

Draft Manual **for** **Community Committees of Council**



This Manual is compiled to advise and assist
Community Committees of Council in fulfilling roles as delegated under
Section 355 of the *Local Government Act 1993*

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DRAFT

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		DIRECTOR CORPORATE AND COMMUNITY SERVICES				
REVIEWED BY:		Personal Assistant (Director of Corporate and Community Services)				
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6	25/11/2021	TBC	Inclusion under Chapter 4 Financial management to include electronic funds transfer and appropriate cash management software programs for use by the committees.		Personal Assistant Director of Corporate and Community Services	Council
5	17/12/20	16.12/20	Addition of a purpose, new requirements for members under 18 and requirements for volunteers to complete online induction and Working with Children's Check, updated information around correspondence, addition for information around grant funding applications, addition of the Social Media Policy. Clarification was also made around voting members, quorum, minutes, updated risk management definitions and maintenance of facility and updated annexures to be in line with updated Council documents. Minor adjustments were made to clarify certain points, correct punctuation, grammar and formatting errors.		Personal Assistant Director of Corporate and Community Services	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

FOREWORD

Glen Innes Severn Council appreciates the efforts of volunteers who become members of Community Committees of Council. This is an important role providing a valuable contribution to our local community.

Glen Innes Severn Council provides advice and direction on matters associated with Community Committees and members can seek Council's assistance in relation to the roles of committees.

Under the *Local Government Act 1993* Council is able to delegate certain functions to a Committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions through a committee of management.

This Manual provides a comprehensive guide on the management responsibilities; functions and operations of community facilities and programs; and clarifies Council's role in this partnership.

Upon Council's formal approval of a Community Committee of Council, its members are required to implement and be guided by the conditions set out in this Manual.

Craig Bennett
GENERAL MANAGER

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

This Manual provides comprehensive guidelines on the management responsibilities, functions and operations of a Section 355 Committee and clarifies Council's role in the partnership.

Upon formal approval of a Section 355 Community Committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and Committee members are aware of the responsibilities and adequately covered by insurance.

Council is conscious of the fact that members of the community volunteer to undertake forms of service or activity for no reward or recompense, and do not expect to be burdened with procedures and paperwork, this manual has been produced in an attempt to simplify and standardise mandatory procedures and forms that have to be followed or completed in compliance with legislation.

COUNCIL CONTACT

Contact and enquiries between the Committee and Council should be directed to Council's Personal Assistant (Director of Corporate and Community Services) by phone between 8.30am and 4.30pm, Monday to Friday, via email or mailed to Glen Innes Severn Council, PO Box 61, GLEN INNES NSW 2370.

Business Hours: 8:30am to 4:30pm

Address: 265 Grey Street
Glen Innes NSW 2370

Telephone: (02) 6730 2300

Email: communitycommittees@gisc.nsw.gov.au

After Hours Emergency Contact

Contact can be made with the Council's After Hours Emergency Number for Roads and Drainage 0409 817 242, Ranger 0417 890 889 or for Water and Waste Water 0418 162 794 (which are 24 hour services). Council's After Hours Call Out staff will attend to any emergencies should the Committee be unable to handle a problem.

1. INTRODUCTION

1.1 GENERAL

LOCAL GOVERNMENT ACT 1993

Section 8 of the NSW Local Government Act 1993 - The council's charter

Under this section of the act Council is chartered to inter alia provide appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively. Furthermore, Council is the custodian and trustee of public assets and is responsible for the planning for, accounting for and managing of such assets.

Section 355 of the NSW Local Government Act 1993 - How does a council exercise its functions?

Under this section of the act Council can appoint community members to manage facilities or functions and provide services through a Community Committee of Council.

Section 377 of the NSW Local Government Act 1993 - General power of the council to delegate

Under this section of the act Council can delegate to a Community Committee of Council the care, control and management of the work or activity, and the expenditure of such monies as the Council may authorise in respect of delegated functions.

Council usually nominates a Councillor and/or a staff member to participate on the Community Committee. Other Councillors are encouraged to attend the regular meetings of the Committees to enable them to gauge the areas of interest or concern of the citizens of the Local Government Area (LGA).

Council encourages community participation in a number of its functions. One (1) way in which citizens can become involved is by becoming a member of a Community Committee for one (1) of Council's facilities or functions.

1.2 CONSTITUTION AND TERMS OF REFERENCE

1.2.1 Constitution

The Constitution of a Committee provides a mandatory set of rules that defines the functions that Council has delegated to the Committee (refer to Terms of Reference below), the manner in which those delegated functions are to be undertaken by the Committee, and an administrative structure and procedures to ensure that the Council is able to monitor the conduct and performance of the Committee.

This is particularly important with regard to managing potential liabilities that might arise as a result of the activities of the Committee, in a similar manner to that which Council monitors others performing Council's functions under delegation.

A Committee of Council is in fact acting on Council's behalf and therefore any action which the Committee undertakes is Council's responsibility. Council, at its discretion, may request a Committee to have their own Constitution in conjunction with the constitution set out in this manual.

From this point forward, this manual contains the information required to perform the functions delegated to Committees by Council and provides the guidance, structure and procedures required to do so, hence forms the Committees' Constitution, to be performed in accordance with prescribed legislation.

1.2.2 Terms of Reference

The functions as delegated under Section 377 of the *NSW Local Government Act 1993* are specified in the Terms of Reference which must be adopted by each Section 355 Committee and are required to be performed and/or exercised as described in the manner detailed in the manual and its appendices.

The Terms of Reference listed herein are **general delegations of authority** which all Community Committees of Council need to comply with. In addition to these, each Committee may have delegations specific to its role, function or responsibility that it also must comply with.

A Community Committee may NOT act outside of the Terms of Reference and any specific delegations of authority which Council has empowered it to perform on behalf of Council. Improperly exercising as authority can constitute corrupt conduct as defined by the *Independent Commission against Corruption Act 1988*.

The Terms of Reference for Community Committees are as follows:

- a) The Committee must comply with all applicable Council policies, procedures and requirements. In this regard special attention is drawn to policies such as Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors, WHS Policies and requirements including the Drug and Alcohol Policy, and the Social Media Policy. These are available on Council's Website.
- b) Where applicable, Community Committees with delegated authority in respect of asset management must:
 - Maximise the use of the facility for the benefit of the community and to optimise revenue;
 - Hire out the facility at fees approved by Council;
 - Ensure that the facility is kept secure and in a safe, clean and tidy condition at all times;
 - The Committee must request Council authorisation before carrying out any new capital work, or submitting for funding items that may require ongoing costs into the future;
 - Pay all expenses incurred within the responsibilities Council has delegated to them;
 - Where applicable, maintain a Key Register on behalf of Council and submit the register as required.

It is acknowledged that there may be special Terms of Reference applicable to specific committees of Council.

2. GENERAL TERMS OF CONSTITUTION

The following sections are deemed to form the General Constitution for the Section 355 Community Committees of Council.

2.1 APPOINTMENT AND ELECTION OF COMMUNITY COMMITTEES

2.1.1 Formation of Community Committee

- a) The appointment of Community Committees is at the discretion of Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the *Local Government Act 1993*.
- b) To hold office committee members must be appointed by Council.
- c) Council must appoint new members before they are able to take part in the Committee meetings. It is recommended that following the Annual General Meeting the committee does not schedule its next meeting date for at least 40 days to allow a report to be submitted to Council requesting endorsement of the new committee.
- d) Nominations for membership to Community Committees are to be submitted to Council on the Nomination for Membership Form. These nomination forms must be forwarded to the Personal Assistant (Director of Corporate and Community Services) directly following the AGM. Refer to *Appendix 11: Members Register and Nomination for Membership Form* for this template.
 - i. If a person is under the age of eighteen years old, they must have parent / guardian consent to become a member on the committee and must be in the care of a responsible adult (committee member) whilst participating in committee activities.

2.1.2 Committee Membership

- a) A Community Committee will comprise of those people appointed to it by Council. Committee membership is on an annual basis. Members may stand for re-election at each Annual General Meeting (AGM).
- b) Committee membership will not number less than four (4) and not more than twelve (12) including office bearers, unless approved by Council. If more than twelve (12) persons are nominated to the Committee, a vote by means of a show of hands or a ballot must be held to determine Committee members.
- c) No qualifications are necessary, though a commitment to the activities of the Committee and a willingness to be actively involved in committee issues are essential.
- d) It is expected that a member would serve for a period of one (1) year. Application for exception to this condition can be made to Council by Committees that require continuity of management.
- e) The Community Committee will ideally consist of the office bearers and a similar number of other Committee members. The office bearers will occupy the positions of:
 - President / Chairperson;
 - Secretary;
 - Treasurer (if the Committee handles money).

- f) Council can appoint elected members (Councillors) to each Committee. These members are in addition to the twelve (12) community members appointed by Council, and **Councillors have voting rights**.
- g) Community representatives nominated for the Committee should be a resident of the Local Government Area (LGA) or an employee in a business within the LGA.
- h) Members of Community Committees are volunteers, therefore, do not receive payment for services. This is reflected in the Disclosures by Designated Persons Return which is to be completed by office bearers each year.
- i) Council reserves the right to appoint relevant staff member(s) to the Committee in an advisory / administration capacity. These **staff members have no voting rights** on the Committee and are in addition to the twelve (12) community members.
- j) A list of all members must be forwarded to Council within two (2) weeks of the AGM. Refer to *Appendix 11: Members Register and Nomination for Membership Form* for a copy of the forms to be used.
- k) Any late nominations that are received after the particular Annual General Meeting must be forwarded to Council for approval.
- l) If Committee members are involved in volunteer work that involves direct contact with children, they will be required to complete a Working with Children's Check (WWCC). This can be completed online, free of charge for volunteers through Service NSW and lasts for five (5) years.

2.1.3 Election of Office Bearers

- a) The Committee shall, from its own members, elect a President / Chairperson, Secretary, and Treasurer (if relevant). These positions form the executive of the Committee. The Committee must fill all three (3) positions if the Committee handles money.
- b) The Committee may, from its members, elect additional positions such as:
 - Vice President / Vice Chairperson;
 - Assistant Secretary;
 - Publicity Officer;
 - Booking Officer (if the Committee takes bookings for events / facilities / fields);
 - Key Register Officer (if the Committee has keys);
 - Grounds / Building Committee, grounds person or caretaker to handle the allocation and/or maintenance of grounds or other sub-committees necessary to handle a specific function or report on a specific issue.
- c) Restrictions
 - A maximum of two (2) relatives of any one (1) family can be office bearers on the same Committee at the same time. Applications for exception from this condition can be made to Council;
 - Only one (1) of those office bearers is to sign cheques / purchase order requisitions on behalf of the Committee at the same time.

- All Community Committees are required to advise Council of the details of the people who are authorised signatories of the Committee's bank account (this can be through notation in the AGM minutes).

2.1.4 Volunteers

Committees can utilise the services of community members as volunteers to assist in preparing fields, selling tickets, coordinating events etc provided that all volunteers are recorded in a Volunteer Sign On / Off Register held by the Committee. All community members must sign in and out of the Volunteer Sign On / Off Register on each occasion. The Volunteer Sign On / Off Register must be maintained by the approved Committee Secretary at all times and must be produced to Council upon request. After events, a copy of this register must be provided to Council in order for the records to be kept electronically.

Volunteers will be covered under Council's insurance whilst carrying out approved Committee duties provided that they have signed the Volunteer Sign On / Off Register and are not over the age of 90 or under 10 years of age.

Volunteers on committees, including endorsed committee members, will be required to complete Council's online induction each year and have a Working with Children's Check (if applicable).

2.1.5 Sub Committees

Committees may form sub-committees (the role and duties of the sub-committee is to be recorded in the minutes) to carry out other duties or programs under the guidance of the Committee.

The Committee must ratify all decisions of the sub-committee at their next regular meeting. Sub-committees do not have the authority to spend money or commit to projects without the approval of the Committee.

2.1.6 Dissolution of Community Committee

- a) Council may dissolve a Community Committee at any time and carry out the control of the facility or activity itself.
- b) Council may also dissolve a Community Committee if that Committee is not complying with the roles and responsibilities set out in this manual.
- c) The Community Committee shall be dissolved in the event of membership dropping to less than four (4) persons. The Committee can also recommend to Council that the Committee be dissolved.
- d) Council may dissolve a Community Committee if it fails to adhere to the Terms of Reference and/or fails to follow the delegations outlined by Council.
- e) Upon a resolution being passed in accordance with clauses 2.1.6 (a) to (d), and confirmation by Council, all documents, assets and funds of the Community Committee shall, after payment of all expenses and liabilities, be handed back to Council.

2.1.7 Vacation of Office

- a) A person shall cease to be a member of a Community Committee if:
- The member becomes bankrupt;
 - The member is absent for more than three (3) meetings without leave (i.e. accepted apology). This does not apply to Councillors or Council staff;
 - Council passes a resolution to remove the member from the Committee;
 - The member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter, and for the purposes of this provision, “pecuniary interest” has the same meaning given to that term in Section 442 of the *Local Government Act 1993*;
 - The member whilst holding that office is convicted of an offence referred to Part Four (4) of the *Crimes Act 1900* (offences relating to property);
 - The member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section; or
 - The member becomes a mentally incapacitated person.
- b) Council has the right to remove any members of the Committee after consultation with the Committee.
- c) A member can resign at any time, or at the Annual General Meeting, by notification in writing to the Committee.

2.1.8 Procedure for Resigning from a Community Committee

- a) Where a member of a Community Committee resigns, a written resignation should be presented to the Committee.
- b) Upon receipt of the written resignation, the Committee may call for nominations from interested community members.
- c) Nominations must be submitted to Council for ratification together with a copy of the resignation or relevant minutes that notate the acceptance of the resignation by the committee.

2.2 DUTIES AND RESPONSIBILITIES OF COMMUNITY COMMITTEES, OFFICE BEARERS AND COUNCIL

2.2.1 Duties of Office Bearers and Committee Members

The duties of the office bearers are as follows: (Refer to *Appendix 1: Office Bearer Responsibilities* for further information).

- a) *President / Chairperson*
- Manages the operations of the Committee, including meetings;
 - Acts as the official representative of the Committee;
 - Acts on behalf of the Committee in an emergency or urgent situation;
 - Provides direction, forward planning and vision for the community;
 - Signs all correspondence.

b) Secretary

- Deals with correspondence to and from the Committee, ensuring copies are forwarded to Council for electronic storage;
- Takes and distributes meeting minutes;
- Ensures there is a flow of information to and from the Committee;
- Ensures that official files and records are kept and maintained;
- Notifies all members of meetings;
- Signs correspondence, if delegated by the President / Chairperson;
- Ensures that the Volunteer Register is maintained.

c) Treasurer (if the Committee handles money)

- Handles the movement of money within the Committee;
- Records income and expenditure;
- Reports on income, expenditure and cash flow;
- Manages and takes responsibility for all finance related matters;
- Submits financial records to Council for auditing and GST purposes;
- Ensures that all documentation is provided to comply with Council requirements for the authorisation of expenditure.

d) Booking Officer (if the Committee takes bookings for events / facilities / fields)

- Handles the bookings for all the activities associated with the facility;
- Authorises the release of bonds;
- Forwards the required documents associated with the booking to Council.

e) Key Register Officer (if the Committee has keys)

- Maintains the Key Register (Refer to *Appendix 12: Key Register for Council Facilities*);
- Provides an annual copy of the Key Register to Council for electronic storage (updated at the time of the AGM).

Note: Key registers provide Council with a record of people who hold keys to Council facilities. Key holders are not necessarily members of a Council Section 355 Committee; they may be regular hirers of a facility who require regular access to that facility.

Key holders must sign the Key Register when keys are issued to them, and the date of return must also be noted on the Key Register.

2.2.2 Responsibilities of Council

a) Funding Major Improvements of Assets

Council shall be responsible for the funding and erection of all major improvement works in the facility, in accordance with the adopted Operational Plan and Budget and availability of funds.

b) Maintenance Responsibilities of Assets

Council and Committee shall be responsible for maintenance works in the facility as set out. Please refer to Appendix 2: Building Maintenance Responsibilities.

c) Insurance of Assets

Council shall fully insure all buildings and all fixtures, fittings, and contents.

d) Insurance of Committee Members

Council shall insure the Committee members in respect of Public Liability and Professional Indemnity.

e) Notification of Fees and Charges (if applicable)

Committee must notify Council by 1 March each year of any proposed variation to its fees and charges for the following financial year.

f) Training of Committees

Council will provide training to advise members and the executive of the Committee of the requirements of their positions where appropriate or requested by the Committee.

2.2.3 Limitations of Power and other Legal Issues

Limitations of Powers

The Committee must not make decisions concerning the following:

- g) The fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to the fixing of charges and fees for the use of the facility under its control).
- h) Borrowing any monies without the express written consent of Council on each such occasion.
- i) The sale, lease or surrender of any land or other property vested in its care under the provision of the *Local Government Act 1993* (as amended).
- j) The acceptance of tenders which are required to be called by Council.
- k) Formation of submissions or delegations presented to Government Ministers, without the prior written consent of Council.
- l) The payment or making of any profit, gain or gift, to or by its members as well as allowances or travelling expenses incurred whilst attending committee meeting.
- m) The carrying out of any works on or to the facility including alterations, reconstruction or construction without prior notification to Council (this excludes minor maintenance work).
- n) Reimbursement of expenses, as a voluntary Committee (members do not receive payment for their services). The Committee may by resolution reimburse the Bookings Officer for phone calls made in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- o) Unreasonably withholding of access and/or consent for the letting of the facility to any organisations which agreed to comply with and adhere to the rules adopted for the use of the facility, providing an acceptable letting period is available.
- p) Employ staff.

The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council or in writing by the General Manager to the Committee.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or an appointed representative.

Legal Issues

From a legal perspective it is important for Community Committees of Council to be aware that they are acting under delegation from Council and any action that the Committee undertakes is Council's responsibility as Committees are not independent of Council. Council can withdraw its delegation if it deems this to be necessary. Where a conflict of interest may exist or be perceived to exist, Committees must act in accordance with the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors and declare this accordingly.

a) Records of your Committee

The records of Community Committees of Council, for example, minutes of meetings and financial reports, should be forwarded to Council for electronic recordkeeping within two (2) weeks of the meeting. All Committees need to be aware of the legal status of minutes, which may be subpoenaed as evidence.

Minutes must be an accurate record of the meeting; and must record the first and last names of people who are present, all motions and amendments put to the meeting, and the results. There is no need to record exactly what members said at the meeting, but there may be occasions when it is appropriate to record the thrust of the discussion.

