



# CLIVE MUNZBERG PHYSIOTHERAPY



AUSTRALIAN  
PHYSIOTHERAPY  
ASSOCIATION  
Member



B.App.Sc., Grad. Cert., M.S.M.A.

1 First Street  
Port Pirie, South Australia 5540

T: 8633 1789  
F: 8632 1598  
M: 0409 099 238

E: [clivemunzberg@westnet.com.au](mailto:clivemunzberg@westnet.com.au)

Provider Number: 725 163B

## NDIS PROVIDER COMPLAINTS MANAGEMENT AND RESOLUTION SYSTEM (POLICY DOCUMENT)

Last amended: 24th October 2019

Made by the Complaints Officer: Clive Munzberg, Physiotherapist,  
8633 1789, [clivemunzberg@westnet.com.au](mailto:clivemunzberg@westnet.com.au)

### Main points

- At Clive Munzberg Physiotherapy, we do our best to help people. But sometimes, you, or someone else, might not be happy with us. For example, you might not be happy with some of our services and supports.
- We are a registered National Disability Insurance Scheme (NDIS) provider. As such, you have the right to make complaints about our services and supports at any time.
- If you want to make a complaint, we want to help you to make it quickly and easily, and without stress.
- We will do our best to deal with any complaint fairly and quickly.
- This document explains how to make a complaint to us, and to the NDIS Commissioner and others, about us.
- The NDIS laws make us keep records about complaints so they can check that we are following the law and doing a good job for NDIS participants.

## Who can make a complaint?

Anyone.

This includes people who are receiving supports or services from us. It also includes family members, carers and other people. Anyone at all can make a complaint about our supports or services.

## Do you have to give your name to make a complaint?

No.

You can you make a complaint anonymously.

## How can you make a complaint?

We want to make sure it is as easy as possible for you to make your complaint.

We will give support and help to anyone who wants to make, or who has made, a complaint, about us.

To make a complaint, you can fill in our **Complaint and Feedback Form**. But you don't need to if you prefer to make your complaint in a different way.

You can make your complaint:

- by talking with us face-to-face;
- by calling us on the phone;
- through your preferred Augmentative or Alternative Communication device or method;
- by email; or
- by text message.

To protect your privacy, we do not recommend using social media like Facebook, Twitter or Instagram to make a complaint. But, if you make a complaint this way, we will still treat it as a complaint.

## **Can you ask someone for help to make a complaint about us?**

Yes.

You can have a family member, carer, friend, advocate, advisor, or any other person make the complaint for you.

## **Does your complaint have to be in English?**

No.

You can make your complaint in your preferred language.

## **Who should you contact to make a complaint?**

So that we can respond to your complaint quickly and fairly, we suggest making or sending your complaint to our specially trained Complaints Officer:

Jodie Munzberg, Practice Manager, 8633 1789 [munzberg5@gmail.com](mailto:munzberg5@gmail.com)

If you would prefer not to contact our Complaints Officer for any reason, you can make your complaint to any of our staff.

If you can't contact our Complaints Officer for any reason, you can make your complaint to any of our staff.

## **Can you report your complaint about us to anyone else?**

Yes.

You can also report your complaint to:

- the NDIS Commissioner; and
- Australian Physiotherapy Association (APA)

You may also be able to make a complaint to your State or Territory Health Care Complaints authority.

If you would like to do this, we will support you. For example, we will show you how to contact the right people at the NDIS, APA and State Health Care Complaints authority.

## **What will happen when you make a complaint? How do we ensure the process is fair?**

To make sure everyone is treated fairly, we will follow these steps for all complaints about our supports and services:

**First**, we will send you a **message in writing**. The message will:

- tell you that we have received your complaint; and
- tell you what we are doing to look into the complaint, when you can expect to hear from us, and who you can contact to discuss the complaint; and
- tell you and any person with a disability affected by the issue in your complaint how to raise the complaint with the NDIS Commissioner; and
- offer to help you to contact the NDIS Commissioner about the complaint.

