

Management Committee

Guidelines



Management Committee Guidelines

Shoalhaven City Council recognises the important part that volunteers and community groups play in managing Council's facilities. On behalf of a very grateful Shoalhaven community, Councillors and staff would like to welcome you and thank you for your commitment and generosity in all the work you do for our community.

Management Committees provide a mechanism by which interested persons can have an active role in the management of Council facilities or services. This provides a two-fold benefit by increasing community involvement in local facilities, and by providing Council with assistance in carrying out its functions. Objectives of the committee are to make the facility readily accessible to the community, whilst raising funds for its maintenance and future improvements.

Since the committee will be acting on behalf of Council, it is important to uphold the principles of equity, accessibility, and inclusivity. As members of Council's team, we all abide by the core values of Respect, Integrity, Adaptability and Collaboration, as well as Council's Code of Conduct.

These Guidelines have been prepared to:

- Provide a comprehensive guide on the responsibilities, functions, and operations of community facilities
- Clarify Council's and the committee members' role in this partnership

Members of Council's Management Committees are required to adopt and adhere to the conditions set out in this document.

Management Committee members have a right to:

- Work in a healthy and safe environment
- Be adequately covered by insurance
- Be provided with sufficient training to undertake their role

Council provides advice and direction on matters associated with these committees and members can seek Council's assistance in this crucial role at any time.

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1. Introduction

Shoalhaven City Council provides a wide variety of public recreation and community facilities such as Sporting, Tennis and Equestrian facilities, Community Centres and Showgrounds.

Due to the large area of the Shoalhaven and its widely spread population, it is difficult for Council to manage these facilities to their full potential. Therefore, a significant element of community-based management is therefore essential. This method of management gives local communities opportunities for developing skills, 'local ownership' and pride in achievement.

About Section 355 Committees

Under the Local Government Act 1993 (Section 355), Council is authorised to delegate some of its functions to a committee of Council. Council uses this delegation to appoint community people to manage some community facilities.

As a Section 355 committee performs delegated functions of Council, its operations are bound by the same rules and requirements as Council. The committees are extensions of Council rather than separate entities. The facilities and funds handled by them are public facilities and public monies. The committee members act on behalf of Council, and are insured to do so, when acting within the terms of their delegated authority. These Guidelines outline the terms of delegation, thus providing essential information for the safety of volunteers and community alike.

It is important that all members read the full guidelines in order to understand the committee's delegations and responsibilities.

Considerable care must be taken by committees in the exercise of their delegated powers. They are required to adhere to these guidelines which ensure, firstly, their proper functioning in accordance with the rules and regulations which govern Council's activities; and secondly, the integration of their procedures with those of Council.

The following pages detail the essential roles and functions of committees reflecting the protocols and procedures that they must follow in carrying out these roles. The guidelines may not, however, cover every circumstance. There will be many instances where further liaison with Council will be required.

Council's liaison officers are available at all times for consultation and assistance, who can also attend Management Committees' meetings if required. Council's liaison officer must be invited to the committees' AGMs.

A Section 355 committee must:

- Perform activities that are considered a function of Council;
- Adhere to the committee's Term of Reference (TOR) which outlines such things as objectives, composition, membership, meeting frequency, quorums etc;
- Distribute and advertise agendas, take minutes and submit this documentation to Council;
- Accurately record financial transactions which are reviewed by an independent accountant or bookkeeper annually and submitted to Council;
- Ensure that Council's Code of Conduct, Code of Meeting Practice, Policies and Volunteer procedures are followed.

There are a number of limits to the powers that Council can delegate to committees under Section 377 of the Local Government Act 1993. The powers which cannot be delegated to committees include:

- The making of a charge or fixing of a fee
- The borrowing of money without the express written consent of Council
- The voting of money for expenditure on its works, services or operations
- The acceptance of tenders which are required under the Act to be invited by Council

- The carrying out of any works on or to the facility including alterations, repairs and construction without the prior consent of Council (Does not include minor maintenance and operational costs)
- The payment or making of any profit, gain or gift, to or by its members, including allowance for travelling expenses incurred whilst attending committee meetings.

Friends of Milton Library Management Committee

The Friends of Milton Library Section 355 Committee provides volunteers to extend the opening hours at the Milton Library. This committee does not manage and run Milton Library. All Fees and Charges income is retained by Council. The committee does not maintain the building or manage financial accounts. Certain clauses in this document do not apply to the Friends of Milton Library Section 355 Committee, in accordance with these parameters.

Code of Conduct and Core Values

All Council delegates should note that Council's Code of Conduct applies to them in exercising their role, and a link will be provided to each member of a Management Committee (hard copies can be provided by Council's liaison officer). Members are required to read this Code and, if the provisions of the Code are not clear or understood, to contact Council for clarification and advice.

The Code of Conduct reflects Shoalhaven City Council's Core Values of Respect, Integrity, Adaptability and Collaboration, which underpin all Council practices.

2. Committee Roles and Functions

2.1 Planning

- (a) The Local Government Act, 1993 requires Councils and their agents (including Management Committees) to be transparent, accountable and responsible in their management of public facilities. This requires, in part, clear objectives and targets for each service provided, and reports on performance against these targets.
- (b) Management Committees are required to facilitate this by adopting and implementing sound business practices in compliance with Council Policies and Procedures.
- (c) **Each committee is required to prepare a Facility Management Plan and** update this in a working document, to be provided to Council in April of each year. The format is standardised to enable updating of Council records during April and May each year.

Plans will incorporate the following items:

- Background and History of Facility
 - Description of Facility
 - Banking and Accounts
 - Media and Communication
 - Regular Users and Hirers
 - Facility Services and Maintenance Details
 - Volunteer Service Arrangements
 - Contractor Service Arrangements
 - Utilities Agreements and Account Details
 - Asset Management Operational and Capital Works
 - Work Health and Safety Risk management
 - Approvals and Planning Documents
 - Asbestos Register
 - Checklist of Management Committees Actions and Reporting Requirements
- (d) Committees are required to liaise with Council's liaison officer to seek approval prior to enacting operational or infrastructure changes to a facility. This approval requires Council's review and assessment that the proposed changes are aligned with Council's strategic direction and comply with all relevant Policies and Legislation. The committee

must not give any consent or approval under the Local Government Authority or any other law to any development, building works or variance to current infrastructure, on any land.

2.2 Managing Facility Use

2.2.1 Community Access

- (a) Committees are required to ensure that community access to facilities is maximised and cannot refuse entry to hirer/user groups. They do not have delegated authority to restrict access to or direct members of the public to leave public land and facilities. Council's Precinct Managers, Facilities Coordinator and Building Services Team Management have this delegation and will be happy to consult and assist.
- (b) All legitimate users of facilities have a reasonable right of access – subject to legality of use and public convenience. Particular exceptions may be made, such as where unacceptable damage was incurred on prior usage, relevant fees were not paid, or payment was significantly delayed.
- (c) Community centers or halls are designed to be versatile and adaptable for general purpose use and enjoyment by all sections of the community. The use of buildings and facilities should extend beyond the provision of social and recreational services for the active aged.
- (d) The general public may not be excluded from any 'public open space' sporting areas except during events which have been approved by the Management Committee or if the activity is incompatible for the approved land use.

2.2.2 Community Use

Council will monitor the use of facilities and will pay particular attention to under and over utilisation. Council reserves the right to schedule non-committee activities at facilities controlled by committees in liaison with the committee – provided that participants pay the adopted fees if applicable.

