



NEIGHBOURHOOD
HOUSES BARWON

GOVERNANCE MANUAL

Adopted (2016 April)

Updated (2020)

Version 3

INTRODUCTION

Neighbourhood Houses Barwon Inc (NHBarwon, often called the Network) is incorporated under the provisions of the Incorporation Act 2012.

The powers and duties of the Network Committee of Governance are as prescribed by the Incorporation Act 2012. In accordance with the Act, the Committee has a Statement of Purposes and Rules which function as the Constitution.

The Committee identifies and represents the interests of its membership and conducts its affairs openly and with integrity, reflecting the highest level of good management and governance, in a way that recognises the separation between governance and management.

This document identifies how this will be done, giving detailed guidance to all who are involved with the NHBarwon. It is a living document that will be reviewed and updated on a regular basis.

The NHBarwon Governance Manual describes:

- The roles and responsibilities of the Committee of Governance, described in the Charter
- Role Descriptions for Committee positions and the Network Coordinator
- Policies and Protocols as adopted by the Executive Committee

This Governance Manual is one of six major documents that govern the way the NHBarwon carries out its roles and should be read by:

- the Committee of Governance
- the organisation/staff
- all members
- potential Governance Committee members

The six documents are:

- The Constitution, which outlines the Statement of Purpose of the NHBarwon, as well as the Rules of Incorporation ([weblink](#))
- The Strategic Plan, which sets out the strategies and actions for the forthcoming year (3 yrs) ([weblink](#))
- The Governance Manual ([weblink](#))
- The NHCP Guidelines ([weblink](#))
- The Sector Framework (ANHLC) 2003 ([weblink](#))
- The Neighbourhood House Quality Enhancement and Risk Management Matrix ([weblink](#))

Introduction

1. The Committee of Governance

Statement of Purpose / Vision and Mission	
Committee Charter	Ratified 2016 April
Role Definitions	
NHBarwon Committee Members	Ratified 2016 April
NHBarwon President	Ratified 2016 April
NHBarwon Secretary – not yet included	
NHBarwon Treasurer	Ratified 2016 April
NHBarwon Networker – not yet included	
Conduct of Meetings– not yet included	

2. Register of NHBarwon Committee Policies

ORGANISATIONAL GOVERNANCE		
101	Code of Conduct	
102	Code of Ethics	
103	Acknowledgement of Country	Ratified 2016 July
104	Advertising and Sponsorship	Ratified 2016 July
105	Endorsement	Ratified 2016 July
106	Code Red Fire Danger Rating	Ratified 2016 July
107	Computer and Internet Use	
108	Confidentiality	Ratified 2016 May
109	Delegations of Authority	Ratified 2016 May
110	Committee Induction	Ratified 2016 May
111	Policy Development	Ratified 2016 May
112	Email Decision Making	Ratified 2016 May
113	Privacy	
114	Professional Development and Conference Support	Ratified 2016 April
115	Sub Committees	
116	Volunteers	
EMPLOYMENT POLICIES		
201	Staff Recruitment, selection and support	
202	Travel and Use of Private Vehicle	Ratified 2016 April

203	Travel related to member visits	Rescinded 2016 May
204	Equal Opportunity	
205	Training and Development	
206	Disciplinary	
207	Annual Leave	
208	Time in Lieu	Ratified 2016 April
209	Leave without Pay	
210	Community service leave	
211	Study Leave	
FINANCIAL POLICIES		
310	Financial Management	Ratified 2016 May
302	Budget Planning	Ratified 2016 May
303	Bank Accounts	Ratified 2016 May
304	Audit	Ratified 2016 May

1.1 STATEMENT OF PURPOSES (as articulated in the Constitution)

Neighbourhood Houses Barwon Inc will provide

“a collective voice and a sense of unity” for its members by;-

- Communication
- Representing
- Advocating
- Supporting all members
- Sharing information and knowledge
- Resources sharing
- Linking houses
- Linking to other organisations
- Linking to the rest of the NHLC sector (including NHVic)

Vision

Community development principles and practice delivered with a sense of unity and a collective voice.

Mission

Enabling the delivery of quality community development through high level representation, advice, guidance and support.

1.2 NHBarwon COMMITTEE CHARTER

1. PURPOSE OF CHARTER

The Committee charter sets out the role and responsibilities of the Governance Committee of NHBarwon.

The conduct of the Committee is governed by the Constitution of NHBarwon, a copy of which is located at www.nhbarwon.org.au/about/governancev2

A number of operational matters relating to the Governance Committee such as number of meetings per year, notification of interest, and election of members are governed by the Constitution and are not reproduced here.

2. PURPOSE OF THE EXECUTIVE COMMITTEE

The Executive Committee has two purposes, compliance and performance:

COMPLIANCE: conform with or exceed all legal requirements

Legal

- Monitor constitution
- Comply with directors' responsibilities
- Comply with laws, contracts and agreements
- Monitor insurance requirements

Accountability

- Monitor financials
- Compliance audits

PERFORMANCE: assist the Network to perform to its best potential

Strategy and Policy

- Approve Vision/Mission and ensure its embedded into the Networks operations
- Approve strategic plan and policies and monitor regularly

Accountability

- Overall performance of the Network
- Committee evaluation and succession planning
- Report outcomes to stakeholders
- Manage EO

Public Relations

- Represent and participate
- Keep stakeholders informed
- Project a strong and positive image
- Promote the vision
- Facilitate cohesion
- Protect the interests of stakeholders
- Speak with one voice regarding Committee decisions

Risk Management

- Ensure up-to-date and effective risk profile and management strategy
- Monitor critical risks

3. ROLES AND RESPONSIBILITIES

The Committee of Governance is the legal authority of the Network (NHBarwon).

Collectively, the Committee of Governance has five key leadership responsibilities:

- Setting strategic direction by developing plans, strategies and budgets to ensure accountable and efficient operation of the Network.
- Maintaining the long term viability of the Network by ensuring that resources are generated and managed in a responsible and accountable manner.
- Appointing and monitoring the performance of the Network Coordinator against agreed performance indicators.
- Monitoring the performance of NHBarwon.
- Articulating, protecting and promulgating the Networks Values, Vision, Mission and strategies.

It delegates authority for the operation and administration of the Network to the Network Coordinator. The Committee of Governance has no operational involvement in the conduct of the Networks' business activities and delivery of services. Its role is confined to setting and reviewing policy. The role of the Committee is governance rather than management which is the preserve of the staff. Governance focuses on the Network's wider issues of purpose, including the setting and monitoring of strategic direction, and the establishment and monitoring of Committee-level policies.

4. COMMITTEE / Network Coordinator Relationship

The Committee of Governance works in close partnership with the Network Coordinator to ensure that its objectives and goals are achieved, supporting and resourcing the worker to carry out his/her responsibilities.

The Network Coordinator is responsible for

- Policy direction of the operations of the organisation.
- The efficient and effective operation of the organisation.
- Bringing material and other relevant matters to the attention of the Committee of Governance in an accurate and timely manner.

5. COMMITTEE CULTURE

1.3 NHBarwon GENERAL COMMITTEE MEMBER Role Definition



Position Objective:

To work collaboratively with other Committee members in the governance of the Network to ensure it fulfills its aims and objectives.

General Duties and responsibilities

Members of the NHBarwon Committee, providing leadership in the good governance of the NHBarwon are expected to:

- Be diligent, attend Committee meetings and devote sufficient time to preparation for Committee meetings
- Bring knowledge, expertise and influence relevant to the Network's affairs
- Have a willingness and enthusiasm to become familiar with NHBarwon affairs, specifically development practice and community issues
- Identify opportunities, consistent with the Network's Vision, Mission and policies, to generate income for the Network.
- Respect the confidentiality of sensitive issues or business items under negotiation or discussion.
- Adhere to a Code of Conduct as it relates to behaviour in Committee meetings, sub committee meetings and when representing the BNNC in the public realm
- Ensure all views are given due consideration
- Participate in regular reviews of Committee performance. Individual Committee members are expected to reflect on their own performance as it relates to their own contribution to deliberations and decision making.
- Participate in skills development opportunities to enhance their value to the Committee as a whole
- Declare conflict of interest in accordance with adopted policy

Commitment

The NHBarwon Committee meets approx every 6 weeks.

Rights of a governance group member (From VCOSS)

- A good orientation or induction process
- A positive environment
- A detailed position description
- Regular information about all aspects of the organisation
- Respect from other governance group members and staff
- Ongoing training and skill development
- The right to say 'no' to unacceptable tasks
- Enjoyment (at least some of the time!)

1.4 NHBarwon PRESIDENT Role Definition



POSITION OBJECTIVE:

GENERAL DUTIES AND RESPONSIBILITIES:

The President:

- inspires, guides and has the confidence of members, Committee and staff.
- is responsible for maintaining organisation focus on stated aims and objectives, good governance and promoting NHBarwon membership engagement in NHBarwon activities.
- acts as a sounding Committee or conduit for new and emerging issues and themes.

The NHBarwon President provides leadership to the Executive Committee and the NHBarwon membership

This leadership is exercised by:

- Maintaining the Network's focus on its Vision
- Chairing all meetings of the NHBarwon Committee,
- Chairing meetings in an inclusive outcome focused way that values diversity of opinion, manages dissent and implements the NHBarwon governance culture
- Developing an excellent working relationship with the Networker hat furthers the interests of NHBarwon, its members and its purpose
- Developing networks of interest and support which strengthen NHBarwon
- Providing advocacy on behalf of the Network and a spokesperson role on policy issues of major importance (see delegations Policy no 00x, also add hyperlink)
- Advocating for and representing NHBarwon in appropriate forums
- Signing official documents
- Developing the meeting agenda in collaboration with the Network Coordinator.

1.5 NHBarwon TREASURER Role Definition



Position Objective:

The Treasurer is responsible for oversight of all financial matters. This includes budget preparation, record keeping, transactions, investments and preparation of annual statements

In accordance with the NHBarwon Constitution (Oct 2013) the Treasurer has responsibility for ensuring the financial records are kept in accordance with the Act (C48. 2a)

This area of responsibility is consistent with predetermined plans and policies.

No variations are accepted without prior confirmation of the Executive Committee.

GENERAL DUTIES AND RESPONSIBILITIES:

The role, duties can be generalized into three (3) broad categories:

1. General financial oversight to NHBarwon affairs and Committee Policies through;
 - active Committee discussion, reporting, participation,
 - responsibility for bringing to the attention of the President, Network Coordinator and Committee any matters of concern with regard to financial governance.
 - Responsibility for convening regular meetings of the Finance Sub Committee
2. General financial oversight and recommendation to NHBarwon Executive Committee in matters of Financial planning, Budgeting, Financial Reporting, and appropriate standards of bookkeeping, records keeping.
3. The financial affairs of NHBarwon are presented to the Auditor and the NHBarwon Members in an open and transparent manner and with the application of appropriate accounting standards and practices.

The Treasurer works with the Bookkeeper and Network Coordinator to operationalise the role.

The Treasurer will conduct and act in the role and duties for and on behalf of the best interests of NHBarwon as defined, by enacting Executive Committee Policies and Strategies and or taking all reasonable actions to protect the NHBarwon brand and assets.

2. REGISTER OF NHBarwon POLICIES and Procedures

Full copy of each to be inserted into Manual

Policy No.	Policy	Date adopted	Review Date
ORGANISATIONAL GOVERNANCE			
101	Code of Conduct		
102	Code of Ethics		
103	Acknowledgement of Country	2016 July	
104	Advertising and Sponsorship	2016 July	
105	Endorsement	2016 July	
106	Code Red Fire Danger Rating	2016 July	
107	Computer and Internet Use		
108	Confidentiality	2016 May	
109	Delegations of Authority	2016 May	
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111	Policy Development	2016 May	
112	Decision by Email	2016 May	
113	Privacy		
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116	Volunteers		
EMPLOYMENT POLICIES			
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202	Travel and Use of Private Vehicle	2016 April	
203	Travel related to member visits (Rescinded)	2016 May rescinded	
204	Equal Opportunity		
205	Training and Development		
206	Disciplinary		
207	Annual Leave		
208	Time in Lieu	2016 April	
209	Leave without Pay		
210	Community service leave		
211	Study Leave		
FINANCIAL POLICIES			
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302	Budget Planning	2016 May	
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GAPS:

Risk Management

Record Control

No:	Name: CODE OF CONDUCT	
101	Ratified	
	To be reviewed	

(Adopted from State Services Authority recommendations for Public Sector Committee)

As members of the Committee of the Barwon Network of Neighbourhood Centres we commit to:

- act with honesty and integrity. Be open and transparent in our dealings, use power responsibly, and strive to earn and sustain public trust of a high level
- work collaboratively. Be open to new ideas, listen to others' perspectives, come to positions everyone can live with, be open and curious
- act in good faith in the best interests of the BNNC . Demonstrate accountability for our actions; accept responsibility for your decisions; do not engage in activities that may bring us or the BNNC into disrepute
- act fairly and impartially. Avoid bias, discrimination, caprice or self-interest; demonstrate respect for others by acting in a professional and courteous manner.
- use information appropriately. Ensure information gained as a Committee Member is only applied to proper purposes and is kept confidential
- use the position appropriately. Do not use the position as a member of the Committee to seek an undue advantage for self, family members or associates, or to cause detriment to the BNNC; ensure that you decline gifts or favours that may cast doubt on your ability to apply independent judgement as a Committee member.
- act in a financially responsible manner. Understand financial reports, audit reports and other financial material that comes before the Committee; actively inquire into this material
- exercise due care, diligence and skill. Ascertain all relevant information; make reasonable enquiries; understand the financial, strategic and other implications of decisions.
- comply with the establishing legislation, or its equivalent. Act within the powers and for the functions set out in the BNNC Constitution.
- demonstrate leadership and stewardship, Promote and support the application of the BNNC values; act in accordance with the Code of Conduct.



