

Complaint Form

We want to make it easy for you to register a complaint with the Queensland Ombudsman. Please fill in all fields marked (*).

Once you have filled in this form, please send it with copies of any relevant correspondence or other documents to GPO Box 3314, Brisbane, QLD 4001.

Internal use only

Received by: _____

Date: _____

Case number: _____

➔ Your details

*Title: _____ *Last name: _____

* First name/s: _____

* Postal Address:

*Phone: _____

Mobile: _____

Email: _____

➔ The government agency you are complaining about

Department, Local Government or Agency: _____

Region/Unit (optional): _____

Name and title (if known) of the person you have been dealing with:

Name: _____

Title: _____

➔ Other contact regarding your complaint

Have you sought assistance to investigate or resolve your complaint from another agency or person?

Agency: _____

Yes No If YES, please provide the following details:

Date complaint lodged: _____

Date of response or outcome: _____

➔ Your complaint

Summarise your complaint in less than 500 words. **What** happened? **Who** was involved? **When** and **where** did it happen? Attach a separate sheet if you need more space.

Tell us what you would like to happen to resolve your complaint.

➔ Help us help you

Are you an Aboriginal or Torres Strait Islander? Yes No

Do you speak a language other than English at home? Yes No
Please specify: _____

Do you have a disability or special need? Yes No

Are you under 25 years old? Yes No

How did you hear about our Office? _____

➔ What you can expect

Once we receive your complaint, we will acknowledge receipt of your complaint, usually within 7 working days. Where possible, we will try to resolve your complaint by talking with the agency concerned. 9 out of 10 complaints are assessed and/or settled within 60 days. Sometimes it may take longer than this, particularly if your case is complex or serious. If your complaint takes longer, we will keep you informed of progress. We take your complaint seriously and will contact you regularly or when important matters arise so you are kept up-to-date. We ask that you keep us updated with any developments while we are considering your complaint.