



The Management Guidelines and Procedures

of the

Weston Creek Men's Shed Incorporated

**(To be used in conjunction with The Rules & The
Forms)**

(Weston Creek Men's Shed is Incorporated under the ACT Associations Incorporation Act 1991, Number A05526)

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Definitions

Unless otherwise specified, the following definitions apply to the entirety of this document:

ACNC	Australian Charities and Not-for-profits Commission
WCMS	Weston Creek Men's Shed Incorporated

Part 1 – Addenda to The Rules

Throughout *The Rules* there are numerous references to “the Management Guidelines, refer to Section 49.” Each one of those references is detailed in this section. They are listed in the order in which they appear in *The Rules*.

For the purposes of this document, all the definitions listed in *The Rules*, Section 4, Definitions, apply to this document.

1. Fees

As stated in *The Rules*, Section 11, the applicable fees are listed below:

(1) Membership Fee

The applicable fee was:

- (a) annual fee reviewed and set by the Committee on 13th July 2023 to be \$50 per annum,
- (b) April-June Fee set to \$12.00, and
- (c) the fees were ratified at the Annual General Meeting (AGM) on 13th September 2023

(2) Weekly Fee

The applicable fee:

- (a) remains at \$5 per week for each week that a member attends.
- (b) The Membership Fee must be paid within the prescribed time as determined by the Committee and listed in the Management Guidelines, refer to Section 49
- (c) time will be deemed to have resigned from the WCMS, refer Section 9

(3) Prescribed time for payment of fees

- (a) Membership fees are payable within one month (31 days) of them becoming due

2. Additional Duties of the Secretary

As stated in *The Rules*, Section 18, part (7), the Additional Duties of the Secretary are listed below:

- (1) Maintain *The Guidelines* document (this document) as and when decisions are taken by the Committee concerning details that are recorded herein,
- (2) Maintain and ensure member access to current versions of the forms that are prescribed in *The Forms* document, and
- (3) Display the signed copy of the minutes of committee meetings on the notice board.

As stated in *The Rules*, Section 6, part (4), the Secretary is responsible for maintaining the Membership List. A meeting of the Executive on 21st March 2024 decided that this duty would be more appropriately managed by the Treasurer.

3. Additional Duties of the Treasurer

As stated in *The Rules*, Section 19, and as listed in various places in this document, the Additional Duties of the Treasurer are listed below:

- (1) Maintain the Membership List
- (2) Maintain the Insurance Policy
- (3) Produce and make available the Insurance Certificate of Currency
- (4) Provide regular reports of the financial status of WCMS to the Committee
- (5) In advance of each Annual General Meeting:
 - (a) provide audited financial statement to the Secretary, and
 - (b) provide signed Auditor/Reviewer review of financial accounts.
- (6) Provide all reporting necessary for compliance with the ACNC.

4. Responsibilities and Duties of Office Bearers and Committee Members

As stated in *The Rules*, Section 20, part (3), Additional Duties of the Office Bearers and Committee Meetings are listed below:

- (1) Duties that are allocated to any of the Office Bearers or Committee Members
 - (a) President: Brian Black
 - (i) Public Officer
 - (ii) ICT Manager
 - (iii) Newsletter Editor
 - (iv) Grant Manager
 - (b) Vice President: John Webster
 - (i) Purchasing Officer
 - (c) Secretary Alex Zvargulis
 - (i) Assistant Workshop Manager
 - (d) Committee Member: Allan Booth
 - (i) Workshop Co-Manager
- (2) Duties delegated to non-Committee Members,
 - (a) Member: Allan Castle
 - (i) Assistant Social & Welfare Officer
 - (b) Member: John Warren
 - (i) Assistant Social & Welfare Officer
 - (c) Bill Wallace
 - (i) Assistant Workshop Manager
 - (d) Member: Graham Lacey
 - (i) Garden Manager
- (3) Guidelines for the execution of Additional Duties are in Part 3, Additional Duties, of this document.