No: 102	Name: CODE OF ETHICS	
	Ratified	
	Reviewed and Updated	
	Next Review	

How we accomplish our mission is as important as the mission itself. Fundamental to the success of the organisation are these basic values:

Those We Serve Come First

Our people are the source of our strength. They provide our organisation intelligence and determine our reputation and vitality. People must be our number one priority. Involvement of our members in making decisions and teamwork are our core human values.

Confidentiality & Privacy

We respect the confidentiality and privacy of information obtained from our members and staff. We will not share this information with anyone outside the organisation without consent of the member or staff concerned except when compelling moral, ethical or legal reasons exist.

Conflict of Interest

Integrity is never compromised. The conduct of our organisation community wide is pursued in a manner that is constitutionally and socially responsible. We will fully disclose any matters, which may seem to imply a conflict of interest between other persons and us or groups with whom we are associated. We will never use any position of power for our own advantage but only for the good of the whole.

Financial Accountability

We will conduct our financial affairs using acceptable accounting principles and requirements set down by funding bodies, the Australian Taxation Office and the Associations Incorporation Act.

Relations with Constituents

In all our dealing with people we will treat them, as we would like them to treat us. We will not discriminate against any person or group irrespective of their age, gender, nationality, religion, level of education, income, physical or mental disabilities, social status or sexual preferences. We will maintain privacy and confidentiality in and after our dealings with others.

We will resolve disputes and disagreements amicably without giving physical or mental hurt. We will provide accurate information to our members. A good reputation is a priceless business asset that can only be earned through consistently trustworthy behaviour.

Employment Practices We will not discriminate and will employ workers best suited for a position based on knowledge, experience, qualifications and specific qualities. We will employ workers under the appropriate awards. We will provide and maintain a work environment that is safe and without risks to health

Responsibility to the Community

We will constantly promote the aims of our organisation as set down by its members who are comprised of local communities throughout the State of Victoria. We will offer only those services, which are reflective of our members' needs. We will conduct our business in a manner, which reflects our commitment to social justice principles:

- **Equity:** a fairer distribution of economic resources and power.
- **Access:** ensuring fair and equal access for all people to those services that are important for their quality of life.
- **Participation:** maximising the opportunities for people to participate in the circumstances, which affect their lives.
- **Rights:** developing fairer, more comprehensive rights that are equally enforceable by all people regardless of their income and social background.

ADOPTED POLICY – to be revoked and replaced by above text

CODE OF ETHICS POLICY

PHILOSOPHY

Barwon Network of Neighbourhood Centres Inc. supports and is committed to the philosophy and principles of the Neighbourhood House sector. The Code of Ethics of Barwon Network of Neighbourhood Centres Inc. supports this philosophy and principles.

CODE OF ETHICS

The Executive Committee, staff, volunteers and students of Network of Neighbourhood Centres Inc. will at all times adhere to the following ethics in all their dealings on behalf of BNNC.:

- ◆ Supporting the vision, mission and aims of Barwon Network of Neighbourhood Centres Inc.
- ◆ Acting with honesty and integrity
- ◆ Respecting and valuing differences
- ◆ Supporting the principles of access, equity and inclusion for all
- ◆ Constantly striving for excellence
- ◆ Having a strong commitment to working with, and addressing the needs of all those involved in the Neighbourhood House Sector
- ◆ Recognizing the unique value of every person
- ◆ Recognizing the contribution of the all those involved in the Neighbourhood House Sector and supporting opportunities for personal and professional development
- ◆ Operating in an accountable and responsible manner, monitoring the outcome of our activities
- ◆ Managing the organisation to ensure long term sustainability

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



Barwon Network of Neighbourhood Centres Inc

No: 103	Name: Acknowledgement of Country Policy	
	Ratified	2016 July
	Reviewed and Updated	
	Next Review	

Introduction

The BNNC wishes to embed the practice of acknowledging the traditional owners of the land in the work of the organisation.

Policy objective

To embed the practice of acknowledging the traditional owners of the country in the work of the BNNC and to show leadership on the issue for sector as a whole.

Scope

This policy applies to all existing BNNC Executive Committee and BNNC staff members.

Definitions:

- *Acknowledgment of Country* Also 'Acknowledgment of the Traditional Owners', a short spoken or written statement acknowledging Indigenous Victorians as the traditional owners and custodians of the land.
- *BNNC Executive Committee members* : Present members of the BNNC Executive Committee when acting in their capacity as BNNC members.
- *BNNC Staff* ; BNNC paid staff and volunteers when acting in their capacity as BNNC staff.
- *Public event* ; Events convened by BNNC within or outside the organisational offices, including conference, meetings, workshops, etc., and also public events at which the Executive Committee or staff member is representing BNNC.

Principle/Procedure

BNNC believes that making the Acknowledgement of Country a routine part of any public event embeds a culture of respect for Indigenous Victorians in our day to day lives. The routine Acknowledgement of Country is a simple but powerful reminder of our past and an affirmation of our desire to see Indigenous Victorians thrive into the future.

BNNC requires all Executive Committee and staff members at public events convened by BNNC to acknowledge the traditional owners of the land.

When representing BNNC at public events organised by others, Executive Committee and staff members are required to acknowledge the traditional owners if someone else has not already done so. BNNC does not mandate the words to be used in the Acknowledgment of Country but leaves the choice of wording to the discretion of the staff or Executive Committee member.

Responsibility

All BNNC Executive Committee members and staff are responsible for overseeing the implementation of this policy.

Related policies and documents

Sector Practice Framework

Sample of wording for Acknowledgment of Country

Example 1 I would like to show my respect and acknowledge the Traditional Custodians of the Land, of Elders past and present, on which this meeting takes place.

Example 2 I would like to Acknowledge the People who are the Traditional Custodians of this Land. I would also like to pay respect to the Elders both past and present of the Nation and extend that respect to other Aboriginals present.

Example 3 We acknowledge the traditional owners of this land on which we meet today. We pay our respects to elders both past and present and acknowledge their custodianship of the land.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



Barwon Network of Neighbourhood Centres Inc

No: 104	Name: Advertising and Sponsorship Policy	
	Ratified	2016 July
	Reviewed and Updated	
	Next Review	

Purpose

The purpose of this policy is to provide direction on acceptance and approval of advertising and sponsorship for BNNC's programs, newsletter and website by adopting a standard that is complementary to BNNC's values and objectives.

Policy

1. BNNC shall have sole discretion to determine the types of advertising and sponsorship that will be accepted and displayed in the newsletter or on the website.
2. BNNC will not enter into an arrangement with any individual or organisation where it may give rise to a conflict of interest or that the proposed sponsorship is inconsistent with BNNC's vision and objectives.
3. BNNC will not enter into sponsorship agreements with external parties where their primary operation or product involves:
 - a. Tobacco
 - b. Gambling
 - c. Alcohol
 - d. Negatively portrays gender, race, sexual preference, religious belief, marital status or disability.
2. In situations where the external party is involved in the provision of one of the exclusions above, but where it is not the primary operation or product, acceptance of sponsorship should be determined on a case by case basis.
4. No advertising or sponsorship arrangement can require or imply BNNC's endorsement or recommendations of commercial products, services, companies or individuals.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



No: 105	Name: BNNC Endorsement Policy	
	Ratified	2016 July
	Reviewed and Updated	
	Next Review	

Purpose

The purpose of this policy is to provide direction on the circumstances under which the BNNC will provide endorsement for funding submissions made by member and other organisations.

Policy

The following general principles will apply:

1. BNNC will favourably consider endorsements for projects which are:
 - developed co-operatively and collectively, and
 - demonstrate benefit across the region wide sector, and
 - are consistent with its Strategic Plan.
2. BNNC is unlikely to endorse individual member applications in a competitive contested environment, i.e. where members are competing against each other for funds and one member could be disadvantaged over another.
3. BNNC will not endorse submissions for projects where it may give rise to a conflict of interest or where the requested endorsement is inconsistent with BNNC's vision and objectives.
4. BNNC shall have sole discretion to determine endorsements.

Procedures

All applications for endorsement should be in writing and addressed to the Board.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

BNNC Strategic Plan

No: 106	Name: Code Red Fire Danger Rating Policy and Procedure	
	Ratified	2010 Oct 7
	Reviewed and Updated	2016 July
	Next Review	

Overview

Victoria has adopted a Fire Danger Rating scale to help communities understand information about fire danger. This scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community,

Purpose

To minimize the risk to BNNC members by eliminating the need to travel through or gather in Fire Danger Rating Districts whilst they are subject to a Code Red Fire Danger Rating.

Definitions

- Fire Danger Rating - is a prediction of fire behaviour, including how hard it would be to put out a fire once it starts
- Fire Danger Rating Districts – 9 geographic regions in Victoria to which fire danger ratings apply. BNNC has members in the Central and xxx Fire Danger Rating Districts
- Code Red Fire Danger Rating – the highest level of fire danger.
- Activity – meetings, professional development activities, cluster meetings sanctioned or subsidised by BNNC or any other BNNC initiated event.

Scope

This policy applies to all members and employees and volunteers of BNNC whilst engaging in BNNC Activity.

Responsible Party

BNNC Committee of Management, all members and employees and volunteers of BNNC

POLICY

BNNC will not hold any Activity in a Fire Danger Rating District that is subject to a Code Red Fire Danger Rating. Activities scheduled to occur in a Fire Danger Rating District that is subject to a Code Red (Catastrophic) Fire Danger Rating will be cancelled or postponed.

BNNC members and staff are not to travel through a Fire Danger Rating District that is subject to a Code Red Fire Danger Rating for BNNC activity unless such travel is consistent with their Bushfire Survival Plan.

Staff will be paid as normal where they are unable or choose not to conduct scheduled work as a result of the declaration of a Code Red Fire Danger Rating.

Procedure

Members and staff should ascertain whether a Fire Danger Rating District in which BNNC activities are scheduled or through which they may travel to a BNNC Activity is subject to a Code Red Fire Danger Rating. Where a Code Red Fire Danger Rating applies members will apply the policy.

Where possible, the Executive Committee or BNNC staff will confirm cancellation of scheduled events however it is recognised that the timing of a code red declaration may render this impracticable.

Resources:

www.cfa.vic.gov.au

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



No: 107	Name: COMPUTER, EMAIL AND INTERNET USAGE POLICY	
	Operationalised September 2013	
Reviewed and Updated		
Next Review	(date) or in the event of Legislative change	

Purpose

The purpose of this policy is to establish protocols in relation to the use of BNNC electronic communication including internet, email and instant messaging. The aim of this policy is to protect the Barwon Network of Neighbourhood Centres (BNNC) from actions of error, fraud, defamation, discrimination, harassment or privacy violation.

Policy guidelines in relation to the use of social media are outlined in a separate policy. Social Media includes but is not limited to Facebook, Twitter, LinkedIn, Skype and YouTube.

Scope

The policy applies to all employees, volunteers and contractors of BNNC.

Policy

This policy applies to authorised users of the computer network or equipment, which includes but is not limited to all employees, volunteers, contractors, casuals, work experience students and all affiliated third parties. A person is considered to be an authorised user of the BNNC when he/she is issued with a network username and account.

It is the responsibility of each user to understand and abide by this policy. It is also the responsibility of each user to abide by this policy whilst using the BNNC's computer network or equipment at other premises (including clients) both within and outside of Australia.

General Use

The BNNC IT System is available to authorised users to facilitate efficient communication for work-related purposes. All work-related use of the IT system must comply with any legislative requirements and BNNC Code of Conduct.

Authorised users may use the electronic communication system for limited and reasonable personal purposes, provided such does not contravene any BNNC Policy or have any foreseen or unforeseen negative ramifications for the BNNC or equipment. Such personal use must not adversely impact upon personal productivity and professional standards. Users are responsible for exercising good judgment regarding the reasonableness of personal use.

As the BNNC provides access to the electronic communication system, the contents of the system, including email messages and documents stored on the hard drives of computer workstations, clients and/or any other associated hardware or infrastructure remain the property of the BNNC. Users should be aware that the data they create, access, maintain and distribute located on any BNNC system is therefore the property of the BNNC.

