



Lancefield Neighbourhood House  
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# **Welcome to the Lancefield Neighbourhood Committee**

## **What is a Neighbourhood House?**

A Neighbourhood House or Community Centre is just that – a house for the Community to use.

The first Neighbourhood House in Victoria was established in 1973, with the help of State Government funding. Currently there are approximately 340 Neighbourhood Houses throughout Victoria.

Neighbourhood Houses are special because they are managed for and by the community. In other words, the Committee of Management, course participants and workers at the House share decision making on Management, policies and procedures. These, of course, are the people who best understand the diverse needs of their local community.

Neighbourhood Houses have a special atmosphere. They are welcoming, non-threatening places where anyone can come to meet new friends, get helpful information and learn new skills.

Although Neighbourhood Houses differ from each other in many ways, they all aim to encourage personal growth, self-help, sharing of knowledge and social support.

Many Houses have also become a social force for their local communities taking action on a range of issues, reducing social inequalities and enriching the quality of life for community members.

## **How are Neighbourhood Houses Funded?**

Funding to Victorian Neighbourhood Houses includes \$5.4 million from the Department of Planning and Community Development (DPCD) and around \$10 million from the Division of Adult, Community and Further Education (ACFE).

Currently the level of DHS funding for each Neighbourhood Houses varies from 10 hours to 40 hours co-ordination per week, with a small additional amount for operational costs. Lancefield Neighbourhood House is funded for 20 hours per week.

ACFE funding is provided for Student Contact Hours to provide adult education to eligible students. Funding is also received for capital works and equipment related to education provision.

Various grants are applied for during the year for specific projects. Funding is also secured through activity fees, equipment hire, fundraising, membership fees and donations.

## **What Services do Neighbourhood Houses Provide?**

- Relaxation, people to talk to, sharing of common interests and having fun.
- Information, skills development, retraining and promotion of self-esteem for long-term unemployed.
- Support, referral and community education on problems such as family violence, grief and grieving, financial management, parenting, etc.
- Development of skills to encourage economic self-sufficiency.
- Adult Literacy and numeracy
- Health education and preventative programs.
- Computer education.
- Activities for children from pre-schoolers to teenagers.
- Integration of disabled and disadvantaged into community activities.

## **Some Facts and Figures about Neighbourhood Houses**

There are approximately 340 Neighbourhood Houses/Centres in Victoria and approximately 885 throughout Australia.

In Victoria, approximately 57,000 people walk through the doors of Neighbourhood Houses in one average week.

In the same average week, approximately 14,000 volunteers give their time in Neighbourhood Houses.

The fact is, if we estimated the cost saving to the Government by these volunteers in terms of service, provision and support to the community, it would equal \$300,000 per week or over \$15 million per year.

In Victoria there are some 8,000 paid workers in Neighbourhood Houses.

There are also approximately 250 Childcare centres based at Neighbourhood Houses throughout Victoria – this equals approximately 70,000 childcare placements per year.

## **History of our House**

The House is located at 78 High Street, Lancefield, in the 'Old Principals Residence', an 1889 building located within the Primary School grounds. The Neighbourhood House was formed in 1989 in the Mechanics Hall and moved to its current location in 1991. A twenty year free-lease was arranged with the Primary School in 1993 at the time of an extension being added to the building by the Neighbourhood House.

## **Vision Statement**

Our Vision for this facility is to enable all members of the community to realise their full potential.

We are here to serve the community as needed: to enable learning and personal growth and hence contribute to the overall well being of the community.

## **Mission Statement**

Our Mission is to provide a venue where every resident feels welcome, can engage in activities that will aid in personal and educational growth. So that each and every person who comes through our door will not only feel welcome, but will be an asset to themselves and to their community.

## **Objectives**

1. To provide a venue for individuals or groups to use and participate in activities.
2. To develop an understanding of the social and emotional needs of our community.
3. To identify and encourage community participation in its management and delivery of health, welfare, social, educational, recreational services and other activities.
4. To seek funding and support for the development of programs and other activities designed to meet these needs.
5. To encourage and facilitate the establishment of self help groups and assist in the provision of reasonable access in relation to these services.
6. To provide information in relation to the availability of programs and activities.
7. To liaise and co-operate with other agencies and organisations similarly committed to self-help and community development.
8. To operate in a non political and non-sectarian manner.
9. To extend the hand of friendship to all members of the community.
10. To foster self-determination and encourage people to organise their own activities, make decisions, and become involved in community activities.
11. To provide opportunities of access to course, programmes and information to people who would otherwise be excluded.
12. To do such things as may be considered consistent with these objects.

