

# ADMINISTRATIVE ACTION COMPLAINTS FORM

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

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

## DETAILS OF THE COMPLAINANT OR COMPLAINANT'S AUTHORIZED AGENT

I, <i>(insert your name)</i>	
OF, <i>(insert your address)</i>	

## COMPLAINTS DETAILS

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

My/my client's complain 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.**

Please attach additional information if necessary. This information may be in the form of statement, emails, letters, minutes etc.

## AUTHORISATION

<b>COMPLAINANT</b>	Signature	Date	
	Print Name		

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto: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

<b>PROCESSED BY</b>	Signature	Date	
	Print Name		