

Customer Complaints Form



We encourage customers to voice their concerns by completing and signing 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 happy customer. We will work towards increasing the satisfaction of our customers and to continually improve our services by responding to our customer’s 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	
Name	
Address	
Phone	
Email	

Comments	
Signature:	Date:

Office Use Only			
Issued to	<input type="checkbox"/> CEO	<input type="checkbox"/> Corporate Services <input type="checkbox"/> Development Services	
	<input type="checkbox"/> Community Services		
	<input type="checkbox"/> Engineering Services		
Action taken			
Actioning Officer		Date	
Executive Manager			
Signed		Date	