

Incorporated Business Association Guidelines **for the City of Darebin**

Updated October 2024



The Incorporated Business Association Guidelines (Guidelines) are to be read in accordance with the **Darebin Shopping Centre Funding Agreements**.

Designed to support Darebin's incorporated Business Associations, these guidelines promote a best-practice, cooperative approach to managing and administering the Darebin Special Rates Levy. The goal of the Guidelines is to enhance the process of marketing and promoting our shopping, business and activity centres.

These Guidelines are iterative and may be improved and updated as required.

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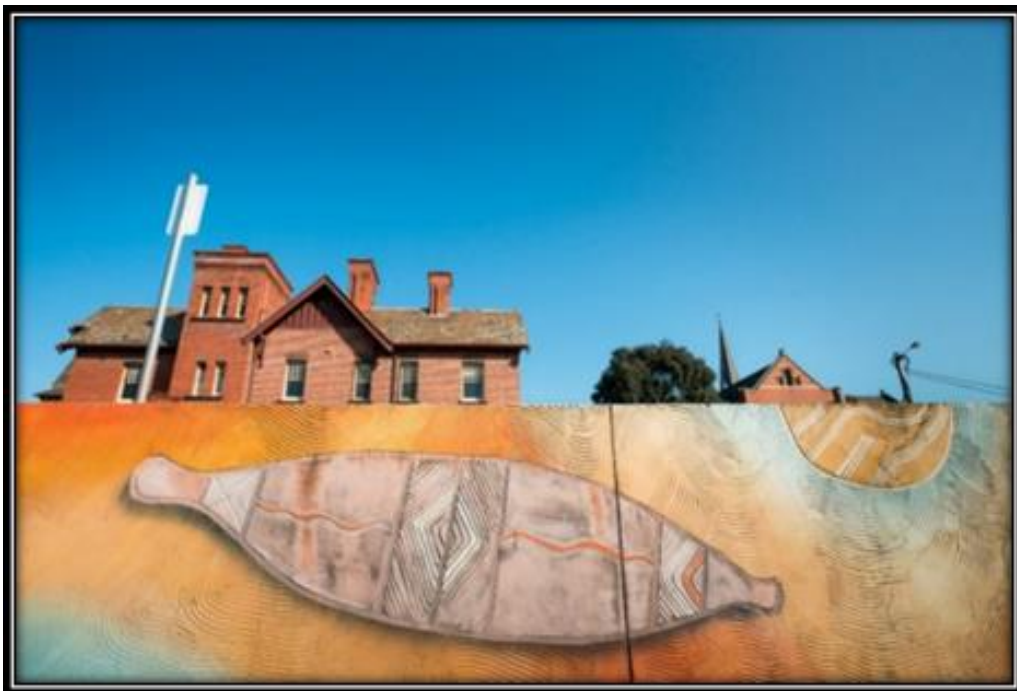
Acknowledgement of Traditional Owners and Aboriginal and Torres Strait Islander people

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners and custodians of the land and waters we now call Darebin and affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practicing their customs and ceremonies of celebration, initiation and renewal. Council acknowledges that Elders past, present and emerging are central to the cohesion, intergenerational wellbeing and ongoing self-determination of Aboriginal communities. They have played and continue to play a pivotal role in maintaining and transmitting culture, history and language.

Council respects and recognises Aboriginal and Torres Strait Islander communities' values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self-determination. Council also recognises the diversity within Aboriginal and Torres Strait Islander communities.

Aboriginal and Torres Strait Islander people and communities have had and continue to play a unique role in the life of the Darebin municipality. Council recognises and values this ongoing contribution and its significant value for our city and Australian society more broadly.

Extract from Darebin City Council's Statement of commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019.



