

Client Charter

We will listen to you and work with you.

By working together, you will receive the best service possible.

You have rights: to be treated well, to participate fully, to speak out.

If we forget this, or treat you badly, you have the right to complain.

This information is taken from the *Client Rights and Responsibilities Policy and Procedure*. If you wish to read the entire policy, we are happy to provide a copy. Just ask.

it's OK

to Complain!

If we don't respect your rights, tell us.

Write to us:

Bamboo Home Support 23 Kent Road
Macdonald Park SA 5121
Phone us: 08 7081 4142

You can contact the NDIS Commission

web: www.ndiscommission.gov.au
phone: 1800 035 544
TTY: 133 677.

You can contact the My Aged care

web: www.myagedcare.gov.au
phone: 1800 200 422
TIS National: 131 450 and ask for 1800 200 422

Interpreters can be arranged. for both Aged care and NDIS

Advocates can help you complain

The National Disability Advocacy Program can help you work with an advocate.
Email them at:
disabilityadvocacy@dss.gov.au

Or write to:

Disability, Employment and Careers Group
Department of Social Services
GPO Box 9820
Canberra ACT 2601
Or search "disability advocate" online.

Bamboo Home Support



CLIENT CHARTER

Your Rights and Responsibilities

your Rights

Your right to be treated well

- We will treat you with respect and dignity.
- We will treat you fairly and speak honestly.
- We will protect your personal information and only use it for the right reasons.
- We will provide good quality services that suit your needs, age, lifestyle and cultural background.



Your right to participate

- You have the right to a safe and comfortable place to use the service.
- You have the right to make choices and decisions about the services you receive.
- You have the right to the information you need to make good choices.
- You have the right to have someone help you make the best choices – an advocate or support person.
- You have the right to get help accessing services in the community.

Your right to speak out

- You have the right to complain about the service.
- You have the right to a reply as quickly as possible.
- If you still are not happy, you have the right to complain again, or talk with the NDIS Commission.

your Responsibilities

You can help

- Make sure to update your contact information as it changes.
- Keep your appointments – or let us know if you can't.
- Choose someone to support you make decisions – an advocate, friend or family member.
- Treat other people with fairness, honesty and respect.
- Respect other people's right to a safe and comfortable environment.
- Respect other people's right to privacy and confidentiality.
- Give us honest feedback about our services.