



**NEWTOWN NEIGHBOURHOOD
CENTRE INC
POLICY AND PROCEDURE MANUAL
PART A**

ORGANISATIONAL OVERVIEW

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1.0 INTRODUCTION

Newtown Neighbourhood Centre (NNC) is a not-for-profit, incorporated community organisation established in 1977 to provide a variety of community and social services to people in the inner west of Sydney.

NNC is an organisation governed by a volunteer Board of Management voted in at the AGM by the members of the organisation. It receives funding for its projects from: NSW Department of Community Services; NSW Department of Ageing, Disability and Home Care and smaller grants from Marrickville Council, City of Sydney, and funds raised from Newtown Festival.

NNC operates as a Neighbourhood Centre from the old Newtown Town Hall building, a facility built and owned by the Marrickville Council and leased to NNC at a reduced rate to provide a range of community services.

1.1 Roles and Philosophy of Neighbourhood Centres

The following has been taken from the Local Community Services Association's (LCSA) document 'Neighbourhood Centre Policy' September 1992.

All Neighbourhood or Community Centres share some common principles and philosophies about their purpose or role. These come under three broad categories:

- Affirmative Action towards disadvantaged people and groups
- Local participation and control
- Community development role

a. Affirmative Action

Neighbourhood or Community Centres recognise that resources must be directed towards the most disadvantaged and least powerful groups in the community. The development of community networks, mutual support and collective action can improve quality of life for an entire community. Neighbourhood or Community Centres offer staff with social policy knowledge and social action skills, which builds on local community resources.

Opportunities, resources and power are not equally available to all people. Particular groups and individuals experience disadvantage and discrimination. They may include:

- Koori (Aboriginal) people
- People from non-English speaking backgrounds, ethnic or racial minorities, recent migrants or refugees
- Women
- Children
- People with physical, intellectual or psychiatric disabilities and their families
- Homeless people
- People from gay, lesbian, bisexual and transgender communities
- Sole parents, carers and others with family responsibilities, families under stress or in crisis
- People with chronic health conditions

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- People on low incomes
- People outside the paid workforce, particularly long term unemployed people
- People excluded because of attitudes towards their age
- People isolated by lack of services, transport and distance

Neighbourhood or Community Centres are based on the belief that all people have equal right to the benefits and opportunities of our society. Priority is given to particular disadvantaged groups within each local community, according to the changing characteristics of that community in order to share these benefits and opportunities.

b. Local Participation

Neighbourhood or Community Centres are based on the belief that local action can affect local issues and concerns. These changes can influence wider change and development.

Participation by consumers and members of the community provide direct accountability for Neighbourhood or Community Centres. Both Neighbourhood Centres or Community Centres and government policy hold that local residents and groups can identify community needs, plan and develop effective services, and take part in the management and control of those activities. Neighbourhood or Community Centres belong to their local communities.

When people face problems, they turn first to families, friends and neighbours. Neighbourhood or Community Centres are an extension of this local, familiar support and aid network. They aim to be friendly places where consumers and community members are treated in an integrated way (as 'whole' people) and know they are welcome.

Neighbourhood or Community Centres are different from other more bureaucratic services, which often only deal with one part of the person. Because Neighbourhood or Community Centres are for the whole community, they do not stigmatise and marginalise individuals or groups whose needs are greater. They integrate a range of services and activities into one organisation, which is accessible to all the community.

At the same time, there are conflicts and competition in all communities. Neighbourhood or Community Centres believe that priority should go to those people who have traditionally been excluded from participation, from access to information, and from access to resources. Local skills, knowledge and understanding provide the foundation on which Neighbourhood or Community Centres build new and different skills and understandings to tackle problems and issues.

