



Audit  
Tasmania

# Complaint form

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](mailto: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.

<b>Would you like Audit Tasmania to contact you regarding the complaint and advise of an outcome?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of person making the complaint	
Postal address	
Email address	
Contact number	
Preferred contact method	<input type="checkbox"/> Email or <input type="checkbox"/> Phone
Are you representing a complainant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please complete the Authority to Act form.</i>	

## Details of the complaint

Date		Time	
Location			
Contact number			

<b>Staff member(s) and/or business area involved in the matter</b>
<b>Details of the issue/service/behaviour etc. that occurred and any additional information relevant to the complaint</b>
<b>What outcome were you hoping to achieve?</b>

**Please specify if you require any reasonable adjustments to navigate the complaints process**


**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*


## Acknowledgment and submission

I understand the information included in this form may need to be provided to others within Audit Tasmania for the purpose of investigating this complaint and may be referred to other organisations outside of Audit Tasmania 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.**

**To submit your complaint, post or email this form to either of the following**

<b>Postal address</b>	GPO Box 851 Hobart Tasmania 7001 Australia	<b>Email</b>	<u><a href="mailto:admin@audit.tas.gov.au">admin@audit.tas.gov.au</a></u>
-----------------------	--	--------------	---