



Community Committees of Council Manual

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Document Control

RESPONSIBLE OFFICER:		MANAGER GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
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VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
7	21.12.23	9.12/23	Substantial review including adding a code of meeting practice.	MGRCP	Council
6	25/11/2021	19.11/21	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

Note: Document Control continued at Appendix A



 General Manager

9/1/24

 Date

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 is compiled to advise and assist Community Committees of Council in exercising functions in accordance with section 355, sub-section (c) of the *Local Government Act 1993* (the Act), as delegated in accordance with sections 377 and 378 of the Act.

This Manual, in conjunction with each Committee's Terms of Reference (TOR) provides comprehensive guidelines on the management responsibilities, functions and operations of a Community Committee of Council and clarifies Council's role in the partnership.

Members of Community Committees of Council are required to adhere to the conditions set out in this document along with other applicable Council policies and procedures as detailed in this Manual.

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 overburdened with unnecessary or excessive procedures and paperwork. This manual has been produced to simplify and standardise mandatory procedures and forms that must be followed or completed in compliance with Council policy and relevant legislation.

Variation and Review

The Community Committees of Council Manual will be reviewed every term of Council (four years), or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Manual does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Council Contact

Contact and enquiries between the Committee and Council should be directed to Council's Governance Team on the details provided below. The preferred method of contact is via email.

Glen Innes Severn Council

Business Hours: 9.00 am to 4:30pm

Address: 265 Grey Street
Glen Innes NSW 2370

Postal Address: PO Box 61
Glen Innes NSW 2370

Telephone: (02) 6730 2331

General Line: (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 Wastewater 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.

Chapter 1 Introduction

Part 1 General

1. Statutory Authority - Local Government Act 1993 (the Act)

Section 7 of the Act – Purposes of the Act

The Act provides the legal framework for the system of local government in NSW, sets out the responsibilities and powers of councils, councillors, other persons and bodies that constitute the system of local government, facilitates engagement with the local community and provides for an accountable, sustainable, flexible and effective system of local government.

Section 8 of the Act - 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. 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 Act - How does a council exercise its functions?

This section of the Act makes provisions for how Council may exercise its functions including:

- a) Council by means of Councillors, employees, its agents or contractors, financial provision, provision of goods, services, equipment, amenities, facilities or by any other means; or
- b) By a committee of the council;
- c) Partly or jointly by Council and another person or persons which includes community committees of Council which may be formed to exercise function/s or for consultative purposes (wholly advisory);
- d) Jointly by council with other councils which includes joint organisations or voluntary regional organisations; or
- e) By a delegate of Council.

Section 377 of the Act - General power of the council to delegate

This section of the Act provides for how Council can delegate to the general manager of Council or any other person or body not including another employee of the council any functions of the Council under the Act or any other Act with several exceptions.

Section 378 of the Act – Delegations by the General Manager

This section of the Act provides that the General Manager may delegate any of the functions of the general manager, other than the power of delegation. Further, the General Manager may sub-delegate any function delegated to the General Manager by Council to any person or body, including another employee of Council.

Council's General Manager has been delegated all powers under the Act or any other Act that may be delegated by Council, which gives the General Manager the authority to establish Community Committees of Council and 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 those delegated functions.

The General Manager cannot delegate regulatory functions (s 379) which fall under Chapter 7 of the Act to Community Committees of Council.

2. Councillor and Staff Participation on Community Committees of Council

Council usually nominates a Councillor or Councillors 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).

Part 2 Policy Statement

Council is committed to and encourages community participation in assisting in the management or participation of several of its functions.

An effective way in which local community members can become involved in assisting Council and the Community achieve its objectives and goals is by becoming a member of a Community Committee of Council. Community Committees manage various assets and events and provide advice on various functions at Council including:

- Cemeteries;
- Open Spaces;
- Sporting grounds;
- Community halls;
- Saleyards;
- Indigenous matters;
- Libraries;
- Public Arts;
- Roads;
- Community access;
- Australia Day;
- Australian Standing Stones;
- Minerama; and
- Emmaville Mining Museum.

Part 3 Definitions

Term / Acronym	Definition
AGM	Annual General Meeting
BAS	Business Activity Statement
CFO	Chief Financial Officer
Chairperson	Means the chairperson or president elected at the Annual General Meeting to preside over meetings (s 42)
Ch	Chapter
Code of Conduct	Code of Conduct for Council Committee Members, Delegates and Advisers
Community Committee or Committee	Generally, means a Community Committee of Council (established and endorsed by Council or the General Manager of Council)
Council	Glen Innes Severn Council
EFT	Electronic Funds Transfer
General Manager	Means the general manager of Council or his/her delegate, unless explicitly stated otherwise
GAO	Governance Administration Officer
Governing body	Refers to the elected Councillors as a body
GST	Government Sales Tax
LGA	Local Government Area
Manex	Management Executive Team (Manex is made up of the General Manager, Director Corporate and Community Services, Director Infrastructure Services and Director Place and Growth)
MGRCP	Manager Governance, Risk and Corporate Planning
Official correspondence	Means correspondence to government officials, government departments, Ministers of Parliament, the media etc.
pt	Part
References to Chapters, Parts, sections, subsections, appendices	Means references to the Community Committees of Council Manual unless explicitly stated otherwise
Resolution of Council	A lawful decision passed at a Council meeting
s	Section (referring to a section of legislation or this Manual)
TOR	Terms of Reference (also known as a Charter)
The Act	<i>Local Government Act 1993</i> (NSW)
The Manual or this Manual	Means the Community Committees of Council Manual
The Regulation	<i>Local Government (General) Regulation 2021</i> (NSW)
Wholly advisory committee	A Committee that Council has not delegated any functions to (such as managing an asset, running an event or any other service or activity) and it exists only for consultative and advisory purposes
WHSC	Work Health and Safety Coordinator
WWCC	Working with Children's Check

Part 4 Constitution and Terms of Reference

3. Constitution

The General terms of the constitution of a Community Committee of Council are included at Chapter 3. The General Constitution defines how a committee may be established, its membership requirements, appointment of officeholders and general responsibilities.

A Committee of Council is acting on Council's behalf when exercising a function; therefore, any action which the Committee undertakes is Council's responsibility. It is essential, therefore, that the Committee abides by the General Terms of Constitution, its TOR, this Manual, legislation and any other applicable Council Policies or procedures.

4. Terms of Reference

The Committee will be guided and restricted in its functions by a Terms of Reference (TOR). **In the case where a Committee may not have a Council endorsed TOR for any period, the default TOR contained at section 11 will apply.**

The specific TOR for each Committee will clearly define the functions or role the Committee must undertake. Abiding by the TOR is essential to ensure services are provided appropriately and Committees act within their delegated authority.

Acting outside the delegated authority will likely mean that the Committee is not covered by Council's insurance policies such as its Public Liability Scheme, may open Council to liability, and may result in disciplinary action being taken against the Committee or Committee members.

5. This Manual

This manual contains the information required of Committees to perform their functions as defined in their TOR and provides the guidance, structure and procedures required to do so.

The functions, as delegated under Section 377 or 378 of the Act are specified in the TOR, Reference which must be adopted by each Committee and are required to be performed and/or exercised as described in the manner detailed in this Manual.

6. Appendices

The appendices to this Manual provide additional information such as forms and risk management tools to assist Committees in the proper and dutiful execution of their functions.

7. Exercising a Function or Wholly Advisory

(1) Committee - Exercising a function

A Committee may be established to exercise a function such as:

- Manage an asset like a sports ground, museum and/or community hall; or
- Run an event such as Australia Day or Minerama.

(2) Committee - Wholly advisory

A wholly advisory committee does not exercise any functions like managing assets, handling finances, or running events, but provides an advisory or consultative purpose to the Council on a range of matters including open spaces, libraries, arts and roads.

If a committee both exercises a function and provides advice, it will be deemed as a committee exercising a function.

Under Council's Code of Conduct for Council Committee Members, Delegates and Advisors, a Council *Committee* is defined as a committee that exercises functions and not one that is wholly advisory.

Chapter 2 General Terms of Reference

Part 1 Introduction

The Terms of Reference listed herein are **general delegations of authority** which apply to all Community Committees of Council, who may from time to time not have a specific authorised TOR

8. Specific Terms of Reference

- (1) Each Committee that is established in accordance with this Manual will be provided with a specific TOR to guide its function that is authorised by the General Manager.
- (2) The aim is that each Committee has a specific TOR within three months of being constituted.
- (3) Each Committee must review and adopt the TOR at their first Ordinary Meeting after an authorised TOR has been provided to them by Council.

9. Amendments to Terms of Reference

- (1) Any draft amendments to a TOR must be approved by the General Manager prior to being adopted by the Committee.

10. Penalties for acting outside of the Terms of Reference or Delegated Authority

- (1) A Community Committee of Council must 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.
- (2) Improperly exercising an authority may constitute:
 - (a) corrupt conduct as defined by the *Independent Commission against Corruption Act 1988*,
 - (b) serious wrongdoing under the *Public Interest Disclosures Act 2022*,
 - (c) a breach of Council's Code of Conduct for Council Committee Members, Delegates or Advisers, or
 - (d) a breach of other relevant legislation, including the Act.
- (3) Such breaches, as defined at subsection (2), may come with penalty points and or jail terms, involve other disciplinary action or result in the expulsion from the Committee of a member or members, or, in some cases result in the dissolution of the Committee.

11. The General Terms of Reference for Community Committees of Council

- (1) The Committee and Committee Members 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 and Advisors, WHS Policies and requirements including the Drug and Alcohol Policy, and the Social Media Policy. These are available on Council's Website at www.gisc.nsw.gov.au.
- (2) Community Committees with delegated authority in respect of asset management must:

- (a) Always put the public interest ahead of personal interest,
 - (b) Maximise the use of the facility for the benefit of the community and to optimise revenue,
 - (c) Hire out the facility only at fees approved by Council,
 - (d) Not provide discounted fees for the hire of facilities to Committee members, i.e., obtaining a personal benefit,
 - (e) Ensure that the facility is kept secure and in a safe, clean and tidy condition always,
 - (f) Request Council authorisation before carrying out any new capital work, or submitting applications for funding assets that may require ongoing maintenance costs into the future,
 - (g) Pay all expenses incurred within the responsibilities Council has delegated to them,
 - (h) Where applicable, maintain a Key Register on behalf of Council and submit the register as required,
 - (i) Act impartially in the exercise of all Committee duties and ensure all conflicts of interest are declared and managed in accordance with the Code of Conduct, and
 - (j) Not run sporting events or other unauthorised events; and if a member of a sporting body who hires the asset is also a member of the Committee, that member must be clear regarding the conflict of interest that may exist and appropriately manage this after seeking advice from Council.
- (3) Community Committees with delegated authority in respect of event management must:
- (a) Always put the public interest ahead of personal interest,
 - (b) Ensure the event is organised effectively in line with the specific TOR and authorisation is sought if the event is to expand in scope significantly, and
 - (c) Is organised in line with Chapter 10 of this Manual.
- (4) Community Committees with advisory functions only, must:
- (a) Always put the public interest ahead of personal interest;
 - (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment; and
 - (c) Provide impartial advice.