The Chairperson / President and the Secretary are responsible for confirmation of the minutes. Minutes of all Committee meetings must be endorsed by members within two (2) weeks following each meeting. To achieve this, draft minutes are to be distributed to members, within a week, seeking feedback, noting that if no feedback is received within five (5) working days of distribution, the minutes will be deemed endorsed by consensus of the Committee.

The endorsed, preferably signed and typed, copy of the minutes are then to be forwarded to Council. At the next ordinary meeting of the Committee the members are required to have a motion for the endorsed minutes which can only be moved by a person in attendance at that meeting to which the minutes relate. The seconder can be a committee member, who was not present at the previous meeting.

No incoming or outgoing correspondence may be destroyed, except for advertising material, newsletter and magazines. Original records should be returned to Council annually following each Committee's AGM for storage. The release of original or photocopied records to any person, other than a current committee member or an authorised officer of the Council, is prohibited.

Refer to *Appendix 10: Dates and Documents – Quick Reference*.

b) Conflict of Interest - Pecuniary Interest

Pecuniary Interest may be defined as an interest that a Committee member has in a matter as a member or employee of an organisation, company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the Committee person.

It is the responsibility of members of Committees:

- To disclose to the meeting any pecuniary interest in a matter before the meeting;
- Not to participate in the discussion of the matter before the Committee in which the member has a pecuniary interest;
- Not to vote on the matter before the Committee in which the member has a pecuniary interest.

A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as highly unlikely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

Office bearers are requested to complete an annual Disclosures by Councillors and Designated Persons Return as prescribed by Part 8 of the *Local Government (General) Regulation 2005*. This information is collected for the purpose of compliance with the *Local Government Act 1993* and Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors. The form will be forwarded to Committees annually in July and must be returned no later than 30 September each year to be tabled at the October Council Meeting.

Part 4 of Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors defines what is a pecuniary interest and details what interests have to be disclosed, what interests do not have to be disclosed, what disclosures must be made by a designated person and what disclosures must be made by a Council committee member (who may also be identified as a designated person), both in written returns and at meetings.

Clause 4.15 of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors states that: A designated person must make and lodge with the general manager a return set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within three (3) months after:

- a) becoming a designated person (Primary Return), and
- b) 30 June of each year (Annual Return), and
- c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraph (a) and (b).

Council has identified all office bearers of committees with financial delegations to be Designated Persons under the Meeting Code. Forms (either hardcopy or electronic) and a guide to completing the forms may be obtained from Council.

All committee members regardless of being identified as Designated Persons must abide by clause 4.14 of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors which states: A council committee member must disclose pecuniary interests in accordance with clause 4.22 and comply with clause 4.23.

Clause 4.22 states: A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

Clause 4.23 states: The council committee member must not be present at, or in sight of, the meeting of the committee:

- a) at any time during which the matter is being considered or discussed by the committee, or
- b) at any time during which the committee is voting on any question in relation to the matter.

Refer to Appendix 10: Dates and Documents – Quick Reference.

c) *Committee Member / Volunteer Conduct*

Committee Members are required to adhere to Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors. An electronic copy can be obtained from Council's website.

Intellectual Property

The Committee will comply with the maintenance and protection of Council's intellectual property including copyrights, trademarks, registered designs, patents and databases. The committee has a duty to observe and protect Council's intellectual property by not copying or supplying such property without the express permission of Council and Council retains ownership of all intellectual property created by Committee members in the course of their committee work.

2.2.4 Attendance at Committee Meetings

Attendance of Committee members is required at Committee meetings. Committee members are required to attend a minimum of three (3) meetings in each financial year. In the instance that members are unable to attend the scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.

A person shall cease to be a member of a Community Committee if the member is absent for more than three (3) meetings without leave (i.e. accepted apology). This does not apply to Councillors or Council staff.

2.3 CORRESPONDENCE

Correspondence from the Committee is effectively correspondence from Council because the Committee acts on behalf of Council. Therefore, stringent conditions are required to ensure the appropriate use of Council's name. Correspondence being sent on behalf of the Committee or received by the Committee should be forwarded to Council's Personal Assistant (Director of Corporate and Community Services) for electronic storage.

Committees are **not** permitted to forward official correspondence to government officials or government departments (e.g. Governor General, Government Ministers). All official correspondence must be signed by the General Manager.

2.3.1 Use of Council's Letterhead and the design of a Committee Letterhead or Logo

- a) There are some occasions when Council's letterhead may be used on behalf of the Committee. In these instances, the letter must be approved and signed by Council's General Manager, Mayor or delegated Council Officer. These include invitations and letters to Members of Parliament, delegates or special guests and submissions on government policy.
- b) Approval may be given to Committees to use pre-approved, separately designed letterhead or logo; however, any such letterhead must include the words "Community Committee of the Glen Innes Severn Council" in order to acknowledge that it is a Committee of Council.
- c) Council approval must be obtained before the printing and use of any such letterhead or logo.

3. MEETINGS

3.1 ORDINARY MEETINGS

Unless specifically stated in this Manual, all meetings will be held in accordance with Council's Code of Meeting Practice.

Ordinary Meetings of the Committee are required to address correspondence, hiring of any facilities, finance matters, risk management matters and maintenance of any facility. This meeting should also include discussions on relevant business matters and make decisions affecting the function of the Committee.

A quorum will consist of half the total number of voting members plus one (1), for example, if the committee have 12 voting members (including Councillors) the quorum would be six (7), unless the Committee has a pre-approved constitution stating otherwise. Should this number of members not be in attendance 15 minutes after the starting time, the meeting will be adjourned to the same time and place as the next scheduled meeting.

Voting members are those who have been endorsed by Council to be community members of the committee and any nominated Councillor delegates to the specific committee. Staff delegates do not have voting rights.

If a quorum is not present the President / Chairperson may decide to hold informal discussion of the agenda items noting that any decisions / motions to be actioned or voted on must be carried to the next meeting for ratification by the Committee. These informal minutes should still be forwarded to Council for record keeping purposes.

There should be no less than four (4) meetings held each year; it is recommended that Ordinary Meetings of Committees occur on a bi-monthly basis to ensure that any outstanding matters are dealt with expeditiously.

Committee meetings shall be open for attendance by members of the community and there should not be indiscriminate exclusion of anyone wanting to attend or address the meetings of the Committee with the consent of the Chairperson. However, the Committee may resolve to close a meeting or part thereof where matters under discussion would unnecessarily prejudice or embarrass individuals or organisations and/or potentially prejudice any business transactions.

3.2 ANNUAL GENERAL MEETING

The **Annual General Meeting (AGM)** will report on the activities of the Committee for the year and discuss proposals for development and maintenance of any facility / open space for the following twelve (12) month period.

The meeting is held to confirm the minutes of the previous AGM and to elect the Committee members and office bearers for the next 12 months, as well as setting the dates and times of meetings for the year ahead. A person who is unable to attend the Annual General Meeting yet wishes to nominate for membership, may submit a completed nomination form prior to the Annual General Meeting for acceptance by the committee during the meeting.

The Annual General Meeting of each Committee should ideally be held annually in February, or as arranged with the Director of Corporate and Community Services. Contact must be made with Council's Personal Assistant (Director of Corporate and Community Services) at least 28 days prior to the AGM. This will allow the required time for advertisement on Council's website and in the appropriate media for a 21 day period prior to the Annual General Meeting notifying the public of the time, date and location of the Annual General Meeting. *Refer to Appendix 10: Dates and Documents – Quick Reference.*

The Councillor Representative to the Committee will act as the Returning Officer. In the event that the Councillor Representative is unavailable, Council's staff delegate on the Committee will act as Returning Officer.

The meeting will be conducted in accordance with this manual and reference to Council's Code of Meeting Practice, an electronic copy of which can be obtained from Council's website.

If there are insufficient participants to form a quorum, for the Annual General Meeting, a committee must reschedule the meeting for a future date that allows for the 21 day advertising period, and advise Council's Personal Assistant (Director of Corporate and Community Services) immediately. A quorum for an Annual General Meeting is at least four (4) people, of which the relevant office bearer positions must be filled. Ideally, a committee will have an equal number of committee members as officer bearers please refer to item 2.1.2e). It is then the responsibility of committee members to inform the community of the need for new members to nominate at the rescheduled Annual General Meeting.

If a new committee is not nominated and accepted at a second rescheduled Annual General Meeting, the committee may be dissolved and Council will resolve the future management of the community facility, function or service the committee was managing.

Refer to *Appendix 3.1: Agenda Templates* for a sample Agenda for the Annual General Meeting.

Committees must advise Council of all meeting dates, times and location for the year ahead as planned at the Annual General Meeting so that Councillors and staff delegates can plan their attendance at these meetings. If any scheduled meeting dates, times or location are changed Council must also be notified in advance.

3.3 EXTRAORDINARY MEETING

An Extraordinary meeting of the Committee may be called to discuss urgent business and matters outside the scope of an Ordinary meeting when requested by two (2) members of the Committee.

An agenda will be prepared and circulated to all members of the Committee with at least two (2) days notice. Minutes will be kept of the proceedings and a copy forwarded to Council, within two (2) weeks, outlining the reason for the Extraordinary meeting. This meeting will be conducted in accordance with Council's Code of Meeting Practice.

3.4 AGENDA / MINUTE FORMAT

The agenda of a meeting will be forwarded to members ideally at least one (1) week in advance, giving the notice of the proposed meeting. At all meetings of the Committee only business included in the agenda may be dealt with unless all the members are present, and unanimously consent to such business being discussed or if the Chairperson rules the matter is of an urgent nature.

All agendas and minutes need to be forwarded to Council's Personal Assistant (Director of Corporate and Community Services) via email to communitycommittees@gisc.nsw.gov.au or mailed to: Glen Innes Severn Council, PO Box 61, Glen Innes NSW 2370.

Minutes will be kept for all meetings of the Committee, noting first and last names of all people present, with an endorsed, preferably signed and typed, copy forwarded to Council's Personal Assistant (Director of Corporate and Community Services) following each meeting, for Council notation through Council's Business Paper. Any recommendations made by the Committee to Council are to be clearly identified in the minutes and the appropriate staff member or delegate is to action the recommendation.

Minutes of all Committee meetings must be endorsed by members within two (2) weeks following each meeting. To achieve this, draft Minutes are to be distributed to members, within a week, seeking feedback, noting that if no feedback is received within five (5) working days of distribution, the Minutes will be deemed endorsed by consensus of the Committee.

The endorsed, preferably signed and typed, copy of the minutes are then to be forwarded to Council. At the next ordinary meeting of the Committee the members are required to have a motion for the endorsed minutes which can only be moved by a person in attendance at that meeting to which the minutes relate. The seconder can be a committee member, who was not present at the previous meeting.

A sample agenda and minute template for both Ordinary and Annual General Meetings are set out in *Appendix 3.1: Agenda Templates* and *Appendix 3.2: Minutes Template*.

4. FINANCIAL MANAGEMENT

4.1 INTRODUCTION

Community Committees are provided delegated authority to operate by Council and are subject to the same rules and regulations as Council. These rules are set out in the *Local Government Act 1993*, the *Local Government Regulations 2005*, and Accounting Standards, and must be adhered to at all times.

Community Committees are established to benefit the community and are made up of members of the community. Any funds raised, received or spent are subject to public scrutiny. The concept of public accountability involves a responsibility to ensure that all of the Committee funds are used in the manner for which they were intended and that a clear and full disclosure of the Committee's financial activities is available.

Committees who handle public funds, on behalf of Council, must comply with the procedures outlined in this manual, which will assist to keep proper records and guide them through the day-to-day transactions.

4.1.1 Financial Authority

The General Manager has the authority to direct all Committees to process its financial records through Council's financial system if he/she is of the opinion that this is the most appropriate method of recording those financial transactions.

Expenditure:

- a) Community Committees of Council are not able to commit to spend any monies greater than \$5,000 for any one (1) service or product without the prior reference and approval from Council's Chief Financial Officer or MANEX representative and Council's Procurement Policy must be followed when making any purchases.
- b) For purchases less than \$2,500 for goods and \$5,000 for services, one (1) verbal quotation and a vote on the quote to approve is required. For purchases between \$2,500 and \$5,000 for goods, two (2) written quotations and a vote on the quotation to approve are needed.
- c) Committees should attempt to engage contractors registered under Council's Vendor Panel program, as their documentation is verified by Council staff. Where existing and proven long term relationships exist between committees and specific suppliers of goods and services, Council approval may be sought to continue with this arrangement. See *Section 9: Planning Your Event/Activity* for details relating to the time frame in which to seek approval.
- d) Quotes must accompany the application. Refer to *Appendix 13: Request for Expenditure*.
- e) For items / services greater than \$5,000, Council must be consulted for advice and assistance. Committees such as those that manage the Minerama may have delegations that differ from the general delegations listed here. These specific delegations will have the approval of the responsible Director and the Chief Financial Officer (CFO).

- f) All decisions must be outlined in the minutes of the meeting, and all relevant documentation such as cash books, cheque books etc are to be kept on record for seven (7) years, with a copy to be forwarded to Council's Personal Assistant (Director of Corporate and Community Services) annually no later than 31 July.

Bank Accounts:

- a) The signatories of the account are to be any two (2) of the Executive of the Committee of which one (1) must be either the Chairperson or Treasurer. All Committees are required to advise Council of the details of the persons who are authorised signatories of the Committee's bank account. This is usually done through the minutes of the AGM.
- b) All payments are to be endorsed by the Committee. This information is contained in the Treasurers Report which forms a part of the Minutes.

4.1.2 Accounting

Council requires the following conditions in relation to Community Committees:

- a) If the Committee is not operating through Council's financial system, a **cheque working bank** account must be opened at an approved financial institution in the name of the Committee (subject to written permission from the CFO).
- b) All monies received by the Committee must be banked within one (1) week of receipt. The Committee is authorised to draw on its account for such sums as it may require in the performance of its delegated functions, but under no circumstances will the account be overdrawn.
- c) A suitable cashbook, receipt book, bank deposit book and petty cash must be maintained and kept up to date.
- d) Receipts, in the name of the Committee, are to be issued for all charges and other monies received, and duplicates of all receipts must be retained for audit.
- e) Payment must be made by crossed cheque **or electronic funds transfer (EFT)** and, in every case, evidence of the need for the payment (tax invoice) must be obtained and attached to payment records.
- f) The Committee shall authorise its Chairperson and/or Treasurer, and one (1) other person to sign on its behalf, on the basis that two (2) signatories are required on each cheque **or EFT**.
- g) All records and books must be made available for inspection whenever required by any inspector of Local Government accounts, Council's auditor, the Audit Office of NSW or any authorised officer of Council.
- h) A summary of the financial affairs of the Committee must be submitted to Council within 31 days from the end of the financial year. The Treasurer must also liaise with Council's Management Accountant about the Committee's Business Activity Statement (BAS) return and ensure that the appropriate information is provided in a timely and accurate manner.
- i) The Treasurer must submit a financial report summarising all income and expenditure including the bank reconciliation, to every Ordinary meeting of the Committee.

- j) The Committee is entitled to spend all monies raised in the management of any facilities under its control, provided that all such monies are expended strictly in accordance with any conditions imposed by Council, and only upon the facility of the Council for which the Committee has been constituted. Refer to section 4.1.1 Financial Authority.
- k) In the event that the Committee receives a financial contribution from Council, this payment will be made in the form of a grant, and appropriate evidence of expenditure will be required by Council.
- l) The Committee cannot donate any funds to any other group or person. All payments must be accompanied by a tax invoice.
- m) The fees and charges, as adopted, must be collected from all user groups for the use of the facility. If the Committee wishes to make a variation in any scheduled fee or charge the matter must be referred to the General Manager with written reasons for his/her concurrence.
- n) Council's financial year is from 1 July to 30 June. The accounts of Committees shall cover this period. The accounts must be completed and submitted to Council no later than 31 July each year following adoption at a Committee meeting. This will enable Council to incorporate the Committee's accounts into Council's accounts as required under the *Local Government Act 1993*.

4.2 COMMITTEES THAT MANAGE THEIR OWN FUNDS

This section applies to Committees that manage their own funds (subject to written permission from the CFO). If Council manages the funds of a particular Committee, this section does not apply.

Recordkeeping

To record its financial transactions, Committees should maintain and keep the following records for seven (7) years (where applicable):

- Tax Compliant Receipt Book;
- Cash Book;
- Cheque Book;
- Assets Register;
- Bank Deposit Book;
- Bank Statement Folder;
- Cheque Payment Form Folder;
- Investment Register.

Note: These books are the property of Glen Innes Severn Council and must be produced upon the request of a Council Officer.

These books are tools of trade for keeping accounts and are only required by Committees that are delegated to manage its own funds. Each has a specific purpose and is simple to complete.

4.2.1 Receiving Money

What to Do

To receive and account for money such as payments for the hire of the facility, a cash tin is required for security purposes, as well as a Receipt Book and a Deposit Book for the bank account.

The procedure is simple:

- The money is taken as cash or cheques and counted or checked;
- A receipt is written out in the Receipt Book, and must include GST details;
- The money or cheque is placed into the cash tin;
- The money in the cash tin is banked promptly.

Banking

The money should be deposited into the financial institution as soon as possible after it is received and receipted. Write up the Cash Book, adding up the amount in the Cash Book and making sure that this is equal to the amount receipted and banked. All income (cash and cheques) must be banked in the form in which it is received.

Payments are not permitted to be made from cash receipts held awaiting banking.

On the butt of the Deposit Book, write the amount, the date of banking, and the Receipt Numbers for the money (for example: Receipt Numbers 491-507).

In the Cash Book, write the amount banked in the banked column of the receipts page, beside the last entry. This amount should equal the total of the receipts entered since the last banking amount was entered.

Issuing Tax Compliant Receipts / Invoices

Receipts must be recorded in duplicate (use carbon paper if needed) and must be written in ink or indelible pencil for all income as it is received, irrespective of its source.

Receipts must show:

- The words "Community Committee of Glen Innes Severn Council", Council's ABN, and address;
- The words 'tax invoice' stated prominently;
- The date of issue of the tax invoice/receipt;
- The name and address of the recipient of supplies/service;
- A brief description of things supplied and/or the services rendered;
- A statement showing the GST amount or a statement that the price includes GST. Where GST is payable, it is exactly 1/11th of the total price.

Only the original copy of the receipt is to be given out. The second copy is to remain fixed in the book for audit purposes. Receipts are issued and entered into the cash book in chronological order with the receipt number; amount paid and date of payment being immediately recorded in the Booking Diary or other form of approved register where applicable. This provides a cross reference between bookings and payments.

Personal cheques must be receipted to the name on the cheque, for example: Mr G Jones (of Glen Innes Soccer Club).

