# Written notice of Restrictive Practice usage

*(Date)*

*To NDIS participant*

*Legal guardian of NDIS participant*

*Substitute Decision Maker of NDIS participant*

Restrictive practices have been authorised for [NDIS participant – DOB] under the *Disability Inclusion Act 2018.*

The attached report sets out the restrictive practices that were used by (Implementing Provider) in the reporting period \_\_\_\_\_\_\_ to \_\_\_\_\_\_ [maximum three months], including:

* The time and date (or period of time) the restrictive practice was used
* The nature of the restrictive practice
* Why the restrictive practice was used.

## Appealing a restrictive practices decision

You can lodge an appeal when you are unhappy with a restrictive practice decision. An appeal is a formal process of reviewing decisions made as part of the scheme. A person who wasn’t involved in the original decision will do the review.

You can appeal a decision about:

* a decision about who can be an Authorised Program Officer
* a restrictive practices authorisation decision.

The Senior Authorising Officer of the Restrictive Practices Unit can review decisions made by the Authorised Program Officer for an NDIS implementing provider. To lodge an appeal, email [DHSRestrictivePracticesUnit@sa.gov.au](mailto:DHSRestrictivePracticesUnit@sa.gov.au)

The South Australian Civil and Administrative Tribunal (SACAT) can review decisions by the Senior Authorising Officer. To lodge an appeal:

* visit the SACAT website at <https://www.sacat.sa.gov.au/>
* send an email to [sacat@sacat.sa.gov.au](mailto:sacat@sacat.sa.gov.au).

If you are deaf or find it hard to hear or speak with people on the phone, the National Relay Service (NRS) can help you. Ask for 1800 862 004.

You can visit the NRS website at <https://www.infrastructure.gov.au/media-communications-arts/phone/services-people-disability/accesshub/national-relay-service>

If you have any further queries regarding this information please contact:

*(relevant contact person for implementing provider)*