

| 5. Complaint summary | |
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| Department/Public Officer Complained about | |
| Please provide a brief summary of your complaint and attach all supporting documents. | |
| What action do you want taken? | |

| 6. Acknowledgement | | | |
|---|--|------|--|
| All the information provided above is true and correct to the best of my knowledge. | | | |
| Signature | | Date | |

| 7. Privacy notice | |
|--|--|
| We will only use the information collected on this form to resolve your complaint and access will only be provided to authorised officers. | |
| In the event that your complaint is unresolved and you request an external review your details will be disclosed to the relevant body. Your personal information shall not be disclosed to any other organization unless required to do so by law. | |

| 8. Office use only | | | |
|--------------------|--|------|--|
| Action officer | | | |
| Position | | Date | |
| Notes | | | |