

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.

Signed by complainant/Councillor: _____

OFFICE USE ONLY

Action taken to rectify complaint _____

Date completed _____ Signed by Officer _____

Referred to Council Yes/No