5. Responsibilities and Duties of the Public Officer

As stated in *The Rules*, Section 21, part (3), the name and details of the Public Officer are listed below:

- (1) Public Officer - Brian Black
- (2) Public Officer's address - 51 Sidaway Street, Chapman, ACT 2611
- (3) Public Officer's contact number - 0412485458

As stated in *The Rules*, Section 21, part (4), the full list of duties of the Public Officer are listed below:

- (1) The Public Officer should become familiar with the *Associations Incorporation Act 1991As amended, and their responsibilities under that Act*
- (2) Ensure that all reporting requirements under the Act are met.
- (3) Liaise with the ACT Property Group

6. Delegation by Committee to Subcommittee

As stated in *The Rules*, Section 25, part (8), all delegated Sub-Committees are listed below:

- (1) There are no delegated Sub-Committees.

Financial Rules and Procedures

The following Section names, *Funds Source* and *Funds Management*, as listed in *The Rules*, have been retained to provide a direct reference to that document.

7. Funds (Source)

As stated in *The Rules*, Section 37, part (2), all current sources of funds are listed below:

- (1) Funds Sources
 - (a) Membership Fees
 - (b) Weekly Fees
 - (c) Fundraising
 - (d) Grants
 - (e) Donations
 - (f) Disposal of unwanted goods.

8. Funds (Management)

As stated in *The Rules*, Section 38, part (7), additional rules/instructions, as ratified by Committee Meeting 18th May 2023, are listed below:

- (1) Membership Fees
 - (a) Collect Annual Membership Fee from each member. The Fee collected is in accordance with Part 1, Section 1 of this document.
 - (b) A written cash or EFTPOS receipt must be issued.
- (2) Other Fees as listed in Part1, Section 1 of this document:
 - (a) Weekly Fee
 - (i) Collect any other Fee from each member as may be applicable. The Fee collected is in accordance with Part 1, Section 1 of this document.
 - (ii) Members must sign an *Attendance Sheet* either at the workshop or at the social meeting area and indicate how the weekly fee was paid e.g., cash or EFTPOS. No receipts are issued for the Weekly Fee. However, members Paying by EFTPOS may request an EFTPOS receipt.
- (3) All the above fees are collected and banked by the Treasurer or his nominee. A Reconciliation Statement must be completed weekly or as soon as possible. The bank deposit slip must be attached to the Reconciliation Statement.

(4) Bank Accounts

- (a) Only the Executive Committee are authorised to have access to and operate the WCMS bank accounts.
- (b) WCMS operates bank accounts at Beyond Bank (BSB: 325 185). Instructions for operating the accounts are shown in Part 2, Sections 1&2, Instructions for Conducting Banking at Beyond Bank.
- (c) Account 03739116 - This is an interest-bearing account and the first to be set up for WCMS. The account requires two authorised persons (signatories) to process transactions (such as the withdrawal or transferring of funds) using the Beyond Bank Batch Processing system. There are transaction fees associated with this account.
- (d) Account 03803237 - This account is a Beyond Bank Community Account and the main or general operating account for WCMS. It was set up to facilitate the use of Debit/Credit Cards. The account is used for all Direct Debit Credit transactions, deposits, and payment of accounts (including reimbursements). The account requires only one authorised person (signatory) to process a transaction using the Beyond Bank Make a Payment system. The account does not incur transaction fees. Funds collected are usually deposited in this account.

(5) Direct Debit/Credit Cards

- (a) Beyond Bank Direct Debit/Credit cards may be issued to members who make ongoing purchases for WCMS.
- (b) Card holders may include the President, Purchasing Officer, Workshop Manager and Garden Manager.
- (c) Under exceptional circumstances, and as approved by the committee, a debit/credit card may be issued to a Shed member.
- (d) Rules Governing the Issue and Use of Beyond Bank Debit/Credit Cards. The Credit Card Rules are included in the Application for Credit Card form, which must be read and signed by every Credit Card holder. The Application for Credit Card form is in *The Forms* document.

