

Action taken to date

Detail below what actions have already been undertaken by you to resolve this grievance in line with Service Standard SOP1.1.3-1? What was the outcome of this action?

Please attach copies of any documents relevant to this matter

➤ Preliminary action taken/outcome:

➤ Local procedure - action taken/outcome (to be completed if Formal procedure is being requested):

If Formal procedure is to be considered, please outline why you are not happy with the outcome of the Local Procedure.

DESIRED OUTCOME

Detail below the desired outcome you seek as a resolution to your grievance. How will your desired outcome achieve a positive working relationship between you and the respondent?

I wish to submit to the NSW RFS this Notice of Grievance Form. The information contained within is to the best of my knowledge true and accurate, and I submit this form with the knowledge that I may be subject to further action should the grievance be found to be frivolous, malicious, or vexatious, as specified within the Service Standard.

Signed by person making grievance

Date ____/____/____