



GOVERNMENT OF
WESTERN AUSTRALIA



Disability
Services
Commission

January 2015

Disability Services Commission

Understanding Disability Sector Organisation Complaint Management Processes

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The Disability Services Commission contracts organisations to deliver services to West Australians with disability. These organisations are required to deliver services in accordance with the [National Standards for Disability Services](#) and must have mechanisms in place to address complaints.

If you have a complaint about a disability sector organisation, in the first instance you should raise it with the organisation. The organisation should explain how its complaint management system works and how you can lodge your complaint.

Telling the organisation that you're unhappy with the service may be enough to resolve the issue.

What will happen next?

The organisation will review your complaint in accordance with its established complaints management policy. A staff member from the organisation will arrange to meet or speak with you to ensure they understand your concerns and work with you to resolve them.

When you lodge a complaint, the organisation will let you know how long it will take to go through the complaints process.

If you are not satisfied with the outcome

If you are not satisfied with the outcome of the organisation's complaint process, you may refer the matter to the Health and Disability Services Complaints Office (HaDSCO).

Health and Disability Services Complaints Office (HaDSCO)

HaDSCO responds to complaints from people with disability, their families or carers about any organisation that delivers disability services in Western Australia, including the Disability Services Commission. You can complain to HaDSCO about services provided or not provided or the manner in which the services were delivered. You will be required to explain why you believe the organisation acted unreasonably in:

- the manner in which the service was provided
- not providing a service
- denying or restricting consumer access to records
- disclosing confidential information or
- failing to comply with the Carers Charter.



Health and Disability Services Complaints Office (HaDSCO)

Telephone: (08) 6551 7600

Country Free Call: 1800 813 583

Email: mail@hadsco.wa.gov.au

Further Information

Please contact the Disability Services Commission's Consumer Liaison Officer on (08) 9426 9244 if you have any questions about how concerns and complaints about disability sector organisations are managed.

Additional information is available in the Commission's [booklet](#) How to have your say: a guide to making a complaint about services for people with disability and [brochure](#) Consumer Liaison Service: Assistance with concerns and complaints.