## **What are the main responsibilities of a Neighbourhood House**

There are hundreds of thousands of Australian non-profit organisations.

Many have registered as incorporated associations to legally allow them to receive donations, buy and sell property and continue on regardless of changes to their membership. Lancefield Neighbourhood House became incorporated in 1993.

All Australian Incorporated associations are legally required to establish a Management Committee or a supervisory board. The Committee of Management is bound by its constitutional rules.

Essentially though there are certain basic tasks most Committees need to undertake, if they wish to be successful. These can be categorised under the following headings:

1. Legal and Financial Accountability
2. Strategic Vision and Objectives
3. Fundraising
4. Advocacy

### **Legal and Financial Accountability**

The Committee is responsible for insuring that the House meets legal requirements and remains accountable to its funding bodies and other stakeholders. This includes the State Government under whose act the organisation has been incorporated.

#### **Associations Incorporation Act**

The House is incorporated under the Associations Incorporation Act. This is a requirement of our funding bodies, and provides protection for members of Committee of Management.

The Act sets out the requirements of incorporation and the responsibilities of Committees. Penalties can be imposed if these are not carried out.

As an Incorporated Associations, we are required by the Act to do the following:

#### **Have A Public Officer**

It is the responsibility of the Public Officer to keep the Office of Fair Trading and Business Affairs informed of the changes in our organisation as well as our financial situation. (see job description in appendix)

This person should be appointed by the Committee and need not necessarily be a member of the Committee.

He or she has to be over 18 years of age and a resident of Victoria.

### Hold An Annual General Meeting

The Lancefield Neighbourhood House holds its Annual General Meeting on the third Thursday in October each year.

### Present An Annual Report And Annual Accounts

These must be presented at the Annual General Meeting and they must be sent to the Office of Fair Trading and Business Affairs within one month of the Annual General Meeting.

Forwarding these to the Office of Fair Trading is the responsibility of the Public Officer.

A copy of the Annual Report must also be forwarded to DPCD, ACFE, RANCH, ANHLC and the Macedon Ranges Shire Council,

### Notify The Office Of Fair Trading And Business Affairs Of Any Changes

- Any change in the Committee within 14 days.
- Any change in Rules or Constitution within 1 month.
- Any change in the nature of the Association within 1 month.
- Vacancy in the position of Public Officer within 14 days.
  
- Appointment of a new Public Officer within 14 days.
- Details if the Association becomes a trustee within 14 days.

### Have A Common Seal

This is a rubber stamp, which has the Association's name on it. It is used in formal matters (such as policies, funding agreements, etc.) as the signature of the Association.

The Public Officer keeps the common seal and a record of its use.

### Properly Record The Association's Name

The words 'Inc' or 'Incorporated' as well as the registration number must appear after the name of the Association on all business documents.

### Have At Least Five Members

There must be a minimum of 5 members and the Secretary should keep a list of all members.

### Have A Constitution

This sets out the rules of our organisation regarding holding of meetings, committee membership and grievance and winding up.

## Fulfil Important Committee Duties and Responsibilities

A Committee member must not make improper use of their position or any information acquired by virtue of their position to gain any material advantage or benefit, or to cause detriment to the Association.

Committee members must also disclose any pecuniary interest in any contract or proposed contract the Association may enter.

Copies of our constitution are kept in the office – please ask for one.

## Insurance

Provision of adequate insurance cover is a legal liability for the Committee of Management.

### Provider

Insurance cover is provided by the Department of Planning and Community Development. As one of the major funding sources, the Department provides a range of insurance cover for the protection of our workers, volunteers and participants.

This cover includes:-

- Public Liability and products liability
- Property damage (limited circumstances only)
- Professional indemnity
- Director's and officer's liability
- Personal accident (volunteers)

The Department has published a booklet with detailed information on all insurance covers provided.

## Duty of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty, under the Insurance Contracts Act 1984, to disclose to the Insurer every matter that you know, or could reasonably be expected to know, is relevant to the Insurer before you renew, extend, vary or reinstate a contract of general insurance.

### Non-Disclosure

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce his liability under the contract in respect of a claim or may cancel the contract.