Unacceptable Use

The BNNC IT systems must not be used in any manner contrary to or likely to contravene the law. Additionally, IT systems must not be used to publish, send or distribute material that has the potential to:

- violate any BNNC policy; including but not limited to Equal Opportunity and Prevention of Discrimination, Harassment and Bullying Policy
- interfere with the ability of others to conduct the business of the BNNC;
- violate or infringe the rights of any other person, including the right to privacy;
- defame an individual, organisation, association, BNNC or business,
- broadcast unsolicited personal views on any matter;
- be pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images; and messages that could constitute sexual harassment.
- cause harassment whether through language or frequency.

Users of the BNNC IT systems who receive unsolicited offensive or inappropriate material electronically should notify the BNNC Chairperson. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto IT systems except where the material is required for the purposes of investigating a breach of this policy or Equal Opportunity, and Prevention of Discrimination, Harassment and Bullying Policy.

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or BNNC protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the BNNC;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws;
- Introduction of malicious programs into the network or server as a result of introducing files, downloading suspicious or prohibited files/documents (e.g., viruses, worms, Trojan horses, e-mail bombs, peer to peer software, etc.);
- Revealing your account password to others or allowing the use of your account by others is prohibited. This also includes and is not limited to family members or other members outside of the BNNC;
- Use of BNNC supplied hardware to actively engage in procuring or transmitting material that is in violation of policy;

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee or volunteer is not an intended recipient or logging into a server or account that the employee or volunteer is not expressly authorised to access, unless these duties are within the scope of regular duties;
- Downloading software from prohibited or illegal internet sites;
- Providing information about or lists of employees, volunteers or contractors to parties outside the BNNC.

The BNNC has an expectation that employees and volunteers aware of any the abovementioned activities report the activity to the Networker immediately.

Email and Communications Activities – General Protocol

Employee/ Volunteer/Contractor should consider the following protocol at all times:

- Care should be taken to ensure that all email messages are of appropriate tone and language for the recipient and meet the professional business standards required by the BNNC for all forms of external correspondence;
- All users are reminded that electronic communications may not be secure, and from time to time, communications may find their way to an audience beyond that originally intended. For example, electronic communications are capable of being forwarded without the express permission of the original author. Therefore, users must exercise caution in the transmission of messages;
- In general, the use of electronic communication for broadcasting ‘junk mail’, chain letters or political messages is prohibited;
- Staff should not use any of their personal email accounts (hotmail, gmail, yahoo or any other internet email applications) for any work related activities including but not limited to, correspondence with clients or forwarding on BNNC Intellectual Property.

The Right to Monitor IT Systems

The BNNC has the right to monitor the use of its IT systems and services.

Monitoring will be undertaken routinely by authorised personnel to maintain technical security and operational efficiency of the system/service. Monitoring will occur in cases of suspected breach of law, condition of employment, or BNNC policies. Monitoring in such cases will only be undertaken when authorised by the Chairperson.

Electronic data, information and material created by Authorised Users will be treated as confidential during monitoring and all monitoring references destroyed if determined not relevant. Access to such information will be strictly on a need to know basis for technical or administrative purposes.

Except for normal administrative processes, the accounts, files, stored data and network data including email messages created by Authorised Users, are held secure from intervention by other users.

Security

Employee/Volunteer/Contractor should adhere to the following protocol at all times:

- Passwords must be kept secure and are not to be shared with anyone and users should not allow other users to use their login account. Authorised users are responsible for the security of

their passwords and accounts and are responsible for any actions performed on the network as a result of their sign-on.

- Information contained on portable computers is especially vulnerable therefore special care to protect this information should be exercised.

Employees and Volunteers must use extreme caution when opening e-mail attachments or files saved on any type of media received from unknown sources. Viruses have the potential to seriously damage the BNNC network. Do not open any downloaded files or emails or attachments that you are not expecting or is of a suspicious nature. In the event that users receive files that are suspect and may contain a virus, it should be reported immediately to the BNNC IT Contractor (Phil Grace 0418 524 955).

Non Compliance

Depending on the nature of the inappropriate use of the BNNC IT systems, non-compliance with this Policy may subject the employee or volunteer to disciplinary action which may include termination of employment. The BNNC reserves the right to recoup costs associated with breaches in this policy from the relevant employee or volunteer.

BNNC may amend and vary this policy from time to time.

Related BNNC Policies and Procedures

BNNC Disciplinary Policy and Procedures

BNNC Equal Opportunity and Prevention of Discrimination, Harassment and Bullying Policy

BNNC Privacy Policy

BNNC Confidentiality Policy

BNNC Code of Conduct



No: 108	Name: CONFIDENTIALITY POLICY (Including Intellectual Property)	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

Purpose

The purpose of this policy is to ensure and enable Barwon Network of Neighbourhood Centres employees and volunteers to recognise what information is confidential, understand their obligations in relation to protection of confidentiality, understand the serious consequences of a failure to observe confidentiality obligations.

Barwon Network of Neighbourhood Centres deems confidential as valuable information which belongs to the employer, even if an employee/ volunteer has had a significant role in finding or creating the information. This may even be the case if the employee/ volunteer have done so outside of normal business hours.

Scope

The policy applies to all Barwon Network of Neighbourhood Centres employees, volunteers and contractors.

Definitions

For the purpose of this policy **confidential information means:**

- 1) Information does not have to be specifically identified as “Confidential” before it is considered confidential. Confidential information includes any document marked “Confidential” or any information which an employee or volunteer is told is “Confidential” or which an employee or volunteer should reasonably expect to be regarded by Barwon Network of Neighbourhood Centres as “Confidential”;
- 2) Any confidential information regardless of the form or media that it is held in. Confidential information can include information in written, pictorial, oral, hard copy, electronic, or any other form whatsoever.
- 3) Particular types of information which are sensitive for Barwon Network of Neighbourhood Centres, its related entities, or its customers and clients. Information may be sensitive for commercial reasons or for any reason relating to the operation of the business. Examples of these types of information include:
 - business and operation plans, programs and strategies;
 - research and development operations;
 - intellectual property including inventions, copyrights, processes, ideas, developments, technology, programs, designs, specifications and formula, product development and relating information;
 - current, proposed or future business methods and services;
 - member, customer and client customer service usages and requirements, prospects and objectives;

- trading relationships with vendors;
- financial details, pricing structures, financial information, financial plans, financial data, financial condition and results of operations;
- distribution, sales, services, support and marketing practices, operations and plans;
- details or records of member and customers and potential customers, customer lists, contact persons and customer telephone numbers and electronic contact details;
- details of advice or information given to Barwon Network of Neighbourhood Centres customers or clients;
- details of employees/volunteers/contractors;
- product lists.

This above mentioned information is not intended to limit the kinds of information which are considered confidential information. If you are unsure about whether particular information is confidential, please seek clarification from the Networker.

Intellectual Property includes but is not limited to inventions, copyrights, processes, ideas, developments, technology, programs, designs, specifications and formula, product development and relating information;

Employees and Volunteer Obligations

All employees and volunteers are under a legal duty to preserve the confidentiality of information which belongs to his or her employer.

These legal duties are contained in your contract of employment and are also imposed by the operation of the law.

Furthermore, confidential information belonging to Barwon Network of Neighbourhood Centres will generally be subject to protection as copyright material. Employees and volunteers may also be under obligations under the Corporations Act and privacy legislation not to disclose confidential information.

The key obligations of employees and volunteers are:

- Not, except when required in the proper performance of your duties, to disclose Barwon Network of Neighbourhood Centres confidential information to any third party including any Barwon Network of Neighbourhood Centres or individual who is not an employee or volunteer authorised to view the confidential information;
- To only use and disclose Barwon Network of Neighbourhood Centres confidential information so far as it is necessary and reasonable for the proper performance of your duties;
- To do everything reasonable to ensure that Barwon Network of Neighbourhood Centres's confidential information is not disclosed in an unauthorised way to any third party;
- To avoid using Barwon Network of Neighbourhood Centres confidential information in any way to obtain a personal benefit for you or any person who is not an employee or volunteers of Barwon Network of Neighbourhood Centres, who is a family member or close friend or where a consider conflict of interest may be evident.
- To ensure that any confidential information which you deal with in your employment is kept securely at all times. Exercise care in emailing or electronically storing information;
- To avoid making unnecessary copies of information;
- When your employment ends to return or destroy any copies, in whatever form, of any employment related confidential information. This includes any paper or electronic copies and any notes made from confidential information.

If you are unsure about how you should handle confidential information you must seek clarification from the Chairperson or Networker

Where an employee or volunteer inadvertently disclosed or releases confidential information, the employees and volunteers should notify the Chairperson immediately.

Disclosure of confidential information

An employees and volunteer's obligation to preserve the confidentiality of the information may cease to apply in certain circumstances, which are set out below. Information falling within one of these categories does not necessarily cease to be confidential information, and employees and volunteers should always ensure that, where they are unsure, disclosure is authorised by the Chairperson.

- The information comes into the public domain other than by reason of unauthorised disclosure;
- The information was in the possession of the employees and volunteers from a source other than Barwon Network of Neighbourhood Centres, its respective related corporations or any of the directors, shareholders, officers, employees and volunteers or agents of Barwon Network of Neighbourhood Centres or its related corporations;
- After the employees and volunteers receives the information, it becomes available in the public domain by reason of a media report (except where that availability is a consequence of a breach of an employees and volunteers 's obligations or those of a fellow employee and volunteer);
- The information is required to be disclosed by reason of any lawful requirements of any government, administrative body, authority or department;
- The information is required to be disclosed to any Court in the event of legal action;

Breaches of Confidentiality Obligations

Barwon Network of Neighbourhood Centres views a breach of confidentiality extremely seriously. Employees and volunteers who breach obligations of confidentiality seriously undermine the trust that Barwon Network of Neighbourhood Centres can have that employees and volunteers s will perform their duties properly and in Barwon Network of Neighbourhood Centres best interests.

In many cases a breach of confidentiality will constitute grounds for immediate termination of employment. At Barwon Network of Neighbourhood Centres discretion other less serious disciplinary action may be taken.

It is also possible that Barwon Network of Neighbourhood Centres interests may be so seriously damaged by the disclosure of confidential information that legal action against an employee and volunteer is justified. The remedies which Barwon Network of Neighbourhood Centres might be able to obtain from a Court in case of a breach of confidentiality include orders to pay monetary damages or injunctions, which are orders to prevent further disclosure of the information or to prevent an employee and volunteer taking advantage of an unlawful disclosure.

Please note that confidentiality obligations continue post the period of employment with Barwon Network of Neighbourhood Centres as outlined in the employees and volunteers employment contract.

Breaches of this policy will be dealt with in line with Barwon Network of Neighbourhood Centres Disciplinary Procedures.

Related Barwon Network of Neighbourhood Centres Policies and Procedures

Barwon Network of Neighbourhood Centres Disciplinary Policy and Procedures

Barwon Network of Neighbourhood Centres Conflict of Interest



No: 109	Name: Delegation of Authority Policy	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

Introduction

The BNNC wishes to operate efficiently while at the same time minimising its exposure to risk from unauthorised actions by its members and employees. BNNC also wishes to sustain an effective, ethical and healthy organisation in which our resources, internal systems and infrastructure are aligned to achieve our strategic plan.

Policy objective

To provide clear guidelines to BNNC Executive members and employees as to what they are authorised to do in the course of their roles, while ensuring that BNNC operates as efficiently as possible and is protected from unnecessary risk.

Scope

This policy applies to all potential and existing BNNC Executive members and employees.

Principle/procedure

Authority to commit

The BNNC Networker is authorised to commit BNNC to:

1. Expenditure
2. Contractual arrangements, except in cases specified below.
3. Media exposure and other external communication
4. Other actions including projects, policy positions and public campaigns, as outlined in the strategic plan.

The following procedures specify where approval of the BNNC President and/or Executive Committee is required.

1. Authority to commit to expenditure

All commitments to expenditure must be within budget; ie either:

- The BNNC organisation-wide budget for the current financial year as approved by the Committee ;
or
- A budget for a current project as approved by the project's funder.

The Networker is authorised to spend according to these budgets. Major expenses above \$1000 that fall outside of agreed budget lines need to be approved by the Treasurer.

The BNNC Networker will authorise all expenditure, with the exception of routine monthly bills (utilities, printing, rent, etc.) which may be authorised by the Bookkeeper up to the value of \$1000. While the format of the authorisation to commit to expenditure may vary with the circumstances, it must always include a written confirmation of some type, e.g. receipt, invoice, booking form or confirmation email. Documentation showing the authorisation of the BNNC Networker or Bookkeeper for payment by electronic funds transfer (EFT) or cheque must be attached to the subsequent payment request (Attachment 1).

