

# NEIGHBOURHOOD HOUSE RESOURCES TOOLBOX

## INDEX

Policies have been reviewed and updated are dated for the date that changed policies have been uploaded to the website. Some policies have been changed and updated. Some are new. Where policies have been changed, we have some versions that show those changes – named Changes Shown

The Quartz policy review document - shows all the changes that have been made

New policies are highlighted in **Green**

Updated policies are highlighted in **yellow**

Docs that show the changes made in a policy are named Changes Shown

### Notes from Quartz about the update – December 2016

- The Alcohol and Drug policy we have drafted so that this version of the policy does not outline an approach that would involve testing of employees, given the size and the operation of the houses this approach would appear to be best approach to implement. Testing involves the sourcing of an accredited provider to undertake the specialised testing involved.
- The Staff Recruitment and Selection Policy when we started to update the we took the approach of completely redrafting this document and as such the tracking was not left on for this document. It is now called the Recruitment Policy
- The document titled “Employers Guide Children Check” we haven’t updated. It appears that this document is sourced from the Department of Justice web site and is the text from one of their web pages. With this in mind we would not wish to change the text in case we unintentionally modified the meaning or understanding of the intention of the web page.

## DEVELOPING POLICIES

### Guides

Developing Policies

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

## DEALING WITH CONFLICT

### Guides

Conflict and Grievance Resolution Information Handbook

[PDF](#) | [WORD](#) | [Changes Shown](#)

Anti-discrimination, Harassment and Bullying Information Handbook

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

### Policies and Procedures

Conflict and Grievance Resolution Policy

[WORD](#) | [Changes Shown](#)

Anti-Discrimination, Harassment and Bullying Policy

[WORD](#)

Checklist – Discrimination, Harassment or Bullying Notification

[WORD](#)

Discrimination, Harassment or Bullying Formal Notification Form

[WORD](#)

## FINANCIAL MANAGEMENT

### Guides

Budgets and Monthly Financial Reports	<a href="#">PDF</a>
Example of a Basic Budget	<a href="#">PDF</a>   <a href="#">WORD</a>
Preparing a Budget	<a href="#">PDF</a>
Guide for Community Treasurers	<a href="#">PDF</a>
How to read a Balance Sheet	<a href="#">PDF</a>
Example Income and Expenditure Statement	<a href="#">PDF</a>

## HOUSE OPERATIONS

### Guides

<a href="#">Emergency Action Guide</a>	<a href="#">WORD</a>
Risk Management Information Handbook	<a href="#">PDF</a>   <a href="#">WORD</a>
Food Safety Standards Fact Sheets	<a href="#">PDF</a>   <a href="#">WORD</a>
Infection Control Guide	<a href="#">PDF</a>   <a href="#">WORD</a>
Key Dates Checklist Example	<a href="#">WORD</a>
MOU Template Example	<a href="#">WORD</a>
Social Media Guide	<a href="#">PDF</a>   <a href="#">WORD</a>

### Policies and Procedures

<a href="#">Alcohol and Drug Policy</a>	<a href="#">WORD</a>
<a href="#">Handling Chemicals Policy</a>	<a href="#">WORD</a>
Home Visiting Policy	<a href="#">WORD</a>
<a href="#">Intellectual Property Policy</a>	<a href="#">WORD</a>
Lockdown Policy	<a href="#">WORD</a>
<a href="#">Manual Handling Policy</a>	<a href="#">WORD</a>
Media Policy	<a href="#">WORD</a>
<a href="#">Personal Protective Equipment</a>	<a href="#">WORD</a>
Premises and Facilities Hire Policy	<a href="#">WORD</a>
Risk Management Policy	<a href="#">WORD</a>
<a href="#">Social Media Policy</a>	<a href="#">WORD</a>
Sponsorship Policy	<a href="#">WORD</a>
Workplace Communication Policy	<a href="#">WORD</a>

## LEGAL RESPONSIBILITIES

### Guides

What is Unlawful Discrimination?	<a href="#">PDF</a>
Anti-Discrimination Act 1998	<a href="#">PDF</a>
What is an Incorporated Association?	<a href="#">PDF</a>
Associations Incorporation Act 1964	<a href="#">PDF</a>
Model Rules	<a href="#">PDF</a>

## MANAGEMENT COMMITTEE GOVERNANCE

### Guides

Induction of Management Committee Members	<a href="#">PDF</a>   <a href="#">WORD</a>
Delegation	<a href="#">PDF</a>   <a href="#">WORD</a>
Management Committee Self Assessment	<a href="#">PDF</a>   <a href="#">WORD</a>
Role of House Coordinator	<a href="#">PDF</a>
Role of House Grievance Officer	<a href="#">PDF</a>
Role of Secretary of the Management Committee	<a href="#">PDF</a>
Role of Staff Liaison Officer	<a href="#">PDF</a>
Role of the Management Committee President	<a href="#">PDF</a>
Role of the Public Officer	<a href="#">PDF</a>
Role of the Treasurer of the Management Committee	<a href="#">PDF</a>

