



Michele Lane
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Ethical Standards Unit
Department of Justice and Attorney-General

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PLEASE NOTE – I am currently in the office on Monday, Tuesday and Thursday and working remotely on Wednesday and Friday – please contact me by phone or email.

Our reference: 2019/2020-XXX



Department of
Justice and Attorney-General

[Complainant Name]
[Complainant address]

By email [email address]

PRIVATE AND CONFIDENTIAL

Dear [salutation]

I refer to your [letter / email / phone call] dated [date] where you alleged that on [incident date] at [location] [full name, position] [state the allegation in their words].

Your complaint was assessed as being sufficient to raise a suspicion of corrupt conduct as defined in the *Crime and Corruption Act 2001* [and /or] misconduct as defined in the *Public Service Act 2008* [and /or] a breach of the Code of Conduct for the Queensland Public Service.

It was considered that an investigation would gather all the relevant evidence as a means to establish whether the alleged conduct occurred. An investigation was initiated and involved the examination of records and interviews with relevant parties. If applicable. A report was completed and provided to the department's decision maker, [name and position].

UNSUBSTANTIATED: [Decision maker name] found that on the evidence adduced and on the balance of probabilities the allegation that on [date, subject officer name, allegation was / was not capable of substantiation].

SUBSTANTIATED & DISCIPLINE:

[Decision maker name] found that on the evidence adduced and on the balance of probabilities the allegation/s was/were capable of substantiation. Disciplinary action was initiated and has now been completed.

SUBSTANTIATED BUT WARNING/OTHER OUTCOME:

[Decision maker name] noted that the investigation found that on the evidence adduced and on the balance of probabilities the allegation/s against [SO name] was/were capable of substantiation. [Decision maker name] elected to [outcome here].

No further action is proposed and the Ethical Standards Unit's file on this matter will be closed.

Yours sincerely

Natalie Homan
Acting Executive Director
Ethical Standards Unit
/ / 2019



Isaac Tait
Client Services Officer - Enforcements, Court of Appeal & Adjudications
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Jan Horton
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Thanks.

Regards

Natalie Homan
A/Executive Director
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The ESU is operating with a limited office presence – please contact by phone/email

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

Attachment 6