

## ANONYMOUS COMPLAINTS & FEEDBACK FORM

### Instructions:

- Complete this form
- Forward this form with information to our Complaint Manager via post to:

Complaints Manager,  
19 Duncannon Street,  
DURACK QLD 4077

*Please do not put your name on the envelope.*

*Who is the person, or what is the service, about whom you are complaining or providing feedback?*

Name or Service?	
Does the person know you are making this complaint / providing feedback?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*What is your complaint or feedback about?*

Would you please provide some details to help us understand your concerns?

You should include what happened, where it happened, the time it happened and who was involved.

<b>Supporting Information</b> Would you please attach copies of any documentation that may help us to investigate your complaint or feedback. E.g., Letters, references, emails

*What outcomes are you seeking from the complaint / feedback?*

**OFFICE USE ONLY**

Date Received	
Action Taken or Required	
Date Action Completed	
Signature	