

## Complaints & Feedback Form

If you have any questions, please contact a member of the team on (07) 3708 1060.

Fill in the details of the person who is making the complaint/ providing feedback.		
Name of Person		
Address		
Phone		
Email		
Your preferred contact method		
If you are making the complaint/feedback on behalf of another person, provide the following details:		
Your Name:		
What is your relationship to the person?		
Does the person know you are making this complaint / providing feedback?		
Does the person consent to the complaint / feedback being made?		
Who is the person, or the service about whom you are complaining or providing feedback?		
Name/s		
Contact Details (if known)		
What is your Complaint/Feedback about?  Provide some details to help us understand your concerns. You should include what happened, where it happened, time it happened and who was involved.		

**Supporting Information**Please attach copies of any documentation that may help us to investigate your complaint/feedback (for example letters, references, emails).

What outcomes are you seeking as a result of the complaint/feedback?		



## **OFFICE USE ONLY**

Complaint received by	
Date received	
Has the Managing Director been notified?	
Action taken or required	
Date action completed	
Signature	

