



Koala Preservation Society of NSW Incorporated

Policy and Procedures

2009

KPS Policy and Procedures

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Policy and Procedures

Section 1:

Application fees and annual fees.

An application for membership shall be made in writing – on the prescribed form - and accompanied by the appropriate fees. The application form and fees will be forwarded to the Membership Secretary.

The Association Members in General Meeting will determine all fees. These fees may be reviewed – if necessary - at each Annual General Meeting.

Section 2:

Management positions and responsibilities.

Although some of the duties of the Committee members are defined within the Constitution it is considered that a more detailed list of duties should be made available to members of the Association.

President:

- Chair all meetings.
- Provide liaison between Management and Hospital Staff, on behalf of the Committee
- External representation of the Association when appropriate
- Ensure regular Committee meetings are held
- Draft an agenda for meetings in conjunction with the Secretary and/or the Hospital Supervisor
- As chairperson guides the meeting through the agenda, keeping discussion relevant; decision making clear; and encourages broad participation
- Sign the minutes of the previous meeting after they have been confirmed as an accurate record
- Ensure all meetings are conducted in accordance with the Constitution
- Stay in touch with day-to-day activities of the Association
- Shall be ex-officio of all sub-committees of the Association
- Support the Media/PR coordinator
- Support the I.T. coordinator
- Use the Association email address

Vice President:

- Provides support for President
- Chair meetings in President's absence
- Other duties as the President may request
- Advise the committee on OH&S issues
- Advise the committee on Security issues
- Use the Association email address

Secretary:

- Draft an agenda for committee and general meetings in conjunction with the President as required
- Distribute final agendas and reports for all committee and general meetings on the Monday before the meeting
- Attend all committee and general meetings
- Take minutes, prepare and place a copy in the Day Room
- Issue minutes within one week of the meeting concerned and again attached to the agenda advising of the next meeting
- Attend to correspondence as requested by Management
- Provide monthly koala statistics to the committee
- Ensure koala statistics are provided to National Parks & Wildlife Service quarterly through Gum Tips
- Submit prospective members name to committee prior to 3 month period
- Report membership changes
- Written report to monthly committee meetings from Membership Secretary
- Collect, log and distribute mail
- Order office stationery as required
- Use the Association email address

Treasurer:

- Prepare weekly wages for hospital staff and leaf collectors
- Pay all authorised accounts
- Prepare superannuation and tax documents to the level required by the relevant law
- Keep all records regarding financial matters required by the Association on an accounting software package as prescribed by the Committee
- Perform all banking
- Prepare financial reports for Committee and general meetings
- Prepare annual accounts required for the Annual General Meeting and submit to the Auditor for yearly audit
- Make a computer back up of financial records as per accounting requirements
- Advise the Committee on financial strategies
- Support the Kiosk coordinator
- Support the Friends and AAWK coordinators
- Use the Association email address

The Treasurer or Assistant Treasurer shall not be a paid employee of the Association. No paid employee shall be appointed Treasurer or Assistant Treasurer of the Association.

Co-ordinators:

Hospital:

- Prepare all hospital rosters
- Supervise the ordering and purchasing of hospital supplies.
- Supervise petty cash
- Coordinate new working members training
- Organise KPS vehicle service maintenance
- General duties as required
- Use the Association email address

Education:

- Accept bookings for hospital tours – schools, tour groups, etc.
- Roster volunteers for ‘Walk & Talk’
- Accept bookings for talks at the hospital
- Arrange a speaker for all booked tours/talks
- Ensure education calendar and respective folder is up to date
- Maintain record of book library and video library of hospital
- Maintain and update educational display
- Maintain stock of educational leaflets/ brochures, etc
- Distribute leaflets to local Information Centres
- Train members re education
- Arrange and coordinate displays in local area
- All educational material presented to the public to be authorised by the Hospital Supervisor
- Puppet Show Development
- Use the Association email address

Ecological Consultant:

- Attend Port Macquarie-Hastings Council meetings where habitat issues may be discussed and report to the Committee
- Support the Habitat coordinator to liaise where possible with local builders and developers on appropriate tree planting and tree cutting, etc.
- Liaise with Port Macquarie Hastings Council on new sub-divisions and other developments
- Liaise with Local State & Federal Members and Port Macquarie Hastings Council to complete an overall LGA Koala Plan of Management
- Support Leaf Collector coordinator
- Use the Association e-mail address

