

# 30-Day Interim Report Form

## Part 4 Children's Guardian Act 2019

Heads of relevant entities (HRE) must submit an interim report on reportable allegations if:

- 30 calendar days have passed since the HRE became aware of the reportable allegation,
- The HRE has not been required to defer or suspend the investigation (by written notice from the Children's Guardian or on advice from the Commissioner of Police or the Director of Public Prosecutions),
- The Children's Guardian has not given the HRE written notice exempting the HRE from commencing or continuing the investigation, and
- The Entity Report is not ready to submit and no extension has been provided by the Children's Guardian.

**Please ensure you provide the required information\*, either in the fields provided or by attaching relevant documentation:**

1 Relevant entity name:

2 Your reference and/or employee name:

3 OCG reference:

4 \*All known facts and circumstances of the reportable allegation or conviction:

Or: Information is attached

5 \*Action taken since the reportable matter was notified to the Children's Guardian:

Or: Information is attached

6 \*The reasons for the action taken.

Or: Information is attached

7 \*Further action proposed to be taken:

Or: Information is attached

8 \*The reasons for proposed action:

Or: Information is attached

9. If no further action has been taken, list reasons for the decisions:

Or: Information is attached

10 All information requested in the 7-day notification form that was not provided with the initial notification:

Or: Information is attached

11 \*Reason/s the investigation is not completed within 30 days:

Or: Information is attached

12 \*An estimated timeframe for completion of the entity report:

Or: Information is attached

13 \*Copies of relevant documents, including transcripts of interviews and copies of evidence:

Copies are attached

14 Information provided to alleged victim(s) and/or parent or carer?: Yes  or No

If yes, please provide the details or if no, please provide the public interest reasons for non-disclosure.

### Person submitting entity report

Name:

Title:

Note: If you have documentation you consider relevant to this notification, please email it with information linking it to this notification (max. 25MB) to: [30day@ocg.nsw.gov.au](mailto:30day@ocg.nsw.gov.au) or mail to Reportable Conduct Scheme, Office of the Children's Guardian, Locked Bag 5100, Strawberry Hills 2012 NSW.

Please note: if using webmail some users may not have the required technical support to use the submit button. We suggest saving this form on your system as a PDF and attaching it to a direct email to [30day@ocg.nsw.gov.au](mailto:30day@ocg.nsw.gov.au)