



Central Highlands Association of Neighbourhood Houses

Induction Policy

Document Control

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| Policy Title: | Induction | | |
| Policy Number: | MAN003 | Version Number: | 2 |
| Date Ratified: | 23.05.2019 | Review Date: | May 2021 |

Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit
- Neighbourhood Houses Victoria Good Practice Guide
- NHCP Guidelines

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| 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

Induction into our network is essential to the success of our organisation– for our staff, CoM members and member houses. Understanding the role of CHANH to support members and implement regional initiatives depends on individuals in key positions understanding the support, role and influence they have to ensure CHANH is an agile and effective organisation.

Purpose:

This policy defines the CHANH approach to inducting members, staff and CoM to CHANH, its role, services, policies and procedures.

Owner:

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

Application:

This policy applies all members, staff and CoM, to be executed by the Networker, with support by the Executive Team.

Policy Rationale

CHANH is a membership based organisation, existing to support individual houses and the association they create to succeed in the Central Highlands region. For this to be realised, individuals representing the leadership and management of our members as well as the leadership and staff of CHANH, must be empowered with knowledge and awareness of the role and services of our organisation, and the opportunities CHANH presents.

Procedures

To this end the following induction programs are provided by the CHANH:

CHANH Staff:

Provided by the President. Content includes:

- CHANH Strategic Plan
- Current Annual Plan
- Current Policies
- Current Programs and Projects

- Overview of the CHANH and how it supports neighbourhood houses
- Connection to NHV and Combined Networks meeting
- Workplace orientation (provided with manager of neighbourhood house providing employee accommodation, as per Employee Accommodation and Safe Workplace Policy)
- Initiate Goal Performance Planning process, as per Performance Management Policy

CHANH CoM Members

At the appointment of a new representative Committee Member or at beginning of each calendar year the CHANH CoM Members will receive:

- CHANH Rules of Association
- CHANH Committee Handbook (including Annual Plan and Budget)

Member Neighbourhood House Managers:

Contact will be made by CHANH Networker to new Managers and a meeting arranged within one month of commencement. The following information will be supplied:

- In relation to CHANH, an information pack will be made available to all including the following:
 - Overview of the CHANH and how it supports neighbourhood houses
 - Current Strategic Plan
 - Most recent Annual Report
 - Key CHANH policies for houses, including:
 - Participation Support Policy
 - Conference and Training Subsidy Policy
 - Feedback Complements and Complaints Policy
 - Critical Information Management Policy
 - Privacy Policy

Discussion will include overview of CHANH role and services, current initiatives and future meeting dates (as outlined in Committee Handbook). Access will be arranged for the CHANH Dropbox File for Managers.

- In relation to Neighbourhood House management the following tools will be made available:
 - CHANH Getting Started Checklist
 - Neighbourhood Houses Victoria Good Practice Guide
 - NHCP Guidelines
 - DHHS Service Agreement Information Kit (electronic link)

Member Neighbourhood House Committees of Management

As member houses complete their AGM each year the CHANH Networker will establish contact with the NH Chair and a meeting will be arranged within two months of appointment. The following information will be supplied:

- In relation to CHANH:
 - Overview of the CHANH and how it supports neighbourhood houses
 - Current CHANH Strategic Plan
 - Most recent CHANH Annual Report
 - Key CHANH policies for houses, including:
 - Participation Support Policy
 - Conference and Training Subsidy Policy
 - Feedback Complements and Complaints Policy
 - Critical Information Management Policy
 - Privacy Policy
- In relation Neighbourhood House Governance:
 - Good Governance Tip Sheet & NHCP Guidelines
 - Copy of most recent Committee Corner Newsletter
 - Information about Neighbourhood Houses Victoria
 - Information on Governance Materials Pack

If requested, the CHANH Networker can present to member Committees of Management to discuss the CHANH and/or the role of governance in neighbourhood houses.

Related Organisational Policies and Procedures:

- Current Strategic Plan
- Current Annual Plan
- Most recent Annual Report
- All current policies
- Overview of the CHANH and how it supports neighbourhood houses
- CHANH Rules of Association
- CHANH Committee Handbook (including Annual Plan and Budget)
- Good Governance Tip Sheet
- Committee Corner Newsletter
- Governance Materials Pack
- Dropbox

Responsibilities

Executive Team:

- To implement and monitor policy

Induction Policy

Version: 2 Date: May 23, 2019

Members:

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

Staff:

- Implementation of policy
- 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.