



BMACHO Management Manual

Contents

Introduction

Part 1 Relevant data for BMACHO operation

1.1 Certificate of Incorporation

1.2 Taxation details including TFN and ABN

1.3 ACNC – DGR details

1.4 Banking details, signatories

1.5 Insurances

1.6 ISSN for Blue Mountains History Journal

1.7 ISSN for Heritage Newsletter

1.8 Heritage Newsletter distribution database

1.9 List of Appendices

Part 2 Executive and Committee Member Duties

2.1 President

2.2 Vice President

2.3 Secretary

2.4 Treasurer

2.5 Public Officer

2.6 Committee members

Acknowledgement and endorsement:

Appendices

Introduction

This Management Manual has been developed to assist present and future Committees of BMACHO to undertake and maintain a consistent approach to the operation and management of the organisation.

The management manual is the documentation by which an organisation provides guidance for members to perform their functions correctly and reasonably efficiently.

It is intended to remind members, both current and incoming, of how to do their job.

Together with the Appendices, the manual contains the standard operating procedures, a description of the organizational hierarchy, contact details for key personnel and emergency procedures.

It does not substitute for training, but should be sufficient to allow a trained and competent person to adapt to the organisation's specific procedures.

It is a knowledge base for the organisation, and should be available for reference whenever needed.

Part 1: Relevant data for BMACHO operation

1.1 Certificate of Incorporation:

See Appendix A

1.2 Taxation details including TFN and ABN

- ABN 53 994 839 952
- TFN 844 344 590

1.3 ACNC - DGR status details

- A registered charity with the Australian Charities and Not-for-profit Commission (ACNC) 3rd December 2012. Assessed and provided with Deductible Gift Recipient (DGR) status by the Australian Taxation Office (ATO).
- Certificate of ACNC Status **See Appendix B**

1.4 Banking details, signatories

- **Bendigo Bank** BSB - 633000 A/C No - 216497883
- This is the main bank account in the name of Blue Mountains Assoc of Cultural Her (that is the name to be used for deposits). We have two other accounts, a Savings Account and the BMACHO Gift Fund.
- Jan Koperberg, Phil Hammon, Richard Morony, Patricia Moppett - 2025

1.5 Insurances

- **Personal Accident – Marsh Advantage Insurance P/L** - Policy Reference No. 277616 to 30th April 2026
- **Public and products Liability – Marsh Advantage Insurance P/L** – Policy Reference No. 277615 to 30th April 2026

1.6 ISSN for Blue Mountains History Journal

- Online ISSN 1838-5036
- Printed ISSN 1838-5028

1.7 ISSN for Heritage Newsletter

- Online ISSN 2203-4366

1.8 Heritage Newsletter distribution database

There are four lists on the BMACHO gmail account. They are listed under labels as Heritage Newsletter 1, Heritage Newsletter 2, Heritage Newsletter 3 and Heritage Newsletter 4

1.9 Appendices*

Appendix A	Certificate of Corporation
Appendix B	Certificate of ACNC Status
Appendix C	Register of Members organizational
Appendix D	Register of Members individual
Appendix E	Register of Committee Members
Appendix F	BMACHO Constitution (see separate document)
Appendix G	Strategic Plan (see separate document)
Appendix H	Disaster Preparedness Plan (see separate document)
Appendix I	Refund Policy (see separate document)
Appendix J	Insurances (see separate documents)
Appendix K	Equipment Register

***Note:** *The above appended documents are subject to review at regular intervals in accordance with the requirements of the BMACHO Strategic Plan.*

Part 2: Executive and Committee Member Duties

It should be noted that the Executive and all Committee Members are subject to the provisions of the Constitution, its aims and objectives, the functions of a Committee and the general organisation and administration of the organisation.

The Executive ie. President, Vice President, Secretary and Treasurer, are also acknowledged as Committee members, and therefore their wider duties and responsibilities are in common with the other Committee members.

