

Making a Complaint

The Disability Services Commissioner (DSC) is an independent oversight body resolving complaints and promoting the right of people with a disability to be free from abuse. Our complaints service is independent, free and easily accessible.

What can a complaint be about?

A complaint to DSC can be about:

- the disability services a person receives; or
- how a disability service provider has handled a complaint.

We receive complaints and enquiries about services provided by Victorian disability service providers. This includes disability services that are funded by the Department of Health and Human Services (DHHS), Transport Accident Commission (TAC) and the National Disability Insurance Scheme (NDIS).

If you are not sure whether we can assist you with your complaint, you can still contact us. Even if we can't handle your complaint, we may be able to help you find the right place to go.

Who can make a complaint or enquiry?

Anyone can contact us. You may be a

- person with a disability
- family member or friend of someone with a disability
- staff member
- carer
- member of the community

Everyone has the right to make a complaint.

What can happen as a result of making a complaint?

Making a complaint can lead to improved supports, communication and sometimes changes to policies and the way services are delivered. Through making a complaint you may receive:

Acknowledgement

Your views can be heard and the service provider can recognise your concerns and how the situation has affected you.

Answers

You can receive an explanation of what happened or information that may be needed to address your concerns.

Actions

You can ask for things to be done to address your concerns and to improve services.

Apology

For some people, a genuine apology may be all or part of what is sought.

You can make a complaint by phone or in writing. Turn over the page for our contact details.

What information will DSC require?

We ask that you provide us with information to help us understand your concerns. This includes:

- what your complaint is about
- who is involved
- what you want to happen.

In most cases, you will be asked to give your name and contact details, though you can choose to stay anonymous.

We will email or send you a letter confirming the issues in your complaint and the outcomes you are seeking.

You may withdraw a complaint at any time by telling us.

Will it cost me anything to make a complaint?

No. Our complaints service is free. We can also arrange for interpreters for free if required.

Will I be disadvantaged if I make a complaint?

It is an offence to threaten or intimidate a person who wishes to make a complaint to DSC.

We will work closely with you and the service provider to ensure that you are not disadvantaged in any way. The service provider is responsible for taking steps to safeguard your right to complain. If you have any concerns about making a complaint, please talk to us.

Why should I make a complaint?

It's important that service providers know when you aren't happy. This helps them make changes that will make things better for everyone. We encourage you to speak to your service provider first to try to resolve your complaint.

If you bring your complaint to DSC, we will work with you and the service provider to try to resolve the complaint. We refer to the requirements and standards in the *Disability Act 2006*, and look into what steps could be taken to resolve the issues raised.

Making a complaint is a great way to improve services.

Contact us to make a complaint

Phone (preferred)	1800 677 342 (free call from landlines) or TTY 1300 726 563
Website	www.odsc.vic.gov.au
Fax	03 8608 5765
Email	complaints@odsc.vic.gov.au
National Relay Service	www.relayservice.gov.au then 1800 677 342

Skype calls are available by appointment. You can request a Skype call by phone, TTY, fax or email.