Chapter 3 General Terms of Constitution

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

Part 1 Constitution and Election of Community Committees

12. Constitution of a Community Committee of Council

- (1) A Community Committee of Council is constituted by provisions under section 355 (c) and s 377 or s 378 of the *Local Government Act 1993*.

Note: This means that that the establishment of a Committee that is exercising functions under s 355 (c), *partly or jointly by the council and another person or persons*, and the delegations of its functions can only be enacted by either a resolution of Council (s 377) or by the authorisation of the General Manager (s 378).

- (2) To hold office, committee members are to be recommended through a Committee resolution and their appointment endorsed by the General Manager (or his/her delegate) or by Council.
- (3) New members are to be endorsed before they can take part in Committee meetings.
- (4) Nominations for membership to Community Committees are to be submitted to Council on the *Nomination for Membership Form* (See Appendix 11).

Note: The nomination form/s must be forwarded to Council within two weeks following an Annual General Meeting (AGM).

- (5) 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 (who is a committee member) whilst participating in committee activities.

13. Committee Membership

- (1) A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM.
- (2) Committee membership will not number less than four and not more than 12 members, including office bearers, unless approved by the General Manager.
- (3) If more than 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.
- (4) No qualifications are necessary for membership, though a commitment to the activities of the Committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.
- (5) 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).
- (6) Council can appoint elected members (Councillors) to each Committee. These members are additional to the appointment of community members and the limits thereof.
 - (7) Councillors appointed to Committees have rights to vote.
 - (8) Community representatives nominated for a Committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA.
 - (9) Exceptions to subsection (8) may be authorised by the General Manager in some circumstances, such as where non-residents who have regional interests can benefit the committee with their expertise, or those who may reside outside the LGA but have landholdings or other interests within the LGA.
 - (10) Members of Community Committees are volunteers, therefore, do not receive payment for services.

Note: This means that Committee members cannot obtain personal benefit from the functions they exercise, including but not limited to discounted fees on the hire of the facilities they manage.
 - (11) The General Manager (or his/her delegate) reserves the right to appoint relevant staff member(s) to a Committee in an advisory / administrative capacity, from time to time.
 - (12) Staff members, appointed to Committees have no voting rights and are additional to appointment of community members and the limits thereof.
 - (13) A list of all members must be forwarded to Council within two weeks of the AGM.

Refer to *Appendix 11: Members Register and Nomination for Membership Form* for a copy of the forms to be used.

- (14) Any late nominations that are received after the AGM, must be forwarded to Council for approval.
- (15) 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. See www.service.nsw.gov.au.

14. Election of Office Bearers

- (1) The Committee shall, from amongst 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 positions if the Committee handles money.
- (2) The Committee may, from its members, elect additional positions such as a:
 - (a) Vice President / Vice Chairperson,
 - (b) Assistant Secretary,
 - (c) Publicity Officer,
 - (d) Booking Officer (if the Committee takes bookings for events / facilities / fields),

- (e) Key Register Officer (if the Committee has keys),
 - (f) 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.
- (3) Restrictions
- (a) A maximum of two relatives of any one family can be office bearers on the same Committee at the same time. Applications for exception from this condition can be made to Council.
 - (b) Only one of those office bearers is to sign cheques / purchase order requisitions on behalf of the Committee at the same time.
 - (c) 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).

15. Volunteers

- (1) Committees can utilise the services of community members as volunteers to assist in preparing fields, selling tickets, coordinating events etc., provided:
- (a) All volunteers are inducted onto the site,
 - (b) All volunteers are recorded in a Volunteer Sign On/Off Register held by the Committee,
 - (c) All volunteers must sign in and out of the Volunteer Sign On/Off Register on each occasion,
 - (d) The Volunteer Sign On/Off Register must be maintained by the Committee Secretary and must be produced to Council upon request, and
 - (e) After events, a copy of this register must be provided to Council for the records to be kept electronically.
- (2) Volunteers will only be covered under Council's insurance whilst carrying out approved Committee duties provided that:
- (a) They have been inducted onto the site,
 - (b) Signed the Volunteer Sign On / Off Register, and
 - (c) Are not over the age of 90, or under 10 years of age.
- (3) Volunteers on committees, including endorsed committee members, may be required to complete Council's online induction each year and have a Working with Children's Check (if applicable).

16. Sub Committees

- (1) Committees may form sub-committees to carry out other duties or programs under the guidance of the Committee.
- (2) The roles and duties of the sub-committee are to be recorded in the minutes.
- (3) The Committee must ratify all decisions of the sub-committee at their next general meeting.

- (4) Sub-committees do not have the authority to spend money or commit to projects without the approval of the Committee.

17. Dissolution of Community Committee

- (1) The General Manager or the governing body of Council have the authority to dissolve a Community Committee.
- (2) A Community Committee may be dissolved at any time and for any reason, with Council taking over direct control of the facility or activity itself. Reasons Council may consider when deciding to dissolve a Committee are:
- (a) If the Committee is not complying with the Community Committees of Council Manual,
 - (b) In the event of membership dropping to less than four persons,
 - (c) If the Committee recommend to Council that the Committee be dissolved,
 - (d) If the Committee fails to adhere to the Terms of Reference and/or fails to follow the delegations outlined by Council,
 - (e) If a Committee fails to form a quorum at three consecutive meetings, or
- Note: After failing to form a quorum at two consecutive meetings a notice may be provided to the Committee informing them that if a quorum is not formed at the following meeting, the Committee will be dissolved.
- (3) Upon a resolution being passed or a decision being made in accordance with section 17, and confirmation by Council in writing that the Committee has been dissolved, all documents, assets and funds of the Community Committee shall, after payment of all expenses and liabilities, be handed back to Council.

18. Vacation of Office

- (1) A person shall cease to be a member of a Community Committee if:
- (a) The member becomes bankrupt,
 - (b) The member is absent for three meetings without leave (i.e., accepted apology). This does not apply to Councillors or Council staff,
 - (c) Council passes a resolution or the General Manager decides to remove the member from the Committee,
 - (d) 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. For the purposes of this provision, "pecuniary interest" has the same meaning given to that term in Part 4 of the Code of Conduct and does not apply to *wholly advisory committees*,
 - (e) The member, whilst holding that office is convicted of an offence referred to in Part Four of the *Crimes Act 1900* (offences relating to property), or
 - (f) The member becomes a mentally incapacitated person.
- (2) Council has the right to remove any members of the Committee after consultation with the Committee.
- (3) A member can resign at any time, or at the Annual General Meeting, by notification in writing to the Committee.

19. Procedure for Resigning from a Community Committee

- (1) Where a member of a Community Committee resigns, a written resignation is to be presented to the Committee and captured within the minutes.
- (2) Upon receipt of the written resignation, the Committee may call for nominations from interested community members.
- (3) Nominations must be submitted to Council for ratification by the General Manager together with a copy of the resignation or relevant minutes that notate the acceptance of the resignation by the committee.

Part 2 Duties and Responsibilities of Community Committees, Office Bearers and Council

20. Duties of Office Bearers and Committee Members

- (1) 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 Community Committee of Council; they may be regular hirers of a facility who require regular access to that facility, for example.

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.

21. Responsibilities of Council

(1) 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.

(2) Maintenance Responsibilities of Assets -

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

(3) Insurance of Assets -

Council shall, at its discretion, insure all buildings and all fixtures, fittings, and contents.

(4) Insurance of Committee Members -

Council shall insure the Committee members in respect of Public Liability, personal accident and professional indemnity. Such insurance will only apply if the Committee members are acting within their delegated authority.

(5) Notification of Fees and Charges (if applicable) -

The Committee must notify Council by 1 March each year of any proposed variation to its fees and charges for the following financial year. Charging unapproved fees is in contravention of the *Act*.

(6) 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 as requested by the Committee.

22. Limitations of Powers and other Legal Issues

(1) Limitations of Powers -

The Committee must not make decisions concerning the following:

- (a) The fixing of charges or fees (the Committee may submit recommendations for approval to Council in relation to fixing charges and fees for the use of the facility under its control). The fixing of a fee or charge is not a function that the governing body of Council can delegate (sub-ss 377(1)(d)-(e) of the Act),
 - (b) Borrowing any monies without a resolution of Council endorsing the borrowing. The borrowing of money is not a function that the governing body of Council can delegate (sub-s 377(1)(f) of the Act),
 - (c) The sale, lease or surrender of any land or other property vested in its care under the provision of the Act,
 - (d) The acceptance of tenders which are required to be called by Council,
 - (e) Formation of submissions or delegations presented to Government Ministers, without the prior written consent of Council,
 - (f) 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 meetings,
 - (g) The carrying out of any works on or to the facility including alterations, reconstruction or construction without prior notification to Council and approval by Council (this excludes minor maintenance work),
 - (h) 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,
 - (i) 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, or
 - (j) Employ staff.
- (2) 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.
- (3) 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.
- (4) Where a conflict of interest may exist, has potential to exist, or be perceived to exist, Committee Members of Committees which have been delegated functions must act in accordance with the Code of Conduct for Council Committee Members, Delegates and Advisors and declare and manage such conflicts accordingly.
- ### (5) Other Legal Issues -
- (a) Community Committees of Council are acting under delegation from Council and any action that the Committee undertakes is Council's responsibility, and

(b) Committees are not independent of Council. Council can withdraw its delegation if it deems this to be necessary.

(6) Records of the Committee -

- (a) Must be forwarded to Council for electronic recordkeeping within two weeks of a meeting. All Committees need to be aware of the legal status of minutes, which may be subpoenaed as evidence in some circumstances.
- (b) 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 resolutions passed. 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 key elements of the discussion.
- (c) 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 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 working days of distribution, the minutes will be deemed endorsed by consensus of the Committee.
- (d) The endorsed, preferably signed and typed, copy of the minutes are to be forwarded to Council.
- (e) 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.
- (f) No incoming or outgoing correspondence may be destroyed, except for advertising material, newsletters 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.
- (g) Any member of the Public requesting Committee records must be advised to contact Council's Right to Information Officer or visit Council's *Access to Information* page on Council's website at www.qisc.nsw.gov.au.