2.2.3 User Charges

- (a) Committees will manage hire applications in accordance with the schedule of Fees and Charges adopted by Council annually. The approved schedule of Fees and Charges is to be prominently displayed at the facility. No discounts or waiving of fees by Management Committees is allowable, as legislated in the Local Government Act. Hirers can apply to Council's liaison officer for consideration of a discount or fee waiver.
- (b) Local public schools and local incorporated sporting clubs will not be subject to fees for the use of sportsgrounds, including floodlighting. This includes but is not limited to: soccer, cricket, rugby league, rugby union, touch football, netball, softball, hockey, AFL, athletics. Fees may be charged for other users e.g. carnivals, fund raising events, schools, and sporting groups from outside the Shoalhaven, in accordance with Council's adopted Fees and Charges.
- (c) Fees received will be retained by committees to cover the day-to-day costs of running and maintaining the facility as set out in 2.3.2(b) and carrying out improvements as approved by Council (subject to those improvements being identified within the approved Facility Management Plan).

2.2.4 Bookings

- (a) Committees will use Council's standard Application form and Terms and Conditions of Hire when processing booking applications. In some circumstances Special Terms and Conditions may also apply and Committees will include these in the application process, as directed by staff.

- (b) Management of risk at an event is generally the hirer's responsibility. If a proposed hire involves a high-risk activity then Council is entitled to request sufficient documentation (such as a site-specific risk assessment and operational licenses) from the hirer, to ensure their activities are undertaken safely. Booking Officers should forward the application to Council's Insurance Claims Officer for review and advice.
- (c) The online booking system will request a description of the event, its purpose and activities involved.
 - (i) Committees' Booking Officers will have direct access to the booking system to manage online bookings. A Procedure Manual is maintained by Council, and one-on-one training provided. 24hr support is available to booking officers via the Helpline, Council's system administrator and Customer Service Officers.
 - (ii) Council will manage Fee income collected from the online booking system. Funds collected will be transferred to the Management Committees' bank accounts for management of expenditure at the facilities.
 - (iii) Bonds will be managed and held by Council. Upon approval to release funds by the Committee's Booking Officer, funds will be credited directly back to the hirer.
 - (iv) Documents required can be uploaded during the application process or uploaded at a later date by the hirer. Documents are reviewed by the Booking Officer and all payment required prior to bookings being confirmed by the Booking Officer.
 - (v) Hirers will be directed to the Committee's Booking Officer or to Council's Customer Service staff for assistance if required during the booking process.

2.2.5 Compliance with Licensing Laws regarding the use of intoxicating liquor, and other Planning and Health Regulations

- (a) Committees shall not permit facilities to be used for any purpose which may conflict with Council's Planning or Health Regulations. Council is to be contacted where any doubt exists as to what constitutes permissible use of facilities.
- (b) The erection of fencing, or advertising signs on buildings and sporting areas may only be undertaken with the approval of Council.
- (c) Requirements for the sale of alcohol is stipulated within the Terms and Conditions of the Hire / Use Application Form. See Appendix E.

2.2.6 Risk Management

Management of facilities must be undertaken in accordance with the NSW Work Health and Safety Act (2011), NSW Work Health and Safety Regulation (2011) and these Management Committee Guidelines. Each committee must ensure that the premises it is responsible for (including access to and egress from) are safe and without risk to health.

Subject to specific limitations which may be imposed by Council, each committee is delegated all necessary powers, duties and authorities to achieve these ends.

Volunteer Inductions

All members of Management Committees must complete an online Work Health and Safety Induction. Information is provided by staff when new members are appointed and every 10 years for refresher training. It is the responsibility of the committee to ensure that all members have been inducted. Council maintains a Register of these inductions.

WHS Manual & Inductions

Council's WHS Manual is provided and to be kept on the premises in an accessible location for all committee members. Updates to the Manual contents will be

delivered to the registered committee WHS representative, in order to maintain the currency of the manual.

All members are required to be inducted to the WHS Manual. It is the responsibility of the WHS representative to ensure this. An online induction video is available to assist.

All members are responsible to update the Manual's Registers as required.

The Manual's Registers are to be tabled at all committee meetings. Photos or scans of the current documents are to be provided to Council staff with meeting Minutes.

Facility Inspections

Committees and Council staff will undertake a WHS inspection every two years to ensure the facility is maintained in a safe manner, for public use.

Committees' WHS representatives are required to inspect the facilities every 3 months and advise outcomes to the committee Meetings for inclusion in the Meeting Minutes.

PPE - Personal Protective Equipment

Personal Protective Equipment must be worn when handling machinery or chemicals. Please refer to the relevant Safe Work Instructions in the WHS Manual.

2.2.7 Conflict / Complaints

- (a) Complaints from the general public will be addressed by the Management Committee in the first instance. Complaints received by Council may be forwarded to the Management Committee for their action; however, Council may elect to address the complaint directly. In either instance the Management Committee will be informed.
- (b) Council may intervene to address complaints in liaison with the Management Committee.
- (c) Queries/complaints from Management Committee members, volunteers, contractors or members of the public may always be directed to Council's liaison officer.

2.2.8 Employment of Persons

Committees shall not enter into agreements with individuals which may be construed as employer-employee relationships without prior written Council approval. This will generally not be given without Council involvement and compliance with all relevant procedures for the appointment of staff. Extreme care should be taken, as committees have no authority to employ any individual on a basis which could legally be held to be an employer-employee relationship. Serious consequences could arise from such action, including issues regarding Work Health and Safety, taxation, workers compensation, breaches of awards and other industrial Acts and regulations.

This does not preclude committees from engaging the services of contractors registered with BNG or Council approved, for one-off jobs, such as carpenters, electricians and plumbers, for maintenance works associated with the facility.

2.2.9 Hire of Contractors

- (a) The Contractor and Volunteer Management procedure outlines the requirements and responsibilities of all Council workers, including contractors and volunteers. Please see the procedure here:

<https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=PRD18/165>

It is focused on the prevention of incidents, injuries or illnesses resulting from undertaking work within a Council facility. A summary can be found in the WHS manual.

- (b) Contractors are required to meet the Work Health and Safety Policy requirements set by the Work Health Safety Act 2011 and Work Health Safety Regulation 2017. The Contractor and Volunteer Management procedure summarises these requirements.
- (c) Contractors are required to register and maintain accreditation through BNG Conserve prior to commencing work. There is an annual fee associated with registration that contractors are required to pay.

Please view requirements and find a link to BNG Conserve here:

www.shoalhaven.nsw.gov.au/For-Business/Tenders-Supply/Contractors-Validation-Criteria-Requirements

- (d) If in special circumstances contractors are not registered with BNG, approval must be obtained from Council's liaison officer for the engagement of that contractor.
- (e) Contractors and their employees or sub-contractors must complete site-specific inductions with Management Committee or Council representatives, prior to the commencement of work.

2.2.10 Volunteer Workers

- (a) The Contractor and Volunteer Management procedure outlines the requirements and responsibilities of all Council workers, including contractors and volunteers.

<https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=PRD18/165>

It is focused on the prevention of incidents, injuries or illnesses resulting from undertaking work within a Council facility. A summary can be found in the WHS manual, while the official document is located on the Council website.

- (b) Volunteer workers must be registered with Council and must always work under the direction of the Management Committee (Appendix H). They are required to complete an induction (as advised by Council's liaison officer), prior to commencing work. Workers should only attempt work for which they have the appropriate qualifications and training (Appendix G – Daily Sign on Sheet).
- (c) Volunteers must be assigned to tasks for which they have the required skills, competency and capability.
- (d) Per 2.2.9 (d), volunteers will not be permitted to complete the following high-risk work:
 - (i) Working at heights where the fall is greater than 2 metres
 - (ii) Excavation Work
 - (ii) Confined or partially enclosed space work
 - (iii) Hot works, welding and grinding
 - (iv) Asbestos disturbance or removal
 - (v) Work that is near overhead powerlines
- (d) A General Construction Induction Card or Council specified training course is required for work considered construction work in the Council area. Contact Council to determine whether this is required.
- (e) Prior to commencing work, a Pre-plant Inspection Checklist and Site Specific Risk Assessment is to be conducted and all volunteers at the site are to be involved.
- (f) Volunteers are required to complete the online volunteer induction prior to commencement of work. This induction can be completed face to face if required.

