



Upper Great Southern Family Support Association Inc.

Policy On DECISION MAKING AND CHOICE

Date Adopted: July 2002

Date Last Revised: August 2010

Latest Date for Next Review: July 2011



**Upper Great Southern Family Support Association Inc.
Policies and Procedures**

Policy and Procedure: Individual Needs	Date Adopted: July 2002
NUMBER OF PAGES: 3	Date of Last Review: August 2010
RELATED DISABILITY SERVICE STANDARDS: 1,2,4,5,6	Review Date: July 2011

Decision Making and Choice

Purpose of the Policy

This policy and accompanying procedures will outline how the organisation will ensure that Service Users have the opportunity and knowledge to participate as fully as possible in making decisions about their daily lives and the services that they need, want and receive.

The Policy

The organisation is committed to ensuring that all Service Users gain and retain maximum control over their own lives by having primary involvement in and influence over decisions that affect them.

The Procedure

The organisation will:

- ensure that Service Users are informed of the services and programs available and consult with them in the development of services.
- involve the Service User, family members and/or advocates in the development of an individual program for the service user and invite them to state their preferences with respect to the services they would like to receive.

- be committed to ensure that services fit individual needs, preferences and choices within available resource parameters.
- ensure that Programs offered will provide as wide a choice as possible so as to enhance life experiences, with the Organisation taking reasonable care to avoid foreseeable risks without unduly limiting the rights of each person to take responsibility for their own decisions.
- jointly review the individual's support program regularly and ensure any changes are agreed with the Service User and that the input of Service Users is given equal weight.
- continue to respect, promote and support Service Users being self-determining wherever possible, by informing Service Users of their rights and responsibilities, and providing access to information that will facilitate effective decision making and choice by individuals.
- encourage and support Service Users to develop self-worth and confidence to make decisions that affect their lives.
- respect that Service Users have the right to choose an advocate to participate in appropriate decision making at all service levels. Those not able to make informed choices will receive advocacy as required.
- ensure Service Users, their families and/or advocates are included in the selection process of new Staff/Volunteers who provide services to them, where ever possible.
- involve service users, families and advocates in the organisation's strategic planning activities.
- ensure all staff are given adequate training with regard to the organisational policy and how to fulfil these objectives effectively in practice.

Review of the Policy

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.