

Complaint form

1. Information for complainants

A complaint should only be lodged if you have been unable to resolve your issue or concern informally.

Complaints may be mailed to Treasury Complaints Coordinator, GPO Box 611, Brisbane 4001, or emailed to treasury.complaints@treasury.qld.gov.au.

Complainants may be contacted and asked to provide additional information to support their complaint. If you lodge an anonymous complaint we may be unable to investigate it.

*Fields marked with an * must be completed

2. Personal details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> _____
*Family name					
*Given name					

3. Contact details

Postal address			
			Postcode
Email			
Contact telephone number			
Preferred contact method:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Letter	<input type="checkbox"/> Email

4. Complaint details

*Have you lodged a complaint about this issue before?	<input type="checkbox"/> No	<input type="checkbox"/> If yes, when:
*Have you lodged your complaint to any other agency?	<input type="checkbox"/> No	<input type="checkbox"/> If yes, to whom
*Please tick who your complaint is about	<input type="checkbox"/> Office of State Revenue <input type="checkbox"/> Motor Accident Insurance Commission <input type="checkbox"/> Office of Economic and Statistical Research <input type="checkbox"/> Office of Government Owned Corporations <input type="checkbox"/> Other, general Treasury please specify: _____ _____	

5. Complaint summary

* When it happened

* Where it happened

* Who was involved

* What happened (details of your complaint)

What would you like to happen to resolve your complaint

Attach any documentation that supports your complaint

6. Acknowledgement

All the information provided above is true and correct to the best of my knowledge.

Signature

Date

7. Privacy notice

Queensland Treasury will only use the information collected on this form to resolve your complaint and access will only be provided to authorised officers. In accordance with Information Standard 42 – Information Policy, your personal information will not be disclosed to any other organisation without your consent unless required by law.

Office use only

Received by

Position

Date

Complaint lodged

 In person Post Email

Referred to Designated Officer

Date

Notes