2.1 Duties of the president

- To ensure BMACHO runs according to its constitution and relevant legal requirements and governing legislation.
- To Chair all meetings when available.
- To open and close each conference.
- To Chair workshops, seminars, presentations when required.
- To write correspondence when required.
- To sign correspondence when required (digital signature if appropriate).
- To review correspondence, Newsletter articles, et al.
- To liaise with Committee members on matters particular to their concerns.
- To liaise with member organisations and individuals when required.
- To liaise with external bodies, individuals when required.
- To compile strategic documents when required, with the assistance of the Secretary.
- To review strategic documents when due.
- To be a signatory to the BMACHO bank account if required.
- To represent BMACHO at external functions when required.
- To issue or authorise the issue of public statements and media releases.
- To act at all times in the best interests of the organisation.
- To promote the organisation within the wider Blue Mountains region and beyond as opportunities arise.
- To ensure the Committee's engagement with member organisations in order to understand and effectively represent member views.

2.2 Duties of the Vice President

- To assist the President in the management of the organisation.
- To chair meetings of the Management Committee in the absence of the President.
- To deputize for the President as a representative of the organisation at events and at meetings with members, stakeholders and external parties.
- To deputize for the President as an official spokesperson for the organisation eg. issuing public statements, media releases and engaging in media interviews.
- To undertake any specific tasks as assigned by the President.

2.3 Duties of the Secretary

- To prepare and distribute agendas for meetings.
- To take minutes at meetings, type up and circulate draft so that any amendments or corrections can be made before minutes are accepted at a following meeting.
- To keep a minute book as well as keeping a record on 3 USB sticks (location to be decided).
- To receive written correspondence either at a P O Box or home address.
- To attend to email correspondence through current BMACHO gmail accounts.
- To circulate emails of importance by bcc (blind copy) to the BMACHO membership.
- To contact members and other venues to arrange for meeting locations each month.
- To receive Invoices and Notices of Reimbursement via posted mail or email and write out the appropriate "Payment Voucher" for payment approval at the next Management Committee Meeting.
- To be a signatory on the BMACHO bank account.
- To keep information on the ATO's Australian Business Number registration up to date.
- To keep the information on the Australian Charitable Not-for-profit Commission up to date.
- To make sure responsible people and their details are updated, official address of the Association is updated - for both ATO and ACNC.
- To make sure the Annual Report is provided to the Australian Charities Not-for-profit Commission. Together with the Public Officer, they pass on information to Fair Trading NSW. We no longer need to report we have held our AGM to Fair Trading NSW. If we change our Constitution we do need to advise Fair Trading NSW, pay the fee and update the Constitution with ACNC.
- To ensure events take place, and ensure the Blue Mountains History Conference is arranged every second year, with the co-operation of the Committee members.

2.4 Duties of the Treasurer

- To record all financial transactions on a spreadsheet, ensuring receipts and payments are recorded in the appropriate category (e.g. admin, membership, workshops, website, etc.).
- To maintain separate record of Grant Monies, their application and balance. To keep a separate record for each Grant category receipts and payments. Allocate receipts and payments to either “Grant” or “Other”. Other being the general funds. Keeping an accurate record of grant funding received and paid out helps when it comes to the formal acquittal process.
- To keep a record of all invoices and receipts issued.
- To maintain records of all cash and electronic fund movements.
- To check for any discrepancies or imbalance in system, correct where necessary.
- To bank any cash income with Bendigo Katoomba Branch and supervise any EFTPOS movements.
- To reconcile bank balances with own records.
- To provide a monthly Financial Statement to the Management Committee.
- To be one of two signatories to authorize payments, as a signatory on the BMACHO bank account, once Invoices and/or Reimbursements are approved at Management Committee Meetings.
- To carry out any signatory procedures for account holders.
- To provide budgets, if called for, for events, and analysis of profitability post event.
- To keep a record of membership, both Organizational and Individual.
- To send out invoices for Membership Renewals during June, along with the document, “*BMACHO Membership Benefits*” and receipt as payments are made.
- To give a folder to the Auditor after the 31st December each year, containing:
 - List of members, organizational and individual.
 - The payment vouchers and associated invoices and reimbursements.
 - All bank statements for the year.
 - The minutes of the meetings held during the year to show that payments have been approved and showing any payments approved during the month before the next meeting.
 - The Treasurer’s USB stick with the spreadsheet for the year.
- To do the Annual Report for the Australian Charities Not-for-profit Commission after the Annual General Meeting each year.
- To prepare new account worksheets for next financial year carrying forward balances.

