

Australian Hypnotherapists' Association

ABN 004 388 872



Complaints procedure

AHA Disclaimer

We confirm that the Australian Hypnotherapists Association (AHA), in making decisions pursuant to the Guidelines, is bound by procedural fairness. Essentially, decisions of this nature should satisfy the following procedural criteria:

- a) The AHA will inform the Respondent of his/her right to object to a complaint or to appeal a decision. ***In those cases where a respondent decides to employ legal counsel the Tribunal will immediately hand all information to the relevant State Health Care Rights body. This ensures no unnecessary protraction to the case and protects the Association and its members from incurring undue costs;***
- b) The AHA will make the Respondent aware of the case sought to be made against him / her and will give him/her a proper opportunity of replying to it; The Respondent will be given access to the material available to the AHA decision-makers (especially adverse material) and the proper opportunity (including a reasonable timeframe) to respond to that material;
- c) AHA decision-making is not necessarily bound by the rules of evidence but will not grossly depart from the rules of evidence. That is, it will proceed upon evidence that reasonably proves or helps to prove a fact or issue, e.g., credible witnesses, no reception of hearsay evidence. All evidence provided to the Association may be subpoenaed by a court of law;
- d) There will be no real or ostensible bias from the part of the AHA decision- makers. This means that the decision-makers will be, and will be seen to be, impartial. There will neither be a real possibility of bias on the available material nor will there be a reasonable apprehension that any decision- maker does not bring an objective mind to the assessment.

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1. Introduction

1.1 Purpose

This policy is intended to ensure that the Australian Hypnotherapists Association (AHA) handles complaints fairly, efficiently and effectively.

This policy provides guidance to people who wish to make a complaint on the key principles and concepts of the complaint management system.

1.2 Scope

This policy applies to all staff (paid and volunteer), contractors and the governing body, receiving or managing complaints from the public and clients made to or about us, regarding the members, services and staff, or the complaint handling process.

1.3 Organisational commitment

This organisation expects staff, members and volunteers at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from all concerned and the way that commitment should be implemented.

Who	Commitment	How
President and / or committee of the governing body	Promote a culture that values complaints and their effective resolution	<p>Report to the national committee on complaint handling.</p> <p>Provide adequate support and direction to key staff responsible for handling complaints.</p> <p>Regularly review reports about complaint trends and issues arising from complaints.</p> <p>Encourage all concerned to be alert to complaints and assist those responsible for handling complaints to resolve them promptly.</p> <p>Encourage committee members to make recommendations for system improvements.</p> <p>Support recommendations for service, staff and complaint handling improvements arising from the analysis of complaint data.</p>
Those whose duties include complaint handling (may include president and national or ethics committee)	Demonstrate exemplary complaint handling practices	<p>Treat all people with respect, including people who make complaints.</p> <p>Assist people to make a complaint, if needed.</p> <p>Comply with the policy and associated procedures.</p> <p>Provide regular feedback to management and/or the governing body on issues arising from complaints.</p> <p>Provide suggestions to management on ways to improve the complaints management system.</p> <p>Implement changes arising from individual complaints and from the analysis of complaint data as directed by management.</p>
All national committee members	Understand and comply with the complaint handling practices.	<p>Treat all people with respect, including people who make complaints.</p> <p>Be aware of the complaint handling policies and procedures.</p> <p>Assist people who wish to make complaints access the complaints process.</p> <p>Be alert to complaints and assist staff handling complaints resolve matters promptly.</p>

2. Terms and Definitions

Complaint

An expression of dissatisfaction made to or about the AHA, AHA members, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

As well as complaints being made directly to the organisation, including complaints (or at least negative comments) made on social media.

Complaint handling/management system

All policies, procedures, practices, staff, hardware and software used by us in the management of complaints.

Dispute

An unresolved complaint escalated either within or outside of the organisation.

Feedback

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about AHA members or complaint handling system where a response is not explicitly or implicitly expected or legally required.

Grievance

A clear, formal written statement by an individual about a member or the AHA.

Policy

A statement of instruction that sets out how we should fulfil the vision, mission and goals.

Procedure

A statement or instruction that sets out how the policies will be implemented and by whom.

3. Guiding principles

An effective complaint handling system must be modelled on the principles of fairness, accessibility, responsiveness, efficiency and integration into organisational culture.



3.1 Facilitate complaints

People focus

We are committed to seeking and receiving feedback and complaints about AHA members, systems, practices, procedures, products and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame.

