



STAFF COMPLAINT FORM

Before making a complaint, please review the [Staff complaints website](#) and contact your HR Partner who will assist you in resolving your concerns informally.

If you wish to continue to make a complaint after attempting to resolve it informally and your complaint relates to:

- (a) A grievance about a service, process, action or decision of the University;
- (b) A dispute about the application of the Enterprise Agreement as it relates to you; or
- (c) Any other formal complaint where an alternative process is not described (please note that alternative processes to exist in relation to complaints of discrimination, sexual harassment, bullying and protected disclosures (whistleblowers).

please continue to complete this form. This should be done as soon as possible, but normally no later than six months after the matter in question occurred.

The details you provide below will be used to process and investigate your complaint. In dealing in your complaint we will comply with our obligations as set out in the [Privacy policy](#).

1. YOUR INFORMATION

Submission Date		Campus	
Name			
Staff ID Number			
Faculty/Institute/other area			
Position title			
Deakin email	@deakin.edu.au		
Phone number			
Manager/supervisor name			

2. COMPLAINT DETAILS

Please advise the nature of your complaint (e.g. dispute, grievance, other formal complaint – please specify)

Please provide details of your complaint, including the date, time, location and any other details that will enable us to investigate.

What evidence do you have to support your complaint?

Have you tried to resolve the matter informally? If so, what did you do? Did you seek help? If yes, from whom? What was the result? If you have not attempted to resolve the matter informally, please explain why.

What outcome would you like?

3. AUTHORISATION

Please tick the following box below for complaints relating to the conduct of other people:

I understand that formal investigation of my complaint requires that the details of my complaint (including my identity) be shared with the person who is the subject of a complaint, so they can respond, as well as with potential witnesses.

I have attached any relevant information and/or documentation that may support my claim.

Name of Applicant		Signature		Date	
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Please send this form and supporting documents to executive-director-hr@[deakin.edu.au](mailto:executive-director-hr@deakin.edu.au) or to the Executive Director, HR, Deakin University, 221 Burwood Highway, Burwood VIC 3125.

We will contact you to discuss your complaint as soon as possible.