

# ACT OMBUDSMAN'S REPORTABLE CONDUCT PROCESS

# **ALLEGATION MADE**

- Head of organisation or delegate to determine if an allegation of reportable conduct has been received
- See Practice Guide No. 2: Identifying reportable conduct
- See Practice Guide No. 3: Risk management following an allegation of reportable conduct against an employee
- See Practice Guide No. 5: Employer responsibilities
- Contact Ombudsman's office if information needed (02) 5119 5520

#### s 17G NOTIFICATION TO OMBUDSMAN

- Head of organisation or delegate to fill out s 17G notification and email to act@ombudsman.gov.au within 30 days of being made aware of the allegation of reportable conduct
- Include relevant documentation eg risk assessment, investigation plan
- Ombudsman acknowledges notification by email and provides a reference number

# **OMBUDSMAN ASSESSES s 17G NOTIFICATION**

- Ombudsman assesses s 17G notification
- Ombudsman may ask for further information
- See Practice Guide No. 1 How the ACT Ombudsman responds to notifications and reports

# **OVERSIGHT**

- Ombudsman will not actively monitor the organisation's investigation
- Organisation to notify Ombudsman if circumstances change
- Ombudsman may shift to monitoring or ask for updates or information

#### MONITORING

- Ombudsman will periodically check progress of investigation
- Ombudsman may request relevant documents and information
- Ombudsman may ask the organisation to undertake certain tasks or report within a timeframe
- Ombudsman may shift to monitoring or ask for updates or information

# s 17J REPORT TO OMBUDSMAN

- Head of organisation or delegate to provide s 17J report to Ombudsman at conclusion of investigation
- See Practice Guide No. 6: Making a finding of reportable conduct
- See Practice Guide No. 7: 17J final report

# **OMBUDSMAN ASSESSES s 17J REPORT**

- Ombudsman assesses s 17J report
- Ombudsman may ask for further information or documentation
- See Practice Guide No. 9: How the ACT Ombudsman assesses an organisation's response investigation

#### CLOSURE

- Ombudsman provides feedback to organisation
- Case closure





INITIAL RESPONSE

**INVESTIGATION / INQUIRY** 

# 'G NO