



CHILD & YOUTH SAFETY & WELLBEING REPORTING CONCERNS AND COMPLAINTS

If a child or young person is at immediate risk, call 000 or contact the Strong Families, Safe Kids Advice & Referral Line on 180 000 123.

Please complete this form to report concerns or complaints about child* or youth* safety and wellbeing involving a Southern Midlands Council worker (s)*. This includes reports of physical violence, sexual misconduct, sexual offences, grooming or other reportable conduct committed against, or in the presence of children and young people.

If you would prefer to talk to someone about your concerns, please contact Strong Families, Safe Kids Advice & Referral Line on 1800 000 123.

- Worker – a person who attained the age of 18 years who is employed by Council, engaged by Council to provide services, including as a volunteer, contractor, subcontractor, consultant, member of a management Committee, elected member – Councillor/Mayor
- Child – a person who has not attained the age of 18 years.
- Youth – a person who has attained the age of 16 years but has not attained the age of 18 years.

Please provide as much details as you are able and comfortable to do so.

Questions marked with * are mandatory

Your details

Your contact details assist the Council to respond to your concerns or complaints. You can choose not to provide your details, but this may limit any action we can take.

First Name	
Last Name	
Contact Phone number	
Email address	

Name of child or young person involved in this concern (if different to above):

Child's First Name	
Child's Last Name	
Child's date of birth (if known)	

Name of worker (s) who the concern or complaint is made against * (if worker's name is unknown, please provide the area of Council they work in)

Worker's Name (if known)	
Worker's work area at Council (if known)	

When did the event occur? * (Please enter an approximate date)

Date	
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Where did this occur? *

Location	
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Please provide as much details as you can about what happened*

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Have you previously told someone about this?

Yes	
No	

If yes, who did you tell and when?

Person you told	
When you told them	

Is there anything else you would like us to know?

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What happens next?

Council is committed to the safety of children and young people and takes all reports of concerns very seriously. If you have chosen to identify yourself, we will contact you to advise next steps. Your concerns or complaint will be forwarded to the Independent Regulator.

More questions?

You have taken an important step in reporting your concerns. Please contact tkirkwood@southernmidlands.tas.gov.au if you would like to discuss any questions you may have.

Personal Information Collection Statement

You are providing personal information to the Southern Midlands Council, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the Southern Midlands Council for the purpose of reporting, investigating and responding to your concerns, and follow-up with you if appropriate. The information will be shared with the Regulator, as required by law. It may also be shared with Tasmania Police, other relevant law enforcement bodies or other entities or organisations as permitted under the *Child and Youth Safe Organisations Act 2023*, if appropriate. Failure to provide this information may result in us not being able to act on your concerns or records not being properly maintained. The Southern Midlands Council may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Council.