2.2.11 Evacuation Procedure

All facilities are required to display Emergency Evacuation diagrams. If these need to be replaced, contact Council's liaison officer.

Report any damage to Emergency Exit Doors, or lighting failures of the Emergency Exit Lighting signs, to Council's liaison officer immediately, for Council's attention.

2.3 Managing Facility Maintenance

2.3.1 General

- (a) Committees are to review and update annually, a Facility Management Plan which is to be provided to Council in April of each year.
- (b) Committees are responsible for ensuring that facilities under their control are properly maintained. This will entail regular maintenance of buildings and / or playing fields (cleaning, replacement of consumables such as paper towels, mowing and watering) and periodic maintenance of a major nature (repainting, line-marking, replacement of worn or broken items).
- (c) Committees are required to inform Council of any urgent WHS issues, or substantial repair or upgrading work required, as identified through their 3-monthly facility inspections.
- (d) Any major work, new infrastructure or upgrades, or works costing in excess of five thousand dollars (\$5,000) must be referred to Council for advice and approval before the work is undertaken. The works should be identified in the Facility Management Plan and in Council's Works Program. Please note that works under \$5,000 that vary the presentation or function of the facility require approval. See 2.1(c) for FMP.
- (e) Works considered necessary or desirable, but beyond the means of a committee, are to be identified in the Facility Management Plan. These will be considered for inclusion in future Works Program or grant funding applications.
- (f) These Guidelines cover committee responsibilities in general terms. Specific requirements for particular facilities may vary from the Guidelines according to particular circumstances. Such requirements will be annexed to the Facility Management Plan. Requirements may include, but are not limited to, Heritage requirements, Crown Land restrictions & Native Title assessments.
- (g) Maintenance agreements have been negotiated with all sportsground Management Committees. The arrangements made to manage all aspects of facility maintenance should be recorded in the Facility Management Plan.

2.3.2 Public Buildings

- (a) Council will be responsible for major maintenance and improvements as funding allows, such as:
 - car parks and roads
 - re-roofing
 - major plumbing / electrical repairs
 - building extensions
 - external painting
 - maintenance of fire services equipment i.e. fire extinguishers, fire exit signs, emergency exit doors.These works should be identified in the Facility Management Plan and Council's Works Program.
- (b) Committees will be responsible for:
 - electrical
 - water
 - gas

- telephone
- garbage and effluent disposal accounts
- liquid or solid trade waste
- cleaning
- minor plumbing maintenance
- minor electrical maintenance
- repairs such as broken windows and fittings
- installation of new fittings
- cleaning grease traps
- maintenance of furniture and equipment.

The committee will also be responsible for maintaining the external surfaces of the premises including keeping all trees, plants and lawns in a properly groomed condition.

- (c) Maintenance may be carried out by Council's maintenance staff at committee cost. Requests for maintenance by Council staff should be referred to Council's liaison officer.

2.3.3 Outdoor Sporting Areas

- (a) Committees will be responsible for maintenance as detailed in their maintenance agreement.
- (b) Committees will be responsible for payment of water and electricity accounts.
- (c) With the approval of Council, committees may make improvements or alterations to playing fields. Partial funding for minor improvements is available through Council's Sports Grants scheme. Applications for funding through this scheme should be made by the constituent clubs through their Association / peak body.
- (d) Where buildings exist within sporting areas, committees will be responsible for such buildings as outlined under 'Public Buildings' above (unless otherwise specified by Council).
- (e) Maintenance may be carried out by Council's maintenance staff at committee cost. Requests for maintenance by Council staff should be referred to Council's liaison officer.

2.3.4 Maintenance Subsidies for Sportsgrounds

- (a) The committee is required to assume total responsibility for the control and responsible management of any subsidy funding, ensuring that all income is being appropriately spent and all maintenance is of a justifiable standard.
- (b) Maintenance works can be carried out by the following means:
- (i) Volunteer labour – Committees must advise Council's liaison officer, in advance, of any organised volunteer (physical) working activity and all volunteer workers are to sign into the WHS Manual register. The register must be maintained at all times. A copy of the signed register must be forwarded to Council's liaison officer upon request, tabled and included in Meeting Minutes quarterly.
 - (ii) Use of contractors in accordance with 2.2.9.
 - (iii) Council staff and equipment on the basis that the committee pays Council the appropriate hire rates.

2.3.5 Maintenance Schedules

When a Facility Management Plan is received from committees, maintenance schedules will be reviewed and discussed with Chairperson. Where appropriate items may be recorded in Council's Facility Works Program either for:

- (a) Delivery under current budget allocations
- (b) Information – projects to be promoted in future grant applications
- (c) Budget Bids for next FY budget allocation. These bids are submitted in October each year for the following financial year so proposals should be submitted by August if a budget bid is requested.

A note is to be added into the Facility Management Plan advising that it has been added.

2.3.6 Community Infrastructure Guidelines

- (a) This document provides a guide to developing community (or committee) proposals for new community infrastructure.
- (b) Project proposals can be forwarded to Council at any time and should be accompanied by information as requested in Council's Community Infrastructure Guidelines. Staff will review and assess projects in consultation with Chairperson/applicant.
- (c) View the guidelines and associated documents here:
<https://www.shoalhaven.nsw.gov.au/Council/Grants-Funding/Community-Development-Grants-Program>

3. Council Roles and Functions

3.1 Planning

- (a) Council Officers will assist in the formulation of initial Facility Management Plans.

3.1.1 Communications Plan

Ongoing communications to Management Committees will be scheduled in a Management Committees Communication Plan. These communications will provide updates, announcements, notifications and any other information relevant to committees, members and facilities.

3.1.2 New/Changes to Existing Infrastructure or Procedures

Council officers will assist in the design of new procedures and infrastructure at facilities. All new/changes to existing infrastructure or procedures require Council approval to ensure the ongoing compliance of facilities with changing legislation and Council policies and procedures.

3.2 Facility Use and Maintenance

3.2.1 Monitoring / Auditing

- (a) Generally speaking, committees are expected to operate with minimum Council intervention or involvement. However, Council bears ultimate responsibility for facilities (which, collectively, are valued at many millions of dollars) and monitoring procedures are therefore necessary.
- (b) Details of the annual reporting requirements for committees are noted in the Facility Management Plan. Council will review these reports to oversee the committees' governance of facilities. Other checking procedures are kept to a minimum to maximise committee autonomy, however regular liaison between committees and Council staff is encouraged to ensure that problems are recognised early and resolved as soon as possible.

- (c) Council may undertake random audits of Committee accounts.
- (d) As online booking systems are implemented at committee facilities, these systems will enable Council to monitor usage trends directly from user data obtained during the booking process.

3.2.2 Maintenance Subsidies for Sportsgrounds

- (a) The cost of maintaining sporting facilities may be subsidised where there are shortfalls in funds after taking into account all income, justifiable expenditure and available volunteer services.
- (b) Subsidies will be assessed and paid annually as scheduled in the Facility Management Plans. Assessments will consider information provided in the committee's annual Financial Statements and Facility Management plans.

