Details of person lodging the complaint:

Name:

Address:

Telephone:

Email:	FB name:

Details of the incident (including date/s and time/s and location) :

Please attach additional page/s if required.

Proposed outcome / resolution required by the complainant:

Please attach additional page/s if required

Please note: The details of the complaint laid out above, including the name of the complainant, will be provided to the person / organisation whom the complaint is made against so as a proper response can be provided. Only in exceptional circumstances will the name of the complainant be withheld.

Signed by:_____ **Date:**_____

Board of Director Comments:

_____

_____

_____

_____