



Administrative Action Complaint

Code of Conduct Complaint

Date: _____

Contact Person : _____

Complainant or complainant's authorised agent (proof of authorisation required)

Postal Address : _____

Other Contact : _____

Home phone Mobile phone Email Fax

Complaint - clearly include specific details of **what, who, when** and **where**, the nature of the **direct effect** on the complainant, and the **outcome sought**:

Office Use Only – Forward to Records for registering

Council Officer: _____

Date: _____

Received by: Phone Counter CRM # _____

Action taken: _____

PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009.