



Australian
Multicultural
Community
Services

Senior Committee Members & Volunteers **Resource Kit**



www.amcservices.org.au

About This Resource Kit

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Introduction

This RESOURCE KIT was developed to support Victoria's multicultural communities, promote volunteering, and provide practical assistance to senior volunteers including those who are committee members. Through the feedback and consultation with multicultural senior volunteer committee members/senior volunteers, this resource kit was designed to be culturally appropriate and support volunteers in their roles.

This Kit also aims to increase their understanding and knowledge in governance requirements of senior volunteer committee members and their senior volunteers. The information contained in this RESOURCE KIT is for general purposes only and the information is correct at the time of publication.

In the event that anybody is experiencing difficulty using or understanding the information within resource kit, they can contact the following service providers:

Contact Us:

Australian Multicultural Community Services Inc. (AMCS)	Address: Suite 111, 44-56 Hampstead Road, Maidstone VIC 3012 Tel: (03) 9689 9170 Website: www.amcservices.org.au
Spectrum	Address: level 5/61 Riggall St, Dallas VIC 3047 Tel: (03) 9977 9000 Website: www.spectrumvic.org.au
Maribyrnong City Council	Address: Corner Hyde and Napier streets, Footscray, Victoria 3011 Tel: (03) 9688 0200 After hours (03) 9688 0200 Website: www.maribyrnong.vic.gov.au
Brimbank City Council	Address: Brimbank Community and Civic Centre 301 Hampshire Rd, Sunshine Tel: (03) 9249 4000 Website: www.brimbank.vic.gov.au
Hume City Council	Address: 1079 Pascoe Vale Rd, Broadmeadows Vic 3047 Tel: 9205 2200 Email: contactus@hume.vic.gov.au

Committee Members



1.1 What is a committee?

A committee is a group of people appointed for a specific function by a larger group and typically consisting of members of that group. Committees can serve several different functions, such as: Governance, Coordination, Administration, Research and Recommendations¹¹.

A *Governance committee* is formed as a separate committee to review the performance of the board and board policy as well as nominate candidates for the board, whom are given the power to make decisions, spend money, or take actions¹¹.

Coordination and Administration are large conventions or academic conferences which are usually organized by a coordinating committee drawn from the membership of the organization, whereby, smaller committees are given specialized functions. Examples are audits, elections, finance, fundraising and a program committee¹¹.

Research and Recommendations may be formed by committees for a potential, change or planned project. For example, an organization considering an investment might create a temporary working committee of several people to review options and make recommendations to upper management or the board of directors¹¹.

1.2 Committee Members Roles and Responsibilities

The committee plays an important role in overseeing the group or organisation's strategic and operational decision-making in relation to the group's aims, finances, employment and other activities.

The legal structure of your committee will depend on what governance structure you are required to operate under. If your committee is incorporated, there are specific requirements that are outlined on the Consumer Affairs Victoria website¹⁵.

Generally a committee will have at least five members, with the following office bearers:

- Chairperson
- Secretary (Public Officer)
- Treasurer

Larger committees may also require:

- Vice Chairperson
- Assistant Secretary
- Assistant Treasurer

A list of Committee members' roles and responsibilities can be found below in **Table 1.1. Committee Roles and Responsibilities** ¹⁷.

Position	Role Description / Responsibility ¹⁷
President or Chairperson	The Chair is the person who makes sure things get done, NOT the person who does everything. Their role is to: • Plan the agenda (with the help of the secretary) for committee and general meetings. • Ensure that meetings start and finish on time. • Manage discussions fairly and efficiently to ensure everyone has the chance to speak and makes sure that the group sticks to the business in hand. • Ensure the meeting runs smoothly and answers any questions that come up. • Confirm any decisions agreed and makes sure everyone has understood. • Maintain the respect of the committee. • Represents the association formally and informally at other meetings/events.
Vice-Chair Person	The Duties Meetings: • The vice chairperson must support the chairperson in chairing and guiding meetings, helping to keep balance throughout. • Also, is expected to step in to act as chairperson in times of absence. • After meetings, the vice chairperson will help the chairperson to carry out the decisions made. Other Specific Duties • To help the chairperson carry out her duties when requested, including: • Organising and attending meetings (committee, parent & staff). • Organising and attending the end of term party. • Arranging annual appraisals and relief played workers. • Helping to ensure all policies are implemented and insurances / memberships are up to date. • Act as a consultant to the chairperson in committee matters.
Secretary	The secretary is the key administrator for the association: Their role is to: • Make sure that the association operates within its constitution. • Maintain a list of members and inform any changes to the committee membership. • Keep records of all information about the association. • Write agendas with the chairperson. • Highlight matters of importance to the committee. • Inform people about the meetings. • Organise the venue. • Take notes at meetings to record who was there, what was said, and decisions agreed and circulates the minutes to members and to the Tenant Participation Team. • Make sure that the number of meetings stated in the constitution take place. • Reply to letters and enquiries on behalf of the association. • Help the chairperson with follow up work between meetings.
Treasurer	The treasurer looks after the Association's money. Their role is to: • Maintain the association bank or building society account. • Keep control over petty cash. • Keep all invoices and receipts in good order. • Record details of all income and spending to keep track of the association's balances. • Report on the association finances at committee and general meetings – the association should decide how often to produce these reports. • Help the group to plan its money. • Prepare annual accounts for presentation to members at the AGM - accounts should be checked and signed off by an audit, before the committee.
Community Members (6 people – Not mandatory for all groups)	Committee members have an important role to play in the work of the association, for they: • Talk to local residents to find out what their views and concerns. • Attend committee meetings and take part in discussions (making sure that local residents' views are represented) and help identify solutions. • Attend training events. • Attend conferences with the other members.

Confidentiality

Confidentiality is the protection of personal information. Confidentiality means keeping a member's information between you and the member, and not telling others including co-workers, friends, family, etc.¹⁴

The types of information that is considered confidential can include:

- Name, date of birth, age, sex and address
- Current contact details of family, guardian etc.
- Bank details
- Medical history or records
- Personal care issues
- Service records and file progress notes
- Individual personal plans
- Assessments or reports
- Guardianship orders
- Incoming or outgoing personal correspondence

Confidentiality is important for several reasons. One of the most important elements of confidentiality is that it helps to build and develop trust. It potentially allows for the free flow of information between the members and volunteers and acknowledges that a member's personal life and all the issues and problems that they have belong to them. One of the major purposes for obtaining a member's consent before speaking to a third party (such as another volunteer or a family member/carer) is to protect the confidentiality and privacy of the member¹⁴. Refer to **Attachment 5: Confidentiality Statement**

Committee Roles Replacement

It is very common for ethnic senior clubs to have major difficulty to find members who will accept office bearer roles on the committees of these clubs. That is why it is very important to start planning and preparing for this prior to crisis emerging. At the same time, organisations have a lifespan, and there will be instances where a group may decide to wind up⁷. For further information, refer to **Attachment 1.4: Volunteer Job Position Description (Sample)**.

Insurance

It's important that you are adequately covered for these, should the worst happen and a claim be made against you or your organisation. Volunteer insurance is one way a Not-For-Profit organisation protects itself, its volunteers, paid staff, management committee, members and customers against risk¹¹.

The Work Health & Safety legislation requires organisations to organise personal accident and public liability insurance on behalf of their volunteers, it's **not** the duty of the volunteer¹¹.

Insurance is an area that can be quite problematic for ethnic groups because it is often financially prohibitive. It is very fortunate that in Victoria, the Victorian Multicultural Commission pays for volunteer and public liability insurance for all ethnic senior clubs who receive the VMC Senior Citizens Subsidy¹¹.

Other insurance options to consider include:

- AOI
- Now Insurance Group
- QBE
- AON

1.3 Incorporated Associations

What is an Incorporated Association?

Incorporated associations are clubs or community groups, operating not-for-profit, whose members have agreed to give their organisation a formal legal structure².

When a club or community group incorporates, it becomes a 'legal person' – that is, a legal entity that stays the same even if its members change. It can enter into contracts on its own name; for example, to borrow money or buy equipment. This protects the individual members of the association from legal liabilities².

Annual Statement of Consumer Affairs Victoria

An annual statement is a document that contains information about the groups/organisations current details, an invoice of groups/organisation annual review fee and groups/organisations/company's corporate key².

Every incorporated association needs to submit a document called Annual Statement. This needs to be done online www.consumer.vic.gov.au. The Secretary of the Club/organisation needs to register online and obtain a MyCAV, which enables lodgement of annual statements².

Consumer Affairs Victoria normally sends an email to the authorised contact person (usually referred to as the Secretary) with a link that is to be used to submit the annual statement².

To contact Consumer Affairs Victoria, you can contact:

Tel: **1300 558 181** (press '6' to get through to the team that deals with non-for-profit organisations).

Why incorporate?

Incorporation is the process of defining your business, both legally and strategically. Incorporating your club is not compulsory. If you do incorporate, there are rules you must follow².

The table below has information to help you decide whether incorporating is the right option for your club or group, according to Consumer Affairs of Victoria.

Things to consider	If you incorporate	If you do not incorporate
Membership	Must have at least five members.	Can have any number of members.
Not-for-profit status	May trade, but not in order to distribute profit to its members.	Not restricted from trading or doing business for personal profit.
Legal status	Your organisation becomes a 'legal person' (that is, a legal entity that stays the same even if its members change). It can do the following things in its own name: - accept gifts or bequests - buy and sell property - invest and borrow money - open a bank account - sue and be sued	Your organisation cannot do any of the things described under 'if you incorporate', at left. These would have to be done by an individual member on behalf of the unincorporated association's members. A member of an unincorporated association is usually personally liable for contracts they enter into and decisions they make.

Things to consider	If you incorporate	If you do not incorporate
	take out public liability insurance with greater ease	
Legal protection for members	Members and office bearers are protected against personal liability for the organisation's debts.	Members could be personally liable if the organisation incurs debts or has legal problems.
Statutory obligations	Your organisation and its office bearers must comply with requirements in the <i>Associations Incorporation Reform Act 2012</i> , including accounting, auditing and annual reporting requirements.	Your organisation is not bound by the <i>Associations Incorporation Reform Act 2012</i> . However, your organisation is still bound by other state and federal laws, such as tax laws.
Costs	Your organisation must pay fees for incorporating and lodging some administrative forms. There may also be costs involved in meeting ongoing statutory obligations, such as financial reporting.	Your organisation will not have the expense of meeting statutory obligations of incorporation.
Disputes	Your organisation must either have its own procedure for resolving internal disputes, or use the procedure in the model rules for incorporated associations.	Your organisation is not required to have or use a dispute resolution procedure.
Contracts and agreements	Your organisation can enter into contracts and agreements in its own name. This offers more certainty to potential contracting parties such as lenders, lessors, employees and suppliers of goods and services.	Your organisation cannot enter into contracts or agreements in its own name.
Grants	Your organisation may be eligible to apply for a larger range of government and non-government grants.	Your organisation will not be able to apply for grants that require applicants to be incorporated.

How to incorporate?

Consumer Affairs Victoria state that for your Club/Community group to be eligible, there are requirements that must be followed for your Club/Community group to be an incorporated association in Victoria².

Below is the process of the requirements needed to incorporate in Victoria:

REQUIREMENTS FOR INCORPORATION	
Size and type of organisation	To become an incorporated association, your club, community group or organisation must: Have at least five members

	• Not operate for the profit of its members (although an incorporated association can provide services or benefits to its members)
Choose a name	You must choose a name that reflects the purpose of the association. • Your proposed name must not be identical or similar to one listed on the Search ASIC registers page on the Australian Securities & Investments Commission website. This list is checked as part of the application process and you are unable to proceed through the application until a proposed name can be registered • Your association must have the word 'Incorporated' as the last word of its name. You may also use 'Inc.' or 'Inc'
Create rules and purpose	Your association must have a written set of rules, also known as a constitution, which deals with the 23 matters set out in Schedule 1 to the <i>Associations Incorporation Reform Act 2012</i> (the Act). The rules also include the association's purpose; this is what the association intends to achieve. For example, the purpose for a junior football association may be: • To provide an opportunity for the youth of our area to participate in Australian Rules Football and enhance their health and wellbeing through organised sport • To provide for the health, welfare and wellbeing of players, supporters and spectators
Vote to incorporate the association	In order to incorporate, the association must hold a meeting to vote on whether to do so. All members must be given at least 21 days' notice of the meeting. At this meeting, a majority of votes cast by members must: • Authorise a person, who is at least 18 years old and lives in Australia, to incorporate the association • Approve proposed rules that comply with the Act, or approve adoption of the model rules Unless the association nominates another secretary, the person who lodges the application for incorporation becomes the first secretary of the incorporated association. Unless the rules specify otherwise, the committee members of the unincorporated association form the first management committee of the incorporated association. If the person who lodges the application is not the secretary, that person will become a delegate of the association.
OTHER THINGS TO CONSIDER	
Tax exemptions	If your association is seeking exemption from income tax and other tax concessions, you might need to add specific clauses to the association's rules to meet Australian Taxation Office requirements. To check before you incorporate, visit the Australian Taxation Office website.

	Australian Business Number (ABN) Your association does not have to have an ABN but it might need one for tax purposes. To check, visit the Australian Business Register website.
Vesting of property	If a founding member is holding property on behalf of the association before its incorporation, then the property will belong to the association after incorporation. If that property is land, the association will need to make an application in accordance with the <i>Transfer of Land Act 1958</i> for the title to be in the association's registered name.
Liquor licensing	If your organisation wants to sell alcohol to your members, or allow them to 'bring your own' (BYO) liquor onto your club premises, you will need a liquor licence. For more information, visit the Select the right club licence page on the Victorian Commission for Gambling and Liquor Regulation website.
Lodge an application	You can only lodge an application on myCAV if you have been authorised to do so by your committee.
Before you start: checklist	To prepare your application, you will need to: • Read the Requirements for registration (above) • Check your organisation's eligibility • Have an electronic copy ready (Word, PDF, or RTF) of the proposed rules of the association (unless your association is adopting the model rules) the details ready for any trusts that affect the associations • A debit or credit Visa or MasterCard ready to pay the application fee. You can also pay by cheque in person using Post Billpay at a Post Office. If you choose to pay using Post Billpay, we will send an invoice to your email address and you will have 14 days to make the payment Once you have these ready, the person authorised to apply for incorporation must complete and lodge the online application to incorporate an association (including paying the fee).
Note: The online application process includes creating a myCAV account. This is our new standard way to apply to incorporate, update details, and submit annual statements for incorporated associations. There is no fee to create an account, and you will be guided through this as part of the online application.	
After you lodge your application	When an application to incorporate an association is accepted, a certificate of incorporation showing the name of the incorporated association, registration number and date of incorporation, and a receipt of payment, will be emailed to the secretary and the person lodging the application. You can download and print additional copies of the certificate of incorporation and copies of your association's rules from your myCAV account at no additional cost. (Refer to Attachment 16.)

Annual General Meeting (AGM)

Organisations that are incorporated with Consumer Affairs Victoria, normally need to organise an annual general meeting of members of the association, within five months of either a financial year or a calendar year². The constitution of the organisation (sometimes referred to as Model Rules) specifies what matters need to be addressed at an AGM. Refer to **Attachment 1. Agenda (Template)**.

Fees and Forms

Consumer Affairs Victoria have posted information for associations with fees for the 2017-2018 financial year².

Please be aware that these fees will increase for applications lodged from 1 July 2018 onwards.

Table 2. Association activities

Activity	Form	Fee (all amounts are GST exempt)
Create a myCAV account to register to incorporate an association	Create a myCAV account (Refer to Attachment 16)	Free
Incorporate an association	Read the information on our Register as an incorporated association page . (Refer to “How to Incorporate”)	\$35.60 (model rules) \$206.20 (own rules)
Incorporate an association (migration from another registered body)	Contact us on Telephone: 1300 55 81 81 9:00 am to 5:00 pm Monday to Friday (except public holidays)	\$56.90 (model rules) \$227.50 (own rules)
Lodge annual statement with Consumer Affairs Victoria	Read the information on our Lodging an annual statement page . (Process done through myCAV, refer to Attachment 16).	Tier 1 \$56.90 Tier 2 \$113.80 Tier 3 \$227.50
Lodge financial statements at annual general meeting	Schedule 1, Regulation 15, Form 1 (Refer to Attachments 10)	Free
Note: no longer required to be lodged with Consumer Affairs		

Activity	Form	Fee (all amounts are GST exempt)
Victoria; secretary to retain with minutes of meeting		
Confirm lodgement of financial statements at annual general meeting Note: no longer required to be lodged with Consumer Affairs Victoria; secretary to retain with minutes of meeting	Submission of financial statements to annual general meeting (Refer to Attachments 11)	Free
Extend time for holding annual general meeting or lodging annual statement	Application for extension of time to hold an annual general meeting or lodge financial statements (Refer to Attachments 12)	\$35.60
Change address details	Read the information on our Update incorporated association details page . (Process done through myCAV, refer to Attachment 16).	Free
Change secretary	Read the information on our Update incorporated association details page . (Process done through myCAV, refer to Attachment 16).	Free
Change secretary contact details	Read the information on our Update incorporated association details page . (Process done through myCAV, refer to Attachment 16).	Free
Change name of incorporated association	Read the information on our Update incorporated association details page . (Process done through myCAV, refer to Attachment 16).	\$28.40
Change rules (including purpose, financial year, end date or adopting model rules)	Read the information on our Incorporated association rules page . (Process done through myCAV, refer to Attachment 16).	\$177.80
Cancel incorporation	Application for cancellation of incorporation (Refer to Attachment 13)	Free
Voluntarily wind-up incorporated association (generally for associations with assets more than \$10,000)	Application for cancellation of incorporation (Refer to Attachment 14) These associations also need to complete forms from the Australian Securities and Investments Commission (ASIC). For more information, view the Voluntary winding up section on our Cancel, wind up or amalgamate page .	Free
Amalgamate incorporated associations	Application to amalgamate incorporated associations (Refer to Attachment 14)	\$113.80 (model rules) \$206.20 (own rules)

myCAV

What is myCAV?

myCAV is our new online system that lets incorporated associations manage their registration obligations, without needing to print and post paper forms². MyCAV is a web-based system that works on current versions of all common browsers including Firefox, Google Chrome, Internet Explorer and Safari. If you wish to access your estate agents or rooming house operator's account, please sign-in to your estate agent/rooming house operator myCAV account².