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

(7) Conflict of Interests – Pecuniary or non-pecuniary interests -

- (a) Committees that have been delegated functions such as to manage assets, events, or conduct financial transactions and are not wholly advisory committees are bound by Council's Code of Conduct for Council Committee Members, Delegates and Advisors.
- (b) Part 4 of the Code of Conduct makes provisions relating to pecuniary interests. Part 5 makes provisions in relation to non-pecuniary conflicts of interest.
- (c) Clause 4.1 of the Code defines pecuniary interest as: *A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.*
- (d) Non-pecuniary interest is defined in the code as:

5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

(e) It is the responsibility of members of Committees:

- (i) To disclose to the meeting any interest in a matter before the meeting. Please use the form located in Appendix 15.
- (ii) Not to participate in the discussion of the matter before the Committee in which the member has a pecuniary or significant non-pecuniary interest; and
- (iii) Not to vote on the matter before the Committee in which the member has a pecuniary or significant non-pecuniary interest .

(8) Committee Member / Volunteer Conduct -

- (a) Committee Members of committee's exercising functions and not wholly advisory committees (see the Committee's Terms of Reference) are required to adhere to Council's Code of Conduct for Council Committee Members, Delegates and Advisors. An electronic copy can be obtained from Council's website at www.qjisc.nsw.gov.au or by contacting Council.
- (b) Committee members of wholly advisory committees or volunteers of any committee must not conduct themselves in a manner that:
 - (i) is likely to bring Council or other Council officials into disrepute,
 - (ii) is contrary to statutory requirements or Council's administrative requirements or policies,
 - (iii) is improper or unethical,
 - (iv) is an abuse of power,
 - (v) causes, comprises or involves intimidation or verbal abuse,
 - (vi) involves the misuse of your position to obtain a private benefit, or
 - (vii) constitutes harassment or bullying behaviour or is unlawfully discriminatory.

(9) Intellectual Property -

- (a) The Committee will comply with the maintenance and protection of Council's intellectual property including copyrights, trademarks, registered designs, patents and databases; and
- (b) 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 during their committee work.

23. Attendance at Committee Meetings

- (1) Attendance of Committee members is required at Committee meetings.
- (2) Committee members are required to attend a minimum of three meetings in each financial year.
- (3) In the instance that members are unable to attend a scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.
- (4) A person shall cease to be a member of a Community Committee if the member is absent for three meetings without leave (i.e., accepted apology).
- (5) Subsection (3) does not apply to Councillors or Council staff.

Part 3 Correspondence

24. Correspondence from the Committee is effectively correspondence from Council

- (1) Correspondence being sent on behalf of the Committee or received by the Committee must be forwarded to Council for electronic storage.
- (2) Committees are **not** permitted to forward official correspondence to government officials or government departments (e.g., Governor General, Ministers of Parliament).
- (3) All official correspondence must be approved and signed by the General Manager.

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

- (1) There are some occasions when Council's letterhead may be used on behalf of the Committee.
 - (a) In these instances, the letter must be approved and signed by the 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) Council approval must first be obtained by Committees to use, separately designed letterhead or logo; however, any such letterhead must include the words "Community Committee of the Glen Innes Severn Council" to acknowledge that it is a Community Committee of Council.

Chapter 4 Meeting Practice

Part 1 Preliminary

26. Meeting Principles

- (1) **Transparent** – decisions are made in a way that is open and accountable.
- (2) **Informed** – decisions are made based on relevant, quality information.
- (3) **Inclusive** – decisions respect the diverse needs and interests of the local community.
- (4) **Principled** – decisions are informed by the relevant principles under Chapter 3 of the Act.
- (5) **Trusted** – The community has confidence that the committee makes decisions in the interests of the local community.
- (6) **Respectful** – meeting attendees treat each other with kindness, courtesy and respect.
- (7) **Effective** – meetings are well organised, effectively run and skilfully chaired.
- (8) **Orderly** – meeting attendees conduct themselves in a way that contributes to the orderly conduct of the meeting.

27. Quorum

- (1) A quorum will consist of half the total number of voting members plus one.
For example, if the committee has 12 voting members (including Councillors) the quorum would be seven, unless the Committee has an approved constitution stating otherwise.
- (2) Should there not be a quorum in attendance within 15 minutes after the scheduled starting time, the meeting will be adjourned to the same time and place as the next scheduled meeting.
- (3) If a quorum is not present in accordance with subsection (2) the Chairperson may decide to hold an 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 are to be forwarded to Council for record keeping purposes.

28. Voting members

- (1) Voting members are those who have been approved by the General Manager to be members of the Committee and any Councillor delegates nominated to the specific committee.
- (2) Staff delegates do not have voting rights.

29. Number of Meetings

- (1) There are to be no less than four meetings held each year.
- (2) It is recommended that Ordinary Meetings of Committees occur at least quarterly to ensure that any outstanding matters are dealt with expeditiously.

30. Attendance by the public

- (1) Committee meetings shall be open for attendance by members of the public with the consent of the Chairperson, as observers only.
- (2) If a member of the public wishes to address the committee they must request the Chairperson's permission prior to speaking.
- (3) The Chairperson may restrict any address to the Committee by a member of the Public to a maximum of five minutes and only one occasion per meeting.
- (4) Subsection (3) does not apply if consent has been given by the Committee in writing, at least one week prior to the meeting, to a member of the public who may speak to an agenda item or items, such as in the case of a presentation by a professional consultant.
- (5) 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, and for all matters under section 10A of the Act.
- (6) Repeated disruptions, disorderly behaviour, or failure to follow a direction from the Chairperson may result in the Chairperson expelling a member of the public from the meeting.
- (7) Subsection (6) does not limit the Chairperson to deal with disorderly conduct by members of the public in accordance with Part 2 of Chapter 4.
- (8) If a member of the public is expelled from a meeting this must be reported to Council and the Chairperson must provide a recommendation whether they believe this person should be denied attendance at future meetings.

Part 2 Order at Meetings

31. Points of order

- (1) A member may draw the attention of the chairperson to an alleged breach of Chapter 4, by raising a point of order. A point of order does not require a seconder.
- (2) A point of order cannot be made with respect to adherence to the principles contained in section 26.
- (3) A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the member raising the point of order to state the provision of the part they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

32. Questions of order

- (1) The chairperson, without the intervention of any other member, may call any member to order whenever, in the opinion of the chairperson, it is necessary to do so.
- (2) A member who claims that another member has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- (3) The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the meeting.

- (4) The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

33. Motions of dissent

- (1) A member can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, because of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- (3) Despite any other provision of this part, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

34. Acts of disorder

- (1) If disorder at a meeting occurs, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Committee on reassembling, must on a question put from the chairperson, decide without debate whether the business is to proceed or not.
- (2) Acts of disorder are committed when a member:
- (a) Contravenes Chapter 4 of this Manual (excluding section 26); or
 - (b) Moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the authority of the Committee, or addresses or attempts to address the Committee on such a motion, amendment or matter; or
 - (c) When a member or non-member attending the meeting:
 - (i) Assaults or threatens to assault another member or person present at the meeting; or
 - (ii) Insults, makes unfavourable personal remarks about, or imputes improper motives to, any other member; or
 - (iii) Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Committee or Council into contempt.

35. Expulsion for acts of disorder

- (1) The chairperson may require a member:
- (a) To apologise without reservation for an act of disorder referred to in section 34(2)(a), (2)(c)(i) or (iii); or
 - (b) To withdraw a motion or an amendment referred to in section 34(2)(b); or
 - (c) To retract and apologise without reservation for any statement that constitutes an act of disorder referred to in section 34(2)(c)(i)-(iii).
- (2) A member of the Committee may be expelled from a meeting for having failed to comply with a requirement under subsection (1).

- (3) The expulsion of a member from the meeting for under subsection (2) does not prevent any other action from being taken against the member for the act of disorder concerned.

Part 3 Meetings

36. Ordinary Meeting

- (1) An Ordinary meeting (sometimes referred to as a general meeting) is a normal scheduled meeting.

37. Items to be addressed at an Ordinary Meeting

- (1) Ordinary Meetings of the Committee are required to address (as relevant):
 - (a) correspondence,
 - (b) the hiring of any facilities,
 - (c) financial matters,
 - (d) risk management matters,
 - (e) the maintenance of any facility,
 - (f) matters sought for consultation,
 - (g) recommendations to be put to Council,
 - (h) discussions on relevant business matters, and
 - (i) making decisions affecting the function of the Committee.

38. Annual General Meeting

- (1) The 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 12-month period.
- (2) 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.
- (3) A person who is unable to attend the AGM, yet wishes to nominate for membership may submit a completed nomination form prior to the AGM for acceptance by the committee during the meeting.
- (4) The time, date, location of the AGM is to be advertised at least 21 days prior to the meeting being held.
- (5) Contact must be made with Council 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 channels. *Refer to Appendix 10: Dates and Documents – Quick Reference.*
- (6) A Councillor Representative to the Committee will act as the Returning Officer for the purposes of electing office holders. If a Councillor Representative is unavailable, Council's staff delegate on the Committee will act as Returning Officer.

- (7) The meeting will be conducted in accordance with Part 4 of this manual.
- (8) If there are insufficient participants to form a quorum, a committee must reschedule the meeting in accordance with section 27.
- (9) If a new committee is not nominated and accepted at a rescheduled AGM, the committee may be dissolved.

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

Note: 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.

39. Extraordinary Meeting

- (1) An Extraordinary meeting of the Committee may be called to discuss urgent business and matters outside the scope of an Ordinary meeting when requested, in writing, by two members of the Committee.
- (2) An agenda will be prepared and circulated to all members of the Committee with at least two days' notice.
- (3) Minutes will be kept of the proceedings and a copy forwarded to Council, within two weeks of the meeting, outlining the reason for the Extraordinary meeting. This meeting will be conducted in accordance with this Chapter.

40. Agenda / Minute Format

- (1) The agenda of a meeting will be forwarded to members at least one week in advance.
- (2) Only business included in the agenda may be dealt with unless all the members are present, and unanimously consent to such irregular business being discussed or if the Chairperson rules the matter is of an urgent nature.
- (3) All agendas and minutes are to be forwarded to Council.
- (4) Minutes are to be kept for all meetings of the Committee, noting first and last names of all people present, with an endorsed, signed and typed copy forwarded to Council following each meeting. Minutes may be noted at a Council meeting.
- (5) 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 in accordance with Council Policy or by tabling the recommendation for approval by Manex or Council as appropriate.
- (6) Minutes of all Committee meetings must be endorsed by members within two weeks following each meeting.

- (7) 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*.

