Buninyong Bowling Club

Incorporated

Member Protection Procedures

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Member Protection Procedures

(To be read in conjunction with the Club's Member Protection Policy and the Grievance Procedures outlined in the club's Constitution)

1.0 Introduction

The Buninyong Bowling Club (BBC) is committed to providing a safe environment for all members, free from harassment, abuse and other unfair treatment. It promotes respectful and positive behavior towards everybody.

The aim of this document is to provide an easy to use, confidential and trustworthy procedure for complaints, based on the principles of natural justice.

All members of the BBC are bound by the provisions of this document.

- Any action by a member which is conduct unbecoming, considered to be harassment, abuse or any other unfair behavior against another member, to the club or in breach of the club's Constitution, may be considered a reportable action and the subject of a complaint by the offended member (complainant).
- The Board will appoint a Member Protection Information Officer (MPIO), as the first point of contact for any member wishing to lodge a complaint.
- Where a complainant wishes to complain about the actions of a member(s) or organisation bound by this policy, a complaint should be reported to the MPIO.
- If a complainant declines or rejects the assistance of the Member Protection Information Officer, but wishes to proceed with a complaint, then the complaint must be submitted in writing to the Board. Further action will follow as in Procedure 2 (see below).

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously
- all complaints will be dealt with promptly, seriously, sensitively and confidentially
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations
- irrelevant matters will not be taken into account
- decisions will be unbiased
- any penalties imposed will be reasonable.

More serious complaints may be escalated to an external body, agency or association.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

Any member wishing to express a concern or complain about a matter that they believe to be conduct unbecoming or considered to be harassment, abuse, other unfair behavior against another member, to the Club or in breach of the Constitution, should, in the first instance, direct their concern to the MPIO either personally, by phone or in writing or email.

2.0 Member Protection Information Officer (MPIO)

- The MPIO is a person appointed by the club to be the first point of contact for a complainant reporting a complaint under, or as a breach of, the Club's member protection Policy or Codes of Conduct.
- The MPIO will provide a confidential resource for information and moral support to the complainant with the concern, or who is alleging harassment or a breach of club policy. The MPIO will help the complainant deal with any concerns they may have about what has happened and they will operate as a sounding board as the complainant decides what they want to do.
- Information provided to the MPIO must remain confidential unless the complainant decides otherwise.
- The MPIO must remain independent and provide fair and impartial consideration to the concerns of both the complainant and the accused member.

3.0 Complaint Handling Process

Following the receipt of a complaint, the MPIO must follow one of three procedures. The MPIO may determine, in discussion with the complainant, whether the complaint can be dealt with as either an informal or a formal complaint.

When a complaint is received by the club's MPIO, they will:

- ascertain the facts of the issue and keep a record of any discussions
- establish the outcome that the complainant is wanting; how the complainant wishes the problem resolved and if they need support
- provide possible options for the complainant to resolve the problem
- explain how the complaints procedure works
- make a decision as to which procedure is to be followed
- act as a support person if the complainant so wishes
- inform the relevant government authorities and/or police, if required by law to do so
- where possible and appropriate, maintain confidentiality but not necessarily anonymity. *(If the complainant wishes to remain anonymous, the BBC cannot assist in the resolution of complaint. The club has to follow the principles of natural justice and be fair to both sides. This means that the BBC or the complainant may be required to provide the person/people they have complained about with full details of the complaint so they have a fair chance to respond to all the allegations.)*

After talking with the MPIO, the complainant may decide:

- the issue has been resolved
- the issue is minor and they do not wish to take the matter forward any further
- to attempt to resolve the situation (with or without an impartial support person)
- to make an informal complaint and proceed with a mediation process with an impartial mediator appointed by the Board (not the MPIO)
- to make a formal complaint.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the complainant to talk to the respondent
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation)

- gathering more information (e.g., from other people that may have seen the behaviour)
- seeking advice from an external body, agency or association
- referring the complaint to an external body, agency or association for investigation and adjudication.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

In situations where a complaint is referred to an external body, agency or association and an investigation is conducted, the club will:

- co-operate fully with the investigation
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s)
- act on the external body, agency or association's recommendations.

