



## PARENTS OF DEAF CHILDREN: POLICIES POLICY

Applies to: All employees, committee members, members, advocates, support workers and volunteers

Specific responsibility: Committee President

### INTRODUCTION

1. Parents of Deaf Children Inc (PODC) is a community committed to safeguarding vulnerable people, especially deaf and hard of hearing children.
2. PODC has adopted the model constitution as outlined by NSW Fair Trading. All policies come under this constitution.
3. PODC needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

### PURPOSE

4. This policy and its procedures are designed for PODC to have effective and relevant policies in place to ensure efficient operation of the organisation.

### PROCEDURE

5. The PODC policies are:
  - 1) Prepared and executed by the PODC Committee,
  - 2) Approved by majority vote of the PODC Committee,
  - 3) Reviewed on a regular basis, as per the policy reviewed schedule,
  - 4) Amended to reflect strategic decision made by the organisation,
  - 5) To provide details for operational guidance and consistent application of decisions, and
  - 6) Have standardised formatting and layout.
6. The relevant governing legislation is listed in Attachment A.
7. The following PODC policies are part of the governance structure:
  - 1) PODC Policies Policy
  - 2) PODC Archiving Policy
  - 3) PODC Human Resources Policy

- 4) PODC Child Safe Policy
  - 5) PODC Communications Policy
  - 6) PODC Complaints Policy
  - 7) PODC Incident and Risk Management Policy
  - 8) PODC Finance Policy
  - 9) PODC Privacy Policy
  - 10) PODC Roles and Responsibilities Policy
  - 11) PODC Committee Policy
8. Governance documents are not limited to the PODC policies as they also include Memorandum of Understanding (MOU), guidelines, forms and templates as part of the documentation structure required for compliance with the legislation. The complete List of Governance Documents is in Attachment B.
9. When performing a review of a policy use the suggested steps are provided in Attachment C.

**Commented [KR1]:** Attachment B is now a complete of the policy docs and their review dates (we removed for

## AUTHORISATION

### Version History

Version Number	Date Approved	Reviewed/Edited	Approval details	Next Review Date
1	October 2022	Initial Issue	Approved by Committee	October 2023

## ATTACHMENT A TO PODC POLICIES POLICY

### PARENTS OF DEAF CHILDREN - LIST OF RELEVANT LEGISLATION

#### Commonwealth

Australian Charities and Not-for-profits Commission Act 2012  
Australian Charities and Not-for-profits Commission (Consequential and Transitional) Act 2012  
Australian Charities and Not-for-profits Commission Regulation 2013  
Australian Charities and Not-for-profits Commission Regulation 2016  
Charities Act 2013  
Charities (Consequential Amendments and Transitional Provisions) Act 2013  
Charities (Definition of Government Entity) Instrument 2013  
Corporations Act 2001  
Equal Employment Opportunity Act 1987  
National Redress Scheme for Institutional Child Sexual Abuse Act 2018  
Privacy Act 1988

#### New South Wales

Anti Discrimination Act 1977  
Associations Incorporation Act 2009  
Child Protection (Working with Children) Act 2012  
Child Protection (Working with Children) Regulation 2013  
Children and Young Persons (Care and Protection) Act 1998  
Children's Guardian Act 2019  
Community Services (Complaints, Reviews and Monitoring) Act 1993 No.2  
Crimes Act 1900  
Disability Inclusion Act 2014  
Fair Work Act 2009  
Social, Community, Home Care and Disability Services Industry Award 2010  
State Records Act 1998  
Work Health and Safety Act 2011  
Work Health and Safety Regulation 2017

## ATTACHMENT B TO PODC POLICIES POLICY

### LIST OF POLICIES

Commented [KR2]: Need to change this to reflect it just listing policies?

Document Name	Descriptor/Version	Date Last Published	Review Cycle	Date For Next Review
<b>PODC Policies Policy</b> includes: <i>Attachment A List of Relevant Legislation</i> <i>Attachment B List of Governance Documents</i> <i>Attachment C Suggested Steps to Review Policies and Documents</i>	P1.POLICY.V1	October 2022	Annually	October 2023
<b>PODC Archiving Policy</b> includes: <i>Attachment A Retention and Disposal Authorities</i>	P2.ARCHIVING.V1		2 years	
<b>PODC Human Resources Policy</b> includes: <i>Attachment A Human Resources Policies Employee Declaration</i>	P3.HUMAN RESOURCES.V1		2 years	
<b>PODC Child Safe Policy</b>	P4.CHILD SAFE.V1		2 years	
<b>PODC Communications Policy</b>	P5.COMMUNICATION.V		2 years	
<b>PODC Complaints Policy</b>	P6.COMPLAINTS.V		2 years	
<b>PODC Incident and Risk Management Policy</b>	P7.INCIDENT AND RISK MANAGEMENT.V1		2 years	
<b>PODC Finance Policy</b>	P8.FINANCE.V1		2 years	
<b>PODC Privacy Policy</b>	P9.PRIVACY.V		2 years	
<b>PODC Roles and Responsibilities Policy</b>	P10.ROLES AND RESPONSIBILITIES.V		2 years	
<b>PODC Committee Policy</b>	P11.COMMITTEE.V	October 2022	2 years	October 2023

NOTES:

NSW Social, Community, Home Care and Disability Services Industry Awards needs to be checked in May and November each year and wage rates updated

\*These documents are located separately and added into the package sent to new employees

## ATTACHMENT C TO PODC POLICIES POLICY

### SUGGESTED STEPS TO REVIEW POLICIES OR DOCUMENTS

Are there any changes to relevant legislation since it was approved?

Is the policy/document still required?

Have you consulted all applicable stakeholders?

Have you discussed with other members/staff/other for current practice(s)?

Is the reviewed policy/document correct and complete?

Once the review is complete, notify the Secretary to table the reviewed policy/document at the next Committee meeting

At the next Committee meeting, be available for questions and involved in discussions

Has the Committee authorised the policy/document?

If no, action the changes the Committee request(s) and re-table the policy/document.

If yes,

- Electronically archive the previous version
- Update the version number and review date in the policy/document or parent document
- Update the list of Policies (Attachment B) in the PODC Policies Policy
- Ensure an electronic copy is available to all members
- Ensure notification to all members is disseminated and
- File all documentation related to the review

Commented [KR3]: If we change the title of attachment change it here too