

# CUSTOMER COMPLAINTS POLICY

## MARCH 2025



CITY OF MELBOURNE

## **Acknowledgement of Traditional Owners**

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong / Boon Wurrung peoples of the Kulin Nation and pays respect to their Elders past and present. We acknowledge and honour the unbroken spiritual, cultural and political connection they have maintained to this unique place for more than 2000 generations.

We accept the invitation in the Uluru Statement from the Heart and are committed to walking together to build a better future.

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# 1. Policy

The Council prides itself on being a dynamic city, constantly seeking innovative ways to anticipate and meet the changing needs of the community, the economy and the environment. We are committed to meaningful and effective engagement in ways that are inclusive, transparent and respectful. We strive for exemplary customer experiences and are committed to delivering high quality products and services.

We welcome feedback about our work and regularly provide opportunities for customers to tell us about their experiences. We use insights to enhance service provision.

We realise that sometimes, despite our best efforts, customers may not be happy with the ways we have delivered a service or the decisions that we make.

The Council is committed to enabling customers to make complaints when they have a problem with our services, actions, decisions and policies. We respond to complaints by taking action to resolve complaints as quickly as possible and we learn from complaints to improve our services.

As a child-safe organisation, the Council complies with all relevant legislation, this includes enabling children to make a complaint in a safe and accessible manner and ensuring complaints involving children are managed in a child safe manner.

We treat every complaint we receive on its individual merits, through clear and consistent processes.

This policy is maintained in accordance with section 107 of the *Local Government Act 2020*.

# 2. Scope

Our complaints policy applies to all complaints from members of the public - our customers - about employees of the Council, Council's contractors, decisions made at Council meetings and delegated committees of Council. This policy does not apply to complaints about individual Councillors.

Complaints relating to Councillors will be addressed in the Councillor Code of Conduct.

# 3. Definitions

## What is a complaint?

A complaint includes a communication (verbal or written) which expresses dissatisfaction with:

1. the quality of an action taken, decision made, or service provided by an employee or a contractor engaged by the Council (contractor)
2. the delay by an employee or a contractor in taking an action, deciding or providing a service
3. a policy or decision made by the Council, an employee or a contractor.

In this policy:

*Employee* is any person employed by the Council to carry out the functions of the Council and includes the CEO.

*Child* is any child or young person aged under 18 years.

*Contractor* is any third-party engaged by the Council to carry out functions on the Council's behalf.

*Council* means the Melbourne City Council.

## What is not considered a complaint?

The following will not be registered as a complaint for the purposes of this Policy:

**A request for service** – such as requesting something additional or new – for example, a request for a speed hump to be constructed, a request for a tree limb to be removed.

**A request for information, documents or explanation of policies/procedures** – for example, a question about when a next rates payment is due or whether a planning permit is required for the construction of a garage.

**Allegations of fraud or corruption** – Allegations of fraud or corruption will be considered under the Fraud and Corruption Policy/Public Interests Disclosure (Whistleblowers) procedure.

**A complaint about a neighbour or about an event/service or business for which the Council is not responsible** – While the Council provides many services within the City of Melbourne, we are not ultimately responsible for the behaviour, events and businesses within the city unless their actions infringe laws administered or enforced by the Council.

**A complaint that involves an issue that is governed by State or Federal policy or laws or relates to conduct before a court, coroner or tribunal** - Where a matter is currently before a court, we cannot conduct a parallel investigation.

**A complaint that relates to the appointment or dismissal of any employee or an industrial or disciplinary issue** – These complaints will be handled in accordance with relevant People, Culture and Leadership policies and procedures.

**A complaint that is subject to a statutory process** – Some matters have separate statutory requirements for investigation and resolution such as infringement reviews, planning matters and noise complaints. Statutory review processes are embedded in legislation and must be followed. We will consider complaints that relate to the provision of these services such as employee behaviour, timeliness, responsiveness and other feedback.

**A complaint, report or allegations concerning abuse, harm or neglect of a child or young person** – If you need help right away or believe a crime has been committed, please call 000. Complaints can be made by a child, young person or adult about alleged reportable conduct by:

- Telling a Council Officer
- Contacting the City of Melbourne on 9658 9658
- Writing a letter and sending it to GPO Box 1603, Melbourne 3001
- Reporting online: [services.melbourne.vic.gov.au/report/general](https://services.melbourne.vic.gov.au/report/general)

We will investigate a child safety incident in line with the Child Safety Incident Reporting Policy and provide support to the child and their family. For incidents involving employees, agency staff, students, or volunteers, we will determine whether to report to the police or regulatory bodies. We may also initiate disciplinary processes and investigations. For more information on child-safe reporting, refer to the City of Melbourne's Child Safety Policy.

