

Conducting an Investigation Procedure

This procedure should be read in conjunction with the 'Governance and Leadership Policy'.

Determining When an Investigation is Necessary

1. A formal investigation may be conducted in any number of circumstances, including but not limited to:
 - a. Misconduct of a person within the service
 - b. Following a serious incident or accident
 - c. Responding to a complaint
 - d. As a result of a reportable allegation

Conducting an Investigation

1. Where a formal investigation is required, the General Manager will determine the appropriate person to conduct the investigation.
2. Depending on the seriousness and nature of the incident under investigation, various restrictions or exclusions may be put in place for the duration of the investigation, to ensure the safety of everyone at the service and/or the integrity of the investigation.
3. Upon commencement of an investigation, all relevant parties will be notified about the investigation, any restriction or exclusions imposed, and relevant timeframes for the investigation to take place. Confidentiality regarding the topic of investigation and those involved must be considered, and details should be limited to only what is necessary.
4. Initial undertakings of interviews or other evidence collection should be conducted within 5 business days of commencement. If deemed necessary, any statements provided by interviewed personnel will be documented in writing and signed by the individual.
5. A preliminary report outlining the findings and proposed conclusions should be completed within 15 business days of commencement.
6. Where the investigation is being conducted into the conduct of an individual or group of individuals, the preliminary findings and proposed outcomes should be distributed to these people with a timeframe of 3 business days for response prior to conclusion of the investigation.
7. Once the timeframe for responses to be submitted has passed, any follow up interviews or additional evidence should be gathered, and a final conclusion and report be signed off by the General Manager and other relevant persons conducting the investigation within 15 business days.
8. All relevant individuals will be informed about the outcomes of the investigation.

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

Current version 1

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