

MANAGING A COMMUNITY ORGANISATION IN AUSTRALIA

*A handbook for Managers, Coordinators
And Management Committee Members*

5th Edition

Leslie Gevers and Marise Goddard-Jones

Gevers Goddard Jones Pty Ltd

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Preface

This handbook has been produced in response to a need expressed by community organisations for clear and relevant information to assist them in managing their services on a day-to-day basis.

We have adopted a hands-on approach to organisation management and hence provided information on a range of issues relevant to managers, coordinators and management committee/board members of community organisations.

The information provided in this handbook has been developed over many years and is based on direct work with non-government organisations.

This handbook will be regularly updated to reflect changes in legislation, new approaches in management and to cover areas identified by service deliverers.

If any users of this handbook wish to discuss its content or have suggestions for future editions please contact us as we are keen to make sure we are meeting the needs of community organisations.

Please note that throughout this handbook we often refer to managers and coordinators of community organisations. While the titles may reflect a difference in approach or organisation culture we believe that both roles are similar in terms of the strong emphasis on management.

Finally, many thanks to Shirley Tuffley for her contribution to the production of this handbook.

Leslie Gevers and Marise Goddard-Jones

February 2011

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TABLE OF CONTENTS

1. INCORPORATION.....	1.1
Types of Community Organisations.....	1.1
Large Formal Organisations.....	1.1
Advantages and Disadvantages of Large Organisations	1.1
<i>Its Not All Down to Structure</i>	1.2
Co-operatives and Collectives	1.2
Advantages and Disadvantages of Collectives	1.3
Community Based Organisations.....	1.3
<i>Why Incorporate?</i>	1.4
Advantages and Disadvantages of Small Community Based Organisations.....	1.4
Incorporation	1.5
The Benefits of Incorporation.....	1.6
Legal Requirements of Incorporated Groups	1.6
<i>Public Officer</i>	1.7
Lodgement of Notices	1.7
Penalties Under the Associations Incorporation Act	1.8
Incorporation as a Company	1.8
<i>Incorporating a National Organisation</i>	1.10
The Constitution	1.10
Changing the Constitution	1.10
The Process for Changing the Constitution.....	1.11
<i>Special Resolution</i>	1.11
<i>Example Notice of a Special General Meeting to Consider Changes to the Constitution</i>	1.12
<i>Checklist: What Should a Constitution Cover?</i>	1.13
<i>Understanding Some Key Terms Found in Constitutions</i>	1.14
Incorporation under the Aboriginal Councils and Associations Act 1976	1.15
How Are Groups Incorporated?	1.15
<i>Who to Contact ... Information on Aboriginal Councils and Associations Act 1976</i>	1.15
Requirements of the Aboriginal Councils and Associations Act.....	1.16
Changing the Constitution under the Aboriginal Councils and Associations Act	1.17
Role of the Registrar of Aboriginal Corporations	1.18
Role of the Office of the Registrar of Aboriginal Corporations (ORAC).....	1.18
Dealing with Difficulties in an Organisation	1.19
<i>Public Documents</i>	1.19
<i>Who Can Be a Member of Your Group?</i>	1.20
The Corporations (Aboriginal and Torres Strait Islander) Bill 2005.....	1.20
Setting Up a Community Organisation	1.21
Step 1: Form a Group	1.21
Step 2: Clarify the Aims and Objectives of Your Group.....	1.21
Step 3: Recruit Members and Enlist Community Support.....	1.21
Step 4: Become Incorporated	1.22
Step 5: Apply for Funding.....	1.22
After Incorporation.....	1.22

