

## Anonymous Complaints & Feedback Form

### Instructions:

1. Complete this form.
2. Forward with information to our Complaint Manager by email or post:

Email	<a href="mailto:tegan@rivergumot.com.au">tegan@rivergumot.com.au</a> or <a href="mailto:info@rivergumot.com.au">info@rivergumot.com.au</a>
Postal Address	15 Eyre Street, Ballarat Central

3. **Please do not** put your name on the email or the envelope.

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

Name or Service			
Does the person know you are making this complaint/providing feedback?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

What is your Complaint/Feedback about?

Please provide some details to help us understand your concerns.

You should 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 received</b>	
<b>Action taken or required</b>	
<b>Date action completed</b>	
<b>Signature</b>	