A refund of money previously received by BNNC is a specific type of expenditure. A commitment to such expenditure should be authorised by the employee responsible for the original receipt of the money. For instance, a refund to someone who has paid to attend a BNNC event but is subsequently unable to attend should be authorised by the person organising the event. The refund is to be made in the same manner as the original payment was; i.e. either EFT or cheque.

2. Contractual arrangements

The Funded Agency Agreement entered into with the Department of Health and Human Services for BNNC funding through the Neighbourhood House Coordination Program (NHCP) must be authorised by the President of the BNNC Board.

The Lease Agreement for the BNNC office must be signed by the President of the BNNC Board and co-signed by the Treasurer.

All other contractual arrangements which BNNC enters into may be authorised by the Networker or by the President of the BNNC Board in the Networker's absence.

A draft contract is to be provided to the Networker, together with appropriate summary information to allow them to determine whether it is an appropriate arrangement for BNNC to enter into and to obtain external legal advice on the contract if required.

If the contract requires only one BNNC signatory, it will be signed by the Networker. If the contract requires a second signatory, it will be signed by the BNNC President or delegated Committee member.

If a contractual arrangement requires BNNC to invoice the contract counter-party, the invoice will be prepared by the Networker. There are no dollar limits placed on who can approve an invoice request. However, it must be accompanied by appropriate documentary evidence to substantiate the amount being invoiced. This evidence may include an extract from a contract or a copy of correspondence from an external party.

3. Media exposure and other external communication

Only the Networker is authorised to undertake media exposure on behalf of BNNC. In the absence of the Networker, the President of the BNNC Board is authorised.

In relation to specific issues, others deemed appropriate by the Networker or the BNNC President may be authorised to undertake media exposure on a case by case basis.

In order to avoid the members being inappropriately bombarded with BNNC material, only the Networker is authorised to communicate with BNNC members as a whole and to instigate a mail-out (hard copy or electronic). Project or temporary staff are authorised to deal directly with project reference groups and/or working parties.

4. Other actions

At various times, BNNC will commit to projects, policy positions and public campaigns. All such commitments must be in accordance with the long term strategic plan currently in place and also with the short term strategic priorities agreed for the current year (as per the operational plan). It is expected that such commitments will arise as part of the strategic and organisational planning processes. Any

requests for other commitments arising outside of the planning process are to be referred to the BNNC Executive Committee for consideration. Urgent requests falling outside of scheduled meetings must be approved by the Networker in consultation with the BNNC President and/or the appropriate Executive Committee working group.

Authority to manage BNNC and make organisation-wide decisions

The BNNC Executive Committee has delegated to the Networker the authority to manage BNNC and make organisation-wide decisions, based on the long-term strategic plan and annual strategic implementation plan developed collaboratively by the BNNC Executive Committee, staff and members. Where operational decisions with organisation-wide implications fall outside of agreements made through the planning processes, the Networker must seek the approval of the BNNC President and, if advised by the President, the Executive Committee as a whole.

Responsibility

The Networker and BNNC President are responsible for overseeing the implementation of this policy.

Related policies and documents

No: 110	Name: Committee Induction	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

RATIONAL

Induction of BNNC Committee Members is an imperative function of the Network. Effective induction will lead to an informed Executive Committee that will fully participate in pursuing the Purpose of the Network.

POLICY

BNNC has a strong appreciation of its governance role and will make every effort to ensure its members are well informed to be effective, responsible, active participants on its governance body, the Executive Committee.

PROCEDURE

- An information pack will be made available to all prospective candidates for election to include the following as an absolute minimum:
 - BNNC Constitution
 - BNNC Governance Manual
 - Most recent Strategic Plan
 - Most recent Annual Report
 - NHCP Guidelines
 - NH&LC Sector Framework BNNC 2003
- An Induction information session will be held within one month of the AGM each year. The President and the Networker will collaboratively plan the session.
- The session will explore the roles and responsibilities in both Corporate and Community Governance, focusing on Purpose/Vision/Mission and Strategic Plan, NHCP Guidelines, the Governance Charter and a report on the finances of the Network. The discussion regarding Good Governance will include how the Committee would like to operate to ensure member buy in at the formative stages of the new Committee.
- It is expected that both newly elected and reappointed members of the Executive Committee will attend.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 111	Name: POLICY DEVELOPMENT POLICY	
	Ratified	Sept 2010:
	Reviewed and Updated	2016 May
	Next Review	

PHILOSOPHY

Policies are designed to provide clear, unambiguous guidelines for the governance and operations of Barwon Network of Neighbourhood Centres Inc. They ensure consistency and continuity across changes of Committee, staff, students and volunteers. Policies make decision-making clear cut and easy.

The regular review of existing policies and the development of new policies to address changing circumstances ensures sound guidelines are in place for all planning and decision making at Barwon Network of Neighbourhood Centres Inc.

POLICY

- It is a responsibility of the Executive Committee to develop, record, communicate and review policies on all matters concerning Barwon Network of Neighbourhood Centres Inc.
- Any Executive Committee member, staff member, student or volunteer may request the review of an existing or development of a new policy.
- Individuals or groups affected by any policy under review will be consulted and involved in the review process.
- All Executive Committee endorsed policies and procedures will be kept in a Governance Manual located and readily accessible at the Barwon Network of Neighbourhood Centres Inc..and available on the website
- All Barwon Network of Neighbourhood Centre Inc. staff, students and volunteers affected by any policy will be advised of the policy immediately they are approved by the Executive Committee.
- Only a formally constituted Executive Committee meeting may approve alterations to policies.
- In reviewing and developing new policies of the Barwon Network of Neighbourhood Centres Inc. objects, values, vision and mission must be adhered to.

PROCEDURES

- The Secretary of the Executive Committee shall schedule policy reviews to be undertaken at Executive Committee meetings as noted in "Date for Review" in each policy document
- Any person wanting a new policy to be developed or reviewed should contact the Executive Committee Secretary and request this be added as an agenda item for the next meeting of the Executive Committee

- If it is agreed by the Executive Committee that a policy needs to be developed or reviewed the Committee may delegate this task to an individual or a group of individuals (an ad hoc or a standing Sub Committee), setting a time limit for recommendations back to the Committee
- This individual or group shall follow the policies outlined in this policy document and consult with individuals or groups affected by any proposed new or amended policy
- A revised or draft new document following the standard outline of Policies and Procedures of Barwon Network for Neighbourhood Centres inc. shall be presented by the individual/group to the Executive Committee for consideration. Advance notice of any proposed policy alterations or new policies must be provided to all Executive Committee members prior to the meeting.
- If ratified by the Executive Committee, the revised or new policy should be noted in the minutes and signed by the Chairperson.
- The Executive Committee shall nominate a person to ensure the new/revised policy is communicated to all people who need to be aware of the policy.
- The Executive Committee Secretary shall ensure a copy of the new or revised policy is included in the Policy and Procedures Manual

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



No: 112	Name: Decision Making by Email	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

Purpose

At times, Executive Committee decisions will be required between meetings to enable more timely action on an issue, opportunity or event. BNNC has adopted a policy to facilitate decision-making through e-mail where appropriate.

Policy

To facilitate decision-making between Executive Committee meetings, the BNNC Executive Committee shall use a process of email discussion and decision making.

- Email decision making will be by unanimous vote to ensure that all Executive Committee Members are happy with decision being made.
- Once a quorum has been reached, any Executive Committee Member who does not respond to an email request for a decision will be presumed to not be in dissent.
- If there is dissent, further discussion will take place face to face at the next Executive Committee meeting; however, in the circumstances where a decision cannot be held over until then, a teleconference or videoconference will be arranged so that a decision can be made by a majority as per the BNNC Constitution.

Procedure:

Where decisions need to be made quickly and cannot be left until a face to face Executive Committee meeting:

- It must be ensured that as much information as is needed to fully explain the issue is circulated to all Executive Committee members with a clear indication that the matter will require decision-making and specifying a date by which discussion must be concluded.
- Any discussion should be distributed through the “reply to all” feature to ensure that all Executive Committee Members are aware of comments and discussions around the issue, however, it may also be appropriate for discussion to be directed solely through the Networker or a nominated Executive Committee Member, who shall summarise the responses and distribute to the Executive Committee for further discussion.
- On the date agreed for final response, a decision will be taken as affirmative if a quorum of members have responded. Non response will be taken as non dissent.

- Any decisions made through this process will be by unanimous vote. Where there is dissent, the decision will be tabled for further discussion at the next face to face Executive Committee Meeting.
- If the decision cannot be held over until the next face to face Executive Committee meeting, then a teleconference to discuss the issue will be arranged.
- Results of any decision making process will be forwarded to all Executive Committee Members as soon as any decision has been made.
- Any email decisions made shall be placed on the agenda and minuted at the first Executive Committee meeting following the email process.

This policy was adopted at an BNNC Executive Committee of Management Meeting on xxxxx

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 113	Name: PRIVACY POLICY	
	Ratified	
	Reviewed and Updated	
	Next Review	

PHILOSOPHY

Barwon Network of Neighbourhood Centre Inc. respects and protects the privacy and personal information of all individuals with which we deal. This policy applies to the Committee, employees, volunteers, students who have involvement with BNNC.

Information that we collect and hold about individuals is kept in accordance with all Australian state and federal information privacy laws including the Information Privacy Principle (IPP) 5 and Health Privacy Principle (HPP) 5.

POLICY

Barwon Network of Neighbourhood Centre Inc Privacy Policy ensures that information collected and held about individuals is kept and undertaken within the state and federal privacy requirements, particularly the Health Records Act (Victoria) 2001 and the Information Privacy Act (Victoria) 2000.

Barwon Network of Neighbourhood Centre Inc will:

- Only collect personal information with prior knowledge and consent
- Only use personal information provided for the purposes for which it was collected
- Not disclose personal information to a third party unless prior consent is obtained
- Ensure that personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation
- Manage personal information in a secure environment
- Remove personal information from our system when it is no longer required

PROCEDURES

1. Adherence to this policy

Before commencing their involvement with Barwon Network of Neighbourhood Centre Inc., all committee members, staff, volunteers and students will be asked to -

- Read the Information Collection Statement and Privacy Statement
- Sign the BNNC's Privacy Agreement

2. Distribution of this policy

This policy will be:

- Displayed at the BNNC,
- Made available on request to anyone who asks for it
- Provided to all Committee members, employees, volunteers and anyone who handles personal information at Barwon Network of Neighbourhood Centre Inc..

3. Type of personal and health information to be collected

We will collect only the information we need, and for which we have a purpose that is legitimate and related to one of our functions or obligations.

The type of information we collect and hold includes (but is not limited to) personal information, including health information, regarding:

- ◆ Job applicants, employees, members, volunteers and students (the information is collected in order to manage the relationship and fulfill our legal obligations).
- ◆ Contact details of other parties with which the service deals.

We may collect information on the following identifiers:

- ◆ Tax File Number for all employees related to the deduction and forwarding of tax to the Australian Tax Office. Failure to provide this would result in maximum tax being deducted.
- ◆ We will generally collect personal information about an individual by way of forms filled out by members, volunteers, students, participants or job applicants, face to face interviews and telephone calls.

When collecting personal information we will provide individuals from whom we collect information, with a copy of our Information Collection Statement.

4. Use of personal information

Barwon Network of Neighbourhood Centre Inc. will use the personal information collected for the primary purpose as stated at the time of collection. We may also use the information for such secondary purposes that are related to the primary purpose of collection and can be reasonably expected, or to which the individual concerned has consented.

Personal information may be collected in relation to students/participants, Committee members, volunteers, employees, students on placement, and job applicants. The information collected may be used as indicated as follows:

<i>Personal information and health information collected in relation to:</i>	<i>Primary purpose of collection</i>	<i>Examples of how the service will use personal information, including sensitive and health information include</i>
Committee members	For the management of the BNNC by the Committee.	For communication with and between Committee members, employees and

		members of the association; To satisfy the BNNC's legal obligations.
Job applicants, employees, tutors, volunteers and students on placement	To assess, engage or administer contracts of employees, volunteers, tutors or students.	Administering the individual's employment, contract, or placement; Occupational Health and Safety; Insurance purposes; Satisfying the BNNC's legal obligations

5. Disclosure of personal information, including health information

We may be required to disclose some personal information held about an individual to:

- Local Government for planning purposes;
- Organisations providing services related to staff entitlements and employment;
- Insurance providers in relation to specific claims;
- Law enforcement agencies;
- Health organisations and/or family in circumstances where the person requires urgent medical assistance and is incapable of giving permission;
- Anyone to whom the individual authorises the BNNC to disclose information.

Any information that identifies an individual is removed before it is used for statistical purposes.

