

NEWELL ADVOCACY INCORPORATED

POLICIES and PROCEDURES

National Standards for Disability Services (NSDS)

Standard 5: Service Access

Form 10

Authority to Give Direct Advocacy

I _____ give my permission to
Client/Legal Guardian/Person Responsible under the Guardianship Act, 1987

Newell Advocacy to provide Direct Advocacy to myself/the person I am responsible for

Name of Client

for as long as I/they require it. I/we also agree to the Newell Advocacy "Code of Conduct" outlined below.

- I have had the program explained to me and understand why I have chosen/been recommended to it.
- I have received a client handbook.
- I understand my rights and responsibilities whilst receiving advocacy as stated in reasons for entry/exit in the client handbook
- I understand that advocacy services will be discontinued if my behaviour has become unsafe or unacceptable to workers.
- I know that I have the option of withdrawing my consent at any time.
- I understand the procedure if I am not satisfied with the advocacy action undertaken by Newell Advocacy on my behalf.
- I understand that it is OK to make a complaint without any fear of retribution.
- I also give permission to Newell Advocacy Inc. to keep some of my personal information on a computer and in a paper file. All information is held under the National Standards for Disability Services – NSDS, Standard 1 of the importance of protecting the privacy, dignity and the confidentiality of people. The information is kept under lock and key, and the computer has a password that only the staff have knowledge of.
- I know the type of personal information recorded, and the reason for this.
- I know who can see my file and understand my rights to see my information.

Signed: _____

Client/Legal Guardian/Person Responsible under the Guardianship Act, 1987.

Signed: _____

Staff member who is Advocating on the individual's behalf

Date: _____

Moree, Narrabri, Warrumbungles, Walgett, Gwydir, Coonamble, Gilgandra, Goondiwindi, Gunnedah and Quirindi Shires

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Approved by Board: 26.5.2015

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