Office of the Director of Public Prosecutions Queensland

Reportable Conduct Scheme Information Request Form

Child Safe Organisations Act 2024 s 52

All fields marked with * are required. Please email the request form to DPP.Mailbox@justice.qld.gov.au.

PART A: Requester contact details

Head of prescribed Reportable Conduct Scheme (RCS) entity or delegate requesting information.

Surname*

Given name(s)*

Phone*

Work email*

Prescribed RCS entity*

Reportable conduct case number:

Independent Investigator Details

(if applicable)

Surname*

Given name(s)*

Organisation/Business name*

Address*

Phone*

Work email*

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PART B: Details of Request

Details of worker who is the subject of the request.

Surname*

Given name(s)*

Prior names/aliases *(if applicable)*

Date of Birth*

Gender*

When did the worker perform work for the RCS entity?

Where work was across multiple periods of engagement, please list each period.

For example: 21/03/2023 - 01/06/2025; 24/05/2025 - Present

Details of the reportable allegation(s) or reportable conviction(s) you are requesting information about.

To help us respond to your request, please include any reference numbers, charges, dates, etc.

What information is being sought from the Office of the Director of Public Prosecutions?

Please select all applicable options from the list below:

☐ A written statement briefly describing the circumstances of a charge or conviction for the offence.

☐ A copy or written summary of evidentiary material about the offence:

- ☐ a summary of the circumstances of the alleged offence prepared by a police officer
- ☐ a witness statement
- ☐ an indictment
- ☐ a record of interview or a transcript of a record of an interview *(some restrictions apply under s 52(2)(c) and s 52(9))*
- ☐ a report by an expert about the worker alleged to have committed the offence

☐ If a charge for the offence was not proceeded with—a written summary of the reasons why the charge was not proceeded with.

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PART C: Reason for Request

Under section 52(4)(b), the Director of Public Prosecutions must be satisfied that the information is necessary to enable the head of an RCS entity to notify and investigate a reportable allegation or reportable conviction relating to a worker.

Please provide justification as to why the requested information is necessary to notify and/or investigate the reportable allegation or reportable conviction.

PART D: Declaration

I confirm that I am the person who is named below and have completed this form. I am authorised to make the request for information under s52 of *the Child Safe Organisations Act 2024*.

☐ I acknowledge that this request for information or documents is made under the *Child Safe Organisations Act 2024* for the sole purpose identified above.

☐ I acknowledge that if I am provided with information in accordance with this request, I must not use or disclose such information other than for the purpose outlined in **Part C** of the request for which the information was disclosed to me or in accordance with the Act. All information releases are subject to Chapter 5 “Confidentiality and protection” of the *Child Safe Organisations Act 2024*.

☐ I acknowledge that requests made fraudulently or without authorisation may be referred to the Queensland Police Service for investigation.

Surname*

Given name(s)*

Signature*

Date*