



SHIRE OF MORAWA

Notice of Item Requiring Attention

This form is to be used to bring the attention of Council any matters that require attention.

DATE: _____

NAME OF CORRESPONDENT: _____

ADDRESS OF CORRESPONDENT: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

Details of issue. (Please provide as much detail as possible concerning the matter including times, dates, location and urgency in attention)

SIGNED BY RESIDENT/COUNCILLOR _____

OFFICE USE ONLY	
Action Taken:	
Date Completed:	Signed by Officer:
Referred to Council:	Yes/No

WAS THE INCIDENT	
Phoned In	<input type="checkbox"/>
Written Complaint	<input type="checkbox"/>