

Churches of Christ in Queensland welcomes feedback from staff and clients on any issues related to our services. Whether you have a complaint, compliment or suggestions, we would like to know about it.

WHERE CAN I GET MORE INFORMATION?

If you would like further information on the process of lodging or dealing with complaints, compliments or suggestions, please contact:

COMPLIMENTS, COMPLAINTS & SUGGESTIONS



HOW CAN I GIVE FEEDBACK?

Please complete the enclosed feedback form and take to reception or place in the box provided.

We will maintain open, honest and timely communication in response to your feedback.

If you do not wish to identify yourself, you can remain anonymous.





Feedback/Improvement Form

Service Name: _____

Date: _____

Please tick the boxes to show what this form is about.

- This is about Care Provision**
- This is a Compliment
- This is a Suggestion
- This has been raised before
- Other
- This is Confidential**
- This is a Complaint
- This is an Enquiry

Feedback For: _____ e.g. Service Manager

Feedback From This is optional however please note that it is more difficult to assess anonymous information

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____

Email: _____

Item Details Details of your concern, issue, suggestion or compliment etc

Suggested action or solution

Thank you for your feedback!

Do you wish to receive a response on progress of this item? YES NO

Office Use Only

Reference Number:	Date entered:	Entered by:	Signature:
_____	_____	_____	_____