

**DATED**

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April 2016

**TUTAKI YOUTH INCORPORATED**

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**ORGANISATIONAL  
MONITORING POLICY**

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# Tūtaki Youth Inc. Trust

## **POLICY: ORGANISATIONAL MONITORING**

Date First Issued:	January 2014
Review Dates:	April 2016
Next Review Date:	April 2018
Responsibility:	General Manager and Tūtaki Youth Inc. Board
Authorised By:	Tūtaki Youth Inc. Board
Version:	2
Pages:	3

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### **1. Purpose**

This policy sets out the systems that will be used to monitor the organisation and ensure the organisational policies and procedures are effective.

### **2. Policy Scope**

This policy applies to all staff, volunteers and governors or Tūtaki Youth Inc.

### **3. Policy Statements**

**3.1.** Tūtaki is committed continuous improvement and progress in all areas of the organisation including the provision of services, programmes and the facility.

**3.2.** Strategic Planning will be undertaken no less than three years

**3.3.** An annual plan will be developed yearly directly aligned with the Strategic Plan

**3.4.** Regular reports regarding Tūtaki operations will be made by the General Manager to the Board of Trustees

**3.5.** Reviews of operational procedures and processes will be on-going to ensure best practise.

**3.6.** All aspects of Organisational Monitoring, including collection of information from clients and the operation of any external evaluation procedure, will comply with the requirements of the Privacy Act 1993 and the associated Tūtaki policies.

**3.7.** Tūtaki Youth Inc. will monitor and review, on an on-going basis the following:

3.7.1.1. Finances

3.7.1.2. Risk

3.7.1.3. Policies and procedures

3.7.1.4. Strategic and Annual Plans

### **3.8. Annual Plan/Report**

- 3.8.1. The General Manager will work with Tūtaki staff to develop an Annual Plan that aligns with the Strategic Plan. This Annual Plan will be approved by the Board of Trustees.
- 3.8.2. An Annual Report from the General Manager will be presented at the Annual General Meeting. This will contain a full status report of service delivery and all relevant operational data.

### **3.9. Monthly Reports**

- 3.9.1. Quarterly reports, in a summarised format, put together by the General Manager will show progress of expected outcomes from these plans. This report will include any areas of concern and recommendations for resolving those that are identified.
- 3.9.2. The General Manager is responsible for the preparation of a monthly financial report to the Trustees and present annual financial statements to the annual AGM of the Board of Trustees.
- 3.9.3. Service reports will be produced using the referral database enables the collation of data regarding clients. The statistics this database provides will ensure service and programme provision are relevant and highlight any gaps, trends and needs that require a response.

### **3.10. Policies and Procedures**

- 3.10.1. All Tūtaki staff will follow the correct procedures that are set out by the organisation.
- 3.10.2. Tūtaki will review all policies and procedures as per the policy cycle.

### **3.11. Risk**

- 3.11.1. Monitoring and risk management is the day-to-day responsibility of the General Manager. Operational risk is to be addressed immediately.
- 3.11.2. Strategic risk shall be reviewed on an ongoing basis, and reported monthly to the Board on a monthly basis.