Where it is necessary for a receipt to be cancelled, all copies should be returned and clearly marked "CANCELLED" with the receipt being initialled by the authorised person on the Committee responsible for the cancellation. If an original receipt is lost or mutilated, a statutory declaration must be completed and kept with the appropriate record.

Change cannot be given for cheques received. Immediately upon receipt, cheques should be crossed and marked "Not Negotiable".

4.2.2 Making Payments and Investments

Making Cheque Payments

The Committee should only pay for bills by cheque or EFT. The procedure for this is as follows:

- The invoice, bill or receipt for reimbursement is received by the Treasurer;
- The Treasurer is to make sure that the amount is correct and payable, and then prepare a Payment Voucher supported by a valid tax invoice;
- The Treasurer submits a report to the Committee meeting requesting approval to pay the invoice;
- The Payment Voucher is authorised by a delegated person or Committee meeting;
- The Payment Voucher and the supporting documents (for example, the invoice) are stored securely (not kept loose) and must be kept for seven (7) years;
- The cheque or EFT is written / processed, signed / processed by two (2) signatories, and sent (with an appropriate note if necessary). The date, amount, purpose and payee of the cheque payment should be recorded on the cheque butt;
- Payments are recorded regularly in the Cash Book.

All cheques are to be signed by at least two (2) authorised cheque signatories, be crossed and marked "Not Negotiable", and made payable to the individual or order. Cheques should not be payable to "Cash". For EFT payments at least two (2) authorised signatories are required to process the payment.

The Treasurer is responsible for keeping the Payment Form records and presenting these to the Committee at each meeting for any member to examine, and for the Chairperson of the meeting to sign when the Committee has endorsed the payments.

4.2.3 Purchases and Sales

Assets (essentially these are items which have a resale value) can be purchased by the Committee through its normal process of approval or payments, and normal records in the Cash Book and Payment Voucher are to be kept. Assets purchased by a Committee are the property of Council.

All Committees are subject to the following requirements depending on the value of purchases and purchases must be made in accordance with Council's Procurement Policy:

For items / services up to \$5,000

For purchases less than \$2,500 for goods and \$5,000 for services, one (1) verbal quotation and a vote on the quote to approve is required. Between \$2,500 and \$5,000 for goods, two (2) written quotations and a vote on the quotation to approve are needed.

In instances where it is not obvious why a certain quote was chosen, the reason for the decision should be documented. These quotes must be attached to the documentation required to apply for this spending. Refer to *Appendix 13: Request for Expenditure*.

For items / services greater than \$5,000

Council must be consulted for advice and assistance. Please ensure that Council is consulted well in advance of the date that this expenditure is required (at least three (3) months where possible).

Committees may sell assets they have purchased if these become redundant. The Committee is required to submit a report to Council prior to sale stating the reason for the sale (by way of Minutes), how the item is being advertised for sale, the expected amount for the item, and what the Committee plans to use the proceeds for. Allowances must be made for GST obligations.

Council's Personal Assistant (Director of Corporate and Community Services) must be notified prior to the purchase or sale of any asset and permission must be granted by Council.

4.2.4 Keeping the Cash Book

Description

The cash book is used to record the Committee's receipts and payments of money. A cash book consists of pages ruled into columns **or an appropriate cash management software program**. One (1) page records the details of the Committees income (receipts of money), and the next page records payment details. Each month, rule across after the last entry, add up how much has been paid and received, and check that this tallies with the bank statement.

The following columns are required on the **Receipts** page:

- Date;
- Source of funds;
- Receipt number;
- Amount received;
- Date of banking;
- Plus columns for frequent sources of funds, such as donations, interest, received amounts and a column specifically for GST collected.

The following columns are required for **facility hire**:

- The date the facility was used;
- The amount paid for the facility hire (excluding GST);
- The amount paid as damage deposit (bond) (excluding GST).

The following columns are required on the **Expenditure** page:

- Date;
- Payee's name;
- Cheque / **EFT** number;
- Amount paid;
- Plus columns for the main uses for funds, such as deposits forfeited, facility cleaning, purchases of equipment, GST payable and so on.

Using the Cash Book

Every time the Committee receives or pays money, the Treasurer is to record the date, source, amount, and receipt / cheque / **EFT** number in the Cash Book. It is best not to let too many transactions accumulate before writing them up in the Cash Book.

- Receipts and payments are entered consecutively in date and receipt number / cheque / **EFT** number order on the appropriate page of the Cash Book;
- One (1) entry is written on each line, completing all relevant columns;
- The total amount of the income or payment is entered in the Total Amount Column. Enter amounts exclusive of GST in the column(s) for the type of income or payment. The amount of the GST is written in the GST column;
- If an incorrect entry is written in the cash book, it is to be neatly ruled through and initialled before writing the correct entry. Liquid paper correction fluids must not be used to alter an incorrect entry.

It is suggested that a new page be started in the Cash Book for each month, unless there are very few entries. Rule off under the month; add up the columns and on a new page start the next month with the first entry in each page being the balance (column table) brought forward from the previous month.

Banking Reconciliations

At the end of each month, the Committee will obtain a Bank Statement for each of the accounts under its control and reconcile this with the Cash Book. All Bank Statements must be retained. Bank reconciliations involve calculating from the Cash Book how much money the Committee ought to have and checking that this is the same as the amount that the Committee has.

The following steps should be taken:

Prepare

- Mark in the Cash Book all cheque payments and banking which are shown in the Bank Statement as having been made. Check the amounts are the same;
- Enter into the Cash Book any entries on the Bank Statement which are not already recorded – payments are likely to be bank charges for the month, and deposits are likely to be interest;
- Rule off the Cash Book under the last entry (for both receipts and payments) and add up the amount received and paid since you last ruled off. Make sure that the total of the amount column equals the total of the other columns.

Calculate

- Write down the amount in the bank at the time of the last reconciliation (generally the amount at the beginning of the month);
- Add the total amount of money received (according to the Cash Book) since the last reconciliation;
- Subtract the total amount paid (according to the Cash Book);
- Add the total amount for cheques not presented and subtract the total of any unbanked receipts in the Cash Book (the last banked amount should be recorded in the Banking column, and all receipts after that should not yet have been banked);
- Check that the amount calculated is the same as the amount on the bottom of the Bank Statement. If not, repeat this process.

4.2.5 Treasurer's Report

The Committee's Treasurer must prepare a Treasurer's Report for presentation at each Committee meeting. The report should inform other Committee Members of the receipts and payments since the last report and include a banking reconciliation. A copy must be forwarded, together with the Minutes, to Council within two (2) weeks of each meeting.

4.2.6 Annual Financial Statements

Annual Statements

The Statement of Financial Position

The Statement of Financial Position essentially shows the financial worth of the Committee. Assets, liabilities and accumulated funds are separately disclosed. The net worth is the accumulated funds, that is, the assets less the liabilities.

Monies received by Committees

Monies received by Committees, such as bond deposits on the hire of facilities, should be treated at year end as a sundry creditor since the monies will be repaid to the hirer upon satisfactory completion of the hiring terms.

The Income and Expenditure Statement (Statement of Financial Performance)

The Income and Expenditure Statement shows how much income the Committee received during the year, how much it paid out, and whether there was a surplus or deficit. This statement should be prepared based upon the concept of accrual accounting, so it will include items of expenditure incurred but not yet paid, and items of income earned by not yet received, as well as the actual receipts and payments.

Notes to the Accounts

Notes to the accounts are written by the Auditor to provide additional information on any item in the financial statements. Examples would include a schedule of sundry debtors and sundry creditors, a list of capital expenditure for the period and list of deposits held.

4.2.7 Closing off the Books

Immediately before the close of the Committee's financial year, the Treasurer must pay all outstanding bills and try to collect any outstanding monies. In early July, a bank reconciliation should be completed as at 30 June, and an initial financial statement prepared by the Treasurer.

This financial statement should summarise the receipts and payments for the year using the headings on the columns in the Cash Book. Add up the total for the twelve (12) months for each column and write these totals in a list.

Having written up the year's totals for receipts and payments, prepare a bank reconciliation for the year. This follows the same procedure described previously, except that the starting balance is the amount in the bank on 1 July, and the final balance is the amount at 30 June.

The books of account and other supporting documents shall then be forwarded to Council for auditing no later than 31 July each year. Include references to any creditors and debtors that exist at the year end.

4.2.8 Audit of Accounts

A copy of the Treasurer's report and Financial Statements must be sent to the President / Chairperson of the Committee and Personal Assistant (Director of Corporate and Community Services).

Council's Auditor shall make a full and complete audit of the accounts of the Committee, using due care, skill and diligence, and shall certify whether in his/her opinion the statements of accounts are full and fair statements properly drawn up so as to exhibit a full and true view of the Committee's affairs and whether they are in accordance with the books of the Committee.

The financial and related records must be available for audit at the end of each financial year and for any interim check which may be called by Council's Internal or External Auditors at any time during the year.

Prior to submission for audit, the Treasurer, or authorised Committee member should ensure that the bank statements, and savings pass books are updated, and investment and bank certificates (as at 30 June) are updated and certified by the Bank so that transactions up to and including the final date for the audit are recorded on the statements etc. and that all books and documents cover the whole of the period of the impending audit.

The Annual Financial Statements prepared for the auditor should include a Balance Sheet, and Income and Expenditure Statement.

Should Committee members or the Treasurer require clarification or assistance with further information regarding any of these procedures, please contact Council's Personal Assistant (Director of Corporate and Community Services) who will arrange training.

4.2.9 Goods and Services Tax (GST) Compliance

Introduction

All Community Committees are obliged to comply with the Goods and Services Tax (GST) system. All Committees are covered under Glen Innes Severn Council's Australian Business Number (ABN) 81 365 002 718. Committees are responsible for administering the requirements of GST legislation, i.e. charging GST on taxable supplies and correctly identifying input tax credits claimable from Australian Taxation Office (ATO).

Should you need assistance in understanding the requirement of administering the GST, please contact Council's Personal Assistant (Director of Corporate and Community Services).

Business Activity Statement (BAS) Returns

Council will calculate each Committee's GST liability at the end of each financial year and add the amounts to Council's BAS return. Depending upon the result, Council will either bill or pay the Committee GST.

4.3 APPLYING FOR GRANT FUNDING

There are numerous types of Federal and/or State Government, and philanthropic funding programs, available at times, which Council's Section 355 Community Committees may apply to for financial assistance in the management of the facilities or functions delegated to the Committee.

Funding applications which require authorisation by Council include applications for capital items such as buildings (canteens, toilet blocks), renovations or structural repairs to community buildings, major upgrades to sporting fields, and events that fall outside of the core duties of Council. Other funding applications may only require Council registering a copy of the application and other associated documentation in its electronic records database, e.g. applications for funding to hire a facilitator to run a workshop.

All requests for assistance from Section 355 Community Committees must be channelled through the Personal Assistant (Director of Corporate and Community Services). This position provides a central point of contact with all Committees and their interactions with Council. The Personal Assistant (Director of Corporate and Community Services) will consult with the appropriate specialist staff person within Council to ensure that each request for information and assistance arising from Committees' funding applications is fulfilled correctly and effectively.

The following steps should be followed for all funding applications that require authorisation by Council:

1. Establish the exact nature of the funding application.

- Council are to be provided a copy of the funding application highlighting what the grant application is for, if the committee are expected to match the funding dollar for dollar with its own funds and the timeframe to complete the project.

- If the application is relating to project with a total cost under \$5,000 or for an event the committee are to ensure compliance with the manual. If the project will cost more than \$5,000 (not including events) or involves capital items the committee will be required to consult with Council prior to submitting their application.
- If the application has not been written then the Committee executive are to arrange a meeting with the appropriate staff member/s to establish project facts.

2. Determine if the project involves capital items.

- Analyse associated ongoing operating and / or maintenance costs, or whole-of-life costs such as disposal and rehabilitation costs, and if so, is there room in Council's budget to provide for these costs (staff and equipment) into the future?
- Identify any positive effects that the proposed capital item may provide such as reduced maintenance costs and reduced exposure to risk due to existing equivalent asset deterioration.
- Is a Development Application (DA) required? If so has one been applied for?
- Are proposed construction materials of the appropriate type and standard?
- Is a report to Council required for approval?
- If you require further assistance contact the Personal Assistant (Director of Corporate and Community Services who can arrange a meeting with the relevant Directorate staff member.

3. Provision of a Letter of Support

- Most funding programs will request a Letter of Support from Council. When such a request is received, the Personal Assistant (Director of Corporate and Community Services) will discuss the proposed funding application with the Director of Corporate and Community Services and then prepare a letter of support to be signed.

4. Provision of a Letter of Authority

- Some funding programs will require a Letter of Authority to accompany a funding application for the development, maintenance and improvement of public reserves. As Council is the recognised manager of such reserves, it must provide the Department with a letter authorising the relevant Section 355 Committee to apply for funding.

5. Records Management

- All documents, including grant applications, acknowledgement advice and / or grant contracts, acceptance of grant funding and any progress reports or final reports must be forwarded to Council to be captured in Council's electronic Records Management System.

5. RISK MANAGEMENT AND INSURANCE

This manual outlines the requirements that Council's Insurer expects in order to provide full cover to Council's Committees. Failure to follow the scope and delegations of this manual may result in the withdrawal of insurance to the Committee and the Committee activities. Committee members may be personally liable for decisions made outside the guidelines of this manual and policy conditions. For enquiries, please contact Council's Personal Assistant (Director of Corporate and Community Services).

5.1 RISK MANAGEMENT

Risk management is the identification, evaluation, and prioritisation of risks (defined in AS ISO 31000:2018 as *the effect of uncertainty on objectives*) followed by coordinated and economical application of resources to minimise, monitor, and control the probability or impact of the unfortunate events or to maximise the realisation of opportunities.

As a Community Committee of Council, the Committee has a duty of care to ensure the health, safety and welfare of persons using any facility or participating in an event / meeting / activity. This involves regular maintenance to keep the facility and grounds safe, clean and tidy, as well as a system of inspection to detect faults and hazards at an early stage and make safety improvements where necessary.

5.1.1 General

Council and Committees of Council have a wide range of potential liability. Liabilities can be based on statute and common law duties of care. To ensure compliance there must be appropriate policies, procedures and practices in place.

The following guidelines relating to hazards, fire protection, emergency exits in buildings and building inspections are for the Committee to use to ensure the appropriate documentation is kept to evidence the due diligence process and ensure all responsible steps are being taken to identify the risk to the Committee and users of the facility.

5.1.2 Hazards

A hazard is a situation or work practice which could potentially cause injury or illness to a person or damage to property. The Community Committee must advise Council as soon as possible of any situation which may be considered or construed as a hazard. If a hazard requires urgent attention a warning should be placed near the hazard to alert users of the facility to the danger.

Committees are urged to apply some common-sense rules for hirers of facilities such as restacking of tables and chairs, cleaning spills from floors, and rubbish removal. For example, "chairs must be stacked in sets of no higher than six (6) and placed against the wall".

A routine inspection process will alert Committees to possible dangers or faults, fire or accident risks to users of the facility, and can be carried out periodically using the Hazard Checklist. A copy must be forwarded to Council for information and or action if required. Refer to *Appendix 5: WHS Documents*.

5.1.3 Fire Protection

All Council facilities should be supplied with fire and safety equipment and information on how to use it. If this is not available, Council must be notified immediately. Equipment will be inspected twice annually by a professional qualified contractor. This is organised by Council. If the equipment is used irresponsibly by a hirer this will be deducted from the hirer's bond.

5.1.4 Emergency Exits (Buildings)

All exits must be identified, preferably by an illuminated exit sign, and Council will organise to have them inspected regularly by a qualified contractor. Emergency exit routes must be kept clear at all times. Exit doors should not be barred or locked at any time while the facilities are in use.

5.1.5 Building Inspections

Regular inspections are essential to identify potential risks, and to assist in the defence of insurance claims brought against Council. Inspections must be thoroughly documented. The Committee will be responsible for inspection of the facilities under its control.

Inspections may be either formal or informal.

Formal Inspections

Inspection of the facilities under the Committee's control must occur and be documented using checklists at least once every six (6) months. Refer to *Appendix 5: WHS Documents*.

Informal Inspections

Informal inspections are incidental in the course of Committee business. Any defect or problem discovered must be dealt with according to the requisition for maintenance system. Refer to *Appendix 5: WHS Documents* for Work Health and Safety (WHS) Venue / Event Site Inspection Checklist.

Safety Inspections by Hirers

It is the responsibility of the user groups / hirers to ensure that any field or facility is safe for use immediately before and during its use. This will include ensuring there are no holes likely to cause injury and any broken glass and other hazardous matter is removed.

Please contact Council's Personal Assistant (Director of Corporate and Community Services) for assistance with any of the inspections outlined under section 5.1 Risk Management.

5.2 INSURANCE

5.2.1 General

Council is required to take out insurance policies to cover Council's liability as a consequence of Council's business activities. These policies include:

- Public Liability;
- Professional Indemnity;
- Personal Accident;
- Casual Hirers; and
- Property.

5.2.2 Notification

Incident Reporting / Potential Claims

Community Committees and hirer / user groups are instructed that any matter or incident which may give rise to a claim against Council must be reported to Council as soon as practicable, and within 24 hours at the latest. This will ensure that investigations and remedial actions can be undertaken to protect Council's interests. The form, *Appendix 8: Public Incident Report*, must be completed and sent to Council's Personal Assistant (Director of Corporate and Community Services) as soon as possible. Where possible, take photos or draw sketches to illustrate the incident and forward these to Council also.

Members of Section 355 Community Committees of Council, when acting in their official roles, should not admit liability under any circumstances as doing so may prejudice Council's rights under its insurer's policies.

Council has a responsibility to notify its insurer as soon as a potential claim is known. Committees may receive advice regarding claims via correspondence, telephone or by observation. **Once the Committee becomes aware of a potential claim they are to notify Council immediately.** If Council does not notify claims of which they could reasonably have known about, indemnity may be denied by the insurer.

Volunteer Labour

- For projects involving volunteer labour, an estimate of numbers and details of the project must be forwarded to Council as soon as possible to ensure that the project is covered by, and noted on, the appropriate policy;
- All Committees must keep a Volunteer Register. Refer to *Appendix 9: Volunteer Sign On/Off Register*.

5.2.3 Public Liability Insurance

Public liability insurance provides cover for its legal liability to the public for Council's business activities, subject to policy conditions.

The Committee may be responsible for the care, control and management of facilities, open spaces or activities through its delegations from Council under Section 355 of the *Local Government Act 1993*. If a third party suffers property damage or personal injury as a result of Council or Committee negligence they are covered under the public liability policy.