4. Operational Guidelines and Policies

4.1 Authority / Powers

4.1.1 Appointment

- (a) New committees are appointed, and are ratified annually, by Council resolution.
- (b) New members must be appointed by Council resolution or by the delegated authority of the Chief Executive Officer, before being able to vote at meetings of the committee. Nominees may, however, attend meetings to familiarise themselves with meeting information and procedures. A Notice of New Members Form (Appendix H) must be completed and forwarded to Council's liaison officer so that members can be formally inducted as a Council Volunteer.
- (c) Powers, duties and functions are delegated by Council to committees under Section 355 and 377 of the Local Government Act, 1993. Such committees will be acting on behalf of Council in the exercise of delegated powers.
- (d) In any resolution of Council in appointing a committee or an individual to a committee, the resolution should mention the delegation of power, authority, duty or function under Section 377.

4.1.2 Dissolution

Council retains the right to dissolve committees without notice or withdraw the membership of any individual member without notice.

- (a) On dissolution of the committee, the Secretary / Treasurer or the responsible member must immediately forward all records to Council.
- (b) All keys must be collected from committee members and users and be returned to Council.
- (c) All assets and funds of the committee must be handed over to Council for the future management of the facility or held in trust by Council.

4.2 Information and Advertising

- (a) Committees are to provide information to Council's liaison officer, to ensure that website information is socially appropriate, current and informative.
- (b) Committees are to document all means of regular advertisement in the Facility Management Plan (including web or Facebook pages, signage, advertisements, pamphlets etc.). A copy of advertisements and pamphlets should be appended to the Facility Management Plan.
- (c) A copy of advertising material will be provided to Council's liaison officer for approval prior to display or lodgment.
- (d) Council's Shoalhaven Tourism website promotes facilities for weddings and events.

4.3 Membership

4.3.1 New Members

- (a) Committees will actively seek members (from the community) with the potential to enhance the depth and balance of committee skills.
- (b) All user groups will be approached to have representation on the committee.
- (c) Committees must consist of a minimum of three members and maximum of eighteen members, or more on approval by Council.
- (d) The following elected Executive positions must be filled (by different people) for the committee to be viable, see Appendix I for Roles and Responsibilities:
 - **Chairperson** - Primary spokesperson for the committee and liaison contact with Council. Responsible for convening and chairing meetings, preparing the agenda in liaison with the Secretary, ensuring the recording of accurate minutes, ensuring the Committee / Club acts within Council's delegated authority, and ensuring reporting responsibilities are met.
 - **Treasurer** - Responsible for maintaining accurate records of income and expenditure of public money, and ensuring Financial Statements are submitted in a timely manner.
 - **Secretary** - Responsible for managing correspondence, recording minutes of meetings and ensuring reporting responsibilities are met.
- (e) The following additional Executive positions may be elected as required, with such positions being filled by any committee member (who does not hold another executive position):
 - Vice Chairperson
 - Assistant Secretary
 - Assistant Treasurer
- (f) Committees must designate members to undertake the following duties (which can be undertaken by an Executive member):
 - Booking Officer
 - Maintenance Officer
 - Safety Officer - assumes ownership and maintenance of the WHS Manual and procedures.
- (g) Members must be minimum 16 years of age.
- (h) Members may be appointed for subsequent terms.
- (i) From time to time it may become necessary to appoint new members to committees, either to fill vacancies or provide additional representation.
- (j) Membership of committees at all times remains in Council's control. Due consideration will be given to recommendations from committees. It is Council's usual practice to consult with committees before appointing additional members.
- (k) New members may not vote at committee meetings or be elected to executive positions until they have completed the induction process to:
 - (i) Management Committee Guidelines
 - (ii) Work Health and Safety Manual
 - (iii) Council's general Online Volunteer induction.

Information will be provided by Council's liaison officer.

Please see a link to the online induction below:

<https://www.shoalhaven.nsw.gov.au/Council/Careers/Online-Volunteer-Induction-Health-Safety-Behaviour>

- (l) Should vacancies or changes in status occur, committees are to inform Council in writing. Where possible replacements are to represent the user groups of outgoing members. All user groups are to be notified of changes. If vacancies exist, these are

to be advertised on facility notice boards and in the media. Contact Council's liaison officer for assistance.

- (m) All nominations for replacement are to be forwarded to Council's liaison officer, together with committee recommendations. The advice is to be in the form of Appendix H.
- (n) All user groups are entitled to have equal representation on the committee. No one user group can have a majority of members, other than Showground Show Societies.
- (o) Each user group may exercise a maximum of two (2) votes on any matter when a vote is called at a meeting, excepting Show Societies which may exercise a maximum of five (5) votes (MIN10.654).
- (p) Members may be required to attend specific training and information sessions from time to time.
- (q) Each member of the committee acts for the committee and provides any labour, on an honorary and voluntary basis. No member of the committee shall be entitled to any remuneration or wage as a result of that person's membership of the Committee.

4.3.2 Elections

- (a) Office bearers are to be elected by the committee on the following basis to maintain continuity:

Every year at the Annual General Meeting all Executive positions will be declared vacant. A Council or independent community member will stand as Returning Officer and conduct the election of Executive office bearers for the following financial year.
- (b) The Executive office bearers will comprise Chairperson, Secretary and Treasurer at a minimum, and may also include Vice Chairperson, Assistant Secretary and Assistant Treasurer.
- (c) A committee member shall not hold more than one executive position at any one time.
- (d) If an executive office bearer ceases to hold the position, an election should be held at the next General Meeting or at a special meeting called for that purpose.

4.3.3 Members Ceasing to Hold Membership

- (a) Members shall cease to hold membership if they:
 - (i) Resign;
 - (ii) Fail to attend three (3) consecutive meetings of a committee without reasonable explanation;
 - (iii) Fail to attend at least half of the committee meetings in any one year;
 - (iv) The group they represent withdraws their support for the member.
 - (v) Council revokes their membership.
- (b) In respect of the above, this does not preclude such persons from being eligible to be considered for reappointment.
- (c) Where members cease to hold membership as a result of the above, committees shall notify Council's liaison officer of such fact by email as soon as possible after the fact.

4.4 Meetings

4.4.1 General Meeting

- (a) Meetings of committees may be held as often as considered necessary or desirable for their purposes. However, meetings must be held at least quarterly.

- (b) A simple majority of committee members shall constitute a quorum. This means a majority of the Committee members need to be present at meetings. eg. For a committee with 7 members in total, 4 members must be present at a committee meeting.
- (c) Meeting procedures should adhere as much as possible to generally accepted procedures.
- (d) All decisions must be adopted by a majority of members present. Where any member objects to a resolution carried at a meeting of the committee, such objections must be recorded in the minutes and such resolution shall not be valid (and so must not be acted upon or implemented by the committee) until Council advises to confirm or amend the resolution.
- (e) For those committees handling funds, a financial report must be submitted to each meeting.
- (f) Committees are subject to Council's requirements for transparency, accountability and responsibility. To ensure these aims are met, meetings are open to the public.
- (g) Members of the public do not have voting rights and may only address the committee if agreed to by a committee executive member.
- (g) Confidential and sensitive matters may be discussed with Council's liaison officer.

4.4.2 Annual General Meeting

- (a) The Annual General Meeting (AGM) is to be held between 1 July and 30 September.
- (b) Committees are to promote their AGM by:
 - Giving 4 weeks prior notice of an AGM, including full details of date, time and place;
 - Displaying notices of intent on internal and external noticeboards;
 - Advising all current and potential user groups in writing; and
 - Placing advertisements in relevant media giving details of the AGM.
- (c) Inviting Council's liaison officer to attend.
- (d) The procedure for the AGM shall follow the recommended Agenda outlined in Appendix B.
- (e) The Executive Office bearers shall be elected at the committee's Annual General Meeting, as above.

