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| **Any person wishing to lodge a formal complaint about any matter concerning WRISC should complete this Formal Complaint Form and forward it to:**  **CONFIDENTIAL:**  Executive Officer,  WRISC Family Violence Support,  PO Box 92, Ballarat 3353 | |
| **1. Name and contact details of the person making the complaint:** | |
| **Name:** |  |
| **Postal Address:** |  |
| **Telephone #** | (H)       (W)       (M) |
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| **Your support person (if any) and contact details:** | |
| **Name:** |  |
| **Postal Address:** |  |
| **Phone #:** |  |
| **2. What is your complaint?** *(including details of staff/other people involved, date of incidents etc):* | |
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| **3. I have attempted to follow up my complaint with the person involved:**  Yes  No  If YES, please give name of staff member/person, date and place of meeting with a brief description of meeting. | | | |
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| **4. What is your expected or desired outcome from your complaint?** | | | |
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| **Your consent for WRISC to investigate**  The information I have provided on this form is true and correct to the best of my knowledge. I provide consent for WRISC to investigate my complaint. | | | |
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| **Signature:** | |  | |
| **Date:** | | . | |