



Reporting Misconduct

Code of Conduct of City of Stirling Employees

You are under no obligation to provide your details when completing this form. However, providing your name and contact details allow us to contact you for more information later if necessary. This may become critical in carrying out proper investigations into the matter raised by you.

Details of person making the complaint		
First Name:	Last Name:	
Address Line 1:		
Address Line 2:		
Suburb / City:	State:	Post Code:
Contact number:		
Email:		

Complaint Details	
<i>Provide all available information about the person you believe committed the misconduct.</i>	
Name of employee/s involved in the misconduct	
Other organisations/external parties involved <i>Provide full name of company / organization/parties and address if known.</i>	
Date of alleged misconduct	
Relates to	<input type="checkbox"/> Suspected misconduct within the City of Stirling. <input type="checkbox"/> Suspected misconduct involving person or organisations external to the City of Stirling. <input type="checkbox"/> Both.
Complaint details <i>Please describe the suspicious behaviour or risk that you are reporting.</i> <i>Provide as much information as possible including:</i> <ul style="list-style-type: none"> • what happened • when it occurred (ie. date/s) • where it occurred (ie. location/s) • why you consider the action as a misconduct. 	

How did you become aware of this matter?	
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Supporting evidence

Please describe any documents you think are relevant to your complaint, or that would support your suspicions.

Description of evidence <i>Please attach copies of any evidence you have to support your claim.</i> <i>Note: you can provide a photo or document to accompany this form.</i>	
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SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct.

Signed form can be returned via the following methods:

By Post

Private and Confidential
Attn: Chief Executive Officer
City of Stirling Main Administration Centre
25 Cedric Street
Stirling

Via Email to the following Officers:

- Manager Human Resources
- Manager Governance
- Internal Auditor
- Service Lead HR Operations

Purpose	The information provided on the form may be used to assess and investigate alleged misconduct.
Supply	Voluntary
Consequence of non-provision	If insufficient information is obtained, a proper investigation into the complaint may not be possible.
Storage and security	This information will be recorded confidentially in the City of Stirling records management system.