Neighbourhood or Community Centre services may be built on a community of interest or a geographic community.

c. Community Development Role

Neighbourhood or Community Centres believe that the effect of social problems can be reduced or eliminated by working on the causes of problems as well as the symptoms. Neighbourhood or Community Centres resource and support those most affected by the problems and issues to become active agents instead of being encouraged to remain passive dependants in the welfare system. Self help, mutual support, community education and collective action are Neighbourhood or Community Centre strategies.

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There is a place and a need for crisis community services which deal with immediate problems and dangers. Neighbourhood or Community Centres developed to ensure that these short term and emergency responses are complemented by long term, developmental and preventative action.

As local community needs change, Neighbourhood or Community Centres alter their work and priorities. Community development is the service strategy, which underpins all Neighbourhood or Community Centre functions. This developmental role is centred on increasing access, equity and participation. Neighbourhood or Community Centres are flexible, innovative and responsive to their local communities.

NNC believes in:

- the right of people to make choices in their own lives;
- the right of people to dignity, respect, privacy and confidentiality;
- the right of people to be valued as individuals;
- the right of people to access services on a non-discriminatory basis;
- the right of the community to accountable and responsive services.

2.0 DESCRIPTION OF THE ORGANISATION

NNC is an Incorporated Association providing community services in the inner west of Sydney. We provide services to the aged, people with disabilities, people with mental illness, people from culturally and linguistically diverse backgrounds and people on low incomes. We provide information and advice on community and public services, emergency accommodation, aged services, council services, children's services, and a variety of other support services. We provide a community space supporting different social and political groups and activities.

2.1 History of the Centre

NNC was established by workers and local residents in the Newtown area in November 1977 to serve as a focal point for Newtown. By setting up Newtown Neighbourhood Centre the group endeavoured to provide the basis for developing a cohesive focus for the area. The Newtown Neighbourhood Centre was jointly funded by the Department of Youth and Community Services and the Ethnic Affairs Commission (two State Government Departments). The Centre was originally housed in shop-front premises at 343 King Street, Newtown. The opening of the Centre in the first week of December 1977 was highlighted by a week of display and events called FOCUS 77: NEWTOWN. The aim was to relate the new Centre to the Newtown area - its past, its present, its positive and negative characteristics and its diverse 'multicultural' population. With escalating rent and overcrowding the Neighbourhood Centre was forced to seek new premises. A team of volunteers and staff cleaned and painted the Town Hall building so that the Neighbourhood Centre could move on the 10th November 1981. One of the first major issues that the Centre was involved in was a campaign to raise local awareness of the issues involved in aircraft noise and proposal for a new runway at Sydney Airport.

NNC participated in the Newtown I.Y.C. (International Year of the Child) in 1979. The Group developed a community profile of the area as seen by kids, developing Children's Theatre and organising a Newtown Festival for United Nations Day in October 1979 on the theme of International Year of the Child. This marks the beginning of the **Newtown Festival**. In 1980

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Newtown Festival combined with Festival del Sol, which was a festival to give thanks to the sun and to the earth for a good harvest. In 1983 the Festival del Sol was held for the first time in conjunction with La Pena and the Newtown Festival was held separately.

The **Newtown Voice** was established as a multi-lingual community-based newspaper in 1983 by NNC. This was possible through funding received from the Board of Adult Education to run a series of workshops on how to produce a community newspaper, resulting in the production of the first issue of the **Voice** for the Newtown Festival, October 1983. Although extremely popular, it was forced out of production due to lack of funds.

NEWTOWN FESTIVAL

First held in 1979 Newtown Festival was organised to promote Newtown's diverse community and raise both awareness of NNC and much needed funding for community programs. The Newtown Festival is an annual event held on the second weekend in November at Camperdown Memorial Park. It has grown enormously and is now part of Sydney's calendar of major events.