4.4.3 Minutes

- (a) Committees need to be aware of the importance of Minutes, because of their legal status and their liability to be subpoenaed in court cases.
- (b) Minutes of the proceedings of all meetings of committees must be recorded. A sample minutes format is at Appendix C.
- (c) Minutes of all meetings must be submitted in full to Council's liaison officer as soon as practicable after the meeting and be placed on public display within facilities or on community notice boards.
- (d) Resolutions should be worded clearly and unambiguously to show the intent of committees.
- (e) Minutes are to be confirmed as a true and accurate record or amended appropriately by resolution at subsequent meetings.
- (f) Minutes shall be made available on request for inspection by Council's Chief Executive Officer or any Council Officer nominated by the Chief Executive Officer.
- (g) All new payment arrangements that will be ongoing or are over \$200 are to be approved at committee meetings and included in the minutes.

- (h) All correspondence is to be noted at committee meetings and included in the minutes.

4.5 Conflicts of Interest

4.5.1 Disclosure and Presence in Meetings

Detailed below is an extract from Section 451 of the Local Government Act, 1993, relevant to the disclosure of interest by members of committees.

451 Disclosure and Presence in Meetings

- (1) A Councillor or a member of a council committee who has a pecuniary interest in any matter with which the council or committee is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- (2) The Councillor or member must not be present at, or in sight of, the meeting of the council or committee:
 - (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the Council or committee is voting on any question in relation to the matter.

4.5.2 Disclosures to be Recorded

Detailed below is an extract from Section 453 of the Local Government Act, 1993, relevant to disclosures to be recorded at meetings.

“A Disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meetings.”

Persons who fail to comply with the Act in respect of declarations of pecuniary interest in matters before committees are guilty of an offence under the Act and proceedings for such offences may be instituted in a court of law. An example would be a relative or acquaintance of a committee member receiving payment for cleaning or working at the facilities.

If members have any doubts as to whether disclosures of interest should be made, it is recommended that interests be declared and that such members not take part in discussions or votes on the subject matters.

It should also be noted that the interests of relatives (if known to members of committees) are deemed to be the interests of those members and, therefore, declarations of interest in the matters prescribed must be made.

4.6 Financial Management

4.6.1 General

Committees are subject to the same standards of financial accountability as Council, and it is therefore important that committees manage their finances appropriately. All funds and assets managed by the committee are Council assets. The committee is responsible for the care and control of these assets in compliance with Council procedures and instructions, which are designed to ensure required standards of governance of public monies.

The Chief Executive Officer is responsible for the financial procedures of Council. Council will issue instructions to individual committees, or all committees, on specific financial matters. Any such instructions issued must be strictly adhered to. Council has the right to audit committee finances at any time.

4.6.2 Payments to Members

No payment in the form of an honorarium shall be made by committees to any of their members. However, reasonable expenses incurred whilst carrying out executive duties of committees may be reimbursed upon production of receipt or proof of expense.

4.6.3 Financial Accounts

A set of accounts shall be kept by each committee and reports provided to Council annually. Council will provide an Excel Financial Statements template for the committee's use.

An alternative accounting software package may be used on the proviso that the system is set up to generate reports for Council in the formats required by Council's Finance Team.

(a) Financial Records must include:

- Date of transaction
- Particulars of transaction, including Name of Payor
- References
- Amount of transaction
- GST collected or paid
- Entries should be made in such a manner as to allow cross reference to the Receipt Book or digital accounting package, and cheque books.

(b) All money received must be recorded in the accounts and a receipt issued.

(c) Committees are required to ensure that all monies due to them are received including the full amount of any fees and charges due and payable. It should be noted that committee members may be liable for any monies that they fail to take reasonable action to recover.

(d) Should a committee be unable to recover any monies, Council is to be notified of the details in writing.

4.6.4 Fixing of Fees and Charges

In accordance with Section 377 of the Local Government Act, 1993 committees do not have the power to set fees and charges. All fees and charges must be set by Council resolution annually. Council adopted a Fees and Charges Review for the 22/23 financial year, standardising fees across the Shoalhaven for community facilities, to promote transparency and equity of service provision in the Shoalhaven.

(a) Committees are to forward comments regarding fees and charges for the ensuing year by December 31 each year.

(e) All fees are set in accordance with 2.2.3(b). No reduction or waiving of fees is allowable except as set out in 2.2.3(b).

4.6.5 Receipting of Money

(a) Tax Invoice - Receipt Book or Digital Invoicing

- (i) Tax Invoices must be issued for all monies received.
- (ii) If using a Receipt Book, it should consist of pre-numbered receipts and duplicates so that originals may be detached, and the duplicates retained in the book. The receipt must be marked "Tax Invoice".
- (iii) Used Receipt Books must be retained.
- (iv) Where errors are made in writing out receipts, the originals and the duplicates must be cancelled and copies of both retained in respective Receipt Books.

- (v) Receipt Books are provided by Council and can be requested from the Council liaison officer.

4.6.6 Disbursements

- (a) Council resolves each year that funds collected by committees are to be spent on the care, control and management of respective facilities. Expenditure for any other purpose is not permitted except where approved by Council resolution.
- (b) All payments must be supported by Tax Invoices for goods and / or services received. Cheques should be made to order and crossed 'Not Negotiable'.
- (c) All cheques must be signed by any two of the following: Chairperson, Deputy Chairperson, Secretary or Treasurer.
- (d) All new payment arrangements that will be ongoing, or are over \$200 are to be approved at committee meetings and included in the minutes.
- (e) Where payment must be made between meetings, payment is permitted subject to such payment being confirmed at the next meeting and the particulars recorded in the minutes.
- (f) All payments shall be recorded separately in the accounts/cash book together with the details thereof.
- (g) Committees shall not indebted themselves beyond the funds held at any one time without prior approval from Council.

4.6.7 Banking

- (a) Prior to handling any monies, committees will (with Council's approval) open a bank account in the name of the committee at an approved bank, through which all transactions shall be made.
- (b) All monies received by committees shall be banked in the form received, by the end of the month, in a manner which enables the reconciliation of bank accounts within the accounting system.
- (c) All bank accounts must acknowledge Shoalhaven City Council's right to access funds.

4.6.8 Petty Cash

- (a) Committees may operate petty cash accounts on the imprest system.
- (b) The cash 'float' shall not exceed one hundred dollars (\$100.00) at any one time.
- (c) Only payments of less than fifty dollars (\$50.00) may be made from petty cash. All other payments shall be made by cheque or bank transfer. Petty cash will normally be reserved for Secretarial and Treasury expenses.
- (d) Petty cash shall at all times be kept in a locked container with the key being held by the Treasurer.
- (e) All petty cash payments must be supported by receipts which shall be placed in the petty cash container.
- (f) At any one time, the total of receipts and cash in the container shall equal the cash 'float'.
- (g) The 'float' may be replenished from time to time by drawing a cash cheque to the total amount of the receipts in the petty cash container. Such receipts may then be removed and properly recorded. The receipts should be retained.
- (h) Details of reimbursement of petty cash shall be made available to respective committees.

4.6.9 Goods and Services Tax (GST)

- (a) GST must be collected on all income. The amount of tax is calculated as one eleventh of the total amount.
- (b) A Financial Statements template, as well as cashbook, receipt book and monthly summary have been provided to assist with account keeping. The committee's Financial Statements must be submitted annually, prior to the end of July.
- (c) GST refunds will be processed by Council annually, upon receipt of the annual Financial Statements. If the committee has collected more GST than it has paid, a cheque for the difference between what has been collected and what has been paid should accompany or be sent to Council at the same time as the Financial Statements.
- (d) Committees may submit GST returns more frequently if they wish, monthly at a maximum.
- (e) If a GST refund is due to the committee (i.e. more GST has been paid than has been collected), then a refund will be issued by Council.
- (f) Bonds do not attract GST but if any portion of a bond is retained to cover damages or losses then a Tax Invoice must be provided to the customer and GST will be collected on the retained amount.
- (g) The receipt books issued comply with the requirements of the Tax Invoice and should be used whenever a Tax Invoice is required, unless a digital invoice is provided.
- (h) All invoices must contain the supplier's ABN (Shoalhaven City Council) and the words TAX INVOICE.