41. Giving notice of business to be considered at meetings

- (1) A member may give notice of any business they wish to be considered by the committee at its next ordinary meeting by way of a notice of motion.
- (2) To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six business days before the meeting is to be held to the secretary who is to include the business on the agenda.
- (3) Subsection (2) does not prohibit the chairperson from accepting business to be put to the meeting that is of an urgent nature.

42. The Chairperson at meetings

- (1) The chairperson at meetings will be chairperson/president elected at the AGM.
- (2) If the elected chairperson is not present then the vice president (if there is one) will chair the meeting.
- (3) If the elected chairperson is not present and there is no vice-president, then a chairperson for the meeting must be nominated from amongst the members.
- (4) If more than one member is nominated to preside as chair, voting will be carried out by a show of hands with the Councillor representative having the casting vote if needed.

43. Chairperson to have precedence

- (1) When the chairperson rises or speaks during a meeting:
 - (a) any member then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every member present must be silent to enable the chairperson to be heard without interruption.

44. Modes of Address

- (1) The chairperson may be addressed as either Mr Chair or Madam Chair.

Part 4 Rules of Debate

45. Motions to be seconded

- (1) Unless otherwise specified in this part, a motion or amendment cannot be debated unless or until it has been seconded.

46. Chairperson's duties with respect of motions

- (1) It is the duty of the chairperson at a meeting to receive and put to the meeting any lawful motion that is brought before the meeting.
- (2) The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- (3) Before ruling out of order a motion or an amendment to a motion under subsection (2), the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- (4) Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

47. Questions

- (1) A question must not be asked at a meeting unless it concerns a matter on the agenda of the meeting.
- (2) A member may, through the chairperson, put a question to another member about a matter on the agenda.
- (3) A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting.
- (4) Members must put questions directly, succinctly, respectfully and without argument.
- (5) The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put.

48. Amendments, foreshadowed motions and amendments

- (1) Amendments must be moved and seconded before they can be discussed.
- (2) Only one amendment may be discussed at a time and to the exclusivity of the original motion or any foreshadowed amendments or motions.
- (3) If the amendment is won it becomes the new motion.
- (4) If the amendment is lost, then debate on the original motion is to continue.
- (5) If the member who moved the original motion accepts the amendment, then it may become the motion without debate or voting.
- (6) A foreshadowed amendment or motion may be raised during the debate on the original motion and without a seconder, but can only be debated if the original motion is lost or withdrawn and only after being moved and seconded.

49. Limitations on the duration and number of speeches

- (1) A member who, during a debate at a meeting, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- (2) A member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- (3) A member must not, without the consent of the meeting, speak more than once on a motion or an amendment, or for longer than five minutes at any one time.
- (4) Despite subsection (3) the chairperson may permit a member who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five minutes on that motion or amendment to enable the member to make a statement limited to explaining the misrepresentation or misunderstanding.
- (5) Despite subsection (3) the meeting may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- (6) All members must be heard without interruption and all other members must, unless otherwise permitted under this part, remain silent while another member is speaking.
- (7) Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Part 5 Voting

50. Voting entitlements of members

- (1) Each member is entitled to one vote.
- (2) The person presiding at a meeting has, in the event of an equality of votes, a second or casting vote.
- (3) Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- (4) A member who is present at a meeting but abstains from voting on a motion put, such will be considered a vote against the motion put.

Part 6 Decision of the Committee

51. Committee Decisions

- (1) A decision supported by a majority of the votes at a meeting of the committee at which a quorum is present is a decision of the committee.

- (2) Decisions made by the committee must be accurately recorded in the minutes of the meeting at which the decision is made.

Part 7 Irregularities

52. Proceedings at a meeting of a committee are not invalidated because of:

- (1) a vacancy in a civic office, or
- (2) a failure to give notice of the meeting to any committee member, or
- (3) any defect in the election or appointment of a committee member, or
- (4) a failure of a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a committee meeting in accordance with the council's code of conduct, or
- (5) a failure to comply with this Chapter.

Chapter 5 Financial Management

Part 1 Preliminary

Community Committees of Council 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 (General) Regulations 2021*, and Accounting Standards, and must be always adhered to.

Community Committees of Council are established to exercise functions on behalf of Council for the 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 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.

53. Financial Authority

- (1) 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.

54. Expenditure

- (1) Council's Procurement Policy and any applicable purchasing procedures must be followed when making purchases.
- (2) For purchases less than \$2,500 for goods and \$5,000 for services, one verbal quotation and a won vote on the quote to approve is required.
- (3) For purchases between \$2,500 and \$5,000 for goods, two written quotations and a won vote on the quotation to approve are needed.
- (4) Committees are not able to commit to spend any monies greater than \$5,000 for any one service or product without the prior reference and approval from Council's Chief Financial Officer (CFO) or Manex representative.
- (5) Committees should attempt to engage contractors registered under Council's Vendor Panel program, as their documentation is verified by Council staff.
- (6) 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.

- (7) Quotes must accompany an application for expenditure required under subsection (4).

Refer to *Appendix 13: Request for Expenditure*.

- (8) 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 years, with a copy to be forwarded to Council annually, no later than 31 July.

Note: Some committees may have delegations that differ from the general delegations listed in this section. These specific delegations will have the approval of the responsible Manex member and the CFO.

55. Bank Accounts

- (1) The signatories of the account are to be any two of the Executive of the Committee, of which one must be either the Chairperson or Treasurer.
- (2) 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.
- (3) All payments are to be endorsed by the Committee. This information is contained in the Treasurers Report which forms a part of the Minutes.

56. Accounting

- (1) If the Committee is not operating through Council's financial system, a working bank account must be opened at an approved financial institution in the name of the Committee (subject to written permission from the CFO).
- (2) All monies received by the Committee must be banked within one week of receipt.
- (3) 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.
- (4) A suitable cashbook, receipt book, bank deposit book and petty cash book must be maintained and kept up to date.
- (5) 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 purposes.
- (6) 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.
- (7) The Committee shall authorise its Chairperson and/or Treasurer, and one other person to sign on its behalf, on the basis that two signatories are required on each cheque or EFT.
- (8) 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.
- (9) A summary of the financial affairs of the Committee must be submitted to Council within 31 days from the end of the financial year.
- (10) 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.
- (11) The Treasurer must submit a financial report summarising all income and expenditure including the bank reconciliation, to every Ordinary meeting of the Committee.

- (12) 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 section 54 and any other conditions imposed by Council, and only upon the facility of the Council for which the Committee has been constituted.
- (13) If 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.
- (14) The Committee cannot donate any funds to any other group or person.
- (15) All payments must be accompanied by a tax invoice.
- (16) The fees and charges, as adopted by Council, 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 the proposed variation provided for his/her concurrence.
- (17) Council's financial year is from 1 July to 30 June. The accounts of Committees shall cover this period.
- (18) 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 *Act*.

Part 2 Committees That Manage Their Own Funds

This part 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.

57. Recordkeeping

- (1) To record its financial transactions, Committees should maintain and keep the following records for seven years (where applicable):
 - (c) Tax Compliant Receipt Book,
 - (d) Cash Book,
 - (e) Cheque Book,
 - (f) Assets Register,
 - (g) Bank Deposit Book,
 - (h) Bank Statement Folder,
 - (i) Cheque Payment Form Folder,
 - (j) Investment Register.

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

58. Receiving Money

- (1) 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.
- (2) The procedure to be followed is:
 - (a) The money is taken as cash or cheques, counted and checked,
 - (b) A receipt is written out in the Receipt Book and must include GST details,
 - (c) The money or cheque is placed into the cash tin, and
 - (d) The money in the cash tin is banked promptly.

59. Banking

- (1) The money is to be deposited into the financial institution as soon as possible after it is received and receipted.
- (2) 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.
- (3) All income (cash and cheques) must be banked in the form in which it is received.
- (4) Payments are not permitted to be made from cash receipts held awaiting banking.
- (5) 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).
- (6) 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.

60. Issuing Tax Compliant Receipts / Invoices

- (1) 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.
- (2) Receipts must show:
 - (a) The words "Community Committee of Glen Innes Severn Council", Council's ABN, and address,
 - (b) The words 'tax invoice' stated prominently,
 - (c) The date of issue of the tax invoice/receipt,
 - (d) The name and address of the recipient of supplies/service,
 - (e) A brief description of things supplied and/or the services rendered,
 - (f) A statement showing the GST amount or a statement that the price includes GST.
 - (g) Where GST is payable, it is exactly 1/11th of the total price.
- (3) 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.
- (4) 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.

- (5) Personal cheques must be receipted to the name on the cheque, for example: Mr G Jones (of Glen Innes Soccer Club).
- (6) 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.
- (7) If an original receipt is lost or mutilated, a statutory declaration must be completed and kept with the appropriate record.
- (8) Change cannot be given for cheques received. Immediately upon receipt, cheques should be crossed and marked "Not Negotiable".

61. Making Payments and Investments

- (1) The Committee should only pay for bills by cheque or EFT. The procedure for this is as follows:
 - (a) The invoice, bill or receipt for reimbursement is received by the Treasurer,
 - (b) 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,
 - (c) The Treasurer submits a report to the Committee meeting requesting approval to pay the invoice,
 - (d) The Payment Voucher is authorised by a delegated person or Committee meeting,
 - (e) The Payment Voucher and the supporting documents (for example, the invoice) are stored securely (not kept loose) and must be kept for seven years,
 - (f) The cheque or EFT is written / processed, signed / processed by two 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,
 - (g) Payments are recorded regularly in the Cash Book.
- (2) All cheques are to be signed by at least two authorised cheque signatories, be crossed and marked "Not Negotiable", and made payable to the individual or order.
- (3) Cheques must not be payable to "Cash".
- (4) For EFT payments at least two authorised signatories are required to process the payment.
- (5) 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.

62. Purchases and Sales

- (1) 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.
- (2) Assets purchased by a Committee are the property of Council.

- (3) All Committee purchases are subject to section 64.
- (4) Committees may sell assets they have purchased if these become redundant.
- (5) The Committee is required to submit a report to Council prior to the sale of an asset, 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.
- (6) Council must be notified prior to the purchase or sale of any asset and permission must be granted by Council.

63. Keeping the Cash Book

- (1) 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 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.
- (2) The following columns are required on the **Receipts** page:
 - (a) Date,
 - (b) Source of funds,
 - (c) Receipt number,
 - (d) Amount received,
 - (e) Date of banking, and
 - (f) Plus columns for frequent sources of funds, such as donations, interest, received amounts and a column specifically for GST collected.
- (3) The following columns are required for **facility hire**:
 - (a) The date the facility was used,
 - (b) The amount paid for the facility hire (excluding GST), and
 - (c) The amount paid as damage deposit (bond) (excluding GST).
- (4) The following columns are required on the **Expenditure** page:
 - (a) Date,
 - (b) Payee's name,
 - (c) Cheque / EFT number,
 - (d) Amount paid, and
 - (e) Plus columns for the main uses for funds, such as deposits forfeited, facility cleaning, purchases of equipment, GST payable and so on.