- (i) Debit/Credit Cards are linked to the WCMS main operating account (Beyond Bank 03803237).
- (ii) The issue of a Debit/Credit Card must be approved by the WCMS Executive Committee.
- (iii) The Bank application form for the issue of a Debit/Credit Card must be signed by a member of the executive (President, Vice President, Secretary or Treasurer).
- (iv) A cardholder must be a member of the WCMS.
- (v) Cards remain valid whilst the cardholder is a member of WCMS or until cancelled.
- (vi) A cardholder must relinquish the card when no longer in a position for which the card was provided. That card must be returned to the Treasurer or Secretary who in turn must notify Beyond Bank to cancel the card.
- (vii) A cardholder must take full responsibility for the use of the card and must comply with the rules governing the use of the card. If the card is used accidentally for private use, then the card holder must contact the Treasurer via email explaining in detail as to what happened and take steps to reimburse the WCMS as soon as possible.
- (viii) A cardholder must not lend the card to other members of the WCMS or any other person.
- (ix) The Debit/Credit Card limits are specified in Section (6) Expense Limits. Transactions over the specified limit must be approved by the Committee and an EXPENSE APPROVAL FORM completed and submitted and signed off by the Treasurer.
- (x) A cardholder may elect to use either 'tap and go' or a pin.
- (xi) Receipts/Invoices for all purchases must be returned to the Treasurer within one week with all completed approval forms. If no receipt is issued or is lost, then an email should be sent to the Treasurer regarding the details of the purchase this email is to be used in place of the receipt. It should be encouraged that where possible the receipt is sent to their phone/email or take a photo, and this can be sent to the Treasurer scanned and stored for audit purposes.
- (xii) The Treasurer's official email is: treasurer@westoncreekmensshed.org.au.

(6) Expense Limits

- (a) Debit/Credit card holders are permitted to spend up to \$500 per day without prior approval (see Section 5 above).
- (b) Debit/Credit Card holders are permitted to spend over the daily limit in a single transaction with the approval of the committee.
- (c) The Standing exceptions to the expense limit rules, not requiring specific Committee Approval:
 - (i) purchases for all approved Bunnings BBQ's fundraising events
- (d) Under exceptional circumstances and as preapproved by the committee, other WCMS members are permitted to spend up to \$200 per day (see Section 5 above).

(7) Approval of Spending and Payment of Accounts

- (a) Debit/Credit Card Users - For purchases under the daily limit as specified in Section(6) Expense Limit, no prior approval or EXPENSE APPROVAL FORM is required. However, receipts must be submitted to the Treasurer within one week.
 - (b) Debit/Credit Card Users - All purchases over the daily limit as specified in Section(6) Expense Limit, must have prior approval by the committee and an EXPENSE APPROVAL FORM must be completed and, together with receipts, submitted to the Treasurer within one week.
 - (c) All other WCMS members with prior committee approval - An EXPENSE APPROVAL FORM must be completed for all purchases and, together with receipts, submitted to the Treasurer within one week. The EXPENSE APPROVAL FORM formalises the approval process and is signed off by the Treasurer.
- (8) Invoices/Receipts
- (a) Invoices/Receipts must be retained by the Treasurer and stored for future reference and audit purposes. Wherever possible, accounts should be paid by bank transfer upon receipt of an invoice/receipt.
 - (b) Under no circumstances is using cash collected from the Weekly Fee or Donations or Sale of goods to be used to pay small accounts to members who have incurred an expense relating to shed activities.
 - (c) Occasionally, large accounts are paid by a member using private funds with prior approval from the committee who is then reimbursed via EFT (the EXPENSE APPROVAL FORM records this).
- (9) EFTPOS
- (a) EFTPOS facilities are provided by a commercial organisation - TYRO. The arrangements were made through Beyond Bank. If there are problems with the machine then TYRO should be contacted in the first instance. If a satisfactory result is not be obtained then contact the bank. The Treasurer is responsible for the operation of the EFTPOS machine and is authorised to make changes to the EFTPOS program. The Treasurer is the contact person for TYRO.
 - (b) The facility can operate on either the 4G network or it can be configured to operate on any WIFI network.
 - (c) The machine can be used anywhere that there is a suitable network connection: at the Shed, Coolamon Court, Bunnings.
 - (d) Instructions for the use of the EFTPOS machine are shown in Part 2, Procedures, Section 3, Instructions for the use of the Tyro EFTPOS Machine.
- (10) Donations
- (a) The term "Donations" means any work done by shed members for which they receive a "payment" and any other contribution made by members of the public.
 - (b) A receipt must be issued for all donations made to WCMS. A copy of the receipt is needed for auditing purposes.
 - (c) The only exception to this rule is for donations collected "in the tin" as part of the Bunnings BBQ.
- (11) Sale of Goods
- (a) A receipt must be issued for the sale of any goods and equipment deemed surplus to WCMS needs. A copy of the receipt must be retained for auditing purposes.

