## NDS LogoProcedure template

**[Insert title] procedure**

This procedure explains how **[organisation]** will implement the **[policy title]**.This procedure supports **[organisation]** to apply the National Disability Services Standards, in particular: Standard **[number]: [name]**.

**Planning and support**

This section identifies how the procedure is linked to individual plans and supports individual outcomes. It identifies how the organisation meets its obligations to take appropriate action to follow legislation, regulation, standards and the organisations policy. It is generally a list of dot points. Information should be listed in order of activity.

**Responsibility**

This section explains the role of each relevant position in implementing this procedure, whether that is training, planning, actioning, reviewing or reporting. For example outline what are all staff are responsible for, managers and team leaders and the Chief Executive Officer. This may be different depending on the specific procedure and the organisational structure.

**Reporting**

This section identifies the level of reporting required. This may be internal to a manager, Chief Executive Officer or Board. Reporting may also be external to your organisation, for example the Disability Services Commission (WA NDIS Authority), WA Police or another legal authority.

**Review and evaluation**

This section identifies how the organisation monitors its practice against the required actions identified above. It notes what information arising from this procedure needs to be reviewed, the timeframe and how that will be done. It identifies how any learnings are identified and applied.

**Key contact**

Questions about how to implement this procedure should be directed to **[position]** on **[email]** or **[mobile phone]**.

**Approvals**

Date of approval: **[insert date]**

Date of review: **[insert date]**

Signature of CEO: **[insert signature]**