Part 1 - Glossary: Key words and abbreviation

Term	Definition
AGM	- Refers to an Annual General Meeting. - This is required each calendar year within five months of the Association's financial year. The Association is recommended to give at least 21 days (about 3 weeks)' notice to the businesses within the area to attend the AGM. An invitation must be formally sent to the owner and occupiers of all properties responsible for paying the Levy and the staff representation in Economic Development team at Darebin City Council. The invitation to the AGM should also include a nomination form and proxy form. - At the AGM, concise minutes must be formally taken by the secretary or Association staff and distributed.
Annual statement	A document that must be submitted to Consumer Affairs Victoria within one month of the AGM. https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-reporting/lodging-an-annual-statement
Business association or incorporated association	- In these guidelines this refers to an Association incorporated in the state of Victoria. - An Association provides leadership, direction and guidance for its business precinct and its businesses. - A business Association is formed when the appointed group of business owners and operators join legally through incorporation to manage Council's special rate levy.
Business precinct or precinct	Refers to the central area or commercial centre/s of our city. Precincts may also be described as retail precincts and or, business activity centres and main streets.
CAV	Refers to Consumer Affairs Victoria, which is the Victorian government agency responsible for registering and regulating Incorporated Associations in Victoria. https://www.consumer.vic.gov.au/
Committee	Means the governing body of an incorporated Association, sometimes called the 'board', 'management committee', 'committee of management' or 'council'.

	The committee is responsible for overseeing the running of the organisation / Association.
Committee members	Are members of the committee of an Incorporated Business Association – commonly includes office bearers (for example treasurer or president) and a small group of other people (often called ‘ordinary committee members’). Committee members may or may not be members of the organisation (depending on the organisation’s rules).
Business Associations Incorporation Act requirements	Associations that receive special rates or charges funds must be incorporated and comply with the statutory requirements of the Associations Incorporation Act .
Minutes	A formal written record of the matters discussed, and decisions made at a general meeting of the members of an Association or a meeting of the committee.
Registrar	Refers to the Registrar of Incorporated Associations (incorporated by CAV). The role of the Registrar is to ensure compliance with the Act and Regulations. The Registrar has certain enforcement powers, including the power to authorise the issuing of infringement notices for offences under the Act or Regulations.
Association rules	Governing document of an Incorporated Association. Every Incorporated Association must have its own rules. The Association’s rules help the members of the Association to know how the organisation needs to be run and managed, and how decisions will be made.
Insurance	The Association must maintain current policies of public liability with a minimum of \$20million cover.
Special Rate Levy (Levy)	A levy calculated using the Council’s valuation of each property (Capital Improved Value) to determine the amount of money that each property will contribute to achieve the total value.

Part 2 - What you can expect from Council

Darebin Council Plan

Darebin's Council Plan 2021-2025 champions local business and creative industries. It provides support and engagement to our retail precincts and business activity centres, critical for a thriving local economy.

Business Associations are encouraged to familiarise themselves with the [Darebin Council Plan](#) and where possible, support the ambitions of the plan including:



Vibrant, Respectful
and Connected

Darebin Council's Aboriginal Cultural Protocols Guide has been designed to guide staff in expected everyday workplace practice. This guide focuses on some of the expected standards for working with, for, and alongside Aboriginal and Torres Strait Islander peoples.



Prosperous, Liveable
and Flourishing

Social and sustainable procurement and shop local. Placing social and sustainable outcomes at the heart of procurement activity. Introduction to Darebin social enterprises/ Indigenous and long-term unemployed organisations.



Climate, Green
and Sustainable

Principles of sustainability to encourage Darebin business owners/operators to improve the sustainability of their operations. Find out more in our [Climate Emergency Plan 2024 - 2030](#).

Council Contribution

One of the Council's goals is to support and attract a diversity of local businesses and industries to Darebin by fostering an environment in which they can thrive. The Special Rate Levy raises funds to achieve marketing, promotions, and business development outcomes in line with this goal and seeks to increase awareness of the diversity of experiences on offer across our city. Some of the activities Council will undertake to move towards this goal are:

- Facilitate quarterly networking and sharing meetings between with all Business Associations
- Administer the Special Rate Levy and its renewal and provide a precinct map with property addresses for each shopping centre.
- Provide Associations with council data pertaining to economic development, precinct spending, council objectives and to support grant writing.
- Collaborate with the Incorporated Business Associations to deliver Darebin's Festive Season programming.

To keep up to date with Council's business news, grants, resources and information, subscribe to the monthly [Darebin Business eNewsletter](#).

To learn more about Council services for business, view or download the [Darebin Business Kit](#).

About the Special Rate and Charge Levy (Levy)

The *Local Government Act 1989* enables Councils to levy a special rate or charge to help pay for a service or activity that will be of special benefit to the property owners and business operators of a precinct. This Levy is paid by business properties annually which is pooled into a central fund and is spent on encouraging commerce and retail activity in that area.

