



## COMPLAINT ADVICE FORM

*File No. 800/19*

**Name:**

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**Address Details:**

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**Contact Details:**

*Tel (Home)*

*Tel: (Office)*

*Mobile:*

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**Email address:**

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**NATURE OF COMPLAINT:**

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**Date received by Records:**

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**Date received by Manager/Director:**

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*Sign off by Manager:*

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*Sign off by Director:*

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## **Privacy & Personal Information Protection Act 1998**

### **Pre –Collection (Section 10)**

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (“the Act”).

The intended recipients of the personal information are:

- Officers within the Council;
- Councillors (if the request is reported to Council);
- Any appropriate agent of the Council; and
- Other Applicant’s to access Council documents

The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, it will affect our ability to process your application.

Council is collecting this personal information from you in order to determine and keep a record of your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

The agency that will hold this information is Council

Enquires concerning privacy considerations regarding this matter can be addressed to the Mr Barry Paull, Privacy Coordinator, Wingecarribee Shire Council, PO Box 141, Moss Vale 2577.