

Policy development and review

Category:	Governance	Version:	1
Date of Issue:	01-11-08	Contact:	Through the Team Reps

Purpose

To provide information on the development and review process for all Northey Street City Farm policies and procedures, and the template and quality control steps to be applied to all existing and new policies and procedures.

All Farm regulations, protocols, policies, codes of practice, procedures, and guidelines (referred to as “policies and procedures”) can be accessed on The Farm website by clicking on the Policy Library icon.

Definitions:

Policies

Principles that establish formal expectations of Farm members on specified matters. Policies are formally documented and approved by The Farm and should be complied with.

Procedures/Guidelines

Standardised, step-by-step methods of operating in line with best practice or safe practice. Procedures generally relate back to a policy statement or regulation and may offer advice or set expectations about how a policy or regulation should be implemented, or how an activity is carried out. Where a decision is taken to depart from the guidelines, actions may need to be explained and/or justified.

Policy

A. All policies and procedures in The Farm Policy Library must be formatted to include the following:

a. **Title of policy**

Note that titles are modified where necessary to facilitate access, e.g., Office Communications Policy becomes Communications Policy, searched under ‘C’ in alpha search; or Policy on Decision-Making becomes Decision-Making Policy, searched under ‘D’ in the alpha search.

b. **Category**

- Administration
- Gardens & Site
- Community
- Education
- Enterprises
- Finance
- Caring for People

Policies are given a general category to improve document searches, i.e., to find the Budgets Policy, search in the Finance category.

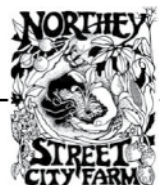
c. **Date of issue**

All policies and procedures are assigned a date of issue. This is the date that the policy was formally approved, or in the case of an update or review, the date when a policy or procedure was last modified. Note that major review changes need to be discussed with other key teams and/or at a Team Reps meeting.

d. **Contact person**

Overall responsibility for policies and procedures remains with the approval authority, the Management Committee. However, a contact person is identified by role and is the day-to-day

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contact for administrative enquiries about each policy or procedure. This person is also the first contact during the review process and has task responsibility for the document's validity.

In addition, the document content should adhere to the template shown in Appendix and include the headings below. The aim is to keep each policy to a page if possible, as this keeps the message simple and makes it more easily distributed. More detailed information should be referred to as either an appendix, a guidelines manual, a handbook or webpage.

e. **Headings**

➤ *Purpose*

This is a brief introductory statement of the document's purpose, including scope of the policy or procedure, e.g., organisation-wide and how the policy aligns with The Farm's fundamental principles of permaculture and sustainability.

➤ *Policy*

This is a series of statements about The Farm's principles to aid decision-making. Various sub-headings may be included, as relevant, for each policy or procedure.

➤ *Procedures*

This identifies best practice guidelines or procedural detail. Numbered bullet points are the preferred way of setting out the information.

Procedures

1. All teams will be asked to undertake a review of all relevant policies annually, at a time TBA. It is the responsibility of the team coordinator to regularly monitor the policies in his/her portfolio to ensure validity. Changes should be discussed at Team Reps Meetings.
2. All reviews will be managed by the responsible contact in cooperation with the Operations Team, which may provide any assistance required to facilitate the review (including comment on the format) and will ensure the reviewed policy or procedure is advertised within The Farm community before re-issue.
3. The Operations Team Coordinator will be responsible for updating the electronic policy library with any new or reviewed documents.
4. All new Farm policies and procedures should follow the format specified above.
5. Wide consultation among those who will implement or be affected by the policy or procedure is expected in the development of all new policies and procedures.
6. Once a new policy is approved, the Administration Officer should:
 - a. place it in the NSCF Policy Library,
 - b. forward a copy to the website manager for posting on the electronic policy library,
 - c. advertise the existence of the new policy to interested parties to ensure that all who should know about it, do.



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• caring for people • caring for the earth • sharing the surplus •