



Policy Development Policy

Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.

Policy Declaration

The Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) will have an up to date comprehensive policy manual to guide the practice of the staff, volunteers and Committee of Management.

Purpose

The purpose of this policy is to describe the process for policy development and management.

Policy Description

Objectives

- To ensure all policies are written, presented, approved and implemented in a standard format;
- To ensure the most recent approved version of a policy can be easily located and is accessible.
- To establish a mechanism for the monitoring and regular review of all policies.

Scope

This policy applies to the development of all WNC policies. Its implementation applies to all WNC staff/volunteers and members involved in policy development, approval and review.

Definitions

A Policy is a statement which mandates decision-making or places constraints on activity and contains instructions to ensure compliance with appropriate standards governing the subject matter.

For the purposes of this definition, the WNC Statement of Purpose, Philosophy, Constitution and Rules approved by Committee of Management are all defined as policies.

Procedural requirements, which relate specifically to the operational activities of a Neighbourhood House, should not be titled Policy. Such activities may more correctly be labelled procedures, guidelines, provisions etc.

The Policy and Procedure Manual is a comprehensive index of policies located in the Office.

Policies shall also be made available to all WNC staff and WNC volunteers on the G-Suite Drive at Volunteers/Policies.

Content and Implementation

All policies will be reviewed by the Committee of Management every three years.

As staff and committee become aware of policy gaps, new policies shall be developed in line with current legislation and operational needs.

Development process

- WNC manager and/or committee of management prepare draft policy
- Draft is distributed to the committee for consideration prior to the committee meeting
- Draft policy is discussed at meeting and either approved or sent back for alterations and presented at the next committee meeting.
- When a policy is approved, it is signed by the chairperson and a copy is placed in the Policies and Procedures Manual. An electronic version is loaded onto the drive and the name and number of the policy is added to the policy schedule of review.

Responsibilities

Committee of Management

- To monitor and approve all Policies and Procedures of the WNC
- To ensure that staff operate according to the policies of the WNC

Centre Manager

- To produce/assist in the development of policies, monitor, update and present all policy to the Committee of Management for endorsement.