



### Complainant's Contact Details

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Full name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

### Complainant's Category

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Parent      Family member      Educator      Staff member      Person with management or control

Other

### Complaint Details

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Describe your complaint (include the following)

- describe the incident and/or your concerns
- include key dates and times, such as when the incident occurred
- if known, include the names of Departmental officers involved
- details of any telephone conversations or emails
- any other information that you think is relevant to your complaint.

What action would you like to see as a result of your complaint?

Date Submitted: