

Minutes - RCOG BOARD MEETING

[Sep Tues 13 2022]. VENUE: OGSLSC

Meeting Opened – 3:30pm

1. Attendance:

X (Attended)
R (Reported)
A (Apology)

	J	A	S	O	N	D	J	F	M	A	M	J
Alan K	AR	X	XR									
Frank R	XR	XR	XR									
Kath V	AR	R	XR									
Lynne C	XR	A	XR									
Meredith O	AR	XR	XR									
Peter C	XR	XR	XR									
Pearl M	XR	AR	XR									
Rod B	X	X	X									
Xenia W	XR	XR	XR									

Guest - Lisa Hanley @ 5:15pm

2. Minutes of Previous Board Meeting. Moved: PM Seconded. FR Accepted

3. Action Points from PREVIOUS Meeting

List of the activities that were allocated at the last meeting; when completed, they can be removed

ITEM #	TOPIC	PERSON/S RESPONSIBLE	FOLLOW UP ACTIONS/ OUTCOMES	DATE ADDED	DATE COMPLETED
1	Noisy chairs	RB/PC	Go ahead; trial successful	July	Completed
2	Reimbursement form options	FR	Current system to be retained until an overview has been established	July	Completed
3	CPR Course	RB	Martin Geerings to check with CFA re possibility of CPR / Defib demo	July	Ongoing
4	Endorse Child safe policy sign	MO	Small poster; website; laminated for display	August	Completed
5	Difficulties with CSP issues	MO/PC	Unreasonable expectations from District policies; draft letter to District	August	Ongoing
6	Lighting issues at OGSLSC	PC	Followup with OGSLSC/ Barwon Coast	August	Completed
7	Life membership; Presidential PHF	RB	Formal detail; Add to Bylaws; include with other ByLaw changes; list of potential Life Members in Dropbox	August	Ongoing
8	Member fees	FC/RB	Breakup of competent changes - in dropbox	August	Completed

4. Correspondence - List important correspondence including emails/messages (See separate list)
 Moved: LC Seconded. PC Accepted

5. Reports activities of interest/relevance; status updates

Admin. Reports:

- **President's Report (PC):** Drop Box: Suggested we invite a Surf club rep/partner; Not invite DG ADG ; We will now deal directly with Surf club in relation to food matters; Suggestion re Rotary Cake sales - suggested we just provide forms for Cakes etc; Lyndy request re club Xmas party - Can the club pay for the band ? Discussion arrived at agreement - ≤ \$1200. (Moved RB/FR)
- **Treasurer's Report (FR):** Dropbox; Reports available; Ryman provided \$1000 for Seniors dinner; \$5000 from Footy gates - need to explain at a Meeting that this goes into admin; any excess at year's end could be transferred to Charity; Xmas dinner \$60ph;
- **Secretary's Report (RB):**
- **Past President/Vice President's Report (AK):** Art Show; Market; Fundraising: chasing attendees for District conference.
- **President Elect's Report (LC):** Foundation, Membership, Public Image: - planning Parkinson's event - May 2023 @ 360 degrees - Board supports. (Moved RB/PC)

Service Chair Reports:

- **Community/Environment (PM):** Dropbox: - Marchant - talk on housing issues - in 2023 as a guest speaker (non political); Compassionate Heart activities details to be given to members; Loaves & Fishes donations needs 're-explaining' to get support; Foreign Coin boxes arrived - will leave one in the surf Club; Acquiring a replacement digger was discussed - will not chase grant from B Bank until Vocational have secured their grant.
- **International (KV) (& Public Image):** Dropbox; \$1000 now for Pakistan - can we do whole donation now " Yes - all agreed; \$1000 for small tools for tree maintenance - approved grant application - all agreed; Cambodia teachers Grant - we can give \$2000 - all agreed
- **Vocational (XW):** Dropbox: Not pursuing sponsorship from Real Estates; Bendigo giving \$1000 (Platinum award) in Vocational Awards program;
- **Youth (MO):** Childsafe and Well Being document tabled/accepted (Moved LC/FV- agreed); YouthProtection Procedures - seeking Board approval at next Meeting; we need to add a one page statement of support - on web page. - MO work with KV/RB. MO thanked for her work on these documents.

All Reports: Received: AK Seconded. XW Accepted

6. Business on Notice –

ITEM #	TOPIC	PERSON RESPONSIBLE	FOLLOW UP ACTIONS/OUTCOMES	Date feedback required by (If appropriate)
1	Objectives	PC	Review and develop; include in Rotary Central entries	Ongoing
2	Review of Plans/ budgets from service groups	Board	Discussion, approval/ amendment. Moved RB; Sec PC agreed	Ongoing
3	Rotary Pilot program	PC/RB	Presentation tonight; Vote next week	Ongoing
4	Name change meeting	PC/RB	Meeting notice to be sent out; Process in place; MO to work on the 'mechanics' of this project.	Ongoing
5	New Square terminal	RB	purchase one. Power brick still desirable (Image in Dropbox)	Information

6	Sponsorship	PC/LH	Lisa Hanley to take on role; explain details of current developments	Information
7	Maz Walton	PC	Jacqui Honeywell exchange student asking for help to study in Japan with Deakin	Refer to Youth exchange

7. General Business - items raised by members or discussion from Business on Notice

- **Review of Plans/budgets from service groups** - discussion resulted in some amendments to submitted amounts to cover anticipated costs. Final approved budget amounts are:

Area	Amount
Vocational	\$17700
Community/Environment	\$9450
Youth	\$11900
International	\$21140
Total	\$60190

- **Lisa Hanley (Sponsorship Coordinator)** provided an update on sponsorship being provided. We have:
 - * We have support for the provision of large roadside signs for the Art Show from RT Edgar
 - * From the Corless group we have support for the provision of large roadside signs for the Summer Market as well as \$10,000 p.a. (for 2 or 3 years) for naming rights. Details of involvement being decided in coming meeting.
 - * From the Corless group, naming rights sponsorship for the Duck Race - \$5000 p.a. (for 2 or 3 years)
- Lisa Hanley was thanked and congratulated on her work in getting this sponsorship.
- Sponsorship Moved/Accepted (KV/PC)

8. Action Points from THIS Meeting

List of the activities that were allocated at this meeting; they are to be added to the action point list above to be reported on at the next meeting.

ITEM #	TOPIC	PERSON RESPONSIBLE	FOLLOW UP ACTIONS/ OUTCOMES	Date feedback required by (If appropriate)
1	Read Youth Procedures document	All board members	To be voted on/accepted at our next meeting	October
2	Purchase square terminal/battery pack	RB	Configure for first market	Asap
3	Name change process	RB	Send email to give 21 days notice	

9. Next RCOG Board Meeting. [Tuesday October 11th - 3:30pm]

MEETING CLOSED AT: 5:55 pm

COMMUNITY SERVICE AWARDS INTRODUCTION TO POTENTIAL SPONSORS

Initial phone or face-to-face contact

Hello we are from the Rotary Club of Ocean Grove. We wondered if we could speak to the owner (hopefully you already have his/her name) about possible the sponsorship of our Community Service Awards for **2022/23**.

Meeting

Ask if they are aware of Rotary and what it does within the community?

If aware then ask if there are any questions about Rotary?

If not, explain more e.g.

