

# Capricorn Citizen Advocacy


## COMPLAINTS REGISTER


<b>Register number:</b>	<b>5.0.1.3</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>1.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>President</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

Date of Complaint	Complainant/s	Nature of Complaint	External Notification Required?	Status (tick stages completed)	Date/s Actioned	Notes
...../...../.....	<input type="checkbox"/> Protégé <input type="checkbox"/> Citizen Advocate <input type="checkbox"/> Member <input type="checkbox"/> Board Member <input type="checkbox"/> Other Organisation	<hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> No <input type="checkbox"/> Yes  Date of Notification: ...../...../.....	<input type="checkbox"/> Currently being investigated <input type="checkbox"/> Resolution proposed <input type="checkbox"/> Resolved <input type="checkbox"/> Remains unresolved	...../...../.....  ...../...../.....  ...../...../.....  ...../...../.....	<hr/> <hr/> <hr/> <hr/>

### Ratification

This policy was adopted by Capricorn Citizen Advocacy’s Management Committee at its meeting held on 27 / 03 / 2024.

  
 SIGNED: .....  
**President**  
**27 / 03 / 2024**  
**(Date)**

  
 SIGNED: .....  
**Secretary**  
**27 / 03 / 2024**  
**(Date)**