

BUILDING SURVEYING COMPLAINT FORM

The logo for TESSG, consisting of the letters 'TESG' in white, bold, sans-serif font, centered within a solid blue square.

YOUR DETAILS

Title

Surname*

First name*

Email address*

Daytime phone number

Mobile phone number*

Postal address

Project address*

Permit number*

***Mandatory fields**

IMPORTANT - YOUR OBLIGATIONS AS A COMPLAINANT

In dealing with matters under the Code of Conduct Procedure, information that identifies or tends to identify complainant is not to be disclosed unless the complainant consents in writing to the disclosure, or under certain other circumstances. You should not make public allegations of suspected breaches of the Code or disclose information about the consideration of a matter under the Code.

Your signature

Date

It is important that you provide, at this point, all of the information that you wish to have taken into account by the reviewer, to help them decide what action to take on your complaint.

You should explain in detail what TESSG Building Surveyors Pty Ltd have done or not done, that you believe has breached the Code of Conduct.

If you are complaining about more than one person, you should clearly explain what each individual person did, that you believe has breached the Code.

BUILDING SURVEYING COMPLAINT FORM

The logo for TESSG (The Engineering and Surveying Society of Victoria) is located in the top right corner. It consists of the letters "TESG" in a white, bold, sans-serif font, centered within a solid blue square.

PART OF CODE ALLEGEDLY BREACHED (IF KNOWN)

DEALING WITH YOUR COMPLAINT

The Chief Operating Officer and /or Conduct Reviewer must consider your preferences in deciding how to deal with your complaint. If your preference is for your complaint to be resolved informally, by mediation, or other alternative means, please confirm below:

CODE OF CONDUCT COMPLAINT DEFINITION

'A complaint that alleges conduct on the part of a TESSG Building Surveyors Pty Ltd official acting in their official capacity that on its face, if proven, would constitute a breach of the standards of conduct prescribed under code of conduct for Building Surveyors.'

The Code of Conduct for Building Surveyors can be viewed at:
<https://www.vba.vic.gov.au/surveyors/code-of-conduct>

Only Code of Conduct complaints should be reported using this form. Complaints that do not satisfy the above definition of a 'Code of Conduct complaint' will be dealt with under TESSG routine complaint management procedures or referred to the appropriate agency.