64. Using the Cash Book

- (1) 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 as follows:

- (a) Receipts and payments are entered consecutively in date and receipt number / cheque / EFT number order on the appropriate page of the Cash Book,
 - (b) One entry is written on each line, completing all relevant columns,
 - (c) 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;
 - (d) 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.
- (2) A new page is to be started in the Cash Book for each month, unless there are very few entries.
- (a) Rule off under the month,
 - (b) add up the columns and on a new page start the next month with the first entry in each page being the balance (column total) brought forward from the previous month.

65. Banking Reconciliations

- (1) 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.
- (2) All Bank Statements must be retained.
- (3) 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.
- (4) The following steps should be taken:
 - (a) Mark in the Cash Book all cheque payments and banking which are shown in the Bank Statement as having been made and check the amounts are the same,
 - (b) Enter into the Cash Book any entries on the Bank Statement which are not already recorded - (debits are likely to be bank charges for the month, and deposits are likely to be interest),
 - (c) 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,
 - (d) Write down the amount in the bank at the time of the last reconciliation (generally the amount at the beginning of the month),
 - (e) Add the total amount of money received (according to the Cash Book) since the last reconciliation,
 - (f) Subtract the total amount paid (according to the Cash Book),
 - (g) 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),

- (h) Check that the amount calculated is the same as the amount on the bottom of the Bank Statement. If not, repeat this process.

66. Treasurer's Report

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

Part 3 Annual Financial Statements

67. The Statement of Financial Position

- (1) 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.

68. Monies received by Committees

- (1) 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.

69. The Income and Expenditure Statement (Statement of Financial Performance)

- (1) 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.
- (2) 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 but not yet received, as well as the actual receipts and payments.

70. Notes to the Accounts

- (1) 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.

71. Closing off the Books

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

- (3) 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 12 months for each column and write these totals in a list.
- (4) Having written up the year's totals for receipts and payments, prepare a bank reconciliation for the year. This follows the same procedure described in section 65, except that the starting balance is the amount in the bank on 1 July, and the final balance is the amount on 30 June.
- (5) The books of account and other supporting documents shall then be forwarded to Council for auditing no later than 31 July each year, including references to any creditors and debtors that exist at the year end.

72. Audit of Accounts

- (1) A copy of the Treasurer's report and Financial Statements must be sent to the Chairperson of the Committee and to Council.
- (2) 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 their opinion the statements of accounts are full and fair statements properly drawn up to exhibit a full and true view of the Committee's affairs and whether they are in accordance with the books of the Committee.
- (3) 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.
- (4) 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 of 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, and that all books and documents cover the whole of the period of the impending audit.
- (5) The Annual Financial Statements prepared for the auditor should include a Balance Sheet, and Income and Expenditure Statement.
- (6) Should Committee members or the Treasurer require clarification or assistance with further information regarding any of these procedures, please contact Council.

Part 4 Goods and Services Tax (GST) Compliance

73. Introduction

- (1) All Community Committees of Council are obliged to comply with the Goods and Services Tax (GST) system.
- (2) All Committees are covered under Glen Innes Severn Council's Australian Business Number (ABN) 81 365 002 718.

- (3) 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 the Australian Taxation Office (ATO).
- (4) Should a committee need assistance in understanding the requirement of administering the GST, please contact Council.

74. Business Activity Statement (BAS) Returns

- (1) 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.

Part 5 Applying for Grant Funding

75. Introduction

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

76. Authorisation

- (1) 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.
- (2) 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.
- (3) All requests for assistance must be channelled through the Council Contact provided in this Manual. This provides a central point of contact with all Committees and their interactions with Council.

77. Procedural steps

- (1) The following steps should be followed for all funding applications that require authorisation by Council:
 - (a) Establish the exact nature of the funding application.
 - I. Council is to be provided a copy of the funding application highlighting what the grant application is for, and if the committee are expected to match the funding dollar for dollar with its own funds and the timeframe to complete the project.
 - II. If the application has not been written then the Committee executive are to arrange a meeting with the appropriate staff member/s to establish the project scope and other relevant information.
 - (b) Determine if the project involves capital items.

- I. 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?
 - II. 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.
 - III. Is a Development Application (DA) required? If so, has one been applied for?
 - IV. Are proposed construction materials of the appropriate type and standard?
 - V. Is a report to Council required for approval?
- (c) Provision of a Letter of Support
- I. Most funding programs will request a Letter of Support from Council.
- (d) Provision of a Letter of Authority
- I. 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 to apply for funding.
- (e) Records Management
- I. 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.

Part 6 Other fundraising activities

78. Fundraising to be in accordance with applicable laws

- (1) Fundraising activities must be in accordance with relevant statute or guidelines such as the *Charitable Fundraising Act 1991*, *Charitable Fundraising Regulation 2021* and the *Charitable Fundraising Guidelines* published by NSW Fair Trading.
- (2) Community Committees of Council are not charitable entities, although they are not-for-profit committees exercising functions on behalf of Council for the benefit of the community.
- (3) Local Councils are exempt from holding an authority to fundraise under section 9 (2)(a) of the *Charitable Fundraising Act 1991*.

Chapter 6 Risk Management and Insurance

This manual outlines the requirements that Council's Insurer expects. Failure to follow the scope and delegations of this Manual may result in the withdrawal of insurance to the Committee, its members and the Committee's activities. Committee members may be personally liable for decisions made outside the guidelines of this Manual, policy conditions and Committee's TOR.

Part 1 Risk Management

79. Definition and Duty of Care

- (1) 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.
- (2) 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, or other 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.

80. General

- (1) 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.
- (2) 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 evidencing the due diligence process and ensuring all responsible steps are being taken to identify the risk to the Committee, its members, volunteers and users of the facility.

81. Hazards

- (1) A hazard is a situation or work practice which could potentially cause injury or illness to a person or damage to property.
- (2) The Committee must advise Council as soon as possible of any situation which may be considered or construed as a hazard.
- (3) If a hazard requires urgent attention, a warning should be placed near the hazard to alert users of the facility to the danger.
- (4) 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 and placed against the wall.

- (5) 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 of which must be forwarded to Council for information and or action if required.

Refer to *Appendix 5: WHS Documents*.

82. Fire Protection

- (1) All Council facilities must be supplied with fire and safety equipment and information on how to use it. If this is not available, Council must be notified immediately.
- (2) 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.

83. Emergency Exits (Buildings)

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

84. Building Inspections

- (1) 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.
- (2) The Committee will be responsible for inspection of the facilities under its control.
- (3) Inspections may be either formal or informal.

85. Formal Inspections

- (1) Inspection of the facilities under the Committee's control must occur and be documented using checklists at least once every six months.

Refer to *Appendix 5: WHS Documents*.

86. Informal Inspections

- (1) Informal inspections are incidental during 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.

87. Safety Inspections by Hirers

- (1) Whilst it is the responsibility of the Committee to ensure the facility being hired is fit for purpose, it is also a responsibility of user groups/hirers to also 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.

- (2) Please contact Council for assistance with any of the inspections outlined in this Part.

Part 2 Insurance

88. General

- (1) Council is required, under the *Act*, to take out public liability and professional indemnity insurance policies to cover Council's liability because of Council's business activities.
- (2) Further policies that Council generally procure include:
- Personal Accident;
 - Casual Hirers;
 - Plant and Fleet; and
 - Property.

89. Notification - Incident Reporting / Potential Claims

- (1) Committees 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.
- (a) Committees are to inform hirer/user groups of the hirer/user groups requirement to notify the committee of any incidents.
- (2) The form at *Appendix 8: Public Incident Report*, must be completed and sent to Council as soon as possible after the reportable
- (3) Where possible, take photos or draw sketches to illustrate the incident and forward these to Council. See Council's Claims Management Policy located on Council's website at www.gisc.nsw.gov.au and Claims Management Procedure available by request from Council.
- (4) Members of 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.
- (5) 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.
- (6) Once the Committee becomes aware of a potential claim, they are to notify Council immediately.
- (a) If Council does not notify claims of which they could reasonably have known about, indemnity may be denied by the insurer.

90. Volunteer Labour

- (1) 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.
- (2) Council has a responsibility to all volunteers' health and safety. All volunteers must be suitably inducted and Council is to be provided evidence of all safety inductions.
- (3) All Committees must keep a Volunteer Register. Refer to *Appendix 9: Volunteer Sign On/Off Register*.

91. Public Liability Insurance

- (1) Public liability insurance provides cover for its legal liability to the public for Council's business activities, subject to policy conditions.
- (2) The Committee may be responsible for the care, control and management of facilities, open spaces or activities through its delegations from Council. If a third party suffers property damage or personal injury because of Council or Committee negligence, Council's public liability policy may provide cover.
- (3) The Committee should note that the policy does not cover participants of events and/or groups, associations or incorporated bodies.
- (4) **All incorporated bodies and sporting clubs must have their own public liability insurance as their activities are excluded from Council's policy and cover.**
- (5) 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 wilfully negligent or unauthorised.
- (6) Committee members that are also members of sporting bodies need to make a clear distinction in this regard.
 - (a) **The sporting activity must be run as an activity separate, distinct and removed from the Council duties and functions as described in the Committee's Terms of Reference, or under Chapter 2 as this may have an impact on the outcome of any insurance claims.**
- (7) Council committees may only run events expressly allowed in the Terms of Reference or through express written permission from the General Manager.
- (8) For this purpose, the members 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.
- (9) 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 sporting events or any other unauthorised activity.
- (10) 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 by Committee members who are also on sporting committees.

- (11) The documents will be required to be viewed by Council or Council's Insurer before permission to use Council facilities for this purpose may be provided.
- (12) A claims excess of at least \$10,000 is payable where Council's Public Liability insurance cover needs to be accessed.
- (13) **Committees who run unauthorised events such as equine sporting events are not covered by Council's insurance.**
- (14) Council may personally tie any committee member/s, who act outside the scope of permissible duties, into any claim made against Council.

92. Workers Compensation Insurance

- (1) Council's Workers Compensation Policy only covers Council employees. If contractors are engaged, they must provide a copy of a certificate of currency for their workers compensation policy.

93. Property Insurance

- (1) Council maintains property insurance on all 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.
- (2) Any private person's collections or items held by a Committee will not be insured by Council other than those collections that have an official fixed agreement with Council.
- (3) 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.
- (4) 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., need to be taken and forwarded to Council.
- (5) 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 \$20,000 is applicable to most property insurance claims.
- (6) Extent of the cover:
 - a) Fire;
 - b) Malicious damage / vandalism;
 - c) Theft (including cash);
 - d) Water damage (excluding flood);
 - e) Storm damage.