For further information about how to use MyCAV, please refer to **Attachment 16. MyCAV for Incorporated Associations (Step-by-step Process)**.

1.4 Recruitment

Methods

There are many methods that can be used to recruit volunteers and not all of them will be appropriate for your Club/Community group. The table below provides some methods of how to recruit and the types of recruitment available⁷.

Type of Recruitment	Method
Warm Body Recruitment - Large number of volunteers for a short period - Qualifications of the tasks are minimal	This involves a broad dissemination of information, including: • Distribution of brochures • Posters • Speaking to groups • Notices in appropriate media • Word of Mouth
Targeted Recruitment - Planned approach to small audience - Recruit volunteers that require to have specific skills - Recruitment message can be taken directly to 'future' volunteer	A targeted campaign requires, at the outset, that you answer several questions: • What do we need? • Who could provide this? • How can we communicate with them? • What would motivate them?
Concentric Circles Recruitment - Identify people who are already in direct or indirect contact with organisation - Contact them with recruiting message - Involved people who are familiar with the agency/community group - Much more higher success rate in recruiting volunteers	These groups include: • Your members, their families and relatives • Alumni of your program/s • Friends of your current volunteers and staff • People in your organization's neighbourhood • Individuals who have been affected by the problem you are attempting to solve
Recruitment Message	
Message needs to be: - Compelling - Explain why your group is worthy of that person's time - Keep message short, simple and direct - Communicate the need for the volunteer's service and good he/she can do. - Outline the needs of the community for the service - Outline benefits the volunteer will receive	

Asking
- Ask people to volunteer - Get members to ask their friends and acquaintances to volunteer (word of mouth) - Provide information they need to make an effective 'ask'
Recruiting Volunteers Online
Here are some of the most widely-used volunteer matching sites: - GoVolunteer - Volunteer Match - Victoria's Volunteering Portal

Recognition of Volunteers

Volunteers play a very important role in organisations and it is crucial to recognise this. One important way of encouraging your volunteers to remain with your group/organisation is to give them adequate recognition⁸.

Recognition can be effective in an organisation/group when it is consistent and ongoing. Volunteers can quickly lose motivation if they feel that their work is not valued⁸.

Some ways that community groups/organisations may give recognition to their volunteer's are⁸:

- Adequately orientate volunteers
- Volunteer coordinators are readily accessible to volunteers
- Encourage volunteer participation in team planning
- Give additional responsibility
- Enable volunteers to 'grow' on the job by teaching them new skills
- Include volunteers in special events
- Include volunteers in coffee breaks
- Recommend volunteers to prospective employers
- Take the time to explain and listen to volunteer's ideas and concerns
- Recognise and accommodate personal needs and problems
- Celebrate achievements and efforts
- Keep volunteers informed via newsletters
- Provide letters of reference
- Organise awards with certificates or plaques or medals
- Honour volunteers on International Volunteers Day, December 5th,
- Celebrate National Volunteer Week

Celebrations

National Volunteer Week

The need for a national volunteer week, to celebrate volunteering was determined in 1988 by the fledgling Australian Association for Volunteering. The inaugural National Volunteer Week, as it was so designated, took place in December 1989 and was the first collaborative effort to promote volunteering nationally. The dates and themes for National Volunteer Week are determined by the national peak body for volunteering, Volunteering Australia [VA]. The annual theme is to be used for both National Volunteer Week and International Volunteer Day. National Volunteer Week is in May each year. It has been designated as a week for promotion and recruitment and recognising the achievements of volunteers⁸.

International Volunteer Day

December 5th was declared as International Volunteer Day by the United Nations General Assembly in 1985. The first International Volunteer Day was celebrated in 1986 by numerous countries. Activities ranged from clean-up campaigns, round table conferences, competitions and exhibitions. In Australia, International Volunteer Day has been designated as a day for the recognition of volunteer involvement, a day on which organisations can thank their volunteer staff⁸.

1.5 Funding Opportunities

Grants

Grants aim to support the efforts of Australian's volunteers and organisations run by volunteers. Grants provide small amounts of funding that organisations and community groups can use to help their volunteers. They are part of the Government's work to support the volunteers who help disadvantaged Australian communities and encourage inclusion of vulnerable people in community life.

The funding will help volunteers to do their important work, and the grants of between \$1,000 and \$5,000 each will allow organisations to buy much needed equipment, such as computers, or help with training volunteers, fuel costs or undertaking background security checks.

There are contact details where you can seek advice and support to apply for these grants, details are as followed:

Grant Types	Description	Contact
Participation for CALD seniors grants program	For the last six years, these grants were advertised in November each year. Currently, they are being reviewed. The Ethnic Communities Council of Victoria (ECCV) has been funded to assist with advice and support to apply for these grants.	Normally the applications are made on-line via www.seniorsonline.vic.gov.au/cald-grants Tel: (03) 9354 9555 .
Volunteer grants	advertised each November by the Commonwealth Department of Social Services	https://www.dss.gov.au/grants/grants Tel. Community Grants Hub – 1800 555 677
Victorian Multicultural Commission – Senior Citizens Grants	Funding for this subsidy is by application and normally approved for three years. The amount approved depends on the number of seniors that belong to a club.	
VMC – Multicultural Festival and Events Program	Encourages participation of the whole Victorian community in festivals and events to celebrate and embrace our vibrant multicultural diversity. Funding rounds occur twice a year – normally in February and August each year.	Websites: www.multicultural.vic.gov.au www.vic.gov.au/grants

Please see **Attachment 6. Grant (Sample)**, to assist your club/organisation to prepare information that can be used to complete applications for funding.

1.7 Retention Period for Records

The Retention Period for Records is a set of data that is managed over a given time frame within a given group/organisation. Public Record Office Victoria maintain, store and dispose of records to comply with the Public Records Act. The Public Record Office Victoria (PROV) is the State's archives authority established under the Public Records Act 1973. The PROV holds records created by government departments and authorities, the State's courts, municipalities, schools, public hospitals and other public authorities e.g. Committees of Management¹³. Public Record Office Victoria identifies the duration of time for which the information should be maintained or "retained", irrespective of format (paper, electronic, or other), outlined below in **Table 1.7.1**.

Table 1.7.1. Retention Period for Records

Retention periods for records	How long to be retained
<u>FINANCIAL RECORDS</u>	
Accounting records – these include purchase invoices, receipts and orders. Deposit records, bank statements and debt recovery.	Destroy 7 years after completion of the financial year in which the record was created.
<u>GRANT ALLOCATION</u>	
Summary record of grant applications that identifies the nature or the application and reasons for acceptance or rejection.	Permanent – Retain as State archives.
Records documenting grant allocation procedures. Includes selection criteria.	Destroy 7 years after action completed.
Records of successful applications for grants. Includes records of the ongoing monitoring of the allocated grant.	Destroy 7 years after grant activity has ceased.
<u>ADMINISTRATION RECORDS</u>	
Records relating to annual renewal of insurance policies.	Destroy 2 years after action completed.
<u>PERSONNEL RECORDS</u>	
Personnel files and training records (including disciplinary records and working time records).	Destroy 7 years after action completed.
Income tax and National Insurance returns/ records.	Destroy 50 years after employee's date of separation from the agency.
<u>HEALTH AND SAFETY</u>	
Staff accident records (for organisations with 10 or more employees).	7 years after the incident occurred (providing the individual has by then reached the age of 25).
Records of any reportable death, injury, disease or dangerous occurrence.	Permanent – Retain as State Archives.
Accident/medical records as specified by the Control of Substances hazardous to Health regulations (COSHH).	Destroy documents 50 years after the accident occurred.

1.8 Resources & Services for Committee Members

Here are services and resources that are available for free **or** at low cost that may help senior volunteer committee members who work for the benefit of the community.

ASSISTANCE TO WOMEN'S GROUPS AND WOMEN		
Victorian Women's Centre	Description	Contact Details
Justice Connect	Justice Connect a social justice organisation and community legal service. JC provide free or low cost, high quality practical legal help for not-for-profit community organisations and advocates for improved standards and legal framework	Address: Level 17, 461 Bourke Street, Melbourne VIC 3000 Phone: (03) 8636 4400 Website: www.justiceconnect.org.au
QVWC Women's Space Program	Offers discounted or in-kind venue space in the Melbourne CBD for women's group and women's organisations. Note: Application Process and eligible groups can book the venue free of Charge.	Contact: admin@qvwc.org.au Website: https://www.qvwc.org.au/program/s/womens-space-program/
QVWC Women's Gallery	Offers a FREE exhibition space in Melbourne CBD to promote the creative expression of emerging women artists and women's groups.	Website: https://www.qvwc.org.au/
Address: Telephone: Email: Website:	210 Lonsdale Street, Melbourne, VIC, 3000 (03) 8668 8100 women.programs@qvec.org.au www.qvwc.org.au	
FREE SERVICES AND INFORMATION		
Type of Service	Service Provider	
Free Statistics Website: www.id.com.au	Victorian Multicultural Commission (based on Census data). Department of Immigration and Citizenship (e.g. Arrivals and departures data). Australian Bureau of Statistics (6-minute phone inquiry is free).	
Type of Service	Service Provider	Contact Details
Maribyrnong City Council	Reception room is available for free of charge for a once-off event/meeting.	Tel: (03) 9688 0200 Website: email@maribyrnong.vic.gov.au Address: Council Offices, corner Hyde and Napier Streets, Footscray
FREE ART EXHIIION SPACE		
Fo Guang Yuan Art Gallery	In partnership with Multicultural Arts Victoria – free exhibition space in the city.	Website: www.multiculturalarts.com.au Tel: (03) 9188 3681
Queens Hall at Victoria Parliament	Available for free of charge between Monday to Friday, for exhibitions, launches etc.	Approach State Member of Parliament and ask for support regarding this matter. Tel: (03) 9651 8911
Government House	Available for community organisations to hold special functions/celebrations.	Request needs to be made in writing to the Government or of Victoria.
FREE ADVERTISING OF COMMUNITYEVENTS		
VMC E-News	Fortnightly e-News bulletin identify opportunities for	Organisations can list their events for free. Website: www.multicultural.vic.gov.au/resources

	funding, events, consultations.	
Multicultural Arts Victoria	Provides information on what's happening in relation to Multicultural Arts, funding etc.	Website: www.multiculturalarts.com.au/subscribe.shtml
Other Free Advertising of Community Events etc.	Gum Tree – www.gumtree.com.au Eventbrite – www.eventbrite.com.au – free for free events Community Radio stations – many e.g. 3ZZZ, 3CR SBS Radio station – free community announcements x3 times, in 70+ languages	
FREE ONLINE COURSES		
Food Handling Course	- www.dofoodsafely.health.vic.gov.au	
General Free Course	- www.futurelearn.com	
Universtiy of Tasmania	- https://courses.curtin.edu.au/course_overview/curtin-online/moocs.cfm	
- The Dementia Care Program is Australia's first free degree specifically focused on dementia. It is available to domestic or international students		
PROFESSIONAL PRO BONO VOLUNTEERS		
Some organisations may require an annual membership fee for access to their services.		
Leadership Victoria	Provides pro bono services, as well as professional development opportunities & services to no- profit organisations with expertise in CEO mentoring & project advice teams, board governance & placements, NFP CEO roundtables & workshops.	www.leadershipvictoria.org
Goodcompany	Matches the skills of professionals with the needs of the community groups (particularly skilled one-off projects).	www.goodcompany.com.au
Skill Share, supported by Oxfam Australia	Aids NFP organisations through provision of skilled volunteers.	www.shareyourskills.org
Small Business Mentoring Service	Business advice at \$80 per hour.	www.sbms.org.au
Volunteering Related Services		
VolunteerWest www.volunteerwest.org.au	Undertakes a range of activities across the western region of Melbourne including: - Promoting volunteering - Opening up new volunteer opportunities - Providing training and support to volunteer coordinators and organisations - Helping businesses establish corporate volunteer programs	
Volunteering Victoria www.volunteeringvictoria.org.au	Volunteering Victoria is the State's peak body representing all aspects of the volunteering sector. To build stronger communities and promote excellence in volunteering through: Advocacy, Education, and Capacity Building through Leadership & Information.	
Volunteering Australia www.volunteeringaustralia.org	Is the national peak body working to advance volunteering in the Australian community? Represent needs of the volunteer sector while promoting the activities of volunteering as one of enduring social, cultural & economic value.	
Volunteer Match www.volunteermatch.com.au	This is Pro Bono Australia's specialised service matching Skilled Professional Volunteers & NFP organisations.	
Victoria's Volunteering Portal www.volunteer.vic.gov.au	Provides a range of information & resources to support and recruit volunteers. Includes the opportunity for community organisations to recruit volunteers for specific purposes.	

Venues

One of the biggest challenges that face community group/club or organisation is to find suitable and low cost venues in their local municipality. Here are some venues in West/North of Victoria, that are available for free or at low cost, which may help senior volunteer committee members organise a function, event and a regular meeting location¹⁰.

COMMUNITY KITCHENS (Brimbank)		
Venue	Description	Contact
Keilor Park Community Centre	Accommodates up to 35 people and is available for hire for functions or for casual or regular use • 35 chairs • 4 trestle tables • Small kitchen with servery, compact fridge, oven, microwave, and small hot water urn • Carpeted floor • Heating and air-conditioning	Address 2 Thea Court, Keilor Park, Victoria , 3036 Contact: (03) 9249 4537 Opening Hours: Sunday to Thursday: 9am-9pm Friday & Saturday: 9am-11pm
Taylors Lakes Hall	Accommodates up to 35 people (seated, 40 standing) and is available for hire for functions or for casual or regular ongoing use. • 35 chairs • 4 trestle tables • Small kitchen with servery, compact fridge, electric stove, oven, microwave, and small hot water urn • Carpeted and vinyl floor • Heating and air-conditioning	Address: 12A Cocoparra Crescent, Taylors Lakes, VIC 3037 Contact: (03) 9249 4537 Opening Hours: Sunday to Thursday: 9am-9pm Friday & Saturday: 9am-11pm
Cyprus Greek Orthodox Community Hall	Carpeted function centre with small wooden dance floor and stage. • Accommodates up to 180 people • Ample off street parking available • Commercial kitchen with servery • Disability access • Air-conditioning and security cameras • Great for weddings, birthdays, engagements, awards nights, conferences, baptisms, cultural function and concerts • Will accept 16 - 21st birthdays	Address: 100 Forrest Street, Sunshine, VIC, 3020 Contact: 0412 362 242 Opening Hours: Friday evenings, Saturday and Sunday 8am to 1am
The Hunt Club Community and Arts Centre	You can hire one of our rooms, for very economical rates. • Space for between 10-40 people • kitchen access, • tea and coffee facilities • projector and TV • whiteboard • piano • Air-conditioning and heating	Address: 775 Ballarat Road Deer Park, VIC 3023 Contact: (03) 9249 4800 Opening Hours: Monday to Friday: 9.30am – 4.30pm Closed public holidays

COMMUNITY HALL FOR HIRE (Brimbank)		
Polish Sport Recreation Centre	• Function room one - capacity of 80 • Function room two - capacity of 400 • Fully licensed bar. • Accepts 16th to 21st birthdays	Address: 19 Carrington Drive, Albion, VIC, 3020 Contact: (03) 9363 3941
St Albans Saints Soccer Club	• Max 350 capacity • Accepts 16th to 21st birthdays • Telephone Ivana for information or the Club on 9367 2001 (after 6pm)	Address: Churchill Reserve, Fox Street , St Albans, VIC, 3021 Contact: 0498 323 661
Victorian Croquet Centre	• Max 200 capacity • Fully licensed bar • Accepts 16th to 21st birthdays	Address: 65 Nobel Banks Drive, Cairnlea, VIC, 3023 Contact: (03) 8361 8887 Opening Hours: Monday to Friday 9am to 4pm
Deer Park Scout Hall	Accommodates approximately: • 200 people standing and 80 people for a seated function. • Does not accept 16 - 21st birthday parties	Address: 119 Station Rd, Deer Park, VIC, 3023 Contact: 0407126187 Opening Hours: between 9:30am and 8:30pm
L'Amour Reception Centre	• Accommodate 500 guests • On and off street parking available • Great for weddings, birthdays, engagements, awards Nights, conferences, beauty pageants and concerts • Will accept 16 - 21st birthdays	Address: 81 - 95 Henry Street, St Albans, VIC, 3021 Contact: (03) 9367 3322 Opening Hours: Monday to Friday: 10am to 6pm
Brimbank Anglican Church	• Multipurpose Hall – capacity of 200 • Function Hall 2 - capacity of 70 standing • Basketball Court for hire • Accepts 16th to 21st birthdays	Address: Cnr Ely Court and Cemetery Road, East Keilor , VIC, 3033 Contact: (03) 9331 6477
North Cyprus Turkish Community of Victoria	Accommodates up to 120 people • Commercial kitchen • Upstairs rooms • Air-conditioner • Projector • Chairs/tables	Address: 547 Ballarat Rd Albion, Victoria, Australia Contact: 0409 869 130
Braybrook Community Hub	These facilities are available for hire from 9am to 11pm, Monday to Sunday. Suitable for functions, community gatherings and meetings. A reduced hire rate is available for non-profit community groups. • Capacity 50 – 99 people	Contact: Facilities Officer (03) 9188 5800 Opening hours: 9am to 11pm, Monday to Sunday.
Maidstone Community Centre	Available for hire from 9am to 11pm Monday to Saturday, and from 9am to 5pm on Sunday. There are a variety of multipurpose rooms available as well a kitchen suitable for catering to large groups. Reasonable rates are available to individuals and community groups.	Contact 9688 0543 maidcomm@maribyrnon.vic.gov.au

