Dalmeny Narooma Bushwalkers Inc. How the Club Works

Summary of committee's key administrative dates

	What	Why	Whose responsibility
mid January	Email members for membership fees	Start of financial year - all members to renew membership	Treasurer requests, Secretary to email, co-ordinates w. Membership Officer
23 January	Renew contract website host VentraIP; Renew domain reg'n 'dalmenynaroomabushwalkers.org .au'	Renew both domain & website host every year	Web manager
early Feb	2nd reminder email for membership fees	Only sent to those not paid	Secretary w. Treasurer & Membership Officer
mid to late February	Annual General Meeting*	Statutory requirement	All committee, w. President in charge
<30 days after the AGM	Submit Form A12-T2 to Fair Trading (online or via Service NSW)	Requirement of incorporation	Public Officer (but can be any committee)
early April	Remove non-financial members from register	Final clean-up of register records in prep for submission	Membership Officer
April	Submission of Bushwalking NSW's Insurance Underwriting Information Questionnaire (2023 – a digital form)	Determines annual affiliation & insurance bill; also used by Bushwalking Australia's insurer to assess risk	Secretary together with President - submit together
30 June	Receipt of Primary Liability Insurance Certificate of Currency	Emailed from BNSW for next insurance year 1 July-30 June; includes risk guidelines	Secretary to file w. President & Treasurer to note
mid-late July	Receipt of invoice of BNSW's affiliation and insurance fees	The big bill of the year – usually given 2 weeks to pay	Treasurer w. Secretary to file
early August	Payment to Bushwalking NSW, based on membership number	Payment of affiliation fees, & personal accident, public liability & association liability insurances	Treasurer to pay, cc Secretary all paperwork
late November	Xmas lunch*	Celebrate end of walking year	Treasurer w. all committee involved

Other - Personal Location Beacon – current PLB expires in May 2030. Walks organiser takes responsibility for PLB and of keeping details up to date.

* Treasurer organises hall hire in advance of both AGM and Xmas lunch

Incorporation
Our bushwalking club is an Incorporated Association registered with the NSW Office of Fair Trading and classed as Tier 2 (Small). Incorporation number is INC2000792, first registered 21 July 2020. Being incorporated means that the club, overseen by the committee, must comply with all regulatory obligations of the Associations Incorporation Act 2009. If there is any doubt on club procedure, consult: https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association

Our Constitution provides the structure for how we operate and is available to all members on our website. It complies with the Act and was lodged with the Office of Fair Trading at the time of applying for incorporation. If there is doubt about club procedure, committee members should also consult our constitution.
Note: if DNB wants to change any wording in our constitution in the future, follow the procedure set out in the constitution and then notify the Office of Fair Trading of that change within 28 days.

Public Officer - Under the Act, the committee must appoint a public officer who is our official point of contact. The club's official address is the public officer's residential address, which must be in NSW and cannot be a PO box number. Since 2020, our public officer is Steve Deck. The public officer is automatically an authorised signatory for the club, and also an authorised signatory of DNB's bank account. Generally, the public officer can continue in the role until they want to resign. When this happens, the committee has 28 days to appoint a new public officer and notify Fair Trading (using a special form; incurs a fee). For more information, see https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/starting-an-association/public-officer

Annual declaration of finances - It is a requirement of incorporation that DNB lodge annual financial summaries in the approved form (from the Office of Fair Trading) within one month after our AGM and no later than 7 months after our financial year. Our public officer (Steve) has undertaken this duty on behalf of the committee, but it could be submitted by any committee member. He lodges a Form A12 – T2, a declaration of the annual financial summary, within one month of our AGM, where the club's financial summary must first be submitted. A fee is charged ($54 in 2024) for lodgement. Currently Steve coordinates with the treasurer to pay the fee.
Note: if our annual financial summary is not submitted within one month of our AGM, there are penalties.

Affiliation with Bushwalking NSW (BNSW) and Insurances
Since 2020, our club has been affiliated with Bushwalking NSW Inc. (BNSW). Affiliation incurs an annual fee per financial member. BNSW's procedure varies, depending on the insurer, but sometime in March or April we provide our current membership numbers. We must be accurate, stating how many members we have on this day. About four months later in July, the invoice is issued. The BNSW invoice includes both affiliation fees and insurance fees because we opt-in to their insurance scheme, which is arranged by Bushwalking Australia (BA) on behalf of BNSW and other affiliated clubs around Australia. Note: Affiliation with BNSW automatically includes 'Associations Liability' insurance and is paid by BNSW as part of affiliation fee. Annually, DNB receives a Certificate of Currency for this insurance (by email).

