

# **Bonny Hills Progress Association**

## **Orientation Package**

**March 2016**

This orientation package should be particularly relevant to incoming committee members, but will also be of value to members in general as it explains the purpose of the Association and aligned operating principles. This material has been developed over a number of years, starting in 2008 with inputs from the community. Subsequent Committees have added refinements as needed.

The package contains information about the following:

- BHPA Charter
- Community Vision for Bonny Hills
- Operating principles and modus operandi for the committee
- Roles and functions of executive and committee
- Committee members' Code of Conduct

We trust you find this useful.

BHPA Committee 2016  
22/03/16

# Charter of the BH Progress Association

Bonny Hills Progress Association [BHPA] is an Incorporated body whose membership includes residents of the village of Bonny Hills [BH] NSW 2445, and other interested parties, and is represented by a committee elected at the Annual General Meeting held in March.

## The core objectives of the BHPA are to:

- Capture and verify the BH community's aspirations and expectations (hereafter referred to as the 'Vision') for the village of BH and its supporting amenities and facilities.
- Pursue the community's Vision for the future of Bonny Hills, striving for balanced, sustainable and planned growth to benefit the well being of the community and environment by communicating this vision to relevant agencies and authorities and representing the BH community's views in relation to
  - required facilities and amenities and
  - proposed developments that are likely to impact on the broader BH community to ensure that they conform with community expectations and comply with relevant rules and regulations
- Provide feedback to the BH community about the BHPA strategies and progress on actions designed to deliver the Vision
- Encourage initiatives by community members and organisations that conform with and support the BH Vision
- Recognise that there are many other entities that provide valued services to the BH community and that these services are additional and generally complementary to those contained in the BHPA charter

## Principles to be adopted by BHPA

BHPA aspires to be:

- A non-political and non-sectarian Association
- Highly professional in the conduct of its business and to provide a balanced analysis and communication style to enable rational dialogue with other parties
- Inclusive and even-handed and to provide fair representation of the views of the entire Bonny Hills (BH) community including recognition of the extent of differences in points of view
- Representative of the interests of the broader BH community.
- A proactive rather than reactive organisation
- And above all a highly effective communicator with community and relevant providers of services and amenities

# Bonny Hills Community Vision<sup>1</sup>

**The community's clear Vision for Bonny Hills is to conserve our surrounding natural environment and wildlife, maintain our village character, promote safe roads, ensure clean water and sustain our community's quality of lifestyle by ensuring well-planned and environmentally sensitive development.**

## **Conservation of our natural environment and wildlife**

- Effective wildlife corridors which also provide green separation between villages: no development on floodplain (which is potentially habitat for various threatened species).
- 'Habitat Protection' zonings in new LEP to ensure long term viability of corridors
- Entire coastal vegetation strip from Bonny Hills to Lake Cathie remains intact, restored and protected, with no development close to or visible from the beach.
- Eco-sensitive tourism development focusing on natural environmental features: (encourage thriving koala population, birdlife etc).

## **Maintaining village character and quality of lifestyle**

- Village atmosphere maintained and scale of development suited to this aim
- Safe and congenial environment for all the community
- Open space for both passive and active recreation, with sporting fields near schools

## **Ensuring safe roads for people and wildlife**

- Safe roads throughout, with
  - Pedestrian and cycle routes between Lake Cathie and Bonny Hills linking beaches, lake, wetland areas and open space.
  - No North/South collector road built through wetland corridor.
  - Reduced traffic speeds on Ocean Drive.

## **Water quality and management**

- Clean water and beach
- Total water cycle managed, with dual water reticulation system

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<sup>1</sup> Bonny Hills Community Vision adopted June 2004 and re-endorsed as Bonny Hills Progress Association's charter at 2008 Annual General Meeting. Over time modifications might be required to this vision to reflect changes in community views.

## **Operating principles and modus operandi for BHPA**

*As an incorporated body BHPA should comply with the relevant provisions and Constitution under the Associations Incorporations Act 2009, and the Associations Incorporation Regulation 2010, administered by the Director General of the NSW Dept of Fair Trading.*

The primary resource that BHPA has access to is volunteers' time. So even though most of the active members are people who have considerable experience and skills, the time they can commit is limited and needs to be used judiciously. The key to this will be prioritising the issues that need to be dealt with annually.

Key elements of the way BHPA needs to operate to deliver on its charter include:

- Ensure that the BH Vision is relevant and current
- Identify what social infrastructure and amenities are and will be needed by the community.
- Identify priorities for action and confirm these with the community
- Develop and maintain the reputation of BHPA as a credible organisation representing the community's Vision.
- Develop and maintain networks with relevant organisations and their officers – in particular maintain high quality communication with PMH Council
- Ensure that Council and other authorities are aware of BHPA's charter, Vision and priorities
- Consider Council's regulations and development controls that relate to the BH area, and work with Council towards change where necessary and appropriate.
- Insist on Council's use of its adopted Community Engagement Framework
- Represent the wider community's interest in the assessment of Development Applications.
- Insist on compliance with regulations and rules (while recognising that qualitative considerations may occasionally outweigh strictly numerical controls)
- Identify where conflicts may develop, and present options for resolution to the relevant authority
- Continual liaison and communication within the BH community and with other 'likeminded' organisations

### ***Additions to the Constitution***

*In addition to the Constitution [which tends to be of a general nature to cover all Associations] a number of relevant guidelines have been instigated by BHPA committee to facilitate 'operational procedures' and to ensure sound governance:*