**Reportable conduct** - For further information on reportable conduct please see Commission for Children and Young People [www.cryp.vic.gov.au/](http://www.cryp.vic.gov.au/)

## Resolved complaints

A resolved complaint refers to a complaint that has been finalised, regardless of the process used to finalise it or the outcome of the process.

## 4. How to make a complaint

Any person, including a child or young person, can make a complaint. Complaints can be made by:

- Telephone: 03 9658 9658  
Online: [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)  
Post: PO Box 1603, Melbourne, 3001  
In person: Customer Service Centre, Melbourne Town Hall or the reception desk of the service or facility about which the complaint is being made.  
Social media: Facebook, X (formerly Twitter), Instagram

We encourage customers to raise their concerns directly with the employee or contractor delivering a service in the first instance. We believe that better outcomes can be achieved when customers can express their concerns and a quick and mutually acceptable solution is agreed at the time.

Children are valued community members and can contact a trusted adult to support them making a complaint to Council or contact Council's Child Safe Coordinator.

If the complaint cannot be resolved, or a more thorough investigation is required, the complaint can be escalated to a more senior employee or a specialist complaint handler.

The complaint form on our website is designed to make it easy for customers to lodge complaints by collecting all the necessary information we require to resolve matters. We also understand that not everyone has access to or is able to use digital technology. For this reason, customers can contact us by telephone to make a complaint.

It is helpful if customers provide the following information when making a complaint:

- name and contact details (phone and email preferred). You can complain anonymously, but this may limit how the Council responds to you
- identify the action, decision, service or policy you are complaining about, and why you are dissatisfied
- give us relevant details, such as dates, times, location or reference numbers, name of any witnesses or employees that have assisted you previously and documents that support your complaint
- the outcome you are seeking from making your complaint
- whether you have any particular communication needs.

We are committed to ensuring our complaints process is accessible to everyone. Tell us if you have specific communication needs or barriers, and we can assist you by:

- using an assistance service, such as an interpreter (refer to website for language services) or Teletypewriter (call 133 677) for free
- talking with you if you have trouble reading or writing
- communicating with another person acting on your behalf if you cannot make the complaint yourself.

## 5. Our Complaints Process

Council uses a four-tiered approach to investigating and resolving complaints.

All complaints will be acknowledged at initiation or within two working days of receiving your complaint, specifying a case number and a timeframe for resolution. Where possible, we will try to resolve the complaint immediately. If necessary, we will request to clarify details of the complaint and/or the outcome you are seeking before commencing an investigation or taking action.

### Initial assessment and first actions (Tier one complaint)

When you complain to us, we will initially assess your complaint to decide how we will handle it. After our initial assessment, we may:

- take direct action to resolve your complaint
- refer your complaint to the relevant team or manager for investigation
- decline to deal with your complaint if you have a right to a statutory review of your complaint (such as a right of appeal to VCAT)
- decline to investigate complaints that are considered frivolous, vexatious, concern a trivial matter or are not made in good faith.

Where possible, we will attempt to resolve your complaint at the time you first contact us. If we decide not to take action on your complaint, we will explain why, and, where possible, inform you about other options.

Early resolution of a complaint may involve providing advice or explaining why we are not going to take action on your complaint.

It may not be possible to resolve your complaint when you first contact us if your complaint requires deeper consideration, investigation by a particular team or employee or must follow a statutory process.

Resolution of Tier one complaints will vary depending on what service(s) or resolution is required for rectification. If a response takes longer, we will promptly advise you of a new timeframe for resolution via your preferred mode of communication. Where a complaint is expected to take more than 90 working days to resolve, we will provide regular updates every 20 working days.

### **Investigation (Tier two complaint)**

If we have not been able to resolve the complaint when you first contact us or your complaint is about the conduct of an employee, we will refer your complaint to a team, a manager or a specialist complaint handler to investigate and resolve. The investigative actions taken will depend on the nature of the complaint.

A complaint investigation may include speaking with other council employees, contractors, external agencies, inspecting case notes and documents, conducting site inspections, assessment of relevant legislation, policies and procedures and allocating investigative tasks to employees.

### **Internal Review (Tier three complaint)**

If you are not satisfied with the process or outcome of the resolution or investigation of a Tier two complaint, you can request an internal review.

