

P012 Compliments, Feedback & Complaints



Full Name:

Email:

Phone:

Date:

Nature of inquiry:

- ☐ Compliment about the organisation
- ☐ Feedback about the organisation
- ☐ Complaint about the organisation
- ☐ Feedback about a specific program or service:
- ☐ Compliment about a staff member or volunteer:
- ☐ Complaint about another person:

Which governance document/s does this compliment, feedback or complaint relate to?

- | | |
|--|--|
| ☐ P01 Code of Ethics | ☐ P08 Participation and Networking Policy |
| ☐ P01 Code of Conduct | ☐ P09 Program Development Policy |
| ☐ P02 Risk Management Policy | ☐ P10 Facilities Policy |
| ☐ P03 Privacy Policy | ☐ P11 Communications Policy |
| ☐ P04 Work Health and Safety Policy | ☐ P12 Governance Policy |
| ☐ P05 Bullying and Harassment Policy | ☐ P13 Financial Management Policy |
| ☐ P06 Access and Equity Policy | ☐ P14 Staff Management Policy |
| ☐ P07 Equal Opportunity and Affirmative Action Policy | ☐ P15 Security Camera (CCTV) Policy |

Short description of the compliment, Feedback or complaint:

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Describe any actions
taken to address the
inquiry:

Signature & Date

How you can submit this form:

- ☐ In person at 16 Bruce Street, Leongatha VIC 3953 - directly to office staff.
- ☐ By email to manager@leongathacommunityhouse.org.au
- ☐ If your feedback concerns the Manager, please send it instead to the Committee of Governance President at president@leongathacommunityhouse.org.au

Phone: 5662 3962

Website: www.leongathacommunityhouse.org.au

Leongatha Community House Inc.

Registration No. A1136L, ABN 48 180 414 316.