COMMUNITY DEVELOPMENT WORKERS-TURKISH, ARABIC AND VIETNAMESE

The Ethnic Affairs Commission funded the Centre for Yugoslav, Greek, Turkish and Arabic community workers. The workers provided assistance, support, and ran social contact groups. As the population characteristics of Newtown changed, the Greek and the Yugoslav community Development Projects became projects funded under HACC in 1986. The Arabic position was changed to a Vietnamese position. Unfortunately in 1992, Newtown Neighbourhood Centre lost all its funding from the Ethnic Affairs Commission.

NEIGHBOUR AID PROJECT- GREEK AND COMMUNITIES FROM THE FORMER YUGOSLAVIA

The Greek & Former Yugoslav Neighbour Aid Project received funding in September 1986 under the Home and Community Care Program. Both projects provide assistance and support to elderly clients of their respective backgrounds living in the Marrickville Municipality and surrounding areas. The Neighbour Aid Project has been operating on a part- time basis since 1986.

SHOPPING SERVICE

The shopping service was established in 1987, through the Greek and Former Yugoslav Neighbour Aid workers initiative and was operating unfunded for nearly three years assisted by volunteers. In 1990 the project received funding under the Home and Community Care Program to employ a part-time coordinator and then a bus driver. Later in 1993 funding was again successfully sought to employ a bus supervisor. In 2006 the Shopping Service received funding to increase the assisted shopping from 1 to 3 days per week.

THE NEWTOWN BRIDGE

The Newtown Bridge originated on September 1990 from a space within the Newtown area that allowed for a publication, which would form a bridge between the various sub groups, agencies, councils, individuals, ratepayers/rent payers etc. The Bridge was closed in November 1998, following major financial losses for that year. It was started again in February 2001 – published six times a year, circulation 3000. The Bridge was closed again in January 2002 as the editors were finding it too much of a burden to produce it on weekends and after hours.

THE BOARDING HOUSE PROJECT

The Boarding House project received funding under the Home and Community Care program in 1992. The main aims and objects of the project were to look at the needs of people with disabilities

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living in licensed boarding houses in the area. The project has grown from the initial part-time project to its current (four) distinct Boarding House projects :

- The original HACC funded Boarding House project continues as – ‘Kites’ as a weekly day program, and ‘ROOMIES art group’ as a fortnightly art group.
- Active Linking Initiative (ALI) – Funded by DADHC Boarding House Reform Program in 2000 it aims to link residents of Licensed Residential Centres (LRC) to recreational, educational and vocational services and activities in the community.
- Boarders & Lodgers: This HACC funded project started with initial research into who was residing in unlicensed boarding houses in the Marrickville area looking particularly at the HACC target group (frail aged & younger people with disabilities). The project was subsequently funded to provide social support to this target group and continues to do so via regular visits, linking to other services such as food services and homecare, and as necessary referrals to more appropriate accommodation.
- Roomies Art Space: A community non-profit studio opened in 2005 by Archibald Prize winner Cherry Hood where boarding house residents and artists with a mental illness or disability attend workshops or work individually or supported by a volunteer mentor.

MULTICULTURAL CARER SUPPORT SERVICE

In 2001 funding was received and the *Care for Carers Demonstration Report* was completed in October 2002. As an extension of the Multicultural Neighbour Aid project, this Report highlighted Culturally and Linguistically Diverse (CALD) carers as a special needs group in the Marrickville Local Government Area. Funding was received in 2004 for 3 years under the NSW Carers Program Local Carer Grants to establish a service assisting carers from the Aboriginal and Torres Strait Islander community, Arabic, Former Yugoslav (Croatian, Macedonian, Serbian), Greek, Vietnamese and Chinese community. Language specific community forums were organised and informal support networks of CALD carers established. This project did not receive continued funding.

CO-OPERATIVE TO ASSOCIATION

In December 2003, NNC converted from a Co-operative to an Incorporated Association. After 25 years the Centre needed new objects and rules, and it was decided that an association was a more appropriate structure for this organisation.

CAMPAIGNS AND FORUMS

NNC has undertaken various campaigns and community forums with individuals and other organisations on local issues that effect people residing in this community.