## Building & Contents

The building in which the Neighbourhood House is situated is leased, free of charge from the Lancefield Primary School for a period of twenty years, 9commencing in 1993). A facilities committee meets each term to keep track of maintenance of the building. A separate building and contents insurance policy is held through Bendigo Insurance Brokers.

## **Financial**

It is the responsibility of the Committee of Management, to ensure that all finances are properly managed, that an audit is carried out and that accountability requirements of funding bodies are fulfilled.

These are:

- Department of Planning & Community Development (DPCD) - Neighbourhood House Co-ordination Program (NHCP) provides funds for the Co-ordinator's salary plus a small operational grant.

Funds are occasionally made available for minor works, purchase of equipment, etc.

- Division of Adult, Community and Further Education (ACFE)  
Lancefield Neighbourhood House is a registered provider of further education is eligible to apply for:
  - Provision of Access and Vocational Education Programs
  - Development of Adult Education in the Community
  - Works, Services and Equipment

All funding submissions to ACFE are considered by the Regional ACFE Council, which consists of voluntary members who have a specific interest in further education provision.

- Macedon Ranges Shire Council  
A \$3,000 grant is received from the Shire each year.

There is a Service Agreement provided by each funding body to which the House is expected to abide by.

The Committee appoints a qualified firm to conduct an annual audit of the organisation's financial statements.

## **Strategic Vision**

It is a responsibility of the Committee of Management to establish and review long-range goals and an annual plan.

## **Business Plan**

A 3 year business plan and annual forward plan are created by the Committee. Community input to these is sought through surveys and consultation.



## **Employment**

It is the responsibility of the Committee of Management to hire paid staff in accordance with appropriate awards, fulfill all necessary obligations to workers and be aware of proper dismissal procedures

### **Paid Staff**

The Co-ordinator works part-time and is employed under the Social and Community Services Award (SACS).

The Administrator works part-time and is employed under the Professional, Administrative, Clerical, Computing and Technical Staff Award (PACCT).

The Committee of Management, must ensure copies of each of these awards are kept on the premises. You are legally bound to fulfil all the terms and conditions as set out in the awards.

Each worker should have a Job Description and an Employment Contract and a copy should also be kept on file.

The Committee needs to make sure that the House acts according to its stated mission and for the purpose for which it receives tax exemption.

## **Programming**

It is a responsibility of the Committee of Management to keep in touch with the needs of the local Community and assist Co-ordinator with development and running of programs

### **Programming Development**

The House aims to offer the following programs:

- Support Groups
- Computer Classes
- Back to Work Programs
- Accredited Courses.
- Health Issues
- Arts and Crafts
- Recreation
- Fitness
- Social Groups
- Personal development

Programs are either run as Fee for Service, which means the course is offered to the Community for a fee, which would cover Tutor Fees, room costs etc, or where eligible are ACFE funded.

## **Policy and Decision Making**

It is a responsibility of the Committee of Management to establish and record policies on all matters concerning the House, and have a framework for decision making.

### **Policy and Decision Making**

The Committee makes decisions and sets policies through discussion at Committee meetings.

All decisions are recorded in the minutes and new or amended policies are recorded in the policy manual. (Refer Policy Making Policy – Appendix B)

An up-to-date Policy Manual ensures that workers, volunteers and Committee members clearly understand the policies and procedures of the House and that continuity is maintained as personnel change.

As Committee members, you are encouraged to read through the Policy Manual.

### **Procedures**

It is important that once a policy is developed that a procedure is also made to accompany the policy. You can have a procedure for almost any thing.

Procedures are also developed to take the guesswork away or the need to wait until someone arrives that knows what to do.

All Committee, staff, volunteers and members will then avoid mistakes. It allows everyone to become more efficient and provides an opportunity to empower people to complete tasks.

It avoids getting wrong information from various areas, with the words “I think you should”. A person is then able to obtain a copy of the procedure and know “what should be”.

A procedure saves many mistakes, arguments and provides stability, knowledge and self-satisfaction for the user.

## **Evaluation**

It is the responsibility of the Committee to monitor all aspects of the service provided by the House and regularly review goals and objectives.

### **Monitoring**

As a Management Committee, you are accountable to a number of people:

- To your own community
- To users of the House
- To funding bodies
- To your staff
- To each other

You must therefore, monitor and evaluate the many aspects of your /House.