Dissolving of an Incorporated Association	1.23
ATTACHMENTS	
1. Requirements under the Associations Incorporation Act for Each State and Territory	1.25
2. BOARD OF MANAGEMENT	2.1
<i>What's In a Name?</i>	2.1
Role and Responsibilities of the Board	2.2
Legal Responsibilities	2.2
Policy and Planning Responsibilities	2.2
Financial Responsibilities	2.3
Employer Responsibilities	2.3
<i>What the Board Doesn't Do</i>	2.3
Other Board Responsibilities	2.4
Roles of Board Members	2.4
Role of the Chairperson or President	2.4
<i>Chairperson or President Voting</i>	2.5
Role of the Secretary	2.5
<i>Example Register of Members</i>	2.6
<i>Example Register of Board Members</i>	2.6
Role of the Treasurer	2.6
Role of the Other Board Members	2.7
<i>The Job of the Public Officer</i>	2.8
Developing Your Board	2.8
<i>A Board Information Kit</i>	2.10
Assessing Your Board of Management	2.10
Assessing the Need for Change	2.10
<i>Example Board Self Assessment Checklist</i>	2.11
Sub-Committees	2.13
<i>To Improve the Effectiveness of Your Board Consider</i>	2.14
Sponsor Organisations	2.14
<i>Transferring Sponsorship and Employee Entitlements</i>	2.15
Advisory Committees	2.15
Board and Manager/Coordinator Roles	2.16
The Role of the Board	2.16
<i>Finding the Balance</i>	2.16
The Role of the Manager or Coordinator	2.17
<i>Board and Manager/Coordinator Roles</i>	2.18
<i>Should Staff Be Voting Members of the Board?</i>	2.19
Code of Behaviour for Board Members	2.19
<i>Code of Behaviour for Board Members</i>	2.20
The Membership	2.20
Importance of a Broad Membership	2.21
Developing a Membership	2.21
ATTACHMENTS	
1. Example Terms of Reference for a Home and Community Care (HACC) Project Advisory Committee	2.25

3.	UNDERSTANDING GOVERNMENT FUNDING.....	3.1
	Why Government Funds Community Organisations	3.1
	Who is Eligible for Government Funding?	3.1
	A Problem with Government Funding	3.2
	Questions to Ask About Government Funding	3.2
	<i>Checklist: Common Questions About Government Funding</i>	3.3
	Accountability.....	3.3
	What is Accountability?	3.3
	Common Accountability Requirements	3.4
	Applying for Government Funding	3.8
	Tendering Process	3.8
	<i>Contracting Out</i>	3.9
	<i>Selective Tendering</i>	3.10
	Submission Based Funding	3.10
	Tips for Tendering and Submission Writing	3.11
	Some Examples of Government Funding Programs.....	3.15
	Children’s Services	3.15
	Disability Services Program	3.15
	Home and Community Care (HACC) Program	3.16
	Supported Accommodation Assistance Program (SAAP)	3.16
	Residential Care Programs for Aged People.....	3.16
4.	TAXATION FOR COMMUNITY ORGANISATIONS.....	4.1
	What is a Not for Profit Organisation?	4.1
	<i>Table 4.1: Tax Concessions for Not for Profit Organisations</i>	4.2
	Registration with the ATO	4.3
	Australian Business Number (ABN)	4.3
	Registering for GST, FBT and PAYG Withholding	4.3
	Income Tax Exemption for Organisations	4.3
	Income Tax Exemption for Clubs, Societies and Associations	4.4
	<i>Advantages of Being an Income Tax Exempt Association</i>	4.4
	Income Tax Exemption for Charities	4.4
	What is a Charity?	4.4
	<i>Advantages of Being an Income Tax Exempt Charity (ITEC)</i>	4.5
	Endorsement	4.5
	<i>Extended Endorsement Requirements for Charities</i>	4.6
	Deductible Gift Recipient (DGR).....	4.6
	<i>Advantages of Being a Deductible Gift Recipient.....</i>	4.7
	Endorsement.....	4.7
	General DGR Categories.....	4.7
	Public Benevolent Institutions.....	4.8
	<i>Advantages of Being a Public Benevolent Institution</i>	4.8
	Needs Requiring Benevolent Relief	4.9
	<i>Example Object for Public Benevolent Institutions</i>	4.9
	Relief of Need	4.9
	Public Benefit	4.9
	Not for Profit	4.10
	Applying for Public Benevolent Institution Status.....	4.10