	Main Hall • Capacity = 100 • Wooden floor, stage and linking to kitchen, tables and chairs on request	
COMMUNITY HALLS FOR HIRE (Hume) ¹⁶		
Broadmeadows Town Hall	Broadmeadows Town Hall. It comprises a large caterer's kitchen, mobile stages, section screens and timber dance floor. It is ideal for large meetings and events. Disabled access to lower levels with off-street parking available • 400 people • 50 tables • 420 chairs • kitchen	Address: 1079 Pascoe Vale Road Broadmeadows 3047 Contact: (03) 9205 2200
Broadmeadows Community Hub	Home of the Dallas Neighbourhood House (DNH) the Hub provides a range of spaces including multi-purpose rooms, informal cafe area and a fully equipped training room. • 70 people • 10 tables • 70 chairs • caterers kitchen • meeting rooms	Address: 180—182 Widford Street, Broadmeadows 3047 Contact: (03)9205 2200 Email: contactus@hume.vic.gov.au
Jack McKenzie Community Centre	Country style homestead with a leadlight window, rose garden, veranda and pergola area. Located adjacent to the local tennis courts and the Steam Train Society. Ideal for weddings and engagements etc. Large off-street car park area. • 120 people • 10 tables • 100 chairs • caterers kitchen • meeting rooms	Address: Green Street, Bulla Vic, 3428 Contact: (03) 9740 9766 Email: leisure@hume.vic.gov.au
Other Relevant Services for Community Groups/Organisations		
Scholarships for Not-For-Profits Organisation	A range of 100% scholarships is available from the Australian Scholarships Foundation. More information: www.scholarships.org.au Courses are available for Committee members.	
Legal/Conflict Resolution	Justice Connect www.justiceconnect.org.au A non-profit, independent legal referral service which coordinates the provision of pro bono legal assistance. Community organisations with public interest objectives are eligible for legal assistance. Justice Connect provides pro bono training and legal advice on issues affecting NFPs. Also provides a range of resources to support governance training. Dispute Settlement Centre – free (government paid) conflict resolution service available to organisations and individuals throughout all of Victoria.	
Occupational Health & Safety	www.worksafe.vic.gov.au An excellent range of OHS-related publications, guidance notes, checklists, training materials and tools	
Government Assistance with Utility Payments	The Utility Relief Grant Scheme and the Non-Mains Utility Relief Grant Scheme helps with domestic customers who are unable to pay their utility bills due to a temporary financial crisis. Tel: 1800 658 521; Website: www.cyf.vic.gov.au/concessions/concessions/energy	

1.9 References

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ATTACHMENTS

1. Agenda (Template)

[Charity name]

Annual General Meeting

Agenda

Date:	
Time:	
Place:	

Item	Description		Responsible
1	Welcome and introductions		President/ Chairperson
2	Apologies		Secretary
3	Review of actions from previous annual general meeting		President/ Chairperson
4	Acceptance of minutes of previous annual general meeting		President/ Chairperson
5	President/Chairperson's report		President/ Chairperson
6	Treasurer's report		Treasurer
7	Questions to directors		President/ Chairperson
8	Proposed resolutions		President/ Chairperson
	Proposed resolution	Moved by	
9	Acceptance of financial statements		Treasurer
10	Acceptance of annual report		President/ Chairperson
11	Appointment of and questions to the auditor		Treasurer
12	Election of directors		Returning officer
13	Meeting close		President/ Chairperson

2. Committee Membership List (Template)

Community Members List

No	Full Name	Address	Contact Details
1			
2			
3			
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3. Committee Meeting Minutes (Sample)

(Community Group Name) Committee Minutes Meeting

Minutes of the meeting of the (**COMMUNITY GROUP NAME**) Committee held at (.....**TIME**) on (.....**DATE**) at (..... **VENUE**).

Present

List all Committee Members present.

If a member arrives after the meeting has commenced, note the time of arrival.

In Attendance (if required)

List any person present who is not a member of the Committee.

Apologies

Note any apologies received from Committee Members including any already listed on the Agenda.

Minutes

The Minutes of the (**COMMUNITY GROUP NAME**) Committee held (..... **DATE**) were approved/were approved with amendment/were not approved (**DELETE AS APPROPRIATE**).

If Minutes are approved with amendment, the changes should be recorded in the new Minutes – don't amend Minutes that have already been distributed.

Business Arising (if required)

List (or members can raise) any business arising from the previous Minutes.

Action Items (if required)

Outcomes from the Action Items generated from the previous meeting.

General Business

1. Multicultural Festival (Example)

It was agreed that the Multicultural Festival will be held at Brimbank Council.

2. Special Initiatives and Projects Grant

After reading the Guidelines for Multicultural Festival & Events Grant 2018 the Committee agreed they would:

- (**Name of Member**) would develop proposal for a Multicultural Festival, inviting mixed community groups to celebrate (**Name of celebration**), which will be held in (.....**Date**) and (.....**venue**) as part of Multicultural week. Draft 1 of the proposal to next meeting of Committee for discussion.

Any Other Business

List each item separately (as for General Business) with summary of discussion and any Action Items.

Next Meeting

The next meeting of the (**COMMUNITY GROUP NAME**) Committee will be held at (.....**TIME**) on (..... **DATE**) at (..... **VENUE**)/is to be determined (**DELETE AS APPROPRIATE**).

4. Committee Contact Details (Sample)

<u>COMMITTEE MEMBERS CONTACT DETAILS</u>	
PRESIDENT	Name: Address: Telephone: Email:
VICE PRESIDENT	Name: Address: Telephone: Email:
TREASURER	Name: Address: Telephone: Email:
SECRETARY	Name: Address: Telephone: Email:
COMMITTEE MEMBER	Name: Address: Telephone: Email:
COMMITTEE MEMBER	Name: Address: Telephone: Email:

All members are to fill in a confidentiality statement that outlines the understanding of the policy. Below is a confidentiality statement sample, for reference ³.

5. Confidentiality Statement (Sample)

CONFIDENTIALITY STATEMENT

I are committed to following clear procedures to ensure the confidentiality of

All children and staff within our setting is respected at all times.

As a Committee Member of, I have read and understood the

Setting's Confidentiality Policy, and hereby agree to:

- Keep all matters discussed at Committee meetings or within the setting confidential
- Ensure that I do not discuss any pre – committee matters outside of the setting or committee meetings.

6. Grant (Sample)

Sample of a Grant Application

Administrative Details	
Name of Organisation:	Australian Multicultural Community Services Inc.
Australian Business Number:	(Insert number)
Incorporation Number	(Insert number)
Organisation web address (if available):	www.amcservices.org.au
Address details for the Organisation	Street Address: Suite 111, 44-56 Hampstead Road Town/Suburb: Maidstone State: VIC Postcode: 3012
Is your postal address the same as above? Address where OMAC will send all correspondence regarding the outcome of this grant application, if different from above.	(Yes or No)
Contact Details for the Organization	
Title	(Insert Title)
First Name:	(Insert President Name)
Last Name:	(Inset President Last Name)
Position in the Organisation:	(Insert your Titles)
Email address:	(Insert your email)
Phone Number:	(Insert your Telephone number)
Mobile Phone Number:	(insert your mobile number)
Authorised Representative of organisation:	(Insert your Title: President / Chairperson / CEO)
Authorised Representative title:	(Insert your Title)
First name of Authorised Representative:	(Insert President name)
Last name of Authorised Representative	(Insert President last name)
Do you need an auspice for this application? If your organisation does not have an ABN, or is not incorporated, you must arrange for an incorporated organisation to manage the grant funds. This organisation will be the 'auspice' organisation for the application and you will need to provide their details in the section below.	(Yes / No)

Auspice Organisation Details

The auspice organisation will be responsible for signing the funding agreement, and managing the funds on your behalf. By executing the funding agreement, the auspice organisation: • remains bound by and must act in accordance with its terms and conditions; and • it ultimately responsible for and accountable to the Department of Premier and Cabinet for the proper use and acquittal of funding. The Department may, in its absolute discretion, elect to deal with the auspice organisation (in lieu of, or in addition to, the funding applicant) in respect of any aspect of the funding agreement.

Registered Address:

Postal Address:

Contact Details – Auspice:

About:

About The Project

Project name:

Community Visitors Scheme – (Sample)

Project summary:

What is your project (Sample):

Australian Multicultural Community Services (AMCS) is seeking to expand its Community Visitors Scheme (CVS). This life-enhancing program delivers bi-weekly volunteer visits to isolated elderly Culturally And Linguistically Diverse (CALD) residents living in aged care facilities in Greater Melbourne & Regional Victoria by providing targeted social support and engaging with them in their first language. Over the next 12 months, AMCS will expand the program to reach an additional 50 elderly CALD residents. This 12-month expansion of CVS will be titled Visiting to Enhance Life (VtEL). AMCS will conduct an in-depth ethnographic research analysis of the VtEL trial, measuring qualitative and quantitative data to determine the value and efficacy of the program.

Project Description:

What do you want to do? (Sample):

AMCS would increase engagement of elderly and CALD residents experiencing social isolation and disadvantage in Victoria. These residents speak very limited or no English at all. The regularly scheduled visits are designed to reduce social and linguistic isolation, reduce depression and loneliness, encourage social cohesion, and improve physical health and cognitive functioning, as well as improving resident engagement with aged care facility staff. The purpose of the VtEL trial is to show government that those who are currently in desperate need of CALD volunteer support, need support now and AMCS can deliver the program now if resources are made available. AMCS must expand its service to an additional 50 elderly residents currently in **urgent** need of volunteer support. Over the next 12 months. To do this, AMCS will recruit a project coordinator and 20 additional volunteers for the 12-month trial.

AMCS is also partnering with the XYZ Organisation to carry out an independent evaluation of the 12-month expansion, with a view to publish the research. XYZ Organisation will evaluate health and social outcomes for elderly CALD residents, and AMCS volunteers who have participated in the VtEL trial. It is AMCS' view that quantitative and qualitative data produced from the independent evaluation will provide the data necessary to demonstrate the urgent need for the sustained expansion of the CVS program once the trial is completed.

What outcomes will the project activity achieve?

What problems or needs with the project address (Sample):

The CVS is one of very few services operating in Victoria that provides targeted social support for isolated and disabled CALD seniors living in aged care facilities. It is **the only** service that intentionally provides support by matching them with culturally and linguistically similar volunteers.

Aged care facilities do not, as a rule, have formal interpreters' regularly on site and staff often do not speak the same languages as the CALD residents. This means that CALD residents living at the facilities are often unable to engage with staff, medical professionals and other residents, leading to feelings of angst, severe depression, sadness and isolation. Similarly, a lack of clear and effective communication between residents and staff can lead to misdiagnosis of physical and mental health issues and ultimately lead to ineffective care.

Which priority communities will you engage with?

Who will benefit the activities? (Sample):

Across Victoria there are currently more than 700 aged care facilities with approximately 19% of residents being culturally and linguistically diverse¹. The primary beneficiaries of this program will be CALD men and women who currently reside in a Victorian aged care facility. Further to this, families of residents who live at distances that prevent regular visiting benefit directly from the service AMCS provides their family member.

In 2015, one of AMCS' volunteers attended the funeral of her late Polish speaking client, Mrs X. Mrs X family wrote a heartfelt thank you card and expressed their utmost appreciation for the support they received in this time². The VtEL volunteer program can be the golden chain that links families with their loved ones in times of great difficulty. Aged care facility carers who do not speak the language of the elderly resident will also receive informal support from a volunteer who may, through discussion with the resident, identify an unmet need or issue. Feeding back vital information about the residents needs directly benefits the medical practitioners and clinicians at a facility and ensures they have accurate information when providing support.

Timeline of Project Plan?

How long will the project take (Sample):

Set-Up (Jan – March)

AMCS' volunteer visiting scheme and set-up for the program could be completed in 12 weeks. In this time AMCS will appoint a program coordinator to manage the program.

2. Visiting (March 2017 – March 2018)

A schedule of visiting is drawn up to suit the volunteer, the recipient and the aged care facility over the 12-month period. Volunteers will be provided with accurate information about the program and its aims, including time frames. Sustaining the program post trial will depend on a number of factors, such as research outcomes and opportunities for funding.

3. Evaluation (March 2017 – March 2018)

An evaluation of the program will be undertaken by the organization X. The evaluation will consist of:

- (1) consultations with CALD residents of aged care facilities and their families, aged care facility staff, AMCS volunteers and networks, ethnic organisations and local councils,
- (2) Development of promotional materials (e.g. case studies/vignettes) and help sheets (e.g. for community organisations, government bodies, philanthropic organisations), and
- (3) A launch (e.g. exhibitions at participating councils with a launch by their Mayors) and review (e.g. surveys with visitors/participating organisations).

4. Next Steps (2018 -)

AMCS will enter discussions with key stakeholders around sustaining the CVS program at outputs achieved in the VtEL trial (approx. 100 residents supported, up from 46 prior to the trial), if the independent evaluation justifies the need.

What activities will be delivered?

similar to project plan (Sample)

Confirming the participative cohort for the program

This process includes liaising with the relevant aged care facilities to identify the language required and determine a suitable visiting schedule. AMCS then matches the program recipients to appropriate volunteers.

Formal training of volunteers

Training includes general OH&S issues, appropriate topics for discussion, confidentiality, the boundaries of the role, determining an alert procedure if necessary to report back to facility staff, and AMCS general conduct training.

Visiting

AMCS will roster the visiting schedule. While visits are usually one-on-one, it is possible for the volunteer to meet in a group situation with two or three residents at the same time, thus promoting broader interaction and discussion between other residents in the same facility.

Evaluation

Throughout the 12-month program, AMCS will undertake an independent evaluation of VtEL to measure the effectiveness and benefits of the program. The qualitative and quantitative data will adhere to rigorous academic standards and be disseminated to key stakeholders, including government.

What will the project activities achieve?

Key Outputs – what will be done/achieved/produced (be specific eg. use numbers as much as possible)

1. **Output:** A list of approx. XX CALD residents living in Melbourne's aged care facilities will be identified for the VtEL trial.
Measure: Partnering with aged care facilities, to ensure residents most in need of this service will be selected for the program.
2. **Output:** XX aged care residents will receive a minimum of 26 visits per year, with the majority of visits as one-on-one engagements.
Measure: Reports from all volunteers will confirm that a minimum total number of visits took place across the 12-month period of the program.
3. **Output:** XX volunteers will be recruited for the VtEL trial from AMCS' existing volunteer pool, or from outside.
Measure: AMCS maintains a detailed database on current volunteer suitability and availability. It is expected that recruiting the necessary amount of volunteers for the VtEL trial will be achieved without issue.

What do you expect these activities will achieved?

Expected Outcomes (Sample)

Immediate:

- 1) Decrease feelings of social and linguistic isolation for CALD seniors and people with disabilities living in aged care facilities.
- 2) Improve physical health and cognitive functioning for CALD residents:
- 3) Reduce depression and anxiety for CALD residents.
- 4) Clinicians and carers at aged care facilities will receive assistance in providing care to CALD residents..

Long Term:

- 1) Improve health and social outcomes for CALD residents living in aged care facilities.
- 2) Increase the engagement, personals satisfaction and sense of achievement of AMCS' volunteers.
- 3) Provide evidence-based research to analyse the efficacy and benefits of the VtEL program, improving the sectors understanding of the benefits of volunteer programs on ageing

Measure**Sample:**

All data, including take-up rates, visit frequency, feedback from the relevant aged care facilities and also personal feedback from both the resident and the volunteer will be included in the evaluation of the VtEL trial produced by XYZ Organisation.

Project Risks:**What could go wrong (Sample)**

1. **Risk:** Insufficient volunteers to be able to commit to an ongoing visiting schedule.
Mitigation: AMCS has a large pool of willing volunteers with historical evidence indicating strong volunteer commitment to visiting programs. Group visits can be undertaken if numbers are insufficient for one-on-one.
2. **Risk:** Upsetting or inappropriate discussions between the volunteer and the client.
Mitigation: Formal training is undertaken with the volunteer prior to commencement with the program. The program coordinator will regularly collaborate with the nursing home facility in order to follow up and assess how the volunteers are tracking with the residents.
3. **Risk:** Volunteers experiencing difficulty with grief when a client leaves the program either due to declining health or ultimately death.
Mitigation: Formal staff and volunteer assistance program is in place. AMCS has established links to formal and appropriate counselling services.

Who will be involved in delivering the project?**Key personnel and partners (Sample):**

AMCS staff – Coordinating the trial will require the addition of a project coordinator who will be supported by the AMCS' volunteer coordinator and manager of aged services to ensure the project is run effectively.

Volunteers – AMCS' volunteers are highly skilled, passionate and committed to ensuring AMCS' clients are treated with respect, dignity and compassion.

How will you keep project sustainable after funding is finished?**Sustaining the project after the trial (Sample)**

The independent 12-month evaluation of the VtEL trial will provide AMCS with the necessary information and data to begin discussions with key stakeholders to continue service delivery to approx. YY clients of the Community Visitors Scheme, up from the XX currently being funded by the State Government. Should XYZ Organisation's evaluation determine the 12-month program has been a success, AMCS will immediately re-apply for sustained funding through existing partnerships with Federal & State Government with the view to integrate the increased service delivery into ACMS' core programming.

