

## **Complaint Form**

	Administrative Action Complaint
	Code of Conduct complaint
Details	of complainant or complainant's authorised agent
Name:	
Postal	Address:
Home I	Phone: Mobile:
Email:	
Compl	aint details
	clearly include specific details of what, who, when and where, and the nature of the effect on the complainant (attach a separate sheet if necessary).



Other people that can provide further information on this matter
Insert names and contact details of other people that can assist with additional information on this matter.
Name:
Signature: Date:/
Please forward this form (marked confidential) and any attachments to:
The Chief Executive Officer Croydon Shire Council PO Box 17 Croydon Qld 4871
Email: admin@croydon.qld.gov.au Phone: (07) 4748 7100 Fax: (07) 4745 6147

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your complaint, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.