

GOOLAWAH CO-OPERATIVE
DELEGATION MANUAL for DIRECTORS & OFFICE HOLDERS

PREAMBLE

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

The process for decision making at General Meetings (GM) is also detailed in the Cooperative Rules and the Cooperative National Law.

GMs are held every second month on the second Saturday. A Special GM may be required at times.

1. JOINING THE CO-OPERATIVE

FUNCTION	APPROVAL	FINANCE
1.1 Joining the Co-op	Membership eligibility, ratification and share transfer approved at a GM following completion of Membership Process	

2. POLICIES & PROCEDURES

FUNCTION	APPROVAL	FINANCE
2.1 Development and review of policy: <ul style="list-style-type: none">• Machinery Policy and Usage Agreement• Membership Policy• Guest Policy and Agreement• Grievance Policy and Procedure• Privacy Policy• Finance Policy (Treasurer recommends)	Formulated by relevant Committee for Board review and GM approval	

3. LEGAL MATTERS

FUNCTION	APPROVAL	FINANCE
3.1 Secretary to receive legal and commercial documents, including share transfer and ratification forms	Secretary to table documents to the Board for review and GM approval	
3.2 Secretary issues legal documents	Following approval by the Board and a GM	

4. INSURANCE

FUNCTION	APPROVAL	FINANCE
4.1 Secretary to liaise with insurance companies and brokers regarding insurance matters	Board to review for GM approval	Cost of insurance policies
4.2 Insurance claims	Secretary reviews with Board for GM approval	
4.3 Annual premiums	Secretary reviews with Board for GM approval	Annual increases

5. FINANCE

FUNCTION	APPROVAL	FINANCE
5.1 Funds' investments	Treasurer, after Board review and GM approval	
5.2 Open and close bank accounts	Treasurer and signatories, after Board and GM approval	
5.3 Signatories for electronic banking and cheques	Two directors or other signatories authorised by the Board. Change of signatories require Know Your Customer (KYC) compliance and appropriate minutes.	
5.4 Transfer investment funds to operational accounts or continuation of investment accounts or periods	Treasurer after authorisation from the Board	
5.5 Invoice, receive, code, bank and issue receipts	Treasurer	
5.6 Operational expenditure	Treasurer and signatory, Board review per audit report	As per approved budgets
5.7 Treasurer's report	GM approval	
5.8 Work Claims	GM approval	Work and Membership Levies may be claimed for current financial year
5.9 Contingency expenditure necessary for running of the Co-operative	Majority of Board	To \$3,000

6. ROADS & OTHER PROJECTS

FUNCTION	APPROVAL	FINANCE
6.1 Road works and other community projects	Project managers receive quotes, instruct contractors, and organise working bees following GM approval	
6.2 Master DA compliance and management	Board recommends course of action for GM approval	

INDEX OF CHANGES

January 2016	<p>All mentions of “membership” replaced by “Community”.</p> <p>1.3 Work Claims - 18hrs max. @ \$10, 50hrs max. @ \$10.00</p> <p>6.1 Investment of Funds - Treasurer</p> <p>Add approved Policies: 2.1 Tractor & Machinery, 2.3 Membership, 6.11 Finance</p>
March 2019	<p>4.1 Rule and By-law numbers updated in line with revised Rules January 201</p>
July 2019	<p>Revision included sub-edits, Community approvals and new contingency expenditure limit:</p> <p>Preamble - existing purpose statement simplified and added reminder of General Meeting as the prime decision-making authority.</p> <p>1.2 Owner- Builders application - deleted, as obsolete.</p> <p>1.4 Guest management - moved to new 2.4 under Policies & Procedures</p> <p>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.</p> <p>Clarification of Secretary role, and addition of Community approval.</p> <p>Same as above</p> <p>Simplification of wording, and addition of Community approval.</p> <p>Deleted, as unnecessary (just follow policy).</p> <p>Section 5 Insurances - added Community approval.</p> <p>6.2 & 6.3 combined, and Community approval added - with subsequent numbering changes.</p> <p>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.</p>
April 2022	<p>Updates made in line with policy amendments and current terminology.</p>
April 2024	<p>Updated Preamble</p> <p>General reformatting, rewording, numbering changes.</p> <p>2.1 Rules Breaches, Complaints and Disputes Policy changed to Grievance Policy and Procedure.</p> <p>5.9 Contingency expenditure – added necessary for running of the Co-operative.</p>