Longer-term, AMCS will investigate the potential for a fee for service arrangement for aspects of the CVS program.

Budget

How much will project cost (Sample)

Total Project Cost: \$xxx over 12 months.
Income

Confirmed Funding	Confirmed \$
In Kind means cost of all the time & hour your volunteers/staff will spent on the project, which you would otherwise had to pay for.	\$
<i>Example: AMCS Volunteer</i> (1 volunteers x \$20.00 an hour x 4hours weekly x for 10 weeks of project	\$
AMCS Venue's	\$
Paper, photo copier, telephone	\$
	Total \$ <i>total of service that is provided by AMCS \$ is for free</i>

Unconfirmed Funding	Unconfirmed \$
	\$
	\$
	\$
Total	\$

Expenditure

Sample: Provide detail of expenditure for the activity or program you are applying for. Please note total income is to equal total expenditure

Provide detail of expenditure	Expenditure \$
Full time program coordinator	
Police Checks – for volunteers (total of 20)	
Travel Reimbursements (\$10 per visit. 1 visit per week, per volunteer x 40 weeks per year)	
General administration costs	
Evaluation	
Total	

7. Book Keeping (Template)

Community Groups Expenses Record (*Sample*)

Description (payment, purchases of ingredients, rent)	Money In (\$)	Money Out (\$)	Balance
Rent			
Electricity			
Gas			
Telephone			
Tea/Coffee/Milk			
Food			
Utensils			
INCOME			
Brimbank Council Grants			
Victoria Multicultural Commission Grants			
TOTAL COST	\$	\$	\$

8. Victorian Table of Precedence

Victorian Table of Precedence

How to introduce important guests at your functions (modified version):

1. The Governor-General.
2. The Governor of Victoria.
3. The Premier.
4. The Prime Minister of Australia.
8. The President of the Legislative Council of Victoria (upper house).
15. The Leader of the Opposition in the Legislative Assembly of Victoria.
16. The Leader of the Third Parliamentary Party in the Legislative Assembly of Victoria.
21. Members of the Legislative Council of Victoria.
22. Members of the Legislative Assembly of Victoria.
23. The Lord Mayor of Melbourne.
25. Heads of Religious Communities according to the date of assuming office in Victoria.
27. Members of the Parliament of Australia.
28. Permanent Heads of State Government Departments, the Solicitor-General, the Auditor-General and the Ombudsman.
31. Consuls-General, Consuls and Vice-Consuls according to their seniority in the Consular Corps in Victoria.
33. Recipients of Decorations and Honours taking precedence above an Officer of the Order of Australia in accordance with the order shown in the "Commonwealth Table of Precedence of Honours and Awards".

Notes – *A person acting on behalf of any of the foregoing shall enjoy the precedence of the person for whom he is acting with the understanding that, where there is more than one person in the class the person acting on behalf of another will take precedence after other persons in that class who are attending in their own right.*

A married couple shall enjoy the precedence of the spouse with a higher precedence and a husband or wife shall enjoy the precedence of the spouse.

9. Accountability Report (Sample)

Multicultural Affairs and Social Cohesion Division - Accountability Report

Please return to the Multicultural Affairs and Social Cohesion Division (MASC):

Email: community.grants@dpc.vic.gov.au (Please note, email is preferred where possible)

Fax: (03) 8686 1112

Post: MASC Community Grants Team, GPO Box 4698, Melbourne 3001

Opportunity no.		Payment Year / Round:	
Account no.		Name of Organisation:	
Grant amount awarded (excl. GST):	1,500	Amount used (excl. GST):	\$1,500
Title of activity <i>e.g. event or project name</i>	'Come Dance with Us' –(Example project name)		

Please provide a brief description of the funded activity and how the funding was used. (**Example**)

The funding was used to run many activities for the club members and cover some of the overhead and admin costs.

This year we have run weekly meetings, twice per week, where the participants enjoy number of activities such playing cards, bingo, bucci, socializing and sharing lunch. We have also ran info sessions and digital literacy training for interested members.

Our dinner and dance events has been as popular as ever with our members. We have had four sessions this year that each time more than 100 members participated. We have also ran a Father's day, Mother's day, Easter and Christmas celebration events for all our members.

All these activities are organized by our volunteer members that work so hard to ensure every weekly sessions and special celebration events run as plan and smoothly.

How did the activity benefit your organisation and/or community? (**Example**)

Our club provides a valuable social support to many Italian, Maltese and Pilipino that live in Maribyrnong council area and some also travel from other local government areas such as Brimbank Hume and Banyule.

All our members are elderly with limited mobility and speak very little English that are socially isolated due to health, transport and ability to communicate. These activities assisted each and every member of club by way of social participation and engaging with other community members that they have made close ties over many years, enjoy the same culture and supportive of each other.

How many people were reached by your activity? (**Example**)

Please complete all sections relevant to your grant.

Category	Numbers	Category	Numbers
Event attendees	100	Volunteers	8
Program participants (<i>e.g. the number of people involved in your workshop, conference etc.</i>)	185	Staff (<i>e.g. as a result of the activity were there any staff involved in the activity or as a result of the activity</i>).	
Members of your organisation (<i>e.g. the number of members from your organisation who benefited from the grant, if you received an organisational support grant</i>)	185	Contractors (<i>e.g. those hired on a temporary basis to complete construction works for a infrastructure grant</i>)	

Partner organisations (e.g. the number of organisations you partnered with to deliver the activity e.g. event, new infrastructure)	• Maribyrnong City Council • Heart Foundation • Italian Club	Other (please specify)	
Additional comments			

What has been the most significant outcome of your activity? (Example)

Our club members' benefit and very much in favor of our weekly activities. The fact that they have a regular sessions to attend does assist with them organizing their week and plan for how to get there.

For many of them coming to the club is the only outing they have all week. The chance of catching up with other friends and members that they are able to trust and communicate with is vital to their wellbeing.

Other than funding, what is one thing you could change about the grant program? (Example)

Our president and all the members are very grateful that we can receive this grant. At times when there is an issue of reporting or grant allocation would be good to have an easy of method of communication with the grant officers.

Any other information you would like to add? (Example)

--

1. Budget

Please list the budget for your activity. Please note you are required to keep all receipts relating to this activity for seven years. These receipts must be provided to the Department upon request.

Item / Service	Amount \$
Hall Hire	\$ 200.00
Events (Christmas, Easter, Mother's day, Father's Day and Easter	\$ 500.00
Weekly sessions refreshments	\$ 500.00
Recreational Activities/ games	\$ 200.00
Stationary / phone calls	\$ 100.00
Total Amount Spent	\$1,500

2. Declaration

I hereby certify that, to the best of my knowledge, information in this report including attached supporting documentation:

- Discloses all relevant information that the Organisation is required to report on in accordance to the Agreement for the Activity;
- Is true and correct and without false or misleading statement; and
- Is provided after conducting all necessary searches, investigations and enquiries.

I acknowledge that the Department may seek from the Organisation additional information for the purpose of clarifying information provided in this report and attached supporting documentation.

Signed: _____  SIGN HERE (President or Treasurer)

Name: *Please write your name* _____

Position: _____ Date: _____

For any questions or queries regarding the Accountability Report, please contact the Community Grants Team on 1300 366 356.

3. Supporting documentation

Please attach any photographs of your activity, advertising, marketing materials or other relevant documentation.

10. Schedule 1, Regulation 15, Form 1 – (Template)

Schedule 1

Regulation 15

Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2) (b), 97 (2) (b) and 100 (2) (b)

Annual statements give a true and fair view of financial performance and position of incorporated association

We _____ and _____ being members of the committee of the
_____ certify that –

“The statements attached to this certificate give a true and fair view of the financial performance and position of the above named association during and at the end of the financial year of the association ending: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

11. Submission of Financial Statements to Annual General Meeting – (Template)

Submission of financial statements to annual general meeting – incorporated associations *Associations Incorporation Reform Act 2012*

Sections 94(3), 97(3) and 100(3)

I _____ being a member of the committee of the
_____ certify that –

“I attended the annual general meeting of the _____ held on the
_____ and the financial statements of the association for the financial year ending on
_____ were submitted to the members of the association at that general meeting.”

Signed: _____

Date: _____

12. Application for Extension of time to hold an AGM or Lodge Financial Statements - Template

Associations Incorporation Reform Act 2012

Postal address: GPO Box 4567, Melbourne VIC 3001

Email enquiries: cav.registration.enquiries@justice.vic.gov.au

Web: consumer.vic.gov.au/associations

Telephone: 1300 55 81 81

4. Things to know before starting your application

This form can only be lodged by mail. We cannot accept forms containing credit card numbers that are emailed to us.

You can pay the fee by cheque, money order or credit card.

You can only apply for an extension of time between the association's end of financial year date and the due date specified on your annual statement form for the current financial year.

Extensions are granted for two months at a time. The application fee of \$35.60 must be paid at the time of each application.

Do not delete any part of this form. Leave any sections blank that do not apply to your circumstance.

5. Details of association

Provide details of the association

Association registration number	
Name of association	
Registered address of association (including postcode)	

6. Type of extension

What type of extension are you applying for? (Mark with an X)

Extension of time to hold both an Annual General Meeting and lodge Financial Statements

Extension of time to lodge Financial Statements

What are the reasons for applying for an extension of time?

--

7. Declaration and signature

I declare that:

I am the secretary of the incorporated association and pursuant to section 104 of the *Associations Incorporation Reform Act 2012*, I am authorised to apply for a two month extension of time to hold an Annual General Meeting or lodge Financial Statements.

The particulars contained in this application are true and correct. I acknowledge that it is an offence under section 208 of the *Associations Incorporation Reform Act 2012* to make a false or misleading statement or omit information in relation to an application.

Signature of secretary	
Printed name	
Date dd/mm/yyyy	
Daytime telephone number	
Email address	

8. How to lodge and pay

You must pay the application fee at the time of application. There is no GST payable.

Extensions are granted for two months at a time. The application fee of \$35.60 must be paid at the time of each application.

Print the form and sign the declaration. You can pay the fee by cheque, money order or credit card. If paying by credit card, complete the details below. Post the completed form, any attachments and payment to Consumer Affairs Victoria at GPO Box 4567, Melbourne VIC 3001.

9. Credit card details

Please debit my (choose one) (Mark with an X)		Visa	☐	MasterCard	☐
Amount	\$	35.60			
Card number					
Expiry date					
CCV number (3 numbers)					
Name of cardholder					
Signature of cardholder (type name if lodging by email)					
Date					
Daytime telephone number of cardholder					

10. Privacy

CAV is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Data Protection Act 2014*. Some information on this form will be placed on a public register in accordance with the *Associations Incorporation Reform Act 2012*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information is available at consumer.vic.gov.au/privacy or on request.

13. Application for Cancellation of Incorporation – (Template)



0420

Application for cancellation of incorporation

Associations Incorporation Reform Act 2012

Email: cav.registration.enquiries@justice.vic.gov.au

Web: consumer.vic.gov.au/associations

GPO Box 4567 Melbourne VIC 3001

Telephone: 1300 55 81 81

11. Things to know before starting your application

An application to cancel an incorporation association under section 136 of the *Associations Incorporation Reform Act 2012* can only be made if, to the best of your knowledge, the incorporated association:

- has gross assets of less than \$10,000; and
- has no outstanding debts or liabilities; and
- has paid all fees and penalties applying to it under this Act; and
- is not a party to any legal proceedings; and
- has ceased operations

If any of these do not apply, please do not continue with this form. To understand how your association can wind up or cancel refer to the Consumer Affairs Victoria website.

If completing the form by hand, please use a blue or black pen and print clearly using block letters.

There is no fee to lodge this request.

12. Details of association

Provide details of the association

Name of association

Association registration number

Registered address of association (including postcode)

13. Ceasing operation

On what date did the association cease operations?

--

What is the reason for requesting cancellation? Why should the incorporation of the association be cancelled?

--

Was a special resolution passed approving the request to make this application to cancel the incorporation?

Yes		Date and location of special resolution – please provide meeting minutes if available
No		Reason why a special resolution was not passed and identify whether remaining members have been notified.

Were the assets of the association distributed according to the association's rules?

Yes		Please provide any supporting documentation if available (e.g. bank statement, receipt, etc.)
No		Please identify the value and type of remaining assets and the reason why these assets have not been distributed

14. Declaration and signature**I declare that:**

I am qualified under section 136(2) to make this application for cancellation of incorporation.

The association:

- has gross assets of less than \$10 000; and
- has no outstanding debts or liabilities; and
- has paid all fees and penalties applying to it under the *Associations Incorporation Reform Act 2012*; and
- is not a party to any legal proceedings; and
- in the case of an application by a member or former member of the association, that the association is not in operation
- has and/or will dispose of remaining assets in accordance with the rules of the association

The particulars contained in this form are true and correct. I acknowledge that it is an offence under section 208 of the *Associations Incorporation Reform Act 2012* to make a false or misleading statement or omit information.

Signature
(type name if lodging by email)

Printed name

Date (dd/mm/yyyy)

Address

Daytime telephone number

Email address

Position relative to the association

15. How to lodge

If lodging by email. Email the completed form to Cav.registration.enquiries@justice.vic.gov.au

If lodging by post, print the form and sign in the declaration section. Post the completed form to Consumer Affairs Victoria at GPO Box 4567, Melbourne VIC 3001.

16. What happens when you lodge your application

You will receive an acknowledgment. You may be required to provide more information including lodging any outstanding annual statements for the association.

When the Registrar is satisfied that the incorporation can be cancelled, a notice will be placed in the Government Gazette and on our website. Members and former members have 28 days from the date of the notice to object to the cancellation.

We will write to you notifying of any objections or that the association has been cancelled.

Privacy – CAV is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Data Protection Act 2014*. Some information on this form will be placed on a public register in accordance with the *Associations Incorporation Reform Act 2012*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information is available at the [Consumer Affairs Victoria website](#) or on request.

14. Application to amalgamate incorporated associations – (Template)

Application to amalgamate incorporated associations

Associations Incorporation Reform Act 2012

Postal address: GPO Box 4567, Melbourne VIC 3001

Email enquiries: cav.registration.enquiries@justice.vic.gov.au

Web: consumer.vic.gov.au/associations

Telephone: 1300 55 81 81

17. Things to know before starting your application

All associations applying to amalgamate must have submitted any outstanding annual statements. This application will not be processed if any annual statements are outstanding for any of the participating associations.

This form can only be lodged by mail. We cannot accept forms containing credit card numbers that are emailed to us.

You can pay the fee by cheque, money order or credit card.

If completing the form by hand, please use a blue or black pen and print clearly using block letters.

Other documents are required as part of this application. You must attach:

- if you are proposing to adopt your own rules, a full copy of the rules
- **for each association**, a copy of the minutes of the meeting where the special resolution for amalgamation was passed
- **for each association**, a copy of the completed special resolution approving the amalgamation (use the template at the end of this form)
- a copy of the trust deed for any trust account the association will administer

Do not delete any part of this form. Leave any sections blank that do not apply.

18. Fees

- If adopting the model rules with no changes or only one change to the financial year end date, the fee is \$113.80
- If adopting the association's own rules, the fee is \$206.20.

Which associations are applying to amalgamate?

Registration number	Name of association	Registered address (including postcode)
A		
A		
A		
A		
A		
A		
A		

19. Details of new association

What is the proposed name of the new association?

It is suggested the name reflect the purpose of the association. The name you propose may not be accepted because it is similar or identical to an existing name. To check if your name already exists or is similar to another, you can search [ASIC's organisation and business names register](#). The name of an incorporated association must have the word "Incorporated" or the abbreviated "Inc." as the last word of its name.

If your first choice of name is unavailable, you may list two other preferred names here. We will use this list to automatically register the first available name. Please consider your preferences carefully as you will not be contacted to confirm the name that is registered. The names listed should be substantially different from each other.

Proposed name	
Second preference	
Third preference	

Who is the first appointed secretary of the association?

Surname	
Given names	
Address (including state and postcode. Can be PO box)	
Date of birth dd/mm/yyyy	
Daytime telephone number (including area code)	
Email	

Has the committee been appointed? (Mark with an X)

Yes ☐ No ☐

Registered address of association Mail will be sent to this address unless you advise otherwise.

Same as secretary's address.
Yes/No

If no, please enter registered address (including state and postcode. Can be PO box):

Does the association have a domain name/website address? (Mark with an X)

No ☐ Go to question 7.

Yes ☐ List all names/website addresses:

20. Financial information

What is the estimated total revenue of the association for its first financial year? Total revenue is gross total income from all activities of the association and determines the tier of the association. (Mark with an X)

Less than \$250,000 (tier 1)	☐
Between \$250,000 and \$1million (tier 2)	☐
More than \$1Million (tier 3)	☐

What is the estimated total value of revenue generated by the association in its first financial year?

What is the association's ongoing financial year end date? (Mark with an X)

30 June ☐ 31 December ☐

OR specify the different financial year end date (you only need to specify a date and month)

Financial year end date (e.g. 31 August)

Will the association administer any trust accounts? (Mark with an X)

No ☐ Go to question 11.

Yes ☐ Provide the names of all trusts relating to the association

Purposes

What are the purposes of the association? This is generally a two to four sentence statement describing what the association hopes to achieve. List each purpose in a numbered paragraph. An example of a statement of purpose is:
To provide an opportunity for the youth of our area to participate in Australian Rules Football and enhance their health and wellbeing through organised sport.

To provide for the health, welfare and wellbeing of its players, supporters and spectators.