COMMUNITY DEVELOPMENT

From 2005 there has been increasing use of the NNC front counter information and referral area. This area now offers free computer and internet access. Volunteers have been recruited and trained to provide support to our front counter client group. A full-time community development worker was employed in 2006 from funds from the Newtown Festival to expand this aspect of NNC. This position has also worked with the Borders & Lodgers Project to establish the Homeless Persons Legal Service in partnership with Newtown Mission Church, and continues to grow and develop centre-based groups.

Community groups at NNC include Tai Chi, Gentle Exercise class for over 55's, Bingo, and Wrap With Love Knitting Group.

The NNC newsletter is produced bi-monthly and has grown into a 16-page publication.

In 2006 a rental accommodation board was developed and is updated weekly.

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In 2006 monthly BBQs were held during summer and will continue to be a feature of the work of NNC in the Newtown community.

In 2007 the NNC website was updated and redesigned.

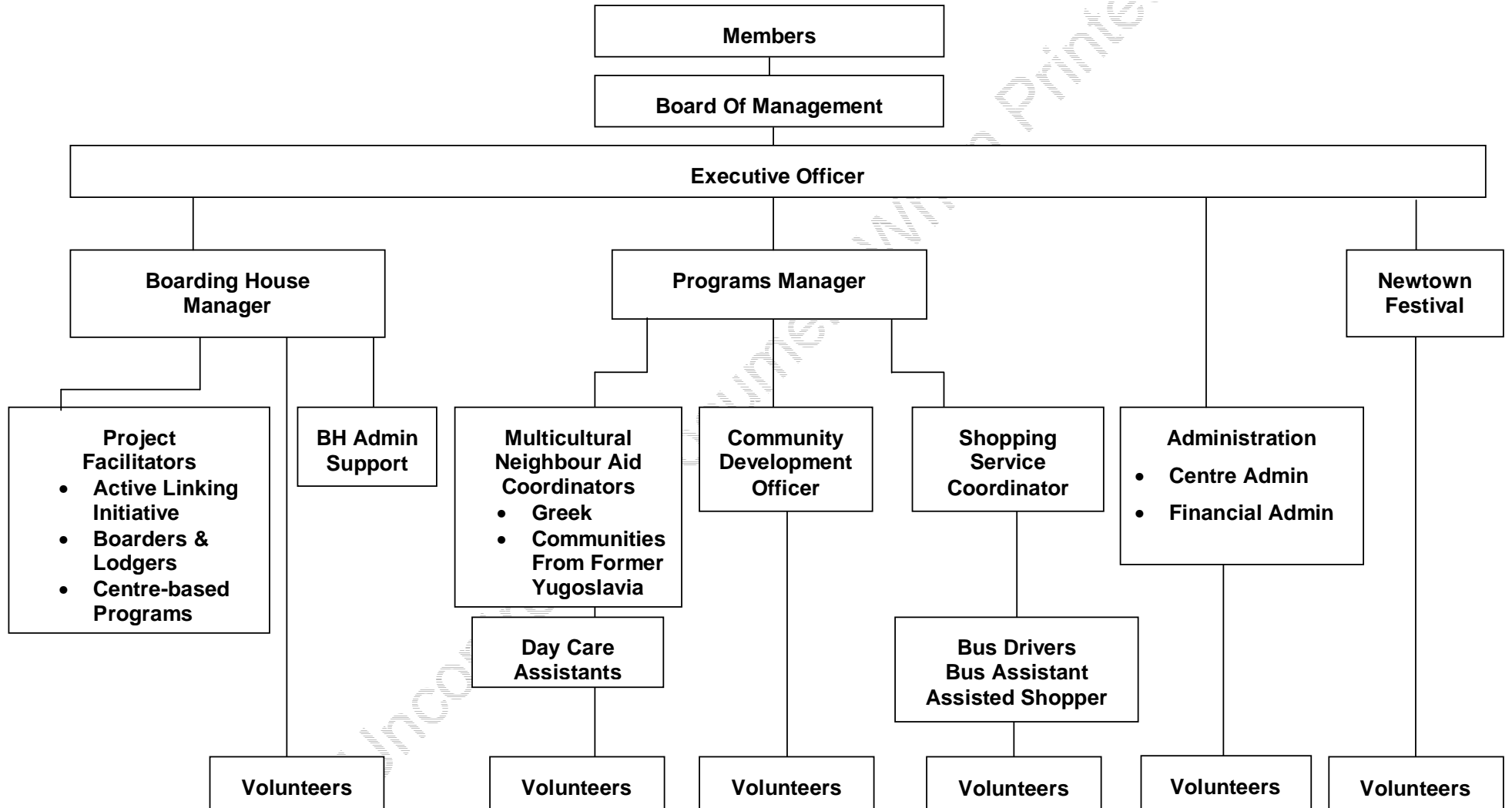
2.2 Newtown Neighbourhood Centre Inc. Services

