

Authorised Officer Complaint Form

This form is to assist you in making a complaint about your experience with an Authorised Officer of the Department of Environment, Land, Water and Planning (DELWP). This form will assist you in providing the information DELWP needs to investigate and address the matter. Please note that if you have a problem with an **Infringement** and wish to have it reviewed, you will need to follow the instructions on the reverse side of the Infringement Notice to have the infringement reviewed. The handling of your personal information by the Department of Environment, Land, Water and Planning is protected under the *Privacy and Data Protection Act 2014*.

Complete this form and send to: FOI, Privacy and Ombudsman Liaison Unit, DELWP, PO Box 500, East Melbourne 8002 or scan and email to: foi.unit@delwp.vic.gov.au

Your contact details

Name:

Address:

Phone:

Email:

Your complaint

You may only complain about the behaviour of the Authorised Officer not an Infringement Notice. If you are complaining on behalf of someone else please provide proof of your authority to do so.

I am complaining about-

Organisation:

Individual/Region/Office:

Contact details (if known):

How did the Authorised Officer Act ?

Privacy Collection Statement

DELWP will use the information you provide to investigate, conciliate and/or remedy your complaint. We may disclose the information you give us to the individuals or organisations named in the complaint and, if necessary, to others who have information relevant to your complaint. . You may gain access to your privacy complaint information by contacting the Senior Privacy Advisor, Department Environment, Land, Water and Planning – PO BOX 500, East Melbourne, Victoria 8002.

