At the Wujal Wujal Aboriginal Shire Council we want to make it easy for you to complain. Simply fill out this form and send it to Wujal Wujal Aboriginal Shire Council, by mail, email, or fax. If you prefer, you can ring our office or visit our website for advice on how to complain.

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| **Personal Details** |
| **Full Name:** |
| **Address:** |
| **Telephone (home) (mobile)** |
| **Email:** |

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| **Complaint Details** |
| For NEW complaints, tell us what happen. What was involved? When and where did it happen? For example, does you complaint involve a decision that impacts on you or the quality of services? Please make sure that you tell us the specific details of the problem. Attach a separate sheet/s if needed. |
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| Have you done anything about your complaint already? Perhaps you have spoken to your Councillor, professional advisor, government department? If yes, please provide the details (e.g. the person you spoke to, when and the advice received). |
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| Have you raised your complaint to Council before? If so, who did you speak to and what were you told and why are you still dissatisfied? Attach any documentation from your previous complaint. |
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| **Signature: Date: / /** |
| **Office Use only** |
| **Complaint Received by:**  Telephone □ Email □ Fax □ Letter □  In person □ Website □ Other (Specify) □ |
| Date Received: / / |
| Staff member who received complaint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position of staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Complaint referred to: |
| Date Referred: / / |
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| **The Wujal Wujal Aboriginal Shire Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written consent or as we are required by law** |