2.5 Duties of the Public Officer

The role of the Public Officer is generic as directed by Fair Trading NSW, as follows:

An incorporated association's committee must appoint a public officer. The officer must be over 18 and a resident of New South Wales.

The public officer is automatically an authorized signatory for the incorporated association.

The committee must fill any vacancy in the position of public officer within 28 days. The new public officer must notify NSW Fair Trading of the new appointment.

A former public officer must submit all incorporated association documents with them to a committee member within 14 days of leaving office.

Refer to sections 34 to 36 of the Act.

Incorporated associations, through their committee must appoint a public officer.

A public officer is:

- *the official point of contact for an incorporated association, and*
- *one of the authorized signatories.*

Who can be a public officer

A public officer can be:

- *an ordinary member, or*
- *a person outside the incorporated association.*

The public officer must be over 18 and reside in New South Wales. An association's incorporation may be cancelled if it does not have a public officer. It may also be cancelled if its public officer does not comply with these requirements.

The responsibilities of the public officer

The public officer is responsible for:

- *notifying NSW Fair Trading of any change in the incorporated association's address within 28 days*
- *collecting all incorporated association documents from former committee members, then delivering them to the new committee member*
- *returning all incorporated association documents to a committee member within 14 days of vacating office*
- *acting as the official contact for the incorporated association, including, receiving documents served on the incorporated association and notifying the committee*
- *the custody of any documents as required by the constitution.*

An official address for an incorporated association

Every incorporated association must have an official address. The official address must be an address in NSW where documents can be served to the association by post.

The official address cannot be a post office box.

*The public officer must advise NSW Fair Trading of a change of address within 28 days by completing a **Form A9 Notice of appointment of public officer and Notice of change of association address**.*

Authorised signatory

The public officer is automatically one of the incorporated association's authorised signatories. However, the public officer is not automatically a signatory to the incorporated association's bank account.

*See **management committee obligations** for additional information on authorised signatories.*

Appointing and removing a public officer

The person nominated as the public officer on the application for incorporation will be the incorporated association's first public officer. The committee must fill any vacancy in the position of public officer within 28 days.

A public officer will vacate the position if they:

- die*
- resign in writing to the committee*
- are removed from office by the passing of a resolution at a general meeting*
- become bankrupt*
- become a mentally incapacitated person*
- cease to be a resident of NSW, or*
- meet any circumstances as provided for in the constitution.*

*The new public officer must notify NSW Fair Trading within 28 days of the new appointment by completing a **Form A9 Notice of appointment of public officer and Notice of change of association address**.*

2.6 Duties of Committee Members

- To acknowledge that Committee Members are accountable to the BMACHO Chair and other Committee members.
- To ensure BMACHO runs according to its constitution and relevant legal requirements and governing legislation, by contributing to the governance and promotion of the organisation for the benefit of its members.
- To provide assistance and support to the Executive and other members of the Committee.
- To promote a committee that is inclusive, supportive, and strengthens the Blue Mountains Cultural and Heritage Community.
- To exercise care, transparency, diligence and confidentiality in decision making.
- To assist the Executive in the planning, coordination and staging of events.
- To assist the Executive in the compilation and timely review of strategic planning documents.
- To contribute to discussions in respect of procedures and technical matters, policy and administration relating to the Committee.
- To promote the Association, its aims and activities, as required.
- Active participation in specific areas or functions e.g. Sub-Committees, Ad-Hoc Committees.
- To act at all times in the best interests of the organisation.
- To attend meetings as required and when available. Be there!
- To prepare for each meeting by critically reading and assessing all agenda items, participating in discussion.
- To submit a member report prior to each meeting to assist in minute taking and duration of meeting.
- To be aware of issues to be presented, form an opinion and present it if required, only if it will benefit the discussion.
- To undertake any tasks assigned to them as agreed upon by the Committee.
- To be aware of opinions presented or happenings concerning the organisation when unable to attend, and present comments before the meeting, or at the next meeting if relevant.
- To be a representative of your organisation and bring relevant knowledge and experience of Blue Mountains Cultural and Heritage to the Committee.
- To share information from their respective organisations.
- To take back to their organisations any information which may be relevant to their situation.
- To engage with member organisations in order to understand and effectively represent their views.
- To make suggestions for improving the running of members' societies/organisations.

