



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6f	INCORPORATION COMPLIANCE REQUIREMENTS	
Applies to: Board Members	Version: 1	
Specific responsibility: Public Office, General Manager	Date approved: 5 Aug 2014	
Policy context: This policy relates to		
Standards or other external requirements	NDIS Practice Standards	
Legislation or other requirements	Associations Incorporations Act 2009	
Contractual obligations	National Disability Insurance Agency	

POLICY STATEMENT

Jumbunna is incorporated as an Association. As such, it is subject to the Associations Corporations Act 2009, administered by the Department of Fair Trading.

It has an Australian Business Number (ABN): 49 903 929 508

Its rules and constitution are contained in the Jumbunna Memorandum and Articles which detail:

- the objects of the Association
- its legal powers
- the composition of the Board and Office Bearer positions
- conduct of elections and general meetings
- membership
- winding up requirements.

Jumbunna is committed to meeting all regulatory body requirements in a timely and efficient manner.

PROCEDURES

Compliance with regulatory body requirements

- The General Manager is responsible for coordinating compliance with all regulatory body requirements and may delegate tasks to other staff members as necessary.
- The General Manager must ensure the following:
 - advising regulatory body within 28 days or other requirement of any change to:
 - Jumbunna’s Office Bearers (appointments and resignations or retirements)
 - the address of Office Bearer
 - the Association’s Memorandum and Articles
 - the Association’s registered office or principal place of business

- proper conduct of the Annual General Meeting (AGM) and any General Meetings
- lodging annual returns by the due date
- maintaining the register of members.
- Jumbunna’s Executive Committee is responsible for signing formal correspondence with regulatory bodies.
- Copies of the Memorandum and Articles are to be held in the office and made available to all members and staff of the association.

Use of the Association Seal

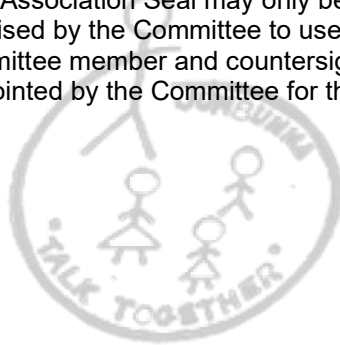
The General Manager must ensure that the Association Seal is kept in a secure location and protected from unauthorised use.

For the purpose of making online lodgements of organisational details, the following people are authorised to have access to the AusKey:

Public Officer

General Manager

Where an Association Seal is used: The Association Seal may only be used with the approval of the Committee or of a Committee sub-committee authorised by the Committee to use the Seal. Any document to which the Seal is affixed must be signed by a committee member and countersigned by the Secretary, a second Committee member, or by a person appointed by the Committee for the purpose.



DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Jumbunna Memorandum and Articles

Policy Name:	Incorporation Compliance Requirements	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		