

## REQUEST FOR REPORTABLE CONDUCT INFORMATION

### GUIDELINES

1. You must be a designated entity under the ***Ombudsman Act 1989*** to request information from the Community Services Directorate.
2. A designated entity is:
  - a. an administrative unit that deals with the safety, welfare or wellbeing of a particular child or class of children
  - b. a health service provider
  - c. a government school or a non-government school
  - d. a provider of an education and care service
  - e. a childcare service
  - f. an approved kinship and foster care organisation
  - g. an approved residential care organisation
  - h. any other entity prescribed by regulation.
3. Requests must come from the head of your designated entity or their authorised delegate. Information requests that are not from the head of your entity or their delegate will be refused.
4. You can only request information that relates to making a decision about an allegation you are investigating, planning or conducting an investigation, or managing a risk to a child or children or young person, or a class of child or children or young people.
5. Where information is requested in relation to an allegation, the allegation must have been made after 1 July 2017, (although the conduct may have occurred before 1 July 2017).
6. If you have notified the ACT Ombudsman of an allegation under s 17G (2) of the ***Ombudsman Act 1989***, please attach a copy of the s 17G Notification to your request.

**Please note: Under section 17P of the *Ombudsman Act 1989*, it is an offence to make a false allegation about reportable conduct.**

## REQUEST FOR REPORTABLE CONDUCT INFORMATION

Information provided in this request form is subject to the confidentiality provisions of the *Children and Young People Act 2008* and the *Information Privacy Act (ACT) 2014*. Further information about the privacy policy is at <http://www.communityservices.act.gov.au/>

Please complete the *Request for reportable conduct information* form and send it to [reportableconductcsd@act.gov.au](mailto:reportableconductcsd@act.gov.au)

<b>Section 1. Details of entity seeking information</b>		
Name of designated entity:		
Address of designated entity:		
Category of entity (under s17D of the <i>Ombudsman Act 1989</i> ):		
Is the request from the head of your designated entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the request from an authorised delegate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of head of designated entity:		
If delegate, name of delegate:		
Position held:		
<b>Section 2. Details of the person who is the subject of the allegation</b>		
Name:		
Gender	Date of birth (if known):	
Address (if known):		
Is the person currently working for your entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section 3. Details of child or young person associated with the allegation</b>		
Is the request in relation to a child or young person (under 18 years)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of child or young person:		
Gender:	Date of birth (if known):	
Address (if known):		

**Section 4. Request details**

Please indicate why you are requesting the information:

to initiate or conduct an investigation into an allegation against an employee

to make a decision or an assessment of an allegation against an employee

another reason. Please provide details.

*(You can tick more than one box)*

Why do you consider the allegation is reportable conduct? (Defined in section 17E of the *Ombudsman Act 1989*).

Please outline the specific information you are seeking in relation to the allegation of reportable conduct.

**Section 6. Contact person**

Name:	Phone:
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**Section 5. Endorsement from the head of the entity**

Name of head of entity:

Email:	Phone
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Signature of head of entity:	Date:
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**Note: responses to requests for information will be sent to the head of your designated entity.**