

# GENERAL COMPLAINT FORM

This complaint can be emailed to [info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au) or handed in to any council office.

## DETAILS OF COMPLAINANT

Name of complainant:.....

Address: .....

Phone: ..... Date of complaint: .....

## DETAILS OF COMPLAINT

Date: ..... Time of Event: .....

Was there another person involved?      Yes      No

Name of person/s: .....

Details of incident:

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## Office Use Only

Action taken by: ..... Date: ..... Time: .....

CEO / Director notified:      Yes      No      Date: ..... Time: .....

Summary of actions taken:

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Has the person making the complaint been notified of the outcome?      Yes      No