NNC is home to different areas of service delivery, all of which have their own Coordinators and staff.

- Practical support and companionship to the frail, elderly or people with a disability to enable them to continue to live at home and remain active in their communities. Services include: door-to-door shopping, multicultural neighbour aid, social and gentle exercise groups and other assistance such as meals and transport.
- Support and assistance for people who have a disability and live in a licensed boarding house, to learn about and participate in activities and services in the wider community. Includes practical support and information, travel and skills training, social support and where required financial assistance to attend activities.
- Social support and practical assistance to the frail aged, people with disabilities and those who are otherwise disadvantaged living in insecure accommodation such as boarding and lodging type premises.
- Assistance or services to enhance the independence or improve the quality of life of frail elderly from the Greek speaking community and the frail elderly from the communities of CFF Yugoslavia and their carers.
- Information and referral services to all members of the public, to enable them to utilise other available community and public services, including services assisting with emergency accommodation, financial assistance, meals and other services.
- Provision of an affordable meeting place.
- Other assistance or services to enhance the independence or improve the quality of life of members of the public who are aged or infirm, people with physical or intellectual disabilities, people with a mental illness, or people on low incomes.
- NNC provides administrative and financial support and services to its government funded projects. It supplies professional services necessary to satisfy both government and public bodies of the ability to achieve the goals and objectives and the outcomes committed to in the service specifications.

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4.0 VISION AND STATEMENT OF PURPOSE

4.1 Vision

A just community that includes and acts.

4.2 Statement of Purpose

“NNC supports people through community action and the provision of services to address their needs.”

5.0 INCORPORATION

5.1 Requirements of Incorporated Groups

The key requirements of incorporated groups are:

- maintain proper records of accounts showing the financial position of the group and present these at the AGM;
- maintain an up-to-date Register of Members and Register of Board members and make it available to members;
- maintain the constitution up-to-date and make it available to members;
- hold an AGM within 6 months after the end of the organisation’s financial year;
- advise the NSW Office of Fair Trading of any changes to the constitution or rules of the association.

5.2 Register of Members and Board of Management Members

The Secretary will make sure that a Register of Members and a Register of Board Members are maintained up-to-date.

5.3 Application for Membership

Any person or organisation wishing to become a member of NNC must complete an Application for Membership form. This form is signed by 2 other members and approved by the Board.

6.0 CONSTITUTION

The constitution is the most important policy document. It underpins all of NNC operations and services and specifies the legal framework in which it operates.

6.1 Familiarity with the Constitution

Board members, the Executive Officer and the Coordinators’ should be familiar with the details of the constitution, and make sure that all of NNC policies and practices are consistent with the constitution.

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In particular, the Committee must make sure that the legal requirements specified in the constitution and the Associations Incorporation Act 1987 are met.