- To provide assistance when available for the planning and execution of events, seminars, conferences.
- To support, attend and assist at events/workshops/ organized by the Committee.
- To assist in staffing of display tables at events.
- To undertake networking generally.

Acknowledgement and endorsement:

The above BMACHO Management Manual has been considered and agreed upon by the whole BMACHO Committee.

Plan endorsed by BMACHO:

Patsy Moppett (President) Date: 2025

Date this Plan adopted by BMACHO Committee: 2025

Date the Plan is due for review: 2030

Appendix A

Certificate of Incorporation

6/1/25, 8:43 AM

NSW Incorporated Associations Register



Association Summary - New South Wales

ABN 81 913 830 179

Extracted from NSW Fair Trading database: 01 June 2025 08:42

Association Name:

BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE ORGANISATIONS INCORPORATED

Incorporation Number:

INC9885427

Status:

REGISTERED

Date of Incorporation:

13 April 2006

Registered State:

NEW SOUTH WALES

Regulator:

NSW FAIR TRADING

Official Address Suburb:

SPRINGWOOD

The Information made available in this Public Portal search facility is a subset of the data on the Register maintained by the Secretary, and is provided as a means of quickly locating key information on NSW Incorporated Associations. Should copies of specific documents lodged by an association or an official extract of the Register be required you may follow the link [accessing Associations public records](#) to obtain further information.

For further Information or to advise of incorrect information contact NSW Fair Trading on 1800 502 042 Monday to Friday between 8:30am and 5:00pm, or registryinquiries@customerservice.nsw.gov.au.

Current details for ABN 53 994 839 952

ABN details

Entity name:	BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE ORGANISATIONS INCORPORATED
ABN status:	Active from 01 May 2006
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	NSW 2777

Australian Charities and Not-for-profits Commission (ACNC)

BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE ORGANISATIONS INCORPORATED is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity view ACNC registration	03 Dec 2012

Trading name(s)

From 1 November 2025, ABN Lookup will not display trading names and will only display registered business names. For more information, click [help](#).

Trading name	From
BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE ORGANISATIONS INCORPORATED	01 May 2006

Charity tax concession status

BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE ORGANISATIONS INCORPORATED is a Charity endorsed to access the following tax concessions:



Appendix B

Certificate of ACNC Status



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE ORGANISATIONS INCORPORATED

ABN: 53994839952

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

03/12/2012

CERTIFIED BY

A handwritten signature in black ink, appearing to read "Sue Woodward".

Sue Woodward AM

Commissioner

Australian Charities and Not-for-profits Commission



For information about the current registration status of this charity,
check the ACNC Charity Register at acnc.gov.au/charity

Appendix C

Register of Organizational Members

BMACHO Members 2024-2025

Organizational Members:

Blue Mountain Education and Research Trusty (BMERT)

