**Important Information:**

The Western Australian Reportable Conduct Scheme (**Scheme**) requires that the head of an organisation must, as soon as practicable after the end of a reportable conduct investigation, give the Ombudsman a written report.

The template Investigation Report below is a useful guide for organisations covered by the Scheme and may be used when submitting reports to the Ombudsman under section 19Z of the *Parliamentary Commissioner Act 1971*. Please note, use of the template is not required and is intended to reflect a ‘best practice’ approach.

**Investigation Report (Template)**

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| **Investigation details** | | | | |
| **Reportable Conduct Reference** | | | |  |
| **Organisation** | | | |  |
| **Investigator name** | | | |  |
| **Investigator title/position** | | | |  |
| **Investigator organisation (if external)** | | | |  |
| **Subject** **of allegation** | | | | |
| **Name** | | | |  |
| **Phone number** | | | |  |
| **Email** | | | |  |
| **Role in organisation** | | | |  |
| **Date of birth** | | | |  |
| **Working with Children Check number** | | | |  |
| **Victim** | | | | |
| **Name** | | | |  |
| **Date of Birth** | | | |  |
| **Age** | | | |  |
| **ATSI Status** | | | |  |
| **Disability** | | | |  |
| **Other information** | | | |  |
| **Executive Summary** | | | | |
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| **Standard of Proof** | | | | |
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| **Relevant Policies and Procedures** | | | | |
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| **Investigation Timeline** | | | | |
| **Date** | **Time** | | **Action** | |
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| **Summary of Evidence** | | | | |
| **Evidence** | | | **Description** | |
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| **Findings** | | | | |
|  | | | | |
| **Reasons** | | | | |
|  | | | | |
| **Recommendations** | | | | |
|  | | | | |
| **Disciplinary Action** | | | | |
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| **Supporting Appendices** | | | | |
|  | | | | |
| **Date Investigation Report Completed** | |  | | |
| **Approved by Decision Maker on** | |  | | |
| **Decision Maker** | |  | | |