

## ACC NSW Complaint Form

If you have a complaint or concern about any aspect of SRE involving an ACC SRE teacher, please complete this form and return it to: ACC NSW SRE, 30 Raymond Street GILGANDRA NSW 2827 or [sre@nswacc.org.au](mailto:sre@nswacc.org.au)

Please Print Clearly:

<b>1. General Information:</b>					
Please select from the following. This is a:					
Complaint <input type="checkbox"/>		Suggestion <input type="checkbox"/>			
Please select from the following. I am a/an:					
Parent	Student	Member of the Public	DoE employee	SRE teacher	
<b>2. Personal Information:</b>					
Title:	Mr	Mrs	Ms	Miss	Other:
Surname:					
Given Name/s:					
<b>3. Contact Information:</b>					
Residential Address					
					Postcode
Mailing address					
					Postcode
Mobile number					
Home number					

Email				
Your preferred contact method	Mobile	Home Phone	Email	Letter
<b>4. Details of Complaint:</b>				
Have you lodged a complaint about this issue previously?	Yes		No	
	If yes, when:			
	With Whom:			
	Outcome:			
<b>5. Complaint Summary:</b>				
Date and Time of Complaint				
Where it happened				
Who was involved (please include full names and, contact details if you have them)				
What happened				

(please include only exact details of complaint, not personal opinion)

What would you like to happen to resolve your complaint?

Please attach any documents to support your complaint.			
<b>6. Acknowledgement:</b>			
All information provided by me in this form is true and correct to the best of my knowledge.			
Signature:		Date:	
<b>7. Privacy Notice:</b>			
This information will only be used to resolve your complaint and access will only be provided to authorised personnel involved in resolving this issue. This information will be securely stored by ACC NSW once this complaint has been resolved.			
<b>8. Office Use Only:</b>			
Person receiving Complaint:			
Position:			
Date Complaint received:			
Complaint Lodged by:	Phone	In person	In writing
<b>Please attach all documentation pertaining to the resolution of this complaint</b>			