

## 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>Organization Name:</b> | LEARNING READY BEHAVIOUR SERVICES PTY LTD                                  |
| <b>Email Address:</b>     | <a href="mailto:admin@learningready.com.au">admin@learningready.com.au</a> |
| <b>Postal Address</b>     | 10/849 South Dowling Street, Waterloo NSW 2017                             |

**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?**

**FOR OFFICE USE ONLY**

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