



## Administrative Complaint Form

*To submit a complaint, please use the form below and email it to [info@safefood.qld.gov.au](mailto:info@safefood.qld.gov.au).*

**Date** \_\_\_\_\_

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Accreditation Number (if applicable)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Postal Address**

**If your complaint is about the outcome of an agency process:**

*Application*

*Assessment*

*Audit*

*Notice*

*Details of the process*

**What should have happened?**

**Is the complaint about the time taken or the outcome of the process?**

*Details*



***If the complaint is in relation to a staff member:***

***Date and time of incidence*** \_\_\_\_\_

***Name of staff member if known*** \_\_\_\_\_

***Details of Complaint***