Goods and Services Tax (GST)	4.10
<i>An Example of GST</i>	4.13
Impact of the GST on Not for Profit Organisations	4.14
Non-Commercial Activities	4.14
Accommodation	4.14
Donations	4.14
Fund Raising	4.14
Grants	4.15
<i>Grants are Revenue Neutral</i>	4.16
Membership Fees	4.16
GST Free Services	4.16
GST Flexibility for Not for Profit Organisations	4.16
<i>GST-free Charity Services</i>	4.17
<i>Example Not for Profit Sub-Entity</i>	4.18
Keeping Records for the GST	4.18
Income	4.18
<i>How Do You Work Out GST on Taxable Supplies?</i>	4.19
Expenditure	4.19
Tax Invoices	4.19
<i>Example of a Tax Invoice</i>	4.20
GST Returns	4.20
<i>Who to Contact ... For More Information on the GST</i>	4.21
<i>ATO Business Portal</i>	4.22
Capital Gains Tax	4.22
Fringe Benefits Tax	4.23
State and Local Government Taxation	4.23
Fundraising	4.24
<i>Checklist for Taxation Issues</i>	4.25
5. INSURANCE	5.1
Public Liability Insurance	5.1
<i>Public Liability, Professional Indemnity and Volunteer Insurance</i>	5.1
Motor Vehicle Insurance	5.2
Professional Indemnity Insurance	5.2
Professional Indemnity Insurance for Board of Management Members	5.2
<i>Example Letter to Confirm Volunteers Are Covered for the Use of Their Motor Vehicles in Community Work</i>	5.3
Property	5.3
Fire	5.3
Theft and Burglary	5.4
Insurance Cover for Volunteers	5.4
Student Cover	5.5
Other Insurance Covers	5.5
<i>Checklist: For Insurance Cover</i>	5.5
Insurance Register	5.6
<i>Example of an Insurance Register</i>	5.6

6. INFORMATION FOR EMPLOYERS	6.1
Taxation Requirements	6.1
Activity Statements	6.1
Pay As You Go (PAYG)	6.2
PAYG Withholding	6.2
Payment Summary	6.3
Tax File Number Declaration	6.3
Withholding Declaration	6.4
<i>Who to Contact ... PAYG Tax</i>	6.4
Paying Contractors and Consultants	6.4
Employee or Contractor?	6.5
Honorariums and Sitting Fees	6.7
Allowances and Payments	6.8
Exceptions.....	6.8
Fringe Benefits Tax (FBT)	6.9
<i>Example of Fringe Benefits Tax</i>	6.12
<i>Salary Packaging</i>	6.13
<i>Who to Contact ... Fringe Benefits Tax</i>	6.13
Superannuation	6.14
How Much Do You Pay?	6.14
When Do I Pay Superannuation?	6.14
How Do I Calculate Superannuation?	6.15
Earnings Base	6.15
Which Earnings Base Should I Use?	6.15
Choice of Superannuation Fund.....	6.16
Step 1: Identify Your New Eligible Employees	6.16
Step 2: Provide a Standard Choice Form to Employees Who Are Eligible for Choice	6.16
Step 3: Act On Your Employee’s Choice.....	6.16
Step 4: Continue to Pay Superannuation Contributions	6.17
Consequences of Not Meeting Your Choice of Superannuation Fund Obligations	6.17
<i>Who to Contact ... Superannuation</i>	6.17
Superannuation Records	6.18
Choice of Superannuation Fund Record Keeping Requirements.....	6.18
<i>Salary Sacrifice</i>	6.19
Payroll Tax.....	6.19
Staff Records	6.20
<i>How Long Must Staff Records Be Kept?</i>	6.20
Workers’ Compensation	6.20
Occupational Health and Safety	6.21
<i>Good Practice in Occupational Health and Safety</i>	6.22
The Responsibilities of Employees	6.22
Incidents, Accidents and Hazard Reporting	6.23
<i>Who to Contact ... Occupational Health and Safety</i>	6.23
Working with Children Check and Criminal Records Check	6.23
Working with Children Check	6.23
<i>Who to Contact ... Working with Children Checks</i>	6.25
Criminal Records Check	6.25

