

Our Feedback Process

Compliments or complaints can be provided to any staff member in the first instance. The staff member will record the feedback provided and refer the matter to the appropriate person within the organisation.

We aim to resolve complaints directly between the complainant and the staff member concerned, If this is not possible the matter will be dealt with by our Quality Assurance Officer.

We aim to respond to all complaints within 10 business days.

If the complainant is not satisfied with our response an internal review can be sought or we can assist the complainant to take the matter to an external agency.

Any complaints concerning criminal matters will be referred to the police.

How to Provide Feedback

Complaints can be provided in the following ways:

- In person to our staff
- In writing
- By telephone
- Via our website

Complainants are encouraged to lodge their complaint in writing as this will assist with understanding the nature of the complaint.

Email

enquiries@facilitatrix.com.au

Phone

0420 849 475

Address

PO Box 5167
East Victoria Park
WA 6981

Website

www.facilitatrix.com.au



FACILITATRIX

Feedback Procedure



Supporting Equity
& Social Justice

About Us

Facilitatrix provides a number of individually and privately funded services for people with disabilities, families and organisations.

Our staff team are highly skilled and committed professionals with many years of experience in the human services sector.

We are committed to achieving positive outcomes for our clients by providing a quality service that is flexible, client-focused and driven, and tailored to meet the needs of the individual.

“ We fight for people to be treated fairly and without judgement, by nurturing collaboration and inclusion.

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Feedback on our services

Facilitatrix welcomes all feedback from clients accessing our services. We understand that other organisations or members of the public may also wish to provide feedback about our services from time to time.

We encourage complainants to provide constructive feedback at the earliest possible opportunity to allow us to address any concerns they may have in a timely and collaborative fashion. We encourage complainants to seek the assistance of an independent advocate if they would like support through this process.

Equally we encourage those who have had a positive experience to share this with us so we can use that information to continuously improve our services and share this feedback with the staff concerned.

We aim to provide an open and transparent process when dealing with complaints and to respond to any complaints received in a timely fashion.

Where our internal processes do not result in the resolution of a complaint, we encourage the complainant to raise the matter with the appropriate external agency in the hope that this will result in a mutually agreeable resolution of the matter.

In dealing with compliments and complaints we subscribe to the following values:

- Procedural fairness & natural justice
- A staff Code of Conduct
- A service culture free from discrimination & harassment
- Transparent policies & procedures
- Avenues for recourse & further investigation

