

COMPLAINTS POLICY

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Drafted by	K Mathieson	Approved by	10 July 2025
Responsible person	President	Committee on	
		Scheduled review date	25 May 2027

Introduction

The Handweavers, Spinners and Dyers Guild Tasmania INC [“The Guild”] want to provide a safe and effective complaint process to those who wish to make a complaint to or about The Guild or Guild activities. Many complaints arise from communication failures or lack of clear information. Handling complaints well can improve services, build relationships, improve finances, and empower our membership. Poor complaint handling can lead to loss of loyalty, financial expenses, and damage to public reputation. The Guild endeavours to ensure making a complaint is easy, consider informal resolutions, and regularly review complaint issues.

1. Purpose

This policy is intended to ensure that The Guild handles complaints fairly, efficiently and effectively.

This policy provides guidance to our volunteers and people who wish to make a complaint.

This policy applies to all volunteers, contractors and our governing body, receiving or managing complaints from the public and clients made to or about us, regarding our products services and staff, or our complaint handling process.

2. Definitions

Complaint

An expression of dissatisfaction made to or about us, our services, volunteers, or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. (AS/NZ 10002:2014)

As well as complaints being made directly to the Guild, remember that some complaints (or at least negative comments) may be made on social media.

Complaint handling/management system

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

Dispute

An unresolved complaint escalated either within or outside our organisation.

Feedback

Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about our services 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 member about another member or a work-related problem.

Policy

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

Procedure

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

Volunteers

The Guild is a not-for-profit organisation that is 100% manned and run by volunteers. Where there is a reference to 'staff' in this document, we are referring to our volunteers.

We, Us, Our

When there is a reference to **we**, **us** or **our**, it means The Handweavers, Spinners and Dyers Guild of Tasmania, Inc ["The Guild"]

3. Guiding principles

The Guild is committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures, products and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable time frame (as in AS/NZ 10002).

People making complaints will be:

- provided with information about our 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 our decision/s and any options for redress or review.

No detriment to people making complaints

The Guild 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

The Guild will 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

The Guild will ensure that information about how and where complaints may be made to or about us is well publicised, on our website (if available). We will ensure that our 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.

3.2 Respond to complaints

Early resolution

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

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

Responsiveness

The Guild will promptly acknowledge receipt of complaints.

Complaints will be assessed and prioritised 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.

The Guild is 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 our 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.

The Guild 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).

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

Objectivity and fairness

Each complaint will be addressed with integrity and in an equitable, objective and unbiased manner.

The Guild 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. Internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Responding flexibly

Our members are empowered to resolve complaints promptly and with as little formality as possible. If a member is unsure as to who to direct a complaint to, refer the complaint to the Group Coordinator, or a member of the Guild Executive. We will adopt flexible approaches to problem solving to enhance accessibility for people making complaints and/or their representatives.

The Guild will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

Confidentiality

The Guild 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 our organisation, responsibility for communicating with the person making the complaint and/or their representative will also be coordinated.

Empowerment of members

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

Guild members are encouraged to provide feedback on the effectiveness and efficiency of all aspects of our complaint management system.

Managing unreasonable conduct by people making complaints

The Guild is committed to being accessible and responsive to all people who approach us with feedback or complaints. At the same time our success depends on:

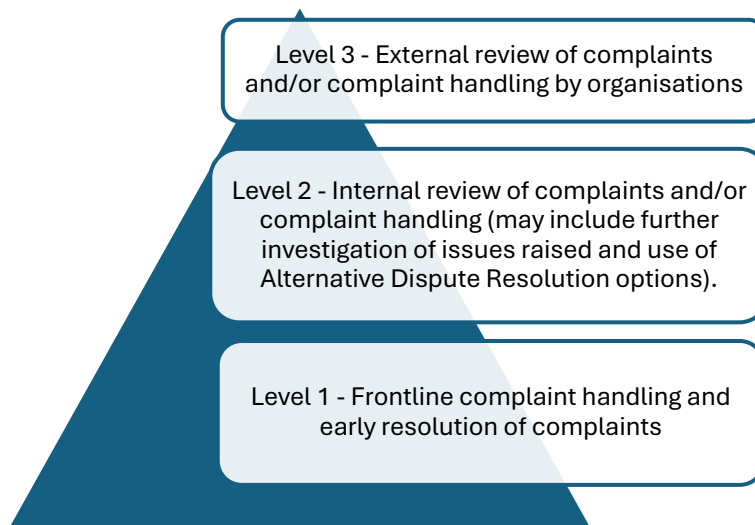
- our ability to do our work and perform our functions in the most effective and efficient way possible
- the health, safety and security of our members, and
- our ability to allocate our resources fairly across all the complaints we receive.

When people behave unreasonably in their dealings with us, their conduct can significantly affect the progress and efficiency of our work. As a result, we will take proactive and decisive action to manage any conduct that negatively and unreasonably affects us and will support our 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 volunteers 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 a Committee member at Executive level within our organisation. 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 our review of their complaint, they may seek an external review of our decision (by the Australian Charities and Not-for-Profits Commission for example).

Accountability and learning

4.1 Analysis and evaluation of complaints

The Guild and its Executive 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 the Guild

We will regularly review:

- 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 our complaint handling.

Regular analysis of these reports may be undertaken to monitor trends, measure the quality of our customer service and make improvements.

Both reports and their analysis will be provided to our Executive for review, at least annually.

4.2 Monitoring of the complaint management system

The Guild 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

The Guild is committed to improving the way our organisation operates, including our management of the effectiveness and efficiency of our complaint management system.

Authorisation

[Signature of Authorised person]

[Date of approval by the Committee]

Handweavers, Spinners and Dyers Guild Tasmania INC

COMPLAINT PROCEDURES

Procedure number	217	Version	1.5
Drafted by	K Mathieson	Approved by HWSDG Committee	10 July 2025
Responsible person	President	Scheduled review date	25 May 2027

Responsibilities

When responding to complaints, members act in accordance with complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Members should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in The Guild's 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. We will also assign a unique identifier/number to the complaint file.

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

We will acknowledge receipt of each complaint 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, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint 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, we will consider:

- 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, we will consider how to manage it. We 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.

We will keep the person making the complaint up-to-date on our progress, particularly if there are any delays. We will also communicate the outcome of the complaint using the most appropriate medium. Which actions we decide to take 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 we took
- The reason/s for our decision
- The remedy or resolution/s that we have 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

We will keep records about:

- How we managed the complaint
- 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

We will ensure that outcomes are properly implemented, monitored and reported by the Executive to the wider membership at the Annual General Meeting.

Authorisation

[Signature of authorized person]

[Name of authorised person]

[Date]