6. Treatment of sensitive information

Sensitive information will be used and disclosed only for the purpose for which it was collected or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

7. Management and security of information

In order to protect the personal information from misuse, loss, unauthorised access, modification or disclosure, the Committee and staff will ensure that in relation to personal information:

- Access will be limited to staff who require this information in order to do their jobs.
- It will not be left in areas that allow for unauthorised access.
- The physical storage of all material will be in a secure cabinet or area.
- There is security in transmission:
 - ◆ Emails will only be sent to a person authorised to receive this material
 - ◆ Faxes will only be sent to a secure fax, which does not allow unauthorised access.
 - ◆ Telephone - only limited personal information will be provided over the telephone to persons authorised to receive that information.
 - ◆ Transfer of information interstate and overseas will only occur with the permission of person concerned or their parent/guardian.

8. Data quality

We will endeavour to ensure that the personal information we hold is accurate, complete, up to date and relevant to our functions or activities.

9. Disposal of Information

We will not store personal information longer than necessary.

In disposing of personal information we will ensure that it is either shredded or destroyed in such a way that no one can access the information.

10. Key Responsibilities and Authorities

The Committee is responsible for ensuring the overall responsibility for the implementation of this policy. Both the Committee and employees are responsible for the collection, use, disclosure, access, storage and disposal of information in line with this policy and the Privacy Principles set out in the Victorian Health Records Act 2001 and the Information Privacy Act 2000.

11. Review

Barwon Network of Neighbourhood Centre Inc. will from time to time review and update this Privacy Policy to take account of new laws and technology, changes to its operations and practices, and to make sure it remains appropriate to the changes in the environment in which it operates.

Further information can be obtained from:

- ◆ Health Services Commissioner (03) 8601 5200 or 1800 136066 or www.health.vic.gov.au/hsc/
- ◆ Victorian Privacy Commissioner (03) 8619 8719 or 1300 666444 or www.privacy.vic.gov.au.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 114	Name: PROFESSIONAL DEVELOPMENT AND CONFERENCE SUPPORT FUND	
	Ratified	17 March 2014 Draft
	Reviewed and Updated	2016 April
	Next Review	

Purpose

The purpose of this policy is to establish guidelines for the Barwon Network of Neighbourhood Centres to support their members to attend Neighbourhood House sector relevant regional, state-wide and national professional development (including conferences).

Scope

The policy applies to all financial members (funded and unfunded) of the Barwon Network of Neighbourhood Centres.

Definitions

For the purposes of this policy the following definition applies;

- Professional development
- Conference
- Financial members

Details

The Barwon Network of Neighbourhood Centres will establish and maintain a Professional Development and Conference Support fund to enhance the opportunity for Neighbourhood Centres (staff, volunteers, and Committee of Management members) to actively participate in professional development and conferences relevant to the Neighbourhood House sector.

Need for support may include financial eg. conference fees, accommodation costs, and/or access constraints eg. travel, child care,

Other forms of support may be relevant and available eg. transport sharing, accommodation sharing,

Financials

The Professional Development and Conference Support fund will hold an annual amount of **\$3000** to be reviewed annually. The fund will support individuals participation financially up to 50% of the cost of the activity.

Access

Due to the confidential nature of the applications access to the funds will be managed by the Networker in conjunction with the BNNC Executive Chairperson.

All applications must be in writing and address the following criteria:

- *Neighbourhood Centre details*
- *Professional Development details*
- *Full details of support requested*

- *Brief summary of reasons for request (to be submitted after conversation with Networker)*
- *Name and contact details of individuals applying for support*
- *Level of Neighbourhood House Co-ordination Program funding*

Where an individual or Neighbourhood Centre does not fully participate in the identified professional development or conference the funds will be refunded to BNNC.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 115	Name: SUB COMMITTEES	
	Ratified	
	Reviewed and Updated	
	Next Review	

Introduction

BNNC Committee recognises that there are times when a sub-committee can act more effectively than can the full Committee. They may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

Purpose

To give direction on the policy and procedures relating to the formation of Committee standing sub-committees and ad hoc committees.

Policy

- The Committee has the authority to establish standing sub-committees and ad hoc committees to assist it in its work.
- The number of sub committees will be kept to a minimum.
- The Committee shall clearly define the terms of reference of each sub committee, including their membership, roles, procedures and functions, and the boundaries of their authority.
- Sub committees may from time to time co-opt non-Committee members to serve on a sub committee in order to bring additional skills, experience or networks, provided that it is not inconsistent with any directions given to the sub committee by the Committee.
- Unless explicitly empowered by the full Committee, subcommittees cannot make binding decisions. For the most part, the function of subcommittees is to solve problems for and/or make recommendations to the Committee on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the Committee still bears responsibility.
- Unless the Committee determines otherwise, the Networker shall sit ex-officio on all BNNC subcommittees, but may delegate their attendance to any other person.
- Subcommittees should always have regard to the achievement of the purpose of BNNC in accordance with the vision and strategy determined by the Committee when exercising its functions.

Procedures

Responsibilities

The Committee is responsible for appointing, disbanding, and setting the terms of reference for subcommittees.

The Secretary is responsible for keeping records of terms of reference of BNNC subcommittees and for ensuring that subcommittee minutes and papers are submitted to BNNC for consideration.

The Networker shall sit ex-officio on all subcommittees (unless the BNNC Committee determines otherwise), but may delegate their attendance to any other person.

Procedures

Subcommittees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the Networker has specifically agreed to such delegations.

All sub committees of the BNNC shall submit their minutes to the Executive Committee.

All subcommittees of the BNNC shall review their terms of reference annually, including their membership and the results of their work and so report to the Executive Committee.

All ad hoc committees shall be dissolved by BNNC resolution once they have completed their work and, if requested, have provided a written report to the Executive Committee.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 116	Name: VOLUNTEER POLICY	
	Ratified	
	Reviewed and Updated	
	Next Review	

PHILOSOPHY

Barwon Network of Neighbourhood Centres Inc. values the role of volunteers and recognizes their unique contribution to the Network and to the Neighbourhood House sector. BNNC applies the Neighbourhood House sector Community Development Model and style of practice in all its activities, including volunteer recruitment, induction and management.

POLICY

- BNNC values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents.
- BNNC aims to maximise volunteers potential by creating opportunities to utilize their talents and abilities, to develop social connections, enhance communication skills and develop a greater knowledge and understanding of the Neighbourhood House sector.
- BNNC shall clearly specify the work of volunteers to ensure that their place of work is conducive to preserving their health, safety and general well being.

PROCEDURES

- Prior to commencement of work, all volunteers must complete a Working with Children Check and a Police Check.
- The Network Coordinator will provide the volunteer with information regarding appropriate policies such as Code of Conduct, Grievance Policy etc.
- Volunteer responsibilities and tasks will be negotiated between the volunteer and the Network coordinator.
- The Network coordinator will orient the volunteer to office procedures and the building, volunteers and staff.
- The Network coordinator will manage, support and oversee the work of all volunteers.
- The network coordinator will conduct quarterly meetings with volunteers to ensure the volunteer and BNNC needs are being met.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



Barwon Network of Neighbourhood Centres Inc

No: 201	Name: STAFF RECRUITMENT, SELECTION & MANAGEMENT	
	Ratified	Sept 2010
	Reviewed and Updated	
	Next Review	

The purpose of this policy is to ensure all the recruitment, selection and appointment activities at Barwon Network of Neighbourhood Centres are conducted in a high quality, professional manner that complies with the relevant legislation

PHILOSOPHY

The Executive Committee of Barwon Network of Neighbourhood Centres Inc. (BNNC) is legally responsible for the employment of all paid staff of the BNNC. It is believed that the vision, mission and goals of BNNC are achieved through the work of a strong team consisting of Executive Committee, paid staff, students and volunteers. The individuals working with BNNC are recognized as the organisation's greatest resource and will be supported, encouraged and helped to grow professionally in their work. The recruitment and selection of paid staff needs to ensure that applicants demonstrate the education, experience and skills to carry out their roles and duties and a commitment to working within the structures, philosophy and values of the BNNC.

BNNC is committed to good employment practice which includes ensuring all staff have clear lines of responsibility, guidelines, achievable goals, the opportunity for further training and professional development and employer support.

POLICY

RECRUITMENT

The Executive Committee will ensure that recruitment processes will be planned, professional, objective and will apply equal opportunity principles.

SELECTION

The Executive Committee will ensure that an appropriate staff selection framework is developed for all positions to ensure that objective means of selection are applied to all vacancies.

MANAGEMENT

The management of staff will follow all legal requirements of employers and apply best practice in the effective management, professional development and support of staff.

Employees will be provided with clear guidelines and expectations and with regular and effective feedback on their work performance.

All paid staff will be provided with ongoing professional supervision and support, (both formal and informal) from the Executive Committee or an individual appointed by the Executive Committee to act on its behalf.

PROCEDURES

RECRUITMENT

Prior to a position being advertised, the Executive Committee will prepare or review and update the relevant Job Description for the position and agree on the wording of the advertisement.

The Executive Committee shall agree upon a budget allocation for each recruitment/selection process when it occurs.

BNNC will engage in professional recruitment activities that enable the attraction recruitment and selection of the best possible applicants for each vacancy. This will be achieved by:

- Recruitment systems and practices which facilitate selection of the best person for the position and efficiently and effectively utilise appropriate resources;
- The selection of incumbents based on merit determined by job requirements such as skills, knowledge and experience;
- Assessment of applications against specific and objective key selection criteria that reliably measures and assess the applicant's ability to perform the inherent requirements of the position successfully;
- Advertising in a timely and appropriate manner which accurately reflects the nature of the position and the values of the organisation;
- A consistent, transparent process applied to all applicants;
- Compliance with the principles and requirements of Equal Opportunity and other relevant legislation;
- Maintaining confidentiality and the privacy of each applicant at all times;
- The provision of training, advice Committee members and staff involved in recruitment to ensure adherence to this policy;

Interview Panel

The interview panel shall be selected on a case by case basis and shall be dependent upon the specific role. It must include at least one Executive Committee member.

In the case of internal applicants, to ensure transparency the interview panel will consist of three and HR representative to be nominated.

SELECTION

- Any potential or actual member of the Selection panel must declare any conflict of interest at the time of appointment or upon receipt of applications and must excuse him/herself from the Selection panel.

- The panel will also compose interview questions and other methods by which to assess applicants, based on the Job description (including qualifications and experience, duties, hours of work and terms of employment), selection criteria for the position and other documented standards and resources for staff appointments.
- Based upon satisfactory referees, the Selection panel shall make a recommendation of appointment to the Executive Committee who shall have the responsibility for approval.
- The Chair of the Selection panel shall make an offer of employment (subject to a successful Police Check) to the approved applicant - first by telephone and, upon acceptance, in writing. The offer of employment shall include a Police Check form for signature and the Contract of Employment with includes the starting date of employment, place of employment, hours of work, time in lieu, duties, salary award, dress code, confidentiality, probationary period, remuneration, superannuation and termination conditions.
- The Contract of Employment will become valid once
 - a) the contract has been signed by the approved applicant and returned and co-signed by the Chairperson of the Executive Committee and
 - b) a successful Police Check has been received
- Unsuccessful applicants will be notified by letter no later than two weeks after the successful applicant has returned the signed Contract of Employment.
- Staff and volunteers should not be advised of the outcome of the selection process until the chosen applicant has accepted the position in writing.
- All personal documents of job applicants should be retained for three months and filed in a locked filing cabinet.

- **SUPERVISION/SUPPORT**
- All members of the Executive Committee, staff, students and volunteers are responsible for contributing to a positive, supportive workplace.
- All paid staff will be provided with supervision and support on a regular basis. Regular supervision for the Networker will be provided either by the Chairperson or other nominated Committee member or professional subject to agreement by both parties. Staff support and professional supervision includes:
 - clarifying roles, responsibilities and support structures
 - developing and reviewing clear and realistic work programs
 - providing constructive feedback
 - regular performance appraisal
 - conflict resolution and mediation
 - guidance and direction
 - professional development and training to learn/enhance skills
 - providing orientation and induction to new workers in supportive ways
- The employee will be responsible for completing fortnightly time sheets and Leave forms as required

- Training needs of paid staff will be reviewed at least annually as part of their Staff Performance Review and Development
- The Executive Committee shall be responsible for ensuring a Performance Review is undertaken on all paid staff annually and reporting on the review to the Executive Committee.
- Any employee with a concern or grievance shall follow the Barwon Network of Neighbourhood Centre's Inc. Grievance & Discipline Policy.
- Matters of staff discipline shall be dealt with by following the Barwon Network of Neighbourhood Centre's Inc. Grievance & Discipline Policy.

RESIGNATION/TERMINATION

- Awards and employment agreements specify the conditions under which paid staff can resign from their employment together with the conditions under which an employer can terminate their employment.
- All resignations must be in writing to the Executive Committee with at least two weeks notice being given.
- Where employment is being terminated by the Executive Committee, this must be in accordance with any applicable Award, the Contract of Employment and, where relevant, the Barwon Network of Neighbourhood Centre's Inc. Grievance & Discipline policy (
- An exit interview will be conducted with the employee by a person appointed by the Executive Committee. The interview will be used as an opportunity to see if improvements can be made to support and retain staff in the future.

