1. TITLE
4.3 Drop-In Policy

2. PURPOSE
The purpose of this document is to ensure that members have regular opportunities to network and engage with the Network and each other in an informal setting.

3. POLICY
The Network aims to provide a safe and inclusive space where employees and members alike can undertake Network business and maintain a healthy social network. In order to meet this purpose the Network provides regular Drop-In periods where members can access members' facilities and receive assistance from employees and other members on Network related activities.   This enhances cohesive work practices, ensures the completion of Network activities and responsibilities, and meets Work Health and Safety guidelines.

4. PROCEDURES

General
1. Whenever practical the Network Members Area will be open for Drop-In between 11am-1pm from Monday to Friday, excluding public holidays and other office closure periods.
2. Drop-In can only be operated if there are at least two employees present and on duty.   Wherever possible, employees must not schedule meetings or other absences between 11am and 1pm.
3. The Network may need to be closed for Drop-In on any given day if either
    ▪ Planned activities such as training, meetings, forums require the use of the Members Area; or
    ▪ Expected or unexpected circumstances result in two employees not being present and on duty during Drop-In period e.g. leave or illness.
4. Where practical, expected Drop-In closures are to be advertised to members in the following ways:
    ▪ Quarterly in the Network News;
    ▪ Weekly by email to members;
    ▪ Weekly on the fortnightly Drop-In door sign;
    ▪ As soon as practical by door sign and email when unexpected closures occur;
    ▪ By any other appropriate means as practicable.
5. Consumer Representatives or Board members who wish to access the premises for Network business outside of Drop-In hours may do so by booking an appointment with a Network employee. For this purpose, Network business

includes things such as checking emails, reading meeting papers or debriefing after committee meetings.