1. Rotary Donations for 2020-2021 (I have a copy however we should get one for 2021-2022)
2. Rotary market (I have copy)
3. Some activities (I have old ones but could do with more up-to-date)

Vocational awards overview – not sure how long these awards have been going for (maybe check with Lynne) (Will advise on Tuesday evening)

They recognise businesses and people in the community of the Bellarine South that have gone above and beyond to provide excellent service. Our area includes **Connewarre** Barwon Heads, Ocean Grove, Point Lonsdale, Queenscliff, **Leopold, Drysdale, Portarlington, Indented Head and St Leonards**. (These areas are not included in the Southern Bellarine area)

Awards include:

Small Business Excellence Award
Apprentice/Trainee of the Year
Team Member of the Year
Volunteer Organisation of the Year

Awards are presented at our **Vocational Awards Dinner** to be held at the Ocean Grove Surf Life Saving Club. The date for this year is Tuesday June 6, 2022

Sponsorship

We have approached a number of local organisations to seek their support for these Awards. This enables us to promote the event, support the local community and recognise the winners of each category by offering prize money.

We have developed a set of sponsorship packages from which you can choose the sponsorship amount as well as how Rotary can support your business. These packages are as per the document supplied (I can arrange for copies)

Sponsor support

In recognition of your support Rotary will promote your organisation with;

1. Business name/logo display on the night including a slide show on a big screen.
2. Display of photos which could include staff photos as well as promotional material.
3. Guest invitation at the Awards night based on the package selected.
4. Basket of branded goods. e.g., Bendigo Bank will provide branded key rings.

Confirmed interest in sponsorship

Thanks, **for your support and interest** this is much appreciated etc. We look forward to your involvement and working together to promote this year's awards.

1. OG Rotary official letter of thanks **(check with Lynne)**
2. Invoice sent for the package selected. This will be sent by our Treasurer in Frank Rice, once we receive sponsor acceptance. Confirm email address of appropriate person.
3. We will be in touch regarding promotional material for the Awards night including business logo, articles and social media posts according to the selected package.

Rotary Club of Ocean Grove Inc

Balance Sheet

As of August 31, 2022

	TOTAL
Assets	
Current Assets	
2000 General Account 4749	13,228.31
2001 Art Show Account 7003	6,910.54
2002 Term Deposit #6184 (12mth)	0.00
2003 Term Deposit #6242 (6mth)	0.00
2004 Trading Account 6663	1,575.00
2005 Term Deposit #6148 (7mth)	0.00
2009 Petty Cash	300.00
Cash and cash equivalents	1,000.00
Charities Account	22,254.34
Undeposited Funds	0.00
Total Current Assets	A\$45,268.19
Total Assets	A\$45,268.19
Liabilities and shareholder's equity	
Shareholders' equity:	
Net Income	11,902.43
Opening Balance Equity	32,266.70
Retained Earnings	1,099.06
Total shareholders' equity	A\$45,268.19
Total liabilities and equity	A\$45,268.19

Community and Environment Committee

Minutes of Meeting held on 6th September at 5pm in the Surf Club.

Attendance - Pearl M, Gordon K, Andy M, Noel E, Peter H, Graeme C, Delia N, Marita S, Adrian S, Rod Bush, David L.

Apologies - Beth Eustace, Jenny Templeton.

New members Marita and Delia were introduced to the group.

Community.

1. FMB. The club will hold a BBQ on the premises, and patrons can pay by donation. The costs will be met by an anonymous donor and all money raised will go to FMB. The first BBQ will be in May after the Market Season. If successful it will be held each month until September. We may give out fliers or vouchers through FMB to advertise this. Further discussion to be held.
2. Simple Supper. This will be held in January or February. Coog will provide roast pork and coleslaw rolls and ice cream at the normal Rotary meal price. After expenses all profits donated to FMB. Venue still under discussion.
3. Uniting Church Loaves and Fishes. Club members are asked to donate dried or tinned food from a selection supplied by the organiser. Each club member is asked to donate one food item each month during this Rotary year. Marita will collect the items.
4. Homelessness and Prisoner Release. - Jenny and Beth are both on holiday but can give a report to the next meeting. Pearl attended the inaugural meeting of the North Bellarine Community Housing Project. There were few people present, but she met the prospective Labor candidate, Alison Marchant, who is interested in the homelessness situation. She would like to attend a Rotary club meeting, and is willing to speak on the homelessness problem if asked.
5. Recycling bottle tops etc. Delian will be collecting these now.
6. Blood Donors. The information provided by Peter was given to the District Governor, who will inform other clubs in the District, and hopefully the competition will encourage Rotarians to give blood.

Environment

1. Mangrove Experience. ADG Vicci Funnel is very interested in this project and will promote it to other clubs. Hopefully this will move the plans along.
2. Deakin University Student's Report- there is a Zoom meeting arranged for the 4th October when the students will present their findings. Six of the Environment team will attend the Zoom meeting.
3. The Lookout Reserve. The City has plans for a car park upgrade and improvements in the area. It appears that the funds allocated to the car park might be sufficient to add a viewing deck with wheelchair access.
4. The City will supply plants to rejuvenate the planted areas. Noel will ask for names of Rotarians willing to work on the area, and do some planting. Date suggested - Sunday 25th September.
5. OG Park Sand Digger - The park committee have asked to order the Sand Digger so that it can be installed before the summer holiday period.
6. OG Nature Reserve. No report yet. The organizer is currently on holiday.
7. OG Entry sign. The Council did not include this in this year's budget. However the guidelines will be published fairly soon.
8. New project - palliative care. Marita has investigated this and she and Delia are going for training. This is a project to give support to people in our community who require palliative care, by linking Rotarians to those in need. It connects us with the community. A representative from Compassionate Hearts of Bellarine will be our speaker at the club in two weeks time. Marita will report further after her training.

The committee has been divided into sub groups who will meet to discuss their projects and report to the full committee.

The next full committee meeting will be in approximately 6 weeks time. Date to be confirmed.

Meeting ended at 6pm

Report to Board

1. I would like to discuss the possibility of Alison Marchant visiting the club, and Marita project on Palliative Care.
2. I will be picking up the the Foreign Coin Boxes on Saturday 10th September for handing into the Bendigo bank in Ocean Grove and Barwon Heads pm

Correspondence (inward)

	Date / Source	Summary of detail	Suggested action
1	11/8/2022	Belmont RC Bulletin	Information
2	11/8/2022 - Noel Emselle	Bird Life Australia Shorebird event	Query
3	11/8/2022 Delia & Marita	Doing RLI	Information
4	14 Aug Scouts Barwon Heads	Invite to presentation night	Apology sent
5	14 Aug Assorted	Club Bulletins	Information
6	22 Aug Bendigo Bank	Grant for Digger	Comm/Env. C'tee to provide required info
7	24 Aug	Corangamite Volunteer Grants	Fwd Rod G, Kath V
8	22 Aug Kath V	Support request for PNG RAWCS C'room project	Consideration
9	12 Aug Peter C	Note to OGSLSLSC re lighting	Information
10	15 Aug GP Psychiatry Support Line	Offer of protective glasses	Referred to RARE
11	30 Aug Kath V	Requesting funds fro Myanmar during Fleur's September Visit	Board
12	2 Sept Vici Funnell	Nestle's Milo/Coffee offer	Board
13	7 Sep. Frank Rice	OGBA card issues	Board
14	8 Sept. R.I.	Rotary Magazine	Information

Correspondence (outward)

	Date / Source	Summary of detail	Suggested action
1	14 Aug	Apology for non attendance at Scouts meeting	Information
2	30/8 GPPS	RARE contact details	Information

Ocean Grove Rotary – International Committee

Meeting held Tuesday 23/8/22 5.30pm at the OGSLSC.

