



## COMPLAINT FORM

<b>COMPLAINANT DETAILS</b>	
Name of Person Lodging Complaint:	
Address:	Daytime Contact No:
Date:	Email:

<b>COMPLAINT DETAILS</b>	
Date of Incident (if relevant):	Time:
Who/ What is the Subject of Your Complaint:	
Summary of Complaint/ Issue:	

<b>WITNESS DETAILS (please leave blank if not relevant)</b>	
Name:	
Address:	Daytime Contact No:

<b>COMPLAINT OUTCOME</b>	
As a result of making this complaint, is there any outcome you would like? Yes/ No	
If yes, please provide details:	
<b>COMPLAINANT SIGNATURE</b>	<b>DATE</b>
<b>NAME OF PERSON RECEIVING COMPLAINT:</b>	

#### **LODGEMENT**

The completed complaint form should be lodged with the activities organiser, or a director of Positive Vibes Foundation via email ([info@positivevibes.org.au](mailto:info@positivevibes.org.au)) or post (Building 32, Balcombe Heights Estate, 92 Seven Hills Road, Baulkham Hills 2153).

<b>INVESTIGATION DETAILS</b>	
Name of Person Investigating Incident:	
Title/ Position:	Date of Investigation:
Investigation Details:	

<b>ACTIONS ARISING FROM INVESTIGATION (if no action is to be taken, please explain why)</b>	
Immediate Actions:	Date(s) to be Completed:
Further recommendations:	

<b>INVESTIGATION OFFICER</b>	
Signature:	Date:
Complainant Advised: Yes/ No	
Date:	