The Committee should note that the policy does not cover participants of events and/or groups / associations or incorporated bodies. **All incorporated bodies and sporting clubs must have their own public liability insurance as their activities are excluded from Council's policy and cover.**

Committee members are covered by Council's Public Liability insurance if third parties are injured doing authorised actions on behalf of Council, and these actions are not wilful and unauthorised.

Committee members that are also members of sporting bodies need to make a clear distinction in this regard. The sporting activity must be run as an activity separate, distinct and removed from the Council duties and functions as described in the Terms of Reference under section 2 Roles and Responsibilities of Community Committees, as this may have an impact on the outcome of any insurance claims.

For this purpose the members organising the sporting activity need to adhere to all the rules and conditions related to the hiring of Council facilities as can be seen in this document and accompanying appendices.

Council's public liability, professional indemnity cover and other insurance cover does not apply to Committee members involved in organising, participating in or acting as spectators to these sporting events. As is the case with all sporting bodies and incorporated bodies requesting to use Council facilities, certificates of currency, risk assessments and other documentation as required with the application, will be requested when application for use of the facility is made.

The documents will be required to be viewed by the of Governance, Risk and Corporate Planning or Council's Insurer before permission to use Council facilities for this purpose may be provided.

A claims excess of \$10,000 is payable where Council's Public Liability insurance cover needs to be accessed. **This does not apply to sporting and incorporated bodies (including animal related events such as campdrafting and sheep dog trials) as they do not have cover under Council's policies.**

5.2.4 Workers Compensation Insurance

Council's Workers Compensation Policy only covers Council employees. If Council contractors are engaged they must provide a copy of a current workers compensation policy.

5.2.5 Property Insurance

Council maintains property insurance on all of its facilities. This includes contents insurance on equipment. Any new equipment purchased by the Committee must be notified to Council for inclusion under the policy.

Any private person's collections or private person's items held by the Committee will not be insured by Council other than those collections that have an official fixed agreement with Council.

Other equipment belonging to sporting clubs, playgroups etc is not covered by Council's policy and such groups must be advised to affect their own cover for such items if stored at the facility.

In order to prove the condition and existence of, or upgrade to property, facilities, and equipment, photographs with relevant information such as date, description, cost, use etc are of value and need to be taken and forwarded to Council.

For property to be covered, it must be nominated on Council's Asset Schedule. All real and personal property of every kind and description belonging to Council is covered. This excludes items on loan, on trial, or third-party property. A minimum deductible of \$8,000 excess payment is applicable to most property insurance claims.

Extent of the cover:

- Fire;
- Malicious damage / vandalism;
- Theft (including cash);
- Water damage (excluding flood);
- Storm damage.

These are subject to policy terms and conditions where applicable, and as described in Council's insurance policies.

5.2.6 Professional Indemnity Insurance

Professional indemnity insurance usually refers to claims where it is alleged that incorrect advice, or documentation (such as building certification), or incorrect practice has occurred. Council may be liable for its conduct arising out of its representations or the conduct of its employees, consultants and Committee members.

As discussed previously, in relation to public liability insurance it is essential that all potential claims are reported as soon as practicable, and all documentation is collected and investigations conducted as soon as possible.

5.2.7 Casual Hirer Insurance

Council has Public and Product Liability coverage for casual hirers of its facilities. A casual hirer is a user that hires the facility for a one-off activity and excludes incorporated bodies, sporting clubs or associations of any kind. Such excluded groups must, by law, have its own insurance and the Committee must sight and keep a copy with the booking documentation. Refer to *Appendix 12: Key Register for Council Facilities* and *Appendix 14: Agreement with Hirers of Council Facilities* for further information.

5.2.8 Personal Accident Insurance

Personal accident insurance covers bodily injury for Committee members whilst engaged in an activity directly or indirectly connected with, or on behalf of, Council including whilst travelling directly to and from such activity. Refer to *Appendix 5: WHS Documents*, *Appendix 7: Risk Assessment Tool* and *Appendix 9: Volunteer Sign On/Off Register* in this regard.

Volunteers are insured, if injured, under a Personal Accident insurance policy; a cover for accidents resulting in death or serious injury, or loss of income and limited expenses, as per policy conditions.

It is important to note that no cover exists or is limited if:

- there is no economic loss;
- the person is over the age of 90 and in respect of each dependent child(ren) aged eighteen (18) years or younger;
- If the person involved is not currently employed, no loss of income can be claimed.

5.2.9 Insurance of Committee and Activities

Failure by a Community Committee to work within its delegations from Council, failure to follow the scope of this manual, or failure to include all details of planning an activity in the Committee's planning documentation (see Appendix 6 Template for Planning an Activity) may result in the withdrawal of insurance to the Committee and removal of insurance cover for the Committee's Activities.

Committee members may be held personally liable for their decisions. This may be applicable if:

- decisions are made outside of the scope of their delegations and terms of reference;
- members fail to comply with the guidelines contained in this manual;
- omissions, acts of condoning or allowing acts performed contrary to Council's insurance policy conditions, this manual and other policies take place; and
- members undertake unapproved alterations to the Activity Management Plan or Traffic Management Plan, if applicable.

For further information and clarification on what the Committee can undertake please contact Council's Personal Assistant (Director of Corporate and Community Services).

6. CONTRIBUTIONS AND OWNERSHIP

Sporting or community groups contributing items for the permanent embellishment of the facility will be informed by the Committee that such a contribution will become the property of Council and will not be for that group's exclusive use.

Any items provided and funds raised by the Committees are the property of Council; however, Council will ensure, where possible, that these items and funds will be put into the development of the Committee facility.

7. COUNCIL POLICIES

7.1 LINK TO COUNCIL POLICIES

Council's policies are located on the Council website at www.gisc.nsw.gov.au. Please refer to the applicable policies for information, and contact Council's Personal Assistant (Director of Corporate and Community Services) for clarification, if required.

7.2 SMOKE FREE WORKPLACE POLICY

Council has resolved that all buildings and vehicles / plant are to be "Smoke Free" and as such the Committee is required to enforce this resolution and ensure that all smoking is carried out in the open, and in accordance with Council's Smoke Free Workplace Policy.

7.3 SUN SMART AND PERSONAL PROTECTIVE EQUIPMENT POLICY

Council has a Sun Smart and Personal Protective Equipment Policy which requires all Council employees, volunteers, and engaged contractors to take due care in protecting their skin from the sun / ultra-violet light. The Committee members are therefore required to ensure that this policy is followed by all people who are engaged on Committee business.;

7.4 WORKPLACE DISCRIMINATION AND BULLYING / HARASSMENT POLICY, AND EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

Discrimination means being treated less favourably and unfairly.

The *Anti Discrimination Act 1977* (NSW) is designed to promote equality of opportunity for all people. Under the Act, it is illegal to discriminate on the grounds of:

- sex;
- pregnancy;
- marital status;

- physical or intellectual impairment;
- homosexuality (male or female, actual or presumed);
- race, colour, ethnic or ethno-religious background;
- age (but only in relation to compulsory retirement).

Discrimination or unfair treatment may be direct or indirect. Direct discrimination occurs when, for example, a person is refused a job or access to your facility simply because they have a disability. Indirect discrimination occurs when requirements (selection criteria, for example) practices or policies which seem neutral have an effect which actually results in disadvantaging a particular group of people.

Both direct and indirect discrimination are against the law. The anti-discrimination laws cover Council's employment practices and the way in which Council's services / programs or facilities are provided.

Key Issues

Committees need to have an understanding of direct and indirect discrimination. Committees also need to understand the impact of anti-discrimination law on its hiring practices and policies and the way in which the facility's services are provided. Please refer to Council's Workplace Discrimination and Bullying / Harassment Policy.

Council has an Equal Employment Opportunity Management Plan. Committees are required to comply with this Plan in the selection of contractors and the election of Committee members.

7.5 DRUG AND ALCOHOL POLICY

Council has a policy on the prohibited use of illegal drugs and alcohol by Council staff. This policy also applies to Committee members of Council's Community Committees whilst carrying out their duties.

The use of illicit substances and alcohol in the workplace whilst on duty – including Council premises and buildings, parks, reserves, vehicles and plant – is prohibited.

Staff members, including members of Community Committees are required to present themselves at meetings or facilities in an unaffected state. Committee members who are taking prescribed drugs that may affect or inhibit their work performance or safety have a duty to report such medications to the President / Chairperson or to Council's Personal Assistant (Director of Corporate and Community Services), who will determine an appropriate course of action.

7.6 MEDIA POLICY AND SOCIAL MEDIA POLICY

Council has a Media Policy, which outlines the guidelines and procedures for Councillors, Council staff and Committee members when dealing with the Media.

The Media Policy states that the Chairpersons of Community Committees have authority to comment to the media on Committee matters and that Chairpersons of Community Committees shall always strive to portray Council in a positive light.

The publicity of Committee matters is delegated only to the Committee Chairperson.

Council's Social Media Policy aims to provide guidelines about the personal and professional use of social media which can be a useful tool to promote Committee activities and events. This policy assists to manage risks associated with the use of social media and ensure high quality messaging and content is issued.

Committees are to be aware of the information in this policy and ensure any use of social media is professional and portrays a positive image of Council.

7.7 HEALTH

The good health of all the participants using Council's facilities is paramount. All efforts are to be made to identify any areas of the facility which may endanger health and have these areas rectified as soon as possible.

Inspections by Council staff will be carried out on a periodic basis; however, the Committee must ensure that there is no risk to the health of the users of the facility.

In order to reduce the risk of health problems associated with the operation of Council's facilities the following guidelines should be adhered to:

7.7.1 Food Preparation and Handling

A person selling food or operating stalls and outlets used for selling food, produce, fruits and vegetables or pre-packaged food for human consumption, is deemed to be a food business'. Not-for-profit operations are not excluded. A 'food business' is required to sell safe and suitable food in accordance with the provisions of the *NSW Food Act 2003*. Copies of the Act (particularly Food Safety Standards 3.1.1, 3.2.2 and 3.2.3 available at www.foodstandards.gov.au) are available on the NSW Food Authority's website www.foodauthority.nsw.gov.au.

A few pointers are listed below, but refer to the link provided above for full details:

- Food preparation and eating areas are to be kept in a clean and hygienic condition;
- Food is to be maintained at a temperature above 60 degrees Celsius or below five (5) degrees Celsius;
- Ensure soap and disposable hand towels / hand dryers are available;
- Good personal hygiene is to be practiced by those handling foods;
- Avoid unnecessary handling of food with bare hands – use tongs and forks;
- Ensure that cooked and raw food is stored separately to prevent cross contamination;
- Cooking utensils and equipment are to be kept clean;
- The necessary steps are to be taken to keep the food preparation and eating areas free of pests and vermin.

7.7.2 Toilets and Showers

Toilets and showers are to be kept in a clean and hygienic condition.

7.7.3 Effluent Disposal

- No primary treated effluent should be allowed to be discharged to the surface of the ground or the storm water systems. Council maintained sewer areas can be disposed of as per direction from the Infrastructure Services Department. All other areas should have effluent disposed of into an appropriate onsite sewer management system.
- Effluent disposal systems must be managed and maintained in a way that does not create a public health risk or pollute any water courses;
- Septic tanks should be de-sludged every three (3) to five (5) years;
- All approvals issued for effluent disposal systems should be adhered to.

7.8 WASTE DISPOSAL

7.8.1 Public Halls

The supply of waste containers and the removal of waste is the responsibility of the Committee.

Commercial 140 litre mobile garbage bins can be arranged through Council by contacting the Personal Assistant (Director of Corporate and Community Services).

7.8.2 Public Place Recycling

Council, in consultation with Committees, will be pursuing the provision of recycling facilities for the public within sportsground and public halls.

8. MANAGEMENT OF GROUNDS / FACILITIES

8.1 OPERATION OF FACILITY / GROUND

Hiring a facility is central to the purpose of the Committee, and making the facility readily accessible to the community, whilst at the same time raising funds for its maintenance and future improvement, are some of the main objectives of the Committee.

The following guidelines form the basis for acceptable hiring procedures:

a) *Conditions of Hire – Sporting Facilities and Community Facilities*

It is essential that hirers sign a Hire Agreement which shows that they follow the rules that the Committee has agreed on, or as directed by Council. Refer to *Appendix 14: Agreement with Hirers of Council Facilities*.

b) *Fees and Charges*

The schedule of fees and charges is set by Council, taking into consideration the recommendations of the Committee and the operating requirements of the facility.

Only Council has the power under the *Local Government Act 1993* to set or waive fees and charges. Committees are to review their fees annually and make written recommendations to Council's Personal Assistant (Director of Corporate and Community Services) by 1 March for assessment and inclusion in Council's annual review of fees and charges.

FEES AND CHARGES MAY NOT BE VARIED / WAIVED WITHOUT THE PRIOR WRITTEN APPROVAL OF COUNCIL.

c) *Damage Deposit*

The Committee, as a safeguard against possible damage, must obtain a damage deposit (bond) for the facility or equipment, or to cover the need for additional cleaning, where appropriate.

Hirers should be advised that this will be refunded by cheque if all conditions of the hire are adhered to. Any abnormal costs associated with the hire of the facility will be deducted from the bond including GST.

d) *Bookings*

Each Committee is required to have a contact person who is responsible for bookings of the facility. It is anticipated that the person's name and telephone number would be well publicised for the benefit of the community.

To make a booking, a person or group should contact the booking officer and book the facility for a particular day and time.

The booking officer will advise the hirer of the fees, bonds and deposits required and enter the relevant information into the Booking Diary. Refer to *Appendix 14: Agreement with Hirers of Council Facilities*.

e) *Use of Liquor*

Committees are responsible for advising hirers of conditions relating to the use of alcohol.

These prohibit:

- The consumption of intoxicating liquor by persons under the age of 18;
- Bringing bulk alcohol or kegs into a community facility; or
- Selling alcohol on the premises without a Functions Licence.

Hirers wishing to sell alcohol must obtain an application for a Functions Licence from the local Police Station.

A copy of the alcohol approval must be provided to the Committee no less than two (2) days prior to the function. The approval must be kept with the hiring application in the Committee's records.

Where Alcohol Licences are required for a Committee function, the Committee Executive i.e. President / Chairperson, Treasurer or Secretary shall make application to the appropriate licensing authority. Alcohol Licences are required where a Committee is selling alcoholic beverages at a function organised by the Committee.

Members of the Committee that are serving the alcohol shall have, as a minimum, Responsible Service of Alcohol certification. A copy of this document must be provided to Council prior to the event.

These qualifications are required by Council's insurer before consideration is given to underwriting an event held by a Committee where alcohol is being sold.

8.2 MAINTENANCE OF FACILITY

a) *General*

The Committee has responsibility for the overall cleanliness and general repair and maintenance of the grounds and facilities under its control. Routine inspections of buildings under the care and control of the committee must be done on an annual basis or more often if required.

The Committee is to provide Council with details of any major maintenance work completed for each year (1 July to 30 June) in conjunction with its Financial Records no later than 31 July.

For details of responsibilities, refer to *Appendix 2: Building Maintenance Responsibilities*.

b) *Purchasing*

The Committee is able to take advantage of Council's purchasing power. It is essential that any purchase of items is related to the use of Council's facility or function. Refer to 4.1.1 Financial Authority and 4.2.3 Purchases and Sales.

c) Contracting

Should Committees need to engage the services of a contractor (e.g. a plumber or cleaner) at standard commercial rates, a minimum of one (1) verbal quote is required for purchases less than \$2,500 for goods and \$5,000 for services. Between \$2,500 and \$5,000 for goods, two (2) written quotes with a vote on the quote required for any expenditure. For items or services greater than \$5,000 Council must be consulted for advice and assistance. Please refer to section 4.2.3. Authorisation should be obtained by applying the following steps:

- **Attempt to engage contractors registered under Council's Vendor Panel program as their documentation is verified by Council's insurer;**

If this is not possible:

- Verify documentation to ensure that the contractor is registered and licensed (Gold Licence, expiry date, name on licence);
- Take a copy of the contractor's Workers Compensation and Public Liability Insurance (\$10million cover minimum and retain for future reference). **Council's insurance does not cover the contractor;**
- Obtain two (2) work related referee reports on the contractor's past performance.

d) Volunteer Labour

For projects involving voluntary labour, the following procedure will apply:

- At commencement of the project, all works and materials should be itemised along with how they will be funded;
- If Council has approved additional funding for the project, any items related to Council funds will be ordered and paid for by Council;
- All other funds / items for the project are to be the responsibility of the Committee with a clear understanding that Council will not be responsible for any expenditure incurred by that Committee;
- These arrangements are to be reported to Council's Personal Assistant (Director of Corporate and Community Services) for insurance purposes and acknowledgement of the project having suitable cover, prior to the project commencing.

e) Annual Maintenance Advice

Submission for Annual Maintenance and Improvements

Council is required to ensure effective use of funds available for all of its services and works throughout the community.

In setting priorities, Council identifies needs, which are then funded in an annual Operational Plan and Budget which is developed in February / March each year and presented to Council in April for endorsement for public exhibition before being, adopted in June and implemented in the upcoming financial year.

Council provides funds for:

- Urgent repairs due to damage, excessive wear, safety or security;
- Carrying out licensing or statutory requirements;
- Periodic major maintenance.

A Committee can make a written request to Council to undertake upgrades or improvements. Such requests are to be forwarded to Council by 1 March each year for consideration in the budget process. Approved projects may commence from July of that year.

Minor Repairs

The Committee will be responsible for minor repairs. Maintenance and repair work that is the sole responsibility of the Committee may be undertaken by the Committee without reference to Council provided that it is less than \$1,000 and funded through the Committee's funds. Any maintenance under Council's building maintenance budget requires prior Council approval. Where repairs required are not considered minor, the need for repairs is to be immediately conveyed to Council's Personal Assistant (Director of Corporate and Community Services) by telephone or email and confirmed in writing. Refer to *Appendix 2: Building Maintenance Responsibilities*.

Advise Council Regarding Necessary Works

Liaison between the Committee and Council is essential so that the facility is appropriately maintained. Specific maintenance works and capital improvement works not included in routine annual maintenance budget, such as internal or external painting or replacing floor coverings are usually a combined funding responsibility. Committees may request Council to include such works into their annual maintenance budget for a certain year. Please contact Council's Personal Assistant (Director of Corporate and Community Services) regarding any necessary works.

8.3 PLANS OF MANAGEMENT

a) Formal Plan of Management

Council may prepare a formal Plan of Management for the facility.

All activities conducted within the facility must conform to any Plan of Management issued by Council.

b) Minor Improvements for Facility

The Committee will determine a Minor Improvement schedule for the facility each year and prioritise the items in the schedule.

