**Policy Context**

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| **Document Number** | ACC01 |
| **Version** | 0.3 Draft |
| **Scope/applies to:** | All staff, volunteers, committee, participants and members |
| **Date Approved** |  |
| **Approved by** |  |

**How to use this document**

This document provides context for Alphington Community Centre’s policies.

Our policy suite guides the day-to-day management of our organisation. It is set by our committee of governance. Our policies are developed in context, including:

* The regulations and expectations that relate to our status as a neighbourhood house, a not-for-profit incorporated association and a partner with local government
* Our funding and reporting agreements
* Our employment agreements,
* Our need to seek small grants and how we go about that, and
* A raft of other legislation that directly impacts our organisation.

**About ACC**

ACC is a neighbourhood house located in the heart of Alphington. It is managed by paid staff and is governed by a volunteer Committee of Governance (the Committee).

The Committee means the President, Vice President, Secretary, Treasurer and general committee members who provide strategic direction and are responsible for legal and compliance oversight of ACC.

**Our Strategic Plan**

**Our vision**

Working together to build and strengthen our community.

**Our purpose**

As a neighbourhood house we:

* Enable individuals to lead an active, creative and sustainable life
* Nurture community connections, and
* Action a fairer society for all.

**Our goals**

1. **To understand and meet community needs**
* We employ a community development framework to guide programming.
* We are strategic and focus on the things that will make a difference.
1. **To be compassionate, respectful and inclusive**
* We value individuals and put ourselves in others’ shoes.
* We are flexible and kind-hearted.
* We prioritise the most vulnerable in our community.
1. **To be financially robust**
* We maintain rigorous accounting processes to ensure our organisation is transparent and accountable.
* We leverage our income to make the most of opportunities.
1. **To increase community ownership of our neighbourhood house**
* We listen and engage with people and ideas with a ‘can do’ attitude.
* We look for partnership opportunities and shared projects.

**We are one of 400 neighbourhood houses in Victoria**

The Neighbourhood House Coordination Program Funding (NHCP) from the Victorian State Government is administered through the Department of Families, Fairness and Housing (DFFH). The general guidelines for this program apply to ACC and can be found[**here.**](https://providers.dffh.vic.gov.au/neighbourhood-house-coordination-program)

Three months after the end of the reporting period each year, or one week after the AGM (whichever comes first) ACC is required to complete the State Government **Service Agreement Compliance Certificate (SACC)** using the My Agency portal of the Funded Agency Channel (FAC), administered by DFFH to report against its service agreement obligations.

Collective reporting against the broader community development program requirements is also required annually. This process is administered by our peak body, Neighbourhood Houses Victoria (NHVic).

As a neighbourhood house, our work is guided by a community development framework and the Neighbourhood House Sector Principles, which are:

* Community ownership
* Community participation
* Empowerment
* Access and equity
* Lifelong learning
* Inclusion
* Networking
* Advocacy
* Self-help
* Social action

**We are a not-for-profit incorporated association**

As an incorporated association, ACC is governed by a volunteer committee and our constitution sets out:

* Our purposes
* Our powers (what the organisation can do)
* Rules about membership
* Grievance and dispute resolution measures
* How meetings of the organisation (AGM etc.) are conducted
* How the committee is elected
* How committee meetings are conducted
* Financial matters, and
* Other general items – like what happens if the organisation needs to be wound up.

As a not-for-profit incorporated association, ACC must comply with the **Associations Incorporation Reform Act 2012.**The Act is just as important as our constitution, and includes the legal duties of committee members, who take ultimate responsibility for the organisation.

**We are registered with the Australian Charities and Not-for-profit Commission (ACNC)**

ACC must also complete an Annual Information Statement via the ACNC charity portal within 6 months of the end of the reporting period.

**We partner with local government to deliver locally**

ACC receives regular funding from two local governments:

* Yarra City Council, and
* Darebin City Council.

We have funding agreements with both local governments above, and those agreements set out our obligations and reporting requirements.

**We seek grants**

Neighbourhood houses are chronically underfunded and seeking project specific grants to support new programs is critical. ACC receives project-specific grants from time-to-time. These grants could come from local, state or federal government, or various philanthropic organisations.

Whenever ACC receives a grant, we are required to sign a grant agreement outlining what we agree to do. This could include:

* How we will spend the money
* The project activities we agree to do
* Reporting back to the funding body.

**We employ our staff in line with a collective agreement**

ACC staff are employed under the N**eighbourhood Houses and Adult Community Education Centres Collective Agreement (NHACE)** which sets out the minimum rates of pay, leave arrangements and other working conditions that ACC must provide for relevant staff.

**We are committed to ensuring child safety**

ACC is a child-safe organisation. All children or young people who attend services, programs and events delivered by, and spaces managed by ACC have the right to feel and be safe. We have zero tolerance of child abuse, and are committed to creating and maintaining a safe and empowering environment, where protecting children and preventing and responding to child abuse is embedded in our culture.

**There is a broad range of legislation and regulations and standards that directly impact us**

Some of the other laws and regulations that we need to comply with are:

* Workplace Health and Safety Act
* Fair Work Act
* Equal opportunity Act
* Disability Discrimination Act
* Child Safe Standards
* Privacy and Data Protection Act
* Local government laws and regulations (Darebin)
* Child Wellbeing and Safety Act 2005 (Vic) (including Child Safe Standards)
* Children, Youth and Families Act 2005 (Vic) (including reporting to Child Protection)
* Crimes Act 1958 (Vic) (including Failure to Protect and Failure to Disclose offences)
* Wrongs Act 1958 (Vic) (including Part XIII – Organisational liability for child abuse)
* Liquor Licensing Act
* Food Standards Australia New Zealand
* Food Act 1984 (Victoria)