**Complaints Form**

Everyone has the right to complain if they are unhappy



|  |
| --- |
| 1. **Personal details – Please leave blank if you would like to remain anonymous** |
| Name: |
| Phone number: |
| Address: |
| Email address: |
| Image result for phone cordless  Preferred Contact Method: 🞎 Telephone  Image result for writing  🞎 Letter    Image result for computer email  🞎 Email |

Have you had a chat with staff about what you are unhappy about?

 🞏 Yes 🞏 No

Do you need help from staff or an advocate to make a complaint?

 🞏 Yes 🞏 No

Do you need help to make a complaint to the NDIS Quality and Safeguards Commission?

🞏 Yes 🞏 No

What is wrong?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

How can we fix it?

|  |
| --- |
|  |
|  |
|  |
|  |

|  |
| --- |
| 1. **Acknowledgement** |
| Everything I have said is the truth.  Signature Date |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) helped me complete this form.