**Complaints Form**

Everyone has the right to complain if they are unhappy

 

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| 1. **Personal details – Please leave blank if you would like to remain anonymous**
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| Name: |
| Phone number: |
| Address: |
| Email address: |
| Image result for phone cordlessPreferred 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?

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How can we fix it?

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

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