People making complaints will be:

- provided with information about the complaint handling process and how to access it
- listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate, and
- provided with reasons for the decision/s and any options for redress or review.

No detriment to people making complaints

We will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

Anonymous complaints

We accept anonymous complaints if there is a compelling reason to do so and will carry out a confidential investigation of the issues raised where there is enough information provided.

Accessibility

We will ensure that information about how and where complaints may be made to or about us is well publicised on the website. We will ensure that the systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or organisation to assist or represent them in the making and/ or resolution of their complaint, we will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent (e.g. advocate, family member, legal or community representative, member of Parliament, another organisation).

No charge

Complaining to us is free of all charges.

3.2 Respond to complaints

Early resolution

Where possible, complaints will be resolved at first contact with us.

Note: Complaints resolved at first point of contact will be recorded. Such record keeping will arguably add to the pool of data organisations regularly analyse to identify system issues and track more accurately the complaint handling activities of the AHA.

When appropriate we may offer an explanation or apology to the person making the complaint.

Responsiveness

We will promptly acknowledge receipt of complaints.

We will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

We are committed to managing people's expectations, and will inform them as soon as possible, of the following:

- the complaints process
- the expected time frames for the actions
- the progress of the complaint and reasons for any delay
- their likely involvement in the process, and
- the possible or likely outcome of their complaint.

We will advise people as soon as possible when we are unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed (if known and appropriate).

We will also advise people as soon as possible when we are unable to meet the time frames for responding to their complaint and the reason for the delay.

Objectivity and fairness

We will address each complaint with integrity and in an equitable, objective and unbiased manner.

We will ensure that the person handling a complaint is different from any member whose conduct or service is being complained about.

Conflicts of interest, whether actual or perceived, will be managed responsibly. In particular, internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Responding flexibly

Members of the AHA are empowered to resolve complaints promptly and with as little formality as possible. We will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

Each complaint will be assessed on its merits and involve people making complaints and/or their representative in the process as far as possible.

Confidentiality

We will protect the identity of people making complaints where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by us as permitted under the relevant privacy laws, secrecy provisions and any relevant confidentiality obligations.

3.3 Manage the parties to a complaint

Complaints involving multiple agencies

Where a complaint involves multiple organisations, we will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within the organisation, responsibility for communicating with the person making the complaint and/or their representative will also be coordinated.

Where services are contracted out, we expect contracted service providers to have an accessible and comprehensive complaint management system. We take complaints not only about the actions of the members but also the actions of the service providers.

Empowerment of staff

All committee members managing complaints are empowered to implement the complaint management system as relevant to their role and responsibilities.

All concerned are encouraged to provide feedback on the effectiveness and efficiency of all aspects of the complaint management system.

Managing unreasonable conduct by people making complaints

We are committed to being accessible and responsive to all people who approach us with feedback or complaints. At the same time the AHA's success depends on:

- the ability to do the work and perform the functions in the most effective and efficient way possible
- the health, safety and security of the staff, and
- the ability to allocate the resources fairly across all the complaints we receive.

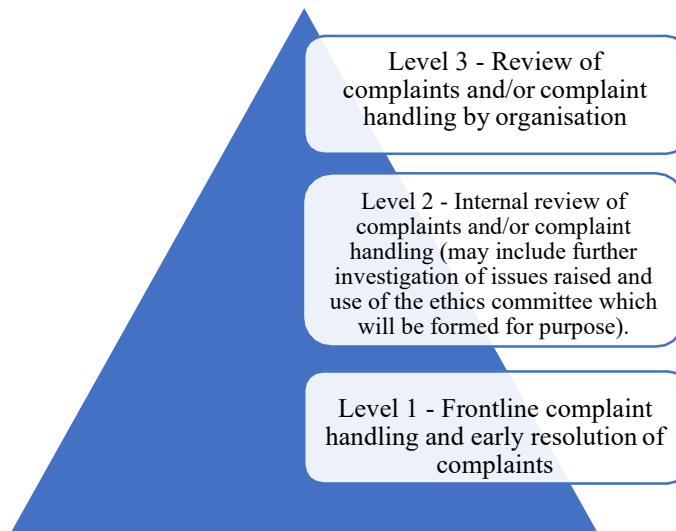
When people behave unreasonably in their dealings with us, their conduct can significantly affect the progress and efficiency of the work. As a result, we will take proactive and decisive action to manage

any conduct that negatively and unreasonably affects us and will support the staff to do the same in accordance with this policy.

