**INVESTIGATION PLAN**

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| **INVESTIGATION DETAILS** | |
| **Investigation name** |  |
| **Ref/file no.** |  |
| **Responsible**  **officer** |  |
| **Address** |  |
| **Phone number(s)** |  |
| **Email** |  |

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| **COMPLAINANT DETAILS (If applicable)** | |
| **Complainant name** |  |
| **Address** |  |
| **Phone number(s)** |  |
| **Email** |  |

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| **PERSON OF INTEREST DETAILS (if known)** | |
| **POI name** |  |
| **Address** |  |
| **Phone number(s)** |  |
| **Relevant details** |  |

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| **INVESTIGATION BACKGROUND (DETAILS)** |
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| **APPLICABLE LEGISLATION** |
| 1. |
| 2. |
| 3. |

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| **LIST OF ALLEGATIONS** |
| *(please dot point)*    • • • |

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|  | **ELEMENTS/FACTS/PROOFS** | |
| **Offence element** | **Facilitation of proof** | **Relevant evidence** |
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| **Defence/s** | **Relevant evidence** | |
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|  | **ELEMENTS/FACTS/PROOFS** | |
| **Offence element** | **Facilitation of proof** | **Relevant evidence** |
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| **Defence/s** | **Relevant evidence** | |
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| **REQUIRED RESOURCES** | |  |
| **Resource** | **How sourced** | **Notes** |
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| **WITNESS LIST** |  |  |
| **Name** | **Contact details (phone/email)** | **Relevance (cross ref to elements)** |
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| **AVENUES OF INQUIRY** |  |  |
| **Inquiry type** | **Information** | **Relevance (cross ref to elements)** |
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| **TASK ALLOCATION** |  |  |
| **Task/line of enquiry** | **Allocated person** | **Due date** |
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| **TIMELINE/CHRONOLOGY** | |  |
| **Action** | **Date/Time action taken or required to be taken by** | **Details/notes/reference** |
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| **PLAN APPROVAL and VERSION MANAGEMENT** |  |
| **Approved by (name):** | **Version** |
| Signature: |  |
| Date: |  |

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| **INVESTIGATOR** |  |
| **Investigator (name):** | **Version** |
| Signature: |  |
| Date: |  |