Sustainable Neighbourhoods

Minimum governance requirements

Good governance is essential for Sustainable Neighbourhood groups. It ensures transparency and gives the whole community an opportunity to engage with your group. Good governance ensures your group is operating lawfully, within the consensus of your group, and within the direction and policies of the Sustainable Neighbourhood Alliance.

The requirements listed below are the minimum requirements for Sustainable Neighbourhood volunteers to take actions and undertake projects on behalf of a Sustainable Neighbourhood Group.

Your group's Terms of Reference, along with the [Alliance Constitution](), and the [suite of Alliance Policies and Procedures]() provide further details.

Group meetings

- Hold a group meeting at least every 3 months – monthly is preferred.
- Ensure all financial members are notified of upcoming meetings, and are provided with relevant background information.
- Invite your wider contacts as well, to provide opportunity for new people to get involved.

Record keeping

- Keep meeting minutes, noting who was present, key decisions, upcoming projects & events, and advocacy actions that are being planned on behalf of your group.
- Email a copy of your meeting minutes to the Alliance Board, your group's financial members, and your wider contact list as soon as possible following the meeting.
- Maintain a membership register, detailing the name, address, email and phone number of your financial members. Financial membership needs to be renewed at the start of each financial year. You need to be able to provide a list of financial members to the Alliance when requested.

Group communications

- Maintain an email list or similar to notify members and wider contacts of upcoming meetings; distribute meeting minutes; and keep people up to date with upcoming opportunities to be involved.

Risk management

- For all projects, events, and other activities – Submit a risk assessment to the Alliance Board for review, at least 10 working days prior to start.
- For grant applications – Submit your draft application to the Alliance Board for review, at least 10 working days prior to submitting.

- For advocacy and other issues, please notify the Alliance Board about the issue you are trying to address and your intended actions. This will help keep track of similar challenges across all of the groups, and to provide support where possible.

Insurance

The Alliance can provide insurance coverage for eligible activities. Activities include events, projects, advocacy and other actions taken on behalf of a Sustainable Neighbourhood Group. The following conditions must be met for an activity to be eligible.

1. The person responsible for organising the event or activity must be a financial member of the Alliance.
2. The activity must be endorsed by the local Sustainable Neighbourhood group, or the Alliance Board, and noted in the group's meeting minutes.
3. The activity must contribute to the vision and objectives set out in the group's Sustainable Neighbourhood Action Plan and/or the Sustainable Neighbourhoods Strategic Plan.
4. The activity must be planned and implemented according to the policies, procedures and training set out by the Alliance.
5. The activity must be subject to adequate risk management and governance procedures.
6. The group must notify the Alliance Board of their activities, events and projects using the Activities Notification and Risk Assessment Form, for approval by the Alliance Board.
7. Any insurance coverage is always subject to the discretion of the Insurer.

Sustainable Neighbourhood policies and procedures

All Alliance policies and procedures, along with templates and other resources are available at sustainableneighbourhoods.org.au/resources.

Sustainable Neighbourhood volunteers are alerted to any new or updated policies via an email to each group's key contacts, and through the Sustainable Neighbourhood News email list.

General Governance	
About the Alliance	Understand the objectives, governance arrangements, and support available for Sustainable Neighbourhood groups.
Terms of Reference	Each Sustainable Neighbourhood group develops a Terms of Reference that details the rules governing how they want to operate as group.
Alliance Membership form	Use this form to sign up new financial members to your group and the Alliance.
Membership Register	As an Incorporated Association, the Alliance is required to keep an up to date register of financial members, including their name, address, email and phone number. The Alliance's Membership Register includes all financial members of Sustainable Neighbourhood groups.
Child Protection Policy	This policy aims to protect children and young people from risk of harm in the delivery of Sustainable Neighbourhood activities. It sets out the responsibilities of Sustainable Neighbourhood volunteers in relation to child protection.

How to manage Privacy and Personal Information	This policy sets out the procedures to follow when collecting, using and managing personal information through Sustainable Neighbourhood activities.
Managing grant funding	This procedure sets out the steps to take when applying for grant funding, and how to access funds held in the Alliance's bank account.
Planning and delivering events, projects and other activities	
How to plan and manage activities	Use this guide to effectively plan and manage your activities and projects.
Health and Safety	This policy sets out your obligations as a Sustainable Neighbourhood volunteer to protect the health and safety of volunteers and participants.
Risk assessment form	Use this form to notify the Alliance Board of any projects, events or other activities your group is planning. This form also includes a risk assessment template, which must be completed for all activities.
Covid Safety Plan	Use this guide to consider the relevant risks and controls for managing the risk of spread of infections diseases for all face to face events.
Activity sign on sheet	Use this template at your activities and events to keep a record of participant attendance.
Incident, accident or near miss report	Use this form to record the details of any incidents, accidents, or near misses that occur at any of your activities.
Accessibility and inclusion	Use this guide to ensure our events and activities are accessible to the greatest possible number of people, and enable people with varying access needs to participate in Sustainable Neighbourhoods.
Community Gardens	
Community Garden Policy	This policy defines when and how a community garden project may be managed by a Sustainable Neighbourhood Group.
Community Garden Induction Book	The induction book contains a risk management plan for a community garden site, and must be used to ensure all volunteers and visitors at the garden site understand the relevant risks and agree to the conditions of participation.
Community Garden Work Diary	This diary will be used by garden volunteers to document the details and people present at each occasion that works take place at the garden site.
Promoting your activities	
Website and social media policy	Policy for Sustainable Neighbourhood groups to manage website and social media pages.
Alliance logo and branding guidelines	The conditions and specifications for using the Alliance logo and branding.