

# Anonymous Complaints & Feedback Form

**Instructions:**

1. Complete this form.
2. Remember do not include your name if you prefer to remain anonymous.
3. Forward with any relevant information to our **<Complaints Manager>** using the following contact details:

<b>Organisation Name:</b>	
<b>Email Address:</b>	
<b>Postal Address</b>	

**Who is the person, or what is the service, about whom you are complaining or providing feedback about?**

**Name or Person  
or Service:**

**Does the person *(if applicable)* know you are  
making this complaint/providing feedback?**

☐ **Yes**

☐ **No**

**What is your Complaint/Feedback about?**

**Please provide relevant details to help us understand your concerns.**

**Include what happened, where it happened, the time it happened and who was involved.**

**Supporting Information**

*Please attach copies of any documentation that may help us to investigate your complaint/feedback  
(for example letters, references, emails)*

**What outcomes are you seeking because of the complaint/feedback?**

**OFFICE USE ONLY**

<b>Date complaint received:</b>	
<b>Action taken or required:</b>	
<b>Date action completed:</b>	
<b>Name of organisation Representative:</b>	
<b>Role/Position title:</b>	
<b>Signature:</b>	