

Complaint Management Policy

Last edited: 19 Apr 2020, 1:58 PM

Next review: 17 Apr 2022

Introduction

This policy is about complaints made to a provider, not complaints about the NDIS.

All complaints are taken seriously, all people treated fairly, and all corrective actions completed in a timely manner.

Definitions

A *complaint* is an expression of dissatisfaction with the provision of a service, including how a previous complaint was handled, for which a response or resolution is expected.

Applicability














When

- applies when participants want to submit feedback or make a complaint
- applies to all feedback and complaints received regardless of the source.

Who

- applies to all representatives including key management personnel, directors, full time workers, part time workers, casual workers, contractors and volunteers.

Documents relevant to this policy

	CBC Complaint and Feedback Form	
	CBC Complaint Record Form (Office Use Only)	
	CBC Complaints Register	
	Feedback and Complaints Policy (Easy English)	
	National Disability Insurance Scheme Act 2013 (Cth)	
	NDIS (Complaints Management and Resolution) Rules 2018	
	NDIS Participant Complaint Form	
	NDIS Terms of Business	
	NSDS - Standard 4 - Feedback and Complaints	

Our commitment

We are committed to complaint handling. We will:

- implement and maintain a complaint management system

- make sure people can easily make a complaint
- deal with all complaints fairly and quickly
- have information available on how to:
 - submit a complaint to CBC
 - submit a complaint to the Commissioner
- keep records on all complaints received.

Who can make a complaint?

Anyone can make a complaint including:

- a participant
- a participant's family or guardian
- a participant's financial manager
- an advocate
- an employee
- a community visitor
- a professional
- a member of the public.

Complaints can be made:

- in person
- by email
- in writing
- by phone
- on the web
- by completing one of the following forms available from Complex Behaviour Change Pty Ltd
 - CBC Feedback and Compliant Form (in Plain language)
 - NDIS Participant Complaint Form (PDF Fillable)

Complaints help us:

- identify problems
- improve services
- provide better outcomes to participants.

Complaints can be made about any part of the quality or delivery of our services such as if there is dissatisfaction:

- with the way services are provided
- with decisions we have made
- about the conduct of our employees
- about personal information not kept private.

Complaints can be made anonymously. Complaints can be made to us or directly to the Commissioner.

Complaint monitoring

- all complaints will be monitored using a complaint record form and entering into a complaint register
- the complaint register should include up-to-date progress of each complaint and whether it is currently open or closed (resolved)

- if there is any doubt about the end resolution of a complaint, seek feedback from the person who made the complaint
- regular reports from the complaint register should be provided to key management personnel for review and to support the continuous improvement process.

Complaint records and review

Accurate information of complaints received including decisions made, actions taken and eventual outcomes must be recorded and kept for 7 years from the date of the complaint which allows us to:

- enable reviews of any complaints received
- assist in identifying any systemic issues raised
- allow a response to the Commissioner, if required
- be stored securely and accessible only by the people handling complaints.

Complaint referrals

Complaints to the Commissioner may be referred to other agencies or bodies if needed including:

- non-compliance with the NDIS code of conduct
- inappropriate or unauthorised use of restrictive practice
- employee screening issues e.g. if an employee of the provider was found to have a criminal history (for more information, refer to the worker screening policy)
- incidents relevant to other bodies (police, consumer affairs agencies or other regulatory bodies).

Our complaints system

Our complaints system is documented and information on how to make a complaint is available to participants, their families, guardians or advocates in a way that is culturally appropriate.

We work to ensure participants:

- are aware of their right to make a complaint
- feel empowered to make a complaint
- are supported to make a complaint
- are involved in the resolution process after making a complaint
- know they won't be adversely affected as a result of making a complaint.

7.0 Policy Version and Review Date

Version issue date:	17-04-2020
Policy owner:	Complex Behaviour Change Pty Ltd
Approval authority:	CBC Project Lead - NDIS Sandra Kay

Original approval date:	13 Jun 2019
Review date:	17-04-2022