

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 National 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 Facilitators of Breakaway Toowoomba Inc. and co-signed by the Facilitators 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 Facilitators.
2. The Facilitators 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 frame required for the policy to be completed.

Reviewed: 09th April 2008

Review Date: April 2009

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Approved:.....

- 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 Facilitators are to notify families and staff of the reviewed or new policies and organise appropriate dissemination of information or training.

Approved (Facilitators) David B... Date 23.06.08

Approved (Chairperson) Paul O'Brien Date 23.06.08

Reviewed: 09th April 2008
Review Date: April 2009

Approved: OB.