This schedule will be referred to Council's staff for concurrence. The Committee will carry out improvement works to the limit of its Improvement Budget in accordance with conditions within the manual covering purchasing and contracting.

If Committees have improvement works conducted by contractors, a report on the nature of work, in accordance with the form “Contractors Engaged by Community Committee to Carry out Improvement Works” must be submitted to Council. Please contact Council’s Personal Assistant (Director of Corporate and Community Services) for a copy of this form which is also available on Council’s website, under the *Community Committees of Council* tab.

Every contract must have the approval of, and the appropriate funds voted by, Council prior to any commitment being made by the Committee.

8.4 HIRE BY SCHOOLS

- Schools are generally not charged a hire fee for the usage of a community facility;
- Schools must apply to the Committee for permission to use the facility;
- Teachers are to ensure that the facilities are left clean and tidy after use. Schools may incur a charge to clean up a facility and surrounds if left in an untidy state;
- Schools are to ensure that they have a Public Liability Insurance Cover of \$10million prior to using the facilities. Council requires that a legible copy of this cover be held by the Committee with the hiring application;
- Individual clubs using Council’s facilities cannot accept bookings from schools;
- Any misuse of facilities by schools is to be reported to Council and appropriate action will be taken by Council.

9. PLANNING YOUR EVENT / ACTIVITY

9.1 TEMPLATE FOR PLANNING AN ACTIVITY

A template for planning an activity must be completed and returned to Council at least six (6) weeks prior to any activity taking place. Refer to *Appendix 6: Template for Planning and Activity*.

This template is designed to assist in the planning of an activity held by a Committee or an activity that will take place on, or at, Council facilities. The pre-activity audit and Risk Management Plan are mandatory documents that must be submitted to Council prior to any activity taking place. For further information, please contact Council's Personal Assistant (Director of Corporate and Community Services).

The Risk Assessment Tool is required to be completed prior to any event and must be used in conjunction with Council's Work Health and Safety Coordinator, Ann Blunt, who can be contacted on 6730 2305 or 0429 898 988. Refer to *Appendix 5: WHS Documents*.

9.2 PUBLIC LIABILITY INSURANCE / INDEMNITY FOR PERFORMERS

All performers that are being paid for their services at an activity require their own public liability insurance policy in the sum of not less than \$10 million.

A certificate of currency describing the performer's public liability insurance cover must be submitted to Council's Personal Assistant (Director of Corporate and Community Services) a minimum of six (6) weeks prior to the activity taking place. **Council's insurer must view and give assurance of the correctness and suitability of this cover before the event may take place.**

Appendix 1: Office Bearer Responsibilities

Responsibilities of the Chairperson / President

The Chairperson generally has the following specific duties:

Before a meeting:

- Prepares the agenda (in consultation with the Secretary or members, or can delegate this role to the Secretary), setting out the items of business to be considered;
- Ensures the meeting is properly convened in accordance with the Council's Code of Meeting Practice i.e. proper notice of a meeting is given and a quorum is present, etc.

During the meeting:

- Chairs all meetings, opens the meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion to take the Chair at any meeting he/she attends;
- Keeps individuals and the meeting focussed on the topics being discussed and encourages all members to participate; ensuring adequate opportunity is given to members who wish to speak;
- Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone to do this);
- Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting;
- Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders i.e. method of conducting meetings and ensures all statutory regulations and Council's policies and rules are observed;
- Closes the meeting after the business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council. Particularly in regard to Government funding, the budget, Council and community involvement and requirements.

The Chairperson is responsible for providing assistance to all members of the Committee and ensuring that they fulfil their respective roles. The Chairperson is the 'spokesperson' for the Committee and he/she communicates with Council, government departments, officials and other relevant bodies. However, is **not** permitted to forward official correspondence to government officials or government departments. All official correspondence must be signed by the General Manager.

Responsibilities of the Secretary

Before a meeting:

- Draws up the agenda (in consultation with the Chairperson);
- Makes copies of the agenda if required.

During the meeting:

- Takes minutes;
- Reads the minutes of previous meeting if necessary;
- Provides a list of correspondence in order and summarises any important points;
- Records any motions and/or decisions of the meeting including, mover and seconder.

After the meeting:

- Keeps a register of correspondence that has come in and gone out, and file copies of all letters written. Copies of each are to be sent to Council for electronic storage;
- In between meetings, informs other Committee members of any correspondence requiring urgent attention.
- Sends minutes, Treasurers report and any other relevant documents tabled at the meeting to the Committee and Council.

Responsibilities of the Treasurer

Primary Function:

Take responsibility for the financial management of the Committee.

Responsibilities:

- To ensure that all financial records of the Committee are kept in a proper manner;
- To prepare and present monthly reports to the Committee;
- To prepare and bring to audit all financial records of the Committee;
- To prepare and present the proposed annual budget to the Committee.

Duties:

- Keeps financial records for all incoming and outgoing transactions;
- Banks all monies received by the Committee in an approved bank account;
- Presents a current financial statement to each Committee meeting;
- Presents all invoices received on behalf of the Committee to each Committee meeting and follows up on payment of invoices;
- Prepares and submits the financial books of the Committee to Council no later than 31 July each year, in a format approved by Council.

Treasurer's Checklist:

- Be prepared: have available an accurate and up to date statement of the Committee's financial position;
- Move that the financial report be accepted, and that the amounts for the payment be passed;
- Explain the financial statement in lay terms and ensure that all Committee members understand.
- Be Assertive: Present a forward budget. Ensure that the Committee understands the implications of any proposed expenditure.

Responsibilities of the Booking Officer

Responsibilities:

- Taking enquiries and completes bookings;
- Advises the Committee of user groups and bookings, and raises any concerns or issues;
- Forwards the required documents associated with the booking to Council;
- Issues receipts to users for bond and hiring fees, and issues keys;
- Ensures that cleaning takes place with and after each reservation / booking / event;
- Recommends the refund of the bond after consultation with cleaner;
- Gives any money to the Treasurer for banking;
- Meets with the Treasurer to confirm usage of the facility before accounts are sent;
- Payments for casual hire including bonds should be recovered and banked at least two (2) weeks before the function (time enough to have the cheque cleared by the bank).

Responsibilities of the Key Register Officer

Responsibilities:

- Maintains the Key Register (Refer to *Appendix 12: Key Register for Council Facilities*);
- Provides an annual copy of the Key Register to Council for electronic storage.

Key registers provide Council with a record of all people who hold keys to Council facilities. Key holders are not necessarily members of a Council Section 355 Committee; they may be regular hirers of a facility who require regular access to that facility.

All key holders must sign the Key Register when keys are issued to them, and the date of return must also be noted on the Key Register.

Key Register Procedure:

1. Each key to a Council facility is to be numbered for identification purposes.
2. The key holder must sign the Key Register to confirm acceptance of that particular key and record the date that the key was issued.
3. When a key holder who is a Committee member resigns from the Committee, the key must be returned to the Committee and the date of return noted on the Register.
4. Similarly, when a key holder who is not a Committee member ceases using the facility (for example when a regular hire ceases), the key must be returned to the Committee and the date of return noted on the Register.
5. When a key holder who is not a Committee member is no longer the person responsible for the key (for example the key holder leaves the hirer's group), the key must be returned to the Committee and the date of return noted on the Register.
6. A copy of the Key Register is to be forwarded to Council with the AGM paperwork.

Responsibilities of Committee Members

The role of Committee members is important and ensures that the democratic process is followed.

Responsibilities:

- Attend Committee meetings and sign the attendance sheet;
- Participate in meetings – this involves:
 - Arriving on time to meetings;
 - Ensuring discussion is on agenda items;
 - Contributing to the discussion where appropriate;
 - Being objective, listening to others' views;
 - Volunteering to do the necessary tasks required.
- Support the office bearers in carrying out their jobs;
- Assist in organising the Annual General Meeting;
- Attend and participate in any planning days that may be held;
- Make sure the facility / event is being maintained and run smoothly and in accordance with Council's policies, rules and stipulations.

Appendix 2: Building Maintenance Responsibilities

BUILDING MAINTENANCE RESPONSIBILITIES

The day to day operation of several Council's buildings is under the care and control of Community Committees. These Committees are responsible for general maintenance and repair tasks.

The appended list of maintenance and repair tasks shows those tasks for which the Committee is responsible and those for which Council is responsible.

INITIATING MAINTENANCE AND REPAIR WORK

Maintenance and repair work that is the sole responsibility of the Committee may be undertaken by the Committee without reference to Council if it is less than \$1,000 and funded through the Committee's funds. Any maintenance under Council's building maintenance budget requires prior Council approval. Application for other maintenance and repair work should be referred to Council's Personal Assistant (Director of Corporate and Community Services) who will arrange for it to be carried out by Council or contractor labour as soon as possible.

Application must be made by completing *Appendix 13: Request for Expenditure* and this application must be sent to Council's Personal Assistant (Director of Corporate and Community Services).

SPECIFIC MAINTENANCE WORKS AND CAPITAL IMPROVEMENT WORKS

Specific maintenance works are those works that are not included in a routine annual maintenance budget. These works may include interior and exterior painting, floor covering replacement, etc and are usually a combined funding responsibility. However, the Committee may request Council to include such works in its annual maintenance budget for a particular year. The Committee may also request Council to fund Capital Improvement Works. Requests for such works should be directed to the Personal Assistant (Director of Corporate and Community Services) by 1 March each year. Refer to *Appendix 10: Dates and Documents – Quick Reference*.

ROUTINE INSPECTIONS

General inspection of buildings under the Committee's care and control must be done on annual basis or more often if required.

The following table shows where responsibility lies for building maintenance:

DESCRIPTION	RESPONSIBILITY
Carpet cleaning	Committee
Fan Cleaning	Committee
Internal walls and ceiling cleaning	Committee
Light bulbs / tubes (indoor and outdoor)	Committee
Marking and remarking of sports courts	Committee
Repair and replacement of tennis court net	Committee
Replacement of stove and oven elements	Committee
Tap washers and toilet cistern washers	Committee
Window cleaning	Committee
Cleaning leaf matter	Committee
General housekeeping	Committee
Maintenance of air conditioning system	Committee
Maintenance of doorknobs, locks and fittings	Committee
Maintenance of emergency exit doors	Council
Maintenance of fire extinguishers	Council
Maintenance of scheduled lawns and gardens	Committee
Maintenance of toilet hygiene facilities	Committee
Exterior and internal painting	Council / Committee
Replacement of floor coverings	Council / Committee
Replacement of light fittings, switches and power outlets	Committee
Replacement of stove	Council / Committee
Resurfacing sports courts	Council / Committee
Exterior paving	Council / Committee
Repair and replacement of boundary fences	Council
Repair and replacement of hot water system	Council / Committee
Repair and replacement of roofing, gutters and downpipes	Council / Committee
Repair electrical service and circuits	Council / Committee
Repair of sports court surface	Committee
Repair of tennis court surface	Committee
Water, sewerage and stormwater services	Council
Window and door assemblies	Council / Committee
Damage to internal structure and fittings, including windows – break and enter only	Council (insure)
Damage to internal structure and fittings, including windows – except break and enter	Committee
Removal of external graffiti	Council
Removal of internal graffiti	Committee

Note: Community Committees of Council are responsible for the maintenance and repair of all fittings and consumables, and for accidental breakages.

Appendix 3: Guidelines for Agendas and Minutes

INTRODUCTION

These Guidelines are designed to give an overview of the documents to be used by Committees of Council. An outline of each of the documents is included as well as information on how to access templates, and where and how documents are filed.

AGENDA

Templates for the agenda (Ordinary and Annual General Meetings) are attached as Appendix 3.1.

Committee Name

This is the name of the Committee and is centred below Council's title, for example:

GLEN INNES SEVERN COUNCIL
ABC Consultative Committee

Agenda Title

Under the Committee name insert the meeting title (for example Ordinary, AGM or Special Meeting) in the following format:

AGENDA FOR ORDINARY MEETING

Date, Time and Venue

Complete these three (3) fields using the following format:

Date: 11 February 2020
Time: 8.30am
Venue: Library / Learning Centre

Agenda

This section provides the structure of the meeting and lists the items to be discussed.

MINUTES

Templates for the minutes (Ordinary and Annual General Meetings) are attached as Appendix 3.2.

Committee Name

This is the name of the Committee and is centred below Council's title, for example:

GLEN INNES SEVERN COUNCIL
ABC Consultative Committee

Minutes Title

Under the Committee name insert the meeting title (for example, Ordinary, AGM or Special Meeting) in the following format:

MINUTES OF ORDINARY MEETING

Meeting Date

Under the title, insert the meeting date in the following format:

HELD ON 11 FEBRUARY 2020

Meeting Opened

Insert the time the meeting was officially opened, for example: 8.41am

Present

List the people present (including first and last name) at the meeting, starting with the Chairperson and ending with the Minute Taker (Secretary).

Apologies

List the people who have submitted an apology.

Apologies are required to be accepted via a motion. Use the following format for this motion:

Moved J Smith, seconded R Jones that the apologies be accepted.

CARRIED

Declaration of Interest

Members of the Committee that have a conflict of interest or a perceived conflict of interest relating to items under discussion need to make this known to the meeting and may need to be asked to leave the room when this point is under discussion.

The conflict of interest and related issues are minuted here.

Minutes of Previous Meeting

The minutes of the previous meeting are required to be accepted via a motion. Use the following format for this motion:

Moved J Smith, seconded R Jones that the Minutes of the previous meeting, dated 11 January 2020 be accepted.

CARRIED

Minutes Body

The body of the minutes are completed using the three (3) column table as shown in the minute template.

The numbering of items is to follow the format following: 20/2.6.1

This number is made using the following method: 20(Year)/2(Month).6(Item Number).1(Sub-Item Number).

Meeting Closed

Insert the time the meeting was officially closed, for example: 10.10am

Next Meeting

Insert the name, time, date and venue for the next meeting in the following format:

NEXT MEETING: Ordinary Committee Meeting,
8:30am, **Wednesday, 10 March 2020**
Glen Innes Severn Library and Learning Centre

Chairperson's Signature

The completed minutes, once they have been endorsed by consensus, should be signed dated by the Chairperson then forwarded to Council. A motion, with a mover and seconder, will still be required at the next meeting.

Distribution of Documents

All final minutes, once endorsed by consensus and preferably signed, should be forwarded to all Committee members including Council Representatives and Council's Personal Assistant (Director of Corporate and Community Services) within two (2) weeks of the meeting date.

DRAFT

APPENDIX 3.1: AGENDA TEMPLATES



GLEN INNES SEVERN COUNCIL {Insert Committee Name}

AGENDA FOR ORDINARY MEETING

Date:

Time:

Venue:

AGENDA

1. Open / Welcome
2. Apologies
3. Declaration of Conflicts of Interest
4. Minutes of Previous Meeting
5. Business Arising
6. Treasurer Report
7. Correspondence
8. Standing Items
9. General Business

GENERAL BUSINESS		
Item		Tabled by
1		
2		
3		

PLEASE BRING WITH YOU THE MINUTES OF THE LAST MEETING



GLEN INNES SEVERN COUNCIL
{Insert Committee Name}

AGENDA FOR ANNUAL GENERAL MEETING

Date:

Time:

Venue:

AGENDA

1. Open / Welcome
2. Apologies
3. Declaration of Conflicts of Interest
4. Minutes of Previous AGM
5. Report from Chairperson / President
6. Treasurer Report
7. Nominations for Membership
8. Voting for Members (if over 12 nominations received)
9. Election of Office Bearers
10. Setting of Dates, Times and Location for Meetings for the coming year

APPENDIX 3.2: MINUTES TEMPLATES



{INSERT COMMITTEE NAME}
MINUTES OF ORDINARY MEETING
 HELD ON: {INSERT DATE}

MEETING OPENED: TIME

PRESENT: NAME (Chairperson), NAMES and NAME (Minute Taker) *(including first and last name)*

APOLOGIES: NAMES

Moved NAME, seconded NAME that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

MINUTES OF THE PREVIOUS MEETING:

Moved **NAME**, seconded **NAME** that the minutes of the previous meeting, dated **DATE** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
Item number (e.g. 5.1)	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	
6	TREASURER REPORT	
Item number	Item Heading Details of Discussion.	(Who, what, how and when)
7	CORRESPONDENCE:	
Item number	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	
8	STANDING ITEMS:	
Item number	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	
9	GENERAL BUSINESS:	
Item number	Item Heading Details of discussion.	(Who, what, how and when)
	Add a new row for each item discussed	

MEETING CLOSED: TIME

NEXT MEETING: TIME, DATE and LOCATION

.....
Chairman

.....
Date



{INSERT COMMITTEE NAME}
MINUTES OF ANNUAL GENERAL MEETING
HELD ON: {INSERT DATE}

MEETING OPENED: TIME

PRESENT: NAME (Chairperson), NAMES and NAME (Minute Taker) *(including first and last name)*

APOLOGIES: NAMES

Moved NAME, seconded NAME that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

List the details of any conflicts of interest here.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved **NAME**, seconded **NAME** that the minutes of the previous meeting, dated **DATE** be accepted.

CARRIED

Item No.	Item	Action
5	REPORT FROM THE CHAIRPERSON / PRESIDENT:	
Item number (e.g. 5.1)	Details of discussion.	
6	TREASURER REPORT	
Item number	Details of Discussion.	
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
Item number	List the names of all people who have submitted a nomination to become a member of the Committee.	
8	VOTING:	
Item number	In the event of there being more than 12 nominations, include details of how voting was conducted (show of hands, ballot etc) and then list the names of the successful nominees. (Also complete the Members Register at Appendix 11)	
9	ELECTION OF OFFICE BEARERS:	
Item number	Include details regarding the nominations and voting for Office Bearers, listing the successful nominees and their position.	
10	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	List the dates, times and location for all meetings for the coming year (including details for the next AGM).	

MEETING CLOSED: TIME

NEXT MEETING: TIME, DATE and LOCATION

.....
Chairman

.....
Date

Appendix 4: Financial Forms

FINANCIAL FORMS

(i) TREASURER'S REPORT

MEETING OF (insert Committee name)

TO BE HELD ON _____

FINANCIAL STATEMENT AS AT: _____

Balance brought forward:

\$ _____

Add Receipts:

\$ _____

\$ _____

\$ _____

Less Payments:

\$ _____

\$ _____

\$ _____

Added Fixed Deposits: Add Receipts:

\$ _____

\$ _____

\$ _____

BALANCE AS AT

\$ _____

BANK RECONCILIATION

I certify that a reconciliation between the Cash Book and the Bank Statement has been made as at:

FORECAST OF RECEIPTS/PAYMENTS:

(Signature of Treasurer) (Date)

(ii) PREPARATION OF TREASURER'S REPORT (Example)**(NAME OF COMMUNITY COMMITTEE)****Treasurer's Report – July 2020**

Results for the month of July were favourable with a positive cash flow of \$318.75. This was consistent with results for the same period last year and is largely due to increased hall bookings.