7.	TERMS AND CONDITIONS OF EMPLOYMENT.....	7.1
	Fair Work Act 2009	7.1
	Who Is Covered?.....	7.1
	Who Isn't Covered?	7.2
	Modern Awards.....	7.2
	Transition to Modern Award Pay Rates	7.3
	National Employment Standards (NES)	7.3
	Fair Work Information Statement	7.4
	Hours of Work.....	7.5
	Reasonable Additional Hours	7.5
	Averaging Weekly Hours	7.5
	Flexible Working Arrangements.....	7.6
	Leave and Public Holidays	7.6
	Annual Leave.....	7.7
	Personal/Carer's Leave	7.7
	Public Holidays	7.8
	Parental Leave.....	7.8
	Paid Parental Leave	7.8
	Long Service Leave	7.8
	Community Service Leave	7.9
	Agreements	7.9
	Agreements Made Prior to 1 January 2010	7.9
	Termination of Employment.....	7.9
	Unfair Dismissal	7.9
	Redundancy	7.10
	Notice Periods.....	7.11
	<i>Playing It Fair – Avoiding Unfair Dismissals</i>	7.12
	<i>Who to Contact ... For Advice and Assistance on Industrial Relations</i> <i>Legislation</i>	7.13
8.	STAFF RECRUITMENT AND MANAGEMENT	8.1
	Equal Opportunity in Employment	8.1
	Understanding the Terms.....	8.1
	<i>Who to Contact ... Equal Employment Opportunity and Anti-</i> <i>Discrimination Legislation</i>	8.2
	Direct and Indirect Discrimination	8.4
	Exemptions under the Equal Opportunity Act.....	8.5
	Making a Complaint.....	8.5
	Preventing Discrimination and Harassment.....	8.5
	Developing Written Equal Employment Opportunity Policy	8.6
	The Benefits of Implementing EEO Policies	8.8
	Staff Recruitment	8.8
	1. Clarify Who Will Be Involved in Recruitment	8.9
	2. Clarify the Role of the Worker	8.10
	<i>Position Descriptions</i>	8.10
	3. Develop Selection Criteria	8.11
	<i>Example Selection Criteria for the Position of HACC Service</i> <i>Coordinator</i>	8.11
	4. Clarify the Terms and Conditions of Employment.....	8.12

5. Advertise.....	8.12
<i>Checklist: For Advertisements</i>	8.13
6. Shortlist.....	8.13
7. Interview	8.14
<i>Example Interview Schedule for the Position of Home and Community Care Service Coordinator</i>	8.15
8. Contact Referees.....	8.16
9. Select the Preferred Employee	8.16
<i>Select the Right Worker</i>	8.16
10. Complete a Medical Examination if Required	8.17
11. Conduct Pre-Employment Checks	8.17
12. Make an Offer	8.18
13. Complete Staff Records	8.18
14. Orientate the Worker	8.18
<i>Checklist: For Recruiting and Starting a New Staff Person</i>	8.20

ATTACHMENTS

1. Example Position Description for a HACC Coordinator	8.23
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9. STAFF MANAGEMENT AND DEVELOPMENT	9.1
Staff Training and Development	9.1
Basic Training Requirements.....	9.1
Staff Development Opportunities	9.2
Accredited Training.....	9.2
Performance Reviews	9.3
<i>Performance Reviews Are Not</i>	9.3
<i>Checklist: The Performance Review Process</i>	9.4
<i>Example Performance Review Form</i>	9.5
Staff Supervision	9.5
<i>Three Hundred and Sixty Degree (360⁰) Feedback</i>	9.6
What Do Supervision Sessions Cover?.....	9.6
<i>Supervision Sessions</i>	9.7
<i>Performance Management</i>	9.7
Dealing with Poor Staff Performance.....	9.8
<i>Example of a Staff Performance Interview Note Sheet</i>	9.9
Dealing with Staff Grievances.....	9.9
Employee Code of Behaviour	9.10
<i>Example Employee Code of Behaviour</i>	9.11
When a Staff Person Leaves	9.12
<i>Checklist: For When a Staff Person Leaves</i>	9.12
Exit Interviews	9.12
<i>Example Exit Interview Record</i>	9.13
Staff Reporting	9.14
Other Staff.....	9.14
<i>Example Coordinator or Manager’s Monthly Report</i>	9.14
Critical Incident Management.....	9.15
Response	9.15
Reporting.....	9.15

