



## YOUTHLAW POLICIES AND PROCEDURESE - SECTION 2: Attachment C

### MAKING A COMPLAINT

Youthlaw strives at all times to deliver a high standard of service. We encourage you to let us know if you feel we have not done so.

This could be because you:

- feel we have not properly communicated with you or kept you updated regarding your legal matter;
- feel your confidentiality and privacy has not been respected;
- feel that you have been treated unfairly or have been discriminated against;
- are not happy with the way that we have handled your matter;
- do not agree with a policy of Youthlaw.

All complaints are handled **seriously, quickly** and **confidentially**.

### How to make a complaint

You, or someone acting on your behalf, can make a complaint, verbally or in writing, to:

- the lawyer you saw at Youthlaw;
- Youthlaw's Principal Lawyer. Anna Radonic;  
c/o PO Box 501, Carlton South VIC 3053  
[anna@youthlaw.asn.au](mailto:anna@youthlaw.asn.au)
- Youthlaw's CEO, Ariel Couchman;  
c/o PO Box 501, Carlton South VIC 3053  
[ariel@youthlaw.asn.au](mailto:ariel@youthlaw.asn.au)
- the Youthlaw Board via Youthlaw's CEO; or
- The Legal Services Commissioner (body external and independent of Youthlaw).  
03 9679 8001 **OR** 1300 796 344 (local call Australia-wide)  
[admin@lsc.vic.gov.au](mailto:admin@lsc.vic.gov.au)  
[www.lsc.vic.gov.au](http://www.lsc.vic.gov.au)

### What happens after I've made a complaint?

All complaints to Youthlaw will be documented and we will contact you **within 7 days** of receiving your complaint.

You will be given an opportunity to explain your views and have your say. **If you are not happy** with how we have dealt with your complaint the complaint will be forwarded to the Chair of the Youthlaw Board.

## **Statement of your rights**

You have the following rights:

1. To be treated with respect and dignity regardless of your gender, race, sexuality, ethnic origin, religion, political beliefs, personal beliefs, or attitudes.
2. To be provided with information in a way that is understandable to you.
3. To have your information treated confidentially – we will not tell others what you tell us unless you want us to do so.
4. To have someone present or to speak on your behalf.
5. To be seen in a private and safe environment.
6. To make a complaint about the service.