Attendees: John P, Coral B, Janet A, Kath V, Rod G, Greg L, Peter C, Marg C

Apologies: Andrea T, Graeme B, Neil T, Coral B, Geoff B

Notes from the meeting:

- Budget has no changes at the moment.
- Bali Smiles – Janet has contacted Jan Johansen and confirmed that \$2,040 has been received by Bali Smiles for 6 students. A fee of \$50 per student report for translation was approved. The translator is happy with the proposed \$50 per report payment.
Janine (Vic Pol) has visited the village where Bali Smiles sponsors students. Planning is underway for the Emergency Services Golf Day, it will be on a Sunday though not a Summer Market Sunday or the Art Show weekend.
- District Grant – Safe Water for Myanmar – waiting for approval of application by District.
District Grant has been approved and the Board has approved transfer of amount to Disaster Aid Australia.
- Indonesia – dog desexing program. John provided an update on planning for the December trip. The Committee approved the identification of a project for a District Grant which could be applied for later this Rotary year for possible implementation in 2022~23. Note \$500 from Club post the presentation by Charlie El-Hage has not been paid as yet as the RC in Indonesia has not provided bank club details as yet.
The presence of Foot and Mouth Disease in Indonesia is impacting on planning for visits to Indonesia.
[Action: John to provide an update on this matter each meeting.](#)
- Cambodian sponsorships – The Committee decided to continue with teacher trainee sponsorships and possibly take on one additional teacher trainee. At this time we will not continue with investigation of sponsoring primary school students.
Highton RC have approved their contribution and the Board will be asked to approve the Ocean Grove RC to approve at the September Board meeting.
- PNG School rooms – suggested to Board that we donate \$500 as they visited the Club just before the decision to donate \$500 to worthwhile charities.
- Playgrounds through RARE. Rod Greer spoke to Leopold Probus. There will be a working bee at Geelong RARE to pack playground equipment into containers. Rod will let us know when this is planned.
- ShelterBox – a stall at the Summer Markets has been requested for the December and Easter Monday markets.
- Risk documentation – the Committee discussed that only two items for the International Committee require documentation: playground dismantling and ShelterBox stall at the Summer Markets.
[Action: Kath to complete.](#)
- Next meeting Tuesday September 27th at 5.30pm at the OGSLSC

International Committee Report – September 2022

Items for decision

- Classroom Project PNG - RAWs PNG project \$500 donation as it was very soon after the Club commenced donating to speakers if considered worthwhile. See documents in correspondence.
- Donation of \$1000 for ShelterBox Flooding in Pakistan. See documents in correspondence.
- Corangamite 2022-23 Volunteer Grants application for small items. See documents in correspondence.
- Bendigo Bank application for playground digger. See documents in correspondence.
- Trainee teachers in Cambodia with Highton Rotary. \$2000 or \$3000. See documents in correspondence.

International Committee 2023-23

Our aim is to participate in Rotary projects which aid international understanding and friendship. The preference is for educational or health projects for children and young adults.

We will organise guest speakers in the international area. We will encourage diversity within the Club and advocate for an inclusive community.

- Bali Smiles – continue to support Indonesian school students to attend school through Jan Johansen's charity. Assist with the running of the Emergency Services charity day at the 13th Beach par 3 golf course – proceeds are being donated to Bali Smiles. The Rotary Club of Bali Seminyak is aware and interested in this project. Jan Johansen spoke to the Club last Rotary year. **6 secondary students now being sponsored and \$2,040 has been transferred.** An additional cost will be \$300 being the cost of translating 6 reports to English so they can be added to the Club web site. There is a suggestion that the Club could provide a basic toilet to each household for \$200 each (\$1,200 in total). Janine (Vic Pol) visited the village where Bali Smiles supports students. Planning is underway by Janine for the Emergency Services Golf Day.

Janet and Greg

- Cambodia - continue to partner with RC Highton and RC Phnom Penh to support two trainee teachers through PEPY (<https://pepyempoweringyouth.org/>) who are completing their last year of tuition and moving into their first teaching placements. The Committee have decided not to support primary students and will look into adding another teacher trainee to our sponsorship. RC Highton have confirmed they would like to continue with the project this year. Board to approve our donation and then a transfer will be arranged to RC Highton.

Graeme and Kath

- Papua New Guinea – this is a new project with RC Torquay to support the work of John Oswald and Lucy Loko (RC Geelong). This year will be investigation of a way to assist and then funding provided. The project is available for support through RAWCS <https://directory.rawcs.com.au/41-2021-22>
Seeking approval from Board to donate \$500 as per a number of charities last year.
Kath and Marg
- Myanmar – this is a District Grant for the installation of a water filter in partnership with Safe Water for Every Child Myanmar. The district grant application for \$5,000 was submitted in the 2021-22 Rotary year and if approved will be implemented this Rotary year. Fleur Maidment spoke last Rotary year on the importance of clean, safe drinking water to villages.

District Grant has been approved and the Board have approved transfer of money to Australian Disaster Aid. Safe Water for Every Child Myanmar is planning the implementation. Fleur is collecting the water filter when she is in Melbourne in September.

Kath and Greg

- Nepal – supporting Seven Women a charitable organisation empowering woman by providing ways to financially support themselves. Stephanie Woollard spoke to the Club via zoom last Rotary year. 8 students now being sponsored.

Andrea and Coral

- Indonesia – investigate a way to support Dr Charlie El-Hage in his work in Indonesia with desexing clinics for dogs and vaccinations against rabies. It is possible this may see a District Grant applied for this Rotary year. Charlie is training Indonesian vets in the hope to make the project sustainable.
Unfortunately the presence of Foot and Mouth Disease is putting visits to Indonesia on hold.

John and Andrea

- ShelterBox – continue to promote ShelterBox via an information stall at 2 summer markets. Encourage the Club to continue with financial support of ShelterBox. Provide information to the Club via short video clips.
I am seeking Board approval to donate \$1,000 during September to the Pakistan Flood Relief <https://www.shelterboxaustralia.org.au/pakistan-flooding/>
I have requested a ShelterBox stall at the Summer Market for December and Easter Monday markets.

Peter and Geoff

- Repurposing, Reuse and Recycling Health and Education Equipment (RARE) – Donations in Kind (DIK) has been renamed to RARE we will continue to support RARE in Geelong and look to arrange a visit to the warehouse. Encourage the Club to

continue with the financial support of RARE.

<https://rawcs.org.au/repurposing/>

Rod and Neil

- Operation Cleft – continue to work with RC Box Hill to fund operations for children born with cleft palates. Last Rotary year we funded 6 operations in Bangladesh.

Coral and Marg

- Playgrounds - Rotary Overseas Recycled Playgrounds arranges for dismantled playgrounds to be shipped overseas to be re-erected for children to play. Over the last couple of years three Borough of Queenscliffe playgrounds were dismantled and sent to the Philippines. All playgrounds are replaced with a new playground in the Borough.

Rod and Neil

Kath Venters

6/9/22

President Report 13 /9/2022

- Sponsorship Coordinator: Lisa Hanley
Immediate focus Art Show, Market and Duck race sponsor ship for proposals to all local Real Estate businesses.
- President Elec to PE training.
PETS 1 Maryborough 20th Nov 22, PETS 1 Warrnambool 4th Dec 22,
PETS 2 Halls Gap 29th - 30th April 23
- Regionalisation Pilot vote by club members September 20.
- Club name change vote in the next couple of weeks, after regionalisation vote.
- Bendigo Bank debit cards now received and activated.
- Solar panel now fitted to BBQ trailer approved by last years Board approx \$ 200.
- Xmas dinner at Barwon Heads Golf Club 13th December, should we invite DG, AG etc ?
- Nestle offer from Rotary International / District.
- Football donation received \$5000
- Surf Club bar will remain open during our meetings
- Request by the Social Club for Xmas Dinner band payment, could be paid by footy money.
- David Larkin suggested ordering Xmas puddings for members to purchase.
- Request Board approval to start dealing with the Surf Club direct re meals.