Debriefing for Critical Incidents	9.15
<i>Debriefing for Critical Incidents</i>	9.16
Managing Volunteers	9.17
Benefits of Using Volunteers	9.17
Volunteer Recruitment	9.17
When to Recruit	9.17
Where to Recruit Volunteers	9.17
The Recruitment Process	9.18
<i>Checklist: For a Volunteer Agreement</i>	9.18
Interviewing Volunteers	9.19
Notifying Volunteers	9.19
<i>Checklist: For Interviewing Volunteers</i>	9.19
The Team Approach to Staff Management.....	9.20
What is the Team Approach?	9.20
Team Leadership.....	9.20
Leadership Challenges	9.21
Management Skills	9.21
<i>Developing Team Based Management</i>	9.22
<i>Theories of Leadership</i>	9.24
Team Size	9.25
Teams Are Not Static.....	9.25
<i>Checklist: Assess Your Team</i>	9.25
10. PLANNING YOUR SERVICE	10.1
What is Planning?	10.1
Why Plan?.....	10.1
Who Plans?	10.1
Two Levels of Planning	10.2
Developing an Organisation Plan	10.2
<i>Figure 10.1: The Planning Process</i>	10.3
<i>Figure 10.2: The Organisation Planning Framework</i>	10.4
Clarify Your Organisation Philosophy.....	10.4
<i>Clarify Your Philosophy</i>	10.5
Importance of Clear Philosophy.....	10.5
Develop a Purpose or Mission Statement.....	10.5
<i>Developing a Purpose or Mission Statement</i>	10.6
What Makes a Good Purpose or Mission Statement?	10.6
<i>Purpose or Mission Statements</i>	10.7
Develop Organisation Objectives.....	10.7
<i>Developing Organisation Objectives</i>	10.8
What Makes Good Objectives?	10.8
Develop Strategies	10.9
Identify Performance Information.....	10.9
<i>Identify Outcome Measures</i>	10.10
Evaluate and Modify the Plan	10.11
Developing a Strategic Plan	10.11
<i>For What Period Should We Plan?</i>	10.12
<i>How long is a Planning Session?</i>	10.12

Organising a Planning Session	10.12
Preparing for the Planning Session	10.12
<i>Figure 10.3: Understanding the Strategic Planning Process</i>	10.13
<i>Use an External Facilitator</i>	10.14
SWOT	10.16
<i>Example Strategic Plan Implementation Worksheet</i>	10.18
<i>Barriers to Planning</i>	10.19
<i>Checklist: Organising a Planning Session</i>	10.20
11. POLICY AND PROCEDURES.....	11.1
What is Policy?	11.1
The Importance of Written Policy and Procedures	11.1
Policy and Procedures Manual	11.1
A Framework for a Written Policy and Procedures File	11.2
Making Sure Policy Becomes Practice	11.3
<i>Checklist: Making the Jump from the Bookshelf into Practice</i>	11.4
12. DELIVERING A SERVICE.....	12.1
Client Rights	12.1
Respecting Client Rights.....	12.1
<i>What Are the Rights of Service Clients?</i>	12.2
Client Responsibilities	12.2
<i>What Are the Responsibilities of Service Clients?</i>	12.3
Client Input	12.3
<i>Strategies for Client Input</i>	12.4
Making Services Accessible	12.5
<i>Is Your Service Accessible?</i>	12.5
Strategies to Promote Wider Access to Services	12.6
Strategies to Promote Participation from People from Culturally and Linguistically Diverse Backgrounds in Decision Making	12.7
Promoting Your Service	12.7
<i>Ideas for Promoting Your Service</i>	12.8
Types of Publicity	12.9
Image	12.10
<i>Writing a Press Release</i>	12.10
Coordinating Services	12.11
How to Improve Coordination of Services.....	12.11
Case Management	12.12
The Role of the Organisation in Case Management	12.13
Steps in Case Management	12.13
Training in Case Management.....	12.14
Involving the Client.....	12.14
Case Management and Data Collection	12.15
<i>Bare Essentials of a Case Management Approach</i>	12.15
Respecting the Privacy of Clients	12.15
<i>Client Privacy and Data Systems</i>	12.16
Types of Information	12.17
<i>Who to Contact ... The Privacy Act and Principles</i>	12.17