A levy for the purposes of marketing, promotion and development of Darebin's key activity centres has been in place for over 25 years and in this context is used for promotional, advertising, marketing, business development and other incidental expenses of the business precinct.

Council's Place Leaders

Council's Place Leaders work within the Economic Development team and across the Darebin community, to facilitate, create and celebrate vibrant, active and inclusive places, with a key focus on place making in activity centres in collaboration with business Associations. The Place Leaders are the first point of contact in Council for the Associations and their staff. These Council positions are intended to empower and assist Associations to deliver positive promotion of their centres through placemaking and place activation and links with the community.

Additional external funding

If the Association is interested in applying for external funding, please contact the Place Leaders to discuss the opportunity and how we can best support the application. If additional funding is secured, the Association must inform the Council in writing.

All reporting documentation i.e. annual budgets and reports must clearly separate any additional funding from the Special Rate Levy funding for clarity and transparency.



Part 3 - Expectations of the Associations

The funding relationship is one of principal (Council) and agent (Incorporated Business Association) for the special rate levy. The association receives and manages the special rates collected by Council from those businesses in their precinct and allocates the pool of money to achieve the following objectives:

Objectives

- Marketing and Promotions to attract more visitors, promote local businesses, and increase visitation in the area.
- Events and Community Engagement to draw people to the local area, supporting both traders and the local community.
- Business Support Programs: Provide resources, workshops, and networking opportunities to help local traders improve their skills, adapt to changes, and grow their businesses.
- Advocacy and Representation: Work with key stakeholders including local council and government bodies to ensure the interests of local businesses are represented and supported in key policy and infrastructure decisions.

Requirements

A Business Association and its committee are required to:

- Represent the views of its business community it represents
- Facilitate the delivery of the objectives and shared vision for the precinct.
- Create, manage and deliver on the 5-year Business plan and the associated annual budgets and marketing plans, through the delivery of key marketing, promotion, and communication activities.
- Collect program/event data as well as maintain record keeping across all activities to comply with all funding requirements and CAV requirements.
- Provide a central point of contact to assist and build relationships among its business community, Council, community and other key stakeholders.
- Must maintain public liability insurance for \$20million minimum.
- Comply with the requirements in accordance with the *Local Government Act 1989* and where consistent with the context, the *Local Government Act 2020 (Vic)* and special rate and charge amendments 2023 and *Associations Incorporation Reform Act 2012* (Associations Incorporation Act) and Associations Incorporations Reform Regulations revised in 2023. <https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/017>

Business Plan

The Incorporated Business Association business plan is a living, workable document to help Associations plan and develop strategies to support their precincts over the life of the 5-yr levy. It is also a document which seeks to involve the broader community.

It should include:

- A profile of the centre – what is its identity and its heart?
- A profile of the community, the customers and the businesses.
- What is the plan/vision/objectives for the centre over the next five years.
- An annual review with the business precincts including business surveys results.
- A plan of what the Association can do from a marketing and advocacy perspective.
- The strengths, weaknesses, opportunities and create a threats analysis of the centre.
- Create an outline of the broad actions planned to deliver within the life of the levy.
- Monitor, measure and evaluate – what are you doing, why does it matter, how successful were you, did the activity deliver the outcomes? How and what data will be measured?
- Record the numbers of attendees at events, the businesses involved, and the partnerships created.



Funding Agreement

A funding agreement is an agreement made between the Council and an Association. The agreement outlines the reporting requirements, statement of purpose describing what the Association hopes to achieve and rules of the Association. It outlines the relationship and obligations of both.

A signed agreement is a precondition to the payment of any Council funds and sets out the responsibilities of the Association and Council including dispute resolution mechanisms, arrangement for payments, reporting requirements and code of conduct.

Procurement

To ensure best practices, Associations are encouraged to implement principles and processes that promote fair, transparent, and competitive procurement of goods and services. This applies to both purchasing goods and engaging service providers. To maintain accountability and transparency, the following guidelines from the *Council's Social and Sustainable Procurement Policy 2021-2025* must be adhered to:

For Items with a value \$1,000-\$10,000

- Request for quotation – A minimum of one quotation must be obtained and details recorded and documented.