To ensure independence, the employee who will review your complaint does not contribute to the outcomes of Tier one or Tier two complaints.

The internal review is the final part of the internal complaint process. The same matter will not be re-considered once the review is completed.

We expect to resolve and provide outcome advice on Tier two and Tier three complaints within 20 working days from receiving your complaint. Every effort will be made to resolve matters as quickly as possible, however a longer period may be required if the complaint is unusually complex.

We will advise of a delay to the timeframe for resolution no less than three days prior to our original commitment. We will include an explanation and a revised timeframe. If the complaint takes longer than 60 working days to resolve, we will update you every 20 working days.

The investigating officer will advise you of the outcome. The outcome correspondence will contain the reason for the decision made and advise you of the next avenue for review if you are dissatisfied with the outcome.

### **External Review (Tier four complaint)**

If you remain dissatisfied with Council's response, we will inform you of which external agency you can approach to have the matter reviewed

Resolution timelines will depend on the responsible external organisation.

## 6. Timelines

We will make every attempt to resolve your complaint quickly. If we cannot resolve it on the spot, we will send it to the relevant service area for investigation and resolution. Timeframes for the progression of a complaint vary throughout the four-tier model. The table below provides a reference to the timeframes outlined within the complaint processes in section 5.

	Tier 1	Tier 2	Tier 3	Tier 4
Acknowledgment	At initiation or within 2 working days of receiving the complaint.			Dependent on responsible external organisation.
Delay	<p>Customer advised of a new timeframe for resolution as soon as possible.</p> <p>For complaints expected to take longer than 90 days, we will provide an update every 20 working days.</p>	Customer advised of a delay 3 days prior to initial date of resolution and then updated every 20 working days.	If delays are expected we will promptly advise the external organisation.	
Resolution	Will vary depending on what service(s) or resolution is required for rectification.	20 working days.	Dependent on responsible external organisation.	

## 7. How to request an external review

There are external bodies that can deal with different types of complaints about us.

We encourage you to request an internal review before seeking an external review. In most cases, it is likely that the organisation you contact will direct you back to us for an internal review before they will consider a complaint.

You can request an external review from the following organisations

Complaint	Organisation to contact for external review
Actions or decisions of a Council, Council employees and contractors.  This includes failure to consider human rights or failure to act compatibly with a human right under the <i>Charter of Human Rights and Responsibilities Act 2006</i>	Victorian Ombudsman <a href="http://www.ombudsman.vic.gov.au">www.ombudsman.vic.gov.au</a>
Breaches of the <i>Local Government Act 2020</i>	Local Government Inspectorate <a href="http://www.lgi.vic.gov.au">www.lgi.vic.gov.au</a>
Breach of privacy. Complaint about a freedom of information application	Office of the Victorian Information Commission <a href="http://www.ovic.vic.gov.au">www.ovic.vic.gov.au</a>
Corruption or public interest disclosure ('whistleblower') complaints	Independent Broad-based Anti-corruption Commission <a href="http://www.ibac.vic.gov.au">www.ibac.vic.gov.au</a>
Discrimination	Victorian Human Rights and Equal Opportunity Commission <a href="http://www.humanrights.vic.gov.au">www.humanrights.vic.gov.au</a>
Council elections	Victorian Electoral Commission <a href="http://www.vec.vic.gov.au">www.vec.vic.gov.au</a>

## 8. Customers whose conduct is unreasonable

Council understands that some people who complain are justifiably disappointed and may be angry because they might have suffered harm through no fault of their own. Others may have been treated unfairly or disproportionately without reasonable explanation or may have been given incorrect information or advice that they relied on.

Despite these challenges, many people who make complaints can manage their frustration and anger, and productively engage with the systems, processes and people with whom they are interacting. Sometimes a person's behaviour is or becomes unreasonable.

Council does not expect our employees or our contractors to tolerate behaviour that is offensive, abusive, threatening, harassing or consumes disproportionate resources.

We may change the way we communicate with customers where behaviour or conduct raises health, safety, resource or equity issues for employees involved in the complaints process, which includes:

**Who you can contact** – In some cases it may be appropriate to restrict access to a single employee (a case manager). This employee will manage the complaint(s) and the customers' interactions. This will ensure customers are dealt with consistently and effectively and will minimise the chances for misunderstandings or contradictions.

**What you can raise** - If a customer is unreasonable and persists with issues that have already been comprehensively considered and/or reviewed in line with this policy, restrictions may be applied to the issues/matters you can raise with us.

