

COMPLIMENTS AND COMPLAINTS FORM

Work Area:	Early Learning & Vac Care
Revision Number:	Vs.2
Last Modified:	July 2023

Centre Name:		Date:	
Parent/Guardian name and contact details (optional – but it will assist us to respond to you directly if it is provided):			
What is your suggestion, compliment or complaint?			
If this is a suggestion or complaint, have you raised this with the Centre staff previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” what was the outcome at that time?			
Please give this completed form to the Centre Manager or email it to the Business Operations Manager, Early Learning at lucy.tran@mq.edu.au			
<i>Office Use Only:</i>	Details of action taken (including relevant dates and names of staff where appropriate):		
	Manager’s Name:		Signature:
	Manager’s Title:		