	
<p>Please provide any other information you deem important to ERFA's handling of the case</p>	
<p>For office use: ensure this is logged in ERFA ICCR</p>	

Declaration

I state that in making this report, the information provided above is to the best of my knowledge true, accurate and correct	
Full name (if you do not wish to remain anonymous)	
Signature (if you wish to remain anonymous please write "I declare")	
Date	

Alternative avenues to file a whistleblowing report:

Contact	Contact avenue
Primary contact: ERFA CEO, Bren Arkinstall	Via email: CEO@erf.org.au
	Via telephone: +61 7 3621 9649
	Via post: Chief Executive Office, PO Box 130, Virginia BC, QLD, 4014
Secondary contact: ERFA Programs Director, Emily Faller	Via email: ejfaller@edmundrice.org
	Via telephone: +61 7 0400 882 812
Governance contact: ERFA Board of Directors Chair, Paul Gallagher	Via email: paul.gallagher@bdo.com.au
Alternative contact: Carroll & O’Dea Lawyers Partner, Josephine Heesh	Via email: Josephine_Heesh@codea.com.au
	Via telephone: +61 2 9291 7100
	Via post: Level 18, St James Centre, 111 Elizabeth Street, Sydney, NSW, Australia 2000
Alternative contact: If you are not completely satisfied with ERFA’s response, please lodge a complaint externally to the Australian Council for International Development (ACFID).	Via online portal: https://acfid.asn.au/content/complaints
	Via telephone: +61 6 02 6285 1816
	Via post: C/- ACFID, Private Bag 3, Deakin, ACT, Australia 2600