List the association's proposed purposes here:

Rules

What are the association's proposed rules? There are two options: adopting the model rules with no changes or only the financial year end date. If anything else in your rules differs from the model rules, you must choose own rules. (Mark with an X)

Own rules – you must ensure that the rules address the 23 required matters specified in Schedule 1 of the Act. Rules must be in numbered paragraphs.	☐
The model rules with no changes or only a change to the financial year end date.	☐

Membership fees

Will the association charge members an entrance fee or annual subscription fees? (Mark with an X)

No ☐ Go to question 14.

Yes ☐ Entrance fee amount \$ Annual subscription fee amount \$

Membership

Does the proposed association have five or more members at the time of application? Members can include any person who has applied for and been accepted as a member, not just committee members. (Mark with an X)

No ☐ In accordance with the Associations Incorporation Reform Act 2012, you are not eligible to apply. For further information, visit consumer.vic.gov.au/associations.

Yes ☐ How many members does the proposed association have at the time of making this application? Write as a number (e.g. 6, 8, 12)

Lodgement person

1. Who is lodging this application? (Mark with an X)

The first appointed secretary

☐

OR specify a different person below:

Surname	
Given names	
Postal address including state and postcode	
Relationship to association (e.g. accountant)	
Daytime telephone number including area code	
Email	

Declaration and signature

I declare that:

I am authorised in accordance with the *Associations Incorporation Reform Act 2012* to apply for the incorporation of the association in this application and each secretary of each association listed in this application form has given approval under section 17(1) of the *Associations Incorporation Reform Act 2012* to amalgamate the proposed rules have been approved by a majority of members in accordance with section 17 of the *Associations Incorporation Reform Act 2012* the details in this application are true and correct. I acknowledge that it is an offence under section 208 of the *Associations Incorporation Reform Act 2012* to make a false or misleading statement or omit information in relation to an application for association incorporation any copies of documents (attachments) to this application are true copies the first secretary named in this form is 18 years of age or older; is resident in Australia; is not bankrupt or a represented person under the *Guardianship and Administration Act 1986*; and consents to being secretary.

Signature	
Date dd/mm/yyyy	

Document checklist

We cannot process your application without the following documents:

You must attach by paperclip (not staple) (Mark with an X)

If using own rules, a full copy of the rules, including the name, purposes and financial year end date.	
For each association , a copy of the minutes of the meeting where the special resolution for amalgamation was passed.	
For each association , a copy of the completed special resolution approving the amalgamation (use the template at the end of this form)	
A copy of the trust deed for each trust account the association will administer.	

21. How to lodge and pay

You must pay the application fee at the time of application. There is no GST payable.

- If adopting the model rules with no changes or only one change to the financial year end date, the fee is \$113.80
- If adopting the association's own rules, the fee is \$206.20.

Print the form and sign the declaration. If paying by credit card fill in the details below or attach a cheque or money order made payable to 'Consumer Affairs Victoria' to the application form.

Post the completed form, any attachments and payment to Consumer Affairs Victoria at GPO Box 4567, Melbourne VIC 3001.

22. What happens when you lodge your application?

If the form is completed correctly and all necessary documents are attached, processing time is on average 4 weeks. We may ask you to provide further information.

If any change occurs in the information you have provided in your application, you must notify Consumer Affairs Victoria as soon as possible.

If your registration is granted, you will receive a Certificate of Incorporation, which is ongoing unless deregistered or cancelled.

If your registration is not granted, you can appeal the decision at the Victorian Civil Administrative Tribunal (VCAT) within 28 days of the decision being made.

23. Credit card details

Please debit my (choose one) (Mark with an X)

Visa

MasterCard

Amount	\$		
Card number			
Expiry date		CCV number (3 numbers)	
Name of cardholder			
Signature of cardholder (type name if lodging by email or sign if lodging by post or in person)			
Date			
Daytime telephone number of cardholder			

Privacy – Consumer Affairs Victoria is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Privacy and Data Protection Act 2014*. Some information on this form will be placed on a public register in accordance with the *Associations Incorporation Reform Act 2012*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information is available at the [Consumer Affairs Victoria website](#) or on request.

Notice of special resolution approving amalgamation of incorporated associations

Associations Incorporation Reform Act 2012

Section 18(3) (a) Regulation 8

This form is required to be submitted to the Registrar for each amalgamating association.

I *(insert name)* of *(insert full name and registered number of the incorporated association proposing to amalgamate)*, declare that—

The special resolution to amalgamate was passed at a general meeting of the association held on *(insert date of general meeting)* at *(insert place of general meeting)* in accordance with the **Associations Incorporation Reform Act 2012**.

Provided below are the details of the special resolution passed at the meeting approving:

The terms of the amalgamation of the incorporated association

(Insert details)

The purposes of the proposed amalgamated incorporated association

(Insert details)

The proposed rules of the proposed amalgamated incorporated association

(Insert details)

Signed:

Dated:

15. Constitution (Model Rules Template)

CONSUMER AFFAIRS VICTORIA Associations Incorporation Reform Act 2012

MODEL RULES For an INCORPORATED ASSOCIATION

Associations Incorporation Reform Regulations 2012 Part 3

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Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is "[*insert name*] Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are—[*insert purposes*].

3 Financial year

The financial year of the Association is each period of 12 months ending on [*insert last day of financial year, e.g. "30 June"*].

4 Definitions

In these Rules—

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 14(1);

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—
 if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 members.

8 Who is eligible to be a member

Any person who supports the purposes of the Association is eligible for membership.

9 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application to a committee member stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Committee—
 - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Committee approves the person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—

- (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
- (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

14 Associate members

- (1) Associate members of the Association include—
- (a) any members under the age of 15 years; and
 - (b) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—

- (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
- (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
- (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
- (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

- (a) specify the date, time and place of the meeting; and
- (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and

- (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee;

- (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and

- (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

35 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 10% of the members entitled to vote.

- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—

- (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—

- (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and

- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
- (a) if there is insufficient time to deal with the business at hand; or
- (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
- (a) subject to subrule (3), each member who is entitled to vote has one vote; and
- (b) members may vote personally or by proxy; and
- (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—

- (a) carried; or
- (b) carried unanimously; or
- (c) carried by a particular majority; or
- (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
- (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and

- (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee and duties of members

44 Composition of Committee

The Committee consists of—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) ordinary members (if any) elected under rule 53.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.

- (5) Committee members and former committee members must not make improper use of—
- (a) their position; or
 - (b) information acquired by virtue of holding their position—
- so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

47 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48 Treasurer

- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and

- (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3—Election of Committee members and tenure of office

49 Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

50 Positions to be declared vacant

- (1) This rule applies to—
- (a) the first annual general meeting of the Association after its incorporation; or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
- (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

52 Election of President etc.

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
- (a) President;
 - (b) Vice-President;

- (c) Secretary;
- (d) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

53 Election of ordinary members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.

- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Term of office

- (1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - (a) has become vacant under rule 56; or

- (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

58 Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

59 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.

- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6—FINANCIAL MATTERS**68 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.

- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

71 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.

- (3) Any notice required to be given to the Association or the Committee may be given—
- (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
- (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the

Association and which is not carried on for the profit or gain of its individual members.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

14. MyCAV for Incorporated Association (Step-by-Step Processes)

Using myCAV for incorporated associations

Background

Consumer Affairs Victoria has developed a new online system for incorporated associations (IAs).

The system, called myCAV, is part of the Victorian Government's Digital Strategy to ensure that Government services and information are accessible online to all Victorians.

All incorporated associations need to use myCAV to lodge annual statements, pay fees and notify us of any changes.

The tasks are the same as those you currently do for your association, except online.

About myCAV

myCAV is free to use. It reduces paper work and makes meeting your legal obligations easier.

You can use MyCAV to:

- apply to become an incorporated association
- access association information quickly and conveniently
- update and change association details instantly
- lodge annual statements
- keep track of records and transactions, all in the one place

Delegates can help

To use myCAV, secretaries of IAs must have a myCAV account, an email address, and access to the internet.

If you need help with the online system, a secretary can authorise up to 3 delegates to assist them. The secretary is still responsible for compliance with the law.

A delegate can be:

- another member of your association
- an accountant or solicitor
- a representative of a peak body
- a friend or a family member.

A delegate can do the same tasks as a secretary, except change the secretary. Only the current secretary can change the secretary.

This information shows the key steps on myCAV to:

- create a myCAV account
- link your account to your association
- use your myCAV home page
- lodge annual statements
- make payments
- change association name
- change rules
- change secretary details
- add and remove delegates
- change personal details
- reset your password
- find out more

Giving and receiving information by electronic needs

Using myCAV enables secretaries to give to Consumer Affairs Victoria and receive from Consumer Affairs Victoria any information required under the Associations Incorporation Reform Act 2012 by electronic needs.

How to create a new myCAV account

Other languages ▾ Home About us Forms and publications Legislation News and events Contact us **Sign in**

Consumer Affairs Victoria

I am looking for... Search

Housing and accommodation Shopping Motor cars Clubs and not-for-profits Resources and education Businesses Information for your industry

Sign in / Create myCAV account

With a myCAV account you can:

- Apply for registrations
- Lodge annual statements / renewals
- Update details

For these organisations:

- Incorporated associations
- Fundraisers

Sign in

Email address

Password [Show password](#)

☐ Remember email address on this computer

[Sign in](#) [Forgot your email address?](#) [Forgot your password?](#)

Create myCAV account

To create a myCAV account, you will need:

- An email address to verify your identity and sign in to your account

[Create account](#)

To create a myCAV account:

1. Go to our website www.consumer.vic.gov.au and select **Sign in** at the top right hand corner to open the *Sign in/Create myCAV account* page.
2. You will see this screen →
3. Select the **Create myCAV account** button.

Create myCAV account

Create your myCAV account to:

- apply for registrations
- lodge annual statements / renewals
- update details

myCAV is currently available for:

- incorporated associations
- fundraisers

You must answer all questions.

For estate agents, view our [Estate agents section](#) to create an account.

Have you received a letter from us with a myCAV registration number? ☐ Yes ☐ No (or unsure)

Given name(s)

Family name

Email address
We will use this email address for all future communication.

Re-enter email address

Choose a password [Show password](#)

Your password must be case sensitive and must include:

- at least eight characters
- no spaces
- lower case letter (a-z)
- upper case letter (A-Z)
- digit (0-9)

1. Answer **Yes** or **No (unsure)** to the question *Have you received a letter from Consumer Affairs Victoria?*
2. If you answer **No**, complete the information on the form and select the **Create Account** button.
3. If you answer **Yes**, you will go to the registration number page.

Create myCAV account - registration number

Create your myCAV account to:

- > apply for registrations
- > lodge annual statements / renewals
- > update details

myCAV is currently available for:

- > incorporated associations
- > fundraisers

myCAV registration number
included in your letter from us.

Next

On the registration number page:

1. Enter the myCAV registration number shown at the top of your letter and select **Next**.

Are you **Sharon Doheny**?

Please note: Do **not** click yes if you are not the secretary named above.

☒ Yes

☐ No

Next

[Cancel](#)

2. Confirm if you are the person named. If **Yes**, select **Next** to continue

Create myCAV account - registration number

Create your myCAV account to:

- > apply for registrations
- > lodge annual statements / renewals
- > update details

myCAV is currently available for:

- > incorporated associations
- > fundraisers

You must answer all questions:

Email address

We will use this email address for all future communication

Re-enter email address:

Choose a password

Your password must be clear

- at least eight characters
- not words
- lower case letter (a-z)
- upper case letter (A-Z)
- digit (0-9)
- special character (!@#\$%^&*~)

Re-enter password

Show password

Show password

Create account

[Cancel](#)

1. Enter your email address and password.
2. Select **Show password** to check your password.
3. Then select the **Create account** button.

Note: Please remember your email and password and keep them safe.

The password must be at least 8 characters long and include at least one lower case letter, one upper case letter, a numerical digit and a special character.

Create your myCAV account to:

- › Apply for registrations
- › Lodge annual statements
- › Update details

For these organisations:

- › Incorporated associations

All questions must be answered, unless marked "(optional)".

For estate agents, view our [Estate agents section](#) to sign in or create an account



An instant message will advise you have successfully created your account.

Click on the **sign in** link in the message to complete your application.

Sign in / Create myCAV account

Within your myCAV account you can:

- › Apply for registrations
- › Lodge annual statements / renewals
- › Update details

For these organisations:

- › Incorporated associations
- › Fundraisers

For estate agents, view our [Estate agents section](#) to sign in or create an account.

Sign in

Email address

Password [Show password](#)

☐ Remember email address on this computer

[Sign in](#) [Forgotten / reset email](#)
[Forgotten / reset password](#)

Create myCAV account

To create a myCAV account you will need:

- › An email address to verify your identity and sign in to your account

[Create account](#)

In the myCAV **Sign in** section enter your email address and password and select the **Sign in** button to go to your myCAV home page.

myCAV

Welcome Caroline Rojas

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis

Incorporated Association - Registered

Port Melbourne Soccer Club Inc.

Details

Register number	A00094372
Date registered	13 January 2009
Last annual statement lodged	-
Secretary	Tram Nguyen
Delegates	Matthew Henstridge, Caroline Rojas, Daniel Craddock
Registered address	30 Bourke Street, Melbourne Victoria 3000

Actions

- > Change address
- > Change secretary
- > Change delegates
- > Change rules
- > Change name

[Download certificate of association \(PDF, 200 KB\)](#)

[Download association's rules \(PDF, 250 KB\)](#)

Annual statement 2014 available to lodge

[Lodge](#)

On your myCAV home page you can:

1. View and change your association details using the **Actions list**.
2. Download your certificate and rules.
3. See recent transactions.
4. Lodge your annual statement.

Create myCAV account - registration number

Create your myCAV account to:

- apply for registrations
- lodge annual statements / renewals
- update details

myCAV is currently available for:

- incorporated associations
- fundraisers

Please create a new myCAV account

Because you are not the contact person associated with this myCAV account, you must create a new myCAV account.

What next?

[Create a new myCAV account.](#)

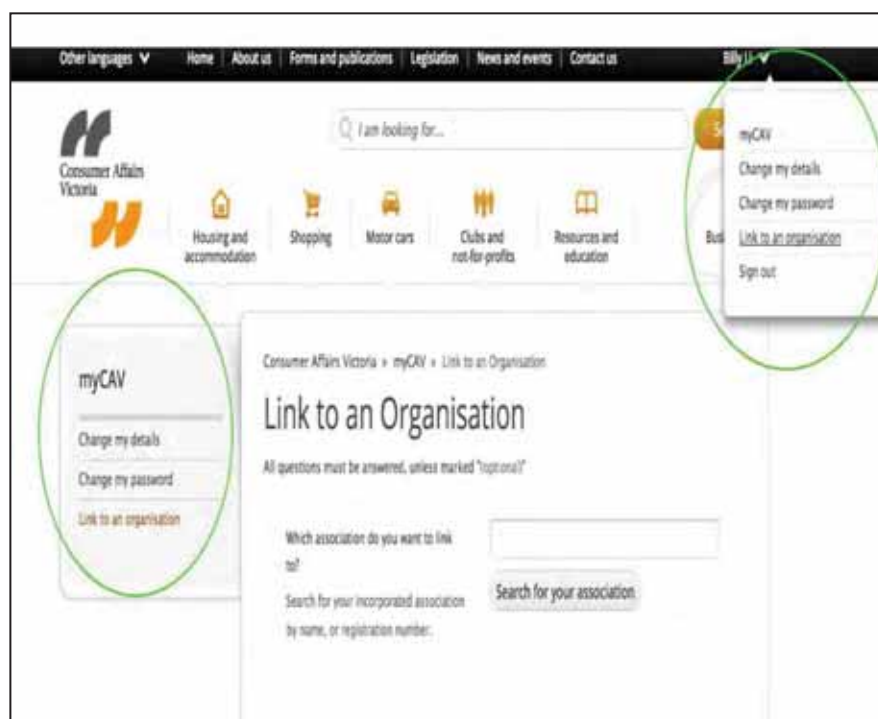
Note:

If you are not the person named, select **No**. A message will ask you to create a new myCAV account.

To do this select the link in the message, enter your name, email address and password and then the create account button.

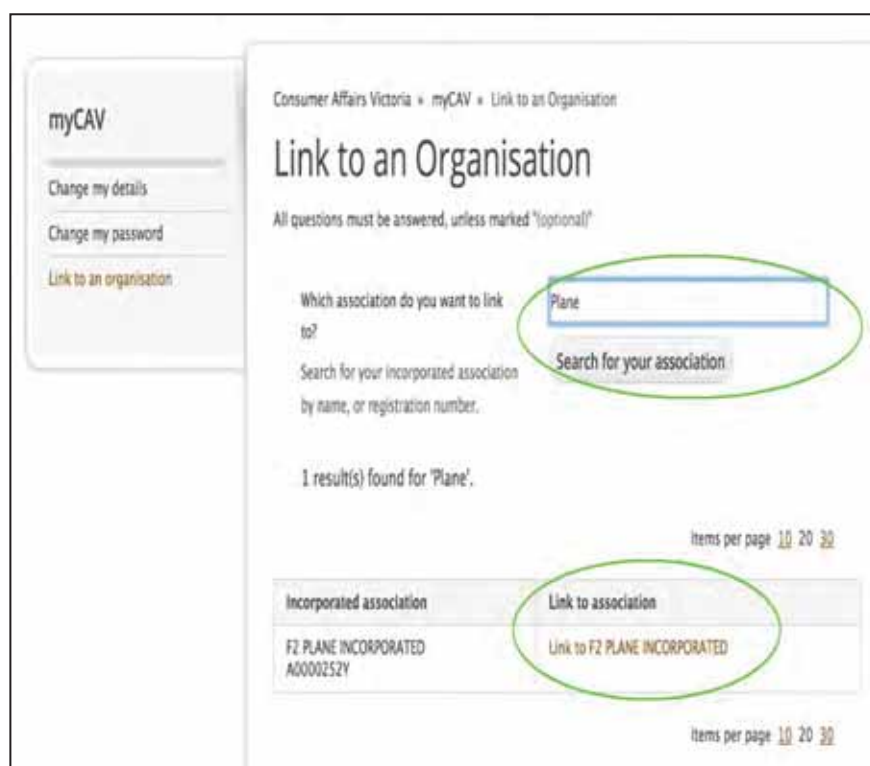
Once you have created a myCAV account you can link it to your association.