6.2 Review of the Constitution

The Constitution should be reviewed by the Board at least every 3 years to ensure that it is up-to-date and relevant to the changing environment in which NNC operates.

Newtown Neighbourhood Centre's Constitution was last reviewed on 28th February 2006. The next review is due on the 28th February 2009.

6.3 Copy of the Constitution

The Constitution is located inside the NNC Policy and Procedures Manual and a copy of this manual is kept in every office at NNC. The Constitution is also located on the NNC Website.

6.4 Annual General Meeting

The Annual General Meeting (AGM) of NNC will be held within 6 months of the end of the financial year in accordance with the constitution and the Associations Incorporation Act 1987.

The agenda for the AGM will be:

1. The receipt of the President's report for the previous financial year.
2. The receipt of the Treasurer's report and the audited financial statements for the previous financial year, together with the financial budget for the current financial year.
3. The receipt of the Coordinators' reports for the year.
4. The election of Committee members.
5. The appointment of an auditor for the current financial year.
6. Any other business placed on the agenda prior to the commencement of the meeting.

Twenty eight days notice of the Annual General Meeting will be given. Notice of the Annual General Meeting will be mailed to all current members and other related services in the region, including services for people with special needs although voting is restricted to current members of NNC. The outgoing Committee will encourage nominations for Committee membership from people with a range of cultural backgrounds and areas of interest.

7.0 BOARD OF MANAGEMENT

The NNC Board of Management has stipulated responsibilities, a nomination procedure for Board positions, Board member roles, an orientation process for new members, a code of behaviour and an outline for Board meetings and keeping of minutes.

7.1 Board of Management Responsibilities and Accountability

The role of the NNC Board of Management is to:

- Oversee the operations and activities of the organization to ensure it fulfils its aims objectives and targets;
- Govern the organisation within the approved budget and in accordance with NNC stated objectives, policies and procedures as specified in the Policy and Procedures Manual.

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The NNC Board should make sure at all times that it is fulfilling its role and responsibilities.

7.2 Board of Management Duties

- Act as a body
- Ensure its own competency by making sure a range of skills and expertise exist, or providing training for its members, in the areas of:
 - Governance
 - Legislation and ethics
 - Strategic planning
 - OH &S and environmental requirements;
 - Access and equity
 - Finances;
 - Human resources; and
 - Service promotion

The responsibilities of the Board are:

a) Legal Responsibilities

NNC operates in line with:

- the Constitution;
- the Associations Incorporation Act;
- Funding Agreements.
- Other legislation/regulations

b) Policy and Planning

- oversee setting of the strategic direction and monitor of the progress of NNC through a Strategic Plan;
- setting overall policy
- ensure that NNC has clear goals;
- ensure plans are developed and evaluated on an annual basis.

c) Financial

Undertakes financial accountability by ensuring that NNC

- has an approved budget for the year;
- Ensure that NNC has sufficient income to meet the budget requirements;
- The conditions of the Funding Agreements are followed;
- Funds are properly accounted for and that an independent audit is completed every year.

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d) Human Resources

- be involved in recruitment processes;
- be involved in disputes and appeals as and when required.

e) Risk Management

- identify and manage major risks to NNC including OH&S to ensure long time success of the organization

f) Other Responsibilities

- ensure NNC has a strong membership and community support and is a strong and viable organization;
- represent the organization in a positive way;
- appointment of the EO;
- promote the organization;
- approve fund raising activities as required;
- not interfere with the day to day operations of staff;
- ensure minutes of all NNC board of management meetings are recorded;
- Support and work closely in conjunction with the EO.

7.3 Executive Officer (EO) Responsibilities

The Executive Officer carries out management functions as approved by the Board.

The responsibilities of the Executive Officer (EO) include:

Legal Responsibilities

- Staff employment agreements are complied with, proper tax is deducted, and safe working conditions are provided;
- Ensure the Service has adequate insurance cover;
- Ensure the Service operates within relevant Federal, State and Local Government laws and regulations.

