

ACT Ombudsman Practice Guide No. 7

S17J Final Report

s 17J Final Report—example template, other formats are acceptable

Your reference number/ACT Ombudsman reference number

Name of the employee who is the subject of the allegation

Name of alleged victim

Dates of allegations of reportable conduct

Date that *s 17G Notification* was filed

Allegation

Sustained/not sustained/false/not reportable conduct

Recommendations/Consequences:

Background: Include contextual information to assist the designated entity to fully consider the matter and recommendations including:

- how the complaint/allegation was made, the date and anyone consulted in Human Resources;
- any relevant information about the employee who is the subject of allegation
- relevant information about the alleged victim

Key Process Information including:

- date risk analysis completed
- any notifications to Child and Youth Protection Services (CYPS), ACT Policing or other regulator Include details such as when reported, to whom and what was the response.
- date the employee subject of the allegation was notified of the allegation.

Allegations:

Provide details of the allegations. It may be convenient to cut and paste detailed allegation(s) from the letter to the employee who is the subject of the allegation where possible:

How was the employee (subject of the allegation) informed of and asked to respond to the allegation:			
In writing <input type="checkbox"/>	Verbally <input type="checkbox"/>	Not informed <input type="checkbox"/>	Reason:
By what method did the employee (subject of the allegation) respond to the allegation/s?			
In writing <input type="checkbox"/>	Interview <input type="checkbox"/>	Did not provide response <input type="checkbox"/>	
If the employee (subject of the allegation) was interviewed, was the employee invited to have a support person?			
Yes <input type="checkbox"/>	No, why?		
Did the employee (subject of the allegation) opt for a support person?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Allegation 1: Insert Complaint (Copy chart for each allegation)

Evidence from the alleged victim	
Name	Insert summary of relevant information/relevant extracts from transcripts. Set out each piece of evidence separately under a clear heading. E.g.: Incident Report from John Smith dated 6 March 2013
Evidence from the employee subject of the allegation	
Name	Insert summary of relevant information/relevant extracts from transcripts Set out each piece of evidence separately under a clear heading E.g.: Incident Report from Julie Smith dated 8 March 2013
Evidence from witnesses	
Name	Insert summary of relevant information/relevant extracts from transcripts. Set out each piece of evidence separately under a clear heading. E.g.: Record of Interview from Michael Jones dated 8 March 2013 Summary of interview conducted with witness Include any evidence supplied by witness (for example drawings)
Analysis: Did the behaviour occur as alleged?	
Weigh up the evidence, draw a conclusion on the balance of probabilities as to whether the conduct occurred as alleged. Make a determination: sustained, not sustained (insufficient evidence), not sustained (false) Provide reasons for findings.	

Action Taken by the Employer (Designated Entity)		
Head of entity (employer)	Actions: Actions may include: <ul style="list-style-type: none"> • No action after the investigation process • A formal apology • Counselling (a file noted discussion about inappropriate behaviour) • Letter of warning • Training • Performance monitoring or managing • Transfer/demotion • Termination • Other forms of disciplinary action as per employer policy 	
Risk Assessment		
Risk Area	Assessment	
Alleged victim	Analysis:	Action:
Employee subject of the allegation	Analysis:	Action:
Other children	Analysis:	Action:
Workplace (including schools)	Analysis:	Action:
(Other)	Analysis:	Action:

Investigation Report prepared by:

Investigation Report reviewed by: