

FEEDBACK & COMPLAINT FORM

Date:

Type of Feedback

- Complaint - General Feedback - Compliment/Thank You - Suggestion for improvement

Details of Feedback (include date, time, staff member as relevant)

What action would you like?

Centacare

Policies, Procedures & Practice Guidelines



Are you (person providing feedback) a:					
- Client	- Staff Member	- Relative / Carer	- Organisation	- Other	
Do you want us to contact you further about this?		- No	- Yes – please fill in contact details below		
Name of person providing feedback:					
Address:					
Phone – Home:		Work:		Mobile:	
Is an interpreter needed?		- No	- Yes – preferred language		

Upon completion you may either:

- print and give this form to a staff member
- print and place in the feedback and complaints box
- print and return by mail to:

Complaints & Privacy Officer

Reply Paid 2537

PO Box 2537

BAKERY HILL VIC 3354

- Save and Submit to feedback@centacareballarat.org.au

** Save your completed referral form to your Desktop, and click Submit to email it to enquiries@centacareballarat.org.au