Managing Client Complaints	12.17
Complaints Procedure	12.18
<i>Example Complaints Record Form</i>	12.19
Confidentiality of Complaints	12.20
Fees	12.20
<i>Fees for Services</i>	12.21
<i>Administration of Fees</i>	12.21
Service Standards	12.22
What Are Service Standards?	12.22
Why Have Standards?.....	12.22
Community Care Common Standards	12.22
Standard 1: Effective Management	12.22
Standard 2: Appropriate Access and Service Delivery	12.22
Standard 3: Service User Rights and Responsibilities	12.23
Outcome for Clients.....	12.23
13. FINANCIAL MANAGEMENT	13.1
Key Players in Financial Management	13.1
Government	13.1
Board of Management	13.2
Treasurer	13.2
Bookkeeper	13.3
Auditor	13.3
Understanding Bookkeeping	13.3
<i>Figure 13.1: Bookkeeping Tasks and Processes</i>	13.4
Receiving Money	13.5
<i>Example Cash Receipt Book</i>	13.5
Making Payments.....	13.6
<i>Example Payment Voucher</i>	13.6
<i>Example Cash Payment Book</i>	13.7
General.....	13.8
Tying the Whole System Together	13.10
<i>The Principles of a Good Bookkeeping System</i>	13.10
Preventing the Misappropriation of Funds	13.10
Budgeting	13.12
Developing a Budget	13.12
Budgeting with the GST	13.13
Provisions	13.13
<i>Example Budget</i>	13.14
<i>Dealing with GST in Your Budget</i>	13.15
The Cashflow Chart	13.15
Cashflow Chart with Year-To-Date Information	13.16
<i>Example of a Simple Cashflow Chart</i>	13.17
<i>Example Quarterly Report Based on a Cashflow Chart</i>	13.18
<i>Example Cashflow Chart Showing Year-To-Date Information</i>	13.19
Financial Management and Computers	13.20
<i>Checklist: For Assessing the Financial Management of Your Organisation</i>	13.21

Importance of a Documented System	13.21
<i>Documenting Your System</i>	13.22
14. MEETINGS.....	14.1
Board of Management Meetings.....	14.1
Formal or Informal Meetings.....	14.1
Assess Your Board of Management Meetings.....	14.1
<i>Running a Formal Meeting</i>	14.2
<i>Dealing with Correspondence.....</i>	14.3
Agendas.....	14.4
<i>Board of Management Meeting – Example Agenda Format.....</i>	14.4
<i>Annual General Meeting – Example Agenda Format</i>	14.5
Role of the Returning Officer	14.5
Quorums	14.5
Chairing Meetings	14.6
The Effective Chairperson.....	14.6
Dealing with Problems in Meetings.....	14.7
<i>Example Code of Behaviour for Meetings.....</i>	14.8
Minutes.....	14.12
What Are They?	14.12
<i>How to Take Good Minutes</i>	14.13
What is Included in the Minutes	14.13
<i>Example Minutes Sheet.....</i>	14.14
<i>Evaluate Your Board of Management Meetings</i>	14.15
15. OFFICE MANAGEMENT	15.1
Managing Your Assets.....	15.1
Office Layout	15.2
<i>Checklist: Office Layout</i>	15.2
Managing Records	15.3
Indexed Filing System	15.3
<i>Figure 15.1: Example Categories and Codes</i>	15.4
<i>Figure 15.2: Index Guide</i>	15.4
<i>Setting up a Category File as a Miscellaneous File.....</i>	15.5
Labelling Files.....	15.5
<i>Suggested List of Category Headings/Keywords</i>	15.6
Colour Coding	15.6
<i>Confidentiality of Staff and Clients.....</i>	15.7
Some Tips for Filing	15.7
Discard Dates	15.7
Archiving	15.7
<i>Example Records Management and Archiving Table</i>	15.8
What Goes Where	15.9
Tracking Files	15.9
<i>What to Use for Files</i>	15.9

