



**Steps taken to resolve the issue (if applicable):**

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**What would you like to see happen?**

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This written statement by me dated \_\_\_\_\_ is true to the best of my knowledge and belief. I understand that some or all of the information from this complaint may be shared with City staff during the investigation process. I understand I can expect investigation and action to rectify the situation within 30 working days from receipt of this complaint and details of any disciplinary action taken will not be provided.

\_\_\_\_\_  
Client signature

Client Contact Information: \_\_\_\_\_

**If you are attaching any documents with this complaint please list them below and if possible, briefly explain how they relate to your complaint.**

**Example:** Letter received dated \_\_\_\_\_, sent following meeting on (date), referred to above.