



Central Highlands Association of Neighbourhood Houses

Policy Development Policy

Document Control

Policy Title:	Policy Development		
Policy Number:	GOV002	Version Number:	1
Date Ratified:	3.2.2020	Review Date:	March 2021

Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit

Definitions: (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

Central Highlands Association of Neighbourhood Houses

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Policy Declaration

CHANH maintains an up-to-date, comprehensive policy manual to guide the practice of the staff and Committee of Management.

Purpose:

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

Owner:

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

Application:

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

Policy Rationale

Maintaining a consistent approach to the development, implementation and review of policies is identified as a key action for effective governance and organisational management.

The objectives for CHANH policy development are:

- a. Ensure all policies are written, presented, approved and implemented in the standard format, defined by the CHANH Policy Template.
- b. Ensure that policies reflect, reference and do not duplicate or contradict relevant documentation, including:
 - a. CHANH Rules of Incorporation
 - b. NHACE Award
 - c. DHHS Service Agreement Requirements
 - d. Incorporations Act and other legislation
 - e. Victorian Charter of Human Rights
 - f. Australian Child Safe Standards
- c. Ensure the most recent approved version of a policy can be easily located and is accessible.
- d. Implement a mechanism for the monitoring and regular review of all policies.
- e. Ensure all policies are accessible, by using:
 - a. 12 point Sans Serif fonts
 - b. Left Aligned
 - c. Avoid use of italics, underlining and uppercase words
 - d. Insuring strong contrast of colours between text and background, including avoiding watermarks.

- e. Using plain English, short sentences and avoiding jargon.

Procedures

Policies are available to all CHANH staff and CHANH members on the CHANH Website chanh.org.au or by request from Network Manager.

New policies will be reviewed by the Committee of Management twelve months after they have been first ratified. After this all policies will be reviewed by the Committee of Management every three years.

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

Development process:

- CHANH Network Manager and/or committee of management members 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.
- Once a policy is approved it is effective from that date and supersedes all previous policies.
- When a policy is approved the version control details are updated and an electronic version is loaded onto the CHANH Website and the name and number of the policy is added to the CHANH Document Register.
- Policy amendments can only be authorized by the Committee of Management.
- Once a policy is available electronically members are advised of its availability and it is included in all future inductions for staff, committee members and volunteers.

Related Organisational Policies and Procedures:

- Policy Template
- Decision Making Policy
- Induction Policy
- CHANH Document Register

Responsibilities

Executive Team:

- To implement and monitor policy

Members:

- To be informed of the Policy Development Policy
- To participate in policy reviews as required

Staff:

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

Breach of Policy

A breach of this policy may result in disciplinary action up to and including termination of employment.