



Counselling Record

E/5.4.1.3

Employee name:		Date of discussion:	
Position:		Location of discussion:	
Team:			
Queensland Synod representatives present at discussion:			
Matters raised:			
Employee's response:			
The disciplinary outcome from today's meeting is: <input type="checkbox"/> Informal counselling <input type="checkbox"/> Formal counselling Please note this represents a Disciplinary Notice and if you do not improve your conduct, behaviour and/or performance as outlined in the relevant areas above, this may result in further disciplinary outcomes including termination. <i>* Explain confidentiality of the matter.</i>			

This is a true and accurate statement of the discussion with the employee at the meeting in question.

Name		Signature	
Name		Signature	

Provide a copy of this to the employee.

Revisions

Document number	E/5.4.1.3				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.06.2018	ELT	01.08.2020	People and Culture	People and Culture Manager
Next scheduled review	01.11.2021				