

## Investigation Plan

Curtin Complaint Ref: 2020xxxx

**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	xxxxxxxxxxxxxx	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:**

Naomi Yellowlees  
Director, Integrity, Standards and Compliance Services  
Date: x/x/xx