Maintenance:

- Oversee all maintenance work at the hospital and grounds.
- Coordinate all maintenance work with the Committee.
- Use the Association email address

Member 1:

- To be one of the non committee coordinators

Member 2:

- To be one of the non committee coordinators

Member 3:

- To be elected from any 'entitled to vote' membership category

Public Officer:

An existing member of the Committee to be appointed as Public Officer

- Sign correspondence to the Office of Fair Trading including:
 - . Application for change of name
 - . Applications to extend the date of the AGM;
- Lodge with the Office of Fair Trading within 1 month after the AGM a copy of
 - . The income and expenditure statements of the Association
 - . A statement of the assets and liabilities of the Association
 - . A statement as to any mortgages or any other charges or securities affecting any property of the Association
- Maintain a register of members of the Committee
- Authenticate documents or proceedings of the Association for the Office of Fair Trading;
- Receive formal notices from the Office of Fair Trading;
- Ensure any other responsibilities of the Public Officer as specified in the *Associations Incorporation Act, 1984* as amended are met including notification of the name and address of the Association Public Officer
- Written report to the next monthly committee meeting when changes are made
- Use the Association email address

NOTE to all members:

- Visits within the main KPS building, ICU or yards by any non member visitor/s including other wildlife carers, all forms of media, tradespersons, friends of members or any other persons or groups to be approved and supervised by the Hospital Supervisor or in her absence a Team Leader. The Education or Media coordinator may also take visitors in after consulting with the Hospital Supervisor or Team Leader. Other persons wishing to take visitors inside must gain permission from the Hospital Supervisor.
- Work experience students to be supervised by the Hospital Coordinator and Hospital Supervisor or Kiosk Coordinator depending on work duties given.
- Local working members to be responsible to Team Leader
- Overseas volunteers to be responsible to Hospital Supervisor & those in charge on shift.

Non-management positions (non-elected):

All persons holding the responsibilities listed below to provide a written report to monthly committee meetings

Although not part of the Committee a member may be delegated to perform the duties of the position. At least one but up to three of the following coordinators can be elected at the AGM as an Ordinary Member of the Committee.

Habitat coordinator:

- Being responsible to the Ecological Consultant
- In conjunction with the Ecological Consultant, liaise with local builders and developers on appropriate tree planting and tree cutting, etc.
- Establish Tree Nursery of Tube Stock etc
- Use the Association email address

Kiosk coordinator

- Being responsible to and reporting to the Treasurer
- Order all kiosk stock
- Maintain all shop rosters
- Ensure security of all shop monies
- Train kiosk staff re kiosk duties: telephones, information to tourists, record rescue calls: receive tour requests.
- Maintain overseas agents stock requests
- Maintain visitor register
- Use the Association email address

Fundraising co-ordinator: (Friends of the Koala Hospital)

- Being responsible to and reporting to the Treasurer
- Being responsible for “Adopt-A-Wild-Koala”
- Ensure donation boxes are distributed and emptied regularly and such donations are delivered to the Treasurer for banking
- Raise funds by activities including raffles, garage sales, auctions, concerts, calendars, or any other suitable means
- Run the Annual Open day at Easter and the Family Fun Day in September/October
- Seek donations for use as prizes
- Seek sponsorship for hospital running costs
- Seek corporate sponsorship
- Encourage member participation in fundraising activities
- Ensure grant applications are submitted, after review by the Committee
- Use the Association email address

I.T. coordinator (Information Technology):

- Being responsible to the President
- Systems management
- Install and maintain I.T. equipment and software
- Network computers and printers
- Coordinate data backup
- Ensure that KPS website is up to date

- Improve the look and extending the use of the website
- Adding additional material to the website
- Coordinate Gum Tips publication

Assistant Treasurer:

- Provides support for the Treasurer
- Use the Association email address

Adopt a wild koala coordinator:

- Being responsible to the Fundraising Coordinator and a report to the Treasurer
- Receive new adoption applications
- Send authorised adoption package as soon as practicable
- Record adoption details in database
- Send out renewal notices as required
- Order stationery as necessary
- Conduct all adoption activities
- Use the Association email address

Media-PR:

