

Flowchart One – Identifying allegations of reportable conduct

The ACT Ombudsman has published a collection of flowcharts designed to assist designated entities with the process of responding to allegations of reportable conduct. The flowcharts are designed to be used in conjunction with the ACT Ombudsman Practice Guides.



If your designated entity has any questions about the Reportable Conduct Scheme or would like to discuss the details of a specific reportable conduct allegation or matter, please contact the ACT Ombudsman Reportable Conduct Team on (02) 5119 5520 or at act@ombudsman.gov.au

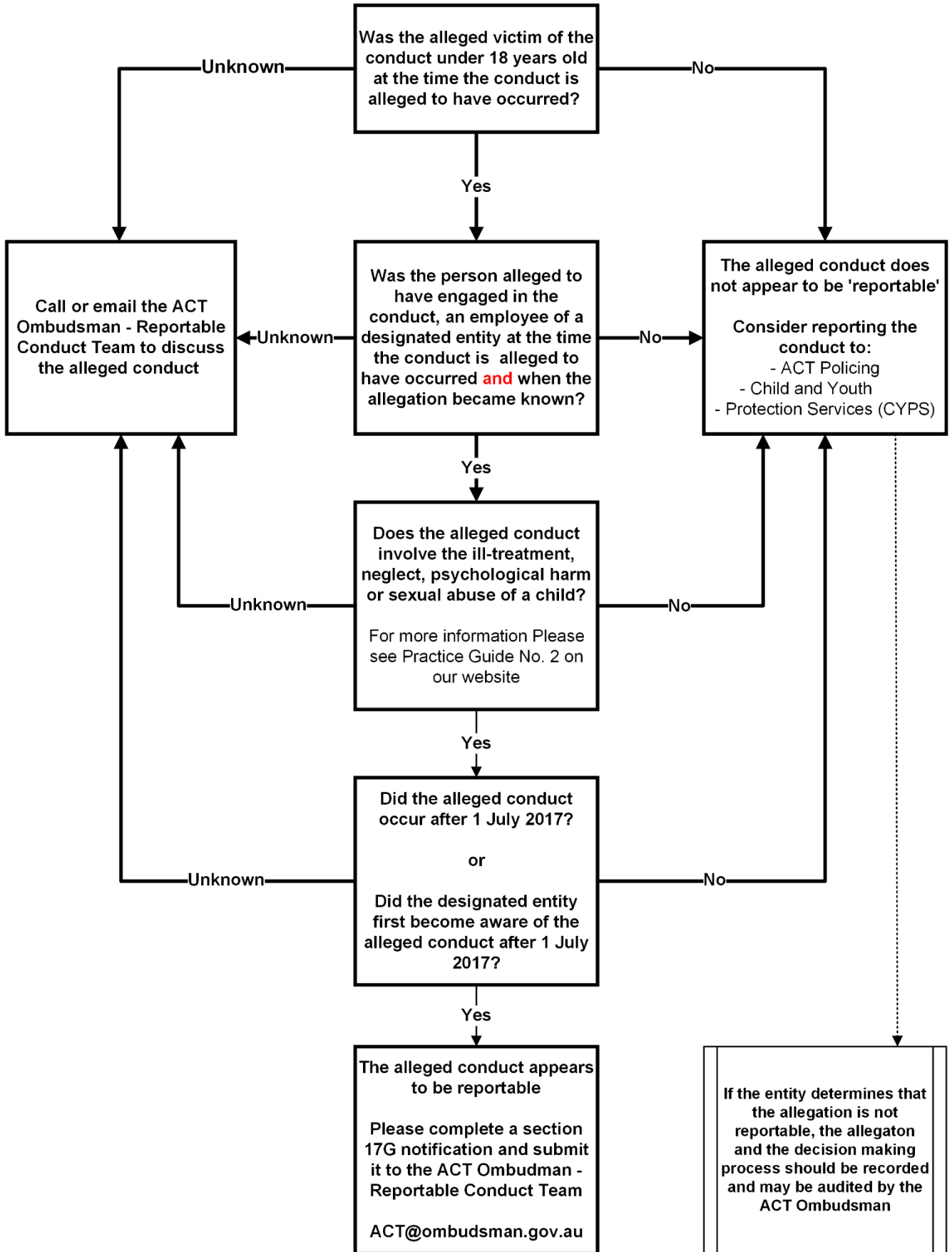
Identifying Allegations of Reportable Conduct

A designated entity may become aware of an allegation of reportable through:

- a disclosure from an alleged victim
- a self-disclosure from an employee
- a parent complaint
- a witness disclosure or complaint

Once your entity becomes aware of the allegation, the questions included in this flowchart need to be answered to determine if the allegation is reportable.

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It is important to note:

- If the answer to any of the questions in the flowchart is no, the conduct is unlikely to be reportable and the entity should consider if information regarding the conduct needs to be shared with ACT Police, Access Canberra or Child and Youth Protection Services.
- If a designated entity determines that an allegation is not reportable, the entity should record the allegation and the decision-making process, as these records may be audited by the ACT Ombudsman.
- If the answer to any of the questions in the flowchart cannot be obtained, we encourage the entity to contact the reportable conduct team, we will help the entity determine if the conduct is reportable.
- Historical allegations may need to be investigated under the reportable conduct scheme if the designated entity first became aware of the allegation after 1 July 2017.
- A person subject of allegation (PSOA) must be employed by a designated entity when the allegation becomes known for the allegation to be reportable.

However, if an entity becomes aware of an allegation after the PSOA has ceased employment with them, but it is believed the PSOA has moved to another designated entity, information regarding the allegation should be shared with the ACT Ombudsman or the new entity.

- If the answer to all the questions in the flowchart are yes, the conduct is reportable and a section 17G notification needs to be submitted to the ACT Ombudsman. Please see Flowchart 2 - Reporting Allegations of Reportable Conduct.

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 Commonwealth 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 the [Federal Register of Legislation](#).

For more information visit ombudsman.act.gov.au or call 02 5119 5520