(Note: If you make an anonymous complaint, we will not be able to do this because we won't know who you are.)

**Second**, we will **assess** your complaint. This means we will look into your complaint by reviewing what happened, talking to you, NDIS participants, and any staff members who were involved, and looking at any documents or other records we have that might give us information about what happened.

**Third**, we will work with you to try to **fix (resolve)** the complaint. If appropriate, we will keep you involved in the resolution process. We will also keep you informed on the progress of the complaint, including any action taken. We will do our best to do this in a fair way that doesn't take too long. We will try to resolve your complaint within 21 business days. If this isn't possible, we will let you know why not in writing and give you an estimate of how long it will take for us to respond. (Note: If you make an anonymous complaint, we will not be able to do this because we won't know who you are.)

**Fourth**, we will **respond appropriately** to your complaint. Depending on the complaint and the results of our assessment and attempts to resolve the complaint, this may include a range of responses. For example, our response may be that:

- no further action is required; or
- you are owed an apology; or
- you are entitled to a part or full refund of fees; or
- we need to change our policies and procedures to ensure similar events don't happen again; or
- it would be appropriate for us to support you or an NDIS participant to transfer to a different provider (at our cost for the handover); or
- we undertake to ensure the staff involved receive additional training and/or supervision, as appropriate.

We will tell you our decision and the reasons for our decision. (Note: If you make an anonymous complaint, we will not be able to do this because we won't know who you are.) We will also make sure that any recommended improvements or changes are put into place.

At each stage in the process, we will do our best to make sure everyone is treated fairly. This is called “**procedural fairness**”.

### **What if you are unhappy about our decision?**

If you are not satisfied with our response to your complaint, let us know and our Complaints Officer will try to schedule a time to meet with you to discuss your ongoing concerns with a view to resolving the matter in a friendly way.

If you are not happy with our response, you have other options. You can take your complaint to:

- the NDIS Commissioner; and/or
- APA; and/or
- the Health Care Complaints authority in your State or Territory.

We will help you to contact the right people at these organisations (if you would like us to).

### **More information about making a complaint to the NDIS Commissioner or Speech Pathology Australia:**

NDIS Commissioner: <https://www.ndiscommission.gov.au/about/complaints-feedback/complaints>

Australian Physiotherapy Association [https://australian.physio/sites/default/files/RESOURCES/General%20templates%20%26%20guidelines/Making%20a%20complaint%20or%20notification\\_Nov17%20%28002%29.pdf](https://australian.physio/sites/default/files/RESOURCES/General%20templates%20%26%20guidelines/Making%20a%20complaint%20or%20notification_Nov17%20%28002%29.pdf)

### **Will your complaint affect how you and others are treated by us?**

Absolutely not.

Your complaint will not affect the care we give you or anyone else.

### **Will your complaint be treated confidentially?**

Yes.

We will only share the information in your complaint if the law makes us share it, or if we need to for risk management purposes (e.g. if we need to contact our insurer or a regulator).

For example, in some cases, a complaint may require us to notify a regulator, professional body, and/or an insurer, e.g. if your complaint includes allegations of criminal, or professional misconduct, or leads us to anticipate a claim for compensation or other litigation. This may become clear only after we have completed our preliminary investigation of your complaint.

### **How long will we keep records of your complaint?**

We are required by law to keep appropriate records of all complaints received in our capacity as an NDIS provider for **at least 7 years** from the date a record is made. These include, where appropriate:

- information about complaints;
- any action taken to resolve complaints; and
- the outcome of any action taken.

We are also required by law to collect complaints-related information to enable us to review issues raised in complaints, identify and address systemic issues raised through the complaints management and

resolution process and, if requested, to report information relating to complaints to the NDIS Commissioner.

**Please note:** In some cases, State and/or Territory health records laws require us to keep information that constitutes health records for longer than 7 years. We have to follow these laws, too.

