

# Incident Investigation Tracking Form

<b>Incident Title:</b>		<b>Issue Register Reference #</b>	
<b>Incident Date</b>		<b>Incident Time</b>	Morning
<b>Short Description:</b>			

## Statements Received

Name	Position	Party to the Complaint	Date Received

## Interviews Conducted

Name	Date	Time	Location

Will the complaint be actioned as misconduct?      Yes          No   

Nominated Misconduct Level      Simple          Serious          Gross   

Justification for the Nominated Level?

For Simple Misconduct, what was the agreed action and when?

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**For Serious or Gross Misconduct – Disciplinary Meeting Details:**

**Disciplinary Meeting**                      **Date:**    **Time:**

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**Location:**

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**Panel Members:**

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**Meeting Finding and Penalty** \_\_\_\_\_

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Finding forwarded to Defendant within 7 Days of Hearing?                      Registered Mail       Email

Appeal lodged within 7 Days of being informed of the finding? Yes                       No

If an appeal is lodged, go to Page 2

**Appeal Details:**

**Appeal Meeting**                      **Date:**    **Time:**

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**Location:**

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**Panel Members:**

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**Meeting Finding and Penalty** \_\_\_\_\_

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**Complaint**    **Chair of the Panel Hearing or Appeal (if held).**  
**Closeout**

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**NAME:**    **Signature**

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# INVESTIGATION

## Data

Data Category	Information identified
People	
Environment	
Equipment	
Procedures	
Organisational Factors	

## Contributing Factors