How to link your account to your association

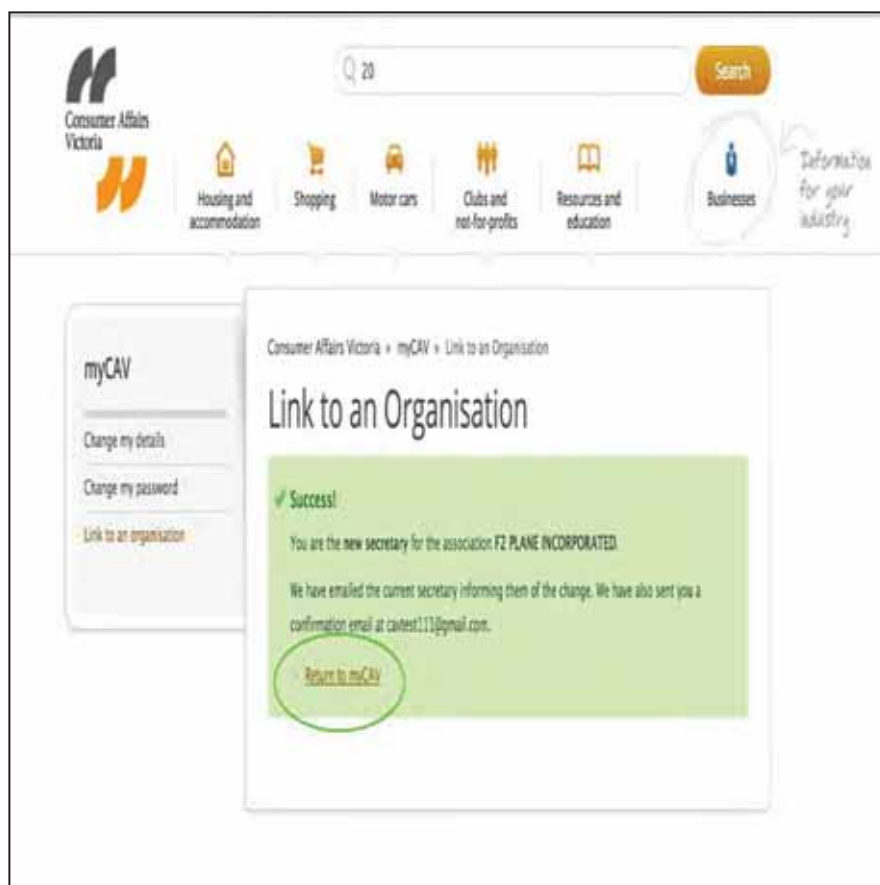


Once you have created a new myCAV account you can link it to your association.

1. Select your name at the top right of our website to open the drop down list.
2. Select **Link to an organisation** from the list.

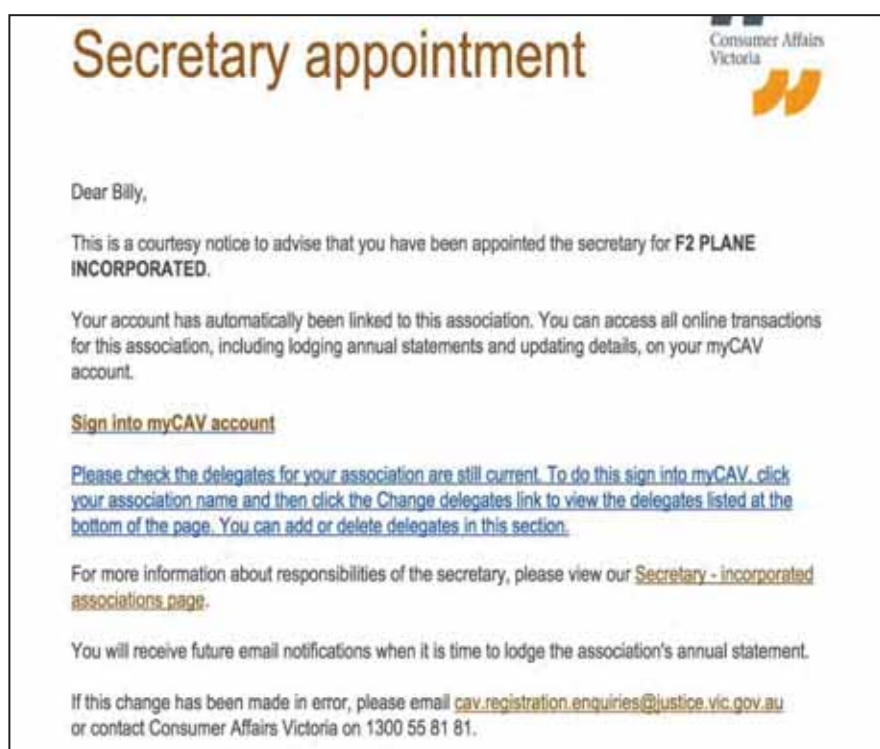


1. Enter the name of the association you want to link to and select the **Search for your association** button
2. When you see the name of your association, select the name.
3. Tick **OK** when a box appears with the question *Are you sure you want to link the association as secretary?*



An instant message will let you know you if you have been successful in linking your account to your association.

To go to your myCAV home page, select the **Return to myCAV** link in the message.



You will also receive an email letting you know you have been linked to your association.

When you select the link in the email you will go to the Sign in section on myCAV.

Welcome Billy Li

myCAV provides easy access to your association information and is a quick and convenient way for you to change details, update information and interact with us - all in the one place.

Incorporated Association - Registered
F2 PLANE INCORPORATED

Details

Register number	A000252Y
Date registered	13 March 2015
Last annual statement lodged	-
Secretary	Billy Li
Delegates	
Registered address	9 Ash Gr, BAYSWATER VIC 3153

[Download certificate](#)
[Download rules](#)

Actions

- > [Annual statement](#)
- > [Change address](#)
- > [Change secretary](#)
- > [Change delegates](#)
- > [Change rules](#)
- > [Change name](#)

Recent activity

16 March 2015	Changed Secretary - IA	Billy Li
---------------	------------------------	----------

Once you have linked your myCAV account to your association, you can sign in to your myCAV home page at any time.

How to use your myCAV home page

myCAV

Welcome Caroline Rojas

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis.

Incorporated Association - Registered
Port Melbourne Soccer Club Inc.

Details

Register number	A000643Z2
Date registered	13 January 2006
Last annual statement lodged	-
Secretary	Tram Nguyen
Delegates	Matthew Henstridge, Caroline Rojas, Daniel Craddock
Registered address	30 Bourke Street, Melbourne Victoria 3000

[Download certificate of association \(PDF, 200 KB\)](#)
[Download association's rules \(PDF, 250KB\)](#)

Actions

- > [Change address](#)
- > [Change secretary](#)
- > [Change delegates](#)
- > [Change rules](#)
- > [Change name](#)

[Annual statement 2014 available to lodge](#) [Lodge](#)

Only the secretary or delegate can change association details on myCAV.

When a change is made an email is sent to the secretary advising of the change.

On your myCAV home page select the arrow next to your association's name to:

- View your association details and recent activity.
- Download copies of your certificate and rules.
- Make changes to your association details by using the **Actions List**.
- Lodge your annual statement when it is due.

How to lodge your annual statement

myCAV

Change address

Change secretary

Change delegates

Change rules

Change name

Annual statement

Port Melbourne Soccer Club

Registration number: A2366446B

This annual statement is for the financial year ending **17 September 2014**.

For more information about lodging annual statements, view our [Annual statement page](#).

Fees

- > For tier 1 associations (total revenue of less than \$250,000), the fee is \$53.00
- > For tier 2 associations (total revenue of \$250,000 to \$1 million), the fee is \$105.90
- > For tier 3 associations (total revenue of more than \$1 million), the fee is \$211.80.

All questions must be answered, unless marked "(optional)"

Meeting details

Date of annual general meeting (AGM) DD MM YYYY 

Number of association members

Financial details

	Current year	Previous year
Gross value of assets	\$	
Gross value of liabilities	\$	
Gross value of revenue	\$	

All associations must lodge annual statements on myCAV within one month of their annual general meeting (AGM).

An email will be sent to remind you to lodge your statement.

Tier 1 associations – those with annual revenue less than \$250,000 - no longer need to lodge a **financial** statement with their **annual** statement.

Tier 2 and Tier 3 associations must attach financial statements and a copy of the review or audit report as electronic files.

Select the **lodge** link on your myCAV home page:

Trust accounts

Financial statement showing all income, expenditure, assets and liabilities, plus the mortgages, charges and securities on any property held by the trust the incorporated association administrators.

File you have attached:

Select file to attach

Declaration

By submitting this annual statement, I declare that:

- > The financial statements of the association for this financial year ending were submitted to the members of the association at that annual general meeting.
- > I am the secretary or authorised by the secretary in accordance with the *Associations Incorporation Reform Act 2012* to lodge this annual statement
- > copies of any documents and instruments accompanying this annual statement are true and correct
- > the particulars contained in this annual statement are true and correct and I acknowledge that it is an offence under section 208 of the *Association Incorporation Reform Act 2012* to make a false or misleading statement in relation to an annual statement
- > I acknowledge that Consumer Affairs Victoria will accept this communication as containing my signature for the purposes of the *Electronic Transactions (Victoria) Act 2000*.

☐ Agree

☐ Disagree

To: Payment

Select the **Lodge** link myCAV home page:

1. Enter the information required.
2. Attach supporting document as electronic files by clicking on **Select File to attach**. Find the documents on your computer, and select **Ok**. (files must be in .docx .slx .x .sx .text .pdf format and no larger than 5MB)
3. Carefully read the Declaration and select **Agree**.
4. Select **Next** to continue to payment.

Note: Agreeing to a Declaration on myCAV is legally binding.

How to make payments on myCAV

Consumer Affairs Victoria » myCAV » Change name

Change name

KEN'S GOLF CLUB INCORPORATED
Registration Number: A0000256Z

Payment method

Change name
\$26.50

☐ Credit card (online)

☒ Cheque (in person at an Australia Post outlet)

Next [Cancel](#)
To: Payment

When using myCAV, you can choose to make payments online, or in person, using a cheque, at a post office.

To make a payment:

1. Tick your payment method.
2. Select **Next** to go to the payment section.

If paying in person:

1. Check the information is correct, then select **Confirm**.

Note:

An invoice will be emailed to you, and you have 14 days to make the payment. You must ask for a receipt at the time of payment.

Change name

KEN'S GOLF CLUB INCORPORATED
Registration Number: A0000256Z

Payment confirmation

Payment method	Cheque (in person at an Australia Post outlet)
GST amount	\$0.00
Payment amount	\$26.50
Invoice date	17/03/2015

By clicking **Confirm**, you agree to pay the amount of \$26.50 within 14 days of the invoice date. An invoice will be sent to cavesting8@gmail.com.

Confirm [Cancel](#)
To: Complete

Payment Details

Click **Next** to proceed to the confirmation page where you can review your payment details.

Licence number: 17de911e-78cb-e411-80ea-c4346badb504

Lodgment number: 6f53edcb-acdb-4f76-902b-96e1b4df06a4

GST amount: \$0.00

Payment amount: \$33.10

Card holder name:

Credit card number:



Expiry date (mm/yyyy):

 /

Card verification number (CVN):

[What's this?](#)

To ensure you do not lose any data, use **Next** to continue.

Next

[Cancel](#)

If paying online:

1. You will need a debit or credit Visa or MasterCard.
2. Enter the card details and select **Next** to continue.
3. If the information is correct, select the **Make payment** button.

Note:

An instant message will advise if your payment has been successful and a receipt will be emailed to you.

How to change association name

Incorporated Association - Registered

KEN'S GOLF CLUB INCORPORATED

Details	Actions
Register number: A0000256Z	Change address
Date registered: 17 March 2015	Change secretary
Last annual statement lodged: -	Change delegates
Secretary: Cav FamilyName	Change rules
Delegates:	Change name
Registered address: 42-44 Bourke St, BREWARRINA NSW 2839	
Download certificate	
Download rules	

A special resolution is required to change the name of your association.

After the resolution has been passed:

1. Select **Change name** from the **Actions List**.

Consumer Affairs Victoria • myCAV • Change name

Change name

KEN'S GOLF CLUB INCORPORATED

Registration Number: A0000256Z

Fee for this transaction is \$26.50

View our [Update incorporated association details](#) page before changing the association's name.If you have made additional changes to the association's rules, you will need to lodge your [change of rules](#) separately.

All questions must be answered, unless marked "(optional)".

What is the proposed name of the association?

The name should reflect the purpose of the association. The name of an incorporated association must have the word "Incorporated" or "Inc" as the last word of the name.

Bob's Football Club

Incorporated

Preview of proposed name:

BOB'S FOOTBALL CLUB INCORPORATED

Check name availability

Date special resolution was held to change the association's name

01/03/2015

2. Enter the proposed name and select the **Check name availability** button.

Change name

KEN'S GOLF CLUB INCORPORATED

Registration Number: A0000256Z

Fee for this transaction is \$26.50

View our [Update incorporated association details](#) page before changing the association's name.If you have made additional changes to the association's rules, you will need to lodge your [change of rules](#) separately.

All questions must be answered, unless marked "(optional)".

✓ The name chosen is available.

What is the proposed name of the association?

The name should reflect the purpose of the association. The name of an incorporated association must have the word "Incorporated" or "Inc" as the last word of the name.

BOB'S FOOTBALL CLUB INCORPORATED

Change name

Date special resolution was held to change the association's name

01/03/2015

1. A message will advise if the name is available.

Note:

If the name is not available, you will need to choose another name.

4. Enter the date of the special resolution.

Please attach a consolidated copy of the rules with new name

[Browse...](#) No file selected.

Files you attach to this form must be:

- > in .doc, .docx, .xls, .xlsx, .txt, .pdf format
- > no larger than 5MB

File you have attached:

Declaration

I declare that the registered association name was passed as a special resolution at a general meeting.

- ☒ Agree
☐ Disagree

[Next](#)

[Cancel](#)

To: Payment
Options

5. Attach a copy of your rules with the new name of your association as an electronic file.

6. Read the legal and binding Declaration and select **Agree** and **Next** to go to payment.

Consumer Affairs Victoria » myCAV » Change name

Change name

KEN'S GOLF CLUB INCORPORATED

Registration Number: A0000256Z

✓ Success

Your association name has been changed.

A copy of your invoice has been emailed to cavtesting8@gmail.com.

Please ensure you pay your invoice within 14 days of the invoice date, otherwise your change of name will be cancelled.

For more information about your obligations, view our [Running an incorporated association section](#).

What next?

> [Return to myCAV](#)

After completing the payment section, you will receive an instant message advising your association name has been changed.

Welcome Cav FamilyName

myCAV provides easy access to your association information and is a quick and convenient way for you to change details, update information and interact with us – all in the one place.

Incorporated Association – Registered

BOB'S FOOTBALL CLUB INCORPORATED

Details

Register number	A0000256Z
Date registered	17 March 2015
Last annual statement lodged	-
Secretary	Cav FamilyName
Delegates	
Registered address	42-44 Bourke St, BREWARRINA NSW 2839

[Download certificate](#)

[Download rules](#)

Recent activity

17 March 2015	Changed Name and Rules - IA	Cav FamilyName
---------------	-----------------------------	----------------

Actions

- [Change address](#)
- [Change secretary](#)
- [Change delegates](#)
- [Change rules](#)
- [Change name](#)

The next time you sign into myCAV you will see the name of your association has been changed.

How to change rules

myCAV

Welcome Caroline Rojas

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis.

Incorporated Association - Registered

Port Melbourne Soccer Club Inc.

Details

Register number	A00064322
Date registered	13 January 2006
Last annual statement lodged	-
Secretary	Tram Nguyen
Delegates	Matthew Henstridge, Caroline Rojas, Daniel Craddock
Registered address	30 Bourke Street, Melbourne Victoria 3000

[Download certificate of association \(PDF, 200 KB\)](#)

[Download association's rules \(PDF, 250KB\)](#)

Annual statement 2014 available to lodge [Lodge](#)

Actions

- [Change address](#)
- [Change secretary](#)
- [Change delegates](#)
- [Change rules](#)
- [Change name](#)

A special resolution is required to change the rules of your association.

After the resolution is passed:

1. Select **Change rules** from the **Actions List**.

Consumer Affairs Victoria > myCAV > Change rules

Change rules

Port Melbourne Soccer Club
Registration number: A2366446B

Fee for this transaction is \$165.60.

For information about drafting rules, view our [Incorporated association rules page](#) and ensure the changes made meet the [23 mandatory matters](#) in the *Association Incorporation Reform Act 2012*.

All questions must be answered, unless marked "(optional)"

Select type of rules: Own rules

Date special resolution was held to change the rules: DD MM YYYY

1. Select **Own rules or model rules** from the drop down list.

3. Enter the date of the special resolution.

File you have attached: Soccer Club resolution.docx (300kB)
[Remove this file](#)

Financial year end date: DD MM YYYY

Purpose of association
This is generally a two to four sentence statement describing what the association hopes to achieve.