PAYROLL PROCEDURE

Payroll is calculated fortnightly by the Treasurer and wages are deposited into bank accounts via electronic funds transfer.

When there is a variation to the fortnightly amount the bank is notified and two signatory's are needed on the template held by BNNC . main computer which is then given to the bank.

This then gets reconciled with the monthly statement from the bank.

BNNC . is a signatory to Neighbourhood Houses and ACE Learning Centre Collective workplace agreement and all employees fall within the pay structure of this agreement.

Yearly time and pay book contains the following information:

- | | |
|-----------------------|------------------------|
| • Employee's name | • Overtime |
| • Date of payment | • Tax deducted |
| • Period covered | • Any other deductions |
| • Hours worked | • Net amount paid |
| • Gross amount earned | |

All payroll records are retained for at least seven (7) years.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

No: 202	Name: TRAVEL POLICY including PRIVATE USE OF MOTOR VEHICLE	
	Ratified	2016 April
	To be reviewed	

PURPOSE

The purpose of this policy is to establish guidelines for employees in undertaking travel as part their role, and particularly in the correct use of privately owned motor vehicles whilst in use on Barwon Network of Neighbourhood Centres (BNNC) business

SCOPE

The policy applies to all BNNC employees who undertake travel as part their role. It has particular application to those employees have been given prior approval to utilise their private vehicle as part of their employment. Each staff member with a claim for BNNC business use of their privately owned motor vehicle will comply with the provisions of this policy.

POLICY

In the interests of environmental sustainability and cost efficiency, the Executive Committee requires that:

- where possible, all travel will be undertaken by public transport
- travel costs are kept to a minimum (e.g. economy fares and booking flights in advance to benefit from discounted rates, etc.).
- Where travel by public transport is not practicable to undertake inherent requirements of the role, the Chairperson may approve payment for an alternate mode of transport, eg use of a private motor vehicle

WHERE USE OF PRIVATE MOTOR VEHICLE IS AUTHORISED

Procedure

BNNC makes an annual budget allocation to cover this cost. A copy of signed approval must accompany claims for reimbursement of costs associated with travel

Where the monthly budget allocation is reached the Networker must seek prior approval before undertaking additional travel. Approval can be granted by the Chairperson and associated documentation must be filled in and signed off.

The conditions and the level of the allowance are to be in accordance with the staff allowances and Private Vehicle Reimbursement Rates contained in the Neighbourhood Houses and Adult Community Education Centres Collective Agreement.

Employee Obligations

Use of a private vehicle is permitted only if the following conditions are met:

- The vehicle must have Full Comprehensive insurance.
- It must hold current registration
- It must be roadworthy
- The driver must:
 - Hold and maintain the appropriate current Victoria (or interstate) Drivers Licence a motor
 - Maintain a legal drug and blood alcohol level whilst driving the vehicle.

BNNC will not accept any liability which may arise out of the use of the motor vehicle for business purposes. Any fines or infringement incurred during use for business purposes will remain the responsibility of the driver.

Employees are expected to act in a manner consistent with the Occupational Health and Safety requirements of the workplace which extends to use of private motor vehicles for BNNC purposes. Employees are responsible for expenses associated with the renewal of their Drivers Licence and vehicle maintenance. When using a motor vehicle on company business, the employee must comply with motor traffic and vehicle laws.

All motor vehicles used for business purposes must be maintained and presented in a clean and tidy manner that is acceptable to BNNC and their members.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related policies and documents

Neighbourhood Houses and Adult Community Education Centres' Collective Agreement.



Barwon Network of Neighbourhood Centres Inc

No: 203	Name: Travel costs related to member visits	
	Ratified	20.11.07
	Reviewed and Updated	Rescinded 2016 May
	Next Review	

This policy has been rescinded.

RATIONALE

Barwon Network of Neighbourhood Centres Inc. (BNNC) exists to provide information, and support to all its members. The Network does this without restriction, by phone, email, fax and post. The cost of unlimited Networker travel to member organisations has increased beyond the capacity of the BNNC . For this reason, the following restrictions are adopted.

POLICY

Each member is entitled to two Networker visits per calendar year, at no cost.

A further two visits will be invoiced at half the vehicle cost.

Once a member has had four Networker visits per calendar year, that member is liable for the full vehicle travel cost for any further visits.

Members pay full vehicle travel costs for the Networker to attend their AGM or as a guest speaker.

Members pay full vehicle travel costs for the Networker to attend their organisation to provide professional development sessions.

Any member experiencing financial difficulties may contact the treasurer to discuss other options.

The Network will continue to support Networker attendance at member organizations by covering all costs related to Networker time.

PROCEDURES

As stated in the policy above, Network members will be invoiced for Network visits at the current kilometer rate

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 204	Name: EMPLOYMENT - EQUAL OPPORTUNITY POLICY	
	Ratified	
	Reviewed and Updated	
	Next Review	

PHILOSOPHY

Barwon Network of Neighbourhood Centres Inc. has a commitment to the principles of equal opportunity. We believe that people have the right to participate fully in the community without being subjected to discrimination, stigmatisation or prejudice. We believe that equitable service delivery and employment policies and practices are essential to uphold the philosophy and aims of the BNNC.

The support of everyone involved with the BNNC is vital to achieving equity and equal opportunity. All discriminatory behaviour is undesirable, may be unlawful, and will not be condoned in any way at Barwon Network of Neighbourhood Centres Inc..

In Victoria, discrimination is unlawful under the –
[Racial Discrimination Act 1975](#), [Sex Discrimination Act 1984](#),
[Disability Discrimination Act 1992](#), [Human Rights and Equal
 Opportunity Commission Act 1986](#), Equal Opportunity Act 1995

Discrimination is unlawful in the areas of employment, education, provisions of goods and services, and accommodation. Discrimination refers to actions based upon -
 " gender, marital status, (defined as being single, married, de-facto, widowed or divorced), pregnancy, parenthood, race (including colour, nationality, or ethnic origin), age, sexual preference, disability, religious

POLICY

Barwon Network of Neighbourhood Centres Inc. is an equal opportunity organisation committed to equity and access in the provision of its services and in employment. All staff, students and volunteers of the BNNC have the right to an environment free from discrimination.

All employees are entitled to access employment, promotion, training on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

As an employer the Barwon Network of Neighbourhood Centres Inc. will operate without any source of direct or indirect discrimination based on gender, marital status, (defined as being single, married, de-

facto, widowed or divorced), pregnancy, parenthood, race (including colour, nationality, or ethnic origin), age, sexual preference, disability, religious or political conviction.

Paid staff, Executive Committee members, students and other volunteers are expected to take responsibility for behaving in fair and non-discriminatory ways themselves, and to actively discourage any form of discrimination they may encounter at the Barwon Network of Neighbourhood Centres Inc.

The Equal Opportunity Act is applicable to both paid and unpaid staff.

PROCEDURES

- All human relations policies and practices at the Barwon Network of Neighbourhood Centres Inc. be based on the merit principle
- Every employee, Executive Committee member, student, and volunteer has a personal responsibility to treat all other employees, Executive Committee members, students and volunteers who have contact with the organisation with fairness and equality, so that the working environment is free from Discriminatory activities and practices.
- The Barwon Network of Neighbourhood Centres Inc. may apply disciplinary action if an incident of discrimination has occurred

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 205	Name: TRAINING AND DEVELOPMENT POLICY	
	Ratified	
	Reviewed and Updated	
	Next Review	

Purpose

The purpose of this policy is to establish guidelines in relation to training and development activities at Barwon Network of Neighbourhood Houses, and to ensure that people are given the opportunity to undertake training and development activities to develop their knowledge and skills.

Scope

The policy applies to all Barwon Network of Neighbourhood Houses employees and volunteers.

General

Barwon Network of Neighbourhood Houses may require staff to undertake specific training related to their position or as a pre-requisite for an alternative role or project.

Barwon Network of Neighbourhood Houses encourages staff and volunteers to undertake learning and development activities. Training and development activities may include training courses, seminars, briefings, workshops, conferences, formal courses, mentoring or on-the-job coaching.

In assessing the suitability of training for employees and volunteers, consideration should be given to the relativity of the training and the impact it will have on the individual's ability to increase their performance capability in their role.

Training Plan

An individual development plan may be set by managers in conjunction with employees and volunteers during the performance review process. This plan will outline specific training to assist the individual address any skill gaps, enhance performance and achievement of objectives, as well as compliment the individual's career goals. This plan may be modified or amended as required throughout the year to suit emerging or changed needs.

All training set within the performance review, or to be attended generally, will be subject to approval by the BNNC Chairperson to ensure activities are within Barwon Network of Neighbourhood Houses training budget and support organisational or operational objectives.

Employee Development

Although training is encouraged, employee and volunteer development is a joint responsibility and as such individual employees and volunteers need to take a level of responsibility for their own career

development and schedule time (in consultation with BNNC Chairperson) to attend specified and approved training and development activities. Barwon Network of Neighbourhood Houses encourages employees and volunteers to seek appropriate development opportunities as well as make suggestions for potential training opportunities for consideration.

Employees will be paid at their ordinary hourly rate, up to maximum of 7.6 hours per day, for attendance at an approved training program.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures



No: 206	Name: EMPLOYMENT DISCIPLINARY ACTION POLICY	
	Ratified	
	Reviewed and Updated	
	Next Review	

PHILOSOPHY

The staff, students and volunteers working with Barwon Network of Neighbourhood Centres Inc. are recognized as the Centre's greatest resource. A positive, supportive workplace is conducive to maintaining effective working relationships. Should work practice or conflict require disciplinary action, the action shall at all times be handled following due process, applied fairly and with due considerations being given to the privacy of the individual.

POLICY

Disciplinary action shall follow due process, be equitable, fair, dealt with as speedily as possible and with full consideration to the privacy of the individual.

PROCEDURES

- If a complaint or grievance is made against a worker, student or volunteer, the Complaints and Grievances Policy shall be followed before disciplinary action can be taken.
- If poor work performance or behaviour is an issue, the individual's immediate supervisor (as per the BNNC Performance Review Policy and Procedure) shall in the first instance advise the individual of the matter of concern and provide advice, support and specific direction in how to rectify the problem. This discussion should be recorded and dated and placed in the individual's personal file.
- The Executive Committee should be advised of the discussion.
- If the agreed action is not taken to resolve the problem, the immediate supervisor shall inform the employee, student or volunteer of their unsatisfactory response. Every effort will be made by the supervisor to provide constructive, achievable solutions to the problem. At this point a first verbal warning shall be issued and recorded on the employee's or volunteer's personal file and the Executive Committee advised.
- If the problem continues, the matter will be discussed with the employee, student or volunteer. A second warning in writing will be given to the employee, student or volunteer, a record made in their personal file and the Executive Committee advised.
- If the problem continues the employee, student or volunteer will be issued a written final warning. If an employee (rather than a student or volunteer) is involved, a copy of the warning will be sent to the relevant Union.

- In the event of the matter recurring, then the employment/placement or volunteer position may be terminated.
- If after any warning, a period of 12 months elapses without any further warning or action being required, all adverse reports relating to the warning must be removed from the employee's, student or volunteer's personnel file.

- All matters of discipline shall at all times be handled in the strictest of confidence by the Executive Committee.
- Details of the discussion and warnings issued shall be reviewed as part of the employee's or volunteer's annual performance appraisal with a view to avoiding future difficulties by improving the organisation's work place practice and employee/student/volunteer support.
- At all times in the disciplinary process the well-being of the individual as well as that of Barwon Network of Neighbourhood Centres will be considered. Efforts shall always be made to apply a non-punitive approach providing support and guidance, not criticism, to the individual.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

BNNC Performance Review Policy and Procedure

No: 207	Name: ANNUAL LEAVE POLICY	
	Ratified	
	Reviewed and Updated	
	Next Review	

Purpose

To is to establish policy framework for employees in relation to annual leave entitlements which supports compliance with relevant legislation where applicable.

This policy is intended to be a summary of the Barwon Network of Neighbourhood Houses and legislative entitlements in relation to annual leave and should be read in conjunction with the National Employment Standards (NES), Fair Work Act 2009.

Scope

The policy applies to all Barwon Network of Neighbourhood Houses full time and part time employees. Casual employees and Contractors are not entitled to paid annual leave.

Procedures Title

Applications for Annual Leave will be managed in accordance with the Barwon Network of Neighbourhood Houses Procedures for Leave.

General

Annual leave accrues progressively from the start date of the employee's employment, is credited fortnightly and accumulates from year to year. Service includes all periods of employment other than periods of unpaid leave, unpaid absence (not including community service leave) and unauthorised leave.

The purpose of annual leave is to provide employees with a period of rest and recreation away from the workplace. For this reason employees are encouraged to use their annual leave entitlement within the 12 months period that it was accrued.

