

Complaint form

Complaint form

1. Information for complainants

A complaint should only be lodged if you have been unable to resolve your issue or concern informally.

2. Personal details	
What is your name?	

3. Contact details			
Email address			
Telephone number			
Mobile phone number			
Preferred contact method:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email

4. Complaint details	
When it happened	
Where it happened	
Who was involved	
What happened	

Have you lodged a complaint about this issue before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, when:	

5. Resolution
What would you like to happen to resolve your complaint

6. Acknowledgement		
All the information provided above is true and correct to the best of my knowledge.		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 30%;">Date</td> </tr> </table>	Signature	Date
Signature	Date	

7. Privacy notice
<p>Information provided will be limited to the Senior Management Committee and staff immediately involved, only if and as required, for the purpose of privacy and confidentiality</p> <p>If required, information will be provided to the Department of Education and Training (DET)</p> <p>Information provided will be treated in accordance with the service's <i>Privacy and Confidentiality Policy</i> and confidentiality will be maintained at all times (Regulations 181, 183)</p>