



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).

SIGNED BY COMPLAINANT: _____

OFFICE USE ONLY	
File Number _____	Received By _____
Date Received _____	Responsible Officer _____
Action taken to rectify complaint _____	

Date Completed _____	Signed _____
Referred to Council	Yes/No