Rotary Club of Ocean Grove Inc

Profit and Loss

August 2022

	TOTAL
Income	
0500 Charities Income	
0501 Summer Market Sites	7,587.00
0521 Community Sausage Sizzles	1,728.40
0537 International	220.00
0580 Interest earned	0.14
Total 0500 Charities Income	9,535.54
0600 Administration Income	
0645 Member Annual Subscriptions	5,750.00
0650 Meeting Receipts	4,565.21
0655 Meeting Sergeant	146.05
0670 Sundry Admin. Income	1,373.38
Total 0600 Administration Income	11,834.64
0700 Art Show - Income	
0710 Sponsorship	2,500.00
0730 Art Entry Fees	60.00
Total 0700 Art Show - Income	2,560.00
0900 Trading Account Income	
0910 Admin Members Contributions	4,750.00
0920 Admin Dinner Sales	3,977.21
0960 Market Fees	7,587.00
0961 BBQ Stall	540.57
Total 0900 Trading Account Income	16,854.78
Total Income	A\$40,784.96
GROSS PROFIT	A\$40,784.96
Expenses	
1500 Charities Expenses	
1553 Sausage Sizzle Costs	945.85
1580 Sundry Projects Expenses	220.00
Total 1500 Charities Expenses	1,165.85
1600 Administration Expenses	
1605 Rotary International Subscriptions	3,543.25
1606 RDU Magazine Subscriptions	2,306.76
1607 District Subscriptions	5,440.00
1609 Badges and Regalia	29.55
1610 Training Expenses	70.00
1615 Meeting Meals/Venue	2,204.00
1632 Accounting Expenses	37.00
Total 1600 Administration Expenses	13,630.56
1900 Trading Account Transfers	16,089.21
Uncategorised Expense	1,281.50
Total Expenses	A\$32,167.12
NET EARNINGS	A\$8,617.84

Status					
	<u>Surname</u>	First name	Age	Years in Rotary	Induction
c	Hawthorne	Peter	86	58	23/01/2001
c	Chandler	Geoff	83	44	01/04/1991
c	Kelly	Wal	80	44	01/11/1983
c	Steains	Bill	84	39	01/08/1985
c	Brentnall	Geoff	75	35	01/09/1987
c	Birrell	Rod	71	34	2/11/1988
c	Magee	Alex	82	34	01/05/1988
c	Schmidt	Adrian	75	32	14/05/2013
c	Templeton	Neil	72	32	14/6/2018
c	Chamberlain	Graeme	71	31	13/12/2011
c	Campbell	Margaret	78	30	30/06/2000
c	Haines	Tony	77	29	01/06/1993
c	King	Gordon	77	29	31/08/2010
c	Barker	Coral	77	28	01/02/1994
c	Geerings	Martin	74	28	01/06/1994
c	Cullen	Peter	79	26	20/05/1996
c	Greer	Rod	73	25	13/07/2004
c	George	Alison	76	24	02/01/1998
c	Greer	Judy	73	24	13/07/2004
c	Ford	Geoff	85	23	01/04/1999
C	Rice	Frank	74	22	13/7/2021
c	Emselle	Noel	83	21	17/10/2006
c	Bush	Rod	74	20	14/05/2002
c	Andrews	Fred	81	17	03/05/2005
c	Walton	Marion	71	17	06/09/2005
c	Walton	Bill	72	17	06/09/2005

Status	<u>Surname</u>	First name	Age	Years in Rotary	Induction
C	Venters	Kath	63	17	23/2/2021
C	Paton	John	71	16	17/02/2009
C	Hill	Sue	78	15	1/2/2022
c	Ricchini	James	77	13	23/06/2009
C	Willson	Heather	65	13	25/9/2018
c	Hodgkinson	Ann	75	12	06/07/2010
C	Batrouney	Graeme	82	12	18/2/2020
c	Morgan	Gillian	73	10	21/02/2012
C	Larkin	David	69	9	20/3/2021
c	Williamson	Xenia	60	7	23/7/2019
C	Carlson	Lynne	75	6	5/4/2016
C	Macmillan	Pearl	78	6	5/4/2016
C	Alexander	Janet	62	5	20/6/2017
C	Keyse	Alan	73	5	20/6/2017
C	O'Neill	Meredith	68	5	20/6/2017
C	Cowburn	Peter	65	4	27/8/2019
C	Tierney	Andrea	57	4	15/4/2018
C	Watson	Chris	73	4	20/3/2018
c	Templeton	Jenny	70	4	11/9/2018
C	Hanley	Lisa	49	4	20/3/2021
C	Fox	Michelle	41	3	8/1/2019
C	McKoy	Andrew	67	3	14/5/2019
C	Wright	Jenny	63	2	23/6/2020
C	Ayres	Ron	66	2	10/3/2020
C	Stagg	Lyndy	71	1	16/3/2021
C	Hanley	Harry	56	1	20/3/2021

Status	<u>Surname</u>	First name	Age	Years in Rotary	Induction
C	Karis	John	71	1	23/3/2021
C	Travers	Belinda	70	1	6/7/2021
C	Leece	Greg	61	1	10/8/2021
C	Eustace	Beth	66	0	9/5/2022
C	Scott	Marita	62	0	9/8/2022
C	Naumann	Delia	71	0	16/8/2022

ROTARY CLUB OF OCEAN GROVE
YOUTH SERVICES COMMITTEE – REPORT TO THE BOARD 11 September 2022.

1. Youth Protection Policies and Procedures.

This has been an agenda item on recent Board meetings and the documents need to be approved.

A letter has been sent to the District Governor, Assistant District Governor, Youth Services AG and Youth Protection Officer raising some concerns and asking for clarification on some matters regarding Youth Protection. The letter has been signed by Meredith O'Neill and Peter Cowburn. When we receive a reply we may need to make some adjustments to our procedures.

There are three key documents we need to produce:

- A. The Child Safety and Wellbeing Policy – This sets out our expectations and practices in relation to each of the 11 Child Safety standards that are outlined in the 'Guide for Creating Child Safe Organisations 2022'. It is really a compliance document and we may change the name of the document if it does not fit in with what we regard as a policy document. This was distributed to the Board and placed in dropbox in July. Meredith has made some minor editing alterations and they are in red.
- B. The Youth Protection Procedures Document.
This is a new document that is based on the District 9780 and Rotary Australia Youth Protection document. The title 'Youth Protection' was used for consistency with the district. The term 'youth' means that it can also cover programs for young adults such as RYLA. This document is in drop box and needs to be approved or altered if recommended by the Board.
- C. The Rotary Club of Ocean Grove statement of commitment to child safety and wellbeing.
This should be a short statement in child friendly terms. It needs to be on a poster that can be displayed or placed on our website. Meredith has jotted down some ideas and is looking for other statements prepared by sporting clubs and other Rotary clubs. She will seek ideas from Rod and Kath on how to best present this statement.

2. Rotary Youth Programs – Defying the Drift Agriculture program and Santos Science experience.
We do not have school students involved in these programs in the current September holidays. Meredith will make a brief comment at the Board meeting,

3. Junior Community Award program.

The program team will be considering possible modifications to the program in 2023 due to changing circumstances and the Child Safety Organisations requirements,

4. RYLA speaker

Sarah Barrot, who was our club representative at the district RYLA program will speak at a club meeting this month,

Meredith O'Neill
Youth Services Director
11/9/2022

ROTARY CLUB OF OCEAN GROVE INC
DRAFT YOUTH PROTECTION PROCEDURES

DEFINITIONS

Direct Contact and Indirect Contact

'The Guide to the Child Safety Standards 2022', Commission for Children and Young People, Victoria (page 119) defines the terms direct contact with children and indirect contact.

Direct contact with children is where the volunteer position will have physical or face-to-face contact or contact through written, oral or electronic communication with children.¹ Direct contact includes:

- *supervision, leadership and control over children*
- *delivering programs and services for children*
- *delivering education and training sessions to children*
- *delivering or supervising coaching or practical training sessions to children.*

Indirect contact can include:

- *a role where decisions are made that impact children*
- *a role that has access to a child's personal information*
- *influence over the organisation's policies and systems covering children.*

Rotary Youth Program Participant

This includes individuals who is participating in a Rotary Youth Program including children (under 18 years of age), students and young people over 18.

