

**MANAGEMENT PROTOCOLS WHERE STAFF MEMBER  
IS THE SUBJECT OF SERIOUS ALLEGATIONS**

- CHECK LIST -

STEP

- 1 Serious allegation made/received
- 2 Allegation satisfies the test outlined in para 1.2
- 3 Matter brought to attention of a senior officer eg. Regional Director, CEO, Branch Head
- 4 Senior Officer assesses what is known/received.
- 5 Senior officer confers with another Senior Manager (para 2.2)
- 6 The 2 officers at 5 above formulate a recommendation (para 2.3)
- 7 Police (where they are involved) informed of intention to advise staff member (para 2.4)
- 8 Person subject of allegations is advised (paras 2.4 and 3.1)
- 9 Recommendation given to DDG or GM (Regional Services)(para 2.5)
- 10 DDG or GM (Regional Services) determines in consultation with G.M. Resources, action (para 2.6)
- 11 Where movement of person is indicated the person is to be given opportunity to move on a voluntary basis (para 2.6)
- 12 Determined action conveyed to union (para 2.7)
- 13 DDG or GM initiates enquiry (para 5.1)
- 14 CSV Discipline Officer advised (para 5.1)

- NOTES:
- . Steps 2 to 8 inclusive are, insofar as is possible and practicable, to be dealt with on the day of the receipt of the allegation or the next working day where same day dealing is impossible.
  - . Steps 9 to 13 are to be dealt with as soon as possible.