

# MANAGEMENT HANDBOOK

A not for profit volunteer managed community organisation  
SUPPORTING BUSINESS, ECONOMIC AND SOCIAL  
DEVELOPMENT



1 Ridley Street  
Brunswick Junction  
Western Australia - 6224

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# Our Story

- 2005 Brunswick Junction and District Community Association Inc. was formed
- 2010 the Association became a member of the Western Australia Community Resource Centre Network ("WACRCN"). Officially changing it's name to Brunswick Junction Community Resource Centre (BJCRC). Supported by the Department of Primary Industries and Regional Development funding via the Royalties For Regions program.
- As part of a state-wide network of CRCs which provide remote and small rural communities with access to: computer technology for information, employment, training and business enterprise; video-conferencing facilities which are secure and state of the art; State-government agencies via free internet access on a dedicated computer; Events and services which build the capacity of our community; Business, economic and social development.
- 2017 BJCRC entered into a contract with Brunswick River Cottages (BRC) to manage 8 rental units being the point of contact for residents.
- 2020 The BRC contract increased by a further 8 rental units and 3 Lease for Life units.
- The BJCRC also undertakes a number of special projects that build the capacity of the Brunswick and surrounds community which offers cultural and personal opportunities for our clients.





# Incorporated Association

*Incorporation means a legal entity in its own right,  
with the ability to be able to do things in its own name.*

\*Incorporated associations are bound under the associations Act 2015 and should have a constitution that sets the rules of the Association. The BJCRC constitution is available upon request from the BJCRC manager.

## Objects of the Association

The Association will identify needs and promote and establish projects that result in improved individual and community capacity and facilities that support the social, economic and environmental development within Brunswick Junction and Districts region.

## The Association will;

- through collaborative arrangements, the association will provide benevolent relief to community members in need,
- identify strengths and where possible fill the needs within the community,
- promote services that benefit the community,
- establish projects and partnerships that result in improved individual and community capacity,
- Support the social, economic, business and environmental development within the community,
- advocate on behalf of the community,
- provide assistance to community members, and
- provide opportunities to enhance individual capabilities for community members

## Key points of the BJCRC constitution

- Financial year 1st July – 30th June
- Officeholders of the association are: Chairperson, Vice-Chair, Secretary and Treasurer - no person shall be entitled to hold more than one of the office holder positions.
- The Association must have at least six Members with full voting rights.
- Any FIVE (5) Committee Members constitute a quorum for the conduct of the business at a Committee Meeting.



# 5 Key Focus Areas

1. Communication & engagement, fully integrating within the community.
2. Indispensable in the community, sustainability.
3. CRC, Community and Partners are mutually invested.
4. Community services.
5. Organisational development and planning.

The BJCRC is ideally suited to its purpose as a beacon of optimism in a small, remote rural community often buffeted by a challenging climate and it will provide a welcome resource for travellers in an otherwise vast, remote horizon.

## SERVICES

- Laminating
- Binding
- Scanning
- Copying
- Faxing
- Local information
- Video conferencing
- Internet access
- Assistance with;
- Passport applications
- Resumes
- Funeral Booklets
- A5-A3 Printing
- Booklets
- Poster
- Photo Printing
- Business Cards
- Black & white + full colour options available

## GRAPHIC DESIGN

Whether it's a flyer for your company, a funeral booklet for a loved one or a full logo design for your business, the options are endless and we are here to help. Give us a call to talk about your ideas or project.

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*The Brunswick CRC has been a big part of my family's support network. My husband uses it on a regular basis to access shut down/mine site inductions, print and scan work documents. I have used it on a number of occasions when seeking changes in my employment options. Most recently we found the CRC to be more supportive than the school helping our year 10 son prepare for year 11. They helped create a resume, apply for a tax file number and email the resume off to prospective employers for apprenticeship options. Our son was also a regular Youth Group attendant from Primary School up until this year as his commitments have changed. I do believe the relationships he has built with CRC staff has been a good positive influence in his life and he can confidently ask them for help if he needs it. Life would be ever so much more challenging without the CRC's technology and the friendly skilled staff. Thank you BJCRC*

**Raz Watkins**

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# Operational Information

## Financial

Brunswick Junction Community Resource Centre currently holds 4 bank accounts with Commonwealth Bank.