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

94. Professional Indemnity Insurance

- (1) 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.

95. Casual Hirer Insurance

- (1) Council has Public and Product Liability coverage for casual hirers of its facilities.
- (a) 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 their 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.

96. Personal Accident Insurance

- (1) 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.

- (2) 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.
- (3) It is important to note that no cover exists or is limited if:
- (a) No site/safety induction was carried out, or was carried out but cannot be evidenced,
- (b) There is no economic loss,
- (c) The person is over the age of 90, and in respect of each dependent child(ren) aged eighteen (18) years or younger, or
- (d) If the person involved is not currently employed, no loss of income can be claimed.

97. Insurance of Committee and Activities

- (1) Failure by a 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.

- (2) Committee members may be held personally liable for their decisions. This may be applicable if:
 - (a) Decisions are made outside of the scope of their delegations and Committee's terms of reference;
 - (b) Members fail to comply with the guidelines contained in this Manual;
 - (c) Omissions, acts of condoning or allowing acts performed contrary to Council's insurance policy conditions, this Manual and other policies take place; and/or
 - (d) Members undertake unapproved alterations to the Activity Management Plan or Traffic Management Plan, if applicable.

Chapter 7 Contributions and Ownership

98. Sporting or community groups contributing items

- (1) 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.

- (2) 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's facility and/or functions.

Chapter 8 Council Policies

Part 1 General

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 if required. The following sections provide a brief description. Committee's should avail themselves of the full policy located on Council's website (www.gisc.nsw.gov.au).

99. Smoke Free Workplace Policy

- (1) 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.

100. Sun smart and Personal Protective Equipment Policy

- (1) 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.

101. Workplace Discrimination and Bullying / Harassment Policy, and Equal Employment Opportunity Management Plan

- (1) Discrimination means being treated less favourably and unfairly.
- (2) 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, and
 - age (but only in relation to compulsory retirement).
- (3) Discrimination or unfair treatment may be direct or indirect.
 - (a) Direct discrimination occurs when, for example, a person is refused a job or access to your facility simply because they have a disability.
 - (b) Indirect discrimination occurs when requirements (selection criteria, for example) practices or policies which seem neutral have an effect which results in disadvantaging a particular group of people.
- (4) 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.

- (5) 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.

102. Drug and Alcohol Policy

- (1) Council has a policy on the prohibited use of alcohol and (illegal) drugs by Council staff. This policy also applies to Committee members of Council's Community Committees whilst carrying out their duties.
- (2) 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.
- (a) This applies to Committee members whilst carrying out functions on behalf of the committee, including but not limited to, Committee Meetings.
- (3) Staff members, including members of Community Committees are required to present themselves at meetings or facilities in an unaffected state.
- (a) 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 Chairperson or to Council who will determine an appropriate course of action.

103. Media Policy and Social Media Policy

- (1) Council has a Media Policy, which outlines the guidelines and procedures for Councillors, Council staff and Committee members when dealing with the Media.
- (2) 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.
- (3) The publicity of Committee matters is delegated only to the Committee Chairperson.
- (4) 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.
- (5) 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.

104. Public Interest Disclosure Policy

- (1) This is a model policy created under the *Public Interest Disclosures Act 2022* (PID Act). It is a policy to guide and protect public servant whistle-blowers who are reporting suspected serious wrongdoing in the public sector.
- (2) This policy applies to public officials which includes committee members and volunteers who are exercising functions on behalf of Council.
- (3) At Schedule 1, the policy lists disclosure officers who may be contacted to report serious wrongdoing.

- (4) This policy will provide you with information on the following:
- (a) ways you can make a voluntary PID to Council under the PID Act,
 - (b) the names and contact details for the nominated disclosure officers in Council,
 - (c) the roles and responsibilities of people who hold roles under the PID Act and who are employees of Council,
 - (d) what information you will receive once you have made a voluntary PID,
 - (e) protections available to people who make a report of serious wrongdoing under the PID Act and what Council will do to protect you, and
 - (f) Council's procedures for dealing with disclosures.
 - (g) If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can confidentially contact a nominated disclosure officer within Council, or contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au, or access the NSW Ombudsman's PID guidelines which are available on its website at www.ombo.nsw.gov.au.
 - (h) If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

105. Other policies

- (1) Other Council policies that may have specific relevance to the Committee carrying out its functions are:
- (a) Complaints Management Policy,
 - (b) Fraud and Corruption Prevention Policy,
 - (c) Statement of Business Ethics,
 - (d) Fatigue Management Policy,
 - (e) Records Management Policy,
 - (f) Risk Management Policy,
 - (g) Volunteer Policy,
 - (h) Legislative Compliance Policy, and
 - (i) Work Health and Safety Policy.

Part 2 Health

106. Ensuring health at Council facilities

- (1) The good health of all the participants using Council's facilities is paramount.

- (2) 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.
- (3) 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.
- (4) To reduce the risk of health problems associated with the operation of Council's facilities sections 106-08 should be adhered to.

107. Food Preparation and Handling

- (1) 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.
- (2) 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.
- (3) A few pointers are listed below, but refer to the link provided above for full details:
 - (a) Food preparation and eating areas are to be kept in a clean and hygienic condition,
 - (b) Food is to be maintained at a temperature above 60 degrees Celsius or below five degrees Celsius,
 - (c) Ensure soap and disposable hand towels / hand dryers are available,
 - (d) Good personal hygiene is to be practiced by those handling food,
 - (e) Avoid unnecessary handling of food with bare hands – use tongs and forks,
 - (f) Ensure that cooked and raw food is stored separately to prevent cross contamination,
 - (g) Cooking utensils and equipment are to be kept clean, and
 - (h) The necessary steps are to be taken to keep the food preparation and eating areas free of pests and vermin.

108. Toilets and Showers

- (1) Toilets and showers are to be kept in a clean and hygienic condition.

109. Effluent Disposal

- (1) No primary treated effluent should be allowed to be discharged to the surface of the ground or the storm water systems.
 - (a) Council maintained sewer areas can be disposed of as per direction from the Infrastructure Services Department.
 - (b) All other areas should have effluent disposed of into an appropriate onsite sewer management system.

- (2) Effluent disposal systems must be managed and maintained in a way that does not create a public health risk or pollute any water courses.
- (3) Septic tanks should be de-sludged every three to five years.
- (4) All approvals issued for effluent disposal systems should be adhered to.

Part 3 Waste Disposal

110. Public Halls

- (1) The supply of waste containers and the removal of waste is the responsibility of the Committee.
- (2) Commercial 140 litre mobile garbage bins can be arranged through Council.

111. Public Place Recycling

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

Chapter 9 Management of Grounds And Facilities

Part 1 Operation of Facility / Ground

Hiring a facility is central to the purpose of some Committees, 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.

This part provides guidelines which form the basis for acceptable hiring procedures.

112. Conditions of Hire – Sporting Facilities and Community Facilities

- (1) It is essential that hirers sign a Hire Agreement which ~~shows~~ acknowledges their agreement to follow the Hire Terms and Conditions as developed by the Committee or as directed by Council.

Refer to *Appendix 14: Agreement with Hirers of Council Facilities*.

113. Fees and Charges

- (1) 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.
- (2) **Only Council has the power under the *Local Government Act 1993* to set or waive fees and charges.**
- (3) Committees are to review their fees annually and make written recommendations to Council by 1 March for inclusion in Council's annual review of fees and charges.
- (4) **Fees and charges may not be varied/waived without the prior written approval of council.**

114. Damage Deposit

- (1) The Committee, as a safeguard against possible damage, must obtain a damage deposit (bond) for the facility or equipment being hired, or to cover the need for additional cleaning, where appropriate.
- (2) Hirers should be advised that this will be refunded 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.

115. Bookings

- (1) 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.
- (2) To make a booking, a person or group should contact the booking officer and book the facility for a particular day and time.
- (3) 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.

116. Use of Liquor

- (1) Committees are responsible for advising hirers of conditions relating to the use of alcohol.
 - (a) These prohibit:
 - I. The consumption of alcoholic beverages by persons under the age of 18,
 - II. Bringing bulk alcohol or kegs into a community facility, or
 - III. Selling alcohol on the premises without a Functions Licence.
- (2) Hirers wishing to sell alcohol must obtain an application for a Functions Licence from the local Police Station.
- (3) A copy of the alcohol approval must be provided to the Committee no less than two days prior to the function. The approval must be kept with the hiring application in the Committee's records.
- (4) Where Alcohol Licences are required for a Committee function, the Committee Executive i.e., President, Treasurer or Secretary shall make application to the appropriate licensing authority.
 - (a) Alcohol Licences are required where a Committee is selling alcoholic beverages at a function organised by the Committee.
- (5) Members of the Committee that are serving alcoholic beverages shall have, as a minimum, Responsible Service of Alcohol certification.
 - (a) A copy of this document must be provided to Council prior to the event.
- (6) 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.

Part 2 Maintenance of Facility

117. General

- (1) 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.
- (2) 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.*

118. Purchasing

- (1) The Committee can take advantage of Council's purchasing power.
- (2) It is essential that any purchase of items is related to the use of Council's facility or function.

Note: Refer to Chapter 5.

119. Contracting

- (1) Should Committees need to engage the services of a contractor (e.g., a plumber or cleaner) at standard commercial rates, the Committee must abide by section 54.
- (2) Authorisation should be obtained by applying the following steps:
 - (a) 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:

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

120. Volunteer Labour

- (1) For projects involving voluntary labour, the following procedure will apply:
 - (a) At the commencement of a project, all works and materials should be itemised along with how they will be funded,
 - (b) If Council has approved additional funding for the project, any items related to Council funds will be ordered and paid for by Council,
 - (c) 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, and
 - (d) These arrangements are to be reported to Council for insurance purposes and acknowledgement of the project having suitable cover, prior to the project commencing.

121. Annual Maintenance Advice

- (1) Council is required to ensure effective use of funds available for all its services and works throughout the community.
- (2) 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.

(3) A Committee can make a written request to Council to undertake upgrades or improvements. Such requests are to be forwarded to Council by 15 February each year for consideration in the budget process. Approved projects may commence from July of that year.

122. Minor Repairs

- (1) The Committee will be responsible for minor repairs.
- (2) Maintenance and minor 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 \$2,500 and funded through the Committee's funds.
- (3) Any maintenance under Council's building maintenance budget requires prior Council approval.
- (4) Where repairs required are not considered minor (above \$2,500), the need for repairs is to be immediately conveyed to Council and Authorisation must be confirmed in writing.

