



RIDING FOR THE DISABLED ASSOC SA INC

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RDA SA POLICY INDEX

<i>Index Established:</i>	<i>June 2004</i>	<i>Version:</i>	<i>2</i>
<i>Reviewed:</i>	<i>March 2009</i>	<i>Next Review Date:</i>	<i>June 2010</i>

Policy number	Policy Title	Implemented	Reviewed	Comments, description of amendments	Next review due
35	Accident and incident reporting policy	May 2006			May 2009
19	Acquisition of Horses/Ponies Policy	July 2003	Aug 2004 Jan 2005 July 2006 July 2007		July 2010
32	Advocacy Policy	May 2004 V 2 June 2009	July 2006 June 2009	Issued as per HACC	June 2010
14	Behaviour Management Policy	March 2003	June 2004	Issued as per HACC	June 2004
33	Code of Conduct for Disability Service Workers	June 2004	July 2006	Issued as per DSO, PPPA	July 2008
25	Communication Policy	February 2003	Jan 2005 Jul 2006	Issued as per DSO PPPA	Jul 2009
29	Disability Discrimination Policy	February 2003	April 2004 Jul 2006	Issued as per ORS	July 2008
31	Discipline and Termination Policy	May 2005	July 2006		July 2009
9	Duty of Care	February 2003	Oct 2003 Jan 2005 July 2006	Issued as per DSO PPPA	July 2009
13	Float Use	June 2001 V3 June 2009	June 2002 May 2003 Jan 2005 Feb 2006 May 2009	Ratified Presidents meeting March 2003	June 2010
37	Fraud and Corruption Prevention Policy	21 April 2009		Board	April 2010
38	Fundraising	14 July 2009		Board	June 2011
3	Grievance Complaints Policy	October 2001	Feb 2003 June 2004 Nov 2006	Revision as per DSO PPPA guidelines Revision as per HACC audit	Nov 2009
4	Harassment Policy	December 2001	June 2003 Jan 2005 Nov 2006 Nov 2009	Revision as per DSO PPPA guidelines	Jan 2011
20	Horse Enquiry Policy	July 2003	Aug 2004 Jan 2005 July 2006		July 2009
27	Horse Numbers in RDASA Sessions	October 2003	Jan 2005 July 2006		Jul 2009

Bolded policies contain legislative requirements and need to be updated annually and ratified by the Board of Management

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Policy number	Policy Title	Implemented	Reviewed	Comments, description of amendments	Next review due
22	Humane Destruction of Horse/Pony Policy	July 2003	Jan 2005 July 2006		July 2009
10	Infection Control Policy	December 2001	June 2003 Jan 2005 July 2006	Annual revision	July 2009
18	Loaning of Resource Material from State Office	August 2003	Jan 2005 July 2006		July 2009
39	Investment Planning	July 2009		Board	June 2011
Internal	Motor Vehicle Policy	June 2004	June 2005		July 2009
7	Occupational, Health & Safety Policy	December 2001	Mar 2003 Jan 2005 July 2006	Annual Revision	July 2007
8	Occupational, Health & Safety Policy – Emergency Responses and Evacuation, EAP	March 2003	July 2004 July 2007 Aug 2008	Issued as per DSO PPPA Updated to include EAP	July 2009
30	Person History Check (Police Check) Policy	May 2004	Aug 2004 July 2006	Include authorised persons	July 2008
2	Privacy & Confidentiality Policy	October 2001	Feb 2003 Aug 2004 Feb 2006 April 2009	Revised as per legislative changes	July 2010
11	Record Keeping Policy	December 2001	June 2003 Jan 2005 Nov 2006		Nov 2009
24	Service Access and Exit Policy	February 2003 V2 June 2009	Jun 2004 July 2006 June 2009	Issued as per DSO PPPA	Jun 2010
1	Session Fee Policy	July 2001	July 2003 June 2004 Jan 2005 Mar 2006 April 2009		March 2011
6	Smoke Free Policy	January 2001	Dec 2001 Feb 2003 Aug 2004 Jan 2005 Nov 2006	Issued as per ORS	Nov 2008
17	Substance Abuse Policy	June 2003	Jan 2005 Nov 2006 Nov 2009		Jan 2011
5	Sun Protection Policy	December 2001 V2 March 2010	June 2003 Aug 2004 Feb 2006 Oct 2007 Mar 2010		Jan 2012
16	Training & Development Policy	March 2003	Jan 2005 July 2006		July 2009
26	Training Grants for Coaches/Volunteers	March 2003	April 2004 Jul 2006	Ratified by C&S committee	Jul 2009

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Policy number	Policy Title	Implemented	Reviewed	Comments, description of amendments	Next review due
28	Transfer of Horse/Pony between RDASA Centres	October 2003	Aug 2004 Jul 2006 July 2007		Jul 2009
34	Volunteer Code of Conduct Policy	May 2005	July 2006		July 2009
12	Volunteer Induction Policy	December 2001	June 2003 Jan 2005 Nov 2006		Nov 2008
15	Volunteer Recruitment & Selection Policy	March 2003	Oct 2003 Aug 2004 Jan 2005 Nov 2006	Issued as per DSO PPPA	Nov 2009

OTHER PROTOCOLS & PROCEDURES

23	Options Coordination Policy & Protocol	February 2003	Aug 2004 Jan 2005 July 2006 April 2009	Policy withdrawn – is an operational procedure, not policy	None.
	Volunteer Role Descriptions – <ul style="list-style-type: none"> • Volunteer • Centre C’ee President • Centre C’ee Treasurer • Centre C’ee Secretary 	April 2004	June 2005	Revision overdue from 2002. Vol roles to be split into four to assist induction, as per dot points (left). Circulated to all centres for six weeks. Feedback incorporated into new descriptions.	July 2009
	Board role descriptions <ul style="list-style-type: none"> • President • Vice President • Treasurer 	August 2009			June 2010

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