

ADMINISTRATIVE ACTION COMPLAINTS FORM

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be accessed by Council Officers who have been authorised to do so. Your information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*

Administrative action: is an action of Council about a matter of administration, concerning any of the following:

- A decision and an act.
- A failure to make a decision or do an act, including a failure to provide written reasons for a decision.
- The formulation of a proposal or intention.
- The making of a recommendation.

and is made by an affected person.

DETAILS OF THE COMPLAINANT / COMPLAINANT'S AUTHORISED AGENT

NAME	
AGENT NAME	(if applicable)
ADDRESS	

An agent acting for a complainant will be required to attach proof of their authorisation to act as an agent.

COMPLAINANT'S DETAILS

Hereby register my/my client's complaint regarding an administrative action of council. My/my client's complaint is:

Insert specific details of the complaint/allegation and any witnesses. Attach separate sheet if necessary.

It is my/my client's opinion that the following should have been considered or occurred:

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I am/my client is directly affected by this because: *(Insert specific details)*

Other people that can provide further information on this matter are:

Insert names and details of other people that can assist with additional information on this matter.

I, therefore, request that council receive this complaint and investigate this matter in accordance with Council's general complaint's process.

Additional information may be attached where necessary. This information may be in the form of statements, emails, letters, minutes etc.

AUTHORISATION

COMPLAINANT / AGENT	Signature	
	Print Name	Date

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY	Signature	
	Print Name	Date