Refer to *Appendix 2: Building Maintenance Responsibilities*.

123. Advise Council Regarding Necessary Works

- (1) Liaison between the Committee and Council is essential so that the facility is appropriately maintained.
- (2) 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.
- (3) Committees may request Council to include such works into their annual maintenance budget for a certain year. Please contact Council regarding any necessary works.

Part 3 Capital or Infrastructure Projects

124. Express approval required from Council for capital or infrastructure projects

- (1) Any capital or infrastructure projects require the written and express permission from Council before proceeding.

- (2) Requests from committees for approval must include project scope and estimations of cost.

Part 4 Plans of Management

125. Formal Plan of Management

- (1) Council is required under the *Act* to ~~may~~ prepare a formal Plan of Management for community land.
- (2) All activities conducted on community land and any facility thereon, must conform to ~~any~~ the adopted Plan of Management issued by Council.

126. Minor Improvements for Facility

- (1) The Committee will determine a Minor Improvement schedule for the facility each year and prioritise the items in the schedule.
- (2) This schedule will be referred to Council for concurrence.
- (3) 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.
- (4) 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 for a copy of this form, which is also available on Council’s website, under the *Community Committees of Council* tab.
- (5) Every contract must have the approval of, and the appropriate funds voted by, Council prior to any commitment being made by the Committee.

Part 5 Hire by Schools

127. General conditions for hiring to schools

- (1) Schools are generally not charged a hire fee for the usage of a community facility.
- (2) Schools must apply to the Committee for permission to use the facility.
- (3) Teachers are to ensure that the facilities are left clean and tidy after use.
- (4) Schools may incur a charge to clean up a facility and surrounds if left in an untidy state.
- (5) Schools are to ensure that they have a Public Liability Insurance Cover of \$20 million prior to using the facilities. Council requires that a legible copy of this cover be held by the Committee with the hiring application.
- (6) Individual clubs using Council’s facilities cannot accept bookings from schools.
- (7) Any misuse of facilities by schools is to be reported to Council and appropriate action will be taken by Council.

Chapter 10 Planning an Event / Activity

Part 1 Planning an Activity

128. Template for planning an activity

- (1) A template for planning an activity is to be completed (as relevant) and returned to Council at least six weeks prior to any activity taking place.

Refer to *Appendix 6: Template for Planning and Activity*.

- (2) 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.

129. Pre-activity audit and Risk Management Plan

- (1) The pre-activity audit and Risk Management Plan are mandatory documents that must be submitted to Council prior to any activity taking place.

130. Risk assessment tool

- (1) The Risk Assessment Tool is required to be completed prior to any significant event, and
- (2) Must be used in consultation with Council's Work Health and Safety Coordinator or Manager Governance, Risk and Corporate Planning, who may be contacted through Council.

Refer to *Appendix 5: WHS Documents*.

Part 2 Public Liability Insurance / Indemnity for Performers

131. Performers - Public Liability cover

- (1) 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.
- (2) A certificate of currency describing the performer's public liability insurance cover must be submitted to Council a minimum of six weeks prior to the activity taking place.
- (3) The MGRCP may be consulted to give assurance to the correctness and suitability of this cover before the event takes place.

Appendix 1 Office Bearer Responsibilities

Part 1 Responsibilities of the Chairperson

1. Before a meeting

- (1) Prepares the agenda (in consultation with the Secretary or members, or may delegate this role to the Secretary), setting out the items of business to be considered.
- (2) Ensures the meeting is properly convened in accordance with Chapter 4 i.e., proper notice of a meeting is given and a quorum is present.

2. During the meeting

- (1) 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;
- (2) 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;
- (3) Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone to do this);
- (4) Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting;
- (5) 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;
- (6) Closes the meeting after the business at hand has been properly concluded.

3. Other responsibilities

- (1) The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council. Particularly regarding Government funding, the budget, Council and community involvement and requirements.
- (2) The Chairperson is responsible for aiding all members of the Committee and ensuring that they fulfil their respective roles.
- (3) 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.

Part 2 Responsibilities of the Secretary

4. Before a meeting

- (1) Draws up the agenda (in consultation with the Chairperson), and

- (2) Makes copies of the agenda if required.

5. During the meeting

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

6. After the meeting

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

Part 3 Responsibilities of the Treasurer

7. Primary Function

- (1) Takes responsibility for the financial management of the Committee.

8. Responsibilities:

- (1) To ensure that all financial records of the Committee are kept in a proper manner,
- (2) To prepare and present monthly reports to the Committee,
- (3) To prepare and bring to audit all financial records of the Committee, and
- (4) To prepare and present the proposed annual budget to the Committee.

9. Duties:

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

10. Treasurer's Checklist:

- (1) Be prepared - have available an accurate and up to date statement of the Committee's financial position.

- (2) Move that the financial report be accepted, and that the amounts for the payment be passed.
- (3) Explain the financial statement in lay terms and ensure that all Committee members understand.
- (4) Be assertive and proactive - Present a forward budget.
- (5) Ensure that the Committee understands the implications of any proposed expenditure.

Part 4 Responsibilities of the Booking Officer

11. Responsibilities

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

Part 5 Responsibilities of the Key Register Officer

12. Responsibilities

- (1) Maintains the Key Register,
(Refer to *Appendix 12: Key Register for Council Facilities*)
- (2) Provides an annual copy of the Key Register to Council for electronic storage,
Note: 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 Committee; they may be regular hirers of a facility who require regular access to that facility.
- (3) Ensures all key holders sign the Key Register when keys are issued to them, and the date of return must also be noted on the Key Register.

13. 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 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) 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.

Part 6 Responsibilities of Committee Members

14. Role

- (1) The role of Committee members is important and ensures that the democratic process is followed.

15. Responsibilities:

- (1) Attend Committee meetings and sign the attendance sheet;
- (2) Participate in meetings – this involves:
 - a) Arriving on time to meetings;
 - b) Ensuring discussion is on agenda items;
 - c) Contributing to the discussion where appropriate;
 - d) Being objective, listening to others' views;
 - e) Volunteering to do the necessary tasks required.
- (3) Support the office bearers in carrying out their jobs;
- (4) Assist in organising the AGM;
- (5) Attend and participate in any planning days that may be held;
- (6) 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

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

The following table shows where responsibility rests 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	Committee
Replacement of floor coverings	Committee
Replacement of light fittings, switches and power outlets	Committee
Replacement of stove	Committee
Resurfacing sports courts	Committee
Exterior paving	Committee
Repair and replacement of boundary fences	Council
Repair and replacement of hot water system	Committee
Repair and replacement of roofing, gutters and downpipes	Committee
Repair electrical service and circuits	Committee
Repair of sports court surface	Committee
Repair of tennis court surface	Committee
Water, sewerage and stormwater services	Council
Window and door assemblies	Committee
Damage to internal structure and fittings, including windows – break and enter only	Council (insurance)
Damage to internal structure and fittings, including windows – except break and enter	Committee / Council (insurance)
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

These Guidelines are designed to give an overview of the documents to be used by Committees of Council.

3.1 Agenda Templates



GLEN INNES SEVERN COUNCIL
{Insert Committee Name}

Agenda for {Ordinary/Extraordinary} 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.

3.2 Minutes Templates



{INSERT COMMITTEE NAME}
 MINUTES OF {*Ordinary/Extraordinary*} 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

Include Mover and Seconder for all items' resolution/s and whether 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

.....
 Chairperson

.....
 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

Include Mover and Seconder for all items' resolution and whether 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

.....
 Chairperson

.....
 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 Work Health and Safety (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.			

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
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 are removed.			
Entry across walkways is 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			

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
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.			

AREA OF INSPECTION	SATISFACTORY	ACTION REQUIRED IMMEDIATELY	ACTION REQUIRED TO BE SCHEDULED
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 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 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 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 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 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 Compliance and Sustainability Department at 136 Church Street or on (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 Community Committee, if necessary, is to be included at the time of application.
- Public Liability insurance – certificate of currency is to be attached to the application at the time of application. **Note:** Council should 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? *(more than one may apply – please tick applicable)*

<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>	<p>Activities Detail <i>(List of associated activities with the event and location of each activity)</i></p>
<p>Office Use Only</p> <p>Refer to the Director of Place and Growth: YES / NO</p> <p>Date _____ referred: _____</p>	

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 Place and Growth:

YES / NO

Date referred: _____

Bond Required: YES / NO

Bond Receipt No _____

Date: _____

2 SECURITY

What arrangements will be made regarding 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 Place and Growth:

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 Place and Growth:

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 Place and Growth:

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 Place and Growth:
 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 Place and Growth:
 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	<p>AMUSEMENT DEVICES</p> <p>Will there be amusement devices?</p> <p><input type="checkbox"/> No amusement devices.</p> <p><input type="checkbox"/> Yes, amusement device/s will be installed. <i>(Provide detailed list.)</i></p> <p><i>Public Liability Insurance will be required from the owner of each device and sighted by the Event Organiser</i></p>	<p>Office Use Only</p> <p><i>Refer to the Director of Place and Growth: YES / NO</i></p> <p><i>Date referred: _____</i></p> <p><i>Send Application for Approval to Install or Operate an Amusement Device and request list of devices: YES / NO</i></p> <p><i>Date referred: _____</i></p>
10	<p>SALE OF FOOD</p> <p>Will food be sold or prepared at the event?</p> <p><input type="checkbox"/> No food will be sold.</p> <p><input type="checkbox"/> Yes, food will be sold. <i>(Provide detailed list.)</i></p> <p><input type="checkbox"/> Free prepared food will be provided.</p>	<p>Office Use Only</p> <p><i>Refer to the Director of Place and Growth: YES / NO</i></p> <p><i>Date referred: _____</i></p> <p><i>Inspection required: YES / NO</i></p>
11	<p>PUBLIC LIABILITY INSURANCE</p> <p>Provision of a Certificate of Currency indicating that you or your organisation has a current Public Liability Insurance Policy (\$20million).</p> <p>Noted on the Certificate the following:</p> <p style="margin-left: 40px;">a) Council endorsed as an interested party and</p> <p style="margin-left: 40px;">b) A notation must be on the certificate – the policy covers the event.</p> <p>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.</p> <p><input type="checkbox"/> Certificate of Currency.</p> <p><input type="checkbox"/> Statement.</p> <p> <i>Attach relevant certificate</i></p>	<p>Office Use Only</p> <p><i>Refer to the Manager of Governance Risk and Corporate Planning: YES / NO</i></p> <p><i>Date referred: _____</i></p> <p><i>Certificate of Currency sighted and adequate: YES / NO</i></p>

