

Policy Title:	Policy consultation, review & development	
Policy Number	NDIS P 6.2.1	
Indicators of Practice	6.7	
Quality St/EO	Standard 6: Service Management	
Date created	4 June 2019	
Review date	May 2021	
Approved		Date: 4/6/2019

Policy	<p>This policy is designed to enhance the involvement of people with disability, their advocates & carers, in the review and development of policies that have a direct link or impact on service delivery.</p> <p>This policy applies to those policies that directly impact on service delivery, specifically:</p> <ul style="list-style-type: none"> ○ Promoting & protecting human rights ○ Choice & control ○ Safeguarding ○ Eliminating restrictive practices ○ Participation & inclusion ○ Person centred approach ○ Consultation & co-design ○ Complaints
Procedure	<p><u>Commitment</u> St Basil's policies and procedures are designed to provide guidance to staff, volunteers and clients.</p> <p><u>The Policy Template</u></p> <ul style="list-style-type: none"> ● All policies and procedures of St Basil's are to appear in the standard format on the St Basil's Disability Services template. ● The policy statement appears at the top of each policy. ● Once the Policy has been given final approval by the CEO, the policy is to be added to the Policies and Procedures Master File. ● All Policies will be reviewed within a 3year cycle (as a minimum) or more frequently as required <p><u>Client consultation process</u></p> <ul style="list-style-type: none"> ● In the case of the policies listed in this document, a copy of the policy under review, including any required or recommended changes is to be communicated via email to clients who will have 2 weeks to comment. ● Client feedback is then analysed and a preferred policy position is determined. Legislative or regulatory requirements must be adhered. <p><u>Review of policies</u></p> <ul style="list-style-type: none"> ● The Manager Quality & compliance has oversight of the process for policy consultation & review

	<ul style="list-style-type: none"> The Policy Owner (i.e. person with authority for management of the policy) must consult with and consider the recommendations of key stakeholders in the development and revision of a policy. This includes feedback from staff, clients and their advocates or carers – including complaints, suggestions; intake feedback and formal surveys <p><u>Changes to Policies outside of Review Schedules</u></p> <ul style="list-style-type: none"> Any staff, client (advocate or carer) may suggest a change to an existing policy, or the development of a new policy, outside of its review schedule. Information on the need for a change to an existing policy should be given to the Manager Quality & compliance or CEO. Approval for the development of a new policy will be the responsibility of the CEO, (or Board, depending on the nature of the content). <p><u>Version Control & compliance management</u></p> <ul style="list-style-type: none"> The Manager Quality & Compliance will ensure that following a review of a policy, version numbers are updated and obsolete versions are destroyed or archived.
<p>Resources</p>	<ul style="list-style-type: none"> Carers Recognition Act 2010 Disability Discrimination Act 1992 Disability Services Act 1993 (WA) Universal Declaration of Human Rights National Standards for Disability Services
<p>Related Policies</p>	<p>2.7 Promoting and supporting individual preferences 3.4 Individual needs of service provision 3.7 Person centre approach to service planning and delivery 6.1 Continuous Improvement</p>
<p>Associated documents</p>	<p>St Basil's Disability Services Policy Template</p>