(12) Reporting

- (a) The Treasurer must provide regular reports of the financial status of WCMS to the Committee.
- (13) Annual Audit
 - (a) All relevant documentation must be submitted to an approved auditor by mid-July.
 - (b) The auditor's report must be tabled at the AGM.
 - (c) The Treasurer must submit an Annual Report to the AGM.

9. Custody of Books

As stated in *The Rules*, Section 41, part (2), the Format and Location of the Books is listed below:

(1) Format of Books

- (a) Prior to July 2022, Books, were either paper-based or electronic, the older the document the more likely it is in paper-based form.
- (b) From July 2023, wherever possible, Books are held as electronic documents.
 - (i) The preferred format is Microsoft Word for documents, Microsoft Excel for numeric tables, and Adobe PDF format for published works.
- (c) Exceptions to the electronic formatting rule, due to the personal information held therein, are:
 - (i) completed Membership Applications
 - (ii) completed Membership Renewals
 - (iii) completed ICE forms and envelopes.

(2) Location of Books

- (a) All paper-based documents are in The Secretary's office on the premises of WCMS.
- (b) Folders of relevant current and historic documents are held on the bookcase shelving.
- (c) Sensitive documents stored in a locked filing cabinet are:
 - (i) completed Membership Applications
 - (ii) completed Membership Renewals
 - (iii) completed ICE forms and envelopes.
- (d) All electronic documents are held in internet cloud-based storage hosted by Google and known as *ShedLoad*.
 - (i) access to *ShedLoad* is limited to Committee members.
 - (ii) *ShedLoad* is backed up externally at least 4 times a year.
 - (iii) ownership, or top-level management of *ShedLoad*, is vested in the ICT Manager, as specified in The Guidelines, Section 4(1)(c).
 - (iv) any member may make a request to an Executive Committee member to view the documents at the premises of WCMS during normal opening hours, except for documents that may contain sensitive or personal information.

10. Patron

As stated in *The Rules*, Section 45, part (2), the Patron or Patrons are listed below:

- (1) There are no Patron/s listed.

11. Auditor

As stated in *The Rules*, Section 46, part (2), the name and details of the Auditor are listed below:

- (2) The auditor is Ian Davies, FCPA

- (3) The auditor's address is 29 Coane Street, Holder ACT 2611
- (4) The auditor's contact number is 0407 931 971.

12. Annual Return

An annual return comprising Audited financial documents and statements concerning membership of the committee are required to be made to the ACNC.

As of 1st July 2025, the WCMS is a registered charity with the ACNC. According to the Associations Incorporation Act, 1991, as amended 5 June 2025, Section 70A, these requirements are not applicable to any association registered with ACNC as a charity.

Accordingly, the following rule and activity is null and void, but is left here for clarity, pending any future change to the WCMS rules to reflect the terms and conditions of the new Act.

As stated in *The Rules*, Section 47, part (3), The Annual Return and acknowledgment of its submission will be in the format and located as listed below:

- (1) Format
 - (a) The Form AR Annual Return will be in a .pdf digital file format.
 - (b) The official acknowledgment will be in a .pdf digital file format, created from an official email emanating from *AccessCanberra*.
- (2) Location - Both files will be stored electronically as detailed in Section 10, Custody of Books, part (2)(d)

