

Administrative Action Complaint

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Administration action complaint - Refers to a complaint regarding a decision of Council, a failure to make or act upon a decision of Council, or a failure of Council to take action. If your complaint is regarding a Councillor, please lodge the complaint directly with the Office of the Independent Assessor Queensland.

Instructions

To assist you with making an Administrative action complaint, please complete this form

Complainant Details		Person submitting complaint (Advocate)	
		NOTE: Only complete this section if you are advocating on behalf of the Complainant. You must provide a letter from that person authorising you to complete and submit this Complaint on their behalf including to whom correspondence and contact is to be directed.	
Given/surname/s			
Given/Surname/s			
Postal address		Postal address	
Home phone		Home phone	
Mobile phone		Mobile phone	
Work phone		Work phone	
Email		Email	
What is your preferred contact method?	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post	Are you to be the recipient of communication on behalf of the Complainant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Interest Disclosure - Are you an employee with South Burnett Regional Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you attached a letter of authorisation from the Complainant if you are acting on their behalf?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please advise any disability or other special needs we should be aware of:

Complaint details – Administrative action complaint

When did the incident/action occur?

A specific day Date / / Over a period of time Between dates / / and / /

What is the location of the incident/action, if applicable?

Number & Street

Locality / Town

Provide details of the issue – including past reference numbers provided by Council, what occurred, who was involved, when it happened and where it occurred. (Attached a separate sheet if required)

Please tick box if separate sheet/s are attached

Please list any attached documents you are providing with this Complaint

1	
2	
3	

Please Note: Attached documents will be retained by South Burnett Regional Council.

Have you sought legal advice in relation to this issue?

No Yes (provide details)

Have you sought any other type of advice (e.g., professional advisor? Politician?)

No Yes (provide details)

What would you like to see happen as a result of your Complaint or how would you like the matter resolved?

Please Note: The Council officer considering your complaint is required to apply the principles of natural justice while they carry out their investigation. If applicable, natural justice involves informing the person/s complained about of the allegations against them and providing the right of reply. Natural justice also requires that the Council officer will approach your case without bias and will not have a personal interest in the outcome.

I, the Complainant (or advocate of the Complainant) hereby declare that the above information is true, correct and is not vexatious or frivolous in nature

Complainant Given/Surname (or Advocate)			
Complainant signature (or Advocate)			
Position (if a Council employee)		Date	

Office Use Only – Corporate Services

Public Interest Disclosure Assessment– does this complaint relate to:

substantial and specific danger to health and safety of a person with a disability; and/or

the commission of an offence, or contravention of a condition imposed under a provision mentioned in *Schedule 2* of the *Public Interest Disclosure Act 2010* ('PID Act'), if the contravention would be a substantial and specific danger to the environment

reprisal connected to a previous PID

If the discloser is a Council employee, is the disclosure about any of the following

substantial and specific danger to health and safety of a person with a disability

the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in *Schedule 2* of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment

reprisal connected to a previous PID

corrupt conduct

maladministration that adversely affects a person's interests in a substantial and specific way

a substantial misuse of public resources

substantial and specific danger to public health or safety

substantial and specific danger to the environment

PID Assessor Name

PID Assessor Position

PID Assessor Signature

PID Assessment Date

Please return your completed form to the following address, or email info@sbrc.qld.gov.au
for enquiries, please contact (07) 4189 9100
South Burnett Regional Council
PO Box 336 Kingaroy, Qld 4610