**Report details:**

**Describe your complaint and any incidents or repeated occurrences**

The report is a statement of your description of events. It is generally told in chronological order and should describe:

* what the complaint is about
* what occurred?
* who was involved?
* include dates and times of any or all incidences (if you can)
* any relevant details about relationships (if any) of persons involved

As a guide, the descriptive section of the report is generally 1-2 pages in length, case dependent.

**(Optional) Impact**

Include a statement of the current or on-going impact the incident has had on you. This information may assist with wellbeing supports and safety planning. You may decide later whether you wish this information to be included in your final report made to any inquiry process.

**(Optional) Supporting Documentation**

Insert any support documentation you have, such as text messages, communications, images, or any other relevant material. The report may also include:

* Witness statements (if any)
* A statement supporting a description of impact on the complainant
* Statements from other persons effected similarly by the respondent

Supporting statements can be anonymous but if not, permission to include statements in the report will need to be confirmed directly from the person(s) submitting the statement.

**Please note that all material included in the report will be provided to the respondent as part of the inquiry process only once permission from all named parties has been received, including yourself and any named third parties.**

**Your permission for the report to be submitted and, as needed, used in an inquiry process:**

* I acknowledge that if a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation including this report
* I give permission for this complaint and any attached documents to be made available to the decision maker for their consideration
* I understand the importance of maintaining confidentiality as a matter of safety and wellbeing for all persons involved, and to support the integrity of University processes

**Your name:**

**UID:**

(If you wish to submit a report or complaint anonymously, you may do so, however, it may restrict actions available under the Rule)

**Residential details: (ANU Residential Hall or current residential address):**

**Phone:**

**Email:**

ANU will use your ANU email account for primary communications. Should you prefer a secondary form of contact, please inform the case manager.

Please submit your report to: reports@anu.edu.au