These could include:

- The programs provided by the House.
- The effectiveness of your forward planning.
- Committee meetings
- Staff
- The services provided by your House.

This can be done in the following ways:

Annual evaluation/planning/review session, which reviews and evaluates your Business Plan.

Regular meetings with staff members.

Evaluations sheets filled out by program participants

Regular Committee discussions on ways to improve meetings and Committee participation.

Attendance numbers/cancellations for programs.

Survey at promotional events.

Feedback/opinion box.

### **Ethics**

All organisations have the potential to act dishonourably with quite devastating results. All transactions financial or otherwise need to be transparent with a consistency of approach and purpose. To officially accept a Committee of Management position a code of ethics must be signed. (Appendix A)

### **Advocacy**

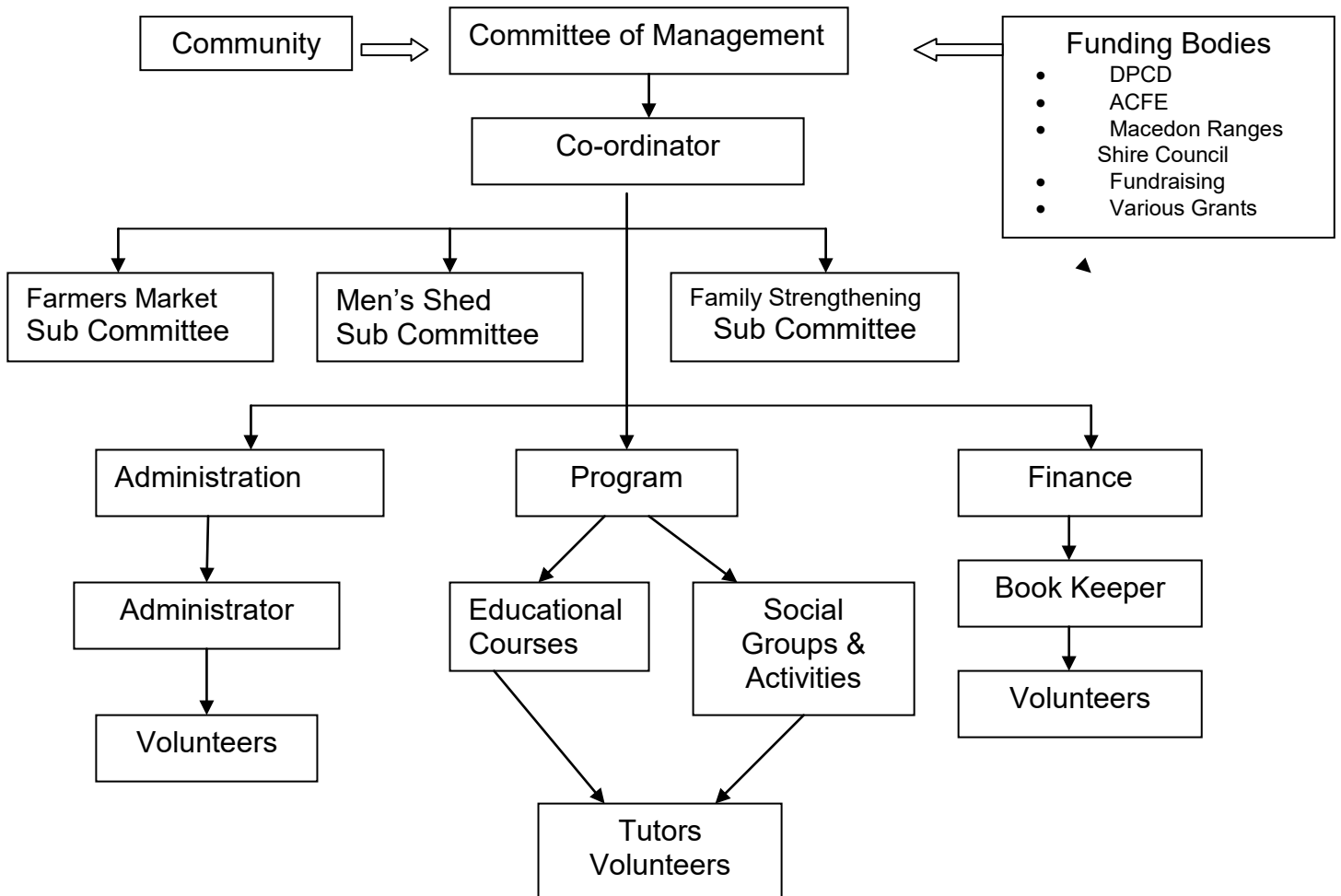
The Committee is the primary link between the House and the broader community. It represents the interests of the organisation to the community and it should filter the diversity of stakeholder views back within the organisation.