Contact Email: contact@bmert.com.au

Contact: Mick Barrett

Address: C/- Eugene Stockton, LAWSON, 2783

Blue Mountains City Council, Attn Blue Mountains City Library

Contact Email: libraryadmin@bmcc.nsw.gov.au

Contact: Vicki Edmunds

Address: Springwood Library, 104 Macquarie Road, SPRINGWOOD, 2777

Blue Mountains Family History Society

Contact Email: xploretree@yahoo.com.au

Contact: Ian Kendall

Address: PO Box 97, SPRINGWOOD, 2777

Blue Mountains Historical Society

Contact Email: bmhs@bluemountainshistory.com

Contact: Secretary

Address: 99-104 Blaxland Road, WENTWORTH FALLS, 2782

Bygone Beautys Treasured Teapot Museum & Tearooms

Contact Email: info@bygonebeautys.com.au

Contact: Maurice Cooper

Address: Cnr Grose & Megalong Streets, LEURA, 2780

Colo Shire Family History Group

Contact Email: colofamilyhistorygroup@gmail.com

Contact: Neil Renaud, Secretary

Address: NA

Everglades House & Gardens

Contact: amuro@nationaltrust.com.au

Contact: Ali Munro, Visitor Experience Co-ordinator

Address: 37 Everglades Avenue, LEURA, 2780

Friends of the Paragon
Contact Email: friendsoftheparagon@gmail.com
Contact: Carlene Martin, Secretary
Address: NA

Glenbrook & District Historical Society
Contact Email: glenbrookdhs@gmail.com
Contact: Ian Dingwall, Secretary
Address: PO Box 38, GLENBROOK, 2773

Hartley Historic Site (NSW National Parks & Wildlife Service)
Contact Email: luke.donnelley@environment.nsw.gov.au
Contact: Luke Donnelley
Address: Farmers Inn, Hartley Historic Site, 51 Old Great Western Highway, HARTLEY, 2790

Hawkesbury Historical Society
Contact Email: secretaryhawkesburyhistory@gmail.com
Contact: Peta Sharpley, Secretary
Address: PO Box 293, WINDSOR, 2756

Kurrajong-Comleroy Historical Society
Contact Email: secretary@kurrajonghistory.org.au
Contact: Jenny Griffiths, Secretary
Address: PO Box 174, KURMOND, 2757

Lithgow & District Family History Society
Contact Email: secretary.ldfhs@gmail.com
Contact: Lynda Lovegrove, Secretary
Address: 43 Tank Street, LITHGOW, 2790

Lithgow Library Learning Centre & Eskbank House
Contact Email Local Studies: local.studies@lithgow.nsw.gov.au
Contact: Liz Peters, Local Studies Library Officer
Address Library: 157 Main Street, LITHGOW, 2790
Contact Email Eskbank House: k.shirt@lithgow.nsw.gov.au
Contact: Kay Shirt
Address Eskbank House: Cnr Inch & Bennett Streets, LITHGOW, 2790

Mt Victoria & District Historical Society
Contact Email: treasurer@mountvictoriamuseum.info
Contact: Steve Tusler, Treasurer
Address: 35A Station Street, MOUNT VICTORIA, 2786

Mt Wilson & Mt Irvine Historical Society and Turkish Bath Museum

HONORARY MEMBER – NOT FINANCIAL

Contact Email: malcolmreynolds1961@gmail.com and
historicalsociety@mtwilson.com.au

Address: NA

National Trust Blue Mountains Branch

Contact Email: bmnt1814@gmail.com

Contact: Rod Stowe and Rob Strange

Address: NA

Nepean District Historical Society (Arms of Australia Inn)