Note: As of 1st July 2024, the ACT Government

Part 2 - Procedures

1. Instructions For Conducting Banking at Beyond Bank for Account 03803237

(1) Step 1 - Setting Up Payment

- (a) Logon to the Beyond Bank site with your account number and password
- (b) Two accounts are shown under Accounts. Only account 03803237 is used for general banking
- (c) Click on three dots for account 03803237
- (d) Click Make a Payment
- (e) Click New Payee or Saved Payee
- (f) Click To account
- (g) Complete details - Name, BSB, Account Number.
- (h) Click Continue
- (i) Complete Details
- (j) Description: Use words such as "Workshop equipment (Cat 4)"
- (k) Reference: Use words such as WCMS Reimbursement (this will appear on payee's statement) Nickname,' Use the first three letters of the surname e.g., JON for Jones
- (l) Caution: Check details
- (m) Get an SMS Code if prompted. Follow instructions for SMS Code

(2) Step 2 - Authorising Payment

- (a) Only one person is needed to process and authorize payments, unlike with Batch.
- (b) Click Confirm
- (c) Enter Receipt Number on Expense Approval Form under Ref:
- (d) Print form, go to New Payment or to the home screen
- (e) Check Transactions for BB account to confirm that payment has been made
- (f) Logout
- (g) Payment of the account is usually made immediately.

2. Instructions for Conducting Banking at Beyond Bank Account 03739116

(3) Step 1 - Setting Up Payment

- (a) Logon to the Beyond Bank site with your account number and password.
- (b) Two accounts are shown under Accounts. Only account 03739116 is used for Batch Banking.
- (c) Click Transfer/Pay Then Click Create Batch
- (d) The page will show where the money is being transferred from e.g. From Account - interest Bearing Account 03739116. Also shown is the batch number e.g., Batch 104
- (e) The next steps relate to adding the details of the account to be paid.
- (f) So, click *Add Payment*.
- (g) You will get a list of options: *Transfer, Member, Anyone, BPay*.
- (h) Normally we use only the *Member* and *Anyone* categories. Note that if the payment is going to a Beyond Bank Member, then click *Member*. Otherwise click *Anyone*. The details required for the *Member* and *Anyone* options are slightly different.
- (i) You will then get a screen that says either *Pay Member* or *Pay Anyone*. Complete the details required.
- (j) Example for the *Pay Anyone* option.
- (k) Description: Use words such as *Shed Equipment, Repairs, Catering Supplies* and add Category in brackets e.g. *(Cat 3)*.
- (l) *BSB*: insert customers BSB.
- (m) Account: insert customers' Account number.
- (n) Pay to insert customers' name e.g., John Smith.
- (o) Reference: insert *WCMS Reimbursement* if reimbursing someone or *invoice Number* if paying an account. Note that if the account being paid is for a Beyond Bank member (and you are using the Pay Member option) then insert the first three letters of the surname for Account e.g., SMI for Smith.
- (p) Check the details for accuracy.
- (q) Click Create Payment
- (r) The details entered will be displayed. Check if correct or Edit.
- (s) If the details entered are correct then click *Confirm*.
- (t) A large green tick will then be displayed on the screen to indicate that the transaction has been successfully added to the batch process.
- (u) If there are no other payments to be made then *Logout* (top right hand part of the screen).
- (v) If there are other payments to be made, click *Back to Batch*. Click *Add Payment*.
- (w) Repeat the steps outlined above.

(4) Step 2 - Authorising Payment

- (a) Two members of the Executive must approve payment.
- (b) Usually, the Treasurer initiates payment using the Batch Banking processing.
- (c) The initiator sends an email (or text, phone call) to one other member of the Executive to indicate that the Batch is ready to be Approved.
- (d) Approver - *Logon* to the Beyond Bank account. The page will show that the Batch is *Pending Approval*.
- (e) in the Batch window there are three dots. Click on those.
- (f) Click *Approve*.
- (g) Logout and inform the initiator that the Batch has been approved.
- (h) Initiator - *Logon*, click on three dots and click *Process*.
- (i) The page will show that the Batch has been *Submitted for Processing*.

- (j) Logout
- (k) Payment of the accounts is usually completed within 24 hours.

3. Instructions for the use of the Tyro EFTPOS Machine

(1) General

- (a) The EFTPOS machine is usually kept in the Secretary's office. The machine should be kept fully charged and, if possible, connected to power when being used.