Committee members must be familiar enough with the Houses programming to be able to clearly articulate its mission, accomplishments and goals. They need to be able to develop communication strategies that constantly build public awareness and reach new and broader audiences.

# Lancefield Neighbourhood House Committee 2018

President	Peter Quinn
Vice President	Glenys Bowen-Hill
Treasurer:	Rhonda Cusack
Secretary:	Deidre Knell
General Committee	Linda Davies, Caroline Middenway, Nikki Reeves, Richard Dickinson, Joanne Pickett, Jo Edmond, Stephanie Rowe, Shirley Lang
Vivien Philpotts - Coordinator	

## Organisational Chart



## Role of President

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**TITLE:** President

**APPOINTED BY:** Committee

**REPORTING TO:** Committee

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Encourage an active Committee, which shares the responsibility. **DON'T END UP CARRYING THE LOAD.**

- Be a spokesperson for the group.
- Stay in touch with the House and with other Committee members.
- Follow up on Committee decisions and note items for future agendas.
- Be familiar with the Constitution of your organisation and know correct meeting procedure.
- Attend meetings regularly and punctually.
- Direct meetings so that all in attendance are heard fairly, all business is attended to and all decisions are made fairly.
- Help the Committee to understand that they are in charge of decision-making and that they all have a contribution to make.
- Allocate responsibilities and expect follow-up reports or suggestions on issues as they arise.
- Ensure the group is fulfilling all its responsibilities.
- Prepare a written report for monthly meetings and Annual General Meeting.
- Make sure all reports go to the Secretary in time to be sent out to all members.
- Plan and prepare the meeting, with the Secretary and the Co-ordinator.
- Chair the monthly meeting and ensure all items on the agenda are discussed.
- Represent the House, as needed both internally and externally.
- Chair Annual General Meeting.

## Role of Vice President

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**Title:** Vice President

**APPOINTED BY:** Committee

**REPORTING TO:** President

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- To provide support back directly back to the President and act as his/her representative in the event of his/her absence.
- Be aware of the President's responsibilities and prepared to take these on in his/her absence.
- To provide support to the President, Committee, Staff, Co-ordinator and House Members, where needed.
- To carry out all tasks as delegated by the President.
- To attend regular meetings with President and Co-ordinator.
- Be prepared to train as a future President.

## Role of Secretary

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**TITLE:** Secretary/Minute Taker

**APPOINTED BY:** Committee    **REPORTING TO:** President

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- To prepare and distribute to all relevant parties, copies of Agenda, Reports and Minutes of Committee meetings.
- Be familiar with the Constitution of the organisation and know correct meeting procedures.
- Assist Co-ordinator and President prepare and collate monthly Agenda.
- Distribute Agenda and Minutes within one week of meeting.
- Attend meetings regularly.
- Record all relevant information and discussion as occurred at Committee Meetings. Type up minutes and distribute.
- Ensure there is a replacement Secretary to handle all tasks if the Secretary cannot attend a meeting.
- Keep a record of names of all members. (For sending out notices, etc.)
- Maintain a file of all signed, original copies of Minutes.
- List and file inward and outward correspondence.
- Keep appropriate records in a safe place:
  - Copy of the Constitution
  - Minute Book
  - Policy manual
  - Membership registers
  - Correspondence file
- Take minutes at the Annual General Meeting.
- Ensure minutes are signed by Chairperson.
- Write any letters and answer any correspondence as directed by the Committee. Keep copies of all outward correspondence.
- Enter any new decisions or changes of policy in the policy manual.
- Secretary automatically is Public Officer. This is a position required by the Constitution. It is merely a figurehead position, required for signature on certain legal and other documents.
- Ensure that the Constitution and Annual report is forwarded on to the Office of Fair Trading.

