

# SHIRE OF THREE SPRINGS

## NOTICE OF COMPLAINT/COMPLIMENT

This form is to be used to bring to the attention of Councillors or Staff any matter of Complaint or Compliment.

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Details of complaint/compliment: (please provide as much detail as possible concerning your complaint/compliment. e.g. if it is concerning a road, include the name of the road, location and nature of complaint/compliment.

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\_\_\_\_\_

Signed by complainant/Councillor: \_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

Action taken to rectify complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date completed \_\_\_\_\_ Signed by Officer \_\_\_\_\_

Referred to Council Yes/No