

COMPLAINT FORM

Important notes:

1. Please carefully read the Notes for Complainants that accompany this form before you complete the form.
2. If insufficient space is available on this form, please continue on separate sheets, clearly marked to indicate the section of the form to which they relate, and submit them with the form.
3. It is an offence to wilfully make a statement to the Victorian Inspectorate that a person knows to be false or misleading in a material particular, or to mislead or attempt to mislead the Victorian Inspectorate or one of its officers (section 97 of the *Victorian Inspectorate Act 2011*).

Documents

- ➡ To assist the Victorian Inspectorate to assess your complaint, please attach copies of all correspondence between yourself and the agency you are complaining about, including copies of all emails.
- ➡ Please also attach copies of any other documents that you think may be relevant to help the Inspectorate assess your complaint.

This Complaint Form may be submitted by email, post or in person. If you wish to submit the form in person, please contact the Victorian Inspectorate by telephone or email first. The contact details for the Victorian Inspectorate are:

Victorian Inspectorate
PO Box 617 Collins Street West
Melbourne Vic 8007

Tel: 03 8614 3232
Email: info@vicinspectorate.vic.gov.au

Details of your complaint

1. The Victorian Inspectorate can only receive complaints about the specific agencies and individuals listed below. Please place a cross next to the name of the agency you wish to complain about:

- IBAC or IBAC personnel
- Victorian Ombudsman officers
- the Chief Examiner or Examiners
- Victorian Auditor-General's Office (VAGO) officers

2. Are you complaining to the Inspectorate about how the IBAC or the Victorian Ombudsman dealt with a complaint you made to it about some other agency?

- Yes No

If **yes**, which other agency did you complain to the IBAC or the Victorian Ombudsman about?

What was the nature of your complaint to that other agency?

3. What action of the IBAC, the Victorian Ombudsman, VAGO, the Chief Examiner or Examiners are you complaining to the Victorian Inspectorate about? Please describe this fully. If you run out of space below, please continue on separate sheets of paper and attach copies of them to this Complaint Form.

4. Have you already complained to the IBAC, the Victorian Ombudsman, VAGO, the Chief Examiner or Examiners directly about this action, decision or conduct?

- Yes No

If **yes**, what was the outcome of that complaint?

5. What outcome are you seeking from the Victorian Inspectorate?

Your Details

Title: Mr Mrs Miss Ms Prof Dr Hon Other: _____

Given name: _____ Family name: _____

Gender: Male Female Prefer not to disclose Date of birth: ____/____/____

Street address or PO Box details _____

Suburb or town: _____ State: _____ Postcode: _____

Contact telephone number: _____

Email address: _____

Preferred method of communication: Email Telephone Letter

Do you need an interpreter or any other assistance with making this complaint? Yes No

If you need an interpreter, which language? _____

Are you making this complaint on behalf of another person? Yes No

If yes, who is the other person and what is their relationship to you? _____

Declaration

I understand that it is an offence to willfully make a statement to the Victorian Inspectorate that a person knows to be false or misleading in a material particular, or to mislead or attempt to mislead the Victorian Inspectorate or one of its officers pursuant to section 97 of the *Victorian Inspectorate Act 2011*.

Signature: _____

Date: ____/____/____