Rotary Youth Program Volunteer

This includes Rotary members and other volunteers who are working under the supervision of a Rotary member in the Youth Program or who have responsibility for the delivery of a key part of the program. The Rotary Youth Program volunteers have direct contact, that is not incidental or occasional, with the young people in the Rotary Youth Program.

CHECKING AND SCREENING

Working with Children Check (WWC).

The following members or volunteers of the Rotary Club of Ocean Grove are required to have a Working with Children Check:

- President, Secretary and Board members with responsibility for youth policy development
 - All Youth Services Committee members
 - All members and volunteers or who have direct contact with children and young people in a Rotary Club of Ocean Grove Youth Services program
 - The Market coordinator
 - The Duck Race Coordinator
 - The Social Media Coordinator.
-

The WWC is applied for on line at <https://www.workingwithchildren.vic.gov.au>. This web site includes current information on who is required to get a check. There is no cost for volunteers. The WWC is valid for 5 years unless it is revoked. The Victorian Institute of Teaching (VIT) card includes an exemption from the WWC and on receipt of VIT registration the member has the responsibility for notification that they are doing volunteer work with the Rotary Club of Ocean Grove. Records of members who have a current WWC or equivalent are held by the Club Public Officer.

Rotary Volunteer visits to schools and child care centres.

All Rotary volunteers should report to the office on arrival and follow the sign in and sign out procedures including a note that they are a representative of the Rotary Club of Ocean Grove Inc. The WWC card should be carried and presented if required. Rotary volunteers are required to follow the Child Safety procedures set out by the school or child care centre.

Rotary volunteers should meet with children or their parents in the space provided by the school and remain within allocated spaces. The Rotary supervisors in the Junior Community Award Program (JCA) meet with the students during school time in a classroom or on line space that is within the sight of the classroom teacher.

Additional Screening of Rotary Volunteers who have one to one contact and are alone with a young person.

The following Rotarians are required to participate in an additional screening process to assess their suitability to work with young people:

- Youth Services Director/Youth Protection Officer
- Other Rotary volunteers who work on a one to one basis with children and who could be alone with a young person for a period of time in their capacity as a Rotarian.

There are two options to satisfy the requirements of the Youth Protection Screening Process.

1. Current Professional registration which includes an assessment of a person's ability to work with children, for example:
 - Victorian Institute of Teaching (VIT) teacher registration that is renewed annually and includes the nationally coordinated Criminal History Check.
 - Australian Health Practitioners' Regulation Agency
 - National Disability Worker screening.

Refer to 'A Guide for Creating a Child Safe Organisation', page 123

OR

2. Rotary Australia Youth Protection Screening procedures where volunteers are required to:
 - Complete a Rotary Youth Volunteer Information and Declaration Form 3
 - Attend an interview with 2 Rotary members (Youth Protection Officer and another Board member)
 - Provide the names of three current referees who are in a position to comment on how the member works with children.

The Youth Protection Officer has responsibility for ensuring that these Rotary volunteers have a current Working with Children Check and that the additional screening checks are carried out and the forms are signed off. The completed documentation is held in club central records for a period of 7 years?)

YOUTH PROGRAMS

Rotary Youth Exchange

There are requirements that are specific to the Rotary Youth Exchange program – Refer to page 4 of Rotary Australia Youth Protection Policy. These requirements are frequently updated and if the club wishes to be involved in either sponsoring or hosting an exchange student there is a need to apply to the District Youth Exchange Committee for certification to do so.

Rotary District Youth Programs eg RYLA, RYPEN and Defying the Drift

The Rotary Club of Ocean Grove Youth Services Director will check with the District 9780 Coordinator to confirm that all the required screening checks and risk managements forms have been completed at the District level.

Rotary Sponsorship of Programs that are run by other Organisations

This includes The National Youth Science Forum and the Science Experience Programs that are promoted through the Youth Services section of the District 9780 web site. The Rotary Club of Ocean Grove Youth Services Director will check with the District 9780 Coordinator to confirm that all the required screening checks and risk managements forms have been completed at the district level.

Rotary members or Services Committees may wish to become involved in supporting students in schools or in community youth projects. It is essential that there is Board approval prior to the commencement of additional activities that involve children and young people.

Rotary Club of Ocean Grove Junior Community Award Program.

The children may participate in sporting and skill development activities that are independent of the Rotary Club of Ocean Grove. The parents need to be satisfied with the supervision arrangements that are in place.

CHILD ABUSE, CONCERNS AND COMPLAINTS

Responding to Child Abuse

The Child Safety Guidelines use a particular definition of 'child abuse' from the *Child Wellbeing and Safety Act 2005* (Vic) which includes:

- *a sexual offence committed against a child*
- *grooming for sexual conduct with a child under the age of 16 under section 49M(1) of the Crimes Act 1958 (Vic)*
- *physical violence against a child*

- *causing serious emotional or psychological harm to a child*
- *serious neglect of a child*

(A Guide to a Child Safe Organisation page 14)

All Rotary volunteers who have one to one contact with children will need to read pages 14-23 of 'The Guide for Creating a Child Safe Organisation' under the heading of 'Child Abuse and Harm' as part of their induction program.

Prior to the commencement of The Junior Community Award Program (JCA) the Program Coordinator meets with the Principal of each primary school that is involved in the program. The Program Coordinator will take advice from the Principal on the information that needs to be provided to the children and the procedures to be followed on child safety matters. This can include the situation where a child feels bullied, harassed or threatened by another child. If a child reports feeling unsafe on a program activity there will be an emphasis on taking preventative actions.

The Club Youth Protection Officer is to refer to pages 126-148 of the 'Guide for Creating a Child Safe Organisation' for information, contact and resources on responding to child abuse and harm.

A participant in a Rotary Youth Program may report child abuse to a trusted member of the Rotary club or the Rotary member may observe apparent neglect or signs of violence. The process to be followed if the member becomes aware of an allegation should be :

- Ensure the safety of the young person and call triple 000 if there is a medical emergency
- Notify the School Principal or classroom teacher if the child is a participant in the Junior Community Award program
- Contact the parents if appropriate (This may not be appropriate if a family member is involved in the allegation of abuse) or follow the school procedures for communication with parents
- Contact the Club Youth Protection officer (if the young person consents) who will have a list of appropriate phone numbers and referrals which includes Child Protection Services if there may be neglect
- Persuade the young person to go promptly to the police if physical abuse, sexual abuse including grooming of children or family violence is involved and provide support for the child to get to the police station if required.
- The Club Youth Protection Officer is to notify the Rotary District 9780 District Protection Officer
- E mail a Rotary Youth Protection Incident Report to youthprotection@rotary.org of any incident or allegation within 72 hours.
- Notify insurer via Aon

Rotary members must not conduct their own investigation of all matters where police are involved. Rotary members must not contact the accused. Rotary members must not talk about or tell others about the incident and this includes Board members.

Directions from the police override Rotary timelines and procedures for notification of the incident and the actions of Rotary members should not compromise a police investigation. Where police do not wish to investigate The Rotary District 9780 will conduct an investigation using experts outside Rotary as necessary or as requested by the victim or the victim's legal guardian.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local station. Failure to disclose the information may be a criminal offence. The offence applies to all adults in Victoria, not just professionals who work with children, unless they have a reasonable excuse. (Guide to a Child Safe Organisation p 141)

Responding to Complaints about Bullying and Harassment.

Under the Standards, organisations need to understand and focus attention on the prevention of child abuse and harm. 'Harm' is damage to the health, safety or wellbeing of a child, including as a result of child abuse by adults or the conduct of other children. It includes physical, sexual, emotional and psychological harm. Harm can arise from a single act or event. It can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.

The Standards require organisations to prevent and respond to child abuse or harm caused by other children, as well as adults.

The Guide to a Child Safe Organisation P14

If the complaints relate to student to student issues in the Junior Community Award program the matter will be referred to the classroom teacher for follow up according to school procedures.

If the complaints relate to the actions of a Rotary volunteer the 'Rotary Club of Ocean Grove Complaints and Disciplinary Policy' outlines the procedures to be followed.

If the complaints relate to the Rotary District Youth Programs the procedures set out at the District level will be followed.

Rotary Club of Ocean Grove Child Safety Policy – Draft Date 1/7/2022

INTRODUCTION

The Child Safe Standards are a compulsory framework that supports organisations to promote the safety of children by requiring them to implement policies to prevent, respond to and report allegations of child abuse and harm. Organisations in Victoria are usually required to comply with the Standards if they provide any services specifically for children. The Child Safe Standards are based on the *Child Wellbeing and Safety Act 2005* (Vic). Our Club is required to develop policies, procedures and a specific Youth Code of Conduct to reflect the Standards. It is mandated that our club complies with the eleven Standards.

The Child Safety Standards are applicable to the Rotary Club of Ocean Grove as the Club is involved in the following Youth programs:

- Development and implementation of the Junior Community Award programs that involves direct face to face contact with students from local primary schools and includes a component of young people being involved in volunteer work.
- Student scholarships and awards that involve the Youth Services Director visiting the local secondary college and communicating with students.
- Community promotion of Rotary District 9780 Youth Leadership and Extension programs and communication with young people as part of the selection process for funding support.
- Rotary sponsorship or financial support for student involvement in Science programs that are developed by universities or external agencies, promoted through the schools and endorsed by Rotary District 9780
- Catering support for programs for children with special needs that are run by other organisations and casual contact with children at these programs

This policy is presented in a format that clearly identifies each of the eleven standards and the indicators of what a club is required to do to meet these Standards. This Club policy has been based on the document titled 'A Guide for Creating a Child Safe Organisation' prepared by The Commission for Children and Young People, Victoria, version 15, 2022. Indicators that were relevant to the work of The Rotary club of Ocean Grove were selected for inclusion in this policy. The policy is required to show how the club complies with the Standards by identifying specific club actions and documents relevant to each standard. The following documents accompany this Child Safety Policy:

- **Rotary Club of Ocean Grove Youth Protection Procedures** including working with children checks, screening and reporting procedures.
- **Rotary Club of Ocean Grove Revised Guidelines and Booklet** for the Junior Community Award Program (In development)
- Rotary Club of Ocean Grove Code of Conduct with a specific section on Youth
- Rotary Club of Ocean Grove Complaints Procedures and Disciplinary Procedure
- **Rotary Club of Ocean Grove Commitment to Child Safety and Wellbeing Statement**

THE CHILD SAFETY STANDARDS

Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

In complying with Child Safe Standard 1, The Rotary Club of Ocean Grove Inc will ensure:

1.2 The club acknowledges and appreciates Aboriginal culture and understands its importance to the wellbeing and safety of Aboriginal children and young people.

1.3 Measures are adopted by the club to ensure racism within the club is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.

1.4 The club actively supports inclusion of Aboriginal children and young people in the Rotary Youth programs

Compliance indicators

Documents

Code of Conduct provides clear messaging that racism is not tolerated within the club

Complaints and Disciplinary procedures to address reports of racism.

Actions

Acknowledgement of Country at start of Club meetings.

Guest speaker program to develop member awareness of Aboriginal culture and issues.

Opportunity for student visits to Narana Aboriginal Cultural Centre in Grovedale **and a study of Aboriginal spirituality can be part of the Junior Community Award program.**

Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture

In complying with Child Safe Standard 2, The Rotary Club of Ocean Grove Inc will ensure:

2.1 The club makes a public commitment to child safety.

2.2 A child safe culture is championed and modelled at all levels of the club.

2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.

2.5 Risk management strategies focus on preventing, identifying and minimising risks to children and young people.

2.6 Rotary Board members and program volunteers understand their obligations on information sharing and recordkeeping.

Compliance indicators

Documents

Public commitment to child safety on club web site.

Club Code of Conduct including a specific section on Working with Youth

Risk Management documentation for Junior Community Award Program that is run by the club.

Actions

Youth Services Director provides regular reports to Board and Youth Services Committee on Child Safety Legislation and Requirements.

Appointment of a Child Protection Officer

Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

In complying with Child Safe Standard 3, The Rotary Club of Ocean Grove Inc will ensure:

- 3.1 Children and young people are informed about their rights, including to safety, information and participation.
- 3.2 The importance of friendships is recognised and support from peers is encouraged.
- 3.4 Rotary mentors are aware of the signs of harm and are responsive to children and young people who express their views and raise their concerns.

Compliance indicators

Documents

Ocean Grove Junior Community Award Program booklet distributed to children who are in the program.

Pamphlets to provide potential participants in District Youth programs with accurate information on what the program involves,

Actions

The Rotary Junior Community Award Team provide child and parent/guardian information sessions on the program with opportunities for questions and raising concerns prior to the commencement of the program.

Participation in the Rotary Junior Community Award program is voluntary.

Children who are involved in the Junior Community Award Program have choice (within guidelines) on the type of activities they participate in.

Children are encouraged to take responsibility for making their own accurate records of participation in program activities.

Child and parent input into the Junior Community Award Program evaluation.

Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing

In complying with Child Safe Standard 4, The Rotary Club of Ocean Grove Inc will ensure:

- 4.1 Parents/guardians participate in decisions affecting their child's involvement in Rotary programs
- 4.2 The club engages and openly communicates parents/guardians and the community about its child safe approach and relevant information is accessible.

Compliance indicators

Documents

Junior Community Awards program letter to parents/guardians about their child's involvement in the program and the expectations for parents/guardians

Actions

Parents/guardians are expected to accompany children who attend community events, meetings or cultural gatherings or performances that are included as the Social Experience part of the Junior Community Award

Parents/guardians are required to make decisions about the supervision arrangements when children are doing activities that involve helping other people.

Parents/guardians have responsibility for supervision arrangements if children are doing Award physical recreation activities that are not provided by a sporting club.

Trusted family members may work with children as part of the skill development activities and this is recognised as part of the Award.

Standard 5 – Equity is upheld and diverse needs respected in policy and practice

In complying with Child Safe Standard 5, The Rotary Club of Ocean Grove Inc will ensure:

5.1 The club members and volunteers, understand children and young people's diverse circumstances, and provide support and responds to those who are vulnerable.

5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

5.3 The club is responsive to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, and gender diverse backgrounds.

Compliance indicators

Documents

Rotary Club of Ocean Grove Youth Service Area Goals

Rotary Club of Ocean Grove Complaints Process

Actions

Rotary members provide catering for organisations that provide programs for young people with special needs eg 'Camp Quality', 'Disabled Surfers'.

Rotary grants to 'Riding Develops Abilities', 'Rural Australians for Refugees', 'Feed Me Bellarine' and 'Disabled Surfers' Association'.

Guest speakers at Rotary meetings to develop member awareness of the diverse needs of young people and approaches to addressing economic disadvantage.

Student equity scholarships for three VCE students at Bellarine Secondary College.

