Internal review of Council decision

Are you unhappy or dissatisfied with a Council decision that has been made and would like to see this reviewed?

We will attempt to resolve all complaints about Council decisions without the need for a formal request for review. However, we recognise this may not always be possible.

Steps to take:

1. Please come and talk to us so we can try to resolve your issue.
   If you’re still dissatisfied, you can ask us to conduct an internal review of the decision.

2. Council has established an Internal Review of Council Decisions Policy, in accordance with Section 270 of the Local Government Act, 1999, that provides guidelines for how we will deal with the formal requests for a review of a decision of Council, its employees and other people acting on behalf of Council. A copy of the policy is available on our website.

Complaints of a general nature regarding Council’s provision of service may be lodged with any Council staff or by completing the feedback forms available in brochures from any Council location or available on our website.

Please do not lodge an application if you are also seeking a review of the decision through another statutory process, such as:

• Development Act 1993 and appeals to the Environment and Resources and Development Court, including courts in respect of section 255
• Freedom of Information Act 1991
• Ombudsman
• Public and Environmental Council
• Expiation of Offences Act 1996

For more information, please contact us on 08 8397 7444 or visit www.teatreegully.sa.gov.au
**How to apply**

You can write to us or use the attached form. All formal applications for an Internal Review of Council Decision must be in writing. This document can also be downloaded from our website.

Address to Application for Internal Review of Council Decision
Chief Executive Officer
City of Tea Tree Gully
PO Box 571
Modbury SA 5092

**What happens after this?**

Your application will be acknowledged within five working days from receipt by Council when we will also confirm how the matter will be handled. We will keep you informed as we work our way through the review.

If you have any questions or need help completing the application, please contact us.

Phone 08 8397 7444
TTY 08 8397 7340 (hearing-impaired line)
Email cttg@cttg.sa.gov.au
Website www.teatreegully.sa.gov.au
In person Civic Centre staff and Elected Members
Application for internal review of Council decisions

In accordance with Section 270 of the Local Government Act 1999

Applicant details

Title  Mr / Mrs / Miss / Other
First name
Surname
Company name (if applicable)
Address
Postcode
Daytime phone number
Mobile number
Email

Please circle preferred means of contact  Daytime phone / mobile / email

Details of the decision you are requesting be reviewed

Please provide all relevant details, such as the date of the decision, the name of the staff member or department, and any previous contact with us about this. Remember to attach copies of any relevant documents. Attach additional pages if required.

List your reasons for requesting the review

Resolution sought

Please provide details of your expectations of Council about this review

Office use only

Application received by ___________________________  Date __________
Application referred to ___________________________  Date __________