

## Appendix 2 – Complaint Form

### CODE OF CONDUCT COMPLAINT FORM

**Note to person making the complaint:**

This form must be completed if you wish to make a complaint about an employee of the Shire of Murray who you allege has breached the Code of Conduct.

All information requested on the form must be provided before the complaint can be processed.

After all information has been provided, sign and date the form and submit to the CEO (or President in the instance of the complaint being about the CEO).

They will then, together or independently, determine the complaint.

**Note to the person receiving the complaint form:**

Any information provided on this form MUST NOT be sent or divulged in any way to the person who is the subject of the complaint.

All information requested below must be provided by the person making the complaint:

**What is the name of the Employee who you allege has breached the Code of Conduct?**

**What section of the Code of Conduct do you allege has been breached?**

**What date do you allege the breach occurred?**

**How do you allege the breach occurred? (add additional sheets as required)**

**Were there any witnesses to the alleged breach?**

Yes

☐

No

☐

Unsure

☐

**Are the witnesses willing to provide information to assist in resolving the complaint?**

Yes ☐

No ☐

Unsure ☐

**If so, what are the name(s) and contact details of witnesses**

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

**Have you attached any/all relevant and additional information which may assist in resolving the complaint?**

Yes ☐

No ☐

N/A ☐

Signature: \_\_\_\_\_

Name\*: \_\_\_\_\_

Contact Details:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*\* If you wish to remain anonymous, the Shire will do its best to review and action the complaint, however action will only be taken as far as it is possible to do so with no resolution response will be provided to you.*

Date: \_\_\_\_\_