As part of Barwon Network of Neighbourhood Houses's Annual Leave Policy, employees are required to:

- Ideally provide a minimum of four weeks' notice when requesting leave;
- Ideally take at least 10 consecutive working days of annual leave once a year;
- Ideally limit single leave days to five per calendar year;
- Gain pre-approval to bank or accumulate leave for special purposes e.g. overseas trips, marriage, etc.;
- Submit an Application for Leave form for the period of their absence.

Annual Leave Loading

During a period of annual leave **eligible** employees will receive a 17.5% leave loading calculated on their base salary. An employee's eligibility to annual leave loading is dependent upon the employee's remuneration and will be indicated in their contract of employment.

Accumulation of Leave Beyond 40 Working Days

Requests for accumulation of annual leave beyond 40 working days must be approved by the Chairperson. The employee should implement a plan to ensure accumulated leave is reduced where the employee's leave accumulation is greater than 40 days.

Where a plan to reduce excess leave is not proposed by the employee, the employee may be directed to take a suitable period of annual leave. At least one month's notice will be given of the date from which the employee must take the period of leave. When directing an employee to take annual leave, Barwon Network of Neighbourhood Houses will endeavour to reach agreement with the employee on the timing of the leave.

Payment of Annual Leave Entitlements

Annual leave is paid at an employee's base rate of pay as set in relevant documentation such as an employment contract.

Annual leave pay will be paid in the normal pay cycle provided an completed and authorised

Annual leave can be paid in advance (at the beginning of the period of leave) provided the leave is approved, available and Payroll is notified before the pay period prior to the employee commencing the annual leave.

Substitution Days

Where an employee falls ill during their annual leave, the relevant annual leave may be substituted for personal leave on presentation of a medical certificate from a registered medical practitioner or a statutory declaration. A new leave request for personal leave must be submitted and the annual leave request for the relevant period cancelled.

Where a public holiday falls within the annual leave period, the leave can be extended to reflect that day or the annual leave balance can be adjusted to reflect the public holiday.

Scheduling of Leave

All planned leave is subject to mutual agreement, taking into account business operational requirements, workloads and the employee's needs. Barwon Network of Neighbourhood Houses will not unreasonably refuse a request for annual leave from the employee.

Annual leave must be approved in advance, unless it is in circumstances where the employee cannot anticipate the absence.

In the event an employee is dissatisfied with the outcome of an application for leave, the matter should be referred to the Executive.

Employee Requests to Extend a Period of Leave

Where an employee has commenced a period of authorised annual leave and seeks to extend the initial period of leave, the employee must verbally contact his or her Supervisor to request and seek authorisation for the extension, including outlining the reasons for the request. Barwon Network of Neighbourhood Houses may seek confirmation of the request in writing.

Where the operational requirements of the network require the employee to return to the workplace at the end of the initial period of authorised leave, the employees request may be denied and the employee will be expected to return to work on the date indicated on the Application for Leave pertaining to the initial request.

Barwon Network of Neighbourhood Houses will consider the circumstances and reasons related to a request to extend a period of annual leave. The employee's entitlement to further paid leave will be taken into consideration. Periods of unpaid leave taken in conjunction with annual leave are at authorised at the Barwon Network of Neighbourhood Houses discretion.

Barwon Network of Neighbourhood Houses will respond to any such request by an employee in writing.

Where an employee fails to return to the workplace at the date expected (authorised return date), the employee may be subject to disciplinary action, up to and including termination of employment.

Annual Leave and Annual Shut Down

Barwon Network of Neighbourhood Houses, at its discretion, may close down the business or part of the business for the purpose of allowing annual leave to be taken by all or the majority of employees in Barwon Network of Neighbourhood Houses or part of Barwon Network of Neighbourhood Houses. In such circumstances the following shall apply:

- Barwon Network of Neighbourhood Houses will give not less than four weeks notice of the shut down;
- an employee who has accrued sufficient leave to cover the period of the shutdown, shall be paid annual leave;
- an employee who has not accrued sufficient leave to cover part or all of the shutdown is allowed paid annual leave for the period for which they have accrued sufficient leave and given unpaid leave for the remainder of the shut down;
- any leave taken by an employee as a result of a shutdown also counts as service by the employee;

Entitlements on Termination of Employment

Any unused accrued annual leave and applicable leave loading will be paid out on termination of employment.

Where an employee has taken annual leave in advance of any entitlement due, on termination Barwon Network of Neighbourhood Houses will be entitled to deduct the amount of such excess from any remuneration payable to the employee on the termination of the employment.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

Barwon Network of Neighbourhood Houses Leave Without Pay Policy

Barwon Network of Neighbourhood Houses Study Leave Policy

Barwon Network of Neighbourhood Houses Leave Procedures



EMPLOYEE DETAILS:	
SURNAME:	GIVEN NAME:
DEPARTMENT:	EMPLOYEE NUMBER:

TYPE OF LEAVE REQUESTED:	
<input type="checkbox"/> Annual Leave <input type="checkbox"/> Personal Leave – Sick* <input type="checkbox"/> Personal Leave – Carers* <input type="checkbox"/> Personal Leave – Other <input type="checkbox"/> Jury Service Leave <input type="checkbox"/> Parental Leave	<input type="checkbox"/> Community Service Leave <input type="checkbox"/> Compassionate Leave <input type="checkbox"/> Long Service Leave <input type="checkbox"/> Workers Compensation Leave <input type="checkbox"/> Unpaid Leave ** At least four weeks' notice required for consideration of the request
* <input type="checkbox"/> Medical Certificate Attached	* <input type="checkbox"/> Statutory Declaration Attached
* *Reason for unpaid leave request:	

LEAVE DATES			
First day of leave:		Number of days / hours off:	
Last day of leave:		Less Public Holidays:	
Date returning to work:		Total days / hours of leave requested:	

EMPLOYEE SIGNATURE:	
MANAGER APPROVAL:	

PAYROLL USE:			
Entitlement:		Balance after leave:	
Pay Officer Signature:		Date:	

NOTE: EMPLOYEES ARE RESPONSIBLE FOR COMPLETION OF LEAVE APPLICATION FORMS AND GAINING AUTHORISATION IN ACCORDANCE WITH THE RELEVANT POLICY. IN RELATION TO PERSONAL LEAVE, COMPLETION MUST BE ON THE MORNING OF RETURN TO THE WORKPLACE.



Barwon Network of Neighbourhood Centres Inc

No: 208	Name: Time in Lieu	
	Ratified	2016 April
	Reviewed and Updated	
	Next Review	

Purpose

This policy provides guidance with regard to all aspects of the use of Time in Lieu as a strategy to manage staff working hours.

Principle / rationale

This policy is developed in recognition that the work of the BNNC Inc Networker often requires flexibility with regard to working hours in order to accommodate pressing work issues, attend meetings or represent BNNC outside of the usual working hours.

This arrangement is designed to ensure that an employee is not working excessive hours and to ensure work/life balance. It is also designed to ensure the organisation operates within budgetary constraints with regard to staff costs.

Policy: Flexible work hours may be worked over a given period.

- Hours worked in addition to the agreed fortnightly hours must be recorded as TiL accrual.
- Time off in lieu will be at a ratio of one hour worked to one hour time in lieu.
- No more than two weeks equivalent hours may be accrued without specific written permission from the Executive Committee or by the delegated authority eg. Person with supervisory responsibilities.
- Time in lieu leave must be taken during the school term in which it is accrued. ie there should be no Time in Lieu accrual at the start of each term.
- Under specific or unusual circumstances, the Executive Committee may decide to offer purchase of Time in Lieu hours.

Responsibilities

It is the responsibility of the Worker to keep accurate records of all hours worked, including TiL accrual of the fortnightly timesheet lodged with the BNNC bookkeeper, Treasurer and direct supervisor.

It shall be the responsibility of the Executive Committee and direct supervisor to implement the policy and monitor its effects.

Time in lieu can only be accrued and taken in accordance with this policy.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 209	Name: LEAVE WITHOUT PAY	
	Ratified	
	Reviewed and Updated	
	Next Review	

Purpose

To is to establish procedures in relation to employee requests for leave without pay.

Scope

The procedure applies to all Barwon Network of Neighbourhood Houses employees.

Procedures Title

Applications for Leave without Pay will be managed in accordance with the Procedures for Leave.

General

Except in circumstances as outlined in the Personal Leave and Parental Leave Policy, leave without pay is not an automatic employee entitlement.

Barwon Network of Neighbourhood Houses recognises circumstances can sometimes arise where an employee needs to take time away from work but may not have the accrued leave entitlements to do so. Such circumstances may, as examples only, include a non-work related illness, travel, career break, caring for relatives for an extended period, study commitments or to spend time with family members. Therefore, where leave without pay arrangements are compatible with the inherent requirements of the role and Barwon Network of Neighbourhood Houses' objectives, leave without pay applications will be given due consideration.

Leave without pay will only be granted once all Annual Leave and Long Service Leave have been exhausted.

Approval is at Barwon Network of Neighbourhood Houses' sole discretion and approval in one situation will not constitute a precedent for another situation or general approval.

Employee obligations during periods of Leave without Pay

Employees on leave without pay must not engage in any conduct during the period of leave which is inconsistent with or in conflict with their general employment obligations and the employee's contract of employment with Barwon Network of Neighbourhood Houses.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period.

Whilst on a period of leave without pay employees will not accrue annual and paid personal leave entitlements that they would accrue if they were working.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

Barwon Network of Neighbourhood Houses Annual Leave Policy



No: 210	Name: COMMUNITY SERVICE LEAVE POLICY (Incorporating Jury Service Leave)	
	Ratified	
	Reviewed and Updated	
	Next Review	

Purpose

The purpose of this policy is to establish guidelines for employees who wish to take community service leave, which includes;

- Community Service Leave; and
- Jury Service Leave.

This policy is intended to be a summary of the Barwon Network of Neighbourhood Centres and legislative entitlements in relation to community service leave and should be read in conjunction with the National Employment Standards (NES), Fair Work Act 2009.

Scope

The policy applies to all Barwon Network of Neighbourhood Centres full time, part time and casual employees where applicable.

Procedures Title

Applications for Community Service Leave will be managed in accordance with the Barwon Network of Neighbourhood Centres Procedures for Leave.

Definition

For the purposes of this policy the following definition applies;

Jury Service Pay means an amount paid in relation to jury service under a law of the Commonwealth, a State or a Territory, other than an amount that is, or that is in the nature of, an expense related allowance

Community Service Leave

All employees are entitled to unpaid community service leave to perform one of the following eligible community service activities:

- A voluntary emergency management activity; or
- An additional activity that is of a community service nature prescribed by the regulations as an eligible community service activity.

For the purposes of this policy, an employee engages in a voluntary emergency management activity if:

- The employee engages in an activity that involves dealing with an emergency or natural disaster; and
- The employee engages in the activity on a voluntary basis; and
- The employee is a member of, or has member-like association with, a recognised emergency management body; and
- Either the employee was requested by or on behalf of the body to engage in the activity or if no request was made, it would be reasonable to expect that such a request would have been made in the circumstances.

During the period of absence for eligible community service leave, an employee must be engaged in the community service activity. Leave will also be granted for reasonable travelling associated with the activity and reasonable rest time immediately following the activity. At all times the employees absence must be reasonable when taking into account all associated circumstances.

An employee wishing to take eligible community service leave must advise their supervisor as soon as reasonably practicable of their intention to take leave. Employees must also advise their supervisor of the period, or expected period of absence. Barwon Network of Neighbourhood Centres may require the employee to provide reasonable evidence for their absence.

Employees must submit an Application for Leave Form for the period of their absence.

Jury Service Leave

All employees are entitled to Jury Service Leave.

Jury Service Leave is granted where an employee is required by or under a law of the Commonwealth, a State or a Territory to serve on a jury (including attendance for jury selection)

Employees should advise their supervisor as soon as reasonably practical of their absence from work to attend jury service. To enable BNNC to make alternative arrangements in the employee's absence, all attempts should be made to provide notice of the employee's absence as soon as the employee receives notice that they may be required to serve on a jury, unless there are circumstances beyond the employee's control preventing him/her doing so. The employee must also advise their supervisor of the period, or expected period, of his/her absence. In cases where operational requirements will be affected by the employee attending jury service, an appeal may be made.

Employees are required to submit an Application for Leave Form to their supervisor for approval. Barwon Network of Neighbourhood Centres may require the employee to provide reasonable evidence for their absence.

Payment to Employees on Jury Service

Barwon Network of Neighbourhood Centres will pay an employee (with the exception of a casual employee) at their normal rate of pay for the employees ordinary hours of work in the period, for the first 10 days of an employee's absence for reasons of Jury Service provided that the employee:

- has taken all necessary steps to obtain jury service pay; and
- produces evidence (even if it is a nil amount) of the total amount of Jury service pay that has been paid, or is payable, to the employee for the period.

Where the evidence shows that the employee has been, or will be, paid, Barwon Network of Neighbourhood Centres will reduce the total amount payable to the employee (i.e. what they would have

been paid if they had attended work) by the amount of jury service pay that has been paid, or is payable, as disclosed in the evidence.