Policy and Planning

- High quality and effective services are delivered to clients;
- Policy and Procedures Manual is kept up-to-date and is put into practise.

Financial

- Ensure that expenditure is within the budget;
- Ensure that NNC has sufficient income to meet the budget requirements;

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- The conditions of the Funding Agreements are followed;
- Funds are properly accounted for and that an audit is completed every year.
- Ensure sound financial practices and documentations so that funds are properly accounted for during the annual independent financial audit;
- Approve expenditure within limits designated by the board of management.

Staff Supervision and Support

- Ensure the recruitment of the best possible staff;
- Provide staff with support, direction, training and supervision.
- Conduct staff appraisals.

Other Responsibilities

- Make sure that NNC has a strong membership and community support and is a strong and viable organization;
- Represent the organisation.
- Regularly inform the board of OH&S risk
- Provide written monthly reports to the board.

The Executive Officer’s position description outlines the management responsibilities in full.

7.4 Manager’s Responsibilities

The Executive Officer delegates responsibility for specific programs services or activities to managers as designated in their job descriptions.

7.5 Sub Committees

Sub Committees may be established as and when needed to ensure the smooth running of NNC. Each subcommittee will have:

- A specific list of members
- A purpose and terms of reference;
- A specified term; and
- A mechanism for reporting back to the board.

7.6 Nomination for Board of Management Position

Board position nominations are part of the AGM and the process is outlined in the Constitution part of the Policy manual. The positions available are:

- The President
- The Vice President

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- The Secretary
- The Treasurer
- 3 ordinary members
- up to 2 additional members appointed by the Board, subsequent to the AGM, because of their special business acumen and/or technical skills

7.7 Orientation for New Board of Management Members

Orientation Kit

An orientation kit for Committee members will be maintained by the Secretary, with assistance from the Coordinators' and be given to all new members. The Committee Orientation Kit will include copies of:

- the Constitution;
- code of conduct.
- Confidentiality
- Board's roles and responsibilities;
- Legal responsibilities and statutory requirements
- Decision making processes
- Grievance procedures
- Government policies/funding systems
- budget;
- strategic plan and organisational review
- information about funding sources;
- annual report
- organisation chart;
- staff position descriptions;
- history of the centre
- purpose, philosophy and objectives;
- the annual project plans / service plans of all Projects;
- information about management meetings;

Orientation Process

The first Board Meeting following the AGM will include specific orientation information for new board of management members.

7.8 Code of Conduct for Board of Management Members

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The Board will operate most effectively if everyone is aware of the expectations of them. To clarify expectations, the board will receive a copy of NNC's code of conduct and to familiarise themselves with the code before signing the code of conduct.

If a board member fails to abide by NNC's code of conduct they may be liable to expulsion from the board of management.

7.9 Board of Management Meetings

Meeting schedule:

Board meetings are held monthly on the day and time arranged by the Board at the commencement of the year. Other meetings may be arranged by the Board as required. The Executive Officer attends all meetings. Every second month a Project Coordinator is invited to present a report to the Board. The Coordinator of the Newtown Festival is invited to report to the Board before and after the event in November.

Attendance:

Board meetings should be attended by all Board members, the Executive Officer and a Project Manager alternating months. Guests may be invited to attend meetings by the Board for a specific purpose. In line with NNC constitution any Board member who does not attend three (3) consecutive Board meetings without providing a reasonable excuse can be expelled by a majority vote of the Committee.

Agenda:

The agenda will be drawn up by the Secretary in consultation with the Executive Officer and circulated to all Board Members at least 7 days before the Board meeting.

Quorum:

The quorum for Board Meetings is any 4 Board members.

