

# Preparing for the handover

## Background

Gathering the necessary documents and organising files may take some time, so it is important to be clear about what will be needed and to start preparing well before the Annual General Meeting.

## Overview

Handover to the next committee requires the transfer of a great deal of information and the completion of a range of forms. These requirements will vary depending on the committee's responsibilities. For example, site/advisory committees will not be required to complete forms related to the licence or funding agreement as this is the responsibility of the external management body as the licensee and funded organisation.

### ***Committee member operational folder***

A committee member operational folder is a very useful resource for all members of current and future committees. An up-to-date and well-organised committee member operational folder will allow for an effective handover, and the provision of information to new members will be much easier.

All committee member operational folders should include general information regarding the purpose and responsibilities of the committee. Individual positions will also have specific information related to those roles that should be included. If the committee doesn't have folders such as this, it may be appropriate to set up a subcommittee or delegate responsibility to an individual to develop these resources in preparation for the incoming committee. The KPV Employer Management Manual, Section 3, Appendix 4, contains further details about what to include in these folders.

If the committee already uses committee member operational folders, it is important that outgoing members ensure their copy is current and well organised before handing on.

## Forms to be completed

There may be some forms that will require input from outgoing members and must be signed by the new committee as soon as possible to enable them to fulfil their legal obligations. This exchange of authority will be more efficient if these documents are provided at the AGM to minimise the impact of any delays in obtaining appropriate forms and signatures.

**Committees who are the licensee of the service** will need to be aware of their obligations according to the *Children's Services Act 1996* (the Act). The Act requires that the Department of Education and Early Childhood Development (DEECD) is notified of any changes to those who are responsible for the management of the children's service within 30 days after the change occurs (Section 32). The 'Change of Advice Form for the Department of Education and Early Childhood Development' can be downloaded from [www.education.vic.gov.au/oecd/docs/ecs\\_change\\_advice\\_all.pdf](http://www.education.vic.gov.au/oecd/docs/ecs_change_advice_all.pdf).

### PROGRAM PARTNERS



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To complete this form, the committee will need to nominate at least one person to act as their representative. KPV recommends that there should be at least two or three representatives. These representatives need to be assessed as fit and proper persons (police records check, have a good knowledge of the children's services regulations and Act, possess a good reputation and character). The representative is the point of contact for the DEECD on issues related to the licence, regulations and funding agreements. They will also need to be in attendance at the children's centre if no primary nominee or nominee is present.

### **Police records check**

As part of the approval process for the licensee representative, those committee members who have been nominated will need to provide a (not more than six months old) National Police Certificate to the DEECD with their application. This certificate shows the results of the police records check and is current only until the date of issue. If the nominated committee member has submitted a National Police Certificate to the DEECD in the previous 12 months, they will not need a new certificate.

KPV also advises that committees consider developing a policy that requires any members who will be responsible for handling money to provide a current National Police Certificate prior to commencement in their position.

Victoria Police have introduced some new procedures for applying for a police records check. This includes the requirement for applicants to provide a minimum of two types of identification from a specified list (which total 100 points). Identification must include at least one type of photo ID, plus identification that contains proof of current residential address, signature and date of birth. The completed application, originals and photocopies of ID must be signed and taken to an authorised person to sign as witness to the applicant's signature and certification of their photocopies of identification documents. Applications will only be sent to the nominated postal address of the applicant—not the organisation, regardless of who is responsible for payment.

Application forms can be obtained from the local police station or downloaded from [www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274). They should be completed as soon as possible as they will take at least ten working days to be returned.

Committee members should ensure that they apply for a volunteer check, which currently costs \$14.00. They will need to quote the CVF number, which is 98/31 CS2.

Further information regarding the regulatory requirements for police records checks can be found in Practice Notes, Children's Services Guide, Practice Note 113, which can be downloaded from [www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/childcare/csg/chcstaffmembers.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/childcare/csg/chcstaffmembers.pdf).

**Those responsible for the management of children's services (independent committees of management, cluster managers)** need to be aware of the requirements of the *Working with Children Act 2005* (the Act), which can be downloaded from [www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/WWCC+-+Working+with+Children+Act+2005](http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/WWCC+-+Working+with+Children+Act+2005). This legislation aims to 'assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body'.

