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| Complaint form  | Logo-Label |

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| If you are unsure where to make your complaint, or if you need assistance to complete this form, please email admin@audit.tas.gov.au or call (03) 6173 0900. |

## Complainant’s details

Anonymous feedback can be provided, however this limits our ability to contact you to clarify your complaint and provide an outcome.

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| Would you like the Tasmanian Audit Office to contact you regarding the complaint and advise of an outcome? |  Yes No  |
| Name of person making the complaint |  |
| Postal address |  |
| Email address |  |
| Contact number |  |
| Preferred contact method |  Email or Phone |
| Are you representing a complainant? |  Yes No *If yes, please complete the* [*Authority to Act form*](https://www.audit.tas.gov.au/wp-content/uploads/Authority-to-Act-form-Tasmanian-Audit-Office.docx)*.* |

## Details of the complaint

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Time |  |
| Location |  |
| Contact number |  |

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| Staff member(s) and/or business area involved in the matter |
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| Details of the issue/service/behaviour etc. that occurred and any additional information relevant to the complaint |
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| What outcome were you hoping to achieve? |
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| Please specify if you require any reasonable adjustments to navigate the complaints process |
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| Have you raised this issue previously? *If so, please provide details including who the issue has been raised with, when, the status of that process and what outcome (if any) has been achieved* |
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## Acknowledgment and submission

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|  | I understand the information included in this form may need to be provided to others within the Tasmanian Audit Office for the purpose of investigating this complaint and may be referred to other organisations outside of the Tasmanian Audit Office in circumstances where the law requires, such as Tasmania Police or the Independent Regulator of the Reportable Conduct Scheme. |
| Signed |  | Date |  |
| Please note that depending on the nature of the complaint we may ask you to verify your identity. |

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|  To submit your complaint, post or email this form to either of the following |
| Postaladdress | GPO Box 851Hobart Tasmania 7001Australia | Email | admin@audit.tas.gov.au |