Ngoonbi Community Services Indigenous Corporation

2/40 Coondoo Street, Kuranda QLD 4881

PO Box 26, Kuranda QLD 4881

Ph: 07 4093 7177 Fax: 07 4093 7466

ABN: 40 047 335 486

Complete this form if you have a complaint.
It is not a requirement that the complainant's details are supplied if you wish to remain anonymous.

Complainant's Details (Optional)

Name:	
Address:	
Postcode:	
Contact phone:	
Email:	

Complaint Against:

Name:	
Address:	
Postcode:	

Note: When making a complaint, please give details of your own experience in relation to the matter/s you wish to bring to Ngoonbi's attention. Issues may include, but are not limited to, untidy premises, neighbourhood disruptions, personal disputes or situations warranting police action. If there is insufficient space, please attach additional pages, dating each page. Also attach any supporting evidence such as photos if required.

Details of Complaint:

What I have already done to resolve the matter? Eg: Telephone calls, letters, emails, visits…
How would you like Ngoonbi to help?

I understand this information is given in confidence, and cannot be released to a third party without my prior consent. Provisions of the *Right to Information Act 2009*, may apply to this information.

However, I also understand that should this matter proceed to the Queensland Civil and Administrative Tribunal, any affidavit signed by me may be released by the Tribunal to any parties to the hearing, and I may be required to attend the hearing in person.
To the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I/We understand that it is an offence under the *Housing Act 2003* to knowingly provide false and misleading information.

Signature:	**Date:**

Please return completed form to Ngoonbi Community Services Indigenous Corporation.

Office Use Only.

Complaint received on:…….By – Office ☐ Mail ☐ Telephone ☐ Email ☐