Role of Executive Officer at Board Meetings:

The Executive Officer attends Board meetings to provide advice and information to the Board to assist it in its deliberations. The EO should also prepare a monthly report to the Board which includes the following information:

- staffing information
- H.R. issues
- OH&S issues
- Membership approval
- Staff requests
- Major Activities in the Last Month (including Outcomes Achieved)
- Plans/Major Activities for the Next Month - present plans for the forthcoming month and notice of any special events
- Issues for Consideration by the Board - present any issues which have arisen during the month including problems, new ideas and suggestions.
- Monthly Financial Report
- Complaints

Reports are prepared by the Manager attending the Board Meeting.

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7.10 Manager’s Meetings

Program’s Managers meet on a monthly basis with the EO to provide advice and information to the EO to assist in deliberations. The purpose of the meeting is to;

- ensure the effective running of the Centre with reference to the Strategic Plan and workplans
- ensure communication between the programs
- sharing of knowledge, ideas and resources;

The Program Managers should also prepare a bimonthly report for the EO and Board.

The report contains the following information:

- Service delivery
- Working with others
- Organisational capacity
- Community action
- OH&S report

7.11 Staff Meetings

Attendance:

NNC Staff Meetings are held monthly on the day and time arranged by the EO at the beginning of the year. It is required that centre-staff attend the majority of meetings. Two meetings during the year will include all NNC staff and field workers will be requested to attend.

Agenda:

The agenda will be drawn up by the EO and contain standard items per the Format for Agenda. An electronic copy will be kept in NNC Shared Files and staff will be reminded at least 2 days before the meeting and invited to add any relevant item to it.

Feedback and Evaluation:

Following the Newtown Festival each year there is a planning day for all NNC staff to attend with the EO for the purpose of feedback, evaluation, planning and acknowledging the work achieved during the year.

7.12 Safety Meetings

Safety Meetings are held immediately following the staff meeting and separate minutes are recorded. All Occupational Health and Safety issues and the previous month’s Incident Reports are tabled. All Incidents’ are discussed and action taken where necessary.

7.13 Program Meetings

Boarding House Program

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Project meetings are organised monthly by the Boarding House program manager and attended by the Project Staff on the day and time arranged.

Program Manager

Program Meetings are organised monthly by the Programs Manager and attended by the Project Coordinators and Community Development Officer on the day and time arranged.

Administration Meeting

Administration Meetings are organised monthly by the Executive Officer and attended by the Financial Administrator and Centre Administrator on the date and time arranged.

7.14 Minutes

Minutes of any meetings must be recorded as per the Format for Minutes. Whoever is taking the minutes should be sure to record information for each column when appropriate and must ensure that whenever action is agreed to by the Meeting a person and time to complete is identified.

Board minutes should be typed as per the Format for Minutes within 7 days after the meeting and posted to each member of the Board within 2 weeks of the meeting. A hard copy of the minutes must be filed in the Board Meeting File, a signed (by the Board President) copy pasted into the Minute Book, and the minutes made available to NNC staff on NNC Shared Files. The Board Secretary is responsible for making sure that procedures for minutes are followed.

NNC Staff Meeting minutes should be recorded by the EO, Project Coordinators, Administrators or the Community Development Officer, and typed as per the Format for Minutes within 2 weeks of the meeting, saved in NNC Shared Files and each staff member notified.

NNC Manager's meeting will be recorded by one of the participants and typed as per the format for Minutes within two weeks of the meeting and should be emailed to participants.

8.0 REFERENCES

- R-001 Office of Fair Trading
<http://www.fairtrading.nsw.gov.au/business/associations>
- R-002 Association Incorporations Act 1984
http://www.austlii.edu.au/au/legis/nsw/consol_act/aia1984307
- R-003 Model rules
<http://www.fairtrading.nsw.gov.au/business.associations/modelrules.html>
- R-004 Role of Public officer
<http://www.fairtrading.nsw.gov.au/business/associations/publiofficer.html>
- R-005 Annual General Meeting information
<http://www.fairtrading.nsw.gov.au/business/associations/annualgeneralmeetings.html>