

# Your Rights and Responsibilities

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 (see rights below)

If we forget this, or if mistreatment occurs, 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 you feel your rights are violated

Contact your dietitian or directly to Nutrition Health and Wellbeing's Director, Leeanne Azzopardi who will assist you with filling out an incident or complaint report form.

### Write to us:

*Mail:* Nutrition Health and Wellbeing  
PO BOX 444, Essendon Nth, VIC, 3041

*Email:* [admin@nhwellbeing.com.au](mailto:admin@nhwellbeing.com.au)

Phone us:

1800 313 800

### You can contact the NDIS Commission

web: [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au) phone:

800 035 544

TTY: 133 677.

Interpreters can be arranged.

### Advocates can help you complain

The National Disability Advocacy Program can help you work with an advocate.

Email them at:

[disabilityadvocacy@dss.gov.au](mailto:disabilityadvocacy@dss.gov.au)

Or write to:

Disability, Employment and Carers Group

Department of Social Services

GPO Box 9820

Canberra ACT 2601

Or search "disability advocate" online.



Dietitians

NHW

Nutrition Health & Wellbeing



# CLIENT CHARTER

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# 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.