

Making a complaint



Raising a complaint

If you wish to raise a complaint, we encourage you to use the on-line feedback form at:

www.environment.sa.gov.au/contact-us

However, complaints may also be lodged:

- in writing to:
Department for Environment and Water
GPO Box 1047
ADELAIDE SA 5001
- in person at the Customer Service Centre (Monday to Friday 10 am to 4 pm):
Ground Floor, 81-95 Waymouth Street
ADELAIDE SA 5000
Phone: 8204 1910
- in person to any staff member
- [online](#) via the National Parks and Wildlife Service website
- by telephone on 8204 1910 (Monday to Friday 10 am to 4 pm)

Anyone can make a complaint. If you do not want to make the complaint yourself, you can ask a person not directly associated with the complaint to do so on your behalf. For example an advocate, family member, legal or community representative, Member of Parliament or another organisation can submit a complaint for you. If someone makes a complaint on your behalf, we may still need to contact you to confirm details of the complaint. We may also ask you to complete an Authority to Release Information Form.

If you require assistance to make a complaint, the following services are available:

- the National Relay Service provides a phone service for people who are deaf or have a hearing or speech impairment: www.relayservice.com.au
- the Interpreting and Translating Centre provides interpreting and translating services: www.translate.sa.gov.au

If you have a specific complaint about a service, product or person, it is best to raise it as soon as possible after the incident occurs and with the relevant person or area. In addition, please collect and document all relevant information, names and dates. Please also advise of any outcome, action or remedy you are seeking.

DEW accepts anonymous complaints and will carry out an investigation of the issues raised where there is enough information provided.

If your complaint falls outside DEW's jurisdiction we will endeavour to give you advice about where to get help.

What happens to your complaint?

Your complaint will be given careful attention. An officer will try to resolve it immediately or investigate the matter further. Many complaints are finalised quickly. Complex or formal investigations may take longer.

We will acknowledge your complaint within 5 working days. If the complaint cannot be resolved within 4 weeks, the assigned contact person will provide regular updates.

Complainants have a right to expect that their complaint will be investigated confidentially, to the extent possible. The complaint will not be revealed or made public by DEW, except where required by law. Complaints lodged with DEW are subject to the *Freedom of Information Act 1991* and confidentiality cannot be guaranteed under the provisions of that legislation.

Following investigation of your complaint you will receive advice in writing of the:

- outcome of the complaint and any action undertaken
- reason/s for the decision
- remedy or resolution/s that are proposed or put in place
- options for review that may be available, such as an internal review, external review or appeal.

If you are not happy with the response or outcome of your complaint you can request an internal review (see Request for a Review of a Complaint Decision Policy) or contact:

South Australian Ombudsman
Postal address: PO Box 3651 Rundle Mall SA 5000
Phone: (08) 8226 8699
Toll Free: 1800 182 150 (outside metro SA only)
Email: ombudsman@ombudsman.sa.gov.au
www.ombudsman.sa.gov.au

Serious allegations

If you have a serious complaint or allegation regarding the conduct of an individual, then you may need to consider taking the matter direct to an independent agency, such as:

- SA Police
Phone: 131 444
www.police.sa.gov.au
- Office for Public Integrity
Postal address: GPO Box 1332 ADELAIDE SA 5001
Phone: (08) 8207 1777 or 1300 782 489 (cost of a local call for country callers)
Email: admin@opi.sa.gov.au
www.icac.sa.gov.au
- Ombudsman SA
Postal address: PO Box 3651 Rundle Mall SA 5000
Phone: (08) 8226 8699
Toll Free: 1800 182 150 (outside metro SA only)
Email: ombudsman@ombudsman.sa.gov.au
www.ombudsman.sa.gov.au