

## Professional Conduct Complaint Form

### Section 49 of the *Teacher Registration (Northern Territory) Act 2004*

#### HOW DO I LODGE A COMPLAINT WITH THE BOARD?

This form should be used to lodge a complaint against a registered teacher or a person authorised to teach by the Teacher Registration Board of the Northern Territory (**the Board**) in the Northern Territory. The information you provide in this form will be submitted to the Board.

Please attempt to complete all questions in this form to provide the Board with enough information to decide if any action is required in the matter. If you would like to complain about more than one registered teacher, please complete a separate form for each individual teacher.

#### WHAT CAN I COMPLAIN ABOUT?

The Board can investigate complaints about the professional conduct of a teacher acting in their capacity as a teacher.

If your complaint refers to an employee of the Northern Territory Department of Education, Northern Territory Christian Schools, the Association of Independent Schools of the Northern Territory or the Catholic Education Office Northern Territory and that employee is not a teacher; the Board is unable to assist you. Please do not complete this form.

#### WHAT DOES THE ACT SAY?

The Board is responsible for administering the *Teacher Registration (Northern Territory) Act 2004* (**the Act**). Section 49 of the Act relates to complaints and states, “a person may, in writing, complain to the Board about the professional conduct of a teacher or authorised person.” The Board may do anything to inform itself in deciding whether to accept a complaint. A copy of the Act can be viewed at: <https://legislation.nt.gov.au>.

#### CAN I GET INTO TROUBLE FOR MAKING A COMPLAINT?

Section 76A of the Act states that a person cannot be civilly or criminally liable for giving information to the Board **if** that person is acting in **good faith**.

#### CAN THE BOARD DISMISS MY COMPLAINT?

Yes. The Board may dismiss a complaint without taking further action if it considers that:

- the complaint is frivolous or vexatious; or
- the complaint does not relate to the professional conduct of a teacher or authorised person; or
- it would be more appropriate for the complaint to be dealt with by another person.

A frivolous complaint is one, which cannot possibly be made out, is manifestly groundless, or one that relates to a paltry or trifling matter. A vexatious complaint is one, which is made only for the purpose of annoying or embarrassing the person against whom it is made or some other collateral purpose, or is obviously untenable or groundless.

#### WHAT DO I NEED TO PROVIDE?

In addition to submitting this completed complaint form; you may provide any supporting documentation or evidence you believe is relevant to the Board in its consideration of your complaint.

Your name and copies of the complaint form and any documents you provide to the Board may be provided to the person you are complaining about, their employer(s) and/or other relevant people.

#### WHAT HAPPENS NEXT?

1. You will receive acknowledgement that your correspondence has been received.
2. Your complaint will be acknowledged by the Director and assessed by the Board.
3. The Board will determine how to progress the complaint. The Board may dismiss the complaint or it may commence an investigation.

#### ANY QUESTIONS?

If you have any questions or require assistance in completing this form, please contact the **Professional Conduct staff on 8944 9381 or email [trbprofconduct@trb.nt.gov.au](mailto:trbprofconduct@trb.nt.gov.au)**.

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The following questions should be used as a guide to help you determine whether your complaint is a relevant complaint for the Board to deal with under the Act. The Board can only accept complaints relating to the professional conduct of a teacher or authorised person to teach in their role as a teacher.

- 1. Does the complaint relate to an administrative matter e.g. issues about school uniforms or the application of a policy including curriculum?**

☐ Yes ☐ No

If yes, you should direct your issues to the school or employing authority.

- 2. Does your complaint concern employee performance e.g. allegations about a teacher's management and/or performance as an employee?**

☐ Yes ☐ No

If yes, you should direct your issues to the school or employing authority.

- 3. Does your complaint relate to a Family Court or child safety matter between a teacher and his/her own children?**

☐ Yes ☐ No

If yes, you should report your concerns to a relevant authority such as the Northern Territory Police or Territory Families, Housing and Communities or seek independent legal advice.

- 4. Does your complaint involve criminal activity?**

☐ Yes ☐ No

If yes and you have not already done so you should also refer your concerns to the Northern Territory Police. (Note: Pursuant to sections 66C and 66D of the Act, there are information sharing arrangements between the Board and the Northern Territory Police.)

- 5. Does your complaint raise concerns that the teacher is not suitable to teach? i.e. has the teacher's professional conduct as a teacher come into question? Has the teacher acted or behaved inappropriately while acting in their capacity as a teacher?**

☐ Yes ☐ No

If yes, the Board may accept this as a complaint under section 49 of the Act

The Complaint Form will help you provide the Board with information to assess your complaint and determine what action can be taken. Please complete all the questions on this form.

