



COMPLIMENT, SUGGESTION & COMPLAINT FORM

Community QLD is committed to continually improve our services to the community. To help achieve this very important goal we welcome compliments or suggestions from any person using our services. We also like to hear if any person has a complaint. Community QLD will endeavour to ensure a satisfactory outcome is achieved.

Compliment **Suggestion** **Complaint** *(Please tick appropriate box)*

Date: _____

Your feedback:

Contact Details: (Optional)

Name: _____

Telephone Number:

(Home) _____ (Work) _____ (Mobile) _____

Email: _____

Relationship with Community QLD:

Client Family Member Member of the Community

Agency/Organisation (please specify) _____

Other (please specify) _____

You can provide feedback by speaking to our staff either on the phone or face to face, by emailing admin@community.org.au or by returning this form to the address below.

Community QLD
180 Jubilee Terrace
BARDON QLD 4065
Telephone: (07) 3510 2700

Version1_November 2016

together we can



OFFICE USE ONLY

Date Received: _____ **Complaint I.D. Number:** _____

Action Taken / Required:

Date for completion of this action:

Staff's Signature: _____ Date: _____

Further Action Taken / Required:

Staff's Signature: _____ Date: _____

Follow Up / Review:

Staff's Signature: _____ Date: _____

Version1_November 2016

together we can