Income and Expenditure for the Period 1/7/20 to 31/7/20**Income**

Hall Rentals - Casual	500.00	
- Permanent	1,200.00	
Bank Interest	12.50	
Bonds Received	200.00	
GST Collected for ATO	170.00	2,082.50

Expenditure

Cleaning	400.00	
Telephone	72.00	
Petty Cash	40.50	
Bonds Refunded	100.00	
Contract Payments	1,000.00	
GST Paid-recoverable from ATO	151.25	1,763.75

Net Result		<u>318.75</u>
------------	--	---------------

Confirmation of Accounts Paid

July cash payments of \$1,763.75 comprise the following cheques drawn and are hereby submitted to the committee for ratification. Most payments include GST.

<u>Cheque</u>	<u>Creditor</u>	<u>Cheque</u>	<u>Description</u>
100452	J Brown	220.00	Cleaning
100453	Telecom	79.20	Telephone
100454	WSC	1,100.00	Contract payments
100455	ABC Football Club	100.00	Bond refund
100456	Cash	44.55	Petty Cash reimbursement
100457	H Jones	220.00	Cleaning
		<u>1,763.75</u>	

(iii) PETTY CASH BOOK

DATE	DESCRIPTION	DOCKET NO.	\$ GST EXCL.	GST \$	\$ GST INCL.
6.7.20	Tea Bags	1	2.00	.20	2.20
7.7.20	Taxi Fare	2	8.00	.80	8.80
9.7.20	Batteries	3	15.00	1.50	16.50
13.7.20	Photocopying	4	10.00	1.00	11.00
15.7.20	Miscellaneous	5	1.00	.10	1.10
20.7.20	Stationery	6	1.50	.15	1.65
27.7.20	Thumb Tacks	7	1.50	.15	1.65
30.7.20	Gloves	8	1.50	.15	1.65
	TOTAL PAGE		40.50	4.05	<u>44.55</u>
30.7.20	Cash on hand		5.45		
31.7.20	Cash Received		<u>44.55</u>		
	TOTAL FLOAT		<u>50.00</u>		

CHEQUE NO.

AUTHORISED BY:

Appendix 5: WHS Documents



Work Health and safety (WHS) Venue / Event Site Inspection Checklist

s355 WHS Form 001

To be completed prior to using a venue or holding an event

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
FIRE REQUIREMENTS			
Extinguishers are in place clearly marked for type of fire and recently serviced.			
Annual Fire Safety Statement is displayed on site. <i>(if required)</i>			
Adequate directional notices are displayed for emergency exits.			
Exit doors are easily opened from inside.			
Evacuation plan is available and displayed.			
Regular fire drills are carried out.			
Training sessions are held.			
ELECTRICAL			
No broken plugs, sockets or switches.			
No frayed or damaged leads.			
Portable power tools in good condition.			
No temporary leads on floor.			
Emergency shutdown procedures in place.			
Electrical tools and appliances are tagged, and the tag is within date.			
GENERAL LIGHTING			
Adequate natural lighting.			
Light fittings are clean and in good condition.			
Emergency lighting is operable and checked regularly.			

CHEMICALS			
Safety Data Sheets for all chemicals are on site.			
Containers are clearly labelled.			
Do special storage conditions apply?			
FIRST AID			
Cabinets and contents are clean, orderly and adequately stocked.			
Easy access to cabinets.			
Members are aware of the location of the first aid cabinet.			
Cabinet is clearly labelled.			
FLOORS			
Clean surfaces, no cracks or holes.			
There are no loose boards.			
Grills are cleaned regularly.			
Oil and grease is removed.			
Entry across walkways are kept clear.			
No electrical leads are across walkways.			
Walkways are adequately lit and clearly marked.			
Unobstructed vision at intersections stairs / risers.			
PERSONNEL			
Protective equipment is in use.			
Hazardous conditions are considered, e.g. working alone, near traffic, near open flames, using electricity.			
All personnel on site have received site induction.			
CONTROL OF SITE			
Control of traffic and pedestrians. If required.			
Perimeter / boundary fences or barriers are adequate.			

ELECTRICAL POWER TOOLS (If applicable to the venue and/or event)			
Awareness of electrical hazards.			
Compulsory tagging of power tools is carried out and up to date.			
Regular maintenance of power tools is carried out.			
On site checking of tools prior to using.			
Requirement of earth leakage circuit breaker is installed and utilised.			
SMALL PLANT (if applicable to the venue and/or event)			
Observation of warning tags.			
Training sessions are carried out on proper use.			
Observing possible danger to passers-by, children, and onlookers.			
Clear working area is created.			
Erection of required signs.			
Checking / securing the required guards.			
Preserve safety of others.			
Protective clothing / gear is worn.			
TRUCKS or LARGE ITEMS of PLANT (if applicable to the venue / event)			
Operator has current licence to drive truck or plant.			
Operator has received an induction and is deemed competent with the item.			
Safety of load is adhered to.			
Safe operating manner is adhered to.			
Check and maintain truck / plant in good working order.			

INSPECTED BY:_____
(NAME)_____
(SIGNATURE)**DATE:** ____/____/____



Work Health and safety (WHS) Venue / Event Site Inspection Summary

(S355 WHS Form 002)

To be completed following the venue / event site inspection above

Location of Venue / Event			
Name of Event			
Date of Event			
Contact Person Responsible for Venue <i>(i.e. Committee, Council)</i>			
Telephone	H	W	M
Contact Person for Event			
Telephone	H	W	M
Date of Inspection			

AREAS OF VENUE REQUIRING FURTHER ATTENTION

- ☐ FIRE REQUIREMENTS
- ☐ ELECTRICAL
- ☐ GENERAL LIGHTING
- ☐ CHEMICALS
- ☐ FIRST AID
- ☐ FLOORS
- ☐ PERSONNEL
- ☐ CONTROL OF SITE
- ☐ ELECTRICAL POWER TOOLS *(If applicable to the venue and/or event)*
- ☐ SMALL PLANT *(if applicable to the venue and/or event)*
- ☐ TRUCKS or LARGE ITEMS of PLANT *(if applicable to the venue / event)*

Appendix 6: Template for Planning an Activity



Submission Timeline for Approval Activities and Events on Council Land

(S355 WHS Form 003)

To be read and completed in conjunction with - s355 WHS Form 004

- ☐ Six (6) months before the Event complete the Application for Approval of Activity and Events on Council Land (*s355 WHS Form 004*) and return to Council.
- ☐ Public Liability insurance certificate of currency **MUST** be attached to the application at the time of application. **Note:** Council **MUST** be endorsed on the policy as an interested party.
- ☐ Six (6) months before the event liaise with Council officers if Traffic Management Plans are required i.e. road closures, street parade, large movement of vehicles to sites within town.
- ☐ Six (6) months before the event contact Council's WHS Coordinator with a draft program and Event Risk Management Plan. (use of the Risk Assessment Tool – *s355 WHS Form 005* is acceptable).
- ☐ Six (6) weeks before the event contact Council's WHS Coordinator with the **FINAL** event program with the completed Event Risk Management Plan (RMP) for the event.
- ☐ Six (6) weeks before the event ensure the event food requirements have met required standards. Information is available on the Food Authority website www.gtcc.nsw.gov.au "**Guidelines for Food Businesses at Temporary Events**" or contact Council's Directorate of Development, Planning and Regulatory Services – located at 136 Church Street or (02) 6730 2350 for any further information relating to food safety.



Application for Approval Activities and Events on Council Land

(S355 WHS Form 004)


To be read and completed in conjunction with - s355 WHS Form 003

This checklist has been developed to assist applicants to complete the attached application form and to minimise delays in processing.

Please tick off as items are completed

- ☐ All sections must be completed.
- ☐ Approval from any s355 Committee or Community or Management Committee, if necessary, is to be included at the time of application.
- ☐ Public Liability insurance – certificate of currency **MUST** be attached to the application at the time of application. **Note:** Council **MUST** be endorsed on the policy as an interested party.
- ☐ The applicant must provide an Event Flyer and/or Program
- ☐ The applicant must provide an Event Risk Management Plan. (use of the Risk Assessment Tool – s355 WHS Form 005 is acceptable).
- ☐ The applicant must sign the application.
- ☐ The applicant **MUST** pay the application fee (in accordance with the adopted fees and charges as required by Council, inclusive of GST) when lodging the application.
- ☐ The type of events that will attract a Refundable Bond for example are: events that will attract large numbers of people; live bands, disco's, loud music; events where food is being sold; events where people are charged to attend; events which may cause damage to grounds or furniture belonging to Council and its Parks or Reserves.
- ☐ Applicants must note and conform to the submission timetable shown on the cover sheet of the application form.

NOTE: *Incomplete applications will be returned to the applicant without further processing and permission will be withheld until a complete application is received and considered.*

Name of Organisation / Person			
Address			
Contact Person			
Telephone	H	W	M
Name of Event			
Date of Event			
Location			
WHERE IS YOUR EVENT TO BE HELD? <i>(more than one may apply – please tick applicable)</i>			
<input type="checkbox"/> RESERVE, PARK LAND <i>(in accordance with the adopted fees and charges at the ordinary Council Meeting annually in June)</i> Name of Reserve: _____ <hr/> <p><i>Where the reserve, park land or playing field is controlled by a Committee of Management, that committee will need to be consulted prior to lodgement of this Application with Council</i></p> <p> <i>Please attach a copy of the proposed site plan to this application.</i></p>		Activities Detail <i>(List of associated activities with the event and location of each activity)</i> 	
		Office Use Only Refer to the Director of Development, Planning and Regulatory Services: YES / NO Date _____ referred: _____	

CONDITIONS OF APPROVAL *(Please tick applicable item)***1 PROTECTION OF COUNCIL ASSETS**

Council assets include and not limited to: fences, seating, playing surfaces, playground equipment, trees and gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture must be left in the same state as found.

A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event. It can be arranged that a representative of the Organising Committee attend the inspections.

☐ **Agree to pay cost of repairs**

Bond Assessment: \$ _____

Signature

Office Use Only – Bond Assessment

Refer to the Director of Development, Planning and Regulatory Services: YES / NO

Date referred: _____

Bond Required: YES / NO

Bond Receipt No _____

Date: _____

2 SECURITY

What arrangements will be made in regard to control and supervision of persons attending?

☐ **Supervision is to be provided by the following responsible adults:**

☐ **Security firm contracted**

Office Use Only

Refer to the Director of Development, Planning and Regulatory Services: YES / NO

Date referred: _____

Application for Police Approval: YES / NO

Date referred: _____

3 REMOVAL OF WASTE

How will the rubbish and litter generated from the event be removed?

- ☐ **On-site bins to be used, excess litter to be collected and removed by the organiser to the Glen Innes Landfill within 24 hours.** (Failure to comply will result in Council's costs being deducted from the Bond.)
- ☐ **Organiser to arrange for waste collection with waste contractor.**
- ☐ **Other arrangements** (provide details)
- _____

Office Use Only

Refer to the Director of Development, Planning and Regulatory Services: YES / NO

Date referred: _____

4 TRAFFIC CONTROL

What arrangements have been made for the direction and control of traffic (including parking)?

- ☐ **Parking restricted to road shoulders and constructed car parks.**
- ☐ **Accredited traffic controllers to be engaged by applicant.**
(Proof of accreditation to be provided)
- ☐ **Traffic controlled by Police.**
(Evidence to be attached)

Office Use Only

Refer to the Director of Infrastructure Services:

Traffic Committee approval required:

YES / NO / N/A

Date Referred: _____

Controllers accreditation adequate:

YES / NO / N/A

Date Referred: _____

Police involvement adequate: YES / NO / N/A

Date Referred: _____

5 TOILET FACILITIES

What toilet facilities are required?

Crowd Estimate:

- ☐ **Public toilets on site are adequate.**
- ☐ **Organiser to provide and pay for portable toilets.**

Office Use Only

Refer to the Director of Development, Planning and regulatory Services: YES / NO

Date

referred:

6 NOISE LEVELS

How will noise levels, including outdoor amplification, be controlled?

- ☐ **No amplification to be used.**
- ☐ **Curfew set for _____ pm**
- ☐ **Noise levels to comply with guidelines of the Environment Protection Act 1997 (EPA).** (If necessary, cost of noise reading to be met by the applicant.)

Office Use Only

Refer to the Director of Development, Planning and Regulatory Services: YES / NO

Date referred: _____

7 SALE OF ALCOHOL

What arrangements have been made for the selling of alcohol (if applicable)?

- ☐ **Not applicable – no alcohol for sale.**
- ☐ **Copy of licence.**
- ☐ **Copy of Responsible Service of Alcohol (RSA) Certificate.**



Copies of relevant licence and certificates attached

Office Use Only

Refer to the Director of Development, Planning and Regulatory Services: YES / NO

Date referred: _____

Licence sighted and adequate: YES / NO

Date referred _____

8 ELECTRICITY

Is electricity required?

- ☐ **Not required.**
- ☐ **Yes, power required.**
- ☐ **Type single phase / three (3) phase**

Office Use Only

Refer to the Director of Infrastructure Services: YES / NO

Date referred: _____

Is power available at location: YES / NO

9 AMUSEMENT DEVICES

Will there be amusement devices?

- ☐ **No amusement devices.**
- ☐ **Yes, amusement device/s will be installed.**
(Provide detailed list.)

Public Liability Insurance will be required from the owner of each device and sighted by the Event Organiser

Office Use Only

Refer to the Director of Development, Planning and Regulatory Services: YES / NO
Date _____ referred: _____

Send Application for Approval to Install or Operate an Amusement Device and request list of devices: YES / NO
Date referred: _____

10 SALE OF FOOD

Will food be sold or prepared at the event?

- ☐ **No food will be sold.**
- ☐ **Yes, food will be sold.**
(Provide detailed list.)
- ☐ **Free prepared food will be provided.**

Office Use Only

Refer to the Director of Development, Planning and Regulatory Services: YES / NO

Date referred: _____

Inspection required: YES / NO

11 PUBLIC LIABILITY INSURANCE

Provision of a Certificate of Currency indicating that you or your organisation has a current Public Liability Insurance Policy (\$20million).

Noted on the Certificate the following:

- a) **Council endorsed as an interested party and**
b) **A notation must be on the certificate – the policy covers the event.**

If due to the nature of the event, you are unable to attach evidence of insurance, a statement advising reasons for failure to comply is to be attached.

- ☐ **Certificate of Currency.**
- ☐ **Statement.**



Attach relevant certificate

Office Use Only

Refer to the Manager of Governance Risk and Corporate Planning: YES / NO

Date referred: _____

Certificate of Currency sighted and adequate: YES / NO

12 ENVIRONMENTAL

An Environmental Management Plan is required if there is potential for the pollution of a waterway.

☐ **Environmental Management Plan.**

Due to the potential for damage from the rubber material of deflated balloons in the waterways
NO BALLOONS ARE TO BE RELEASED.

Office Use Only

Refer to the Director of Infrastructure Services:

YES / NO

Date

referred:

13 WHS AND RISK

A Risk Management Plan and a Program of Events is required for all Events on Council land (Councils Risk Assessment Tool – s355 WHS Form 005 maybe used)

☐ **Draft Program and Plan only.**

☐ **Final Event Program.**

☐ **Final Risk Management Plan.**

Office Use Only

Refer to the Manager of Governance, Risk and Corporate Planning: YES / NO

Date referred: _____

Forward to broker: YES / NO

Date referred: _____

GENERAL INFORMATION

- a. *The applicant may be required to lodge a bond (refundable) against damage to public services and infrastructure.*
- b. *An application fee will be payable on lodgement of this form (in accordance with the adopted fees and charges as required by Council, inclusive of GST) in regard to all activities will be required as a contribution toward the cost of processing the application.*

Name of Applicant and Event

Signature of applicant

Date

Office Use Only**APPLICATION CHECKLIST**

s355 WHS Form 004

Application Fee paid	YES	NO	\$
Refundable Bond paid	YES	NO	\$
Additional Bond required	YES	NO	\$
Consent of Management Committee required	YES	NO	N/A

Name of Committee: _____

Address: _____

Contact person: _____

Phone no: _____

Committee's comments and/or conditions regarding use of facility

Send to applicant:☐ *Application for Police Approval*☐ *Traffic Control follow-up*☐ *Circus and Carnival Procedure*☐ *Application for Approval to Install or Operate an Amusement Device*☐ *Risk Management Plan Template*☐ *Guidelines for Food Businesses at Temporary Events***Comments and/or conditions to advise applicant:**☐ **Approved**☐ **Not approved**☐ **Insufficient information, return to applicant**

Assessed by: _____

Date: _____

Appendix 7: Risk Assessment Tool



Risk Assessment Tool (s355 WHS Form 005)

Committee _____

Event _____ Date _____

RISK ASSESSMENT TOOL

Name of Entity Holding Event		Location of Event	
Name of Event		Event Date(s)	
Crowd estimate (numbers per day)		Time of Day	Start: am/pm Finish: am/pm
Set up Time	am/pm	Pack down Time	am/pm
Risk Assessment date completed	____/____/____	Committee Members present	
Completed by		Reviewed by and date	____/____/____

Notes

UHF Channel to be used during the event: _____

Event Coordinator: _____ (name and position)

Open Spaces: Coordinator of Recreation Facilities (RCF) Tel: (02) 6730 2440

Work Health and Safety: WHS Coordinator (WHSC) Tel: (02) 6730 2305 Mob: 0429 898 988

Risk Management: Manager of Governance, Risk and Corporate Planning Tel: (02) 6730 2319

Promotion: _____ (name and position)

Glen Innes Severn Council

Helping you make sure you make it safe by managing risks at your events

This document contains:

A detailed overview of the risk management process

A Risk Assessment Tool Reference Table (which was based on AS ISO: 31000:2018 Risk Management)

The Risk Assessment Tool

A Risk Library of possible risks

The Risk Assessment Tool for _____ (*Event Name and Date*)

BEFORE YOU START TO ORGANISE YOUR EVENT, YOU NEED TO READ, HEED AND ACT ON THE FOLLOWING

This template is designed to guide Council Section 355 Committees and Council Event Managers as they identify, assess, evaluate and treat risks they identify in the course of performing their duties.

The methodology applied conforms to Australian Standard AS/NZ ISO 31000:2018 Risk Management. Users should be prepared to modify it to meet their specific needs. The Likelihood and Impact scales should be carefully considered and if appropriate, modified to suit the specific risk profile being assessed.

