



The investigator(s) will ensure that complaints, witness and respondents involved in an investigation understand the investigation process and the role of the investigator.

The investigator(s) will gather information, generally through interviews and review of documentation.

The investigator(s) must then determine whether the allegation(s) are substantiated, unsubstantiated or not able to be substantiated, based on the information gathered in the investigation process. In most cases, a balance of probabilities is used to make these determinations.

Once the investigation is completed, the investigator(s) will prepare a confidential investigation report to the nominated decision maker for the particular investigation.

The role of the decision maker

It is very important to note that the investigator(s) is not the decision maker in relation to the outcome of an investigation. Again, their role is to be neutral throughout the investigation and determine, based on the balance of probabilities, whether the allegation(s) is substantiated, unsubstantiated or not able to be substantiated.

The decision maker, usually the Director: HR&OD, is responsible for making the decision as to the investigation outcome, which may involve disciplinary action and/or other correction action where the allegation(s) is substantiated.

Where the outcome is to recommend that an employee show cause as to whether their employment should be terminated, the final decision will be referred to the Executive Director: Catholic Schools.

Please contact the Professional Standards team within HR&OD should you have any additional queries regarding workplace investigations.

For more information

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