Where an employee is absent for a period which is more than ten (10) days because of jury service, the employee will only be paid by Barwon Network of Neighbourhood Centres for the first ten (10) days of absence.

Employees must return to work immediately on any day on which he/she is not required to serve on a jury.

Employees must submit an Application for Leave Form for the period of their absence.

Barwon Network of Neighbourhood Centres may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Centres Policies and Procedures

Barwon Network of Neighbourhood Centres Leave Without Pay Leave Policy

Barwon Network of Neighbourhood Centres Annual Leave Policy

Barwon Network of Neighbourhood Centres Application for Leave Form



Barwon Network of Neighbourhood Centres Inc

No: 310	Name: FINANCIAL MANAGEMENT	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

PHILOSOPHY

Barwon Network of Neighbourhood BNNCs Inc., as a not-for-profit incorporated association, has a responsibility to its members, to the community and to its funding organisations to manage all finances, property and assets legally, ethically and responsibly and to allocate any funds of the organisation in support of the objects of the association (*“The income and property of the Executive Committee howsoever derived shall be applied solely towards the promotion of the objects of the Association”*)

POLICY

The allocation, management, recording, accountability and pecuniary interests of the finances of Barwon Network of Neighbourhood BNNCs Inc. shall at all times adhere to the requirements in the “Rules of the Association Barwon Network of Neighbourhood Centres Incorporated”, to relevant accounting standards and to other policies as adopted from time to time.

PROCEDURES

SIGNATORIES TO BANK ACCOUNTS

- There shall be at least three signatories to the bank accounts of Barwon Network of Neighbourhood BNNCs Inc. These shall generally include the Treasurer, Secretary and the network coordinator. In deciding upon signatories, consideration shall be given to the ready availability of such signatories to sign cheques.
- Any two signatories may sign cheques provided that the signatories are not related, married or in a common law relationship.
- The Executive Committee must approve any withdrawals from the Investment account. The minutes of this decision and the signatures of two signatories must accompany any withdrawals from the Investment account.
- All signatories to the bank accounts shall have a police check prior to being added as a signatory.
- New signatories to the bank accounts must be noted in the minutes of the Executive Committee meeting and this information presented to the bank.
- The Treasurer shall undertake an annual review with the bank to ensure all signatories are current and any retired signatories have been removed from bank records.

BANKING

- All general and investment banking for Barwon Network of Neighbourhood BNNCs Inc. is handled by the Bendigo Bank, currently at the Waurm ponds branch
- All bank statements and cheque books shall be sent to Barwon Network of Neighbourhood BNNCs Inc. at 45 Heyers Rd, Grovedale 3216
- Cheque books shall be retained in a locked drawer in the office.
- Barwon Network of Neighbourhood BNNCs Inc. will accept payment by cash, cheques and credit card.
- There should be no more than \$200 in cash retained on the premises overnight. Banking shall be undertaken as often as required to maintain this level of cash on the premises.
- Cash is to be kept in a secure place out of reach of members of the public during office hours and in a locked cupboard or drawer outside office hours.
- Banking may be made by the bookkeeper, networker or a member of the Executive Committee.
- All bank deposits are to be made into the operating cheque account of Barwon Network of Neighbourhood BNNCs Inc.
- The Treasurer shall review the collection, receipt and banking of income monthly or as required.

BILLS AND INVOICES

- All outstanding invoices shall be set for review 30, 45 and 60 days after issue of the invoice. Payment not made within 45 days shall be referred to the Networker for further action.
- All bills to Barwon Network of Neighbourhood BNNCs shall be reviewed by the Bookkeeper and paid within the time specified for payment provided the bills fall within the approved budget line items. Bills in excess of the budget shall be referred to the Networker for review. All bills will be reviewed monthly by the Treasurer.

RECORDING

INCOME

- All monies collected on behalf of Barwon Network of Neighbourhood BNNCs Inc. will be receipted.
- All income will also be recorded under the direction of the Bookkeeper or Networker
- All grants received shall be recorded individually to facilitate effective financial reporting of grants
- All invoices issued by the Barwon Network of Neighbourhood BNNCs Inc. for the current year shall be retained in an Accounts Payable, receivable folder in the office.
- To comply with legal requirements, past financial records including invoices, bills, cheque books, deposit book and bank statements, shall be archived for seven years,
- All bills shall be paid within the time specified for payment.

- All invoices for money due to the BNNC shall be issued promptly and be followed up to ensure payment.
- All monies collected on behalf of the BNNC must be properly receipted
- All monies received shall be deposited in the Association's bank account.
- Cash is to be kept to a minimum and located in a secure place

EXPENDITURE

- Bank deposit slips shall be prepared to accompany all cash, cheque and credit card deposits to the bank.
- The Bookkeeper or Networker shall maintain a locked petty cash box with a maximum cash balance of \$200.
- When the balance of petty cash is reduced to \$20 a cheque transfer shall be made to replenish the petty cash account.
- The Bookkeeper or Networker shall maintain a petty cash balance sheet with receipts for all expenditures.
- Any money allocated from petty cash must have prior approval of the Bookkeeper or Networker
- All cheques issued shall have the account details noted on the cheque stub.
- To ensure correct allocation of expenditures, the Bookkeeper in conjunction with the Networker shall note Chart of Accounts code on each cheque stub prior to entering the expenditure into the system.
- All expenditures will be recorded under the direction of the Bookkeeper or Networker .
- All salaries and superannuation payments shall be recorded.
- All receipts for expenditures and invoices for payments by the BNNC for the current year shall be retained in an Accounts Payable folder in the office. Past records shall be archived to comply with the legal requirement to retain all financial records for seven years.
- Monthly bank reconciliations will be prepared by the Bookkeeper and Networker and checked by the Treasurer

ACCOUNTABILITY

- The Treasurer shall oversee and review all financial records of the Barwon Network of Neighbourhood BNNCs Inc.
- The account books, receipts and files shall be kept up to date at all times and shall be made available for inspection by members upon reasonable notice to the Treasurer.
- The Treasurer will present financial reports to the Executive Committee meetings each month. The report shall contain any recommendations plus -
 - ✓ Balance sheet
 - ✓ Income and expenditure for the month and year to date

- An annual report from the Treasurer shall be provided in the report to the Annual General Meeting. The report shall include an audited Balance Sheet and Income and Expenditure for the financial year plus summary comments by the Treasurer.
- The Treasurer will prepare all accounts and financial records for auditing at the end of each financial year.
- The auditor shall make a report to the Annual General Meeting on the balance sheet and statement of receipts and payments.
- The Treasurer shall complete the Annual Financial Accountability Report to the Department Planning and Community Development (SEE DPCD Annual Financial Accountability Report) at the end of the financial year
- The Treasurer shall complete, with the assistance of the Networker, all other financial reports required by law or by funding and grant bodies including the City of Greater Geelong (CoGG) and Consumer Affairs Victoria. (SEE Governance folder - Responsibilities of Committee of Management)

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

List other policies and Treasurer Job description

No: 302	Name: Budget Planning	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

Policy

The BNNC is responsible for adopting and monitoring the budget of the organisation and for ensuring that the organisation operates within a responsible, sustainable financial framework. This work is done in collaboration with staff and the BNNC Treasurer on behalf of the Executive Committee.

Principle/Rationale

BNNC receives most of its operating funds through the State Government Department (DHHS) under the Neighbourhood House Coordination Program and membership fees. The organisation operates under a budget that must be flexible in responding to unforeseen events, including possible challenges in cash flow. The annual operating budget must therefore be regularly monitored and reviewed. The Budget should reflect the legal and financial requirements of funding bodies and other accounting requirements.

Procedures

In May each year, the Bookkeeper, Networker and Treasurer prepare the budget estimates as part of the Business Plan for the financial year. The process includes:

- considering core operational costs;
- considering grant / project commitments
- setting payroll costs;
- estimating income, and
- taking into account the current year financial situation.

The initial budget estimates are based on the current expenditure projections to end of year plus Consumer Price Index increments for salaries or relevant wage increases, revisions to awards/contracts, etc. Details of how cost increases will be absorbed, or required increases in service charges (e.g. membership fees) will be provided. Each grant received shall be noted as a separate item in the budget. All income and expenditure for a particular grant must be recorded against this grant item.

The draft budget will be presented in time for consideration at the May meeting of the BNNC. Once the final budget is adopted (June?) by the Executive Committee, this becomes the official operating budget for BNNC for the following financial year, and all Committee members and employees must endeavor to work within the financial limits stated or implied by this document.

The Networker is responsible for managing the annual budget once it is approved by the BNNC.

The Treasurer is responsible for monitoring the organisation's expenditure, reviewing the actual and budgeted expenditures, and reporting on the progress of such expenditure.

The Bookkeeper is responsible for preparing monthly finance reports showing the year-to-date expenditure and its variation from the budget estimates, and indicating any increases or decreases in funding. A detailed commentary should be attached to Committee reports detailing reasons for variations and recommendations for corrective action if required.

The Finance subcommittee comprising the Treasurer, Networker and Bookkeeper and any other representatives deemed appropriate by the Executive will meet monthly to review the monthly finance reports. These will be presented to the next available Executive Committee meeting.

The Treasurer will indicate the effect any variations will have on the budget projections and provide this information to the Executive Committee. The Treasurer will also report to the Executive Committee on any other financial matters.

Any spending within budget line items may be approved by the Co-ordinator or Treasurer. Spending in excess of budget line items or not accounted for in the budget should be referred to the Executive Committee for approval

If a major change occurs to funding, expenditure or any material assumption underlying the budget, the Finance subcommittee may determine that a revised budget is necessary for the remainder of the financial year. If so, they will prepare such a revised budget and refer it to the Executive Committee for consideration and adoption. .

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

BNNC documents:

Financial Management

Bank Accounts

Audit

The most recent approved budget is saved here: [insert path and filename]

No: 303	Name: Bank Accounts	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

Policy

BNNC must maintain a Bank Account with a reputable and well recognized financial institution from which all expenditure is made and into which all income is deposited. The financial institution is decided by the Executive Committee.

Principle/Rationale

BNNC seeks to ensure that all its financial transactions are transparent, appropriately recorded and to minimise its exposure to theft or fraud.

Procedure

BNNC currently banks with Bendigo Bank at thebranch

All cheques, electronic funds transfers and other negotiable instruments must be signed by 2 Executive Committee members or their nominated representatives, usually the Networker and Treasurer or Bookkeeper.

To maximise interest revenue BNNC, when funds are available, will have a Term Deposit Investment Account .

The Cash Management Account is the account from which expenditure and deposits are made. Two account signatories are required. The Bookkeeper sets up the transaction and provides the appropriate invoice and transaction requisition form to the second signatory. Where the expenditure is less than \$250 the second signatory may be the authorised Networker, above \$250 the second signatory is the Networker or nominated Executive Committee member.

Investment Account – funds are transferred between the Cash Management Account and the Investment Account to meet financial requirements as they arise while also maximising interest revenue.

The xxx is responsible for ensuring that bank account signatories are kept up to date at all times and that terminating signatories are removed as soon as their employment or Executive Committee term ends.

Related Policies and Documents

BNNC Documents:

Transaction requisition form

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

No: 304	Name: AUDITS	
	Ratified	2016 May
	Reviewed and Updated	
	Next Review	

Policy

In the interest of transparency and accountability to members and funders, the Executive Committee commits to ensuring that the financial statements of BNNC shall be audited annually by a registered auditor even when this is not required legally.”

Any additional audit opinion specifically required by a funder is to be provided by the same registered auditor.

Principle/Rationale

BNNC will meet its statutory and other requirements in relation to the audit of its annual financial statements. In addition to legal requirements BNNC commits to transparency and accountability such as that provided by independent oversight.

Procedure

The Networker in consultation with the Bookkeeper and the Treasurer shall make all documents and information available to the auditor to conduct an audit of the financial affairs of the Association. This must be done in a timely manner to ensure the audit report is available to be presented to the members at the Annual General Meeting.

The Bookkeeper will make them self available when the auditor is conducting the audit to assist them in the audit process and to answer any questions.

The Executive Committee of BNNC shall appoint another auditor:

- If for any reason the auditor is unable to perform the duties required, or
- If the Treasurer, in consultation with the Networker and Bookkeeper, determines that the auditor’s performance of their duties is not satisfactory or is not of an appropriate cost.
- If the Executive Committee determines that probity would be best served by the appointment of a ‘fresh set of eyes’

This must be done in a timely manner to allow the members to approve the appointment at the Annual General Meeting.

Barwon Network of Neighbourhood Houses may amend and vary this policy from time to time.

Related Barwon Network of Neighbourhood Houses Policies and Procedures

BNNC Constitution

External Legislation:

Associations Incorporation Reform Act 2012



**Barwon Network of
Neighbourhood Houses Inc.**

No:	Name:	
	Ratified	
	To be reviewed	