

APPENDIX 4A: INTERVIEW SUMMARY

<b>Interviewee:</b>	
<b>Status (eg complainant, respondent, witness etc):</b>	
<b>Interviewer:</b>	
<b>Allegation / Matter:</b>	
<b>Purpose of Interview:</b>	
<b>Written statement obtained:</b>	<b>Yes / No</b> (if 'Yes', attach statement) (if 'No', complete summary below and have the witness sign it as a true record)
<b>Summary of Interview (if no written statement has been obtained):</b> <i>Continue on a separate sheet if necessary</i>	
<b>Interviewer's Observations:</b>	
<b>Conclusion:</b>	

I confirm this is a true and accurate record

Witness signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_