

Feedback and Complaints



At Functional Assessments WA your feedback, compliments and complaints are welcomed and encouraged as they allow us to continuously improve our service. Please let us know what we do well or where we can improve.

We are committed to protecting your privacy and rest assured that the information provided will remain confidential. You can even submit this form anonymously if you prefer. Help can be provided by a family member, carer, guardian, advocate, friend or a Functional Assessments WA team member. Once complete please submit via:

- Email to nicole@functionalassessmentswa.com.au
- Post to
Confidential
Nicole Blackburn
Functional Assessments WA
PO Box 4402 Baldivis WA 6171
- Hand to a Functional Assessments WA team member

Please indicate if this is relating to a:

Feedback/concern

Formal Complaint

Compliment

Participant's full name	
Address	
Best contact number	
Email	



Please complete the information below if you are completing this form on behalf of a participant:

Full name	
Relationship to Participant	
Organisation (if applicable)	
Address	
Best contact number	
Email	

Please share any information regarding your feedback or concerns. Include what led to the compliment, complaint or feedback, the approximate dates and who was involved?

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Have you had the chance to discuss your concerns with a Functional Assessments WA team member or other agency?

Yes No.

If yes, please tell us with whom and what was the outcome?

What would be the best outcome for you in resolving this matter?

Declaration

I declare the information I have provided is true and correct

Signature

Date

Thank you for taking the time to provide feedback about our service.



We listen with respect and integrity