

## Complaint about a Teacher or Holder of a Limited Authority to Teach

This Form will help you provide the Teachers Registration Board (the Board) with information to assess your complaint.

Please complete this form in as much detail as you can and send it to the Board by -

1. Email [conduct@trb.tas.gov.au](mailto:conduct@trb.tas.gov.au) OR
2. Post Professional Conduct Team  
Teachers Registration Board Tasmania  
GPO Box 539  
Hobart TAS 7001

If you need assistance with this form, please contact the Professional Conduct Team - [conduct@trb.tas.gov.au](mailto:conduct@trb.tas.gov.au)

### Your Details

Title:		First Name:		Last Name:	
Address:					
Email:				Contact Number:	

I am a: (please tick one)		
<input type="checkbox"/> Current Student	<input type="checkbox"/> Former Student	<input type="checkbox"/> Parent
<input type="checkbox"/> Guardian	<input type="checkbox"/> Teacher	<input type="checkbox"/> Colleague
<input type="checkbox"/> Other (please specify) ...		

Do you have any special needs you think we should be aware of? (If so, please specify)

**Details of the Teacher or LAT Holder about whom you are making this Complaint**

Person's Full Name (if known): _____
Registration / LAT Number (if known): _____
School/Workplace Name: _____
School/Workplace Address: _____

In the space below provide full details about your complaint, including – what happened, when it happened, where it happened and to whom it happened.

If you do not have enough space below, please attach additional documents.

**Details of the Complaint (what, where, when and whom)**

### Further Information

#### Investigation by Employer

What occurred when you referred this complaint to the teacher's employer (e.g., the school or its Council/Board), that is, what was the outcome of your complaint?

#### Referral to Other Persons or Agency

If you have referred this complaint to another person or agency (e.g. Tasmania Police, Integrity Commission Tasmania) what was the outcome of this process?

*Please attach copies of relevant documents.*

#### Witnesses

If any other person can provide information about the complaint, please provide their names, contain details and what information they may be able to provide. The most important persons will be the student(s) involved and anyone who witnessed the alleged incidents. Please try to obtain witness approval before naming them below.

### Documents and Other Evidence

Please attach copies of any documents or other evidence relevant to your complaint (e.g., letters, emails, photographs, statements from witnesses or other people).

1. If you include documents/evidence provided to you by other people, please:
  - (a) obtain their permission before providing these to the Board; and
  - (b) provide their name and contact details.
  
2. Alternatively, you can provide the name and contact details of any person who has access to relevant information, including what the information is.

### Declarations

Please tick  the boxes after reading each point below.

<input type="checkbox"/> I understand that the Teacher / LAT Holder will be notified of the complaint and will be made aware of my name and the details of the complaint.
<input type="checkbox"/> I understand that the Teachers Registration Board of Tasmania may provide a copy of all the information that is received about a teacher to them in accordance with procedural fairness requirements and/or the <i>Personal Information Protection Act 2004</i> .
<input type="checkbox"/> To the best of my knowledge all the information I am providing is correct and accurate. I understand it is an offence, under section 36 of the <i>Teachers Registration Act 2000</i> - <ol style="list-style-type: none"> <li>(a) to make a statement knowing it to be false or misleading; or</li> <li>(b) to omit any matter knowing that without the matter the information is misleading.</li> </ol>

Please accept my signature OR email (tick one) as confirmation that the above declarations are true and correct.	
Name: _____ Date: _____	<input type="checkbox"/> X _____ (Signature)
OR	
Name: _____ Date: _____	<input type="checkbox"/> The email from this address containing my complaint is to be used as my confirmation.
Email: _____	