

Sample Policy & Procedures

WHAT IS A POLICY AND PROCEDURES MANUAL?

A policy is a blue print or general guideline for action. Often, policy development in organisations is ad-hoc and not recorded. People agree on policies and try to remember them but people do not always remember the same things and unwritten policies often lead to confusion and conflicts.

Documenting policy and procedures provides a consistent base from which to manage all the operations of an organisation including service management, staff management and service delivery. The documentation can then ensure consistent practice throughout the organisation.

Policy and procedures should be readily available to all people involved in the management or work of an organisation and should be kept in a loose leaf file or on a computer system so it can be updated and added to, as policies and procedures are reviewed and amended.

HOW TO USE THIS MANUAL

This Example Policy and Procedures Manual for SAAP Services has been developed to provide SAAP funded services with a template for developing policy and procedures specific to their service. Using these materials as a starting point will save services many hours of staff time in documenting their services.

The policies and procedures in this Manual have been separated into twenty six sections.

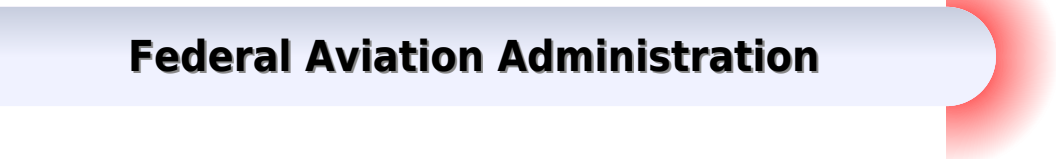
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The example material has been written for a hypothetical women's accommodation service - Acorn Support Services. In addition, examples of service delivery policy and procedures (sections 19 to 26) have been provided for the following service types:

- Family Services
- Meals Day Centres
- Single Adults Services
- Outreach Services and
- Youth Services.

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web engine type twin 6lxb during the full restoration of my thelma life aquatic by stirling and son boatbuilders we were sent the twin 6lx engines that required full overhauls

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web 6lxb 1968 998 6 638 10 450 150 1650 140 1500 150 1700 175 1800 8lxb 1968 1987 8 850 13 940 170 1500 190 1700 3l3 1932 1960 5½ x 7¾ or 139 7mm x 196 85mm

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