

COMPLAINT FORM (NSW)

Your details

Title	Mr / Mrs / Ms / Miss / Dr / Other:	First Name	Last Name
Street Address:			
Suburb:		Postcode:	
Email Address:		Mobile Phone:	
Preferred method of contact (please specify):		Post / Email / Phone Call / SMS	
Are you a Compass Housing Services Tenant?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require an interpreter?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please advise what language you require?			
Do you wish to remain anonymous? <i>Anonymous complaints can be made however; our ability to investigate them may be limited because of this.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No

Details of Complaint

Name of Compass Housing Services Tenant (if known)	
Street Address of subject property:	
Suburb:	Postcode:

1. What is the nature of your complaint?

- | | |
|---|--|
| <input type="checkbox"/> Anti-social behaviour * | <input type="checkbox"/> Contractor Issues |
| <input type="checkbox"/> Rent calculations | <input type="checkbox"/> Tenancy management |
| <input type="checkbox"/> Use of premises | <input type="checkbox"/> Conduct or behaviour of staff |
| <input type="checkbox"/> Service delivery | <input type="checkbox"/> Privacy and confidentiality |
| <input type="checkbox"/> Marketing, Communications and Events | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Maintenance | _____ |

* We strongly recommend in the event an incident may occur where the tenant's in question commit an illegal activity that you contact the area's your local **Police Command Police Phone** or the **Police Assistance Line (131 444)**. If you are a victim of a crime, other than life threatening or time critical emergency situations, you should contact the Police Assistance Line (131 444). Phoning 131 444 allows you to report crime over the phone. Once your report is completed by a customer service representative, your information is immediately available to your local police.

2. Please provide the full details of your complaint (include dates and times where relevant)

Please attach any relevant documentation e.g. statutory declarations, emails, letters, photos, Police Event Numbers etc.

Please be advised to enable Compass Housing Services to use any information supplied by individuals regarding their complaints in a hearing should it go the NSW Civil and Administrative Tribunal (NCAT), it is required to be in the form of a **statutory declaration** (FOR-101(a) attached for your convenience) should Compass Housing Services apply. If you could provide a record of the event/s and sign the attached statutory declaration (which must be witnessed and signed by a Justice of the Peace-JP), this will assist us should we be granted a hearing before the NCAT.

2. Continued ...

<i>If more room is required, please attached additional pages.</i>	
Date of Incident:	Time of Incident:
Did the police or any other agencies (e.g. Fire, Ambulance, Council) attend the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Note: that matters such as neighbour disputes, accusations of disruptive behaviour, reports of criminal behaviour, noise and nuisance and domestic violence are areas outside of Compass Housing’s control so keeping a **Detailed Incident Diary**, getting an event/ incident number and you closing out this process with the authorities concerned helps us with your complaint.*

3. Have you tried to resolve this matter on your own?

If yes, please provide details of any phone conversation, letters/emails, visits or meetings you have had to try and resolve this matter yourself.

***Detailed Incident diary** - a record of these incidences over a period of time to help us know if this is a pattern of a problem or an isolated incidence. We need as much as detail as possible so please keep information factual and concise. Compass Housing Services can provide an Incident Diary template on request.*

<i>If more room is required, please use additional page at the end of this document.</i>

4. Have you previously contacted your Tenancy Relations Officer or the managing branch office regarding your complaint?

Please inform us of any phone conversations, letters/emails, visits or meeting you have had to try and resolve this matter previously.

<i>If more room is required, please use additional page at the end of this document.</i>

5. What would you like to happen next and what in your view is the best way this matter can be resolved?

Please explain what you think would resolve the problem for you.

If more room is required, please use additional page at the end of this document.

6. Additional information

Please include any additional information relevant to your complaint:

If more room is required, please use additional page at the end of this document.

Signed	Dated
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Privacy Notification and Consent:

Compass Housing Services collects your personal information in accordance with our Privacy Policy, which is available upon request. We collect your personal information in order to administrate your tenancy. We may share your personal information with contractors, or any such organizations as may be necessary to carry out this function. Failure to provide this information may affect Compass Housing Services ability to properly administrate your tenancy. You may access, change or update personal information we hold about you, subject to the *Privacy Act 1988* (Cth), by contacting Compass Housing Services.

Having read and understood the above information, I consent to my personal information being used as indicated above

Signed	Dated
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End of Document