Contact Email: harrymay@optusnet.com.au or info@armsofaustraliainn.org.au

Contact: Treasurer, Harry May or Secretary, Trish Montgomery

Address: Cnr Gardenia Avenue & Great Western Highway, EMU PLAINS, 2750

Norman Lindsay Gallery & Museum

Contact Email: zjerrat@nationaltrust.com.au

Contact: Zoe Jerrat, Operations and Events Manager

Address: 14 Norman Lindsay Crescent, FAULCONBRIDGE, 2776

Penrith RSL Sub-Branch Military History Museum

Contact Email: memorabilia@penrithrslsubbranch.org.au

Contact: Bob Oscar

Address: Penrith RSL Club, 8 Tindale Street, PENRITH, 2750

Scenic World Blue Mountains

Contact Email: accounts@scenicworld.com.au

Contact: Reception

Address: Cnr Violet Street & Cliff Drive, KATOOMBA, 2780

Springwood Historical Society

Contact Email: rtmorony@gmail.com

Contact: Dick Morony, Secretary

Address: PO Box 387, SPRINGWOOD, 2777

The City of Greater Lithgow Mining Museum

Contact Email: museum@statemine.org.au

Contact: Ray Christison, President & Public Officer

Address: State Mine Gully Road, LITHGOW, 2790

Valley Heights Locomotive Depot Heritage Museum
Contact Email: secretary@valleyheightsrailmuseum.info
Contact: Grant Robinson, Secretary
Address: 17b Tusculum Road, VALLEY HEIGHTS, 2777

Woodford Academy Management Committee
Contact Email: woodfordacademy@gmail.com
Contact: Kate O'Neill, Chair
Address: 90-92 Great Western Highway, WOODFORD, 2778

Zig Zag Railway Co-Operative Limited
Contact Email: mandy.wiggins@zigzagrailway.com.au
Contact: Mandy Wiggins, Executive Assistant
Address: 840 Chifley Road, CLARENCE, 2790

Appendix D

Register of Individual Members

BMACHO Members 2024-2025

Individual Members:

Ms Fiona Burn
KATOOMBA, 2780
Email: fiona.burn1959@gmail.com

Ms Sue Collins
KATOOMBA, Mountains Tales
Email: mountaintales@gmail.com

Mr Philip Hammon
KATOOMBA, 2780
Email: philipandpeta@westnet.com.au

Mr Wayne Hanley
wayne@hanley.ws

Ms Gay Hendriksen
BLAXLAND, 2774
Email: rowantree.hc@gmail.com

Mr Ian Milliss
Email: ian@milliss.com

Ms Patsy Moppett
PORTLAND, 2847
Email: pmoppett@gmail.com

Mr Keith Painter
BATHURST 2795
Email: kpainter@bigpond.net.au

Dr Peter Rickwood
BLACKHEATH
Email: p.rickwood@unsw.edu.au

Dr Robert Strange
KATOOMBA, 2780
Email: rfs@technologist.com

Appendix E

Register of Committee Members

Contact details for BMACHO Committee Members*

[*Please refer to current Committee Secretary for further details]

Appendix F
BMACHO Constitution

[See separate document]

Appendix G Strategic Plan

[See separate document]

Appendix H
Disaster Preparedness Plan

[See separate document]

Appendix I Refund Policy

[See separate document]

Appendix J Insurances

[See separate document]

Appendix K Equipment Register

Equipment Register

****Dell VOSTRO/1520 - Laptop recycled to Katoomba Tip 31ST December 2024***

Epson LCD Projector EB-S110, Model H433B

Serial No: PTLK3700031

Redleaf Projection Screen, QC: O.C. o6 Rz

Code: 09110661387

Screen size: 1.2.97 x 1.71

Separate items:

Belkin Surge Protector with 6 power outlets & 2 metre cord

Laptop Carry Bag

Laser Pointer

Lexar USB, 8 GB

Extension power cord, 8 metre

Nikon Coolpix P50 Digital Camera with User's Manual and re-chargeable batteries and charger

8.1 Mega-pixels, 3.6 x Zoom. Camera in Lowepro bag with battery charger and camera/computer USB cord, all stored in a "Zak!" bag

My Book External Hard Drive, 1 TB/To with USB 3.0 + USB 2.0 100% compatible for photos, movie and music

Serial No: WCAV5K712092

****On loan to Blue Mountains Family History Society***

Epson Projector EB-FH52 1080 3LCD, 4000 ANSI, HDMI, USB PLUG N PLAY, MHL

Serial No: X8AG5100012

Purchased 25th August 2025 with \$1,000 Federal Government – Australian Volunteers Grant 2025-2026