Please attach a consolidated and complete copy of the rules

Files you attach to this form must:

- > be in .doc, .docx, .xls, .xlsx, .txt, .pdf format
- > no larger than 5MB

File you have attached: Soccer Club rules.docx (350kB)
[Remove this file](#)

Declaration

By submitting these rules, you are declaring that your association's rules meet the 23 required matters in the *Association Incorporation Reform Act 2012*.

☐ Agree
☐ Disagree

Next [Cancel](#)
To: Payment

4. Attach a copy of the special resolution as an electronic file.

5. Enter the financial end of year date and the purpose of your organization.

6. Attach an electronic copy of your rules.

7. Select **Agree** to the Declaration and **Next** to go to payment.

How to change secretary or update details

myCAV

- Change address
- Change secretary
- Change delegates
- Change rules
- Change name

Consumer Affairs Victoria > myCAV > Change secretary

Change secretary

Port Melbourne Soccer Club
Registration number: A2366448B

All questions must be answered, unless marked "optional".
Please note: Only the secretary can change secretary details.

Secretary
Name: Kylie Liggins

Do you want to:

☒ Update current secretary's details
☐ Change to new secretary

Update current secretary

Given name(s):

Family name:

Residential address:

Is this address also the registered address for the incorporated association?
☐ Yes
☐ No

Daytime telephone number:
Mobiles OK. For landlines, include area code. Only numbers accepted.

Only the current secretary can change the name of the secretary.

To change the secretary details:

1. Select **Change secretary** from the **Actions** list on your myCAV home page.

2. Then select **Update current secretary's details** or **Change to new secretary**.

New secretary

By adding a new secretary, you are confirming that the secretary is

- at least 18 years of age,
- a resident in Australia
- not bankrupt or a represented person under the *Guardianship and Administration Act 1986*

Given name(s):

Family name:

Residential address:

Is this address also the registered address for the incorporated association?
☐ Yes
☐ No

Daytime telephone number:
Mobiles OK. For landlines, include area code. Only numbers accepted.

Email address:
A confirmation email will be sent to the new secretary.

[Cancel](#)

4. Enter the new details.

5. Select **Save**. If the secretary is changed, an email will go to the outgoing secretary and the association's delegates advising of the change.

The incoming secretary will receive an email confirming their appointment and a link to activate a myCAV account.

How to add or remove a delegate

myCAV

- Change address
- Change secretary
- Change delegates**
- Change rules
- Change name

Consumer Affairs Victoria > myCAV > Change delegates

Change delegates

Port Melbourne Soccer Club
Registration number: A2004408

Delegates

Up to three additional people may be added as delegates of the secretary to assist in meeting their obligations on behalf of the association. For more information view our [Delegates page](#).

All questions must be answered, unless marked 'optional'

Given name(s)

Family name

Email

Role within the association

This person is authorised by the secretary to perform myCAV transactions on behalf of the association. ☐ Yes ☐ No

Add delegate

Delegate name	Email	Role	
Matthew Herndridge	matt@herndridge.com.au	Accountant	Remove
James Heywood	james.heywood@pssk.vic.gov.au	Lawyer	Remove

A secretary can authorise up to three delegates to help them with administration tasks on myCAV, if required.

To add a delegate:

1. Select **Change delegates** from the **Actions list**.
2. Enter the details of the new delegate and tick to confirm the delegate has been authorised by the secretary.
3. Select **Add delegate**.

If you already have three delegates, the secretary must remove an existing delegate before a new one can be added.

To remove a delegate:

1. Select **Delete** next to their name.

2. An email will go to the outgoing delegate and the current secretary advising of the change.

Outgoing secretaries and delegates will no longer have access to the association's details on their myCAV account

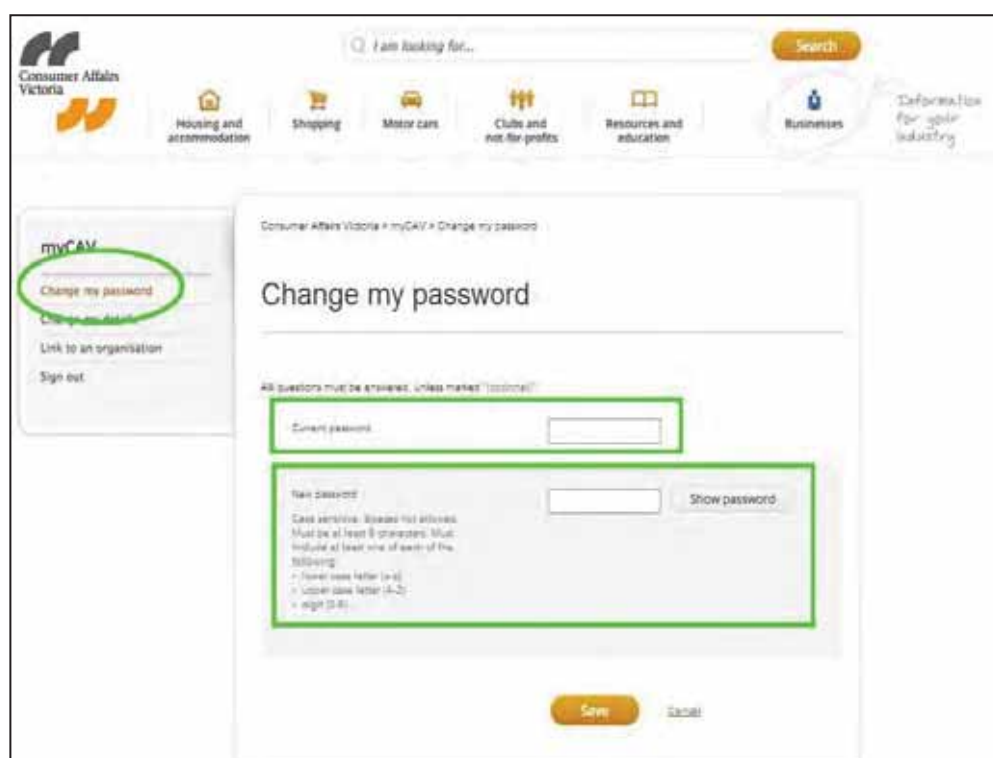
How to change personal details



For privacy reasons, the only personal details you can see on myCAV are your own.

To change your personal details:

1. Go to our website and select your name at the top of the screen to open the drop down list.
2. Select the task you want to undertake.



For example to change your password:

1. Select **Change my password** from the list.
2. Enter your current password.
3. Enter a new password and select **Show password** to make sure it is correct.
4. Select **Save** and an instant message will confirm the change.

How to reset your password

If you forget your password:

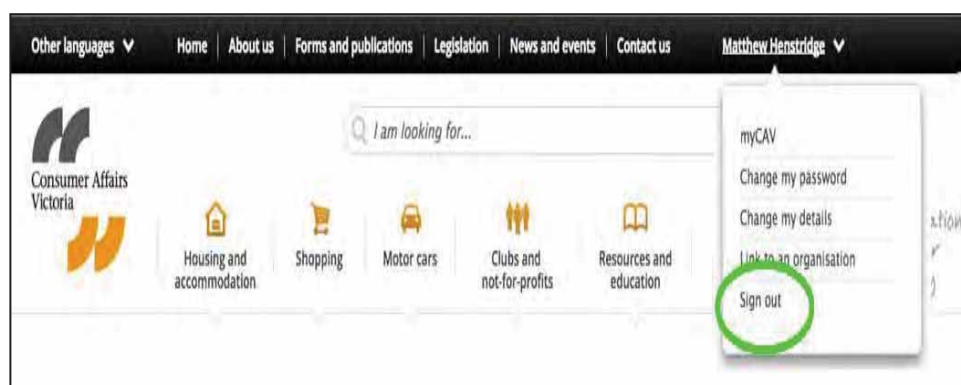
1. Go to the **myCAV Sign in** page and select **Forgotten/reset password**.
2. Enter your email address and select **Send link**.

An email will be sent to you to change your password.

You have 24 hours to select the link and follow the instructions to create a new password.

If the link expires before you change your password, repeat the process.

How to sign out of myCAV



For security reasons, always sign out after using myCAV.

1. Select **Sign out** at the top right of the screen.

Activities not on myCAV

The only activities that cannot be done on myCAV are:

- the amalgamation of associations
- requesting for an extension of time to hold an AGM and lodge an annual statement
- winding up or cancelling an association.

Forms for these activities are available on our website www.consumer.vic.gov.au/associations

Update your internet browser

For the best results, we recommend you use Google Chrome as your internet browser. Chrome is a fast and efficient browser and can be downloaded for free.

Translation services

Information about myCAV is available in different languages on our website www.consumer.vic.gov.au/languages

You can call our free translation service on 131 450. Name your language in English, and ask the interpreter to call our helpline on 1300 55 81 81 during business hours.

Assistance is also available on our Koori Helpline 1300 661 511.

More information

To view our tutorial videos on myCAV and for more information and updates on myCAV visit: consumer.vic.gov.au/associations

To subscribe to our not-for-profit newsletter which includes information for incorporated associations visit: consumer.vic.gov.au/newsletters

myCAV will be updated regularly. While the look of myCAV may change over time, its easy step-by-step processes will continue to help you complete tasks quickly and conveniently for your association.

Blank Page

Volunteers

2.1 The Universal Declaration of Volunteering

This Declaration supports the right of every woman, man and child to associate freely and to volunteer regardless of their cultural and ethnic origin, religion, age, gender, and physical, social or economic condition. All people in the world should have the right to freely offer their time, talent, and energy to others and to their communities through individual and collective action, without expectation of financial reward⁸.

2.2 Who is a Volunteer?

Volunteering is time willingly given for the common good and without financial gain. There are four principles that are fundamental to volunteering⁷:

- **Choice:** Volunteering must be a choice freely made by each individual
- **Diversity:** Volunteering should be open to all, no matter what their background, race, nationality, religion, ethnic or national origins, age, gender, marital status, sexual orientation or disability
- **Mutual Benefit:** Volunteers offer their contribution unwaged but should benefit in other ways in return for their contribution. Giving voluntary time and skills must be recognised as establishing a reciprocal relationship in which the volunteer also benefits and feels that their contribution is personally fulfilling
- **Recognition:** Explicit recognition of the value of the contribution of volunteers is fundamental to a fair relationship between volunteers and the organisation they volunteer in

2.3 The Role of the Volunteer

- Provide social support to the members (not personal care, not attendant care and not case management)³;
- To provide a link between the members and the Community Group;
- To support members who are engaged in the Group goals
- To facilitate and encourage members access and participation in the community;
- To monitor the well-being of the members
- To communicate to committee regarding the member's needs (and changing needs)

2.4 How to Become a Volunteer

To become a Volunteer, there is a process that needs to be followed (refer to **Attachments** for samples)⁶:

1. Fill Out Volunteer Application Form (**Attachment 1.1**)
2. Volunteer Declaration (**Attachment 1.2**)
3. Volunteer Confidentiality Agreement (**Attachment 1.6**)
4. 100% ID (e.g. Drivers Licence, Medicare/Healthcare Card etc.)
5. Police Check
6. Full Comprehensive Car Insurance (**Attachment 1.7**)

Visa for Volunteers from Overseas

There are a number of Visas granted to people from overseas that allow them to participate in volunteering¹⁰. Further information can be obtained from the Department of Immigration & Border Protection website – www.immi.gov.au/visas.

Required Checks

Background checking, including criminal records checks, is routinely used to screen many potential volunteers for suitability in volunteer roles. This is particularly the case where people volunteer with ‘vulnerable’ groups such as children, the elderly, and people with disabilities, or in roles that have financial or driving responsibilities¹¹.

Background checks may include

- Police Checks
- Working with Children Checks
- International Police Checks

Training

Responsible (**Name of Community Group**) ensures their volunteers are properly trained. (**Name of Community Group**) must take into consideration the time and costs associated with training volunteers.

There are some sources that provide FREE training for volunteers. Information can be found online through various organisation sites (refer to **2.9 References & Resources**).

2.5 Volunteers Rights & Responsibility

As a volunteer you have the **responsibilities**³:

- To be reliable, to arrive on time, to notify the appropriate person in the organisation if you are not available
- Be aware of the consequences of being over-involved in a task where it may become a burden rather than a pleasure.
- Be aware of your own needs, a happy and relaxed friend is preferable to a harassed volunteer
- To stipulate his/her limitations, and your right to be reimbursed for out-of-pocket expenses if required.
- To agree to the organisation's volunteer policies and procedures
- To respect confidentiality
- To respect the rights of the services recipients and volunteers
- To have a non-judgemental approach
- To represent the interest of the program – not yourself
- To carry out specific job description
- To give feedback/communicate relevant and important information
- To be accountable and to accept evaluation
- To be committed to the program
- To recognise personal and external limitations on commitment
- To acknowledge decisions made by the co-ordination
- To undertake training and have a good understanding of the program
- To address areas of conflict with the appropriate committee or community group member

As a volunteer you have the **right**³:

- To receive accurate information about the agency and its policy and/or philosophy on volunteers.
- To refuse tasks, which do not suit you, which may be too difficult to maintain, or which may interfere with your lifestyle.
- To receive a clearly written comprehensive job description
- To have a reasonable understanding of line of accountability
- To be seen as belonging- by being included in meetings social function, etc.
- To be appreciated and supported in your role.
- To know who to turn to with problems and difficulties
- To have your work valued by the organisation
- To regularly receive constructive feedback
- To be trusted with confidential information if it is necessary in order to carry out your job
- To be safe in the job
- To be covered by insurance
- To have choices and to be able to negotiate
- To be confident to say no
- Not to be exploited
- To be taken seriously
- To be informed of the organisation's policies and process of reimbursement of volunteer's transportation cost
- To be consulted on matters which directly or indirectly affect you and your work.

2.6 Principles of Volunteering

What we expect from our Volunteers

The relationship between an organisation and its volunteers is an organic, ever-changing entity. While we do try to provide a relaxed, open environment, certain policies must be implemented and enforced. As a volunteer for our organisation, you are the public face of (**Name of Community Group**). Anything you do while volunteering reflects our organisation. The following list lays out what we expect from our volunteers³:

- To perform all tasks to the best of their abilities, skill and level of responsibility.
- To actively seek guidance from staff to improve performance.
- To arrive at all assignments on time.
- To keep accurate record of volunteer time.
- To dress appropriately.
- To demonstrate compassion, kindness and understanding to the clients you work with.
- To promote a safe working environment and report any hazards to the volunteer coordinator.
- To respect facilities, equipment and any other organisation property.
- To work effectively in a team environment.
- To represent our organisation in professional manner at all times.

Skills Volunteers Gain from their Work

Through volunteering you can learn a wide range of skills, such as how to³:

- Listen to people
- Empower people through teaching and exchanging skills
- Help and support people with disabilities
- Prepare and serve food
- Transport People and goods
- Save lives and property through emergency relief work
- Create craft activities for community members
- Make good work possible through fundraising and sales
- Run a raffle
- Care for animals
- Build a sustainable world by working in the environment
- Write reports and meet governance responsibilities of committees of management
- Write press releases
- Represent advocate on behalf of the community group you volunteer for
- Lead a Community group through management and committee work; and much more.

Things Volunteers Must **Not Do**¹²:

- Carry out nursing duties or personal care duties (e.g. dressing of wounds, bathing etc.).
- Perform any kind of housework
- Become involved in, or accept responsibility for the members financial or property affairs
- Provide the person with their telephone number
- Interfere with members family matters

2.7 Volunteer Code of Conduct

Confidentiality

Volunteers shall not use confidential information gained through their activities as a volunteer for the purpose of securing a private benefit for themselves or for any other person. Volunteers shall not disclose any confidential information for any reason without authority. Volunteers shall not disclose private or personal information of client, staff or organisation, to friends, family or to any other agencies ¹².

Gift Policy

Volunteers must **NOT**¹²:

- Undertake work or advice beyond their professional competence.
- Take gifts or presents for performing their duties. (However, small appropriate thank you gifts such as flowers, chocolates or other food products are acceptable where refusal would be offensive to the client.)
- Volunteers are expected to exercise professional judgment regarding the appropriateness of gifts, and to where practicable discourage the offer of gifts without causing offence.

Grievance Resolution

If a volunteer has a grievance issues, he/she may exercise their right to take the matter further. All grievance matters are dealt with confidentially, unbiased, non-victimisation and in a timely manner².

Steps to take with a grievance:

- Try to resolve the issue directly with the person involved if possible
- If this fails, go to your Secretary
- If this fails, you can go to the Chairperson

2.8 Legal Issues in Volunteering

There are two main legal issues relevant to volunteering that relate to insurance and duty of care³.

Insurance

- Volunteers are not covered by WorkCover, therefore they must be covered by the organisation's personal accident policy.
- In many cases the Department of Human Services provides insurance cover where they are the funding source
- It is important that you find out the type and level of insurance cover that applies to your volunteer position³.

Duty of Care

Duty of care falls into two areas; the duty of care of you owe to the (Name of Community Group), it's members and committee members, and the duty of care the (Name of Community Group) owes to you as a volunteer³.

You're Duty of Care to the (Name of Community Group)

Volunteers are required to exercise a Duty of Care at all times within the (Name of Community Group), when working with other members (volunteers) and when working with community members of the (Name of Community Group).

It is expected that volunteers will take reasonable care to avoid injury to themselves, other members of the (Name of Community Group). Volunteers are also expected to prevent damage to property and to report damage or safety hazards they become aware of. The volunteer should not be careless or negligent, should not take risks, should exercise reasonable caution, and use common sense in all matters³.

The (Name of Community Group) Duty of Care

(Name of Community Group) are required to do everything 'reasonably practicable' to protect the health and safety of volunteers and community members. To this end many (Community Groups) have policies which impact on their Duty of Care, e.g. confidentiality, risk management and occupational health and safety policies.

