

# The Reportable Conduct Scheme

## Report



**Within three business days:** Leaders must notify the Independent Regulator of reportable conduct in writing and provide:

- that a reportable conduct allegation has been made, or that a reportable conviction recorded against, a worker
- the worker's name and, if known, date of birth
- if the reportable allegation is suspected criminal behaviour, if Tasmania Police has been informed
- the name, address, and telephone number of the organisation
- the leader of the organisation's name.

## Investigate



**As soon as possible:** Leaders must start an investigation (or get an independent investigator to do so).

## Update



**Within 30 days:** Leaders must provide updated information to the Independent Regulator, including:

- all the information they have, at that point, about the allegation or conviction
- whether any actions have been taken (for example, placing a limit on a worker's contact with children)
- any written submissions the worker involved has asked to be taken into consideration.

## Close Off



**At the end of the investigation:** Leaders must provide the following information to the Independent Regulator:

- findings of the investigation
- reasons for the findings
- details of any actions that have been taken as a result.



Want to find out more? Go to: [justice.tas.gov.au/cysof](https://justice.tas.gov.au/cysof)