

Feedback Form



Ref No: HR-FOR-009

COMPLIMENT OR

COMPLAINT

PART A: PARTICIPANTS, STAFF, MANAGEMENT, VOLUNTEERS & MEMBERS OF THE COMMUNITY

Are you a:

- Participant
- Family Member / Representative
- Staff Member
- Staff Member on behalf of a service user
- Volunteer
- Other: _____

Name (optional): _____

Date: ____ / ____ / ____

We value your comments and suggestions for improving our service so please tell us what you think and give this form in a sealed envelope to your Support Worker, Fairhaven staff member, Manager or post to:

Attn: Human Resources Manager
Fairhaven
209 Brisbane Water Drive
Point Clare NSW 2250

****Attach any supporting documentation***

Compliments:

If you would like to give us with a compliment, you can download and complete this form on-line, and email it to hello@fairhaven.com.au, or you can give it to your Support Worker, or a Fairhaven staff member or Manager, or mail it to 209 Brisbane Water Drive, Point Clare NSW 2250

Complaints:

If you require a copy of our Complaint Policy and Procedure, please email us at hello@fairhaven.org.au. Or you can view on our website or intranet

If your complaint is in relation to our CEO or a member of our Board of Directors please contact the Fairhaven Chair via email at: chair@fairhaven.org.au

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Approved by: CEO	CONTROLLED AT TIME OF PRINTING			Page 1 of 1