POLICY NUMBER: NDIS GOV 8

INTENT

The intent of this policy is to set the rules for how all other policies are created, approved, reviewed, communicated and maintained to ensure they are:

- Consistent
- Compliant
- Evidence-based
- Current
- Accountable

DEFINITION

A policy is a predetermined course of action toward accepted objectives and strategies of an organisation.

POLICY STATEMENTS

- All policies must reflect the Service Principles and strategic objectives of the Service.
- Real Living Options Association Inc. is committed to the development and maintenance of policies which are representative of the governance, workplace, health and safety, service delivery and financial management of the Service.
- Real Living Options Association Inc. will strive to have policies in place to enable Employees to execute their duties with a degree of freedom within defined boundaries whilst still adhering to the Service Principles of the Service.

PROCEDURES

- The Management Committee, the General Manager, a sub-committee, a general meeting, Employee, Participant or their Representative/Nominee may identify the need for a policy document or a Policy amendment.
- The General Manager is responsible for drafting new /or amending existing policies and presenting them to the Management Committee Policy Sub-Committee.
- The General Manager will consult with interested members, relevant Employees and persons knowledgeable in the area. Consultation can take the form of casual conversations, formal meetings, policy development workshops or emails. Brief notes should be kept of meetings. The General Manager should use material from appropriate sources, including any relevant legislation.
- All policy documents will adhere to the standard policy template.
- The draft policy will be proofread and recommended in the first instance by the Policy Sub-committee.
- A final draft will be presented to the Management Committee for approval.

- The Management Committee will amend, adopt, defer or reject. if rejected it will be returned to the policy Sub-Committee for review.
- All policies will be reviewed every three years or as any suggested amendments or changes to legislations are identified. The exception to this will be the Service Principles which will be reviewed every five years or as any suggested amendments are identified.
- All policies which have been amended and are no longer in use will be archived in the Archived Policy and Procedures Manual.

DELEGATIONS

Management Committee

- Form a Policy Sub-committee to meet with the General Manager to assist with draft versions of new and amended policies.
- Review and adopt all policy.

General Manager

- Identify any new policies or policy amendments that are required and alert the Management Committee.
- Be actively engaged in policy making and the review of policy in conjunction with the Policy Sub-committee.
- Ensure a copy of the Policy and Procedures Manual is available to all Management Committee members in appropriate format.
- Update or delegate to another Employee, the updating of policy on the website.

Administrative Officer

- Ensure that all new policies or amendments to existing policies are recorded using the document control procedure.
- Assist the General Manager as delegated with maintaining current Policies on the Website.

RELATED DOCUMENTATION

Workplace Practices
Template for Policy
Policy Register

REFERENCES

Disability Services Act 2006
Disability Services Regulation 2006
NDIS Practice Standards and Quality Indicators
National Disability Insurance Act 2013
National Disability Insurance Rules
Terms of Business for Service Providers

AMENDMENTS/REVIEWS

Amended 12.04.12, Amended 22.03.18, Amended 23.06.22, Amended 04.09.25