

FPNT STAFF ACTION / OFFICE USE ONLY

STAFF MEMBER NOTIFIED VIA A COPY OF COMPLAINT?

YES / NO

DATE:

DETAILS:.....

STAFF MEMBER RESPONSE RECEIVED?

YES / NO

DATE:

DETAILS:.....

COMMITTEE MEETING HELD?

YES / NO

DATE:

DETAILS:.....

STAFF MEMBER NOTIFIED OF COMMITTEE DECISION?

YES / NO

DATE:

DETAILS:.....

STAFF MEMBER RESPONSE TO DECISION RECEIVED?

YES / NO

DATE:

DETAILS:.....

ACTION TAKEN RECORDED?

YES / NO

DATE:

DETAILS:.....

ALL PARTIES NOTIFIED?

YES / NO

DATE:

DETAILS:.....

PERSON OVERSEEING THE COMPLAINT:.....

FULL NAME:.....

DESIGNATION:.....

SIGNATURE:.....

DATE:.....

Mail: FPWNT, CEO, P. O. Box 503, Nightcliff. NT 0814 Email: robyn.wardle@fpwnt.com.au Phone: 08 8948 0144

--