3.1 Procedure 1 – Informal Complaint / Mediation

- If the complaint is determined to be dealt with as an informal complaint, the MPIO will then encourage the complainant and the respondent to meet and endeavor to settle the complaint without further issue, (within 14 days, as prescribed in the constitution).
- If the parties are unable to resolve the dispute at the meeting or if one party fails to attend the meeting, the MPIO will organise a further meeting (within 10 days) in the presence of a mediator. The MPIO is not permitted to act as the mediator. A mediator will be appointed after consultation between the MPIO, the complainant and the accused member.
- If the matter cannot be resolved by discussion, the MPIO must declare the complaint to be a formal complaint and direct the complainant to submit the complaint in writing to the Board, in accordance with the provisions of the Constitution.
- If the complainant declines to do so, then the matter shall not proceed any further.
- In either the case of the matter being resolved at the meetings as outlined above, or the complainant declining to make a formal complaint, the MPIO will provide a report to the Board informing the Board of the complaint and the process, but with no names being mentioned, stating only that an informal complaint had been received and dealt with. The report shall include the nature and date of the reported incident.

3.1.1 Mediation

Mediation is a process by which people who are in conflict can be helped to communicate with each other and how to make decisions about resolving their dispute. Mediators provide a supportive atmosphere and method of talking to one another, to assist in sorting out the issues, coming up with acceptable solutions and making mutually satisfactory agreements.

The people involved in a formal complaint (complainant and respondent(s)) may work out their own resolution of the complaint or seek the assistance of a neutral third person or a mediator. Mediation may occur either before or after an investigation of the complaint.

Mediation will not be recommended if:

- The respondent has a completely different version of the events and they won't deviate from these;

- The complainant or respondent are unwilling to attempt mediation; or
- Due to the nature of the complaint, the relationship between the complainant and the respondent(s) and any other relevant factors, the complaint is not suitable for mediation.

3.1.2 Mediation Protocols

- If mediation is chosen to try and resolve the complaint, the MPIO will, in consultation with the Board, the complainant and the respondent(s), arrange for an impartial person to mediate the complaint.
- The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s), will choose the procedures to be followed during the mediation.
- The mediator will maintain a record of all discussions, decisions and the results of the mediation process.
- The mediation will be conducted confidentially and without prejudice.
- Following a successful mediation the mediator will prepare a document outlining the agreement reached between the complainant and respondent(s) and it will be signed by both parties and presented to the Board.
- Following an unsuccessful mediation process, the mediator will prepare a document outlining the process and the result and present this report to the Board.

3.2 Procedure 2 – Formal Complaint

If a complaint referred to the MPIO is determined by the MPIO (and/or the complainant) to be a formal complaint deemed to have the potential to warrant disciplinary action, or the complainant makes a formal complaint directly to the Board, the provisions of the Constitution and the following actions will apply.

A formal complaint submitted in writing to the Board may:
(a) be resolved by the Board following an investigation, or
(b) be referred by the Board for hearing and decision by a Disciplinary Committee.

3.2.1 Investigation Process

If (a), an investigation needs to be conducted the following steps are to be followed:

- The Board will appoint an investigator who may be the MPO (as long as the MPO is not an associate of either the complainant or the respondent) or an independent person (not an associate of the complainant or respondent).
- A written brief will be provided to the investigator to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
- A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be presented to the Board
- A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).

If (b) the Board shall appoint a Disciplinary Committee to conduct a hearing

- The hearing will be conducted as soon as is possible and both the complainant and the accused member must be given an opportunity to be heard.
- Neither the complainant nor the accused Member shall be entitled to legal representation at

the hearing, but may have another member in attendance, to act as an advocate and support.
- The Disciplinary Committee must include a member of the Board.
- Following the hearing, the Disciplinary Committee will make a finding as to whether the complaint is:
  ~ substantiated (there is sufficient evidence to support the complaint);
  ~ inconclusive (there is insufficient evidence either way);
  ~ unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
  ~ mischievous, vexatious or knowingly untrue.
- Following the hearing, a report documenting the complaint, investigation process, evidence, finding and any recommended sanctions, will be presented to the Board
- A report documenting the complaint and summarising the findings of the hearing and the ensuing decisions of the Board, will be provided to the complainant and the respondent(s).

If the Disciplinary Committee upholds the complaint, it may recommend to the Board that one or more sanctions be imposed upon the offending individual; (see below). The decision to oppose any sanctions must be ratified by the Board before they are enacted.

3.3 Procedure 3 – Non-disciplinary

If the complaint, though determined as a formal complaint, is of a grievance and non-disciplinary nature, the grievance provisions contained in the Constitution (and as in Procedure 1) will apply and the Board may decide that the matter be dealt with under those provisions, with appropriate mediation meetings being organised.

