



**NOTICE OF COMPLAINT/ISSUE/GRIEVANCE**

This form is to be used to bring to the attention of Council's staff any matter of Complaint/Issue/Grievance.

NAME OF COMPLAINANT: \_\_\_\_\_

ADDRESS OF COMPLAINANT: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Details of Complaint/Issue/Grievance (Please provide as much detail as possible; eg. If the Complaint/Issue/Grievance is concerning a road include name of road, location, nature of Complaint/Issue/Grievance).

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**SIGNED BY COMPLAINANT:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
<b>File Number</b> _____	<b>Received By</b> _____
<b>Date Received</b> _____	<b>Responsible Officer</b> _____
<b>Action taken to rectify complaint</b> _____	
_____	
_____	
<b>Date Completed</b> _____	<b>Signed</b> _____
<b>Referred to Council</b>	<b>Yes/No</b>