

# Nomination of a head of entity – religious bodies

## Background

The reportable conduct scheme provides oversight of how organisations prevent and respond to allegations of child abuse and misconduct.

The Legislative Assembly has passed [amendments](#) to the *Ombudsman Act 1989* requiring religious bodies to nominate a person as the head of the body and provide this information to the Office of the ACT Ombudsman. This requirement will start on 27 September 2019 or a date to be determined by the Minister.

This is a template nomination form that religious bodies may wish to use. Nominations can be provided before the requirement commences.

## What are the responsibilities of the head of entity

Under the reportable conduct scheme the head of entity has a range of responsibilities including; ensuring that the entity has practices and procedures in place for the prevention of reportable conduct and the handling of reportable allegations and convictions; notifying reportable allegations and convictions to the Ombudsman as soon as practicable; and providing reports of investigations into allegations and convictions to the Ombudsman.

For further information see our resources on [employer responsibilities](#) and the [self-assessment checklist](#).

## How to identify the head of entity

The head of a religious body is generally considered to be the individual primarily in charge of the management of the body.

The individual should have sufficient seniority and influence within the entity to fulfil the responsibilities under the reportable conduct scheme.

The Ombudsman acknowledges that the size and governance of religious bodies varies widely, and that each body may have to think carefully about who is the head of entity. In particular, we note that:

- The head of entity may be elected, appointed or employed.
- Some bodies may be independently governed but belong to an association.
- Some bodies might have a CEO and have been established by or come under the auspices of a religious order or faith.
- Some may be a collection of service organisations under an umbrella of management.
- A spiritual leader may not hold administrative power in a body meaning that they may not always be suitable for nomination as the head of entity for the purposes of the scheme.

## What is a religious body

The religious bodies covered by the reportable conduct scheme are defined in the *Ombudsman Act 1989*. They are bodies established or operated for a religious purpose that operates under a religious denomination or faith and provide, or has provided, activities, facilities, programs or services that facilitate contact with children.



Name of religious body

Name of head of entity

Position

Telephone

Email address

Postal address

Term (if applicable)\*

Signed

Date

Is the body responsible for any other religious bodies?\*

If yes, names of those bodies – for example, certain congregations, community service organisations, religious orders

Contact person for reportable conduct\*

Position\*

Telephone

Email address

Postal address

## Lodging form

Please complete this form and email a signed and scanned copy to [act@ombudsman.gov.au](mailto:act@ombudsman.gov.au)

\* Optional form field