- Being responsible to the President and report to Committee
- Liaise with Hospital Supervisor, President and committee members
- Liaise with film crews – overseas and local
- Liaise with media – television, newspaper and radio
- Use the Association email address

Membership secretary:

- Being responsible to the Secretary
- Receive all new membership applications including the application fee
- Enter the name, address and telephone number of the prospective member into the Membership Register
- Under the supervision of the Secretary maintain a register of members
- Submit prospective members name to Secretary prior to 3 month period
- Report membership changes to Secretary
- Provide badges to new members and renew annual badges
- Ensure that all monies are delivered to the Treasurer
- Receive and record all monies from members' annual subscriptions as kiosk, mail or internet
- Under the supervision of the Secretary adjust the Membership Register following receipt of annual subscriptions
- Ensure that all monies from annual subscriptions are delivered to the Treasurer
- To determine that all members that vote at any meeting are financial members
- Use the Association email address

NOTE:

- Non elected members may attend committee meetings but are not eligible to vote
- No KPS paid members elected to the committee to be eligible to vote on issues in their area of responsibility at committee meetings
- The Hospital Supervisor is required to attend committee meetings
- Invited guests/members may attend committee meetings and leave when their part has concluded
- Stand-in committee members have full voting rights of the committee member they stand-in for

Committee members code of conduct

Committees operate most effectively if everyone is aware of the expectations of them. To clarify those expectations, the following Code of Conduct for Committee members has been developed.

Committee members agree to:

- Abide by the Constitution and philosophy of the Association
- Observe all the rules of the Association including those specified in the Constitution, the Associations Incorporation Act, 1984 as amended, and any other rules set by the Committee or the membership of the Association in general meeting;
- Attend monthly committee meetings whenever possible, and if unable to attend, to send apologies;
- Not act on any Association matters without the consent of the Committee, including any interference in the day-to-day operations of the hospital;
- Adhere to all the accounting procedures of the Association;
- Represent the Association in a positive manner;
- Not discuss confidential issues with people outside of the Association or with staff or members of the Association without the consent of the Committee;
- Follow grievance procedures set down in the Constitution to try to resolve conflicts with staff, or members of the Association;
- Not abuse, physically or verbally, staff or members of the Association
- Committee members agree to conduct their personal interactions with others with courtesy, respect and kindness

Other support positions

Leaf collector's coordinator

- Being responsible to the Ecological Consultant and Treasurer
- Prepare the leaf collectors weekly rosters
- Prepare the leaf collectors holiday and leave roster
- Attend to the service of the collection vehicles and trailers

Team Leaders

- Responsible to Hospital Supervisor and coordinated by the Hospital Coordinator

Section 3: **Junior membership:**

Junior Members wishing to work should be 14 to 16.

Junior Members do NOT have voting rights.

School Students who may wish to do *work experience* at the hospital shall be covered by their respective School Insurance Cover. Other Junior Members who may wish to work at the hospital shall provide proof of private insurance cover.

Section 4: **Internal disputes:**

Any internal disputes must be promptly reported to the Committee.

Internal disputes must be handled through the 'Chain of Command i.e. firstly to the Team Leader. If no resolution can be obtained, then refer to the Committee. If no resolution can be reached at this stage then it must go to the final stage – either:

- a) The Community Justice Centre for Mediation
or
- b) The Office of Fair Trading if the dispute is about the Constitution

Section 5: **Matters not covered by the constitution:**

Where no provision is made within the Constitution any decision that the Committee may wish to make should be ratified by a majority agreement of members at a general meeting.

Section 6: **Delegation by committee to sub-committee:**

Sub-Committees should be given written direction from the Committee designating the terms of the appointment, the duties that they may perform, and reports to the Committee.

i.e. What they are being asked to investigate.

The time span of the investigation, including level of reporting.

Any interim reports and frequency.

The President of the Association shall be an “ex-officio” member of all Sub-Committees.

Section 7: **Forms:**

Forms recognised by the Association are set out in the annexure section.

Section 8:

Ongoing matters likely to extend into another year:

For ongoing matters it is important that a handover of all commitments and responsibilities pertaining to these matters are provided to the new Committee.

Section 9:

Life membership:

Life membership is not automatic and must be earned.

Life Membership is not automatic when members have completed a minimum ten (10) years.

On the recommendation of the Committee, a simple majority at any ordinary general meeting may elect a member, who has been a continuous member for a minimum of ten (10) years, to life membership.

