Coversheet s 17J report

**This coversheet is to assist organisations to report to the ACT Ombudsman at the completion of a reportable conduct investigation and meet those obligations under the Reportable Conduct Scheme.**

# Summary of allegation information

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| ACT Ombudsman reference number |  |
| Name of the employee or volunteer who is the subject of the allegation |  |
| Name of the alleged victim |  |
| Dates of allegations of reportable conduct |  |
| Date s 17G notification was filed |  |
| Date s 17J report completed  |  |
| Category of reportable conduct – please record the category/categories of reportable conduct that apply Learn more about categories of reportable conduct in [ACT Ombudsman Practice Guide No. 2 – Identifying reportable conduct](http://www.ombudsman.act.gov.au/reportable-conduct-scheme/resource-kit) | [ ]  sexual offence and conviction[ ]  offence against the person including physical assault[ ]  ill-treatment of a child [ ]  emotional abuse  [ ]  hostile use of force/physical contact [ ]  inappropriate restrictive intervention [ ]  Neglect [ ]  psychological harm[ ]  misconduct of a sexual nature  [ ]  crossing professional boundaries  [ ]  sexually explicit comments and other overtly sexual behaviour  [ ]  grooming behaviour |
| Summary of allegation/s e.g. what happened, where and when did it happen, who was involved. If there are multiple allegations of reportable conduct, please outline each allegation.  | *Summary of allegation 1:*  *Summary of allegation 2:**Summary of allegation 3:*  |
| Finding – please record any finding that has been made in relation to the allegation/s. Learn more about findings in [ACT Ombudsman Practice Guide No. 6 – Making a finding of reportable conduct](http://www.ombudsman.act.gov.au/reportable-conduct-scheme/resource-kit) | Allegation 1[ ]  sustained[ ]  not sustained – insufficient evidence [ ]  not sustained – lack of evidence of weight [ ]  not sustained – false [ ]  not reportable conduct***If there are multiple allegations of reportable conduct, we suggest:**** ***a finding be made in relation to each allegation***
* ***the checkboxes above be copied for each allegation***
 |
| Recommendations/consequences/action  |  |

# Attached documents

[ ]  s 17J report – the investigation report should provide an analysis of the evidence collected through the organisation’s investigation, contextual information that has assisted the organisation to fully consider the matter, the results of the investigation and any action taken. Learn more about reporting to the ACT Ombudsman in [ACT Ombudsman Practice Guide No. 7 – S17J Final Report](http://www.ombudsman.act.gov.au/reportable-conduct-scheme/resource-kit) and [ACT Ombudsman Practice Guide No. 9 – How the Ombudsman assesses an organisation’s response/investigation](http://www.ombudsman.act.gov.au/reportable-conduct-scheme/resource-kit).

**Please attach any documents or related material that is referred to in the s 17J report:**

[ ]  copies of evidence collected eg transcripts of interviews or interview notes, statements

[ ]  copies of primary evidence such as incident reports, photographs, medical reports

[ ]  copies of any notifications to and/or responses from Child and Youth Protection Services (CYPS), ACT Policing or other regulators

[ ]  letters of allegation, preliminary findings or final findings given to the person subject of the allegation

[ ]  updated risk assessment completed at the end of the investigation

[ ]  other (please list in box below)

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More information is available at **ombudsman.act.gov.au**

Please note: This document is intended as a guide only. For this reason, the information should not be relied on as legal advice or regarded as a substitute for legal advice in individual cases. To the maximum extent permitted by the law, the ACT Ombudsman is not liable to you for any loss or damage suffered as a result of reliance on this document. For the most up-to-date versions of cited Acts, please refer to [***legislation.act.gov.au***](http://www.legislation.act.gov.au).