



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6r	POLICY DEVELOPMENT AND APPROVAL

Applies to:
Specific responsibility:

Version:
Date approved: 9 Sept 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

The organisational policies and procedures of Jumbunna are designed to provide guidance to staff and Management Committee members in performing their roles. All staff and Management Committee undertake to comply with these policies when they take up their roles with Jumbunna.

Each policy:

- is documented in the standard template
- has an identified approving body or person and a regular schedule of review.

PROCEDURES

Review of policies

On or before the date of the next scheduled review for a policy, the Policy Sub-Committee will:

- notify the people affected by the policy of the review time frame
- invite their input on any changes needed
- collate and summarise the information received
- draft any changes and/or consult with the Management Committee
- finalise the policy once it has been approved, documenting the version and review dates.

Changes to policies outside of review schedules

Any staff or Management Committee member may suggest a change to an existing policy, or the development of a new policy, outside of its review schedule. Information on the need for a change to an existing policy should be given to the Policy Sub-Committee for the policy's review. Approval for any change will be the responsibility of the Management Committee for that policy.

Suggestions for the development of new policies should be discussed and actioned through the Policy Sub-Committee:

Breaches of policy or procedure

Where a staff or Management Committee member believes that a policy or procedure has not been followed they should, in the first instance, discuss this with the person or group involved in the apparent breach.

If this does not resolve the issue, the staff or Management Committee member may then raise the issue with the General Manager for the policy concerned.

Version control

General Manager will ensure that following a review of a policy, version numbers are updated, and obsolete versions are destroyed or archived.



DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Policy Development & Approval	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		