4.0 Disciplinary Sanctions / Measures

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:
- be consistent with any contractual and employment rules and requirements
- be fair and reasonable
- be based on the evidence and information presented and the seriousness of the breach
- be within the powers of the BBC to impose the proposed sanction
- be determined by our constituent documents, by laws and the rules of the game.

Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:
- the nature and seriousness of the breach
- if the person knew, or should have known, that the behaviour was a breach of the policy
- the person's level of contrition
- the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences
- if there have been any relevant prior warnings or disciplinary action
- the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy)
- any other mitigating circumstances.

Possible sanctions that may be taken include:

- censuring of the offending individual, either verbal or written
- a direction that the individual make verbal and/or written apology
- counselling of the individual to address their behaviour
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club
- suspension or termination of membership, participation or engagement in a role or activity
- temporary or permanent de-registration of accreditation
- any other form of discipline that our club considers reasonable and appropriate (excluding monetary fines).

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

5.0 Appeals

The complainant or respondent or any member who is suspended or expelled or has any other disciplinary sanction imposed upon them by the club, may appeal the decision to a Special General Meeting convened for that purpose. They may also be entitled to lodge an appeal to the relevant external body, agency or association, provided the appeal is based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Every organisation bound by this policy will recognise and enforce any decision made, and form of discipline imposed, by an appeals tribunal under this policy.

6.0 Procedure for Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people associated with the BBC in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1 – Receive the allegation

- Make sure that the child is safe.
- Any complaints, concerns or allegations of child abuse should be made or referred immediately to the MPIO.
- The initial response of the person that receives the complaint from the child (or person on behalf of the child) is crucial to the well-being of the child that the person receiving the information listens, stays calm and is supportive.
- The person receiving the complaint should obtain and clarify basic details (if possible) such as:
  - ~ Child's name, age and address
  - ~ Person's reason for suspecting abuse (observation, injury or other)
  - ~ Names and contact details of all people involved, including witnesses.

Do	Don't
Make sure you are clear about what the child has told you.	Challenge or undermine the child.
Reassure the child that what has occurred is not his or her fault.	Seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Contact the alleged offender.

Step 2 – Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies (eg. a member of the BBC), then also report the allegation to the BBC MPIO and President so that they can manage the situation.

Contact details for advice or to report an allegation of child abuse:

Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 131 444 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 1800 075 599 (Office hours) Ph: 131 278 (After hours)

Step 3 – Protect the child and manage the situation

- The MPIO should assess the risks and take interim action to ensure the child's/children's safety. Some options that the BBC could implement include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined. *Please be aware it is not the MPIO's role to actually undertake action such as redeploying someone – an MPIO should only recommend possible actions.*
- Legal advice should be sought before any interim steps are made if the person is an employee of the BBC.
- The President or nominated official will consider what services may be most appropriate to support the child and his or her parent/s.
- The President or nominated official will consider what support services may be appropriate for the alleged offender. All parties should be made aware that any action taken does not mean that the person is guilty and that a proper investigation still needs to take place.
- The President or nominated official will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4 – Further clarify and investigate allegation

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

- a criminal investigation (conducted by the police)
- a child protection investigation (conducted by the relevant child protection agency)
- an internal disciplinary or misconduct inquiry/investigation (conducted by the BBC).

The Board will seek advice from the police and relevant government agency as to whether the BBC should carry out its own internal investigation (in addition to or in conjunction with any police or relevant government agency investigation).

Internal investigation

- If the police and/or relevant government agency advises that it is appropriate that an internal investigation be conducted, the BBC Board will appoint an independent person (where possible) with appropriate expertise to conduct an investigation.
- The investigator will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

The investigator should:

- Contact the parents/carers of the child at an appropriate time and as directed by the police or relevant government agency.
- If appropriate, meet with parents/carers and the child to clarify the incident and offer support on behalf of the BBC if required (example, professional counselling).
- Meet with the person against whom the allegation refers at an appropriate time and as directed by the relevant authority and give the person an opportunity to explain or respond to the allegation and identify any witnesses and supporting evidence. The person should have an opportunity to invite a support person/adviser to attend at a meeting and should be offered support (example, professional counselling) if necessary.
- Obtain a signed statement and record of interview from the person.
- Make contact with any witnesses and obtain written and signed statements outlining details of the allegation (what happened, when, how). This should only occur following advice from the relevant authority.
- Obtain other information that could assist in making a decision on the allegation.

Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Step 5 – Record and analyse all information

- If an internal investigation was conducted under Step 4, the investigator will provide a report to the BBC Board.
- A record of the investigation should be kept on the appropriate form (see *Attachment 3* of this document), and all information collected during the investigation should be made available to the relevant authorities.
- Any decisions made as a result of the internal investigation will be made by the BBC Board and will remain separate and at arm's length from the investigator.

Step 6 – Undertake disciplinary action

- For incidents of a serious or criminal nature, consideration must be given to the findings of the police and/or the government agency before making a decision on disciplinary proceedings.
- If disciplinary action is to be taken, follow the procedures outlined in the Club's Member Protection Policy and this document, and record such actions accordingly (See *Attachment 5* of this document.) The action should be immediate.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- Check with the relevant state government authority to see if you need to forward a report and if so, retain a secure copy of the report.

7.0 Recording Documents / Forms

To assist in consistency and accuracy in following procedure and reporting on the issues covered by the BBC Member Protection Policy, the following documents are to be used:

Attachment 1: Confidential Record of informal complaint

To be used by MPIOs or others who receive a complaint or allegation

Attachment 2: Confidential Record of Formal Complaint

To be used when a formal complaint is received by the Buninyong Bowling Club

Attachment 3: Confidential Record of Child Abuse Allegation

To be used by MPIOs or others who receive complaints / allegations of child abuse

Attachment 4: Record of Mediation

Attachment 5: Record of Disciplinary Hearing Decision

General principles to be followed when completing a report of a complaint:

- Treat all complaints seriously.
- Deal with complaints promptly, sensitively and confidentially.
- Maintain a calm attitude.
- Ask the complainant if they will consent to you taking notes.
- Write the description of the complaint/problem using the complainant's own words (as much as is possible).
- Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- Take a note of the facts and do not pre-judge the situation.
- Ask the complainant whether they fear victimisation or other consequences.
- Find out what outcome the complainant wants and if they need any support.
- Ask the complainant how they want to the complaint to be dealt with under the policy.
- Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.

Buninyong Bowling Club

Attachment 1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT

Name of MPIO				
Date Received				
Complainant's Name				
Complainant's age group	Over 18	☐	Under 18	☐
Role / Status in bowls	Administrator Volunteer Player Official Coach	☐ ☐ ☐ ☐ ☐	Spectator Parent Support personnel Employee (paid) Other	☐ ☐ ☐ ☐ ☐
When / where did the alleged incident take place?				
What are the facts relating to the incident, as stated by the complainant?				
What is the nature of the complaint? (Category / basis / grounds) Tick more than one box if necessary	Harassment Discrimination Bullying Personality clash Selection dispute Coaching methods Unfair decision Sexual / sexist Sexuality	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Verbal abuse Physical abuse Race Religion Disability Victimisation Pregnancy Child abuse Other	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Notes / comments	
What does the complainant want to happen to resolve the issue?	
What other information has the complainant provided?	
What is the complainant going to do now?	

This record and any notes must be kept confidential and secure. If the issue becomes a formal complaint, this record is to be forwarded to the Board President.

Attachment 2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Name of MPIO				
Date received				
Complainant's Name				
Complainant's Contact Details				
Complainant's age group	Over 18	☐	Under 18	☐
Role / Status in bowls	Administrator Volunteer Player Official Coach	☐ ☐ ☐ ☐ ☐	Spectator Parent Support personnel Employee (paid) Other	☐ ☐ ☐ ☐ ☐
Name of person complained about (Respondent)				
Respondent's age group	Over 18	☐	Under 18	☐
Respondent's role / status	Administrator Volunteer Player Official Coach	☐ ☐ ☐ ☐ ☐	Spectator Parent Support personnel Employee (paid) Other	☐ ☐ ☐ ☐ ☐
When / where did the alleged incident take place?				
Description of alleged incident				

What is the nature of the complaint? (Category / basis / grounds) Tick more than one box if necessary	Harassment	☐	Verbal abuse	☐
	Discrimination	☐	Physical abuse	☐
	Bullying	☐	Race	☐
	Personality clash	☐	Religion	☐
	Selection dispute	☐	Disability	☐
	Coaching methods	☐	Victimisation	☐
	Unfair decision	☐	Pregnancy	☐
	Sexual / sexist	☐	Child abuse	☐
	Sexuality	☐	Other	☐
Methods (if any) of attempted informal resolution				
Formal resolution procedures followed				
Support person (if used)				
If mediated	Date of mediation: ____ / ____ / _____ Both/all parties present: Yes / No Was agreement reached? Yes / No Any other action taken? _____ _____ Terms of agreement (if any): _____ _____ _____ _____ _____			
If investigated, what was the finding?				
If a disciplinary hearing was held, what was the decision?				

