

COMPLIANCE AND ENFORCEMENT FRAMEWORK REVIEW

Compliance Officer	Section 5 - Review C & E Framework	Approving Officer:
Yes / No / NA	Complainant has been contacted to confirm allegations	Yes / No / NA
Yes / No / NA	All breaches & entities have been identified and entered on MACS	Yes / No / NA
Yes / No / NA	Significant factors (eg: media interest) been identified & reported	Yes / No / NA
Yes / No / NA	All avenues of investigation have been undertaken	Yes / No / NA
Yes / No / NA	File notes have been maintained, signed where appropriate and attached to the file	Yes / No / NA
Yes / No / NA	Appropriate investigation methodology was applied	Yes / No / NA
Yes / No / NA	Sufficient evidence exists to support the recommendations	Yes / No / NA
Yes / No / NA	Documents exhibits have been recorded and stored appropriately	Yes / No / NA
Yes / No / NA	Emerging issues or trends been identified and reported	Yes / No / NA
Yes / No / NA	Policy decisions or public interest factors (eg: legal opinion) are filed	Yes / No / NA
Yes / No / NA	Complainant has been notified of the outcome Phone / EMAIL / Letter	Yes / No / NA
Yes / No / NA	Any redress has been confirmed and details included on MACS	Yes / No / NA
Yes / No / NA	Transfer letter in support of enforcement action is attached	Yes / No / NA
Yes / No / NA	MPS timeframes have been met.	Yes / No / NA
Yes / No / NA	Investigation has been finalised on MACS	Yes / No / NA
Yes / No / NA	Matter need to be referred to a higher authority for info/action	Yes / No / NA

CLOSURE

Compliance Officer:		Approving Officer:	
Date:		Date:	
Signature:		Signature:	