In July 2024, BNSW's invoice to DNB was $1370.07. This was based on declaring 83 financial members in April. This amounted to $16.51 pp, of which the insurances combined cost was $8.23 pp, GST incl. It is important to note that DNB has no control over affiliation or insurance costs, trusting BA and BNSW to do everything possible to keep fees and charges low.

Activity Attendance Forms and Public Liability & Personal Accident Insurances - DNB voluntarily participates in two extra insurances offered via BA: public liability and personal accident. As part of the insurer's mandatory requirements, the wording of the 'Acknowledgement of Risks and Obligations Statement' on our Activity Attendance Forms must comply with the wording provided by the insurer. In 2025 the insurer required this Statement to be signed by every member when joining the club and henceforth once a year. However, the DNB committee elected to continue to require the Statement to be signed by members before every activity because it enables leaders to collect participants' emergency contact details too. Since 2025, a separate Activity Attendance Form has become mandatory for visitors (called temporary members).

Insurances and affiliation apply from 1 July to 30 June. Each year, usually in April, a member of the committee answers an insurance questionnaire. This provides the insurance broker with information about our club, including our procedures for reducing risks. The insurer provides recommendations on these procedures. Since 2024, the questionnaire has been digital, and sent to DNB's 'info@' email (see below for details of DNB's email account). Further details: https://www.bushwalkingaustralia.org/insurance/insurance-overview

Incidents (accidents) - The committee has a procedure for managing any "incident" (accident) at a club activity. DNB has one Incident Report Form to note down all details of the incident, including any follow up and committee review. Once completed, this form is kept by the secretary for at least 6 months, in case any member later makes a personal accident claim to the insurer (which must be submitted within a certain number of days, usually 3 months, but check the current rules). This is why the secretary or membership officer also keeps all Activity Attendance Forms (Acknowledgement of Risks and Obligations) for completed activities for 6 months. Further information, see risk management guidelines for BNSW:
https://www.bushwalkingnsw.org.au/bushwalking/wp-content/uploads/BNSW-Risk-Management-Guidelines.pdf

Accident Claim - In the event of an accident, the committee does not submit a claim. The injured person submits if they feel they meet the claim conditions and submits within the required period after the incident. Refer any member who asks about this insurance to the information on BA's website. Note: if a member submits a claim, a representative of DNB must first complete two sections of their claim form.
Important Note: there are procedural rules if any claim is made under Associations Liability or Public Liability policies too. In summary, the insurer must be notified immediately, or the claim won't be covered. Refer to documentation from BNSW, which includes the Certificate of Currency and risk management guidelines.

Meetings – Annual General Meeting & Committee Meetings
Apart from meetings to prepare walk programs, our club holds one governance meeting per year, the Annual General Meeting (AGM). It is a requirement of incorporation to hold our AGM within 6 months of each new financial year. Our financial year is from 1 January to 31 December, and the AGM likely held in February. Note: a member cannot vote at any AGM unless they are financial at the time of the meeting, nor can any unfinancial member be elected to the committee. The only exception is the public officer who does not necessarily need to be a member of the club (see Fair Trading – Public Officer).

The rules determining the calling of, and business at, the AGM are set out in our constitution. The treasurer, on behalf of the committee, ensures that a venue is hired. The president and secretary ensure that the AGM is run correctly, including such things as advance notice, a register of attendees at the AGM, election of officer bearers with a returning officer, and any motions. Note that our constitution allows digital communications for participation and voting, and digital attendees and/or votes must also be recorded. The committee can decide if any meeting or motion will allow this. The secretary is responsible for managing electronic votes. Minutes of each AGM, including reports and financial statements, are later made available to all members by email and/or by publication on the website. Although specific committee members have roles at the AGM, all committee usually take responsibility for set up and providing refreshments afterwards.

