



COMMISSIONER FOR SUSTAINABILITY AND THE ENVIRONMENT

Complaint Form

For the purpose of section 13 of the *Commissioner for Sustainability and the Environment Act 1993*

Before completing this form, please read our Complaint Guidelines, available at www.envcomm.com.au/contact/complaints

Please complete this form in full, except where fields are marked as optional. If you do not understand any part of this form, or if you need assistance to put your complaint in writing, please call one of our staff on (02) **6207 2626**.

PERSON MAKING THE COMPLAINT

First Name

Last Name

Street Address

City

Post Code

State/Territory

E-mail

In the event that you are not available, do you consent to Commission staff leaving a message either with the person who answers the phone, or on a message bank?

Yes

No

OPTIONAL

I appoint the following person to make a complaint on my behalf.

Complete only if nominating a representative.

First Name

Last Name

Street Address

City

Post Code

State/Territory

E-mail

I understand that the Commission staff may contact me to verify that I am aware a complaint is being made on my behalf.

Yes

CONFIDENTIALITY

I wish for my name to remain confidential.

Yes

No

COMPLAINT

Include information about what led up to the complaint, what happened, the approximate date it happened, and who was involved.

Please describe what happened below. *Please note there is an approximate word limit of 300 (2000 characters).*

COMPLAINT - SUPPORTING MATERIAL

When submitting your completed form, provide any supporting documentation, images, etc. as an email attachment.

Please note there is a 10mb limit per email for attachments.

ACTION ALREADY TAKEN

What steps have you taken to resolve the complaint matter? *Please note there is an an approximate word limit of 100 (1000 characters).*

What were the outcomes of any actions taken to resolve the complaint matter? *Please note there is an an approximate word limit of 100 (1000 characters).*

RETURN THE COMPLAINT FORM TO:

COMMISSIONER FOR SUSTAINABILITY AND THE ENVIRONMENT

Mailing Address: GPO Box 158, CANBERRA ACT 2601

Email: envcomm@act.gov.au

Phone: (02) 6207 2626

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