**When and how you can have contact** - A customer's telephone, written or face-to-face contact with us may place an unreasonable demand on time or resources because it affects the health, safety and security of employees and it may also be behaviour that is persistently rude, threatening, abusive or aggressive. We may limit when or how a customer can interact with us.

**Access to services or facilities** – Council reserves the right to deny access to services or facilities if a customers' behaviour causes unacceptable health and safety risk to other customers, Council employees or contractors.

In all cases we will advise complainants of the actions we will take and the reasons for our decisions.

## **9. How we learn from complaints**

Complaints from people who use or who are affected by our services provide us with valuable feedback about how we are performing.

We regularly analyse feedback about our services, including complaints, to identify trends and potential issues that deserve further attention. We use this information to determine solutions about how we can improve our services and take action.

We are open and transparent about the complaints we have received, and what we have done to resolve them. We publish our complaint data in our annual report.

## **10. Your Privacy**

We keep your personal information secure. We use your information to respond to your complaint and may also analyse the information you have provided for the purpose of improving services that relate to your complaint.

Where we publish complaint data, personal information is removed.

When you complain to us, we ask you to provide all the information that you have about your complaint. We will record the information that you provide as part of your submission and any additional information you provide.

## 11. Responsibilities

All employees, Councillors and contractors are responsible for contributing to our complaints process.

Role	Responsibilities
Chief Executive Officer	<ul style="list-style-type: none"> <li>Promoting positive behaviours and practices relating to enabling, responding to and learning from complaints.</li> <li>Supporting service improvements that arise from complaints.</li> <li>Reviewing and publishing complaint data.</li> </ul>
Senior leaders and managers	<ul style="list-style-type: none"> <li>Recruiting, training and empowering employees to resolve complaints promptly and in accordance with policies and procedures.</li> <li>Managing conflicts of interest in the complaint process.</li> <li>Reporting on and identifying improvements from complaint data.</li> <li>Undertaking internal reviews.</li> <li>Supporting employees who deal with complaints.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>Familiarising themselves with this policy and the complaint process.</li> <li>Assisting customers to make a complaint.</li> <li>Resolving complaints as quickly as possible.</li> <li>Treating people respectfully and professionally.</li> </ul>
Councillors	<ul style="list-style-type: none"> <li>Familiarising themselves with this policy and the complaint process.</li> <li>Referring complaints to employees to be dealt with in accordance with our processes.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>Familiarising themselves with this policy and the complaint process.</li> <li>Cooperating with the Council's complaint handling processes.</li> </ul>

## **12. Related policies and procedures**

*Customer service charter*

*Complaint handling procedure*

*Code of Conduct – Employees*

*Code of Conduct – Councillors*

*Child Safety Policy*

*Disciplinary Policy and Procedure*

*Fraud and Corruption Policy*

*Information Privacy Policy Statement*

*Public Interest Disclosure Policy and Procedure*

## **13. Key related legislation and regulation**

*Local Government Act 2020*

*Gender Equality Act 2020*

*Charter of Human Rights and Responsibilities Act 2006*

*Equal Opportunity Act 2010*

## **14. Revisions**

The Council will review and amend this policy from time-to-time.

## How to contact us

### Online:

[melbourne.vic.gov.au](http://melbourne.vic.gov.au)

### In person:

Melbourne Town Hall - Administration Building  
120 Swanston Street, Melbourne  
Business hours, Monday to Friday  
(Public holidays excluded)

### Telephone:

03 9658 9658  
Business hours, Monday to Friday  
(Public holidays excluded)

### Fax:

03 9654 4854

### In writing:

City of Melbourne  
GPO Box 1603  
Melbourne VIC 3001  
Australia



### Interpreter services

We cater for people of all backgrounds  
Please call 03 9280 0726

03 9280 0717 廣東話  
03 9280 0719 Bahasa Indonesia  
03 9280 0720 Italiano  
03 9280 0721 普通話  
03 9280 0722 Soomaali  
03 9280 0723 Español  
03 9280 0725 Việt Ngữ  
03 9280 0726 عربي  
03 9280 0726 한국어  
03 9280 0726 हिंदी  
03 9280 0726 All other languages

### National Relay Service:

If you are deaf, hearing impaired or speech-impaired,  
call us via the National Relay Service: Teletypewriter (TTY)  
users phone 1300 555 727 then ask for 03 9658 9658  
9am to 5pm, Monday to Friday (Public holidays excluded)

[melbourne.vic.gov.au](http://melbourne.vic.gov.au)



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