Life members are entitled to all the privileges of membership without paying the annual subscription.

Honorary membership:

On the recommendation of the Committee, a simple majority at any ordinary general meeting may elect a community person to honorary membership for life or other such period.

Honorary members are entitled to all the privileges of membership without paying the annual subscription.

Section 10:

Code of conduct:

Introduction:

It is proposed that the 'Code of Conduct' provide assistance to all members or employees of the Association, when addressing any issue that may arise while representing the organisation.

Organisational values:

The Constitution and policies of the Association contain a number of principles, which guide and shape the organisation.

These are:

- Commitment to the objectives of Association.
- Professionalism at all times and high personal standards.
- Loyalty to the Association, its employees and fellow members.

Personal behaviour:

All members of the Association are responsible for projecting a professional image by being:

- Honest, fair and courteous in all dealings with employees, fellow members and the public.
- Up to date with advances and changes in all their areas of expertise.
- Supportive of the Committee.
- Non-discriminatory to employees, fellow members or the public for any reason.
- Positive towards the public or other organisations, avoiding derogatory remarks.
- Enthusiastic when dealing with the public.
- Encouraging public awareness and the benefits of participating in Association activities.

Any person or organisation on any matter must not use official correspondence unless approved by the Committee.

Section 11:

Election of members of the management committee:

As nominations are received copies will be displayed in the Day Room in the time leading up to-seven days prior to the election.

Section 12:

Trust

Section 13:

Complaints

The President, or other person delegated by the President, will handle complaints from both within the Association and external to the Association. Complaints will be reported at the next Committee meeting with a recommendation for action. The President or other person delegated by the President will set up a register of complaints. The results of any investigation or action taken will also be recorded in the register of complaints.

Section 14:

Changes to association's Policy and Procedures:

Any changes to the Policy and Procedures will be recommended by the Committee for approval at a General Meeting by a simple majority of the members present and voting.

Koala Preservation Society of NSW Incorporated

NOMINATION FORM.

For the Annual General Meeting of the Association to be held at 12:00noon on Sunday, (date of *meeting*) at (*location*) and at any adjournment of that meeting.

I, _____
Print Full Name

of _____
Address

being a voting member of the Association hereby I hereby nominate:

*Name of member being nominated**

of _____

for the position of _____

Office Bearers: *President, Vice President, Secretary, Treasurer,*

Coordinators: *Hospital, Education, Fundraising, Maintenance,
Ecological Consultant or ordinary member.*

Nomination made by _____
*Print Name** _____
Signature

Seconded by _____
*Print Name** _____
Signature

Nomination Accepted by _____
Print name of member being nominated _____
Signature

Received by the Secretary _____ Date _____

PLEASE NOTE THAT:

Only voting members of the Koala Preservation Society of NSW Inc may be nominated, make nominations or second nominations.

Nominations close no less than 7 days before the time and date of the AGM.

PROXY FORM

I, _____
Print Full Name

of _____
Address

being a voting member of the Association hereby appoint: _____

_____ *Print full name of proxy*

of _____
Address

also being a voting member of the Association, as my proxy to vote for me on my behalf at the Special/General Meeting. If no directions are given in relation to any matter that requires voting on a resolution, my Proxy named above may vote as the Proxy thinks fit

or, I hereby appoint the **Chairperson** of the Meeting (please circle the word Chairperson if you are appointing the Chairperson as your Proxy) as my Proxy to vote for me as directed below on my behalf at the Special/General Meeting of the Association to be held at 10:00am on Sunday, (*date of meeting*) at The Koala Hospital, Macquarie Nature Reserve, Lord Street, Port Macquarie and at any adjournment of that meeting.

Voting Directions to your Proxy

Please mark to indicate your directions

Resolution	For	Against	Abstain
Item 1 (<i>description here</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 2 (<i>description here</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a poll and your votes will not be counted in computing the required majority on a poll.

Name of Member issuing this proxy _____ Signed _____ Date _____

Received by the Secretary _____ Date _____

PLEASE NOTE THAT:

1. A Proxy held by the Chairperson must be directed on how to vote. Non-directed votes held by the Chairperson will not be counted.
2. Proxy forms must be RECEIVED by the KPS Secretary NOT LATER THAN Saturday, (*enter date here*) at 10:00am