



Investigation Report

Insert Title.

Insert Date

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1 Introduction

This report details the process and findings of an investigation conducted from **insert date or period**.

Describe the intent of the report and whether there are any confidentiality or sensitivity issues that may restrict what is included in the report.

2 Issue Description

Include a short description of the issue and what happened include details such as Who, When, Where and How the issue occurred.

3 Key Findings

- Insert key findings from the investigation

4 Conclusion and Observations

Provide sufficient detailed text describing the nature of the outcomes and any other observations throughout the course of the investigation as well as discussion about the potential ongoing consequences if the issue is not brought under control.



5 Recommendations

The following recommendations should be considered by the Executive. The nominated controls should prevent recurrence of the issues discussed at the start of this report.

Due Dates and Responsibilities for accepted actions must be inserted by the Executive.

Insert recommendations in the table below

ITEM	RECOMMENDATION	DUE DATE	Resp.	Status

6 Appendices

Nil

7 Report Sign-off

The recommendations contained within this report remain the opinions of the investigator until ratified by the Sturt Sabres Executive.