



# SHIRE OF GOOMALLING

Office Address: 32 Quinlan Street, Goomalling

Postal Address: PO Box 118, Goomalling WA 6460

Telephone: (08) 9629 1101 Email: goshire@goomalling.wa.gov.au

## GENERAL COMPLAINT FORM

This form is to be used for general complaints in regard to infrastructure and staff/councilors only. Compliance breaches require an official complaint form (breach); and incident reports are required for matters relating to staff.

### COMPLAINANT

Full Name:	
Organization Name:	
Residential Address:	
Postal Address:	
Home phone:	
Work phone:	
Mobile 1:	Mobile 2:
Email:	

### PROPERTY INFORMATION (if applicable)

Assessment no	
Property address	

### COMPLAINT

#### Category of complaint

Roads  Public Spaces (include recreation/reserves & parkland)  Caravan Park  Sewerage

Footpaths  Lights  Refuse Site  Other: -

Staff (other than compliance breach)  Councilor (other than compliance breach)

\*\*\*infrastructure may need a hazard report if it is a safety concern

\*\*\*personnel complains should be accompanied by an incident report

#### Details of complaint (provide as much detail as possible Attach photos/map)


Location:	_____	Works Required:	_____
Urgency:	_____		_____
	High/Medium/Low		Yes/No
Signature:	_____	Date:	_____

**OFFICE USE ONLY**

Complaint received by:

Date Received:

Delivery Method:

In person     Telephone     Email     Letter

Action required :

**Notes:**

**Managers sign off**

Action Completed     Complaint Resolved     Complaint Referred

Name:

Position:

Signature: