

# Application for Review of Actions

Before you apply for Review of Actions, it is important that you **first read the information pertaining to APS complaints** provided in the Complaint Resolution (CR) website -

<http://intranet.defence.gov.au/fr/>

## 1. Personal particulars

Employee ID <i>(only APS employees can apply)</i>		
Group, Executive or Division <i>(eg: DPE)</i>	Branch	Section
Title (Mr/Mrs/Miss/Ms)		
Family name		
Given name/s		
Preferred name		
APS classification or job level	(substantive)	(actual) eg: ARP

**Contact details - Preferred method of contact.**      Work       Home

Section		
Building		
Workstation	State	Postcode
Phone		
Other phone (eg mobile)		
Email address		

**Mailing address *(Leave blank if same as above)***

Number and street <i>(or post office box)</i>		
Suburb		
City or town	State	Postcode





**Have you raised this matter with your supervisor or manager, or tried to resolve your complaint in any other way?**

(eg: Has your supervisor / manager investigated your complaint and/or sought assistance from another area (ie Defence Equity Advice Line or local HR Manager)).

Yes

If No, Please explain why



**Who have you raised your complaint with?** (Please provide details of any complaint made, to whom and the outcome)


## 5. Applicant's Statement

**I acknowledge that my complaint may be forwarded in full or in part to the respondent(s), witnesses and officers empowered to investigate and/or resolve the complaint.**

Signature	Date
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## 6. Check List

Have you read the information on APS complaints on the CR website? <a href="http://intranet.defence.gov.au/fr/">http://intranet.defence.gov.au/fr/</a>	<input type="checkbox"/>
Have you provided your personal particulars?	<input type="checkbox"/>
Have you provided your contact details?	<input type="checkbox"/>
Have you described all the details concerning your complaint, the reasons for your complaint and attached additional pages, if any?	<input type="checkbox"/>
Have you stated the outcome you seek?	<input type="checkbox"/>
Have you included any documentation as supporting evidence?	<input type="checkbox"/>
Have you provided any additional information?	<input type="checkbox"/>
Have you read and understood the <b>Applicant's Statement</b> before signing and dating the form?	<input type="checkbox"/>

## 7. Submission

Send your completed form and attachments to the appropriate Review of Action contact officer for the region or area in which you work. These contact officers are listed in the CR website:  
<http://intranet.defence.gov.au/fr/>

**If you need help to fill in this form, please contact Complaint Resolution. Contact phone details are on the website, or e-mail [Complaint.Resolution@defence.gov.au](mailto:Complaint.Resolution@defence.gov.au)**