



# Customer Complaints Form

We encourage customers to voice their concerns by completing the form below. We take our customers complaints as an opportunity to improve the way we do business and to turn an unhappy customer into a satisfied customer. We will work towards increasing the satisfaction of our customers and to continually improve our services by responding to our customers' concerns as efficiently and effectively as possible.

## Department

<input type="checkbox"/> Animal Control	<input type="checkbox"/> Administration Building	<input type="checkbox"/> Building
<input type="checkbox"/> Community Development	<input type="checkbox"/> Cummins Theatre	<input type="checkbox"/> CWVC
<input type="checkbox"/> Footpaths	<input type="checkbox"/> Health	<input type="checkbox"/> Library
<input type="checkbox"/> MRCLC	<input type="checkbox"/> Parks & Gardens	<input type="checkbox"/> Pest Control
<input type="checkbox"/> Planning	<input type="checkbox"/> Rates	<input type="checkbox"/> Recreation
<input type="checkbox"/> Roads & Streets	<input type="checkbox"/> Waste	<input type="checkbox"/> Other

## Contact Details

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

## Comment

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## Office Use Only

<b>Issued to</b>	<input type="checkbox"/> CEO <input type="checkbox"/> Community Services <input type="checkbox"/> Engineering Services	<input type="checkbox"/> Corporate Services <input type="checkbox"/> Development Services
<b>Action Taken</b>		
<b>Date</b>		
<b>Actioning Officer</b>		

<b>Executive Manager</b>	
<b>Sign</b>	
<b>Date</b>	