### Professional Conduct Complaint Form

Section 49 of the *Teacher Registration (Northern Territory) Act*

To **Teacher Registration Board of the Northern Territory**

#### By post

Director  
Teacher Registration Board NT  
GPO Box 1675  
Darwin NT 0801

#### By email

Director  
[trbprofconduct@trb.nt.gov.au](mailto:trbprofconduct@trb.nt.gov.au)

#### YOUR DETAILS

Title: First Name: Last Name:

Address:

Email:

Mobile:

Telephone:  
(Home)

Telephone:  
(Work)

**Please state in what capacity you are making the complaint:**

e.g. student, former student, parent, guardian, teacher, colleague, other (please specify)

**Special Needs :** (Please advise us if you have any special needs that you think we should be aware of)

Signature:

Date: / /

Print Name:

DETAILS OF THE TEACHER YOU ARE COMPLAINING ABOUT	
NAME	
TEACHER ID	
TEACHING SUBJECT	
TEACHING GRADE	
TEACHING CLASS	
TEACHING PERIOD	
TEACHING LOCATION	
TEACHING METHOD	
TEACHING MATERIAL	
TEACHING EQUIPMENT	
TEACHING ENVIRONMENT	
TEACHING ATTITUDE	
TEACHING ABILITY	
TEACHING EXPERIENCE	
TEACHING RESEARCH	
TEACHING INNOVATION	
TEACHING EVALUATION	
TEACHING FEEDBACK	
TEACHING COMMUNICATION	
TEACHING COLLABORATION	
TEACHING LEADERSHIP	
TEACHING PROFESSIONALISM	
TEACHING ETHICS	
TEACHING INTEGRITY	
TEACHING HONESTY	
TEACHING FAIRNESS	
TEACHING RESPECT	
TEACHING EMPATHY	
TEACHING PATIENCE	
TEACHING CALMNESS	
TEACHING POSITIVITY	
TEACHING OPTIMISM	
TEACHING ENTHUSIASM	
TEACHING PASSION	
TEACHING COMMITMENT	
TEACHING DEDICATION	
TEACHING DUTY	
TEACHING RESPONSIBILITY	
TEACHING ACCOUNTABILITY	
TEACHING TRANSPARENCY	
TEACHING OPENNESS	
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TEACHING GENTLENESS	
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TEACHING LOVE	
TEACHING FAITH	
TEACHING HOPE	
TEACHING CHARITY	
TEACHING WISDOM	
TEACHING KNOWLEDGE	
TEACHING SKILL	
TEACHING ABILITY	
TEACHING CAPABILITY	
TEACHING POTENTIAL	
TEACHING TALENT	
TEACHING GIFT	
TEACHING BLESSING	
TEACHING MIRACLE	
TEACHING WONDER	
TEACHING GLORY	
TEACHING HONOR	
TEACHING RESPECT	
TEACHING DIGNITY	
TEACHING PRIDE	
TEACHING SHAME	
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**Teacher's Full Name** (if known): Click or tap here to enter text.

**Teacher's registration number** (if known): Click or tap here to enter text.

**School/workplace name:** Click or tap here to enter text.

**School/workplace address:** Click or tap here to enter text.

**School/workplace telephone no. (if known):**

## DETAILS OF THE COMPLAINT

In the space below please outline your complaint, providing full details including:

- The date/s on which the action giving rise to the complaint occurred;
- What your particular complaint is about and why you believe disciplinary action should be taken against the teacher;
- Full details of the complaint (e.g. what happened, where it happened and to whom it happened)

***If you do not have enough space below, please attach a separate sheet***

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## FURTHER INFORMATION

### Investigation by the employer:

If you have referred this complaint to the teacher's employer (e.g. the school or its council/board) what was the outcome of the complaint? ***If you have not referred this complaint to the employer, what are your reasons for not doing so?***

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### Referral to other persons or agency:

If you have referred this complaint to another person or agency (e.g. the Police, Territory Families), what was the outcome of the complaint? ***Please attach copies of relevant documents.***

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### Witnesses:

If any other person can provide information about the complaint, please provide their names, contact 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 incident/s. Please try to obtain witness approval before naming them below.

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### Documents/other evidence:

Attach copies of any documents or other evidence relevant to your complaint (e.g. letter, photographs, statements from witnesses or other people).

- ***If you provide documents from witnesses or documents that were provided to you by other relevant people please try to obtain their approval before providing them.***
  - ***If you provide information from witnesses or other relevant people please provide their contact details.***
  - ***Alternatively you may provide details of who has access to relevant information, what the information is and how they can be contacted.***
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## DECLARATION

- ☐ I understand that the Teacher will be notified of the complaint and will be made aware of my name and the details of the complaint.
- ☐ I understand that the Board may provide a copy of all the information that is received about a teacher to them, their employer(s) and/or relevant people, in accordance with procedural fairness requirements, the Act and/or the *Information Act 2002 (NT)*.
- ☐ To the best of my knowledge all the information I am providing is correct and accurate. I understand that it is an offence, under section 73A of the Act, to make a statement that is false and/or misleading.

Please sign your Declaration

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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