

Preamble

The purpose of the manual is to inform Directors, Office Holders and community members of the functions, approval processes and financial implications (if applicable) of relevant decision-making.

General Meetings (GM) are held monthly on the first Saturday, when community matters are discussed, voted and decided.

1. GENERAL MATTERS

FUNCTION	APPROVAL	FINANCE
1.1 Joining the Co-op	Membership eligibility procedures through Membership Committee, ratification by community, followed by share transfer	
1.2 Work claims	Approval at GM. Hours limited to current financial year	18 + 50 hrs max @ \$10
1.3 DA management	DA Committee recommends course of action to Directors & Community.	

2. POLICIES & PROCEDURES

FUNCTION	APPROVAL	FINANCE
2.1 Development of policy	Approval by Community, following recommendations from Directors, Policy or other relevant committee.	
2.2 Tractor & machinery policy for usage & maintenance of equipment	Formulated by Machinery Committee and approved by Community; and displayed in appropriate locations.	
2.3 Membership policy covering induction process of prospective new members	Formulated by Membership Committee and approval by Community.	
2.4 Guest management	Membership Committee, as per Guest Policy	

3. LEGAL MATTERS

FUNCTION	APPROVAL	FINANCE
3.1 Secretary to receive on behalf of Co-op all legal & commercial documents, including membership share transfers & ratifications.	Secretary to table them at GM for Community approval.	
3.2 Secretary to issue legal documents	Following approval by Board of Directors and Community at GM.	

4. COMPLAINTS MANAGEMENT

FUNCTION	APPROVAL	FINANCE
4.1 Complaint management framework for resolution of complaints.	Community approval at GM - as per Complaint Management Policy	

5. INSURANCE

FUNCTION	APPROVAL	FINANCE
5.1 Secretary to liaise with insurance company/brokers regarding all insurance matters.	Community approval at GM	Cost of insurance policies approved by Community at GM.
5.2 Insurance claims	Secretary to table at GM for Community approval.	
5.3 Annual premiums	Secretary to review in conjunction with Board of Directors, and table at GM for approval.	Annual increases

6. FINANCE

FUNCTION	APPROVAL	FINANCE
6.1 Funds investments	Treasurer, after Community approval.	
6.2 Open & close bank accounts	Treasurer and signatories, after Community approval	
6.3 Signatories for electronic banking and cheques.	Treasurer, Secretary & two Director signatories (nominated at AGM)	
6.4 Transfer investment funds to operational accounts.	Treasurer	As required
6.5 Invoice, receive, code, bank and issue receipts.	Treasurer	
6.6 Operational expenditure	Treasurer & signatory	As per approved budgets
6.7 Written monthly Treasurer's report	Community approval at GM.	

FUNCTION	APPROVAL	FINANCE
6.8 Contingency expenditure	Quorum of Directors and Secretary	To \$3,000
6.9 Finance policy	Approval by Community, after recommendations from Treasurer, Directors or relevant committee.	

7. ROADS & OTHER PROJECTS

FUNCTION	APPROVAL	FINANCE
7.1 Road works & other community projects, including master DA compliance.	Appointed coordinators receive quotes, instruct contractors, organise working bees, etc, as approved by Community at GM.	

INDEX OF CHANGES

January 2016

All mentions of “membership” replaced by “Community”.

1.3 Work Claims - 18hrs max. @ \$10, 50hrs max. @ \$10.00

6.1 Investment of Funds - Treasurer

Add approved Policies: 2.1 Tractor & Machinery, 2.3 Membership, 6.11 Finance

March 2019: 4.1 Rule and By-law numbers updated in line with revised Rules January 2019

July 2019

Revision included sub-edits, Community approvals and new contingency expenditure limit:

Preamble - existing purpose statement simplified, and added reminder of General Meeting as the prime decision-making authority.

1.2 Owner- Builders application - deleted, as obsolete.

1.4 Guest management - moved to new 2.4 under Policies & Procedures

Section 2 Policies & Procedures - re-organised, with existing repetitious 2.2, 2.4 & 2.5 combined into 2.1, and others re-numbered to follow.

3.1 Clarification of Secretary role, and addition of Community approval.

3.2 Same as above

4.1 Simplification of wording, and addition of Community approval.

4.2 Deleted, as unnecessary (just follow policy).

Section 5 Insurances - added Community approval.

6.2 & 6.3 combined, and Community approval added - with subsequent numbering changes.

6.7 Emergency expenditure changed to 6.8 Contingency expenditure with new delegation limit of \$3,000; old 6.10 Contingency expenditure deleted, as redundant.