

Complaint management

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Introduction

This policy is about complaints made by a client or his representative to GSL: a Good Start to Life, not complaints about the NDIS.

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

Applicability


When

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

Who

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


Documents relevant to this policy


 [Feedback and complaints \(easy read - Word version\)](#)


 [GSL Complaint form](#)



Regulations relevant to this policy

 National Disability Insurance Scheme Act 2013 (Cth)

 NDIS (Complaints Management and Resolution) Rules 2018 (Cth)

 NDIS Terms of Business

 NDIS (Quality Indicators) Guidelines 2018 (Cth)

Our commitment

GSL: a Good Start to Life (GSL) is committed to listening to clients using our service. We take on feedback, both positive and negative, as a source of ideas for evaluating and improving our services. We therefore endeavour to give prompt and serious attention to all complaints received. We aim to ensure that concerns & complaints are resolved quickly and in accordance with our privacy and confidentiality policy.

We are committed to facilitating our clients' right to make a complaint about the services each person received, to appeal a decision we have made that directly concerns them, and to ensuring that their complaint or appeal is fairly assessed and responded to promptly.

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
 - submit a complaint to the Commissioner
- keep records on all complaints received.

Who can make a complaint?

Anyone can make a complaint including:

- a client;
- a client's family or guardian;
- a client's financial manager;
- an advocate;
- an employee;
- a professional;
- a member of the public.

Complaints can be made:

- in person;
- by email;
- in writing;
- by phone;
- on our website.

Complaints help us:

- identify problems;
- improve services;
- provide better outcomes to clients.

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

As part of complaint management responsibilities:

- all complaints are monitored by using our GSL Complaint, Incidents and Feedback 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.

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 NDIS Quality and Safeguards Commission 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.