In addition to the AGM, the committee have both in-person and email meetings on an as-needs basis. A committee meeting (whether in-person or by email) is held whenever an important decision requiring a vote is required. There is no hard and fast rule; just common sense. Any substantial change to the club's usual operations or any important financial matter are examples requiring a committee meeting. Minutes are recorded by the secretary and may be published on the website. Informal conversations also take place among committee. Eg. to get input on ideas, such as projects for grant applications.

Record Keeping
Refer to Fair Trading NSW and the Incorporations Act for the latest information, summarised here:
https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association/management-committee/association-records
DNB must keep a register of members, a register of committee members, a record of financial transactions and position, minutes of committee and general meetings, a record of authorised signatories, and a record of the

current public officer and official address. See the link above for details. Either electronic or written records are acceptable. Financial records must be retained a minimum of 5 years; minutes of all meetings indefinitely.

Website - https://dalmenynaroomabushwalkers.org.au
This domain was registered with VentraIP (the host) on 23 January 2024. Both domain name and host are registered for one year only. This website uses a custom WordPress hosting plan. Under the current plan, the club must renew both domain name registration and the host every year in January and pay the required charges.

The registered email for the club's VentraIP account is dnbwalks@gmail.com; registered phone number is the web manager's (currently Wendy's) mobile. Four committee have the password: president, treasurer, secretary and web manager. The web manager is responsible for all website issues, including backups and security. SSL certificates are provided by the host.

The DNB website used prior to April 2024 was managed by Michael McDonagh. It was used for 11 years (launched 2013). It is still 'live' but hidden. Club records are currently being sorted, transferred or stored.

A Google Drive account is linked to the website – dnbwalks@gmail.com. A 'DNB Main Walks Folder' has been created. Within this folder, club walk records are currently being created and stored as files, each in their own folder. The aim of the Main Walks Folder is to provide leaders with details of previous walks so they can use this information for considering future activities.

Website cPanel email account - info@dalmenynaroomabushwalkers.org.au
Situated within the domain's host, this is the club's official contact email address. It is monitored by the secretary and web manager. Any email sent to this account is also forwarded to the private emails of president, treasurer, secretary and web manager. The secretary is usually the first responder to any emails. Unless the individual is known, all responses are from within the email account so that the private details of committee are protected.
Any official emails and replies can be made by logging onto "Webmail", by the following method:

1. Type https://dalmenynaroomabushwalkers.org.au/webmail and wait until a new screen opens with message: Webmail, enter email address and password.
2. Enter email address: info@dalmenynaroomabushwalkers.org.au
3. Enter password (password registered for VentraIP).
4. This login goes directly to the email account inside VentraIP, where you can read, file, reply or delete emails. It bypasses the cPanel.
5. Must log off at end of every session, by clicking 'log off' button at the bottom of left sidebar.

The Committee – the office bearers
According to our constitution, the powers of the committee are:

1. to control and manage the affairs of the association.
2. to exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association.
3. to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

For the appointment of office bearers, refer to Item 19 of the constitution. The total number of committee members can be up to 9 members to include the public officer if the public officer is not already a member of the committee. A committee member may hold up to two offices (other than both the offices of president & vice-president). There is no maximum number of consecutive terms for which a committee member may hold office.

Our current committee consists of 7 people: president, vice-president, treasurer, secretary, walks organiser, web manager and membership officer. Most duties are necessary in order to operate legally. Some things are extra to official duties but helpful for the club's successful functioning.

Role of President

- oversees the general functioning of the club. Includes welcoming new members, letting members know about Facebook group; encouraging members to nominate for committee positions as well as asking the current committee members if they wish to nominate again; and taking an active role in celebrating significant club anniversaries or events.
- presides at all general meetings (eg. Annual General Meeting).
- presents an annual report at the AGM (report is optional).
- appoints a returning officer for the elections of the new committee; then declares all offices are vacant. Note: the returning officer is usually selected prior to the AGM.
- responsible for ensuring that important issues are considered by the committee.
- usually represents the club in any dealings with outside bodies (eg. Eurobodalla Council).
- usually deals with suggestions or complaints from members.
- is a required signatory of the club's bank account (see treasurer's role for details).
- counter-signs new leader's declaration forms to become an activity leader, but usually only if the walk organiser is unavailable.
- keeps a digital record (docx and/or pdf) of the most recent forms and procedures of the club.
- together with the treasurer, ensures that a venue is booked for the two main annual events: the AGM and the Christmas lunch.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

In addition, the current president Jan has taken on some extra tasks:

- takes responsibility, when asked, for tactfully discussing a member's suitability for an activity when concern is raised by a leader that a participant might be ill-prepared or unsuitable.
- takes the lead in organising the Australia Day BBQ picnic.
- together with the treasurer, organises the Christmas lunch, including buying food and other supplies.
- is responsible for overseeing the compilation of previous walk records and files.