*As a general operational principle, all incoming correspondence addressed to the Secretary of BHPA will be answered in an open, forthright and fully transparent fashion by the Secretary within one month of receiving such correspondence, provided that receipt of such correspondence is prior to the final agenda for the next meeting being distributed (on the Friday immediately preceding this meeting)) to committee members.*

*Receipt of letters at such late notice that there is insufficient time for considered discussion at the following meeting; and situations where the matter requires further 'research' before a decision can be taken by Committee, will be dealt with by way of a reply acknowledging receipt of the correspondence and indicating the proposed action, process and timelines.*

*The BHPA logo or official letterhead cannot be used for any purpose other than for official BHPA business as sanctioned by BHPA Committee. As a general principle all business of the BHPA requiring official BHPA letterhead will need to be signed off at a normal committee meeting.*

*Urgent matters with published deadlines may require a special committee meeting to be convened to formulate a response. Such a meeting would need to have a quorum as for a normal committee meeting [see definition of a quorum below]. Alternatively a subcommittee may be set up at the direction of Committee to deal with a particular matter before the next committee meeting.*

*Matters arising from informal discussions between Committee members, or between Committee members and other community members [including electronic communication], will need to be brought to a Committee meeting and agreed to constitute official BHPA business before the use of BHPA letterhead will be considered appropriate.*

*In all cases the process used should be documented for tabling at the following committee meeting. For Committee meetings this will be in the form of official minutes.*

*As far as possible draft minutes will be circulated for comment within a week of the preceding Committee meeting, with final minutes being circulated at least three days prior to the next meeting.*

*Normally draft agenda will be circulated for comment a week prior to the next Committee meeting to allow attention to be drawn to the main business items and to provide reminders about the action items from the previous meeting. The final agenda will be circulated by close of business on the Friday preceding the next Committee meeting.*

### **Numbers**

*A quorum for normal monthly committee meetings shall consist of five Committee members, three of whom will be on the Executive.*

*Subcommittees set up by Committee shall consist of at least two Committee members including at least one Executive member.*

*The Executive for the BHPA consists of President, Vice President, Treasurer, Secretary and Publicity Officer.*

# Roles and Functions of BHPA Executive and Committee

**Committee** (Quorum 5 members for General Meeting; 5 committee members for Committee meeting, three of whom are on the Executive)

Comprises President, Vice President, Secretary, Treasurer, Publicity Officer and up to seven ordinary members. (Also positions of Hon Auditor and Hon Solicitor, can be elected at the AGM)

## President

- Chairman of committee and general meetings
- Principal spokesperson for BHPA
- Approval of all media releases
- Act as the contact point for liaison with
  - Council and Council Administration
  - Other ratepayer organisations and community groups
  - Media contact

## Vice President

- Assists President and deputises as required
- Acts as Public Officer

## Treasurer

- Accountable for keeping financial records, making payments.
- Reports to Hon Auditor annually pre AGM

## Secretary

1. Manages administrative activity
  - a) Responsible for keeping Minutes of committee meetings
  - b) Prepares agendas for management and general meetings
  - c) Broadcasts emails to committee and members (maintains members list and group email databases)
  - d) Prints and distributes Notices of General Meetings etc in local area
  - e) Drafts all correspondence as agreed by committee (refer to President or other exec)
  - f) Keeps all correspondence In/Out filed
  - g) Regularly checks and operates BHPA webmail site and replies to emails as required
  - h) Maintains records of financial members
2. Assist the President regarding liaison with
  - Council and Council Administration
  - Other ratepayer organisations and community groups
  - Media contact

## Publicity Officer

Drafting press releases and items for Community Newsletter in liaison with other members of the Executive.

## Committee members

Up to seven ordinary members.

Ordinary members may be appointed to subcommittees to help manage 'projects', or to assist in other capacities as required. An example of the latter is maintaining awareness of Council business where applicable to the local area and checking Council business papers.

# Bonny Hills Progress Association Inc

## Committee Members' Code of Conduct

I, ..... undertake to carry out my duties for the Bonny Hills Progress Association Inc with courtesy and respect for everyone, and openness, honesty and accountability to the community of Bonny Hills. I will ensure that my actions are appropriate and totally within the area of my authority.

When carrying out my duties for the Bonny Hills Progress Association Inc I will, to the best of my ability, abide by any laws, codes and ethics as outlined in the Constitution.

In this context, I will:

- Report to an appropriate person or authority, any situation that may affect the standards of the Bonny Hills Progress Association Inc;
- Perform my duties fairly and ensure that my decisions are not influenced by self-interest or personal gain;
- Declare situations that give rise to conflict of interest<sup>2</sup>;
- Not accept the offer of a gift or bribe to change the way I carry out my duties or the decisions I make; and
- Ensure that all monies spent are for legitimate reasons approved by the Bonny Hills Progress Association Inc.
- Not use the BHPA logo or official letterhead for any purpose other than official BHPA business as sanctioned by BHPA Committee.

Signed:.....

In the presence of:

Name:.....

Signature:.....

Date:.....

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<sup>2</sup> Conflict of Interest – arises when an individual with a formal responsibility to serve the public, participates in an activity that jeopardises his or her judgement, objectivity and independence. It is most clearly manifest when such an individual votes on an issue so as to place personal interest ahead of community interest particularly where such interests are not congruent or where community opinion is clearly divided.