(2) Instructions for Use

- (a) Press On or connect the EFTPOS machine to power. The machine will take a minute or so to boot up. When the screen displays *Weston Creek Men's Shed* then the machine is ready to use.
- (b) Enter the amount of the sale e.g., enter 500 for \$5. The machine inserts the decimal point in the correct place.
- (c) Press *OK*.
- (d) The machine will indicate the next step. Tap the card at the top of the machine and wait for the *BEEP*.
- (e) The machine will indicate the next step - either the transaction is *OK* or to insert the card. Note that some accounts require a PIN so the customer should enter the *PIN* via the keypad. The machine will ask if the customer wants a receipt or not. Press the appropriate key.
- (f) Transaction is complete when the home screen returns.
- (g) Disconnect power when all transactions have been completed for the day. Note that the machine is programmed to stay on for approximately 10 minutes after the power has been disconnected.
- (h) The EFTPOS machine should be left connected to power when not in use for an extended period.

4. Form AR (Annual Return)

As of 1st July 2025, the WCMS is a registered charity with the ACNC. According to the Associations Incorporation Act, 1991, as amended 5 June 2025, Section 70A, these requirements are not applicable to any association registered with ACNC as a charity.

Accordingly, the following rule and activity is null and void, but is left here for clarity, pending any future change to the WCMS rules to reflect the terms and conditions of the new Act.

In accordance with Section 47 of *The Rules* of the WCMS, an Annual Return (Form AR) for the WCMS must be completed and submitted to AccessCanberra.

- (1) At the conclusion of the AGM, following the acceptance of the Audited Financial Statements, and the election of the new Committee Members, the Public Officer shall:
 - (a) collect the Annual Committee Report,
 - (b) collect the original audited Financial Statements, and
 - (c) collect all Nomination Forms of the successful Committee position holders.
- (2) To complete the Form AR, the Public Officer shall:

- (a) record the details of each Committee Member, as per the Nomination Forms,
- (b) attach Annual Committee Report,
- (c) attach audited Financial Statements,
- (d) attach Auditor/Reviewers review of financial matters,
- (e) complete all other sections of the annual Report,
- (f) sign and date the AR,
- (g) have the AR signed and dated by two (2) other Committee members, and
- (h) submit the completed Form AR, and attachments, to *AccessCanberra* within 30 days of the AGM (to avoid late submission fee).

NOTE: If the Treasurer has not been able to obtain audited Financial Statements from the Auditor prior to the AGM, then unaudited Financial Statements may be presented at the AGM, for perusal by the Members present.

- (1) When the Audited Financial Statements, duly signed by the Auditor, have been received by the Treasurer:
 - (a) a Special General Meeting must be called to allow the Financial Members to vote on the acceptance of the Audited Financial Statements,
 - (b) *The Act* requires that the Audited Financial Statements must be approved by the Members of the WCMS in General Meeting), and
 - (c) this Special General Meeting shall be called in accordance with Section 29 of *The Rules* and, if practical, prior to the end of the current calendar year (otherwise refer to Sub-paragraph 6(d) below).
- (2) When the Financial Members have accepted the Audited Financial Statements, Form AR shall be completed as described above.
- (3) Form AR must then be delivered to *AccessCanberra* within 30 days following the date of the Special General Meeting, and prior to 31st December. Otherwise, the Public Officer must obtain prior approval from *AccessCanberra* for a 'late submission'.

5. Form A5 (Change of Public Officer Particulars)

Form A5 must be completed following the appointment of a new Public Officer when this position becomes vacant for any reason. Refer Section 15(1)(f) of the Management Guidelines.

- (1) The position is 'new', effective from the date of the appointment.
- (2) A Form A5 is also required if the current Public Officer's particulars change,
- (3) When the Public Officer position becomes vacant, a new Public Officer must be appointed within 14 days, and the Form A5 must be submitted to *AccessCanberra*.
- (4) If the new Public Officer is also a Committee Member, then a Form A9 shall also be required. Both 'Public Officer' and 'Committee Member' must be shown on the Form A9. Refer to Part 2, Procedures, Section 3 Form A9.
- (5) Form A5 must be submitted to *AccessCanberra* within 30 days of any change of Public Officer particulars.