Role of Vice-President

- assists the president if required.
- presides at meetings of the association if the president is unable to attend.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

Role of Secretary

- answers or refers any email communications sent to info@dalmenynaroomabushwalkers.org.au. Confers with the president on any emails, especially new membership enquiries.
- maintains official records of correspondence and prepares a summary of external correspondence for the AGM (usually these are only digital communications – emails).
- advertises forthcoming meetings (eg. AGM) to all members with any known motions. Notice must be at least 14 days before the AGM, and 21 days if a special resolution is proposed.
- keeps an attendance register of members at any general or committee meeting, including digital meetings.
- at the AGM, reads the minutes of the last AGM and asks for the minutes to be confirmed.
- takes minutes at all meetings.
- circulates draft minutes to the committee, seeking confirmation that they accurately reflect decisions, then publishes the minutes.
- may be a signatory of the club's bank account (see treasurer's role for details).
- usually responsible for emails sent to members, such as a reminder that membership fees are now due or to circulate the new activity program.

- together with the membership officer, keeps completed Acknowledgement of Risks and Obligations Forms (Activity Attendance Forms) from leaders and stores them for at least 6 months.
- responsible for keeping any Incident Report Forms for at least 6 months after any incident.
- keeps docx and pdf files of all procedural documents and forms needed for DNB's operation. Ensures documents are updated and conform with BNSW's guidelines. Keeps a backup of documents on an external drive. Provides the president and web manager with the latest copy of these documents.
- keeps the Association's statutory documents as required by the Act, either in written or electronic form. See 'record keeping' above, for details.
- ensures that the Eurobodalla Council's online Community Directory and BNSW records are up to date with DNB's email and web address.
- is the point of contact for activity leaders to email or text their intentions for conducting a reconnaissance (reccie) activity so that the reccie is 'authorised' as a club activity, and therefore covered by insurances.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

Role of Treasurer + DNB's bank account, including authorised signatories

- manages club finances; keeps a full account of the financial affairs of DNB - receipts and expenditures.
- presents a summary financial statement at the AGM. Tier 2 (Small) Associations do not require an audit. However, the current treasurer seeks the services of a retired accountant to conduct an audit.
- manages DNB's bank account. The treasurer is the main authorised signatory to operate NAB bank account: BSB: 082 744; Account Number: 762882804. Additionally, Steve Deck as public officer has access too, with separate login and password details. Note: president (Jan) and web manager (Wendy) are also authorised signatories but have not 'activated' their access. Important: if anyone leaves the committee, must change the authorised signatories of the DNB bank account.
- responsible for the collection of membership fees each year, and issues receipts. The receipt number and date are then passed to the membership officer to record on the Membership Register.
- is responsible for paying the fees of affiliation and insurances with BNSW. This is a 'per member' charge, usually paid in late July or early August, based on membership numbers submitted in March.
- keeps a working budget for other expenses, such as hall hire and website costs, and advises the committee if membership fees are not adequate for future financial obligations.
- together with the president, ensures that a venue is booked for DNB's two main annual events, the AGM and the Christmas lunch, and is responsible for paying for any hire costs.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

In addition, the current treasurer has taken on some extra tasks:

- is the contact person for those wishing to attend the end-of-year Christmas lunch. At the event, she collects the contribution charge (usually $10 pp); pays for the food provided by DNB (usually chicken, ham, bread rolls, butter, and milk); organises a lucky door prize and a raffle. Any surplus from monies collected is deposited in the club's bank account.
- together with others, helps organise the set up and decorations for the Christmas lunch.

Role of Walks Organiser

- oversees the programming meeting and the three programs of walks as supplied by leaders each year. The programming meeting is held at a leader's home about 3 weeks before a new program is published.
- in compiling the program, the walks organiser circulates drafts to leaders to ensure that all details are as accurate as possible and meet the necessary requirements, including stating the distance, grade, brief walk description including important terrain descriptors, start time, place of meeting, and driver donation.
- ensures that the voluntary driver donation for those who carpool is as fair and accurate as possible. Currently the driver donation is made in increments of $5.