Alternative avenues for dealing with complaints

We will inform people who make complaints to or about us about any internal or external review options available to them (including any relevant Ombudsman or oversight regulatory bodies).

The three levels of complaint handling



Level 1

We aim to resolve complaints at the first level, the frontline. Wherever possible committee will be adequately equipped to respond to complaints, including being given appropriate authority, training and supervision.

Level 2

Where this is not possible, we may decide to escalate the complaint to an ethics committee formed within the association. This second level of complaint handling will provide for the following internal mechanisms:

- assessment and possible investigation of the complaint and decision/s already made, and/or
- facilitated resolution (where a person not connected with the complaint reviews the matter and attempts to find an outcome acceptable to the relevant parties).

Level 3

Where a person making a complaint is dissatisfied with the outcome of the review of their complaint, they may seek an external review of the AHA's decision or seek another avenue of complaint.

4 Accountability and learning

4.1 Analysis and evaluation of complaints

We will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis by management and the governing body of Directors.

We will run regular reports on:

- the number of complaints received
- the outcome of complaints, including matters resolved at the frontline
- issues arising from complaints
- systemic issues identified, and
- the number of requests we receive for internal and/or external review of the complaint handling.
- Regular analysis of these reports will be undertaken to monitor trends, measure the quality of the customer service and make improvements.

Both reports and their analysis will be provided to the national executive committee for review, at least annually.

4.2 Monitoring of the complaint management system

We will continually monitor the complaint management system to:

- ensure its effectiveness in responding to and resolving complaints
- identify and correct deficiencies in the operation of the system, and
- monitoring may include the use of audits, complaint satisfaction surveys and online listening tools and alerts.

4.3 Continuous improvement

We are committed to improving the way the organisation operates, including the management of the effectiveness and efficiency of the complaint management system. To this end, we will:

- support the making and appropriate resolution of complaints
- implement best practices in complaint handling
- recognise and reward exemplary complaint handling by staff
- regularly review the complaint management system and complaint data, and
- implement appropriate system changes arising out of the analysis of complaints data and continual monitoring of the system.

COMPLAINT HANDLING PROCEDURE

Introduction

When responding to complaints, staff (paid and volunteer) act in accordance with complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Relevant legislation and/or regulations will be considered when responding to complaints and feedback.

The five key stages in complaint management system are set out below



1 Receive

Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information.

The record of the complaint will document:

- Contact information of the person making a complaint and the date received
- Issues raised by the person making a complaint and the outcome/s they want
- Any other relevant information, and
- Any additional support the person making a complaint requires.

2 Acknowledge

The complaint will be acknowledged promptly, and preferably within 5 working days. When appropriate we may offer an explanation or apology.

Consideration will be given to the most appropriate medium (e.g. email, letter) for communicating with the person making a complaint.

3 Assess and investigate

3.1 Initial assessment

After acknowledging receipt of the complaint, the AHA will confirm whether the issue/s raised in the complaint is/are within the AHA's control. The outcome/s sought by the person making a complaint will be considered and, where there is more than one issue raised, determine whether each issue needs to be separately addressed. When determining how a complaint will be managed, the following will be considered:

- How serious, complicated or urgent the complaint is
- Whether the complaint raises concerns about people's health and safety
- How the person making the complaint is being affected
- The risks involved if resolution of the complaint is delayed, and

- Whether a resolution requires the involvement of other organisations.

3.2 Investigating the complaint

After assessing the complaint, the AHA will consider how to manage it. The AHA may:

- Give the person making a complaint information or an explanation
- Gather information about the issue, person or area that the complaint is about, or
- Investigate the claims made in the complaint.

The AHA will keep the person making the complaint up-to-date on progress, particularly if there are any delays. The outcome of the complaint will be communicated using the most appropriate medium. Which actions taken will be tailored to each case and take into account any statutory requirements.

4 Determine outcome and provide reasons for decision

Following consideration of the complaint and any investigation into the issues raised, we will contact the person making the complaint and advise them:

- The outcome of the complaint and any action taken
- The reason/s for the decision
- The remedy or resolution/s that proposed or put in place, and
- Any options for review that may be available to the complainant, such as an internal review, external review or appeal.

5 Close the complaint: document and analyse data

5.1 Document

Records kept include:

- How the complaint was managed
- The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations), and
- Any outstanding actions to be followed up, including analysing any underlying or root causes.

5.2 Analyse data

Outcomes will be properly implemented, monitored and reported to the complaint handling committee / person.