4.7 Reporting

4.7.1 Treasurer's Report

- (a) Treasurers must submit financial reports to each properly convened meeting of committees.
- (b) The reports should include full details of the following:
 - Payments made prior to the meeting
 - Payments submitted for approval of the meeting
 - Bank reconciliation
- (c) Reports should be signed by the Treasurer and / or Chairperson or Secretary and formal adoption of reports should be noted in the minutes of the meeting.
- (d) The report should be included with the Meeting Minutes.

4.7.2 Annual Statement of Accounts

- (a) The financial year for all committees shall be from 1 July to 30 June each year.
- (b) A standardised template will be provided to Management Committees by Council's liaison officer prior to the commencement of the Financial Year. This will assist with maintaining ongoing accurate reporting consisting of:
 - (i) A loans register
 - (ii) A bank accounts register
 - (iii) An asset register
 - (iv) An income register
 - (v) An expense register
 - (vi) An automated profit and loss statement
 - (vii) An income statement
- (c) Prior to 31 July each year, each committee shall prepare and submit to Council an annual statement of accounts using the template supplied, outlining the information in 4.6.2 (b). In addition, the following must also be provided:
 - (i) A bank reconciliation

- (ii) A Bank Statement showing the balance of funds held as at 30 June.
- (d) By September 30 the statements of each committee must be audited, preferably by a qualified Auditor appointed by the committees. If a qualified Auditor is not available, the person selected must be experienced and possess a sound knowledge of the principles of book-keeping.
- (e) The Auditor or person selected must be provided with a copy of the current Guidelines and be required to sign the following certification:

'I hereby certify that the above statement of receipts and payments and the bank reconciliation statement of theManagement Committee have been accurately and properly prepared from the financial records maintained by the committee and that I have inspected the Minute Book and financial records of the committee and, as far as I can establish, these comply with Shoalhaven City Council's Guidelines in respect of all financial procedures and requirements.'
- (f) If the Auditor is unable to make such a statement because of deficiencies, then the statement should be qualified to the extent of the deficiencies.

A certification by the Auditor (or the audited accounts) must be submitted to committees for formal adoption.
- (g) A copy of the financial statement and attachments together with the Auditor's Certificate and any comments made by the Auditor must be submitted to Council before 30 September.

Council will be able to assist committees in the proper setting out of their annual statement of accounts.

4.7.3 Annual Report

Committees are to present to each Annual General Meeting, an Annual Report containing the following information:

- (a) Minutes of the previous Annual General Meeting
- (b) Chairperson's Report
- (c) Treasurer's Report
- (d) Secretary / Booking Officer Report

A copy of Annual Reports and AGM minutes shall be sent to Council.

4.8 Purchasing

Committees may need to purchase items to carry out their purposes. Committees may take advantage of favourable prices negotiated by Council through the Purchasing Unit.

Committees may utilise Council's stores for the purchase of items such as toilet paper, hand towels and cleaning products etc. To do this, such purchases should be made through Council's liaison officer.

Assets of greater the \$5,000 value may not be purchased by committees without prior approval from Council.

4.9 Insurances

Council's Insurance Manager is available and authorised to discuss any matters associated with insurance, and to provide more specific information as required by committees. All queries and concerns regarding insurance should be forwarded to Council's liaison officer for attention.

4.9.1 Public Liability and Professional Indemnity Insurances

Members

As committees are appointed under the provisions of the Local Government Act, 1993 the

committees and their members fall within the definition of an insured party in Council's Insurance Policy. Coverage for committees and members is available when acting within the scope of their delegated duties.

Council carries a Deductible for all claims. In the event that a committee member is involved in a claim below that deductible amount, subject to the member acting within the scope of their delegated duties, Council indemnifies the committee member for the Deductible accordingly.

Council carries Professional Indemnity Insurance providing protection for claims arising out of any negligent act, error or omission in the conduct of the Member's (Council's) business and notified during the period of protection, other than personal injury or property loss or damage otherwise insured above.

Public Liability for users/hirers

Council holds Public Liability Insurance for users (including hirers) of Council's facilities. This cover does not apply to certain users/hirers. Booking Officers must familiarise themselves with these exclusions and advise users/hirers accordingly. Please refer any queries to Council's Liaison officer.

Council's Public Liability Insurance cover does not extend to events associated with the following, and therefore these users/hirers are required to hold public liability insurance cover with an approved Australian provider and be for an amount that is determined to be acceptable by Council for the hire of the particular venue. This includes all:

- sporting bodies
- clubs;
- associations or corporations;
- other entities of any kind;
- or
- bookings for a commercial activity or for the purpose of making profit

At the time of booking the Hirer is required to provide evidence, in the form of a current Certificate of Currency, that they hold Public Liability insurance cover of at least \$20 million. A renewed certificate must be provided, if required to cover the booking period.

Please note:

If the application is made by a Community Group for the purpose of a simple meeting then the Community Group is not required to provide evidence of public liability insurance as part of their application, however the Community Group understands and accepts that Council cannot extend its public liability insurance to cover the activities of the Community Group during the hire.

The Certificate of Currency must:

- Note the interests of Shoalhaven City Council and the Minister administering the Crown Lands Act. Please note this requires only a phone call to the insurer and they will be able to email an amended Certificate to the policy holder.
- Be signed by or on behalf of your organisation's insurer.
- Be issued by an approved insurer, currently listed on the Australian Prudential Regulation Authority's Register of Authorised Insurers.
- Clearly note the expiry date of the policy.
- Be renewed within 7 days and Council supplied with a new Certificate of Currency if it expires during the period of hire.

Sub-contractors/Third Parties:

Hirers who obtain services (paid or unpaid) from others to assist with the booking (eg caterers, cleaners, technical specialists etc) are required to ensure all contractors/service agents:

- Abide by these conditions of use
- Arrive and leave the premises within the approved period of the booking
- Hold evidence, in the form of a Certificate of Currency, that they hold Public Liability insurance cover of at least \$20,000,000 or other amount determined to be acceptable by Council
- Have assessed the facility for risk and have adequate safety procedures in place, which may include safe work method statements.

Safety Precautions:

In all circumstances, the hirer agrees that all reasonable precautions will be taken in connection with their hire to:

- Prevent personal injury;
- Prevent the manufacture, sale or supply of defective products;
- Comply and ensure that the hirer's employees, servants, agents comply with statutory obligations, by-laws or regulations imposed by a public authority for safety of persons or property.

Name of Event:

Users must include a description of their event during the online application, including the purpose and activities involved in the event.

Where Council's cover does apply, the insurance is for \$20 million and does not apply to the user or their property, but indemnifies Council for any third parties claims for personal injury, property damage or products liability in connection with the hire of the facility by the user.

A Deductible applies to each claim, payable by the user in event of a claim.

The following general information applies to the Public Liability policy:

- (a) If any injury or damage to property occurs to any member of the public, committee members are not empowered to admit liability or give any information or advice in relation thereto. The admission of liability by a committee member may result in the loss of indemnity under the insurance cover.
- (b) Any member of the public who wishes to make a claim against Council or the committee should make a claim in writing setting out full details of the incident (where, when, how etc.) and the grounds on which they hold Council or the committee responsible.
- (c) When a committee receives a claim in writing from a member of the public, the Secretary should investigate promptly with any or all members involved and then complete a written report with all the details involved, including a response to any specific points raised by the claimant.
- (d) The claim and report from committee should then be forwarded, without delay, together with any relevant documentation to the Chief Executive Officer, Attention: Manager, Insurance & Risk Management.
- (e) Community groups undertaking a meeting will be covered under Council's casual user's policy.