- presents an annual report at the AGM. (This report is optional).
- encourages and supports members to lead club activities.
- ensures leaders to develop the skills needed to undertake the activities they propose.
- ensures the DNB's Walk Leader Training Manual is up to date and made available to any aspiring leader.
- once satisfied, authorises a member to become an activity leader. This involves counter-signing DNB's Walk Leader's Training Declaration. This form is then forwarded to the membership officer for DNB's register records. Note: the president can also counter-sign if the walks organiser is unavailable.
- together with the Committee, ensures DNB's incident safety procedures and serious accident procedures are up to date and meet the guidelines or rules provided by BA and BNSW.
- together with the secretary, ensures that committee procedures are followed and incident report forms completed if there is an 'incident' on a club activity.
- takes responsibility for the club's Personal Locator Beacon (PLB). See DNB's PLB Procedure policy.
- ensures that the PLB it is carried on any activity deemed to require it, as per the procedure.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

Role of Membership Officer

Our constitution - specifically Part B, pp. 3-6 - outlines 'Membership' and what is required under the Associations Incorporation Act 2009. Item 11 of the constitution deals specifically with the requirements of the Membership Register.

- maintains the Membership Register. This records a member's name, address, email and phone number. The Register includes the member's joining date (if known), as well as the date and receipt number of each member's current membership payment. Life members and committee members are currently noted on the membership register.
- maintains the Committee Register, which records each committee member's name, position held, and the dates of election to, and cessation from, that position. Currently, this information is included in the general Membership Register, but it could be a separate register.
- maintains a register of DNB's activity leaders. Currently leaders are included on the Membership Register, but there is a proposal to place leaders' details on a separate register. As part of this duty, keeps the signed Walk Leader's Training Declaration Forms. These forms must include the walks organiser's or president's counter-signature.
- ensures that the DNB New Membership Form is up to date and meets the current requirements of BNSW and BA's insurer by coordinating with the president and secretary.
- ensures that any new member's application is first approved by two committee members as well as financial (ie. paid their membership fee).
- coordinates with the treasurer on membership fees (both new and renewed), including date of payment and receipt number issued.
- keeps completed New Membership Forms (currently printed hard copies).
- at appropriate intervals, provides the committee and the admin team of DNB's Facebook group with the most recent Membership Register. This is usually sent as an email attachment to all committee and the Facebook group moderators.
- responds to any queries about membership applications and renewals, and discusses these queries with the president or secretary as required.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

Role of Web Manager

- maintains the website of the club. Maintenance includes organising annual domain registration and hosting, along with security, software updates and backups as required.
- monitors club's (private) email linked to the host's account registration, dnbwalks@gmail.com

- monitors and maintains the club's official email account, info@dalmenynarooomabushwalkers.com.au
- monitors and maintains the Google Drive account, linked from dnbwalks@gmail.com. Within the Drive account, maintains and updates walk program sheets and walk record folders.
- keeps a digital copy (docx and pdf) of the most recent forms and procedures for the club, and ensures the website has the most recent copy uploaded.
- coordinates closely with the secretary and walks organiser to ensure the information on website is useful to members.
- ensures the privacy policy of DNB is respected, especially in relation to publicly available details and photos of members.
- participates in discussions (usually by email) among committee members about the general functioning of the club, including considering future issues.
- has an equal vote at all committee meetings.

In addition, the current web manager has taken on some extra tasks:
- searching for grant opportunities to help finance expenditures for the club, and then applying for grants, after receiving committee approval. To date, three successful grants.
- is an authorised signatory of the bank account (although not ever activated that authority).

Other volunteer positions

Facebook – a private group – https://www.facebook.com/groups/657980796078499
Sharon Pearson is the administrator; Jan Thomas is a moderator. They review account activity, accept new members to the group, and prevent bots and spam.

Backpack name tags – Margaret Moran takes responsibility for making backpack name tags for all new members. The name tag displays the person's preferred first name. Name tags help members learn each other's names and feel a part of the club. They are free.

Christmas decorations – Maggie Finch makes Christmas decorations for the end-of-year lunch, and then allows most decorations to be included in the raffle.