



Central Highlands Association
of Neighbourhood Houses

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Participation Support Policy

Document Control

Policy Title:	Participation Support		
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** Policy reformatted January 2021, no content changes made*

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 recognises that its value lies in the strength of member houses providing information and support to one another, the delivery of strategic regionally based goals, as well as its role in identifying and supporting neighbourhood houses in crisis.

Purpose:

The purpose of this policy is to define the ways by which CHANH recognises and encourages member house participation.

Owner:

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

Application:

This policy applies to all member houses and appointed representatives to the CHANH committee.

Policy Rationale

CHANH member houses are required to participate in their neighbourhood house network as a requirement of their DHHS NHCP funding. However, there is no standard of participation set as part of the funding guidelines.

To support member participation CHANH runs meetings and events focused on planning and delivery of these goals and monitors the wellbeing of our member houses. Achievement of these goals is improved by the full representation of our member houses and their unique circumstances, challenges and needs, enabling early intervention as well as organisational growth. To this end, participation by our member houses should involve:

- Appointment of a representative to CHANH, who will be responsible for conveying information to and from CHANH, advocating in the interest of their houses and voting in accordance to their houses requirements
- Representation by representative at all Association Representative Meetings and the Annual AGM (total four meetings per year)
- Completion of the annual Regional Health Check and Evaluation by house manager and committee member (one meeting required)
- Participation in two or more Association Events by staff, volunteers or committee members, as appropriate, including Manager Forums, Open House Tours, Professional Development, Annual Retreat etc R

- Receiving and distributing the Association’s newsletter Committee Corner to member house committee members, (six times per year)

Procedures

CHANH recognises that representation and participation cannot always be achieved as personal and professional events may conflict with CHANH events and meetings. To support representative to prioritise participation:

- Meeting and event dates are circulated prior to the end of each calendar year
- Meeting dates are provided electronically to representatives
- Events are promoted early to enable and encourage personal attendance
- Feedback is encouraged to make every attempt to ensure CHANH activities are useful, relevant and valuable to our member houses

Where a member house’s participation and representation consistently falls below the expectations outlined above the following measures will be implemented:

- The representative will receive a phone call from a member of the Executive Team to discuss the low participation and steps which might be taken to support increased participation
- If participation does not increase the Executive Team will issue a letter to the Committee of Management of the member house advocating for the benefits and requirement of participation in their neighbourhood house network, and suggestions on possible actions to support this.
- Should the member house continue to fail to participate in CHANH activities DHHS regional Community Participation and Wellbeing staff will be alerted to investigate, as this would indicate the member house was in a state of crisis.

Related Organisational Policies and Procedures:

Responsibilities

Executive Team:

- To implement and monitor policy

Members:

- To be informed of the Privacy 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.