As an 'event organiser' you will need to risk manage to ensure the safety of the event/function for attendees, volunteers and the general public.

Event Risk Management

This guidance provides the Event Organiser with an understanding of identifying and controlling risks when developing a risk management plan.

Safety at an event is vital. Members of the public expect to attend and enjoy an event safely and securely. Events of any size or nature will have risks associated. It is the responsibility of the Event Organiser to identify and effectively manage these risks by putting preventative or mitigating controls in place to reduce the likelihood of risk events occurring or to minimise the consequences thereof.

This process is called risk management and in order to know what risks require management a risk assessment is necessary. A Risk Management Plan identifies all the potential risks that may arise from holding the event and then lists the steps Event Organisers will take to reduce or mitigate identified risks.

Definitions

What is a Hazard – Something with the potential to cause injury or illness e.g. an object of 20kg in mass.

What is a Risk – The probability of a hazard resulting in an injury or disease, together with the seriousness of the injury or disease e.g. incorrect handling of a 20kg object could result in a manual handling injury.

A risk assessment is required if there are risks posed by hazards in the workplace and to determine how best to modify the work processes to effectively eliminate or control those risks.

This process is known as **risk management**. When you are involved in an event that may involve changes to your normal work practices/activities you need to ensure you minimize the risk to yourself, your fellow volunteers, patrons, participants and members of the public.

Hierarchy of Control

A list of control measures in priority order to be used to eliminate or minimise exposure to hazards (your control measures shall be met within this strict order).

Eliminate – avoid the risk by removing the hazard completely. *Can it be removed?*

Substitute – Use less hazardous procedure/substances/equipment/processes. *Can something less hazardous be used?*

Isolate – Separate the process from people by the use of barriers/enclosures or distance. *Can the hazard be barricaded, shielded or isolated?*

Engineering Controls – Mechanical/physical changes to equipment/materials/process. *Can the equipment be altered?*

Administrative Controls – change procedures to reduce exposure to a hazard. *Can the way we go about work be changed?*

Personal Protective Equipment (PPE) – supply where required. *What PPE is required around this hazard?*

Monitor and review – have we got it right? If the risk is considered to be unacceptable further action must be taken to address that risk.

Risk Assessment – Risk Assessment is the overall process of risk identification, risk analysis and risk evaluation. A risk assessment should be conducted systematically, iteratively and collaboratively, drawing on the knowledge and views of stakeholders. It should use the best available information, supplemented by further enquiry as necessary.

DRAFT

What is a Risk Assessment?

A risk assessment analyses what can go wrong, how likely it is to happen, what the potential consequences are and how acceptable the identified risk is. The approach to identifying and managing risks is outlined in the International and Australian Risk Management Standard, ISO 31000:2018.



How to complete your Event's Risk Assessment

Step 1: Event Overview

Please use the Risk Assessment tools to complete the Risk Assessment Table.

Complete an Event Overview to establish the context of the event and add it to your Event Plan. Remember that events are often evolving and growing and an overview for this year's event may vary to previous events.

Step 2: Identifying the Hazards

Use your Event Plan as a prompt to list all the hazards associated with the event that may expose people to injury, illness or disease, or put your organisation at risk. There will be hazards associated to each event element identified. List these in the Hazards column of the Risk Assessment Table.

Some standard hazards on event sites include:

- Access and egress of patrons;
- Bins and waste management plan in place;
- Trips, slips and falls.

Step 3: Identifying the Risks

The consequence of a hazard is a risk. Think about what risks might occur if the hazard is not properly managed. When considering if a hazard could become a risk, consider "If this hazard isn't addressed, there is a risk that..."

List these in the risks column of the Risk Assessment Table.

Several questions should be asked when attempting to identify risks. These include:

- What can happen?
- Where could it happen?
- When could it happen?
- Why would it happen?
- How can it happen?

Answering these questions will assist in the generation of a list of risks that may have impact on your event. Refer to the Risk Register library at the end of these guidelines to help you consider relevant risks that could be related to your event.

Step 4: What controls are already in place?

Think about what controls are already in place and ensure that they are listed in the existing controls column of the Risk Assessment table and add any additional controls that will assist in mitigating the risk that you can think of in the additional controls' column.

Step 5: Analysing Risks

Analysis is necessary to determine just how significant the risk may be. Think about how likely is it that people could be exposed to the hazard and if they were, what would be the consequence. The likelihood of a risk occurring refers to how likely something might happen. Use the below table to identify the likelihood of a risk occurring:

RISK ASSESSMENT TOOL – REFERENCE TABLES

Likelihood Scale

Rating	Likelihood (the probability that a risk will occur)
Almost Certain	Has a 90% chance of occurring
Likely	Has a greater than 50% chance of occurring
Possible	Has a 50:50 chance of occurring
Unlikely	About a 10% chance of occurring
Rare	May occur only in exceptional circumstances

List the rating in the **Likelihood** column of the Risk Assessment Table.

The consequence of a risk occurring refers to the impact or magnitude of the effect. When scoring the consequence associated with a risk, consideration needs to be given to its impact in terms of:

- Injury / Illness;
- Public / Staff Safety / WHS;
- Reputation and Public Image;
- Financial/Business Impact;
- Legal / Regulatory;
- Environment.

Use the below table to identify the consequence of a risk occurring:

Impact Scale

Rating	Potential Impact (in terms of the success of the Event/Project/Activity)
Catastrophic	The consequence would threaten the event and the event organisation e.g. death, huge financial loss, huge effect on public image, national media coverage; social media outrage / overdrive.
Major	The consequence would threaten the continued effective functioning of the event organisation and therefore the event e.g. Significant level of community concern, major financial loss, hospitalisation, national media coverage; local media frenzy; social media topical discussion.
Moderate	The consequence would not threaten the event but would mean that the event would be subject to manageable changes e.g. Injured person(s) requiring hospitalisation, Moderate level of community concern, high financial loss, possible rehabilitation; Local media coverage.
Minor	The consequence would not threaten the efficiency or effectiveness of some aspects of the event but would be dealt with internally e.g. Minor level of community concern, medium financial loss, first aid treatment, Minor isolated concerns raised by stakeholders or others at the event.
Insignificant	Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss, minimum impact to reputation.

List the consequence rating in the **Consequence** column of the Risk Assessment Table Template.

Step 6: Evaluate Risks

The purpose of evaluating risks is to determine which risks need further treatment and in what priority order. Establish a risk rating for each hazard by lining up the likelihood and consequence on the below table.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Medium	Medium	High	High
Rare	Low	Low	Medium	Medium	High

EXTREME	Extreme Risk	Immediate action required	Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable.
HIGH	High Risk	Risk Control Measures required	Risk Control Measures are required to reduce to as low as reasonably practicable.
MEDIUM	Moderate Risk	Review Risk Assessment	Review Risk Assessment to ensure control measures to reduce risk to as low as reasonably practicable.
LOW	Low Risk	Manage Risk	Manage Risk by implementing routine procedures and monitoring.

The risk rating – extreme, high, moderate, low will need to be listed in the **Risk Rating** column of the Risk Assessment Table.

- Extreme risk – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls.
- High risk – Attention needed to develop risk reduction strategies using the hierarchy. May require consideration of alternative tasks, activities, methods.
- Medium risk – specific risk reduction strategies are needed. Focus on ensuring the Control measures are implemented and effective.
- Low risk – manage risk using existing controls and is generally acceptable.

All risks with an initial rating of “Extreme” or “High” will require additional controls. Moderate and low risks may be excluded from the implementation of additional controls at the Event Organiser’s discretion. However, the rationale for not implementing additional controls for these risks should be documented to demonstrate the completeness of evaluation undertaken.

Additional Control, if required:

Think about what additional practical things you can do to eliminate or reduce the likelihood of the risk occurring. These changes could reduce the risks if they are effectively put in place and if required could assist you to comply with any legislation or regulations.

List the additional controls in the **Additional Controls** column, of the Risk Assessment Table Template **if required**.

Step 7: Treat Risks, Monitor and Supervise

Risk Treatment options are:

DECISION	EXAMPLE
Remove or avoid the risk	The Event Organiser is not satisfied with the safety controls of a children's ride so decides to remove the ride from the event.
Retain or accept the risk	The Event Organiser could accept a children's ride on the basis that additional controls were put in place.
Treat the risk	Apply controls over children's ride to reduce the likelihood and/or consequences of the risk event occurring.
Transfer or share the risk	Share the responsibility with another party such as an insurer/contractor who shares the loss if the risk event were to occur.
Increase the risk	Consciously take on risk to pursue an opportunity and achieve desired outcomes, understanding the risks involved.

HIERARCHY OF CONTROL		
6.	ELIMINATION	Can the hazard be removed from the workplace?
7.	SUBSTITUTION	Can something less hazardous be used?
8.	ISOLATION	Can the hazard be barricaded, shielded or isolated?
9.	ENGINEERING CONTROLS	Can the equipment be altered?
10.	ADMINISTRATIVE CONTROLS	Can the way we go about work be changed?
11.	PERSONAL PROTECTIVE EQUIPMENT (PPE)	What PPE is required around this hazard?

These tables are generic and careful consideration should be given to their suitability for the specific risk profile being assessed.

Determine the Risk Level for each identified risk and enter it in the table below.

Responsible to Monitor / Supervise should then be completed to indicate the person responsible for ensuring the controls are implemented.

Please note: A Risk assessment is dynamic and ever evolving. As you continue planning your event, new risks and opportunities will be identified and some will no longer be valid. It is important to regularly review and update the risk assessment during the event planning process, to ensure all potential hazards and risks are captured and mitigated.

Any risks rated 'Extreme' or 'High' should be monitored on a regular basis to ensure that the rating assigned, controls identified, and treatment plans established remain valid.

Example Risk Assessment Table

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
Temporary Infrastructure	Erection of temporary marquee causes an injury to a contractor or member of the public.	Extreme	<p>Treat the hazard by cordoning / separating off the area with bollards and hazard tape during construction. Site supervisor/s to monitor the area and ensure that the public are not entering the workspace.</p> <p>Contractors to abide by construction regulations and work in accordance with their Safe Working Method Statements.</p> <p>Ensure enough weighting is applied to prevent wind damage / instability.</p>	Unlikely	Major	High		<p>Site Supervisor</p> <p>Contractor</p>

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
Vehicles on site	Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway.	High	Treat the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage.	Possible	Moderate	Medium		Site Supervisor
Vehicles and Pedestrians	Vehicles driving on public areas causing damage to the site or a collision with a person.	High	<p>Treat this hazard by advising the contractors that they will be met on site by the supervisor, and that they are to drive at walking pace with their hazard lights on.</p> <p>Delivery schedule developed and communicated to contractors.</p> <p>Vehicle path designated with traffic cone and signage.</p> <p>Use of spotters for all vehicles.</p>	Possible	Moderate	Medium		Site Supervisor

Hazard(s)	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
Use of portable Electricity	Power source is overloaded and fails. Unsafe leads or damaged leads causing electrocution / electric shock of people (workers or patrons)	High	Treat the hazard by engaging a licensed electrician to provide and make changes to the power supply. Treat (in advance) and ensure that power requirements are identified in the planning phase, adequate supply is provided, and that vendors / contractors have been pre-advised that all leads, and equipment must be tested and tagged. Treat by ensuring electrical equipment is placed out of public access areas, and leads are protected from weather.	Rare	Major	Medium	Emergency Management Procedures	Event Organiser Contractor (Electrician)
Food for Sale / Consumption	Patrons getting food poisoning	High	Safe food handling procedures Public Liability insurance	Unlikely	Major	High	Visit to all food stalls by Council's Environmental Health Officer.	Vendor Environmental Health Officer (Council)

Risk Assessment Table Template

Determine the Risk Level for each identified risk and enter it in the table below - use the sample risk, hazard, and control/s below as a guide and add extras as needed. The Existing Controls column is providing examples that may / should be implemented if the risk exists (please delete as applicable). The additional controls can be added after review/s and/or consultation discovers further controls.

Note: All risk responsibilities must be delegated appropriately and reviewed.

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
SAMPLE HAZARD	<i>Committee members and volunteers fail to sign on or off during working bees or the event</i>	M	<i>At every pre work toolbox meeting, remind participants to use the sign on/off register.</i>	<i>Rare</i>	<i>Minor</i>	L		<i>Committee executive to ensure sign on/off by participants</i>
Committee Working Bees								
Toolbox Meetings	Committee members and volunteers unaware of potential hazards at the beginning of the work period.		ALL committee members present shall participate in the pre-work toolbox meeting and use sign on/off register.					
Electrical Cords	Injury to persons. Power failure.		Power outlets to be checked by an electrician prior to the event. All cords to be tagged in accordance with AS 3760:2001. Suspend cords where practicable 2,400mm above ground level.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Weather extremes	Cold / heat induced illness for participants with inappropriate clothing. Dehydration, Hypothermia / Hyperthermia.		Site induction highlighting possible risk to committee and volunteers. Adequate water available for participants. Sunscreen to be available for participants. Weather conditions to be monitored for changes i.e. snow, sleet, hail.					
At the end of the day	Potential non-identification of risks. Consumption of alcohol.		Debrief committee members and volunteers if any issues have arisen during the working bee. Alcohol consumption is not permitted during the working bee.					
(additional hazards)								
Weather on the day								
Wind / storm	Bodily injury from flying debris / falling objects to participants, volunteers, the public and committee.		Committee to monitor the weather. Evacuation of structures in appropriate sequence for conditions.					
Dust	Poor vision, breathing difficulties, equipment failure, spectator and participant discomfort.		Water Cart (as required) watering of dust areas. Evacuation / cancellation if at severe hazard levels.					
Rain / Sleet / Snow / Hail	Slippery surfaces.		Make participants aware of slippery areas if needed					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	Injury from hail stones to property and person.		with signage and/or verbal instruction. Direct everyone to shelter in advent of hail.					
Fire	Burn injury and loss of life.		Committee aware of access points for emergency services. Evacuation procedures specific to the ground.					
Fire Ban	Potential losses for event.		Committee to have an alternate plan in place for any events requiring fire. Advise all vendors / acts of the ban.					
(additional hazards)								
Emergencies on the day								
External Emergency	Potential injury to public, volunteers and committee members.		Establish contact with Emergency Services and liaise prior to the event. Ensure adequate communication systems are in place.					
Medical emergency	Potential injury, medical emergency (heart attack, diabetic incident) to participants, volunteers, the public and committee, vehicles		First Aid staff on ground and in contact with committee members. Emergency services (Ambulance) to be advised of the best access to the					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	unable to access ground due to crowd or vehicles.		ground at time of incident.					
Fire Emergency	Potential grass fire due to weather conditions.		Committee to notify NSW Fire Brigade – Glen Innes station for fire permit prior to the event.					
(additional hazards)								
Setting Up / Pack Up								
Designated set up and pack up time	Moving large objects, equipment, among spectators.		Pre event briefing for volunteers.					
Erection of temporary structures / fencing	Impaling injury from star pickets.		Placement of plastic protective covers on top of all star-pickets, where used.					
Ground surface	Injury to spectators and participants.		Fill potholes and level ground surfaces where required.					
Plant and Equipment	Injury to committee, volunteers, public, participants by moving plant.		Appropriately licensed drivers used to operate plant. Public kept clear of site during plant use.					
Vehicles travelling within the grounds	Injury to committee, volunteers, public, and participants.		Public parking kept separate from spectators. NO unsupervised traffic in public areas.					
(additional hazards)								

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Infrastructure								
Night lighting	Injury to committee, volunteers, spectators, participants.		Lighting in toilet blocks.					
Toilet blockage	Inconvenience to committee, volunteers, public, and participants. Potential health risk.		Committee members to liaise with Council staff to unblock system as required. Plumber available if required.					
Broken water lines	Inconvenience to committee, volunteers, public, and participants. Flooding. Lack of water for event and catering.		Committee aware of who to contact within Council. Council staff to be aware of water points and where to turn off and if fittings are available for repairs, plumber available if required.					
Slip, trip, fall, knock	Bodily injury to committee, volunteers, public, participants.		Serious trip and fall hazards identified and protected. Any holes to be identified in event areas and filled BEFORE commencement of event.					
Noise	Noise causing aggravation.		If a PA system is to be used, the Announcer to prevent excessive noise on PA. Regular sound checks to be made.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Parking	Risk to public moving through parking area.		Parking to be under the control of designated committee members.					
Electrical Cords	Injury to persons – power failure.		Power outlets to be checked by electrician prior to event. All cords to be tagged in accordance with AS 3760:2001. Cords are to be suspended where practicable 2,400mm above ground.					
(additional hazards)								
On the day / evening								
Gate attendants if used	Potential injury from vehicles not seeing attendants.		Gate attendants to wear high visibility vests while on gate duty.					
Lost Children	Trauma to those directly involved.		Check point at the event i.e. information table / tent. Announcement on the PA system.					
Fire Cauldrons	Potential burns at cauldron ignition. Use of inappropriate fuel. Burns to cauldron attendees.		Fire Permit to be obtained for the event from NSW Fire Brigades (local Station). Cauldron lighter to have been inducted in the potential issues with the					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	Fire ban.		<p>use of fire in the cauldron by NSW Rural Fire Service or NSW Fire Brigade.</p> <p>Clearance from NSW Fire Brigade Local Station Officer on the type of fuel appropriate for the cauldron and fire ban status.</p> <p>Attendees of the cauldron to stand down wind of the flames to avoid potential burns.</p> <p>One (1) cauldron only to be used.</p>					
(additional hazards)								
Catering								
Caterers become ill or unable to attend event	Event staffing inadequate.		<p>ALL catering staff have a backup person that can take over.</p> <p>Additional staff on call.</p>					
Electrical Cords	Injury to persons – power failure.		<p>Power outlets – to be checked by electrician prior to event.</p> <p>All cords to be tagged in accordance with AS 3760:2001.</p>					
Catering at event	Food poisoning.		Caterers to receive appropriate food handling					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	Lack of food. Long waiting periods for food.		training. Adequate staffing to handle expected numbers. Clear ways to catering areas.					
Bring your own Alcohol	Potential injury to public, volunteers, participants, committee members.		Committee to inform participants of responsible consumption of alcohol. Police briefed on potential risk.					
Drunk or rowdy behaviour	Potential injury to public, volunteers, participants, committee members.		Police briefed on potential risk. Event designed to minimise potential attractions for such activity.					
Broken glass, litter etc	Potential cuts and lacerations to hands and feet of volunteers, public, participants.		Eliminate the use of glass where possible and practical. Committee members to arrange litter runs on regular basis with Council staff.					
(additional hazards)								
Media and Sponsorship								
No media coverage for the event	No participants / spectators to the event.		Committee member to be liaison person with the media (local paper) to ensure event promotion occurs.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Press and media arrival on grounds	Unable to find venue. Entering unsafe areas. Taking poor photos.		Committee to liaise with press BEFORE the event. Committee to accompany in event areas.					
Sponsors	Advertising or signage dissatisfaction. Unhappy with coverage or detail on the day. Sponsorship withdrawal.		Good communication well in advance to avoid misunderstanding of sponsor requirements. ALL signage and advertising to be approved before event. List of sponsor's names supplied to announcer.					
Negative publicity	Reputation damage to event.		Committee member appointed to liaise with media.					
(additional hazards)								
Committee								
Committee members become ill or unable to attend event	Co-ordination of event becomes disrupted.		Alternate person appointed prior to event if practicable. Contingency in place if this occurs on the day.					
Event debriefs	Not being debriefed within a reasonable time after completion of the event. Not covering essentials		Event debrief within two (2) weeks of the close of the event. Begin planning for next year's event. To have clear guidelines for the next event.					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
	in debrief like complaints / improvements, risk management, incidents, successes etc.		Create a framework for reviews that include risk management, incidents, successes, complaints / improvements etc.					
Resignation of a perceived key committee member	Failure of future events.		If this is a likely occurrence the committee are to be fully aware of the event and its processes so the event can continue with seamless change to the event. All events to have a procedure written to be followed.					
(add additional hazards)								

OTHER RISKS (left clear for your use with other risks or hazards as identified)

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Committee								

Risk Register Library

The following table contains some examples of risks you may encounter as a result of organising your event. This list is not exhaustive and will depend upon the type and duration of the event.