The not-for-profit (Community Group) in which volunteer's work do everything they can to ensure the rights of volunteers are observed and that they are supported and assisted. Similarly, volunteers are bound to meet their responsibilities to the organisation and work within the boundaries of their volunteer role. Despite this sometimes things can go wrong.

It is important to be aware of what can go wrong in volunteering³.

Potential (Community Group) Problems

- Unclear volunteer job description
- Unclear boundaries
- Unreliable volunteers (saying they can do something they either don't have the time or skill to do).
- Asking volunteers to do work of paid members
- Undervalued volunteers – not supported
- Under-worked volunteers – no real tasks
- Tasks do not meet the needs of the volunteer – inadequate preparation and matching of volunteer to task³.

Potential Volunteer Problems

- Doing too much (continually working in excess of agreed hours or doing work outside of volunteer role), with the potential for a negative impact on the volunteer
- Getting too emotionally involved
- Breaching confidentiality
- 'Rescuing' people – interfering in lives beyond the job role
- Saying 'yes' when you want to say 'no'
- Heroism – disempowering members³

2.9 References & Resources

Organisation	Description	Contact Details
Volunteering Australia	Volunteering Australia is proud to work collaboratively with the State and Territory peaks to lead, strengthen, promote and celebrate volunteering and civic participation in Australia.	Website: www.volunteeringaustralia.org Phone: 02 9310 2999 Postal Address: PO Box 128 Civic Square Canberra 2608
Volunteering Victoria	To facilitate opportunities for people and organisations to assist members of the Australian community who are in need through volunteering. This is achieved through a range of activities, including advocacy, sector development, research, the promotion of volunteering and collaboration with like-minded individuals and organisations.	Website: www.volunteeringvictoria.org.au Office: Level 2, 491 King Street West Melbourne, VIC 3003 Phone: 03 8327 8500
The National Standards for Volunteer Involvement	The National Standards for Volunteer Involvement Online Self-Assessment Tool provides organisations across Australia with an easy-to-use online self-assessment tool to work towards meeting the National Standards for Volunteer Involvement	Website: www.volunteeringaustralia.org/policy/national-standard-and-supporting-material/ Phone: 02 9310 2999 Melbourne Office: Abbotsford Convent, Studio C1.11, 1 St Heliers Street Abbotsford, VIC 3067
Wyndham City Council Volunteer Directory	Council's Customer Database. Used to identify you when communicating with Council and for Council to deliver services and information to you.	Address: 45 Princes Highway, Werribee, VIC 3030 Phone: (03) 9742 0777 Website: https://www.wyndham.vic.gov.au/volunteerdirectory
Volunteer West	Provide training, advice and support to volunteer coordinators and volunteer involving organisations. Working in partnership with government and volunteer organisations to encourage the growth of socially inclusive volunteering. Promoting best practice volunteer management	Phone: (03) 9398 1233 Mailing Address: 123 Queen Street, Altona 3018, VIC Australia Website: http://www.volunteerwest.org.au/
Brimbank City Council	With a variety of volunteering activities to choose from, including environmental, library and festival events, you're sure to find something that's a perfect fit for you.	Website: https://www.brimbank.vic.gov.au/community/volunteering Phone: (03) 9249 4000 Mailing Address: PO Box 70, Sunshine VIC 3020
Go Volunteer	The website uses a national database of volunteering opportunities, by matching people to appropriate volunteer interests.	Website: www.govolunteer.com.au
Victoria Volunteer Portal	Free online resource provides information about volunteering, what it involves and how to find volunteering opportunities, including training, background checks and volunteering in an emergency.	Website: www.volunteer.vic.gov.au Telephone: (03) 9096 1183 Address: 50 Lonsdale Street, Melbourne, Victoria, 3000

CrimCheck	The quick and easy way to obtain your Accredited Australian National Criminal History Check.	Website: www.crimcheck.org.au Contact: 1800 080 095 Postal Address: PO BOX 10091, ADELAIDE BC, SA 5000
Network West	Provides support to Neighbourhood Houses (NHs) across the Western Metropolitan Region of Melbourne in the areas of governance, management, operational and program development.	Phone: (03) 9376 4449 Address: 13A Wingate Ave, Ascot Vale VIC 3032 Website: https://networkwest.net/
United Nations Online Volunteering	Volunteers contribute directly to the work of development organizations, working from a computer, tablet or mobile phone anywhere in the world. Volunteering online allows volunteers to develop their skills and take on new roles that their professional life may not necessarily provide.	Website: www.onlinevolunteering.org Inquires email: info@onlinevolunteering.org . Mailing Address: Online Volunteering service United Nations Volunteers Postfach 260 111 D-53153 Bonn Germany
Other useful links		
Link to Victorian Councils	www.vic.gov.au	
Department of Social Services	www.dss.gov.au	
Department of Health	www.health.gov.au	
Grants Victoria	www.vic.gov.au/grants.html	
Australian Charities & Non & Not-for Profits Commission	www.acnc.gov.au	
Probono	www.probonoaustralia.com.au	
Justice Connect	www.justiceconnect.org.au	
Worksafe Victoria	www.worksafe.vic.gov.au	
Fairwork Commission	www.fwc.gov.au	
VMIA	www.vmia.vic.gov.au	

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5. Department of Human Services. 2014. Volunteers Rights & Responsibilities. State Government Victoria. <http://www.volunteer.vic.gov.au/information-for-volunteers/volunteer-rights-and-responsibilities>
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9. Volunteering Australian Inc. (2001). National Standards for Involving Volunteers in NOT-FOR_PROFIT ORGANISATIONS. Second Edition. <https://volunteeringaustralia.org/wp-content/uploads/VA-National-Standards-for-involving-volunteers-in-not-for-profit-organisations.pdf>
10. Volunteering Australia (2005). Visas for Volunteers from Overseas. National Volunteer Skills Centre. Information Sheet. https://www.volunteeringaustralia.org/wp-content/files_mf/1376971618VAVisasforOverseasVolunteersJune2005.pdf
11. Greater Dandenong Volunteer Resource Services (2015), Volunteer Management Information Kit, <http://sev.org.au/wp-content/uploads/Volunteer-Management-Resource-Kit-GDVRS.pdf>
12. AMCS Volunteer Policy and Procedure Manual 2016,

ATTACHMENTS:

Note: The following documents are intended as a sample only.

1.1 VOLUNTEER APPLICATION FORM (SAMPLE)

Date:			
First Name:			
Last Name :			
Middle Name:			
Date of Birth:			
Male/Female:			
Address:			
Suburb:		State:	Postcode
Phone:	(h)	(w)	(m)
Email:			
Language spoken Other English:			
1).....			
2).....			
3).....			
Do you have a current Driver's Licence?	Yes ☐	No ☐	tick appropriate box(es) below
Will you be using your Car:	☐ Yes ☐ No		
Will you be using public transport:	☐ Yes ☐ No		
Emergency Contact Name:	Phone:		
Relationship to you:			
Medical Information: (Group Name) has a duty of care to protect your safety health and/or safety while you are a volunteer.			
Do you have an existing medical disability/condition/Injury that may affect your work? (special specify)			

It is a requirement that all volunteers undertake a police check prior to commencing any voluntary work at the (group name).

Do you have a current Police Check certificate? ☐ Yes ☐ No (please specify)

If not, are you willing to undertake a police check? ☐ Yes ☐ No

Police Check Reference number:
(office use only)

What is your current work status?

☐ Full Time ☐ Retired ☐ Home Duties ☐ Job Seeker
☐ Part Time Worker ☐ Income Support ☐ Traveller/Visitor ☐ Student

Where did you hear about the (Group Name) and our volunteer opportunities?

☐ Website ☐ Brochure/Flyer ☐ Friends/Family ☐ Local Newspaper
☐ Local service providers ☐ Centrelink ☐ Family Doctor ☐
 Other.....

Volunteer Preferences:

Distance from home you are prepared to travel:

Up to 5 kms ☐ Up to 10 kms ☐ Up to 15 kms ☐ Up to 20 kms ☐ Up to 25 kms ☐

Volunteer Start date:

Preferred Days & Times per week:

Day:

- ☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Time:

Weekly ☐

Fortnightly ☐

Monthly ☐

What attracted you to the (Group Name) in particular?

- | | | |
|---|---|---|
| ☐ Help others/give back to community | ☐ Using skills/learning new skills | ☐ Social interaction |
| ☐ Personal Satisfactory difference | ☐ Gain Work experience/reference | ☐ Make a |
| ☐ To be active/keep busy confidence | ☐ Practising English | ☐ Build |
| ☐ To find a Job | ☐ Centrelink/Job Network referrals | |

Skills and Qualifications:
Formal Qualification:

(e.g. Diploma, Degree, Trade Cert etc.)

Other Training/Certificate:

(e.g. First Aid, Advance Driving etc.)

Employment and/or Volunteer History:

What was your most recent paid position?	Position:	Organisation:
What was your most recent volunteer position?	Position:	Organisation:

Are there any group/job you would not be comfortable with?

☐ Yes ☐ No (please

specify) _____

Do you have preferences when working with clients:

☐ Men Matter
 ☐ Women
 ☐ Elderly
 ☐ Young
 ☐ Disabled
 ☐ Doesn't

Permission to Use Photographs & Video

I _____, AGREE for to take, use, & distribute photographs, to promote volunteering or the group.

Signed _____ Date _____

References

Please provide two personal or professional references:

Name	Phone number	Relationship to you
1.		
2.		

Reference Notes: (office use only)

Referee Name: _____

Referee notes:

I hereby attest that the above information is true to the best of my knowledge:

Signature of (Committee Member): _____ Date:/...../.....

Volunteer Declaration:

I am applying for volunteer work with (*Group Name*). I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.

I Understand that I may be required to participate in an interview and selection process, undertake a reference check and background check, and undertake induction/training prior to my commencement.

I declare that the information contained in this application is true and correct.

Volunteer Signature: Date:/...../.....

1.2 VOLUNTEER DECLARATION (SAMPLE)

(Name of Community Group/Organisation) Volunteer Declaration

I _____ familiar with:

- The National Service Standards for [Name of Organisation] (Name of Community Group/s)
- Volunteers right and Responsibilities

As a volunteer I should:

- Not carry out (description) duties which are meant for (description) professionals
- Not become involved in private or family matters of the (client) person and push my own views
- Respect individuals religious or political views and not try to change them if they do not match my own
- Not become involved in the management of the client's financial affairs or accept responsibility for her/his property
- Not accept payment for visiting nor accept monetary gifts, bequest or any other gifts that have other than minimum value
- Not disclose any confidential information regarding a client or his/her affairs

Volunteer's signature: _____ Date: ____/____/____

Revision History

Date	Revision	Description of Revision

1.3 VOLUNTEER TRAVEL EMBURSEMENT (SAMPLE)

VOLUNTEER TIMESHEET

Volunteer's Name:

DATE:	CLIENT NAME:	START TIME:	FINISH TIME:	HOURS:	COMMENTS:
TOTAL DAYS:			TOTAL HOURS:		

I confirm that this is a true and accurate record of the hours that I have worked.

Volunteer's Signature:

President's signature: _____ Date: ____/____/____

1.4 VOLUNTEER JOB POSITION DESCRIPTION (SAMPLE)

Position Description

Position Title:

Hours

Program:

Reports to:

Date

Community Group/Organisation Background Description (.....)

Vision
(.....)

Mission
(.....)

Duties:

Volunteers have the right to know the task they are asked to do by the client and to accept only as much responsibility as he/she wishes. If the task is not clearly defined or the volunteer has questions, he/she can ask that the task be clarified. The volunteer should not undertake a task for a client other than those given in the guidelines as it may not be in a client's best interests.

Key Selection Criteria (General Sample)

- *Other language or languages essential, preferable but not necessary.*
- *Reliability and to have interest in working with elderly frail or younger people with disabilities.*
- *To be commit one to two hours per week of volunteer work or as required.*
- *To be abide and to respectful of confidentiality*
- *To be able to function within individual and group situations*
- *The ability to work without supervision*
- *Have an Interest in working with elderly frail or younger people with disabilities as well as be reliable*

Police Check

Police checks are required from every committee member, staff, and volunteers. The MRC North West will pay the relevant fees. The volunteers have a duty to ensure that all reasonable efforts are made to ensure Police Check forms are completed within the required period.

Training

Volunteers will receive training, on the needs and the rights (according to Community group expectations), confidentiality rights and responsibilities, limitations. Additional training will be provided based on individual needs.

1.5 VOLUNTEER TIMESHEET (SAMPLE)

VOLUNTEER TIMESHEET

Volunteer's Name:

DATE:	CLIENT NAME:	START TIME:	FINISH TIME:	HOURS:	COMMENTS:
TOTAL DAYS:			TOTAL HOURS:		

I confirm that this is a true and accurate record of the hours that I have worked.

Volunteer's Signature:.....

President's signature: _____ Date: ____/____/____

1.6 VOLUNTEER CONFIDENTIALITY AGREEMENT (SAMPLE)

To: (Name of Community Group)

I, _____ agree that I will act at all times to preserve the _____ (Name of Volunteer) confidentiality of all personal information of which I become aware during the course of fulfilling my duties as a volunteer at (Name of Community Group).

I further agree that, in particular, I will preserve the confidentiality of any personal information which I receive with respect to (Community members and Committee Members).

I will hold all such information in the strictest of confidence and I shall not use, copy or disclose such information to any other individual within or outside of the (Name of Group), in whole or in part, in any manner or form, unless I have obtained the permission of the (Committee Member / Community Group).

Executed and witnessed this _____ (Date.....).

Committee Member(s) Name: _____

(Community Group): _____

(Print Name of Volunteer) _____

(Signature of Volunteer) _____

(Signature of Group Member) _____

1.7 VOLUNTEER VEHICLE COMPREHENSIVE INSURANCE (SAMPLE)

Volunteer Private Vehicle Comprehensive insurance & Vehicle registration Verification Form.

This Form is to be filled in by Volunteers using their private vehicle for (Community Group) approved activities.

Volunteer Information

Name _____

Address _____

License no. _____

Motor Vehicle Information

Private vehicle registration no. _____

Make _____ Model _____

Type of Car:

- ☐ Sedan
- ☐ Station wagon
- ☐ Hatchback
- ☐ Ute
- ☐ People mover

Insurance Information

Name of Insurer: _____

Policy Number:

Comprehensive Insurance ☐ Yes ☐ No

Please note: Volunteers must have comprehensive insurance cover

Checklist

Documents to be provided as copies, and to be kept on file.

- ☐ Current Driver's License
- ☐ Private motor vehicle registration
- ☐ Comprehensive insurance

Signature _____ Date: _____

(Group member) Signature: _____ Date _____

1.8. VOLUNTEER CERTIFICATE OF APPRECIATION (SAMPLE)

CERTIFICATE OF APPRECIATION

AWARDED TO

Name

For being an Outstanding Professional

We couldn't do it without you!

Awarded this _____ of _____, 2018

President Name

Signature

1.9 Volunteer Policy & Procedure

The National Standards for Volunteer Involvement in Not-for-Profit Organisations represent what Volunteering Australia regards as 'best practice' in the management of volunteers. The standards emphasise the importance of adopting a systems approach to managing volunteers; an approach that aims to meet the needs of volunteers so that they in turn are able to meet the needs of those to whom they provide a service. In this respect Volunteering Australia believes that not-for-profit organisations have a responsibility to volunteers to ensure their management practices are continually reviewed and improved⁹.

For the full version of the "National Standards for Involving Volunteers in Not Profit Organisation", please click on the link: <https://volunteeringaustralia.org.pdf>



About AMCS

Australian Multicultural Community Services (AMCS) is a not for profit organisation providing help at home and other support services to seniors and their carers in Melbourne and Greater Geelong. As of 2018, we have been supporting seniors for 35 years. We are proud to support migrants and refugees from all over the world, who settled in Melbourne and regional Victoria. The faces and names of our clients, staff and volunteers are different but the needs – and what we do – is the same. While AMCS will support all eligible seniors, we specialise in working with seniors from culturally and linguistically diverse backgrounds.

We provide care, coordination, referrals and support services for more than 1500 people every week. We currently employ over 145 friendly staff who speak multiple languages and who come from a variety of cultures. These staff are supported by some 140 volunteers who generously give up their time to do their part in improving the lives of seniors.

With trusted care, respect for cultural diversity, outstanding professionalism and personalised services, AMCS strives every day to improve the lives and well being of those we support. The success of AMCS over the last 35 years is testament to our status as a trusted, high quality service provider.

AMCS Values

We aim for High Client Satisfaction

Delivering the best possible outcomes for our clients; building effective relationships which allow needs to be identified early and quickly satisfied.

We Deliver Quality

Achieving the highest standards in everything we do; ensuring that all individuals take responsibility for achieving this and take pride in their work and the organisation.

We Stand for Respect and Diversity

Providing the highest levels of integrity and personal standards in an apolitical and impartial manner to clients and stakeholders.

We Practice Continuous Improvement

Striving to achieve higher standards of performance; positively seeking opportunities to bring about organisational and service delivery improvement and overcome resistance to change.

We Ensure Compliance

Ensuring all are aware and deliver what is expected as per legislative requirements; actively involved with all levels of government and other community service providers in an open and honest manner.



**Australian
Multicultural
Community
Services**



Australian
Multicultural
Community
Services

Contact Australian Multicultural Community Services

Melbourne Office

Suite 111, 44-56 Hampstead Road, Maidstone VIC 3012
Telephone: (03) 9689 9170
Fax: (03) 9687 7446

Geelong Office

Suite 6, 79 High Street, Belmont VIC 3216
Telephone: (03) 5241 2446
Fax: (03) 9687 7446