Rotary mentors in the Junior Community Award program seek guidance from teachers on meeting the special needs of students who are in the program and information is shared on a 'need to know' basis that is consistent with the privacy policies of the school,

Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

In complying with Child Safe Standard 6 The Rotary Club of Ocean Grove Inc will ensure:

- 6.1 Screening process including referee checks that emphasise child safety and wellbeing for Rotary volunteers who are visiting schools and/or who have one to one contact with young people
- 6.2 Volunteers who have direct contact with children and young people have current working with children checks or equivalent background checks.
- 6.3 All Youth Services Committee members, including Rotary student mentors, receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

Compliance indicators

Documents

Rotary Club of Ocean **Youth Protection Procedures** Document including:

- Who is required to have a Working with Children check or equivalent
- Club screening processes including volunteer statement and referee checks
- District 9780 Form 3
- Reporting Incidents

Youth Services Director to complete District 9780 Youth Protection Training from District Assembly plus the two modules from Rotary Learning Centre on Youth Protection.

Youth Services Director to arrange an induction program for all members of the Youth Services Committee that covers the new Child Protection Standards and some parts of the District on line programs. Other club members are invited to attend this session,

Standard 7 – Processes for complaints and concerns are child focused

In complying with Child Safe Standard 7, The Rotary Club of Ocean Grove Inc will ensure:

- 7.1 The club has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
- 7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- 7.3 Complaints are taken seriously, and responded to promptly and thoroughly.
- 7.4 The club has policies and procedures in place that address reporting of complaints and concerns to relevant authorities and co-operates with law enforcement.
- 7.5 Reporting and privacy and obligations are met.

Compliance indicators

Documents

The Child Safety Policies and Procedures for each school that the Rotary mentors are working in.

Rotary Club of Ocean Grove Complaints policy – This includes parents, students or teachers making a complaint about the actions of a member of The Rotary Club of Ocean Grove,

Rotary Club of Ocean Grove Code of Conduct – specific section on Youth.

Risk Management documents for the Junior Community Award program emphasise a preventative approach.

Actions

The Rotary Junior Community Award Program Coordinator meets with School Principals prior to commencement of the program to develop an understanding of the expectations of the school and procedures to be followed when Rotary members are interacting with students.

Board review of complaints and disciplinary procedures and regular updating to reflect legislative requirements.

Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

In complying with Child Safe Standard 8, The Rotary Club of Ocean Grove Inc will ensure:

8.1 Rotary mentors are trained and supported to effectively implement the club and the school/organisations child safety and wellbeing policies.

8.2 Rotary mentors are to inform the classroom teachers if they recognise indicators of child harm including harm caused by other children and young people.

8.3 Rotary volunteers have access to training and information to build awareness of child safety and well being issues.

Comments.

The Rotary Club of Ocean Grove does not have paid staff and Rotary mentors are all volunteers.

The Rotary mentors work with school staff who would have a higher level of training on knowledge and skills relevant to keeping young people safe.

Documents

Rotary Australia Youth Protection Policy as distributed by Rotary District 9780

Rotary District 9780 professional development presentations on Youth Protection

Course material on Rotary Multi District Learning Centre,.

Actions

Induction and professional development for Youth Services Director and Rotary mentors as outlined in Standard 6,

Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

In complying with Child Safe Standard 9, The Rotary Club of Ocean Grove Inc will ensure:

9.1 Rotary mentors develop knowledge of the electronic communication and privacy policies of the school where they are mentoring students and when checking student progress in the Junior Community

Awards program they are expected to raise concerns with the classroom teacher if students have been accessing inappropriate Internet sites.

9.2 The online environment is used in accordance with the club's Code of Conduct and child safety and wellbeing policy and practices.

Documentation

Rotary Club of Ocean Grove Permissions Form for Use of Photographic Images.

Safe Use of the Internet and Social Media Policy of the school that the Rotary mentor is working in,

Actions

Rotary Club of Ocean Grove Inc has Board members who have responsibilities for Club web page content, use of social media and Media relations.

Rotary Mentors check the child's use of on line skill development programs and seek further advice if required.

Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved

In complying with Child Safe Standard 10, The Rotary Club of Ocean Grove Inc will ensure:

10.1 The club regularly reviews, evaluates and improves child safe practices.

10.2 Safety incidents are recorded and information is used to inform improved risk management

10.3 The Junior Community Award program is evaluated at the end of each school year with input from Rotary mentors, teachers, children, parents/guardians and community members who have involvement. This evaluation is used to help plan for improvement,

Documents

Club resource file of current relevant legislation, Volunteer guidelines and Rotary International Youth Policies.

The Rotary Club of Ocean Grove Inc Youth Services Area has an Annual Action Plan that clearly identifies approved Club Youth Services programs and the Rotary volunteers who are involved in this program. This plan also states that Child Safety policies and procedures are to meet current legislative requirements,

Risk Management forms for the Junior Community Award program are updated annually.

The Rotary District Governor meets with the Club President and the Board to work through the Club Organisational Health Checklist which includes some compliance matters relevant to the safety of children and young people.

Action

Youth Services Committee and the Board address Child Safety as an agenda item at meetings.

Requests to the Rotary District for legal advice that is provided to Clubs to assist them to improve implementation of the Child Safety Standard,

Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people

In complying with Child Safe Standard 11, The Rotary Club of Ocean Grove Inc will ensure:

- 11.1 Policies and procedures address all Child Safe Standards.
- 11.2 Policies and procedures are documented and easy to understand.
- 11.5 Rotary members understand and implement policies and procedures.

Documents

The following documents for The Rotary Club of Ocean Grove Inc are accessible through the member section of the Club web site.

Club Constitution

Club By Laws

Club Code of Conduct including a section specifically covering Youth

Complaints Procedures

Disciplinary Procedures.

Member Handbook

Club Annual Report

Club Strategic Plan

Annual Action Plan for the Youth Services Area

Child Safety Policy – In Development

Child Safety Procedures – In Development.

Risk Management forms are completed by The Junior Community Award Program Coordinator and the Youth Services Director. A file is kept of all communication with parents and signed permission letters.

The Youth Protection Officer has responsibility for recording the Working with Children Checks and the Rotary Volunteer screening forms. When completed these forms will be passed to the Secretary/ Public Officer for centralised record keeping and these forms will be kept for a period of *7 years (confirm this time)*

Rotary Club of Ocean Grove Inc

Transaction Report

August 2022

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1500 Charities Expenses				
1553 Sausage Sizzle Costs				
07/08/2022		OSKO PAYMENT Rotary Club of Ocean Grove In> RI District 9780	Charities Account	440.00
18/08/2022		OSKO PAYMENT Rotary BBQ GChamberlain Graeme Chamberlain	Charities Account	505.85
Total for 1553 Sausage Sizzle Costs				A\$945.85
1580 Sundry Projects Expenses				
22/08/2022		E-BANKING TFR 0308589366 Incorrect Ac pay 00221155211601	Charities Account	220.00
Total for 1580 Sundry Projects Expenses				A\$220.00
Total for 1500 Charities Expenses				A\$1,165.85
1600 Administration Expenses				
1605 Rotary International Subscriptions				
08/08/2022		PAYMENT Rotary Club of Ocean Grove du> Rotary International	2000 General Account 4749	3,543.25
Total for 1605 Rotary International Subscriptions				A\$3,543.25
1606 RDU Magazine Subscriptions				
07/08/2022		OSKO PAYMENT RC of Ocean Grove RDU subs RDU Pty Ltd	2000 General Account 4749	1,153.38
08/08/2022		OSKO PAYMENT RC of Ocean Grove RDU Rotary RDU	2000 General Account 4749	1,153.38
Total for 1606 RDU Magazine Subscriptions				A\$2,306.76
1607 District Subscriptions				
07/08/2022		OSKO PAYMENT RC of Ocean Grove annuals fin> RI District 9780 Inc	2000 General Account 4749	220.00
08/08/2022		OSKO PAYMENT RI Dues Instalment 2 RI District 9780 Inc	2000 General Account 4749	220.00
08/08/2022		OSKO PAYMENT RC of Ocean Grove Annuals ins> RI District 9780 Inc	2000 General Account 4749	5,000.00
Total for 1607 District Subscriptions				A\$5,440.00
1609 Badges and Regalia				
16/08/2022		OSKO PAYMENT Rotary Ocean Grove Badges Upstart	2000 General Account 4749	19.70
16/08/2022		OSKO PAYMENT Rotary Ocean Grove Upstart	2000 General Account 4749	9.85
Total for 1609 Badges and Regalia				A\$29.55
1610 Training Expenses				
07/08/2022		OSKO PAYMENT RLI RC Ocean Grove Marita Sco> Rotary Leadership In	2000 General Account 4749	35.00
12/08/2022		OSKO PAYMENT RC Ocean Grove-Delia Naumann > Rotary Leadership In	2000 General Account 4749	35.00
Total for 1610 Training Expenses				A\$70.00
1615 Meeting Meals/Venue				
21/08/2022	Ocean Grove SLSC	OSKO PAYMENT Rotary Ocean Grove Meals Aug9> Ocean Grove Surf Lif	2000 General Account 4749	2,204.00
Total for 1615 Meeting Meals/Venue				A\$2,204.00

