

## **POLICY, PROCEDURE AND FORM DEVELOPMENT**

### **PURPOSE:**

The purpose of this policy is to ensure that Breakaway Toowoomba Inc policies are relevant, practical, developed and authorised in a standardised manner, and that duplication is minimised.

### **SCOPE:**

- New policy identification
- Policy development
- Policy approval
- Policy dissemination / communication

### **POLICY:**

1. All policies are to be in accordance with current legislation and the Disability Service Standards.
2. All policies are to be developed by a Policy Development Sub-committee appointed by the Management Committee to this purpose.
3. All draft policies are strictly confidential to Breakaway Toowoomba Inc, except as otherwise authorised by the Management Committee or a person appointed by the Management Committee as its delegate.
4. All policies are to be approved by the Management Committee and the Executive Officer of Breakaway Toowoomba Inc. and co-signed by the Executive Officer and Chairperson of the Management Committee.

### **PROCEDURE:**

1. The need for a new policy or review of an existing policy is identified and proposed in writing to the Executive Officer.
2. The Executive Officer will then liaise with the Management Committee and Policy Development Sub-Committee responsible for policy development.
3. If approval for development or review is given, the Sub-Committee will then set a date for the first meeting to develop or review the policy. This date will be written into the minutes to establish the time

Reviewed: 11<sup>th</sup> January 2010

Ratified by Management Committee: 21<sup>st</sup> January 2010

Review Date: January 2011

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Approved: ..........

frame required for the policy to be completed.

- 3.1 The Sub-committee will invite other known interested people, eg staff, consumers, relatives, who have knowledge, experience or an interest in development or reviewing of such a policy, to become involved as a member of the sub-committee.
4. The Sub-committee will contact appropriate relevant organisations to access information on the same policy area.
5. The Sub-committee will develop any procedures and forms required.
6. The Draft of the policy and procedure will be submitted, by email or other means, to each of the Management Committee at least two weeks before it is scheduled to be tabled at the monthly Management Committee meeting. This is to ensure that adequate time is allocated for all committee members to review the policy and provide feedback to the Facilitators.
7. The procedure is to be completed within two months of initiation, unless otherwise determined by the Management Committee.
8. The Draft policy is to be ratified at the Management Committee Meeting on or before the due date and placed in the Breakaway Toowoomba Policy Manual.
9. Where appropriate the Executive Officer are to notify families and staff of the reviewed or new policies and organise appropriate dissemination of information or training.

Approved (Executive Officer) David Bea .....Date 21-01-10

Approved (Chairperson) Paul Edwards .....Date 21-01-10