

Investigation Plan

Curtin Complaint Ref: 2018xxxx

1. PURPOSE

As requested by Executive Management under clause 68.6.6 of the Staff Agreement (2017-2021), to independently examine and determine the veracity of a formal University complaint of alleged misconduct by a Curtin staff member, and produce a written report.

2. STAFF MEMBER(S) WHO IS / ARE THE SUBJECT OF THE ALLEGATIONS

Name	Position Title	Business Unit	Contact No.
xxxxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxx	Xxxx

3. INVESTIGATION REQUESTED BY

Name	Position Title	Contact No.
xxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxxxx	xxxx

4. HUMAN RESOURCES CONTACT

Name	Position Title	Contact No.
xxxxxxxxxxxxxxxxxxxxxx	People Business Partner	xxxx

5. SPECIFIC ALLEGATIONS TO BE INVESTIGATED

Refer to attached letter issued to xxxx by xxxxx, dated xxxxxx.

6. MATTER(S) CONSIDERED TO BE OUTSIDE OF INVESTIGATION SCOPE

Adequacy and effectiveness or otherwise of the University’s policies, procedures, practices etc that pertain to the investigation, unless reported or identified during the course of the investigation as a possible mitigating circumstance to the alleged misconduct.

Misconduct, negligence or reckless behaviour by individuals other than xxxxx that pertain to the investigation, unless reported or identified during the course of the investigation as a possible mitigating circumstance to the alleged misconduct.

7. RELEVANT POLICIES, PROCEDURES, STATUTES, REGULATIONS TO BE CONSIDERED

Code of Conduct
Clause 68 of the Staff Agreement (2017–2021)

8. SPECIALIST RESOURCES OR SKILLS REQUIRED TO UNDERTAKE INVESTIGATION

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9. SPECIAL AUTHORITIES OR APPROVALS REQUIRED TO CONDUCT INVESTIGATION

Access is authorised to all University records and documentation relating to the allegations, except that which is legally privileged or commercial in confidence.

10. PEOPLE WHO MAY NEED TO BE INTERVIEWED

Name	Position Title	Business Unit	Contact No.
Refer to Attachment x of the attached documentation			

11. INVESTIGATION TO BE CONDUCTED IN ACCORDANCE WITH

ISU Investigation Standards (wherever possible)

ISU standard reporting template

ISU Consent to Record Interview template

12. EXPECTED INVESTIGATION COMMENCEMENT DATE

Xx/xx/xx

13. EXPECTED INVESTIGATION REPORT ISSUE DATE (NO LATER THAN)

Xx/xx/xx

14. EXPECTED OUTPUTS FROM INVESTIGATION

A report to management, and accompanying supporting evidence (to be reviewed by Director ISU before release of final report to management)

15. OTHER INFORMATION PERTINENT TO THE INVESTIGATION

INVESTIGATION ASSIGNED TO:

xxxx

Investigations Consultant

INVESTIGATION ASSIGNED TO:

xxxx

Investigations Consultant

APPROVED BY:

Charlie Bertilone

Director ISU

Date: x/x/xx