Items with a value \$10,000 and above

- Request for quotation – A minimum of three written quotations must be obtained and details recorded and documented
- Copies of all contracts with any third-party exceeding \$10,000 must be provided to Council.

Additionally:

- Consider all procurement to be an opportunity to support local businesses/suppliers and to incorporate social and sustainable outcomes. Council's Place Leaders can connect Associations with key Darebin stakeholders to help achieve these goals.
- Evidence of the procurement process must also be provided, if requested by Council.
- Any funding outside of this special rate levy funding agreement is to be reported separately.

Insurance

Throughout the duration of the funding agreement, the Association is required to hold and maintain a public liability insurance policy, approved by the Council, with coverage of at least \$20 million for any single event.

This information needs to be provided in Smarty Grants yearly, with the opportunity to update the documentation quarterly if needed.

Code of Conduct and Conflict-of-Interest Register

The Association Incorporation Reform Regulations 2023 came into effect on 18 November 2023, one new rule (no. 65) requires the committee to maintain a conflict-of-interest register. See *Appendices* for the link to the full reform document

Along with the conflict of interest register the Association is required to have a code of conduct. These forms need to be developed by the Association and are used to defines the expected behaviour of people involved in the committee and the Association's activities. All committee members, contracted staff and volunteers are required to sign both these documents annually and/or as it is required.

Example of these documents are attached in the Appendices of this document.

The committee members and staff can complete the annual forms at the AGM, and this will be submitted in Q3 reporting.

Any additional forms throughout the year can be uploaded at the relevant Quarter reporting.



Part 4 - Payments and Reporting

Smarty Grants

Council uses Smarty Grants to manage the collection of Association reporting documentation for the Special Rate Levy. Every year the Associations will need to register with Smarty Grants and then submit Quarterly reports. The forms will be sent to the nominated representative in the Association to be actioned in the timeframe outlined in this document.

Below is the list of items that will be required for each step of the process.

Smarty Grants registration form requirements (yearly in June)

- A copy of the current public liability insurance with the date of expiry.
- A copy of the Associations bank account for verification
- Provide a copy of the Consumer Affairs Victoria (CAV) registration statement to verify the status of the Incorporated Business Association.
- A copy of the Associations Purpose and Rules as provided to Consumer Affairs Victoria (CAV)

Q1 July – September (form is open July 1st - August 1st)

Annual reporting requirements

- 12-month financial report i.e. end of year actuals versus budgeted
- 12-month end of year report marketing review i.e. successes/challenges
- 12-month marketing plan i.e. activities and budget (this is due in Q2 if the Association is in the first year of renewal)
- 3 months of bank statements (April – June)
- Association Q1 invoice required for Council payment and specified GST
- Q4 program report from last financial year

Governance requirements

- A copy of the invitation that has been sent for AGM to Council and all owner/occupiers
- A copy of any Code of Conduct and Conflict of interest forms, if applicable
- A copy of the updated public liability insurance documentation, if applicable.

First year of Special Rate renewal

- Draft of a five-year Business Plan for the Business Precinct. Final draft is due in Q2.

- Signed agreement between Council and the Association - not required in smarty grants.

Q2 October – December (form is open October 1st - November 1st)

Annual reporting requirements

- 3 months of bank statements (July – September)
- 12-month marketing plan i.e. activities and budget (this is due in Q2 if association is in the first year of renewal otherwise its due in Q1)
- 6-month profit and loss statement and balance sheet
- Association Q2 invoice required for Council payment and specified GST
- Q1 program report with key achievements

Governance requirements

- Annual AGM must be held in the first 5 months of the financial year. (no documents required)
- A copy of any Code of Conduct and Conflict of interest forms, if applicable
- A copy of the updated public liability insurance documentation, if applicable.

First year of Special Rate renewal

- A final adopted copy of the five-year Business Plan Within 6 months of renewal of the Special Rate Levy

Q3 January – March (form is open January 1st - February 1st)

Annual reporting requirements

- 6-month financial report (July – December) actuals versus budgeted
- 3 months of bank statements (October – December)
- Association Q3 invoice required for Council payment and specified GST
- Q2 program report with key achievements

Governance requirements

- Copy of AGM including minutes and financial, marketing reports
- Code of Conduct and Conflict of interest forms
- Copy of Consumer Affairs Victoria (CAV) annual statement
- A copy of the updated public liability insurance documentation, if applicable.

