



Healesville Community Renewable Energy Inc

Governance06 – Legislative Compliance

Policy Id	Governance06	Version	1.0
Policy Type	Governance	Subject	Legislative Compliance
Approved	June 2020	Scheduled review	June 2023

1 Introduction

Healesville Community Renewable Energy Inc is an incorporated association. It receives recognition as a legal entity separate from its members and offers some protection for office holders from any debts or liabilities incurred by the group as long as the association doesn't make a profit for its members. An incorporated association in Victoria must have more than five members and be a not for profit association.

Healesville Community Renewable Energy Inc is registered with ASIC ([Ref ASIC web page](#)):

- Registration number A0101166X
- State of registration Victoria
- Registration date 31/10/2017
- Type Associations
- Regulator Consumer Affairs Victoria

Healesville CoRE is a registered business name of Healesville Community Renewable Energy Inc ([Ref: ABN web page](#)):

- ABN 98 988 563 885
- ABN status Active from 31 Oct 2017
- Main business location Vic 3777

2 Purpose

The purpose of the policy is to assist Healesville Community Renewable Energy Inc comply with its legal obligations, thus maximising the likelihood of the Central Committee, members and contractors complying with the law.

An incorporated association must abide by relevant legislation. This policy summarises the main legislation that governs Healesville Community Renewable Energy Inc (Healesville CoRE).

3 Policy

The organisation is under a general obligation to comply with all Australian State and Commonwealth laws and regulations, and all members have a responsibility to ensure that their activities on behalf of Healesville CoRE comply with applicable law.

Any query or advice about incorporation legislation must be obtained from the internet available regulation material. See section 5, Reference Documents, on page 2 to hyperlink to some relevant legislation and regulation web pages.

If any person has any query or would like clarification on any legislative compliance issue, they can contact the Governance Officer or President for discussion.

Victorian incorporated associations use the online system called **myCAV**, which is run by Consumer Affairs Victoria, to keep contact details accurate, and to lodge annual statements. Healesville CoRE's secretary (or delegate) must have their own individual myCAV account to use the system. The secretary's account is linked to Healesville Community Renewable Energy Inc.

Healesville CoRE has a Constitution that has been based on the Model Rules for Associations set out in the Act. The Constitution covers all the topics that are in the Model Rules, as is prescribed by legislation. This Constitution is available on the Healesville CoRE website and is accessed at the bottom of the [membership page](#) and is hyperlinked from the prompt *View Association Rules*. Any change to the Constitution must be approved at a General Meeting of the organisation.

The Healesville CoRE Secretary is responsible for supplying the Consumer Affairs Victoria with an annual return on the prescribed form.

The Secretary must inform Consumer Affairs Victoria, with the appropriate fee, if:

- there's a change of Secretary or a change of registered address
- there's a change of name
- the association becomes a trustee
- the association is winding up

The Secretary completes the association's annual return which includes:

- the income and expenditure of the organisation
- the assets and liabilities of the association
- mortgages, charges and securities affecting any of the association's property, and
- record of the annual general meeting

The name "Healesville Community Renewable Energy Inc" must appear on all of the organisation's documents and publications.

Healesville CoRE has a common seal.

The registered address of Healesville CoRE is 1 Badger Creek Road, Healesville and postal address is PO Box 146, Healesville, Vic, 3777.

Healesville CoRE must hold a general meeting every year within five months of the end of the financial year. The meeting must be in the form prescribed in the constitution and a financial statement of the organisation's affairs must be presented.

4 Related Documents

Governance10 - Governance

Management01 - Central Committee Structure

[Constitution \(Association Rules\)](#)

5 Reference Documents

[Incorporation in Victoria](#)

[myCAV online system](#)