

Administrative action complaint form

**Postal Address**

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Administrative action - an action of the 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 complainant or complainant's authorised agent:

I, (insert your name)

Of (insert your address)

Complaint 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:

(Insert specific details)

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 complaints process.

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

Signature: Date:

Privacy statement

Moreton Bay City Council is collecting your personal information for the purpose of registering your administrative action complaint. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.