CAV yearly requirements

- A copy of the Audited Annual Statement has been submitted to CAV. This is required to CAV within 1 month of the AGM.

Q4 April – June (form is open April 1st- May 1st)

Annual reporting requirements

- 3 months of bank statements (January – March)
- 6-month profit and loss statement and balance sheet
- Outline of any projected under or overspending
- Association Q4 invoice required for Council payment and specified GST
- Q3 program report with key achievements
- Prepare and submit a draft of the Annual Budget and Marketing Plan for the next financial year for feedback.

Governance requirements

- A copy of any Code of Conduct and Conflict of interest forms, if applicable
- A copy of the updated public liability insurance documentation, if applicable.



Part 5 - Incorporated Association roles and responsibilities

Committee Roles

Key positions are outlined below, for further information on roles and responsibilities please reference *Consumer Affairs Victoria* and *'Who runs the organisation?'* by [Justice Connect Not-for-profit Law](#). Another helpful document is *'Running an incorporated association in Victoria'* by Justice Connect, all links are in the Appendices.

The Executive Management Committee is responsible for the legal and corporate governance requirements, management of any funds collected or distributed by the Association and marketing and promotion strategies.

The President or Chairperson provides leadership to other members of the committee and motivates and encourages them to accept shared responsibility for the overall functioning of the Association. Their specific role is to:

- Manage and chair committee meetings.
- Represent the Association at Council/community events and be a spokesperson for the Association when required.
- Give direction to the Committee and assist with the allocation of priorities, roles, and responsibilities.
- Facilitate decision making of the Committee and ensure that issues are addressed and resolved.
- Ensure that the activities planned for the Association are in accordance with the wishes of the members.
- Be accountable to the members for the Committee's functioning.
- Ensure the required documentation and reports are provided to Council and prepare and present a President's report at the AGM.

The Vice President or Assistant Chairperson is the 'right-hand person' and assists the President in fulfilling their role. They also fill in for the President when they are absent.

The Treasurer manages any money that the Association holds or is responsible for. This could be membership fees, sponsorship, grants or special rate and charge scheme funds. Their specific role is to:

- Keep accurate accounts and records for all financial transactions.
- Prepare any budgets and reports as required.
- Act as a signatory to the Association's bank accounts with at least one other committee member.

- Prepare the annual financial report and present a Treasurer's financial report at the AGM.
- Audit statement of accounts for each year.

The Committee Secretary assists with the smooth running of the Association by handling all the records of meetings, correspondence, and other communications. Their specific role is to:

- Receive and respond to any mail received.
- Prepare and circulate agenda for meetings.
- Take minutes of meetings to ensure a correct record of the meeting and distribute these to the Committee.
- Maintain a register of members.
- Know the legal and constitutional requirements of the Association.

The Act Secretary is appointed by the Committee (under the *Associations Incorporation Act*) and is the main point of contact between the Association and the CAV. This person must be at least 18 years of age and reside in Victoria. The Act Secretary can also be the Committee Secretary. The Act Secretary has the following responsibilities to undertake on behalf of the Association:

- Lodge an annual statement with the Registrar within a month after the AGM.
- Notify the Registrar of a change to the incorporated association's registered address within 14 days; details of the public officer; a decision to wind up the association.
- Apply to the Registrar to alter the association's statement of purpose or rules; change the association's name; notify Council of changes as per the funding agreement.

General committee members should ideally come from a variety of business types and geographical locations within the area to ensure a good cross section of interests. They should have a genuine interest in making the precinct a more active and successful place of business. Committee members generally:

- Attend and participate in meetings regularly.
- Communicate with other business owners/operators and seek opinions and ideas.
- Pursue the general objectives of the Association, be impartial and broadly represent businesses' interest.
- Present the view of businesses clearly to the committee when required.
- Work cooperatively with the committee and wider business community.

Some individual duties associated with the above positions may be undertaken by a contracted marketing coordinator if that committee determines that this is required. Association staff cannot hold Association office bearer positions and executive members are legally responsible for their position under the *Associations Incorporation Act*.

Business Association staff

A Business Association can choose to engage staff to assist the Association with marketing and administration as per their funding agreements with Council. These roles are an important resource and assist the Association in achieving their goals and requirements for the precinct.

Business Association staff are employed or contracted by the Association directly to:

- Assist in the management and implementation of promotional and marketing activities.
- Represent the broader interests of the association and agreed vision and directions.
- Provide administration and organisation support to the Association.

Business Association staff is usually one of the largest expenses incurred by an Association. It is important that the engagement of staff is consistent with the funding agreement and is fair, equitable and legal. To maintain these principles, it is expected that the Association will advertise and appoint staff on suitable terms and conditions.

Associations are required to:

- Notify Council of all staff appointments in the Business Association
- Provide Council with a copy of any staff contracts of appointment
- Conduct an annual staff performance review within one month of the anniversary due date of the appointment
- Keep Council notified on outcome of performance review during term of Agreement.
- All staff must sign code of conduct and conflict of interest forms



Part 6 - Appendices

- Darebin's Council Plan <https://www.darebin.vic.gov.au/About-council/Council-structure-and-performance/Council-plan>
- Consumer Affairs Victoria (CAV) <https://www.consumer.vic.gov.au/>
- General information on running an Association [Not-for-profit Law | Legal Help for Not-for-Profit Organisations](#)
- Associations Incorporated Reform Regulations 2023
<https://www.legislation.vic.gov.au/in-force/statutory-rules/associations-incorporation-reform-regulations-2023/001>
- 'Who runs the organisation?' by [Justice Connect Not-for-profit Law](#)
- Justice Connect - Running an incorporated association in Victoria
<https://content.nfplaw.org.au/uploads/2024/04>
- Australian Charities and Not-for-Profits Commission- Useful templates and resources [Templates | ACNC](#)
- See below an example of a Conflict-of-Interest document and an example of a Code of Conduct document.

An Example - Conflict-of-Interest register

Insert logo and contact information for the Incorporated Business Association

[Incorporated Business Association Name]

Name of Committee member	Description of interest	Has the Committee been notified?	Date of disclosure	Steps taken by Committee for dealing with the conflict	Committee member actions to address the conflict

An Example Code of Conduct form.

(Insert Incorporated Business Association name, logo)

Please use [this example of a code of conduct](#), intended for the Association to develop.

This is for the committee, contracted staff and volunteers.

The Code defines the expected behaviour of people involved in the Association's activities, including conflict of interest.

Introduction

Purpose

The purpose of the Code is to set out the minimum expectations of the Association executive & members, contracted employees and volunteers. The Code provides clarity of responsibilities and ensures a consistent approach to behaviours, standards and values when performing duties on behalf of the Association

Scope

This Code applies to all Association members (member) and contracted employees (employee) and others including volunteers and work experience students performing work for or on behalf of the Association.

The Code applies in any Association workplace including place of employment, where a member or employee performs tasks, jobs and/or projects on behalf of the Association, working from home and any work-related context when a member or employee is representing the Association or when using social media platforms.

This Code applies at any time whereby a person's (covered under this Code) behaviour impacts the Association's reputation or represents a risk to the Association.

Professionalism, Ethics & Integrity

Communications on Behalf of the Association

As an Association representative you should seek approval from your executive team before making public comment on the operations or decisions of the Association.

Interacting with Local Businesses and Community Stakeholders

When interacting with special rate levy businesses you are expected to deliver a high level of customer service by listening attentively and providing timely service. Where you are unable to assist with a request, you should refer businesses to the Association executive and seek advice from Darebin Council as the funding body.

General Workplace Standards & Personal Conduct in line with the Association's Values

You are responsible for behaving in ways that respect Association colleagues, local businesses and community, their dignity and human rights and uphold the Association's reputation and its purpose as outlined in the Association statement of purpose and/or rules of an Association.

Disclosure of Criminal Offence

You must advise your Association immediately if you are charged with a criminal offence that could reasonably be seen to affect your ability to meet the

requirements of your position, cause reputational damage to the Association or conflicts with the Association statement of purpose and/or rules of an Association.

Information Privacy, Confidentiality & Record Keeping

The Privacy and Data Protection Act 2014 (PDPA) is a Victorian law that protects how personal information is handled. The Association has an obligation to confidentially collect, store, use and access sensitive and confidential information. Disclosures of confidential information can only be made when required by law or when disclosure is in the interests of public safety.