## **Review of Complaints Management and Resolution System**

This system will be reviewed periodically - at least once a year – to ensure it is effective.

## **Status of this Document**

This policy is intended to document this provider's complaints management and resolution system as required by the National Disability Insurance Scheme (Complaints Management and Resolution) Rules 2018.

## **Distribution of this Document**

This policy forms part of the provider's compliance system. A copy is provided to:

- each person with a disability receiving support or services from us as an NDIS provider, and their family, carers, and advocates (as appropriate); and
- each person employed or otherwise engaged by us (our **staff**). Each staff member is trained in this process as part of their staff induction.

## **Who is responsible for making sure this system is followed?**

Each staff member of the provider must comply with the system as documented in this policy. This policy forms part of the provider's compliance system with respect to the NDIS.

The Complaints Officer has primary responsibility for training all provider staff to comply with the requirements of this system, including making sure clients and others are aware of their rights to complain.

The Complaints Officer also has primary responsibility for the oversight and review of the complaints management and resolution system.

On all matters relating to the system and complaints, generally, the Complaints Officer reports to senior management of the provider, including Clive Munzberg, Physiotherapist, who bear ultimate responsibility for setting the objectives of the system and monitoring compliance.

## **Thank you**

Complaints (and compliments) give us useful information about the quality of our services. Resolving complaints in a friendly way gives us the opportunity to improve our services and to learn from our mistakes.

We take all complaints very seriously and will work hard to address and resolve them efficiently to your satisfaction as set out in this policy.



## **ATTACHMENT 1: EXTERNAL COMPLAINTS MECHANISMS & ADVOCACY SERVICES**

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### **COMPLAINTS RESOLUTION & REFERRAL SERVICE, DISABILITY SERVICE ABUSE & DISABILITY & NEGLECT HOTLINE**

Free call: 1800 880 052

TIS: 13 14 50

National Relay Service: 1800 555 677

### **NATIONAL DISABILITY INSURANCE AGENCY (NDIA)**

Tel: 1800 800 110

### **POLICE:**

Tel: 131 444

### **DISABILITY RIGHTS ADVOCACY SERVICE INC (in SA)**

Tel: 8351 9500

### **EQUAL OPPORTUNITY COMMISSION SA**

TTY: 8207 1911; Tel: 8207 1977 Free call: 1800 188 163 (Outside Metro)

**DISABILITY ADVOCACY & COMPLAINTS SERVICE OF SA** Tel: 8297 3500

### **ACTION ON DISABILITY WITHIN THE ETHNIC COMMUNITY (ADEC)**

Tel: 9480 7000

### **DISABILITY SERVICE COMMISSION**

Tel: 1800 677 342; TTY: 1300 726 363 Email: [complaints@odsc.vic.gov.au](mailto:complaints@odsc.vic.gov.au)

## **RETURN TO WORK SA**

Tel: 13 18 55

## **DEPARTMENT OF SOCIAL SERVICES**

Tel: 1300 653 227 (Statewide Number)

## **SAFEWORK SA**

Tel: 1300 365 255

## **LEGAL AID (in SA)**

Tel: 1300 366 424

## **FAIR WORK OMBUDSMAN (in SA)**

Tel: 13 13 94

## **AUSTRALIAN HUMAN RIGHTS COMMISSION**

Tel: 1300 656 419

## **HEALTH & COMMUNITY SERVICES COMPLAINTS COMMISSIONER (in SA) Tel: 8226 8666**

**QUALITY & SAFEGUARDING COMMISSIONER for SA and NSW  
(NDIS) Web: [www.ndis.gov.au](http://www.ndis.gov.au)  
Tel: 1800 035 544; TTY: 133 677**

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As well, friends, family or colleagues and representatives of relevant unions (see Yellow Pages), may be able to provide advocacy assistance. If you are deaf or hearing impaired the National Relay Service can help (Tel: 1800 555 677) or if you speak a different language to English, you can call the Interpreting & Translating Centre (Tel: 8226 1990).