Rotary Club of Ocean Grove Inc

Transaction Report

August 2022

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1632 Accounting Expenses				
12/08/2022	Intuit Quickbooks	DIRECT DEBIT INTUIT*QUICKBOOK 0155414751 T1-1076f722-0	2000 General Account 4749	37.00
Total for 1632 Accounting Expenses				A\$37.00
Total for 1600 Administration Expenses				A\$13,630.56
1900 Trading Account Transfers				
08/08/2022		E-BANKING TFR 0306515389 Market sites 00221155211201	2004 Trading Account 6663	210.00
08/08/2022		E-BANKING TFR 0306515188 Meals 00221155211601	2004 Trading Account 6663	851.57
08/08/2022		E-BANKING TFR 0306516233 Subs 00221155211601	2004 Trading Account 6663	2,625.00
29/08/2022		E-BANKING TFR 0309626043 Market Fees 00221155211201	2004 Trading Account 6663	6,152.00
29/08/2022		E-BANKING TFR 0309626484 Meals 00221155211601	2004 Trading Account 6663	3,125.64
29/08/2022		E-BANKING TFR 0309626324 Members' subs 00221155211601	2004 Trading Account 6663	3,125.00
Total for 1900 Trading Account Transfers				A\$16,089.21
Uncategorised Expense				
07/08/2022		OSKO PAYMENT Meals(Aug2) and Room use (Jul> Ocean Grove Surf Lif	2000 General Account 4749	1,281.50
Total for Uncategorised Expense				A\$1,281.50
TOTAL				A\$32,167.12

October 4, 2022

Vocational Committee Meeting

Meeting commenced: 5.15 pm

Present: Xenia Williamson, John Karis, Marion Walton, Sue Hill, Anne Hodgkinson, Greg Leece, Beth Eustace, Chris Watson

Apologies: Lynne Carlson, Peter Cowburn

1. Last minutes of 6th September

- Greg (GL) noticed under 'Sponsors' that the initials of GS should be GC.
- The minutes were passed with no further queries.

2. A4 poster design

- XW met with Lee Wilkinson at Viewpoint this afternoon to obtain feedback on how we could improve the A4 poster design. Some changes were recommended as was the suggestion to use Canva, a free design tool, to design the document.
- The word 'Vocation' in front of 'Community Awards' was questioned. This was recommended by LC for specific reasons for which we can't recollect.

Actions:

- a. XW will do a draft of the changes so far and send to JK who will draft a mock-up which can be reviewed by the committee.*
- b. JK & XW to follow up with Lynne and confirm back with the committee regarding the addition of 'Vocational'.*

3. Timelines

- Discussion on whether time lines were too tight and the result was it was decided to revise the dates as follows;

Nominations open	Mar 17, 2023 to May 1, 2023
Judging occurs	May 1, 2023 to May 15, 2023
Awards Event occurs	Jun 6, 2023

4. Sponsorships

- Businesses from Queenscliff and Point Lonsdale will be approached regarding their interest in sponsorship, in addition to sending emails out to last year's sponsors. This is to get sponsors on board which represent a greater area of the Southern Bellarine rather than just Barwon Heads and Ocean Grove.
- LC is arranging a meeting with MEGT to gauge their interest in the awards and this will be confirmed soon.
- GL advised that Parade Café were happy to sponsor so has them on 'warm' and ready to go.
- JK suggested we contact the Bendigo Bank to confirm the application is in progress.

- Discussed the number of sponsors for a maximum number of people set at 150. May require more \$250 packages to balance out the attendees in terms of seating.

Actions:

a. XW to arrange a letter mail-out to previous sponsors in Feb 2023.

b. XW to follow up with LC re MEGT

c. JK to call Bendigo Bank to get confirmation the application is in progress

d. JK to email the committee a spreadsheet which contains the calculations used for the last Awards event.

5. Awards night presentation

It was generally agreed that the presentation area should be relocated from the North to the south side of the room in order that it minimises the traffic 'bottleneck' that occurs in and around the entrance and bar areas. Also it was agreed that the band may not be required either which will free up more space.

6. Bis-Sport

LC is arranging a meeting with Cameron, the CEO of Bis-sport for the committee to acquaint themselves with the organisation

Action:

XW to follow up with LC.

Meeting closed: 5.55 pm

NEXT MEETING (Tuesday 8th Oct)

September 6, 2022 Vocational Committee

Meeting commenced: 5.18 pm

Present: Xenia Williamson, Lynne Carlson, John Karis, Marion Walton, Sue Hill, Anne Hodgkinson, Greg Leese

Apologies: Gillian Morgan Graham O'Donnell, Beth Eustace, Peter Cowburn, Chris Watson

1. Last minutes of 2nd August meeting

- JK went through the action items so everyone was fully updated.
- The minutes were passed with no further queries.

2. Sponsorship packages

- Discussed the possibility of a real estate agent offering \$5K sponsorship and how this could be accommodated. It was generally accepted that, although it is a good offer, it would make it difficult to fit into the current sponsorship package options. Bendigo Bank is the main sponsor again this year and there is only the one Diamond package.

Action:

Leave the package options as they are this year and look at potential changes to the sponsorship packages offered prior to next year's event.

3. Sponsors

- Committee members agreed to make contact with business in their areas as per below;

SH & AH - Queenscliff

JK - Barwon Heads (before signing all those from last year will await sponsorship from other areas to endeavour to achieve a good mix across the district).

ZW - Point Lonsdale

GS - Ocean Grove

- JK displayed the booklet used for canvassing last year together with a suggested spiel on what to say to prospects and what material to cover.

Action:

JK to email the booklet contents and 'Introduction to Potential Sponsors' document.

4. A4 poster

It was agreed that we should contact Dominique at Viewpoint Media and request assistance with re-design etc. of the A4 poster, which is designed to sit on the sponsor's shop or business from windows.

Action:

XW and JK to follow up.

5. Project timeline with assigned tasks

This will be prepared and circulated when complete.

Action:

XW to manage.

6. Awards night presentation

The suggestion of asking previous winners to present awards was tabled. This is not as speaker but just to present the awards.

Action:

XW to follow up previous winners to ascertain interest.

7. Guest speaker program

Greg has secured a speaker from Barwon Coast for the 4th Oct and Xenia will follow up Jack Rabbit after leaving a message.

8. Project management forms

8.1 - JK will maintain a spreadsheet for the purposes of recording and tracking sponsors and the communication between them.

This will be emailed to committee member to help with recording and JK happy to combine all information back into the main spreadsheet.

8.2.1 - JK to amend the sponsorship package details so that they are dated correctly.

Meeting closed: 6.10 pm

NEXT MEETING (Tuesday 4th Oct)