

# Integrity and Ethical Standards

## Complaint Lodgement Form

Please use **BLOCK LETTERS** and complete all details in full. If you wish to remain anonymous but want to be communicated with, we encourage you to provide an alias and contact details.

1. Personal Details			
Name			
Address			
Telephone		Email	
Date			

Do you identify yourself as Indigenous?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you identify as male/female?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you the person affected by the complaint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you are acting on another person's behalf, please provide details about the affected person.

Name			
Address			
Telephone		Email	
Your relationship to the affected person			

2. Details of person complained about, if known	
Name	
Position	
Business Unit	

3. Details of any witness and witness contact details			
Name			
Address			
Telephone		Email	

4. Complaint details		
Have you raised this complaint with Council of the City of Gold Coast (Council) before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, who did you last talk or write to and when?

Name			
Position			
Telephone		Date	

Please provide summary of complaint and its effect that has led to this complaint, who was involved, where and when the action occurred. Attach further information on a separate sheet if required.

Please list any documentary evidence you have.

Other relevant information you wish to provide

What would you like to see happen as a result of your request? What is your expected outcome?

<b>Date</b>	
-------------	--

5. What to do with this form		
<b>Please send the completed form by mail, email or fax to:</b>	Integrity and Ethical Standards Unit Council of the City of Gold Coast PO Box 5042 GCMC Qld 9729	E: <a href="mailto:IESU@goldcoast.qld.gov.au">IESU@goldcoast.qld.gov.au</a> F: 07 5581 7538

**Privacy statement**

Council collects Public Interest Disclosure (PID) informants information under the PID legislation which is an exclusive Code regulating how Council is able to deal with such and reveal identity of its informants. However if the nature of the information you provide is not assessed as qualifying as a PID, then what you provide will be regarded as being personal information (PI) submitted under our Complaints (Administrative Actions) Policy and section 268 of the Local Government Act 2009 and in such cases your PI will only be used by Council to investigate complaints or reviewing decisions. Council's policy is not to disclose the identity of complainants. Personal information will not be used unless Council has your consent or is otherwise obliged or entitled by law to do so.

Office use only			
<b>Date received</b>		<b>Referred to</b>	
<b>Received by</b>		<b>Date referred</b>	