If the decision was appealed, what was the outcome / decision / recommended action?	
Resolution time	Less than 3 months ☐ Between 3 – 8 months ☐ More than 8 months ☐
Completed by:	Name: _____ Position at BBC: _____ Signature: _____ Date: _____
Signed by:	Complainant: _____ Date: _____
	Respondent: _____ Date: _____

This record and any notes must be kept confidential and secure. If the complaint is of a serious nature, or if it is escalated to and/or dealt with at an external body, agency or organisation, the original record must be provided to that body and a copy kept with the BBC (or the organisation where the complaint was first made).

Buninyong Bowling Club

Attachment 3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in attachment C2 *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant external agency and/or police.

Complainant's Name (If other than the child)				
Date complaint received				
Role / Status in bowls	Administrator ☐ Volunteer ☐ Player ☐ Official ☐ Coach ☐		Spectator ☐ Parent ☐ Support personnel ☐ Employee (paid) ☐ Other ☐	
Child's Name			Age:	
Child's Address				
Person's reasons for suspecting abuse (eg. observation, disclosure, injury, etc)				
Name of person being complained about				
Role / Status in bowls	Administrator ☐ Volunteer ☐ Player ☐ Official ☐ Coach ☐		Spectator ☐ Parent ☐ Support personnel ☐ Employee (paid) ☐ Other ☐	
Witnesses (If more than three witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:			

Interim action (if any) taken to ensure child's safety	
Interim action (if any) to support the needs of the person complained about	
Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
BBC President and / or MPO contacted	Who: When:
Police and / or government agency investigation finding	
Internal club investigation (if any) finding	
Action taken	
Completed by	Name: Position: Signature: Date:
Complainant's signature (if not the child)	

This record and any notes must be kept confidential and secure and provided to the relevant authorities (police and government agency) should they require them.

Attachment 4: RECORD OF MEDIATION

Date	
Venue	
Complainant's Name	
Respondent's Name	
Mediator's Name	
Summary of mediation (minutes attached)	
Outcome of mediation (Terms of agreement reached)	
Follow up (if required)	
Complainant's signature	
Respondent's signature	
Mediator's signature	

This record and any notes must be kept in a confidential place

Attachment 5: CONFIDENTIAL RECORD OF DISCIPLINARY HEARING

Complainant's Name				
Date received				
Complainant's Contact Details				
Complainant's age group	Over 18	☐	Under 18	☐
Role / Status in bowls	Administrator Volunteer Player Official Coach	☐ ☐ ☐ ☐ ☐	Spectator Parent Support personnel Employee (paid) Other	☐ ☐ ☐ ☐ ☐
Name of person complained about (Respondent)				
Respondent's age group	Over 18	☐	Under 18	☐
Respondent's role / status	Administrator Volunteer Player Official Coach	☐ ☐ ☐ ☐ ☐	Spectator Parent Support personnel Employee (paid) Other	☐ ☐ ☐ ☐ ☐
When / where did the alleged incident take place?				
Description of alleged incident				

What is the nature of the complaint? (Category / basis / grounds) Tick more than one box if necessary	Harassment	☐	Verbal abuse	☐
	Discrimination	☐	Physical abuse	☐
	Bullying	☐	Race	☐
	Personality clash	☐	Religion	☐
	Selection dispute	☐	Disability	☐
	Coaching methods	☐	Victimisation	☐
	Unfair decision	☐	Pregnancy	☐
	Sexual / sexist	☐	Child abuse	☐
	Sexuality	☐	Other	☐
Hearing Date / Venue				
Support person (if used)				
Disciplinary Committee Members				
Disciplinary Hearing findings / decision.				
Disciplinary Hearing recommendation (to the Board)				
Follow up action (if any) (Attach report)				
Completed by	Name: Position: Signature: Date:			
Signed by:	Complainant: _____ Date: _____			
	Respondent: _____ Date: _____			

This record, the accompanying report and any notes must be kept confidential and secure.