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| 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

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| **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-

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| Organisation: |
| Individual/Region/Office: |
| Contact details (if known): |
| **How did the Authorised Officer Act ?** |
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| **How has this affected you?** |
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**Have you taken this complaint to another organisation?**

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| **Organisation:** |
| **Contact:** |

Documents

Please give us with copies (not the original) of any documents that may help us to investigate your complaint (for example, any correspondence or records of conversations you have had with Authorised Officers of the department).

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Signature Date