4.9.2 Property Insurance

Council property is covered under a blanket Property Protection Policy. Council retains Content Insurance for items which belong to Council and are stored within Council facilities.

User groups' property is not covered by this Policy and should be insured by the property owner(s).

Any claim is subject to a Deductible.

If any building is known to be unoccupied in excess of thirty (30) days, please advise Council's Insurance Section prior to this period.

4.9.3 Personal Accident Insurance

Council has a Personal Accident insurance policy which provides personal accident and sickness cover to members of committees appointed under the Local Government Act, 1993.

Cover applies whilst the insured person is engaged in or on any activity connected with the business of the committee including whilst travelling to and from such activity.

Compensation is not payable to persons under the age of 10 or over the age of 90. Further compensation is not payable where person is entitled to benefits under any workers compensation scheme, statutory transport accident scheme or by reason of their employment or for expenses incurred as a result of a professional service for which a Medicare benefit is or would be payable in accordance with the Health Insurance Act 1973.

Volunteer workers are covered in the same manner as committee members.

Any injury or event that may give rise to a claim should be reported immediately, or on the next working day to Council's liaison officer or Manager, Insurance & Risk Management.

4.10 Record Management

As determined by The State Records Act 1998, neither the committee nor Council is the owner of records created and maintained by them. As a public office these records are officially records of The State and must be managed accordingly.

- (a) Storage and Custody of records
 - (i) Records should be stored in an area away from potential hazards.
 - (ii) Records should be kept in a secure location.
- (b) Destruction of Records
 - (i) No ingoing or outgoing correspondence may be destroyed, except for advertising materials.
 - (ii) Records must not be destroyed but can be given to Council for archiving.
- (c) Access to Records
 - (i) Access to records by persons other than current committee members or an authorised member of Council is prohibited.
 - (ii) Request for access to records by other people must be directed to Council's liaison officer
 - (iii) The committee has a responsibility under the Privacy and Personal Information Act of 1998 to protect the personal information and privacy of individuals.

APPENDIX A

SECTION 355 OF THE LOCAL GOVERNMENT ACT, 1993

How does a council exercise its functions?

355 How does a council exercise its functions?

A function of a council may, subject to this Chapter, be exercised:

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a Voluntary Regional Organisation of Councils of which the council is a member).

SECTION 377 OF THE LOCAL GOVERNMENT ACT, 1993

General power of the council to delegate

377 General power of the council to delegate

- (1) A council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:
- the appointment of a General Manager
 - the making of a rate
 - a determination under section 549 as to the levying of a rate
 - the making of a charge
 - the fixing of a fee
 - the borrowing of money
 - the voting of money for expenditure on its works, services or operations
 - the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
 - the acceptance of tenders which are required under this Act to be invited by the council
 - the adoption of a management plan under section 406
 - the adoption of a financial statement included in an annual financial report
 - a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
 - the fixing of an amount or rate for the carrying out by the council of work on private land
 - the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work
 - the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979
 - the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
 - a decision under section 356 to contribute money or otherwise grant financial assistance to persons
 - the making of an application, or the giving of a notice, to the Governor or Minister
 - this power of delegation
 - any function under this or any other Act that is expressly required to be exercised by resolution of the council.

APPENDIX A
LOCAL GOVERNMENT ACT, 1993 Cont.

- (2) A council may, by resolution, sub-delegate to the General Manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.

RELEVANT PASSAGES OF LOCAL GOVERNMENT ACT
PERTAINING TO CLAUSE 4.4 – CONFLICTS OF INTEREST

LOCAL GOVERNMENT ACT 1993 - SECT 442

What is a “pecuniary interest”?

442 What is a “pecuniary interest”?

- (1) For the purposes of this Chapter, a “pecuniary interest” is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in section 443.
- (2) A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448.

LOCAL GOVERNMENT ACT 1993 - SECT 443

Who has a pecuniary interest?

443 Who has a pecuniary interest?

- (1) For the purposes of this Chapter, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
 - (a) the person, or
 - (b) another person with whom the person is associated as provided in this section.
- (2) A person is taken to have a pecuniary interest in a matter if:
 - (a) the person’s spouse or de facto partner or a relative of the person, or a partner or employer of the person, has a pecuniary interest in the matter, or
 - (b) the person, or a nominee, partner or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.
- (3) However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (2):
 - (a) if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

APPENDIX A LOCAL GOVERNMENT ACT, 1993 Cont.

LOCAL GOVERNMENT ACT 1993 - SECT 448

What interests do not have to be disclosed?

448 What interests do not have to be disclosed?

The following interests do not have to be disclosed for the purposes of this Chapter:

- (a) an interest as an elector,
- (b) an interest as a ratepayer or person liable to pay a charge,
- (c) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part,
- (d) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part,
- (e) an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest of a member of a council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee,
- (g) an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
 - (i) land in which the person or another person with whom the person is associated as provided in section 443 has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise), or
 - (ii) land adjoining, adjacent to or in proximity to land referred to in subparagraph (i), if the person or the person, company or body referred to in section 443 (1) (b) or (c) would by reason of the proprietary interest have a pecuniary interest in the proposal,
- (h) an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- (i) an interest of a person arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership,
- (j) an interest of a person arising from the making by the council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (i) the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation,
 - (ii) security for damage to footpaths or roads,
 - (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council or by or under any contract,
- (k) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (l) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252,
- (m) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor,

APPENDIX A LOCAL GOVERNMENT ACT, 1993 Cont.

- (n) an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person,
- (o) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or member of a council committee,
- (p) an interest arising from appointment of a councillor to a body as representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

LOCAL GOVERNMENT ACT 1993 - SECT 451

Disclosure and presence in meetings

451 Disclosure and presence in meetings

- (1) A councillor or a member of a council committee who has a pecuniary interest in any matter with which the council is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- (2) The councillor or member must not be present at, or in sight of, the meeting of the council or committee:
 - (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.

LOCAL GOVERNMENT ACT 1993 - SECT 453

Disclosures to be recorded

453 Disclosures to be recorded

A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

APPENDIX B
PRO-FORMA - ANNUAL GENERAL MEETING AGENDA

1. Record of Attendance
2. Minutes of Previous Annual General Meeting
3. Reports:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Secretary
 - e. Booking Officer
4. Election of Executive

A non-member acts as Returning Officer, and:

- a. Thanks the current committee for their service over the previous year and declares all Executive positions vacant
 - b. For each position:
 1. Reads out nominations received and calls for nominations from the group
 2. All nominations to be seconded
 3. Does the nominee accept the nomination?
 4. Calls for a vote on nominations
 5. States the outcome of vote for the minutes
 6. Does the winner accept the position?
 7. Congratulations on the appointment
 8. Thanks to the outgoing executive
 - c. New Chairperson takes control of the meeting and proceeds to General Business
5. General Business, e.g.:
 - a. Review of Fees and Charges
 - b. Review of Facility Management Plan

APPENDIX C PRO-FORMA - MINUTES OF MEETINGS

Minutes of * Management Committee Meeting of ****

Date:

Meeting Opened: 7:00 pm

Present: Names of committee members present

Absent: Names of committee members absent

Apologies: Names of committee members who have submitted apologies

1. Minutes of Previous Meeting

Minutes of the previous meeting read by Secretary.

Action / Resolved: Moved by * seconded by * that the minutes of the previous meeting be accepted as read.

