**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**  |
|      |   |   |
| **Defence/s**  | **Relevant evidence**  |
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|  | **ELEMENTS/FACTS/PROOFS**  |
| **Offence element**  |  **Facilitation of proof**  | **Relevant evidence**  |
|      |   |   |
| **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:  |  |