

## Professional Conduct Complaint Form

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

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

This form should be used to lodge a complaint against a registered teacher or 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 a preliminary investigation or inquiry is warranted. 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 Northern Territory Catholic Education Office and who 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* ("the Act"). Section 49 of the Act relates to complaints and states that "*a person may, in writing, complain to the Board about the professional conduct of a teacher or authorised person.*" 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 the complaint frivolous or vexatious. If the complaint does not relate to the professional conduct of a teacher it is not a valid complaint under section 49 of the Act and cannot be accepted by the Board.

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 Teacher you are complaining about.

#### 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 if it is of the view that the complaint is frivolous or vexatious or does not relate to the professional conduct of a teacher or it may commence a preliminary investigation or inquiry.

#### 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 [trbcomplaints.det@nt.gov.au](mailto:trbcomplaints.det@nt.gov.au)**

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The following questions should be used as a guide to help you determine whether or not your complaint is a relevant complaint for the Teacher Registration Board NT (“the Board”) to deal with under the *Teacher Registration (Northern Territory) Act*. The Board can only accept complaints relating to the professional conduct of a teacher in their role as a teacher.

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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.

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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.

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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 the Department of Children and Families or seek independent legal advice.

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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 section 75 of the *Teacher Registration (Northern Territory) Act* there are arrangements between the Board and the Northern Territory Police for the sharing of information.)

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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

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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.

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

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**By post**

Director  
Teacher Registration Board NT  
GPO Box 1675  
Darwin NT 0801

**By email**

Director  
[trbcomplaints.det@nt.gov.au](mailto:trbcomplaints.det@nt.gov.au)

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**YOUR DETAILS**

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**Title:**                      **First Name:**                      **Last Name:**

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**Address:**

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**Email:**

**Mobile:**

**Telephone:**  
**(Home)**

**Telephone:**  
**(Work)**

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

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

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

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**Signature:**

**Date:**                      /                      /

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**Print Name:**

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## 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 Teacher Registration Board of the Northern Territory may provide a copy of all the information that is received about a teacher to him or her in accordance with procedural fairness requirements and/or the *Information Act*.
- 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 74 of the *Teacher Registration (Northern Territory) Act*, to make a statement that is false or misleading.

Please sign your Declaration

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

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

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