6. Form A9 (Change of Committee Particulars)

As of 1st July 2025, the WCMS is a registered charity with the ACNC. According to the Associations Incorporation Act, 1991, as amended 5 June 2025, Section 62, these requirements are not applicable to any association registered with ACNC as a charity.

Accordingly, the following rule and activity is null and void, but is left here for clarity, pending any future change to the WCMS rules to reflect the terms and conditions of the new Act.

A Form A9 must be completed whenever a change occurs to one or more of the positions on the Committee.

- (1) A Form A9 does not need to be completed following the election of the new Committee at the AGM. Details of all Members of the new Committee shall be provided on Form AR (Annual Return).
- (2) Form A9 shall record the full particulars of all Members on the Committee following the any change to any position.
- (3) Form A9 shall also record the details of any 'Outgoing Member' of the Committee, together with their signature acknowledging that situation.
- (4) Any position(s) remaining Vacant, following any Change to the Committee, shall also be recorded on the Form A9 as "vacant".
- (5) Form A9 must be submitted to *AccessCanberra*, within 30 days of any changes to the Committee.

Part 3 – Additional Duties

Guidelines for the execution of Additional Duties or Roles as may be prescribed by the Committee from time to time. These guidelines are by no means a strict set of rules, rather, they are indicative and should be adapted to suit the duties as may seem appropriate at the time of the role being filled.

1. Purchasing Officer

- (1) A Purchasing officer may be appointed or dismissed by the Committee at any time.
- (2) The Purchasing Officer is expected to use his discretion to maintain appropriate levels of consumable supplies as required and used by the WCMS.
- (3) The Purchasing officer will be allocated a WCMS Debit card for the purchase of goods for the WCMS, such as, but restricted to:
 - (a) catering (tea / coffee / biscuits / cake etc),
 - (b) kitchen and cooking supplies,
 - (c) cleaning supplies, and
 - (d) stationary supplies
- (4) The allocation of this card to the Purchasing Officer carries tacit approval for purchase outside of the prescribed Expense limits for:
 - (a) Bunnings BBQ's
- (5) The Purchasing Officer must return the WCMS Debit Card immediately upon the request of any Executive Officer of the Committee.
- (6) Purchasing of workshop materials as required
 - (b) workshop consumables
 - (c) timber
 - (d) paint
 - (e) hardware: screws, nuts, bolts etc.

2. Newsletter Editor

- (1) A Newsletter Editor may be appointed by each new Committee of the WCMS at the first Committee Meeting following each Annual General Meeting (AGM). The appointment shall remain valid until the next AGM. Should the position become vacant mid-term, the Committee may appoint another Committee Member to fulfil that role.
- (2) The Newsletter Editor shall, within the policy of the WCMS, arrange for:
 - (a) collection and collation of items for the quarterly newsletter, and
 - (b) the publication and distribution of the WCMS Newsletter.
- (3) The Newsletter Editor shall ensure that a copy of each issue of the newsletter is distributed to eligible Members of the WCMS either by email or made available in printed form on the premises of the WCMS.

3. Social Secretary / Welfare Officer

- (1) A Social Secretary / Welfare Officer may be appointed by the Committee of the WCMS. The Appointment shall remain valid until rescinded. Should the position become vacant the Committee may appoint another Committee Member to fulfil that role.
- (2) The Committee may convene a Social Sub-Committee to help in the organising of social functions, as required, for the WCMS.

- (3) The Social Secretary / Welfare Officer shall organise functions and outings for the WCMS Members by:
 - (a) gathering information and expressions of interest on local or interstate venues, coming attractions, and planned commercial tours, which are appropriate for each group,
 - (b) regularly, through the Newsletter, and at Meetings, passing on information about future planned activities,
 - (c) arranging for the collection and payment of monies due for planned tours and/or functions, and
 - (d) keeping money collected separate from all other Shed funds.
- (4) The Social Secretary / Welfare Officer shall prepare, for each Committee Meeting, a list of future planned activities for the WCMS. This list shall include the Venue, Date, Cost, Contact Person, and RSVP date, of each activity.
- (5) The Social Secretary / Welfare Officer shall be responsible for maintaining contact with all Members of the WCMS by sending out Greetings Cards appropriate for the occasion.
- (6) When the WCMS has been notified that a Member is unwell, the Social Secretary / Welfare Officer shall contact that Member via a Get-Well Card and/or by a telephone call and/or personal visit. When the Member is in hospital, the Welfare Officer shall visit them, if appropriate, and take a suitable 'Get-Well' card.
- (7) The Welfare Officer shall record in a 'Birthday Card Diary' the addresses and telephone numbers of all Members against their relevant date of birth.

