



Incidents, Complaints and Compliments Form (ICCF)

This form is to be used for formally reporting all incidents, complaints or compliments relating to any staff or representatives of EFRA and/or any adults and children associated with ERFA projects. Please forward completed form via email to the ERFA CEO, Bren Arkinstall, via email: CEO@erf.org.au, or via post: Chief Executive Office, PO Box 130, Virginia BC QLD, 4014

<input type="checkbox"/> Incident	<input type="checkbox"/> Complaint	<input type="checkbox"/> Compliment
Report Date:	Date incident occurred:	Time incident occurred:
Location where incident occurred:		
Does this relate to child welfare or sexual exploitation, abuse or harassment?	Yes / No If yes, refer to Vulnerable Adult and Child Safeguarding Reporting Form	
Does this relate to whistleblowing?	Yes/No If yes, refer to Whistleblowing Reporting Form	
Does this relate to corruption, fraud or related criminal activity?	Yes/No If yes, refer to Corruption & Fraud Reporting Form	
Name and/or description of Persons/Property affected by incident:		D.O.B. or estimated age of person affected:
Other persons involved and their involvement, include any witnesses and phone number if possible (attach separate pages if required)	Name and/or description:	Involvement:
	Phone:	
	Name and/or description:	Involvement:
	Phone:	
Description of incident:	Provide <i>as much specific detail as possible</i> of what has occurred and how it has been dealt with to date. If you require more space please use and attach additional pages.	