# AGENDA - Template

LANCEFIELD NEIGHBOURHOOD HOUSE  
COMMITTEE OF MANAGEMENT MEETING

**Date**

PRESENT:

APOLOGIES:

MINUTES FROM PREVIOUS MEETING:

Accepted:  
Seconded:

BUSINESS ARISING:

CORRESPONDENCE:

Accepted:  
Seconded:

FINANCIAL REPORT:

Accepted:  
Seconded:

Cheque requisitions to be approved

FUNDRAISING SUB-COMMITTEE REPORT:

COORDINATORS REPORT:

OP SHOP REPORT:

FARMERS MARKET REPORT:

MENS SHED REPORT

NEW BUSINESS:

MEETING CLOSED:

TIME

NEXT MEETING:



## Role of Treasurer/ Book Keeper

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**TITLE:** Treasurer  
**APPOINTED BY:** Committee      **REPORTING TO:** President  
**SUPERVISOR:** Committee

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- Be responsible for handling the finances of the group.
- Support and oversee the Finance area on behalf of the Committee of Management.
- Keep regular, true and accurate records (or see that they are kept).
- Keep records and original documents (accounts, receipts and reports) in a safe place.
- Liaise with and oversee the Book Keeper on:
  - Membership fees and accounts).
  - Writing receipts for all money received.
  - Banking all monies promptly.
  - Paying all accounts.
  - Ensuring all cheques are signed in accordance with authority given in Constitution. Fill in all cheque butts with date, payee description and amount.
  - Writing up all income and payments on computer program/in cashbook.
  - Maintaining and recording petty cash float.
  - Keeping Committee regularly informed of financial position of the group. (Prepare a monthly report for Committee and present at meeting).
  - Paying and recording wages.
  - Making other payments necessary on behalf of the worker (i.e. taxation, superannuation, workcover).
  - Preparing a 12-month financial statement for audit at least once a year and presenting it at the Annual General Meeting.
  - Preparing and presenting a projected Annual Budget, based upon the financial statement for the Annual General Meeting.

## Role of General Committee Members

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<b>TITLE:</b>	General Committee Members
<b>APPOINTED BY:</b>	Members of the Organisation
<b>REPORTING TO:</b>	Community

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- Know all your responsibilities as a Committee member and take them seriously.
- Be aware of your importance as a member of the team, which manages the House.
- Avoid any semblance of self-dealing or enrichment.
- Act as an ambassador for the group and work in its best interests.
- Listen to other people's ideas and views and be open and frank – discuss and criticise issues and ideas rather than individuals.
- Support all majority decisions outside of Committee meetings.
- Attend Committee meetings regularly or as directed.
- Be involved in and informed about decisions at meetings (whether present at the meeting or not).
- Become involved in special tasks, as an individual or a sub-committee member.
- Make sure the office bearers carry out their job.
- Support and participate in fund raising.
- Keep the House in touch with community needs.
- Know about the activities and programs being run by the House.
- Keep in touch with the workers – provide back up, supervision and personal contact with paid and unpaid worker
- Spend some time at the House, helping in office, taking bookings, etc.
- Attend other functions when required.
- Make sure any tasks assigned to you have been completed.
- Take part in training or information sessions arranged for Committee members.

## Role of Sub-Committee

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<b>TITLE:</b>	Sub-Committees
<b>APPOINTED BY:</b>	Committee
<b>REPORTING TO:</b>	Who the person reports to
<b>SUPERVISOR:</b>	Who is the person being supervised by.

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- Sub-committees allow a smaller number of people to research, plan and follow through on specific projects or tasks.
- A sub-committee cannot carry out decisions without first obtaining approval from the general Committee.
- Sub Committees must include in their numbers two Committee members or one Committee member and the Coordinator..
- Meet on a regular basis.
- Have a plan to follow for each meeting.
- Keep a record of all decisions made and tasks carried out.
- Present reports and recommendations regularly to general Committee meetings.
- Have all decisions approved by the general Committee before taking action.
- Draw up a budget for the Treasurer if funds are necessary.
- Discontinue as soon as the assigned task has been completed.
- General Committee may make regular checks and evaluation of each sub-committee's work from time to time.

## Volunteer Workers

Volunteers are an important part of any Neighbourhood House.

The House cannot run without the help of volunteers. Volunteers on the other hand, can gain work skills, meet new people, gain confidence and sometimes gain employment with what they have learnt volunteering.

