

# NEIGHBOURHOOD HOUSE RESOURCES TOOLBOX

## INDEX

### DEVELOPING POLICIES

#### Guides

Developing Policies [PDF](#) | [WORD](#)

### DEALING WITH CONFLICT

#### Guides

Conflict and Grievance Resolution Information Handbook [PDF](#) | [WORD](#)

Anti-discrimination, Harassment and Bullying Information Handbook [PDF](#) | [WORD](#)

#### Policies and Procedures

Conflict and Grievance Resolution Policy [PDF](#) | [WORD](#)

Anti-Discrimination, Harassment and Bullying Policy [PDF](#) | [WORD](#)

Checklist – Discrimination, Harassment or Bullying Notification [PDF](#) | [WORD](#)

Discrimination, Harassment or Bullying Formal Notification Form [PDF](#) | [WORD](#)

### FINANCIAL MANAGEMENT

#### Guides

Budgets and Monthly Financial Reports [PDF](#)

Example of a Basic Budget [PDF](#) | [WORD](#)

Preparing a Budget [PDF](#)

Guide for Community Treasurers [PDF](#)

How to read a Balance Sheet [PDF](#)

Example Income and Expenditure Statement [PDF](#)

### HOUSE OPERATIONS

#### Guides

Risk Management Information Handbook [PDF](#) | [WORD](#)

Food Safety Standards Fact Sheets [PDF](#) | [WORD](#)

Infection Control Guide [PDF](#) | [WORD](#)

Key Dates Checklist Example [WORD](#)

MOU Template Example [WORD](#)

Social Media Guide [PDF](#) | [WORD](#)

#### Policies and Procedures

Risk Management Policy [PDF](#) | [WORD](#)

Media Policy [PDF](#) | [WORD](#)

Home Visiting Policy [PDF](#) | [WORD](#)

Lockdown Policy [PDF](#) | [WORD](#)

Premises and Facilities Hire Policy [PDF](#) | [WORD](#)

Social Media Policy [PDF](#) | [WORD](#)  
Sponsorship Policy [WORD](#)  
Workplace Communication Policy [PDF](#) | [WORD](#)

## LEGAL RESPONSIBILITIES

### Guides

What is Unlawful Discrimination? [PDF](#)  
Anti-Discrimination Act 1998 [PDF](#)  
What is an Incorporated Association? [PDF](#)  
Associations Incorporation Act 1964 [PDF](#)  
Model Rules [PDF](#)

## MANAGEMENT COMMITTEE GOVERNANCE

### Guides

Induction of Management Committee Members [PDF](#) | [WORD](#)  
Delegation [PDF](#) | [WORD](#)  
Management Committee Self Assessment [PDF](#) | [WORD](#)  
Role of House Coordinator [PDF](#)  
Role of House Grievance Officer [PDF](#)  
Role of Secretary of the Management Committee [PDF](#)  
Role of Staff Liaison Officer [PDF](#)  
Role of the Management Committee President [PDF](#)  
Role of the Public Officer [PDF](#)  
Role of the Treasurer of the Management Committee [PDF](#)

### Policies and Procedures

Code of Conduct Policy [PDF](#) | [WORD](#)  
Committee/Coordinator Division of Roles and Responsibilities Policy [PDF](#) | [WORD](#)  
Confidentiality and Privacy Policy [PDF](#) | [WORD](#)  
Conflict of Interest Policy [PDF](#) | [WORD](#)

## MEETINGS

### Guides

Chairing Meetings [PDF](#) | [WORD](#)  
Meeting Minutes Template [PDF](#) | [WORD](#)  
Guide to Management Committee Minutes [PDF](#) | [WORD](#)  
Meeting Agenda [PDF](#) | [WORD](#)

## STRATEGIC PLANNING

### Guides

A Guide to Community Engagement [PDF](#)  
A Guide to Strategic Planning [PDF](#)

Methods of Community Engagement [PDF](#)

Strategic Planning Overview [PDF](#)

## WORKING WITH PEOPLE

### Guides

Admin Assistant Position Description Example [WORD](#)

Adult's Photo Consent Form [PDF](#) | [WORD](#)

Coordinator Position Description Example [WORD](#)

Guide to Staff Development and Performance [PDF](#) | [WORD](#)

Staff Hiring Process [PDF](#) | [WORD](#)

Participants Conduct Wall Chart [PDF](#) | [WORD](#)

Training Request Form [WORD](#)

Users Rights & Responsibilities Wall Chart A3 [WORD](#)

Users Rights & Responsibilities Wall Chart A4 [WORD](#)

### Policies and Procedures

Coordinator Induction Policy [WORD](#)

Critical Incident Debriefing Policy [WORD](#)

Equal Employment Opportunity Policy [WORD](#)

Occupational Rehabilitation Policy [WORD](#)

Staff Development and Performance Policy [PDF](#) | [WORD](#)

Staff Development and Performance Form [PDF](#) | [WORD](#)

Staff Induction Policy [WORD](#)

Staff Misconduct and Discipline Policy [WORD](#)

Staff Recruitment and Selection Policy [WORD](#)

Volunteer Screening Policy [PDF](#) | [WORD](#)

Workplace Health and Safety Policy [WORD](#)

Participants Conduct Policy [PDF](#) | [WORD](#)

## WORKING WITH CHILDREN

### Guides

Child's Photo Consent Form [PDF](#) | [WORD](#)

Applying for Working With Children Check [PDF](#)

Child Care Services Sector Guide [PDF](#)

Children Check Phase in Schedule [PDF](#)

Children Check – What Gets Assessed [WORD](#)

Employers Guide – Children Check [WORD](#)

Exemptions from Working With Children Check [PDF](#)

Frequently Asked Questions – Children Check [WORD](#)

Paid Workers Guide – Children Check [WORD](#)

Risk Assessment Process [PDF](#)

Volunteers Guide – Children Check [WORD](#)

Working with Children Check Results [WORD](#)

### Policies and Procedures

Bringing Children to Work Policy [WORD](#)