<p>12 ENVIRONMENTAL</p> <p>An Environmental Management Plan is required if there is potential for the pollution of a waterway.</p> <p><input type="checkbox"/> Environmental Management Plan.</p> <p>Due to the potential for damage from the rubber material of deflated balloons in the waterways NO BALLOONS ARE TO BE RELEASED.</p>	<p>Office Use Only</p> <p>Refer to the Director of Infrastructure Services: YES / NO</p> <p>Date _____ referred: _____</p>
--	---

<p>13 WHS AND RISK</p> <p>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 may be used)</p> <p><input type="checkbox"/> Draft Program and Plan only.</p> <p><input type="checkbox"/> Final Event Program.</p> <p><input type="checkbox"/> Final Risk Management Plan.</p>	<p>Office Use Only</p> <p>Refer to the Manager of Governance, Risk and Corporate Planning: YES / NO</p> <p>Date referred: _____</p> <p>Forward to broker: YES / NO</p> <p>Date referred: _____</p>
---	---

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) regarding all activities will be required as a contribution toward the cost of processing the application.*

Name of Applicant and Event

<p>_____ Signature of applicant</p>	<p>_____ Date</p>
---	-----------------------

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:

- | | |
|---|--|
| <input type="checkbox"/> <i>Application for Police Approval</i> | <input type="checkbox"/> <i>Application for Approval to Install or Operate an Amusement Device</i> |
| <input type="checkbox"/> <i>Traffic Control follow-up</i> | <input type="checkbox"/> <i>Risk Management Plan Template</i> |
| <input type="checkbox"/> <i>Circus and Carnival Procedure</i> | <input type="checkbox"/> <i>Guidelines for Food Businesses at Temporary Events</i> |

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 Name:

Event Name:

Event Date/s:

Start/Finish Time:

Name of organisation holding the event	
Location	
Crowd Estimate (per day)	
Set up and pack down time	
Risk assessment date completed	
Committee Members present	

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 (MGRCP) Tel: (02) 6730 2319

7.1 Risk Assessment Guide

This template is designed to guide Community Committees of Council and event managers as they identify, assess, evaluate and treat risks they identify while performing their duties.

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

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.

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. 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.

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.

Consequence 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	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

EXTREME	Immediate action required	Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable.
HIGH	Risk Control Measures required	Risk Control Measures are required to reduce to as low as reasonably practicable.
MEDIUM	Review Risk Assessment	Review Risk Assessment to ensure control measures to reduce risk to as low as reasonably practicable.
LOW	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.

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. 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.

The following 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.

Example Risk Assessment Table

Hazard	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>
Vehicles on site	Delivery vehicles occupying a footpath	High	Treat the hazard by reserving a parking bay close to the site or by creating an alternate	Possible	Moderate	Medium		Site Supervisor

Hazard	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
	to unload equipment and the public walking onto the roadway.		pedestrian path using bollards and signage.					
Vehicles and Pedestrians	Vehicles driving on public areas causing damage to the site or a collision with a person.	High	<p>There may be a requirement for traffic control in certain circumstances (on or adjacent to a public road) carried out by trained/certified person/s.</p> <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>	Possible	Moderate	Medium		Site Supervisor

Hazard	Risks (There is a risk that...)	Inherent Risk Rating	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (if required)	Responsibility
			Use of spotters for all vehicles.					
Use of portable Electricity	<p>Power source is overloaded and fails.</p> <p>Unsafe leads or damaged leads causing electrocution / electric shock of people (workers or patrons)</p>	High	<p>Treat the hazard by engaging a licensed electrician to provide and make changes to the power supply.</p> <p>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.</p> <p>Treat by ensuring electrical equipment is placed out of public access areas, and leads are protected from weather.</p>	Rare	Major	Medium	Emergency Management Procedures	<p>Event Organiser</p> <p>Contractor (Electrician)</p>

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	Committee members and volunteers fail to sign on or off during working bees or the event	M	At every pre work toolbox meeting, remind participants to use the sign on/off register.	Rare	Minor	L		Committee member to ensure sign on/off by participants
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 prework 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					

<i>HAZARD</i>	<i>RISKS</i>	<i>INHERENT RISK RATING</i>	<i>EXISTING CONTROLS</i>	<i>LIKELIHOOD</i>	<i>CONSEQUENCE</i>	<i>RESIDUAL RISK RATING</i>	<i>ADDITIONAL CONTROLS (if required)</i>	<i>RESPONSIBILITY</i>
	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					

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.		of the best access to the 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					

<i>HAZARD</i>	<i>RISKS</i>	<i>INHERENT RISK RATING</i>	<i>EXISTING CONTROLS</i>	<i>LIKELIHOOD</i>	<i>CONSEQUENCE</i>	<i>RESIDUAL RISK RATING</i>	<i>ADDITIONAL CONTROLS (if required)</i>	<i>RESPONSIBILITY</i>
	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>					

HAZARD	RISKS	INHERENT RISK RATING	EXISTING CONTROLS	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK RATING	ADDITIONAL CONTROLS (if required)	RESPONSIBILITY
Catering at event	Food poisoning. Lack of food. Long waiting periods for food.		Caterers to receive appropriate food handling 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					

<i>HAZARD</i>	<i>RISKS</i>	<i>INHERENT RISK RATING</i>	<i>EXISTING CONTROLS</i>	<i>LIKELIHOOD</i>	<i>CONSEQUENCE</i>	<i>RESIDUAL RISK RATING</i>	<i>ADDITIONAL CONTROLS (if required)</i>	<i>RESPONSIBILITY</i>
			ensure event promotion occurs.					
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.		Event debrief within two (2) weeks of the close of the event. Begin planning for next year's event. To					

<i>HAZARD</i>	<i>RISKS</i>	<i>INHERENT RISK RATING</i>	<i>EXISTING CONTROLS</i>	<i>LIKELIHOOD</i>	<i>CONSEQUENCE</i>	<i>RESIDUAL RISK RATING</i>	<i>ADDITIONAL CONTROLS (if required)</i>	<i>RESPONSIBILITY</i>
	Not covering essentials in debrief like complaints / improvements, risk management, incidents, successes etc.		have clear guidelines for the next event. Create a framework for reviews that include risk management, incidents, successes, complaints / improvements etc.					
Resignation of a 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)

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

Risk Register Library

The following table contains some examples of risks you may encounter because 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.
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.

No.	Risk
14	There is a risk that an emergency arises requiring an immediate response impacting on event resources.
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.
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.
30	There is a risk of assault or armed robbery occurring.
33	There is a risk that noise created by the event may exceed acceptable levels.
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.

Annual General Meetings (AGMs)

Before AGM		
Document	Due Date	Comment
Notice of the AGM	At least four weeks prior to AGM	An advertisement, at least 21 days prior to the Meeting, regarding the Notice of the AGM is to be placed by Council: <ul style="list-style-type: none"> • In Our Council in the local newspaper; • On social media; and • On Council's website.
Agenda	One week prior to AGM	To Council and all members.
After AGM		
Document	Due Date	Comment
Minutes	Two weeks after AGM	Minutes endorsed by members to go to Council and all members.
Nomination Forms	Two 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 weeks after AGM	Refer to Appendix 1 and Appendix 12 for this template. Refer to s 20 (1)(e)
Members Register	Two weeks after AGM	Refer to s 13 (13) and Appendix 11.

Other Documents Required To Be Forwarded To Council

Document	Due Date	Comment
Agreement with Hirers of Council Facilities	Two weeks before hire date	Refer to s 111 Refer to Appendix 14 for this template. Refer also to Appendix 12.
Copies of Certificates of Currency, Responsible Service of Alcohol Certificates etc.	Two weeks before working bee, event etc.	Includes any other information pertaining to the hire of Council facilities, WHS etc.
Conflicts of Interest declaration form	Two weeks after a meeting	Refer to Appendix 15
Facility Checklist and Inspection	15 March 31 October	Refer to ss 83-5 and Appendix 5
Fees and Charges	1 March	Refer to s 112
Notifications of major maintenance performed in the last 12 months	31 July	Refer to Appendix 2. Refer to s 116
Ordinary Meeting Agendas	One week prior to meeting	To Council and all members. Refer to s 40 and Appendix 3.1 for the template.
Ordinary Meeting Minutes	Two weeks after meeting	To Council and all members. Refer to s 40 of this manual and Appendix 3.2 for the template.
Ordinary Meeting Treasurers Report	Two weeks after	Refer to s 66
Public Incident Reports	Within 24 hours of incident	Refer to Appendix 8 for this template. Refer to s 88 NOTE: Verbal / Telephonic advice of incident must take place immediately.
Request for upgrades or improvements of facilities	1 March	Refer to s 120
Volunteer Sign On/Off Register	Two 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 s 15 and s 89

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				

Please complete and send this form to Glen Innes Severn Council within two weeks after 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 year;*
- 4. You are prepared to operate under the Council's Code of Conduct for Council Committee Members, Delegates and Advisors and Manual for Community Committees of Council.*

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: _____ <i>Ad hoc:</i> _____		
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 Committee member.		To be sighted by 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 a Committee member.			To be sighted by a 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 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 15 – Conflicts of Interest Declaration

This form is to be used for Committee Members to disclose conflicts or potential conflicts of interests at Community Committee of Council Meetings. Any disclosure made using this process will be recorded in the minutes of the meeting in question and must also be declared verbally at the relevant meeting.

Committee Member Name	
Committee Meeting	
Meeting Date	

TYPE OF CONFLICT (tick the appropriate box – one declaration on each form)

P - Pecuniary conflict of interest

Required Action: Make a declaration, **do not participate in the item**, leave the meeting during discussion and/or consideration of the matter. Not return until the matter is resolved after describing the conflict. No discussion or influence should be made prior to the meeting either.

SNP - Significant non-pecuniary conflict of interest

Required Action: Make a declaration, **do not participate in the item**, leave the meeting during discussion and/or consideration of the matter. Not return until the matter is resolved after describing why the conflict is significant. No discussion or influence should be made prior to the meeting either.

NSNP - Non-significant non-pecuniary conflict of interest

Required Action: Make a declaration, **stay in the meeting**, participate in the debate and vote on the item after describing why the conflict is less than significant and why you choose to stay in the meeting.

MATTER(S) BEING CONSIDERED IN WHICH YOU WISH TO DECLARE AN INTEREST:

Agenda Item	Item Description	Type of Interest	Nature of Interest	Involved in Discussion/Voting (Yes or No)
E.g., 7.5	E.g., Renovation of Hall Kitchen	E.g., SNP	E.g., I play tennis with the proposed builder once a week and he has become a close family friend.	No

DECLARATION

I hereby declare that the above details are correct to the best of my knowledge and I make this disclosure in good faith.

SIGNATURE:

DATE:

Appendix A

DOCUMENT CONTROL CONTINUED

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
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
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