\*All accounts have a minimum of two signatories for payment authority.

- CRC Main account BSB: 066 540 Acc: 1009 4349
- Term deposit account BSB: 066 540 Acc: 5004 160
- CRC Debit card account BSB: 066 540 Acc: 1021 5358
- CRC Fundraising account

The 2019-2020 audit report was completed by Hampton Partners Bridgetown, who have also been renominated to complete the 2020-2021 audit report.

## Insurance

MGIB P: 08 9722 377

- Public liability-policy number: 06.400.0587546
- Volunteer's insurance-policy number 05EV001567
- Workers comp-policy number: O/05-7049)

Gallagher, AJG AU Perth Branch, 08 6250 8300

- Public indemnity-Policy number: AD453301030PIND



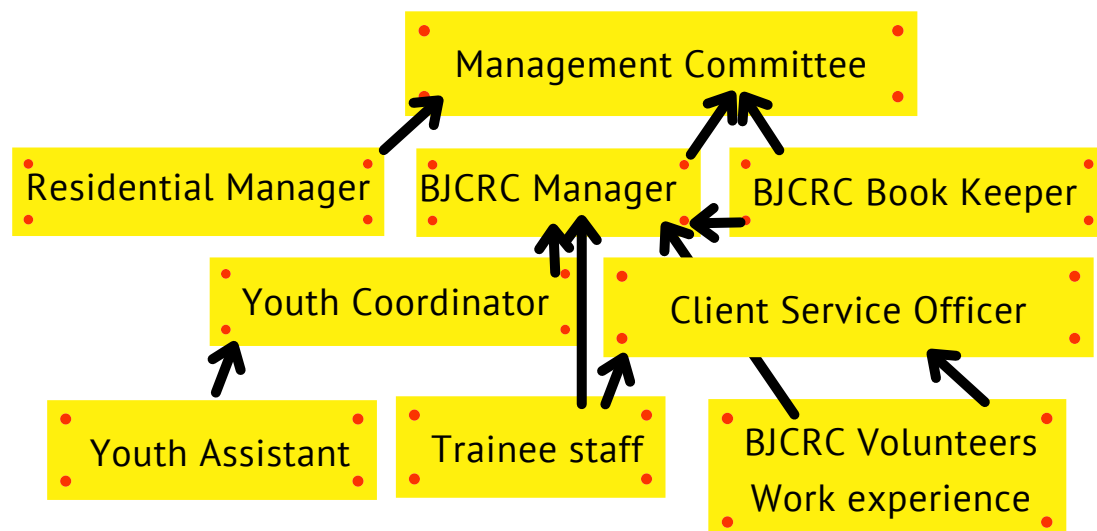
## Additional documents

- 5 suite policy and procedures

## List of online services

- Associations Online
- Commonwealth bank
- ACNC
- Website
- Canva
- Trybook
- Coles
- Officeworks

## Delegation Chart



# Members

## Current committee members as at the 2020 AGM

Ron Exelby, Chairperson  
Janette Maclean, Vice Chair  
Elaine Briggs, Secretary  
Sue Downes, Treasurer  
Lynne Exelby  
John Fry  
Pasana Manaroongruang  
Patti Zagar

ronxlb@gmail.com  
rimshot79@bigpond.com  
elainemb53@hotmail.com  
su19mc@gmail.com  
lynnexlb@hotmail.com  
merrilee.fry@bigpond.com  
nawnaepaw@gmail.com  
zagar.patti@gmail.com

## Classes of Membership

Ordinary and Co-operative members have all rights provided to members under the Rules.

An Associate member has no right to vote or be elected as a committee member, but has all other rights provided to a member under the Rules.