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The Act requires all people who participate in child-related work, as defined by the Act, either in a paid or unpaid position, to hold a valid WWC Check Card. The Act also provides for some exemptions from this requirement, including volunteers who are closely related to a child participating in the activity, teachers registered with the Victorian Institute of Teaching or where the person will be working under the direct supervision of a person who has a valid WWC Check Card.

Generally, parents and members of the committee will be exempt under the Act from holding a WWC Check Card. However, as a demonstration of their commitment to the duty of care for the children in the service, committees may decide that those who are elected to specific positions of responsibility will be required to have a valid WWC Check Card. These may include treasurer, president, licensee representatives and other positions that involve regular attendance at the centre when children are present.

Volunteer checks are free of charge, apart from the cost of a passport-sized photo.

Further information and application forms are available from [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren).

**Site/advisory committees should check with their management body regarding any specific policy requirements for committee members to have a WWC Check Card.**

**All committees** will need to ensure the following forms are completed:

- Australian Taxation Office: The taxation office needs to be notified when there has been a change in office bearers, authorised contact, financial institution details, main business activity, postal/email or business address, legal or trading name. These details should be updated as soon as possible after the AGM or following any changes mentioned above. Further details and the required form can be downloaded from [www.ato.gov.au/nonprofit/content.asp?doc=/content/24372.htm&pc=001/004/026/014/003&mnu=&mfp=&st=&cy=1](http://www.ato.gov.au/nonprofit/content.asp?doc=/content/24372.htm&pc=001/004/026/014/003&mnu=&mfp=&st=&cy=1). It can only be completed by the currently authorised person. The authorised person can also make these changes by phone (1300 130 248 between 8am and 6pm, Monday to Friday).
- Consumer Affairs Victoria: If a new public officer has been elected at the AGM, the outgoing public officer must complete and submit 'Change of Association Details' (Form 0409) within 28 days. There is no fee for this process and the form can be downloaded from [www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV\\_Forms\\_Associations/\\$file/bus\\_ia\\_form04.pdf](http://www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Forms_Associations/$file/bus_ia_form04.pdf).
- Bank accounts: Unless the constitution states otherwise, the management of finances, including signing cheques, becomes the responsibility of the committee elected at the AGM. Therefore, it is important that the appropriate forms for 'Change of Authorised Signatories for Bank Accounts' are completed as soon as possible. Committees should also ensure that signatures no longer relevant are removed. The treasurer will need to check with the financial institution regarding the documentation they require to enable a change in signatories. In most cases, evidence of authorisation, such as minutes of the meeting and identification, will be required. If the person already has an account with that institution, they may not be required to provide identification.

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## Relevant legislation

- Children's Services Regulations 1998:  
[www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubLawToday.nsf/7e27929611f1d5c2ca256dac00186f32/85be029449092e81ca257068007b49b9%21OpenDocument](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/7e27929611f1d5c2ca256dac00186f32/85be029449092e81ca257068007b49b9%21OpenDocument)
- *Children's Services Act 1996*:  
[www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/46DCCD48B65CE62FCA25745D001FEEB0](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/46DCCD48B65CE62FCA25745D001FEEB0)
- *Associations Incorporation Act 1981*:  
[www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/920ac5e0800aefcfca2573ec000e8949!OpenDocument](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/920ac5e0800aefcfca2573ec000e8949!OpenDocument)
- *Working With Children Act 2005*:  
[www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/WWCC+-+Working+with+Children+Act+2005](http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/WWCC+-+Working+with+Children+Act+2005)
- *A New Tax System (Australian Business Number) Act 1999*:  
<http://law.ato.gov.au/atolaw/view.htm?docid=PAC/19990084/14>

## Where to get more information

- KPV *Employer Management Manual*, Section 3, Appendix 4 (Committee Member Operational Handbook)
- Australian Tax Office: [www.ato.gov.au](http://www.ato.gov.au)
- Consumer Affairs Victoria: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)
- DEECD: [www.education.vic.gov.au](http://www.education.vic.gov.au)
- Department of Justice: [www.justice.vic.gov.au](http://www.justice.vic.gov.au)
- Victoria Police: [www.police.vic.gov.au](http://www.police.vic.gov.au)

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Early Childhood Development



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