

Forum Flash

7 November 2008

TRAINING

Policy & Procedure Development

Facilitator: Paul van Reyk

19th November 2008 9:30 am - 4:30 pm

Macarthur Community Forum

351 Welling Drive, Mt Annan

For more information or to register, [click here](#)

Policies and procedures are a significant part of an organisation's operations. The power of policies and procedures, if created and reviewed correctly is such that once they are made available to staff, policy and procedures can clarify their position within the organisation and ensure that tasks are carried out in an appropriate and safe manner. In a progressive organisation, policies and procedures evolve over time and in response to changes in resources availability, new product development, legal and statutory requirements, public opinion, and a host of other factors. Too often, changes are passed along verbally or in memos within the organisation.

This training session should allow participants to review their organisation's current situation and specific policy and procedure needs. It will provide the skills necessary to collect all current policies and procedures, identify the necessary revisions and additions, and process the changes within your organisation. This should contribute to the overall efficient operation of your organisation.

Participants attending this session will consider:

The Need for Policy and Procedures:

- strategic role of policies and procedures
- vision of the organisation
- organisational structures
- policy and procedure definitions
- reasons for policies and procedures
- range of policy needed

Documentation:

- writing format
- numbering of policy and procedures
- approval of policy and procedure
- types of form(s) to use

- system for copying and distribution

Feedback and Evaluation:

- periodical revision controls

NEW FATHERS, NEW BABIES, NEW CULTURE, NEW COUNTRY ... THE IMPACT OF CHILD BIRTH ON MEN

A Child and Family Service Practice Forum
Wednesday the 19th of November 2008 at WSCF
For more information and Registration, [click here](#)

The purpose of WSCF Service Practice Forums is:

- i) To provide up to date information and knowledge on current practices and research to enhance child and family sector development
- ii) To identify issues and challenges for the sector

The Forum will open with David Sokol (Regional Manager, West Region , Relationships Australia) who will speak to the theme "New Fathers, New Babies, New Culture, New Country." This will be followed by a Panel including Stephen Lillie (Hawkesbury Health), Sue Pearce (Early Words) and Athena Kandris (Blacktown Hospital), followed by an open forum.

Hosted by the Cumberland/Blacktown/Hills Service Network Project

WHAT'S HAPPENING TO PUBLIC TRANSPORT?

There have been a number of changes to public transport services being proposed by the Government:

- Reduction to the School Student Transport Subsidy
- Metro line to Rozelle instead of Rouse Hill
- No track duplication to Vinyard

There has also been a number of transport enquiries to which we have been responding:

- Parliamentary inquiry into transport for the NW sector
- IPART inquiry into train fares

We have created a blog to try and make contact with public transport users in Western Sydney and to try to provide up-to-date information about changes and events going on in the transport sector: www.wsptu.blogspot.com

We encourage you to email or phone us or make comments on the blog so that we can learn more about the public transport interests of people in Western Sydney.

paulf@wscf.org.au or hughw@wscf.org.au

SMARTLINK TRANSPORT PRAISE - WILL IT LEAD TO FUNDING?

WSCF has been a strong supporter of the Smartlink transport initiatives. We are very pleased to congratulate Helen Walker on the high praise the project received in Parliament House last Thursday ([click here](#)). Let's see if it can lead to on-going funding for this 'big picture' response to transport disadvantage. We certainly hope so.

PARRAMATTA CARE MEETING

The next Parramatta CARE Campaign meeting will be held on Monday November 17th at 4.00pm (note the new time) at WSCF - join us to build this great workforce development partnership with the ASU.

Joke Spot

I was at the Writer's Festival where Don Watson (Paul Keating's speech writer) was talking about his book on his travels in America. At the end of the presentation he took questions. A bloke got up and said: "How do you think people in America are going to react when, after electing Barack Obama, all their hopes are dashed when they find out that he won't be able to change anything?" Watson thought for a moment and responded, "That is a very Australian question".

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Western Sydney Community Forum

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