



Central Highlands Association of Neighbourhood Houses

Partnership, Collaboration and Auspicing Policy

Document Control

Policy Title:	Partnership, Collaboration and Auspicing		
Policy Number:	MAN006	Version Number:	2b*
Date Ratified:	2016	Review Date:	TBD

* 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

The CHANH recognises the importance of relationships with other people and organisations to achieve the goals of our organisation and our community.

Purpose:

The purpose of this policy is to define the ways by which CHANH works with other people and organisations.

Owner:

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

Application:

This policy applies to all employees of the CHANH, any representatives acting on behalf of CHANH and is available for information to all members.

Policy Rationale

Relationships with other parties are essential to great community development. These relationships may take on a range of forms, including:

- Partnership- a formal relationship between two or more parties based on trust, equality and mutual understanding to achieve a specified goal. Partnerships involve risks as well as benefits, making shared accountability critical, defined in documentation. Partnerships may be underpinned by financial transaction or allocation of in-kind resources.
- Collaboration – less formal than a partnership, a collaboration is a relationship between two or more people or organisations working together to achieve a common goal.
- Auspicing – a supportive relationship for a member organisation or external operator, an auspice is a contract where an incorporated agency provides a professional platform for an event or activity to be run under the umbrella of the incorporated agency's status and protections, including being a not-for profit and insurance provision.

Any relationships formed by CHANH should be consistent with the goals and values of the CHANH, as well as be compliant to any relevant state or federal legislation and all CHANH policies and procedures. Any relationship resulting in a formal agreement between CHANH and other agencies or individuals (partnerships and auspices) is subject to the agreement of the CHANH Executive

Committee (unless otherwise stipulated through funding arrangements). These proposals must be assessed in terms of:

- Viability of the proposal
- Capabilities of project managers
- Clear project methodology
- Understanding of the agreement responsibilities
- Willingness to work within the ethical, philosophical and strategic framework of CHANH

Procedures

Partnership, collaboration and auspicing proposals should include information on:

- Project Plan, including:
 - Details of the proposed project
 - Project purpose
 - Project budget
 - Project timeframe
 - Project management group membership
 - Proposed funding body/ies
- Risk Assessment and Register Documentation

The content of the proposal will determine the nature of the supporting documentation, which could be:

- Memorandum of Understanding
- Terms of Reference
- Agreement

Related Organisational Policies and Procedures:

- Risk Register
- Contract Template

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.