



Central Highlands Association of Neighbourhood Houses

Subcontracted Employee Policy

Document Control

Policy Title:	Subcontracted Employee Policy		
Policy Number:	GOV010	Version Number:	1
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Relevant standards, legislation and other documents:

Definitions: (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DFFH	Department of Families, Fairness and Housing
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DFFH within the Central Highlands area
Board	Board of Governance, elected individuals responsible for the governance of the organisation
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Treasurer and Secretary

Purpose

This policy establishes clear guidelines for subcontracting arrangements where a seconded individual assumes a CHANH management role, ensuring they are appropriately empowered to act within the scope of Board delegations typically reserved for employees.

Scope

This policy applies to:

Central Highlands Association of Neighbourhood Houses

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- All subcontracting relationships involving seconded personnel in management roles.
- All delegations of authority made by the CHANH Board.
- All operational and governance activities where delegated authority is required.

Definitions

Seconded Individual: A person employed by a third-party organisation and placed within CHANH under a formal subcontracting or secondment agreement.

Delegation of Authority: The formal assignment of decision-making powers from the Board to an individual or role within the organisation.

Management Role: A position with operational oversight, strategic responsibilities, and/or staff supervision.

Policy Statement

Seconded individuals placed in management roles may be granted delegated authority by the CHANH Board equivalent to that of an employee in the same role, provided:

- The secondment agreement outlines the scope of responsibilities and authority.
- The Board formally approves the delegation via resolution or documented endorsement.
- The individual agrees to comply with all relevant organisational policies, procedures, and codes of conduct.

Considerations relating to conditions, responsibilities and risk must be regularly reviewed and updated:

1. Conditions for Delegation

Delegations to seconded individuals must:

- Be documented in writing, specifying the limits and duration of authority.
- Be reviewed and endorsed by the Board or its delegated subcommittee.
- Be aligned with the individual's role description and contractual obligations.
- Include provisions for accountability and reporting.

2. Responsibilities

Board of Governance:

- Approves delegations and ensures compliance with governance standards.

- Facilitates onboarding, ensures clarity of role and authority, and monitors performance.

Seconding Organisation:

- Maintains employment responsibilities and supports the individual in fulfilling delegated duties.

Seconded Individual:

- Acts within the scope of delegated authority and adheres to organisational policies.

3. Risk Management

- Delegations must be risk-assessed to ensure appropriate controls are in place.
- Conflicts of interest must be declared and managed.
- Delegations may be revoked or amended at any time by the Board.

4. Review and evaluation

- Arrangements, conditions, risk and satisfaction of all parties, including CHANH membership should be evaluated for correction or improvements annually.
- Information or recommended changes relevant to this policy will be included in the subcontracting review.

Other Policies That Support This One

This policy works alongside other important CHANH policies, including:

- Privacy and Cyber Security Policy
- Risk Management Policy
- Risk Management Plan
- Staff recruitment, selection and screening Policy
- Safe Workplace Policy
- Policy Development and Review Policy
- Continuous Improvement Policy

Responsibilities

Board

- Implement and monitor this policy
- Ensure compliance with privacy and cybersecurity obligations

Members

- Be informed of this policy
- Participate in reviews as required

Staff

- Implement this policy as part of their role
- Participate in training and policy reviews

Breach of Policy

A breach of this policy may result in disciplinary action, up to and including termination of employment or membership.