

McKinlay Shire Council Complaint Lodgment Form



1. Personal Details

| | | | |
|-----------|--|-------|--|
| Name | | | |
| Address | | | |
| Telephone | | | |
| Email | | | |
| Signed: | | Date: | |

Are you the person affected by the complaint? Yes / No

If you are acting on another person's behalf, please provide details about the affected person

| | | | |
|--|--|--|--|
| Name | | | |
| Address | | | |
| Telephone | | | |
| Email | | | |
| Your relationship to the affected person | | | |

2. Complaint Details

Have you raised this complaint with Council before? Yes / No

If yes, who did you last talk, or write, to and when?

Please describe the specific administrative action* and its effect, or minor breach of the Councillor Code of Conduct, that has led to this complaint, who was involved, where and when the action occurred. Attach further information on separate sheet if required.

*Refer to definition of administrative action on Council's General Complaints Process Policy

What would you like to see happen as a result request?

3. What to do with this form

Please send completed form to:
 Chief Executive Officer
 McKinlay Shire Council
 PO Box 177
 Julia Creek QLD 4823
 Email: reception@mckinlay.qld.gov.au
 Facsimile: 07 4746 7549

Alternatively, the form may be left with a Customer Service Officer at the Shire’s Administration Office, 29 Burke Street, Julia Creek, Qld 4823

4. What to expect

Council takes complaints seriously. An officer will contact you within 7 working days of receiving this complaint to advise you what Council will do to address this issue and how long that will take. If you have not received a response please phone 07 4746 7166

For further details about the complaints process see Council’s General Complaints Process Policy on www.mckinlay.qld.gov.au

Office use only

| Received by | Date | Referred to | Date |
|-------------|------|-------------|------|
| | | | |

Officer Comments