Information Technology

Any Information Technology Equipment including laptops, tablets, mobile phones, email and internet facilities and software provided by the Association for you to perform your role are for primarily for business use. All passcodes should be made available to the Association.

The Association should prioritise integrity, fairness and accountability in decision making taking equity, inclusion, human rights, and wellbeing into consideration. Members and employees are responsible for acting independently, professionally and in the best interests of the Association by:

- Maintaining the highest standards of financial probity.
- Conducting work relationships professionally and impartially.
- Not misusing position, influence, privilege, or status for personal or group gain.
- Engaging with subject matter experts and external consultants in a respectful and professional manner.
- Disclosing and avoiding any real or perceived conflicts of interest.

Social Media

Whether using social media in a professional or personal capacity, members and employees must not do anything that could present a risk or cause reputational damage to the Association.

Personal Presentation When Representing the Association.

When representing the Association members and employees must dress for work in clothing that is in good condition, clean and appropriate to your role.

Dress standards should always follow occupational health and safety requirements.

Conflicts of Interest

Conflict of Interest

Acting with integrity and transparency means managing conflicts of interest and not placing yourself in situations that put (or appear to put) your personal interests before those of the Association. It is a member's and an employee's responsibility to identify, disclose and put on record conflicts of interest. See attached template.

A conflict of interest exists if a member or employee is doing something or providing advice about something (a matter) in which they have a direct or indirect interest. A conflict of interest can exist even if no improper action results from it.

- A general conflict of interest in a matter is where an impartial, fair-minded person would consider that the member or employee's private interests could result in that person acting in a manner that is contrary to their public duty.
- A material conflict of interest is when a member or employee would gain a benefit or suffer a loss depending on the outcome of the matter.
- A direct interest is an interest that directly applies to a person.
- An indirect interest is an interest that applies to a family member, relative or household member of the member or employee.

Disclosing a Conflict of Interest

Members and employees are required by law to disclose conflicts of interest when they:

- Exercise delegations.
- Are a member of a relevant committee.
- Provide advice to the Association.
- Are involved in Association recruitment.
- Undertake secondary employment.
- Receiving or being offered gifts and hospitality by third parties.

Respect for Others

Discrimination, Bullying, Harassment & Violent Behaviour

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by law (i.e., race, disability, age, sex, sexuality, gender identity, intersex). Discrimination can also occur when an unreasonable requirement, condition or practice is imposed that disadvantages people with a protected attribute.

- Harassment occurs when someone engages in conduct that would make a reasonable person feel offended, humiliated, or intimidated because of their age, race, religion, sex, or other attribute specified under anti-discrimination legislation.
- Bullying is the repeated, unreasonable behaviour directed toward an individual or group of individuals that creates a risk to health and safety.
- Victimisation is when employees are treated in a detrimental way because they made a complaint, or they intended to make a complaint, in relation to prohibited behaviour.
- Violent Behaviour is any behaviour that causes another person any injury to the body that interferes with their health or comfort, or that places them in fear of being injured. The injury can include physical pain or bruising and/or psychological.

Sexual Harassment

Sexual harassment is considered any unwelcome behaviour or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated. It is unacceptable, unlawful and in some cases, is also a criminal offence.

Equal Opportunity & Human Rights

The Association is proud of the diversity of its members and workforce and recognises the strengths this provides in meeting the needs of Darebin businesses and community.

Health, Safety & Wellbeing

Health, Safety & Wellbeing

The Association has a legal obligation to exercise a duty of care to all members, and employees. This includes providing a physically, culturally and psychologically safe working environment.

Members and employees are accountable for:

- Reporting of hazards, near misses, incidents and injuries in a timely manner.
- Actively monitoring and managing risk.
- Taking responsibility for your own health and safety and the health and safety of others including psychological safety.
- Not engaging in bullying or violent behaviour.
- Not working if capacity is limited by the influence of drugs or alcohol.

I, **[Your Name]** as an Association member or contracted employee of the **[Insert Precinct/ Activity Centre]** Business Association, hereby acknowledge that I have read and fully understand the Code of Conduct, including conflict of interest and the expected behaviour when undertaking Association business.

Name

Signature

Date