

Newtown Neighbourhood Centre

PART E

Operational

Policy Development and Review Procedure

Policy:	Policy Development Procedure
Sub heading:	Operational
Status:	Operational
Approval date:	27 th June 2006
Approved by:	Management Committee
Review date:	June 2009
Staff Training Date:	19/7/06

1. Purpose

This document provides a framework on how **Newtown Neighbourhood Centre Incorporated** policies are developed and reviewed including:

- How consultation, development and policies are reviewed
- Provision of a template for consistency of style;

2. Definitions

2.1 Draft Policy: Policy is yet to receive final sign off by board and is not in operation.

2.2 Draft Policy in Operation: Policy has yet to receive final signoff but has been designated to be in operation by the Coordinator. A draft policy can be deemed to be in operation by the Coordinator if it is necessary to ensure efficient operation of the organisation, due to occupational health and safety concerns, or if it reflects current practice. The consultation process described below will however be conducted as usual despite the policy being designated as 'operational'.

2.3 Operational Policy: Policy has been approved by the Management Committee and is in operation.

3. Consultation on Policies

3.1 Project Coordinators, Coordinators and Committee Management Members can introduce a draft policy. The draft policy will be circulated to all Project Coordinators 2 weeks prior to the Project Coordinators meeting.

3.2 Feedback will be presented at the PC meeting or prior to the meeting. If only minor changes required and the Project Coordinators does not consider a further meeting necessary the project coordinator will amend the policy and give to Coordinator to send to the board members.

3.3 If there are numerous changes another meeting will be held to discuss and agree upon changes that are required.

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- 3.4 Project Coordinators will notify their staff of the draft policy and request feedback and provide feedback date.
- 3.5 Should there be contentious feedback further consultation and negotiation should take place to negotiate a mutually satisfactory policy/procedure.
- 3.6 Final draft will be emailed to the Coordinator to send to all committee members at least one week prior to the committee meeting. At the committee meeting the policy will be reviewed and ratified by the Management Committee
- 3.7 The policy will become operational 5 working days after notice is provided to all staff.
- 3.7 All staff will receive notification and/or training regarding new policies if deemed as required by Centre Coordinator or Project Coordinator.
- 3.8 Policies will be reviewed every three years or when deemed necessary by Coordinator and or the Management Committee

4 Policy Template

- 4.1 All policies will have name of policy and what sub- section it comes under, the status, the approval date, approved by and review date.
- 4.2 All policies will state purpose of the policy
- 4.3 The policies will state the procedures of the policies

5 Policy Review

- 5.1 All Policies will be reviewed in three years unless Centre Coordinator or Management Committee deem that policies need to be reviewed prior to the policy review date.
- 5.2 Near the review date the Coordinator or project Coordinator will review policy and make any changes to policy.
- 5.3 Once changes are made policy will be taken to staff meeting and the normal consultation on policy (Section 3) will be followed.

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