Reportable Conduct Scheme Update Form B

# Form B: Investigator form

By completing this eform you will meet the mandatory requirement of informing the Commission of who is undertaking the workplace investigation. You can preview, review and print the information before you submit.

You will need the case number and password provided when you submitted your 3 day notification in order to make the update. The case number and password will have been emailed to you.

You can submit the update at any time (including when making the 3 day notification) but must do so as soon as practicable after making the 3 day notification.

### Details of the investigator

1. Is your organisation undertaking the investigation?
   1. Yes
   2. No (if no, further questions below)
2. Name of the investigator or investigative body
3. Address line 1
4. Address line 2
5. Town/suburb
6. State
7. Postcode
8. Phone
9. Email address

### Further information

1. Is there any other information you would like to provide at this time?  
   Please provide information such as progress on the investigation and any additional details about the child or young person that were not included in your 3-day notification.

## Review and submit

"Please check the details of your submission carefully. Once you have submitted, you will not be able to edit your submission. You will be sent a receipt of your submission by email, but it will not contain any information contained in the submission.

If you want to retain a copy of your submission you **must** print a copy of this page using the print button below.

By submitting this form, you acknowledge that all information provided is true and complete to the best of your knowledge.

## Confirmation

Thank you for providing your investigation update. Should the Commission have any queries in relation to your update, we will contact you.

As head of an organisation to which the reportable conduct scheme applies, you have a legal obligation to provide information and updates to the Commission at different stages. For more information about your reporting obligations and timeframes, see [Reporting and Investigating Allegations](http://ccyp-staging.studiothick.com/reportable-conduct-scheme/reporting-and-investigating-allegations/).

Please make sure you keep the reference number and token that you used for this update. You will need it to provide other updates relating to this reportable allegation.

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