### Policies and Procedures

Code of Conduct Policy	<a href="#">WORD</a>
Committee/Coordinator Division of Roles and Responsibilities Policy	<a href="#">WORD</a>   <a href="#">Changes Shown</a>
Confidentiality and Privacy Policy	<a href="#">WORD</a>
Conflict of Interest Policy	<a href="#">WORD</a>

## MEETINGS

### Guides

Chairing Meetings	<a href="#">PDF</a>   <a href="#">WORD</a>
Meeting Minutes Template	<a href="#">PDF</a>   <a href="#">WORD</a>
Guide to Management Committee Minutes	<a href="#">PDF</a>   <a href="#">WORD</a>
Meeting Agenda	<a href="#">PDF</a>   <a href="#">WORD</a>

## STRATEGIC PLANNING

### Guides

A Guide to Community Engagement	<a href="#">PDF</a>
A Guide to Strategic Planning	<a href="#">PDF</a>
Methods of Community Engagement	<a href="#">PDF</a>
Strategic Planning Overview	<a href="#">PDF</a>

## WORKING WITH PEOPLE

### Guides

Admin Assistant Position Description Example	<a href="#">WORD</a>
Adult's Photo Consent Form	<a href="#">PDF</a>   <a href="#">WORD</a>
Coordinator Position Description Example	<a href="#">WORD</a>
Guide to Staff Development and Performance	<a href="#">PDF</a>   <a href="#">WORD</a>
Staff Hiring Process	<a href="#">PDF</a>   <a href="#">WORD</a>
Participants Conduct Wall Chart	<a href="#">PDF</a>   <a href="#">WORD</a>
Training Request Form	<a href="#">WORD</a>
Users Rights & Responsibilities Wall Chart A3	<a href="#">WORD</a>
Users Rights & Responsibilities Wall Chart A4	<a href="#">WORD</a>

## Policies and Procedures

<a href="#">Coordinator Induction Policy</a>	<a href="#">WORD</a>   <a href="#">Changes Shown</a>
Critical Incident Debriefing Policy	<a href="#">WORD</a>
<a href="#">Equal Employment Opportunity Policy</a>	<a href="#">WORD</a>   <a href="#">Changes Shown</a>
<a href="#">Leave Policy</a>	<a href="#">WORD</a>
<a href="#">Long Service leave Policy</a>	<a href="#">WORD</a>
<a href="#">Occupational Rehabilitation Policy</a>	<a href="#">WORD</a>   <a href="#">Changes Shown</a>
Participants Conduct Policy	<a href="#">PDF</a>   <a href="#">WORD</a>
<a href="#">Recruitment Policy</a> ( <i>replaces Staff Recruitment and Selection Policy</i> )	WORD
Staff Development and Performance Policy	<a href="#">PDF</a>   <a href="#">WORD</a>
Staff Development and Performance Form	<a href="#">PDF</a>   <a href="#">WORD</a>
<a href="#">Staff Induction Policy</a>	<a href="#">WORD</a>   <a href="#">Changes Shown</a>
<a href="#">Staff Misconduct and Discipline Policy</a>	<a href="#">WORD</a>   <a href="#">Changes Shown</a>
<a href="#">Volunteer Screening Policy</a>	<a href="#">PDF</a>   <a href="#">WORD</a>   <a href="#">Changes Shown</a>
<a href="#">Workplace Health and Safety Policy</a>	<a href="#">WORD</a>   <a href="#">Changes Shown</a>

updated 8/7/17

## WORKING WITH CHILDREN

### Guides

Child's Photo Consent Form	<a href="#">PDF</a>   <a href="#">WORD</a>
Applying for Working With Children Check	<a href="#">PDF</a>
Child Care Services Sector Guide	<a href="#">PDF</a>
Children Check Phase in Schedule	<a href="#">PDF</a>
Children Check – What Gets Assessed	<a href="#">WORD</a>
<a href="#">Employers Guide – Children Check</a>	<a href="#">WORD</a>
Exemptions from Working With Children Check	<a href="#">PDF</a>
Frequently Asked Questions – Children Check	<a href="#">WORD</a>
Paid Workers Guide – Children Check	<a href="#">WORD</a>
Risk Assessment Process	<a href="#">PDF</a>
Volunteers Guide – Children Check	<a href="#">WORD</a>
Working with Children Check Results	<a href="#">WORD</a>

### Policies and Procedures

Bringing Children to Work Policy	<a href="#">WORD</a>
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