Populate the risk assessment table with relevant risks and corresponding controls and treatments.

No.	Risk
1	There is a risk that patrons under the influence of alcohol may lead to unruly crowds and/or drunkenness.
2	There is a risk that poor electrical wiring ignites a fire or presents a risk of electrocution to event attendees.
3	There is a risk that a fire may burn in a nearby location outside of event precinct but may impact the safe delivery of the event.
4	There is a risk that excessively high temperatures could cause severe heat related issues for attendees.
5	There is a risk that the availability of ignition sources and combustible materials (i.e. BBQ / cooking equipment) (internal to event) increases severity and duration of any fire.
6	There is a risk that there are insufficient / ineffective resources (internal to event(s)) to respond to emergency situations.
7	There is a risk of poor event specific command and control structure.
8	There is a risk that crowd evacuation causes injury / panic (as related to Event precinct).
9	There is a risk of the first attack (fire response) failing by Area Wardens (Marshalls).
10	There is a risk that emergency vehicles will not be able to access the event site.
11	There is a risk that patrons wishing to attend the event are exposed to vehicles and roadways (external to the precinct).
12	There is a risk of food poisoning from food outlets engaged for the event period.
13	There is a risk that contractors, suppliers, exhibitors, staff and patrons are exposed to an unacceptable level of risk to their health and safety during the build, event and dismantle phases.
14	There is a risk that an emergency arises requiring an immediate response impacting on event resources.

No.	Risk
15	There is a risk that high winds on site will cause infrastructure stability issues and expose people to a risk to their health and safety.
16	There is a risk that the fire related installation / display may cause an unintended fire event or an injury to an attendee.
17	There is a risk of extreme weather impacts to the bump in/out and/or event.
18	There is a risk that there will be inadequate amenities for the site.
19	There is a risk of a lost child or adult occurring.
20	There is a risk of a security issue occurring at the event.
21	There is a risk of temporary structures falling.
22	There is a risk that installations may involve an element / activity that is potentially unsafe to spectators.
23	There is a risk of patrons attending the event being exposed to vehicular impacts adjacent to or inside the overall event precinct.
24	There is a risk of a Medical Emergency occurring during the event.
25	There is a risk of a gas leak.
26	There is a risk of a chemical or biological hazard.
28	There is a risk of a bomb threat or suspicious package.
29	There is a risk of an explosion impacting the event.
30	There is a risk of assault or armed robbery occurring.
31	There is a risk of an active shooter or terrorist activity (vehicle borne attack etc.) impacting the event.

No.	Risk
32	There is a risk of riot, protest or civil unrest.
33	There is a risk that noise created by the event may exceed acceptable levels.
34	There is a risk of significant heat (weather related) that may result in a heat health alert to be issued or in the case of three (3) or more (heat health days) resulting in a declared heat wave, impacting on the safety and welfare of resources, spectators and emergency services.
35	There is a risk that an unexpected weather event (storm cell or similar) causing a significant safety and welfare issue to event attendees and support personnel.
36	There is a risk that some activities may involve an element / activity that is potentially unsafe to spectators, such as fireworks being discharge.
37	There is a risk that the pyrotechnic display at the event will result in an uncontrolled fire, explosion near people, or dangerous occurrence.

Appendix 8: Public Incident Report

Council must be advised immediately (verbal, telephone, email) when an incident occurs. This report then must be sent to Council when completed, please include photographs and other details as required

PUBLIC INCIDENT REPORT



GLEN INNES SEVERN COUNCIL

Report Completed by: _____ Date: _____

Position: _____ Incident Number: _____

Contact Number: _____

INCIDENT INFORMATION

Incident Type: _____ Date of Incident: _____

Time: _____ am / pm

Location: _____

Incident Reported by:

- ☐ Affected Party
- ☐ Witness
- ☐ Council officer
- ☐ Other (Please specify): _____

Report method:

- ☐ Personal contact
- ☐ Letter
- ☐ Email
- ☐ Facsimile
- ☐ Telephone
- ☐ Other (Please specify): _____

Incident Description: _____

Name / Contact Details of Parties Involved:

1. _____
2. _____
3. _____

Name / Contact Details of Witnesses

1. _____
2. _____
3. _____

Apparent Severity of the Incident: (Degree of incident / loss / damage etc.)

- ☐ Major – e.g. Serious injury such as permanent disability or death
- ☐ Significant - e.g. injuries requiring hospitalisation or property damage over \$1000
- ☐ Minor - e.g. minor injuries requiring minimal medical treatment or property damage under \$1000

For personal injuries only:

- ☐ Required medical assistance

If Yes:

- ☐ First Aid
- ☐ Ambulance
- ☐ CPR
- ☐ Doctor's Medical Examination
- ☐ Hospitalisation
- ☐ Other (Please specify): _____

If Hospitalised:

Name of Hospital: _____

Name of Treating Doctor: _____

CONDITIONS:

Weather:

- ☐ Fine
- ☐ Overcast
- ☐ Raining
- ☐ Fog
- ☐ Smoke / Dust Haze
- ☐ Other (Please specify): _____

Visibility:

- ☐ 0 - 20m
- ☐ 20 – 100m
- ☐ 100 – 200m
- ☐ 200m +

Ground:

- ☐ Dry
- ☐ Damp
- ☐ Wet
- ☐ Other (Please specify): _____

Location Description of the Hazard (for identification purposes):

DETAILS (how and what happened):

Reason for Reporting the Incident:

- ☐ Notification of incident / hazard only
- ☐ Council works request
- ☐ Other (Please specify): _____

Please remember to: attach photos to email, add a comment or do a sketch on the reverse of this sheet/form if further information is available.

Please indicate that attention is required if reverse page is used.

FINANCIAL RECORDS:

EVENTS:

Document	Due Date	Comment
<u>Template for Planning an Activity</u> <ul style="list-style-type: none"> • Application for Approval of Activity and Events; • Public Liability Certificate of Currency; • Traffic Management Plan; • Event Risk Management Plan; • Volunteer Sign On/Off Register. 	<p>Six (6) months prior to event</p> <p>Two (2) weeks after event.</p>	<p>Refer to Appendix 6 for this template.</p> <p>Refer to Section 9.1 of this manual.</p> <p>Refer to Section 9.2 of this manual.</p> <p>Refer to Appendix 5 and Appendix 6.</p> <p>Refer to Sections 2.1.4 and 5.2.2 of this manual.</p> <p>Refer to Appendix 9 for this template.</p>
Final Event Program Event Risk Management Plan	<p>Six (6) weeks prior to event</p>	<p>Refer to Appendix 5, Appendix 6, and Appendix 7.</p> <p>Refer to Sections 9.1 and 9.2 of this manual.</p>

ANNUAL GENERAL MEETINGS (AGMs):

AGM's should be held annually in February (unless otherwise agreed to by Council).

Before AGM		
Document	Due Date	Comment
Notice of the AGM	At least four (4) weeks prior to AGM	An advertisement regarding the Notice of the AGM must be placed in the Glen Innes Examiner by Council at least 21 days prior to the Meeting.
Agenda	One (1) week prior to AGM	To Council and all members.
After AGM		
Document	Due Date	Comment
Minutes	Two (2) weeks after AGM	Minutes endorsed by members to Council and all members.
Nomination Forms	Two (2) weeks after AGM	All members of the community wishing to be elected / re-elected to the Committee are required to complete a Nomination Form prior to or at the AGM. Refer to Appendix 11.
Key Register	Two (2) weeks after AGM	Refer to Appendix 1 and Appendix 12 for this template. Refer to Section 2.2.1e) of this manual.
Members Register	Two (2) weeks after AGM	Refer to Section 2.1.2 j) of this manual, and Appendix 11.

OTHER DOCUMENTS REQUIRED TO BE FORWARDED TO COUNCIL:

Document	Due Date	Comment
Agreement with Hirers of Council Facilities	Two (2) weeks before hire date	Refer to Section 8.1 a) of this manual. Refer to Appendix 14 for this template. Refer also to Appendix 12.
Copies of Certificates of Currency, Responsible Service of Alcohol Certificates etc.	Two (2) weeks before working bee, event etc.	Any other information pertaining to the hire of Council facilities, WHS etc.
Disclosure Returns	30 September	These returns will be sent out by Council annually in July and must be completed by committee members and returned to Council by the end of September. Refer to Section 2.2.3 <i>Conflict of Interest – Pecuniary Interest</i> of this manual
Primary Returns	Within three (3) months of becoming a new member	These returns are required to be completed and lodged with Council within three (3) months of a committee member becoming a designated person under clause 4.15a) of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors.
Facility Checklist and Inspection	15 March 31 October	Refer to Section 5.1.5 and Appendix 5 of this manual.
Fees and Charges	1 March	Refer to Section 8.1 b) of this manual.
Notifications of major maintenance performed in the last 12 months	31 July	Refer to Appendix 2. Refer to Section 8.2 a) of this manual.
Ordinary Meeting Agendas	One (1) week prior to meeting	To Council and all members. Refer to Section 3.4 of this manual and Appendix 3.1 for the template.
Ordinary Meeting Minutes	Two (2) weeks after meeting	To Council and all members. Refer to Section 3.4 of this manual and Appendix 3.2 for the template.
Ordinary Meeting Treasurers Report	Two (2) weeks after	Refer to Section 4.2.5 of this manual.

Document	Due Date	Comment
Public Incident Reports	Within 24 hours of incident	Refer to Appendix 8 for this template. Refer to Section 5.2.2 of this manual. NOTE: Verbal / Telephonic advice of incident must take place immediately.
Request for upgrades or improvements	1 March	Refer to Section 8.2 e) of this manual.
Volunteer Sign On/Off Register	Two (2) weeks after working bee, event etc.	This register is to be forwarded to Council at the completion of each activity. Refer to Appendix 9 for this template. Also refer to Sections 5.2.2 and 2.1.4 of this manual.

Appendix 11: Members Register and Nomination for Membership Forms



COMMITTEE MEMBERS REGISTER for AGM as held on:

COMMITTEE

Position held	Name	Address	Phone	E-mail Address
President				
Vice-President				
Secretary				
Treasurer				
Booking Officer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please complete and send this form to Glen Innes Severn Council within two (2) weeks of the AGM.



NOMINATION FOR MEMBERSHIP FORM

<Year>
<Name of Committee>

Name: _____

Address: _____

Phone: _____

Email: _____

Seconded by: _____

Please note: If under 18 years of age consent of parent or guardian is required.

Parent / Guardian consent: _____

Are you happy for this information to be used for purposes of being a member on this committee?

- ☐ Yes
☐ No

Requirements for appointment to the Community Committee:

- 1. A commitment to the activities of the Committee and a willingness to be actively involved in Committee issues;*
- 2. Community representatives nominated for the committee must be either a resident of the LGA or employee in a business with the LGA;*
- 3. You are prepared to actively serve the Committee for a minimum of one (1) year;*
- 4. You are prepared to operate under the Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors and Manual for Community Committees of Council.*

Appendix 12: Key Register for Council Facilities



Facility: _____

BOOKING OFFICER: _____

Committee Name: _____

Name of key holder	Organisation represented	Key number	Contact number	Date issued	Signature (key holder)	Date returned	Signature (Booking Officer)

Please complete and send this form to Glen Innes Severn Council within two (2) weeks of the AGM.

Appendix 13: Request for Expenditure



COMMUNITY FACILITY – Committee request to spend money over \$5,000

Name of Committee:	
Community Facility Name and Address:	
Description of service / work / asset required:	
Is the work to be carried out by: <input type="checkbox"/> Committee <input type="checkbox"/> Contractor <input type="checkbox"/> Other:	If work is to be done by a contractor, is this contractor registered on Council's VENDORPANEL System?
Contact Details:	
Date submitted: / /	
Signature and designation of Committee member:	
Date Approved by Council: / /	
Signature and designation of Council member:	

Appendix 14: Agreement with Hirers of Council Facilities



Council Facility/s:

This document is the record of an agreement between the hirer of Council facilities and the Council and/or its delegated representative.

All hirers are to complete Part A of this application and then complete either Part B (if casual hirers) or Part C (if the hirer is other than a casual hirer) of this contract and write N/A (not applicable) in the part of the form which does not apply.

Part A - General Information (complete this section)

Name of Person or Persons, Group or Organisation hiring the facility:			
Primary Contact Person's Name:			
Telephone Number:		Email:	
Date(s) and times of hire of the facility:	Once off: _____ Weekly: _____ Fortnightly: _____ Monthly: _____ Adhoc: _____		
Describe the activities planned to be held at the facility in detail and attach program, agenda, risk assessment and all other documentation that would give Council more details of the event/s:			

Part B - Casual Hirers

Casual Hirer: *Definition: Person or group of persons (**not** being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.*

The following information must be completed by the applicant

Criteria for Casual or Hirer		YES	Comment (if any)
The person (s), group or organisation is not a sporting body, club, association, corporation or incorporated body.			
The hire is for non-commercial or non-profit making purposes.			E.g. hire of tennis court for recreational use.
The hirer is fundraising for an individual, a charity or community organisation or group which: i) Is not a sporting group, club, association, corporation or incorporated body; ii) Is not a sole trader or registered business; iii) Is not making a personal financial gain from the activity; iv) Is not a commercial activity; v) Is not a large (e.g. the halls capacity) evening event where uncontrolled alcohol consumption will take place.			If alcohol is to be consumed, please provide details on how this is to be controlled and regulated. Use the back of this application if required.
If alcohol is to be consumed, please provide a copy the RSA certificate and holders details to be attached to this application by Section 355 Committee member.			To be sighted by Section 355 Committee member.
<i>The person, group and organisation as stated as the hirer above acknowledges that they are responsible for the claim excess of: Public Liability - \$10,000 Property damage - \$8,000 in the advent of a claim made.</i>		Signed: Date: Primary Contact Print Name: Witness to signature and identity to sign and print their name below: Signed: Date:	

Note:

1. If Council or their representative is not satisfied the person, group or organisation meets the "Casual or Regular Hirer" criteria above, the information will be provided to Council's Insurers for determination of the matter.
2. Council or their representative has the right to refuse hire of the facility or terminate any hirer's agreement until they are satisfied Public Liability Insurance requirements are met.

Part C - Other Hirers

Your own Public Liability Insurance cover is required if you or your activity fit any of the following criteria/definition:

- a) *Create an income or profit from the activity by charging a fee or profit for service.*
- b) *Make a personal financial gain from the activity.*
- c) *Is/are a sole trader or registered business.*
- d) *Is/are a Corporation or Incorporated bodies.*
- e) *Is/are a Sporting body, Club or association of any kind.*
- f) *Do not meet the criteria as a "Casual Hirer" as described above.*

Name of Person or Persons, Group or Organisation hiring the facility:			
Primary Contact Person's Name:			
Telephone No.:		Email:	
Date(s) and times of hire of the facility:			
Describe the activities planned to be held at the facility, in detail and attach program, agenda, risk assessment or/and all other documentation that would give Council more details of the event/s:			
If alcohol is to be consumed please provide a copy the RSA certificate and certificate holders details to be attached to this application by Section 355 Committee member.			To be sighted by Section 355 Committee member and signed here for confirmation.

DETAILS OF INSURANCE POLICY (Other Hirers)

<p>The member's name as shown on the Policy or Certificate of Currency.</p> <p>Note: if different to the name of the hirer above, written authorisation is required from the insurer advising the hirer is covered under <u>this</u> policy before the agreement is valid.</p>	<p>_____</p> <p>(e.g. person, group or organisation that is covered by the insurance policy)</p>
<p>Name of Insurance Company:</p>	
<p>Policy No.:</p>	
<p>Period of Cover:</p>	
<p>Public Liability Policy (in the sum of not less than \$10 million):</p>	<p>Amount Insured \$</p>
<p>Copy of Insurance Policy / Certificate of Currency sighted and attached by Committee.</p>	<p>Name and signature of Section 355 Committee member</p> <p>_____</p> <p>_____</p>
<p><i>The person, group or organisation as stated above acknowledges that they are responsible for their own Public Liability Insurance and other cover when hiring the Council facility for the intended activity as stated above. Please attest to this by completion of the information as required to the right of this instruction.</i></p>	<p>Signed:</p> <p>Print Name:</p> <p>Date:</p>

Note:

1. If Glen Innes Severn Council or their representative is not satisfied that the person, group or organisation has adequate insurance, the information will be provided to Council's Insurers for determination of the matter.
2. Glen Innes Severn Council or their representative has the right to refuse hire of the facility or terminate any hirer's agreement until they are satisfied Public Liability Insurance requirements are met, or if activities are outside of the description or purpose as provided in this application.
3. A sighted copy of the applicant's certificate of currency for Public Liability Insurance must be attached to this document. Council must be mentioned as the interested party in the certificate where possible.

Appendix A Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION AMENDMENTS:	OF	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
4	27/04/17	8.04/17			Communications and Committee Liaison Officer and the Director of Corporate and Community Services	Council
3	16/02/16	16.02/16			Manager of Risk and Compliance and the Director of Corporate and Community Services	Council
2	22/09/11	10.09/11			Administrative Services Coordinator	Council
1	26/07/07	10.07/07			Corporate Administrative Officer	Council