

## Music Rocks Australia Reportable Incident Form (for NDIS participants)

As per the guidelines set out by the NDIS Commissioner, people with a disability and anyone associated can report an incident to Music Rocks Australia for resolution and importantly report the incident straight to the NDIS Commissioner by contacting the NDIS Commission via phone on 1800 035 544 or email at [reportableincidents@ndiscommission.gov.au](mailto:reportableincidents@ndiscommission.gov.au).

The guidelines for how Music Rocks helps people in the event of an incident is downloadable in our policy at [www.musicrocks.com.au](http://www.musicrocks.com.au) and would have been sent to you along with your service agreement upon commencement.

We are here to help, and the care of our people is simply so important to us. To report an incident to Music Rocks Australia so we can help, please fill in the following form. ***A reminder here that you can fill in the form anonymously and you don't have to fill in every section, just those applicable to the incident if you like.***

### Primary Contact Person (please leave blank if you would like to remain anonymous)

Title

First Name

Last Name

Phone Number

Email Address

### Incident Category

- Something that caused issue with a person of a disability / stress or upset
- Unauthorized use of restrictive practice
- Injury of a person with a disability
- Serious injury of a person with a disability
- Death of a person with a disability – was the death to be expected? Yes/No
- Abuse of a person with a disability
- Neglect of a person with a disability
- Unlawful sex acts or offences
- Unlawful physical contact

### Incident Details

Incident Location

Location Type

- At Music Rocks Australia HQ
- At a venue where Music Rocks Australia was conducting services
- In the community
- At a residential address
- Other

Time and date of incident/allegation

If date unknown, reason why?

Time that Music Rocks Australia became aware of the incident

Date that Music Rocks Australia became aware of the incident

Who did you notify at Music Rocks Australia?

Describe the incident/allegation:

What were the circumstances leading up to the incident/allegation?

**Impacted Person** (if not you or the person listed as primary contact)

Title

First Name

Last Name

NDIS participant number

Gender

Date of birth

Age at the time of incident

Primary Disability

Other Disability

Does the person have any behaviors of concern?

How does the person communicate?

Phone number

Email

**Subject of the Allegation** (is there a person that the allegation/incident is being accused – this maybe a Music Rocks Australia staff member, volunteer or another person)

First Name

Last Name

Position at time of the allegation

Gender

Phone Number

Email

(List multiple if applicable)

**Subject of the Allegation** (is there a person that the allegation/incident is being accused – this maybe a Music Rocks Australia staff member, volunteer or another person)

First Name

Last Name

Position at time of the allegation

Gender

Phone Number

Email

### **Action Taken or Recommended**

What action would you like Music Rocks to take?

Has the incident been reported to police? (If so, please state any associated officers, stations or complaint #'s for reference)

Has the impacted person's family or guardian been made aware of the incident?

## **Declaration**

I declare that to the best of my knowledge, the information provided is true ,accurate and correct.

Full Name

Email

***Music Rocks Australia will contact you upon receipt of the complaint and act as per our Reportable Incident Policy in line with NDIS guidelines.***