# Stakeholders

- Linkwest
- Community Resource Centre Network
- Harvey Shire
- Brunswick Lions Club
- Brunswick Agricultural Society
- Brunswick Volunteer Fire and Rescue
- Brunswick Tennis Club
- Brunswick Walking group
- Local Primary and High School
- Brunswick Business Network
- South West Women's Health
- Jobs South West
- South West Aboriginal Medical Centre
- Harvey; Visitor Centre / Radio / Recreation centre

## Proudly Members Of:



## Proudly Supported By:



Department of  
**Primary Industries and  
Regional Development**



SHIRE OF  
**HARVEY**



# Staff

**As of April 2021**

Administration email - brunswickjunctioncrc@gmail.com

Jo Dalton, Manager

brunswickjunctioncrc1@gmail.com

Tina Wallis, BJCRC Project Officer

tinabjcrc@gmail.com

Nicola Van Dijk, Trainee

nicola.crc@outlook.com

Patrick Majewski, School Based Trainee

pataka4wheels@outlook.com

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Residential Consultant to the Brunswick River Cottages

brunswickrivercottages6224@gmail.com

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Producers of the community newsletter - **The Moospaper**

moospaper@gmail.com

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## Programs & Partnerships

### Local shire funded programs

- FREE Community Library (Fiction, Non-fiction, Young Adult and Children's books, DVDs, music CDs, Educational Software, and Games)
- FREE youth program – Primary and Secondary

### BJCRC self-funded services via Department of Primary Industries and Regional Development funded program

- FREE Federal Government Access Point (internet, phone & fax)
- Computer and Digital Literacy courses
- Secretarial and Office Services (including photocopying, faxing, scanning, photo printing, laminating, binding, word-processing & desktop publishing)
- Meeting space/venue hire
- Moospaper (Local paper)
- Community event program
- Permanent Op-shop that supports emergency support



### BJCRC self-funded and additional grant application programs, events and activities (examples only)

- Thank A Volunteer Day
- Food Sensations
- Adult Learners week
- Senior's Week
- International Women's Day

### BJCRC member/user groups

- Over 55 gentle exercise group
- Brunswick Junction Walking Group
- South West Aboriginal Medical Centre – Playgroup
- Brunswick River Restoration Action Group



# 2021 Calendar

## Jan

- Staff/volunteer development and appraisal (where appropriate)

## Feb

- 8th General meeting

## March

## April

- 12th General meeting

## May

- 10th General meeting
- Residential Managers Contract - annual review prior to the first meeting of the new financial year

## June

- 14th General meeting
- Six monthly First Aid Kit check and replenish
- Six monthly emergency evacuation procedure check
- Six monthly emergency evacuation drill
- Six monthly emergency numbers checked

## July

- 12th General meeting
- Staff/volunteer development meetings

## August

- 9th General meeting

## September

- 13th General meeting

## October

- 11th General meeting

## November

8th AGM

## December

- 13th General meeting
- Six monthly First Aid Kit check and replenish
- Six monthly emergency evacuation procedure check
- Six monthly emergency evacuation drill
- Six monthly emergency numbers checked

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- Back up of the BJCRC's server to be completed on the last Friday of the month by a staff member delegated by the Centre Manager
  - An annual information statement is required to be submitted to Associations Online within 6 months of the end of the association financial year
  - Insurances - Public and Product / Professional liability / Volunteer workers / Workers compensation
  - Archiving is to take place bi-annually at the beginning of the year

Office hours Mon-Fri 9am-3pm | 9726 1452 | [brunswickjunctioncrc@gmail.com](mailto:brunswickjunctioncrc@gmail.com) | [brunswickwa.com/bjrcrc](http://brunswickwa.com/bjrcrc) |  Like us on Facebook

Monday, Tuesday, Thursday and Friday Client Service Officer  
Wednesday Trainee and Volunteer  
Wednesday Manager onsite 9-12 open office / 12-3 by appointment only