

Please complete all the fields below and return to Council via email, fax or mail attention to the Chief Executive Officer

1. Applicant details

Surname		Given names	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone	Mobile	
Email address			

2. I am concerned about (please tick the box/es that are applicable)

<input type="checkbox"/>	An act or a failure to do an act by a Council employee
<input type="checkbox"/>	An action about a matter of administration that directly affected me ¹
<input type="checkbox"/>	The unprofessional personal conduct of a Council employee
<input type="checkbox"/>	The misuse of authority of a Council employee
<input type="checkbox"/>	Misappropriation or unauthorized use of resources by a Council employee
<input type="checkbox"/>	Behaviour by a Council employee that I believe to be bribery or a secret commission

3. The details of my complaint are:

Signature	Date
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If you have any further questions about how to make a complaint with Council please contact Customer Service.

¹ Administrative action includes a decision and an act; failure to make a decision or do an act, including failure to provide a written statement of reasons for a decision; the formulation of a proposal or an intention; the making of a recommendation.

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | integrity@sunshinecoast.qld.gov.au | T07 5475 7272
 Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
Maroochydore office 10 First Avenue Maroochydore Qld 4558
Nambour office Corner Currie and Bury Streets Nambour Qld 4560