**Sample** Volunteer Co-ordinators Job Description

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### Lancefield Neighbourhood House

#### JOB DESCRIPTION

**Title:** Volunteer Co-ordinator

**APPOINTED BY:** Committee **REPORTING TO:** Co-ordinator

#### QUALIFICATIONS, EXPERIENCE AND (ENVIRONMENT OPTIONAL)

- No formal training is required however, extensive experience and knowledge of current office systems and procedures is essential. Ability to work with people and co-ordinate tasks for volunteers.

#### PRIME PURPOSE OF POSITION:

To take prospective volunteers through a predetermined training schedule until satisfactorily completed thereby ready to work in designated areas.

#### TERMS OF EMPLOYMENT:

This position is voluntary, but is to be reviewed annually.

#### GENERAL RESPONSIBILITIES:

- To accept volunteers that are referred and organise mutually suitable interview times and placement.
- To work with, supervise and train volunteers.
- To monitor the progress of each volunteer and assess their needs and evaluate them.
- To keep up to date on any new procedures and pass all changes through to trainees and other administration areas.
- To liaise with Executive Officer and Area co-ordinator about each volunteer and their progress.
- To discuss progress with volunteer and determine with them their suitability to the task if satisfactory completion of tasks is not attained after a reasonable time.
- Where necessary, if volunteers are unavailable and no trainees are currently in program, assist in functional area to maintain office functions.
- To be a backup person to Office co-ordinator and relieve him/her, when absent.

#### SPECIFIC DUTIES:

To accept, interview and train volunteers in the procedures of the House.

To liaise with areas to ensure volunteer is completing all tasks allotted to him/her and to relocate him/her if necessary..

# CODE OF ETHICS

## LANCEFIELD NEIGHBOURHOOD HOUSE INC.

All staff employed, and Committee of Management Members of The Lancefield Neighbourhood House agree to the code of Ethics as expressed in the following statements.

### 1. Commitment to Social Justice

1. To encourage as a Community, the belief in the personal dignity and self worth of the individual by creating a climate of care and acceptance and understanding of each other.
2. To promote self help and mutual support amongst all interested members of the Community.
3. To enable participants to develop more control over their lives.
4. To actively reduce social isolation within the Community.
5. To cooperate with all organisations within the community who share similar objectives.

All programs and services provided by the House will reflect the Centre aims, goals and objectives.

### 2. Confidentiality and Privacy

Confidentiality and Privacy will be adhered to by all members of the Committee of management and staff who obtain information from:

1. Any meetings they attend.
2. From other Committee Members, volunteers or visitors to the House.

The staff need to inform users fully about the limits of confidentiality in any given situation, the purposes for which information is obtained and how it may be used.

### 3. Employment Practices

The Lancefield Neighbourhood House abides by the Award to which it is bound. It is the Committees responsibility to select quality staff, providing them with training and supervision in a productive and respectful atmosphere.

The House does not discriminate for employment on grounds of:

- Race
- Colour
- Social Standing
- Sex

Committee of Management members will initiate, contribute and complete, annual Service Agreements, Financial Accountability Forms as accountable to its funding bodies.

### 4. Responsibility to the Community

The House will continue with its responsibility to the Community to provide social, recreational and educational programs, referral and supporting services, and activities to the community of Lancefield and surrounding areas.

I abide by the above Code of Ethics and will carry them out to the best of my abilities.

.....  
COMMITTEE OF MANAGEMENT MEMBER

.....  
CO-ORDINATOR

DATE: .....

DATE: .....

## **Lancefield Neighbourhood House Inc Policy Development Policy**

Ratified by the Committee of Management 16/12/03

### **Introduction**

A policy is needed as a guideline for creating, implementing and reviewing all other policies.

### ***Purpose***

To ensure that all policies are responsibly developed, documented, resourced, communicated, implemented and evaluated in a consistent manner.

### ***Policy***

Policy development is the responsibility of the committee of management.

Sub committees or paid staff may be delegated the task of drafting or reviewing policies for committee approval.

All persons/groups affected by a policy will be notified of its development or alteration.

All policies will involve a consultation process to ensure adequate input from all relevant and interested persons/groups.

All policies will consider existing legislation and relevant external policies in the development consultation and review process.

All policies must be ratified by the Committee of Management at regular committee meetings.

All policies must be signed with two executive signatures, stamped with the seal and dated with the date of above ratification.

All policies will be entered into the Policy Manual.

All policies will be reviewed annually and update signed by the Committee of Management.

All paid staff, committee clients and volunteers will be bound by the policies developed by the centre.

Changes to existing policies must follow the above guidelines.