



## COMPLAINT FORM

(This form will be stored confidentially as per TQ's Privacy and Confidentiality Policy)

**THIS FORM IS TO BE COMPLETED BY THE INDIVIDUAL MAKING THE COMPLAINT**

<b>Date the complaint is being made</b>							
<b>Name of the person making the complaint</b>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">Contact details</td> <td style="border: none;">Address</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Phone:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Email:</td> </tr> </table>	Contact details	Address		Phone:		Email:	
Contact details	Address						
	Phone:						
	Email:						
<b>Type of complaint</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Client complaint</td> <td style="width: 50%;">Staff grievance</td> </tr> <tr> <td>Workplace discrimination</td> <td>Bullying or harassment</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>		Client complaint	Staff grievance	Workplace discrimination	Bullying or harassment	Other	
Client complaint	Staff grievance						
Workplace discrimination	Bullying or harassment						
Other							
<b>Brief outline of the complaint</b> (including date/s of incident leading to a complaint; description of the complaint; and any follow up action taken by you) <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>							

Signature of person making the complaint: ..... (Enter name if submitting directly via email)

RETURN completed form to the Business Manager: [complaints@tenantsqld.org.au](mailto:complaints@tenantsqld.org.au) or post to:

Tenants Queensland  
Level 1, 87 Wickham Terrace,  
Spring Hill Q 4000