4. Workshop Management

The Workshop is a pivotal role in the WCMS in that it is an important facility to be used as a means of achieving the WCMS Objectives of integration and participation of men from the community, thereby potentially improving their mental health. That is the paramount reason for its existence and all efforts will be made to ensure that it fulfills that role.

Due to the importance of the Workshop and the volume of responsibility and work involved in its management, the role of Workshop Manager may be delegated to one or more members.

If multiple members are appointed as Co-Managers, they must work together in a harmonious and cooperative manner.

Committee Responsibility

- (1) A Workshop Manager or managers shall be appointed by each new Committee of Weston Creek Men's Shed Inc at the first Committee Meeting following each AGM.
- (2) The Manager/s appointments may be reviewed by the Committee at any time and approved or revoked as necessary.
- (3) The Committee may appoint another Manager at any time to assist the incumbent Manager/s.
- (4) The Committee will monitor all activities pertaining to the Workshop
 - (a) General guidance of projects
 - (b) Approval of major expenditure including machinery maintenance and projects
 - (c) Resolution of any disputes brought to the attention of the Committee

Workshop Manager Responsibilities

- (1) The Physical Workshop

- (a) Accommodation
 - (i) sheds, space
 - (ii) workbenches
 - (iii) layout
 - (iv) tools and equipment
 - (v) cleaning
 - (vi) storage
- (2) The induction and processing of members into the workshop with regards to:
 - (a) Skills assessment
 - (b) Equipment accreditation
 - (c) Supply and use of safety equipment
 - (d) Supply of appropriate machinery instruction
 - (e) Reporting of any breaches of safety to the Committee.
- (3) Work / job / projects management
 - (a) The acceptance or rejection of new work / jobs / projects for the workshop.
 - (b) The management of the work that goes through the facility.
 - (c) The management of the resources used in the workshop, ie men and materials.
- (4) Develop, implement, review, and deliver workshop seminars and training refresher courses.
- (5) The acceptance or rejection of workshop donations

5. Grants Manager

The Grants Manager is responsible for:

- (1) Monitoring potential grant sources for relevant grants
 - (a) AMSA
 - (b) ACT Government
 - (c) Federal Government
 - (d) Others sources that may become available.
- (2) Discussing potential Grant sources with the Committee
 - (a) Relevance
 - (b) Need
 - (c) Terms of reference
 - (d) Responsible Committee officers for approval
- (3) Completing Grant submission
 - (a) Submit application to Committee for approval.
 - (b) Get additional documentation as may be required.
 - (c) Get signatures as required.
 - (d) Store all documentation of the *GDrive / ShedLoad*.
 - (e) Handle all correspondence.
 - (f) Inform Committee of grant request outcome when advised.
- (4) Managing Grant
 - (a) Supervise the purchasing of appropriate goods as per the grant.
 - (b) Maintain records of expenditure.
 - (c) Retain all receipts or copies for all purchases.

- (d) Fulfill any requirements for progress reports to the grantor.
- (e) Meet any other conditions of the grant.
- (f) Acquit the grant if it is a condition of the grant.

6. Facility Manager

- (1) The Facility Manager will be appointed by each new Committee of Weston Creek Men's Shed Inc at the first Committee Meeting following each AGM.
- (2) The appointment may be reviewed by the Committee at any time and approved or revoked as necessary.
- (3) The Committee may appoint another Member at any time to assist the incumbent Manager
- (4) The Facility Manager does not have to be a Committee Member
- (5) The Facility Manager will report to the Committee at each convened Committee Meeting.
- (6) The Facility Manager will maintain
 - (a) all buildings and fittings within the leased area
 - (b) the grounds forming the entirety of the leased area
 - (c) Equipment as per maintenance schedule
- (7) Maintain the Asset Register

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