2. Business Arising from Previous Minutes

3. Finance

3.1 Financial Report read by Treasurer

Action / Resolved: Moved by * seconded by * that the financial report be accepted.

3.2 Accounts for payment tabled by Treasurer

Action / Resolved: Moved by * seconded by * that the accounts be accepted for payment.

4. Correspondence

4.1 Correspondence out and in tabled / read by Secretary

Action / Resolved: Moved by * seconded by * that the correspondence be accepted as tabled/read.

4.2 Business arising from correspondence

5. Agenda Items

6. General Business

7. Next meeting scheduled for *

APPENDIX D HIRE APPLICATION FORM



Application Form - Hire/Use of Community Facilities Management Committee Facilities

Facility Name: _____

Email: _____ Phone: _____

LODGEMENT OF APPLICATION FORM

Application forms are required to be lodged at least 21 days prior to your booking date

1 Applicant

Given name: _____
Surname: _____
Organisation (if applicable): _____
Is the Organisation: Community Commercial
Postal Address: _____

Suburb: _____ Postcode: _____
Phone: _____ Mobile: _____
Email: _____

Additional Function Information

Do you require access/entry keys? YES NO
Do you require on-site power? YES NO
Alcohol served/sold? YES NO
Copy of valid RSA attached? YES NO
Copy of Safe Party Form lodged & attached?
 YES NO
Are you providing security personnel? YES NO
Are you using a PA system? YES NO
Total floor area of marquee: _____
Details of any additional items proposed to be brought to public reserve/facility: _____

2 Purpose of Public Reserve / Facility Hire

Venue / Facility Name: _____
Specific Area requested for Hire: _____
(i.e. room name/if in reserve provide a site plan/map)
Type of function: _____
Day: _____ Date: _____
Maximum No. of people: _____
Function Times: *(to include set up & pack up):*
Date: _____ time arrival _____ /departure _____
Date: _____ time arrival _____ /departure _____
Date: _____ time arrival _____ /departure _____
Date: _____ time arrival _____ /departure _____

Is the event covered by Council's Public Liability Policy?
 YES NO
If not, Public Liability Insurance attached: YES NO
Tax Invoice required for GST use: YES NO

Function Safety Coordinator Details:

Name: _____
Mobile: _____
Email: _____
The above person has agreed they must be on site at all times during the function, be contactable at all times by mobile phone and be responsible for liaising with all of the relevant authorities.
The above person is responsible for ensuring the safety and cleanliness of the hired space throughout the function and returning the space to how it was found.
Should information provided by the applicant be incorrect, Council reserves the right to cancel this hire application. I have read and agree to abide by all the following Terms and Conditions of Hire, applicable for hiring a Council reserve or facility.
Signature: _____
Date: _____

OFFICE USE ONLY

Form Number: 776.2	Issue Date: 07/2021	TRIM Form No. FM21/56	
Version Number 6	Next Review date: 07/2025	Confirmation Sent:	



APPENDIX E TERMS & CONDITIONS OF HIRE/USE



Address correspondence to The Chief Executive Officer, PO Box 42, Nowra NSW 2541 Australia
 Bridge Rd, Nowra NSW 2541 02 4429 3111 | Deering St, Ulladulla NSW 2539 02 4429 8999
 shoalhaven.nsw.gov.au | council@shoalhaven.nsw.gov.au | Fax 02 4422 1816

Terms & Conditions of Hire/Use

Public Halls, Community Centres and Meeting Rooms,
Reserves, Sportsgrounds, Courts, and Showgrounds

Permit
Upon payment of your booking, Council will issue you with a permit for your hire of the venue which is your booking confirmation. This permit must be available for viewing at the venue during the hire period and must be produced on demand. This application form is not a permit or booking confirmation.
Legislation
You must comply with all State and Federal Legislation in your use of this facility. Council may review the Terms and Conditions of a hire agreement in order to meet legislative requirements.
Hire Period
Your hire period will start and end at the times set out in the permit. You will not have access to the venue before or after these times, unless expressly authorised by Council. The delivery or removal of equipment, setting up or cleaning of the venue must be completed during the hire period.
Hire Fee
You must pay the hire fee to Council prior to issue of the Permit. The hire fee will be charged in accordance with Council's Fees and Charges.
Bond
Council may require you to pay a bond for use of the venue. Bond and payment will be required prior to issue of the permit. Council will inspect the venue after the function. If the venue has been left in a satisfactory condition, Council will refund the bond to you. If the venue has been left in an untidy condition or the venue has been damaged, Council will contact you and make arrangements for cleaning or repairs to be carried out. Any costs incurred for any additional cleaning or repairs necessary to reinstate the venue to the condition it was before the time of hire will be deducted from the bond or additional charges will be incurred by you.
Approvals
You must obtain all necessary consents and approvals for your use of the venue including any Development Consent required under the Environmental Planning & Assessment Act 1979. If are unsure whether your function requires Development Consent, contact Council's Development Services Section on 4429 3111.
Hirer's Obligations
The Event Coordinator must remain in attendance during the hire period and is responsible for venue security, safety of guests and supervision of all activities during the hire period. In all circumstances, the hirer agrees that all reasonable steps will be taken in connection with their hire to: prevent personal injury; prevent the manufacture, sale or supply of defective products; comply and ensure that the hirer's employees, servants or agents comply with statutory obligations, by-laws or regulations imposed by a public authority for safety of persons or property.

APPENDIX E TERMS & CONDITIONS OF HIRE/USE Cont.

Cancellation by Council
Council reserves the right to cancel any booking or close any ground. If this happens Council will refund all payments but will not be liable for any loss incurred by the hirer.
Cancellation by You
If you decide not to use the venue for your function you must immediately notify Council in writing. If you cancel your booking at least 7 days prior to the booking date Council will refund any hire fee and bond paid. No refund will be issued after this time.
Liability
The hirer must accept responsibility for any claim for damage to property or injury to persons which arises from any negligent act or omission of the hirer which occurs from their use and occupation of the venue.
Insurance & Indemnity
All commercial bookings and bookings associated with a sporting body, club, association or corporation, or entity of any kind, must hold public liability insurance cover with an approved Australian provider and be for an amount that is determined to be acceptable by Council for the hire of the particular venue.
At the time of making the booking a current certificate of currency must be supplied, and a renewed certificate provided to Council, if required to cover the booking period.
The certificate must note the interests of Shoalhaven City Council and the Minister administering the Crown Lands Act. Please note this requires only a phone call to the insurer and they will be able to email an amended Certificate to the policy holder. Currently approved insurers are listed on the Australian Prudential Regulation Authority's Register of Authorised Insurers.
You agree to at all times indemnify Council from and against all liability whatsoever that is caused by any unlawful or negligent act or omission, or breach of these terms and conditions by the hirer, their guests or contractors during the period of the use of the venue.
Hirers who obtain services (paid or unpaid) from others to assist with the booking (eg caterers, cleaners, technical specialists etc) are required to ensure all contractors/service agents:
<ul style="list-style-type: none"> • Abide by these conditions of use • Arrive and leave the premises within the approved period of the booking • Hold evidence, in the form of a Certificate of Currency, that they hold Public Liability insurance cover of at least \$20,000,000 or other amount determined to be acceptable by Council • Have assessed the facility for risk and have adequate safety procedures in place, which may include safe work method statements.
Damage
You will be responsible for any damage you cause to the venue or any fixtures, furniture or equipment at the venue, except for reasonable wear and tear. Any damage will be repaired by Council at your cost and any expenses incurred will be deducted from the bond or charged to you. You should report any accidental damage to the venue upon return of the keys. If not reported, the damage may be deemed as wilful and may be reported to the Police.
Cleanliness
You must leave the venue in a clean and tidy condition and return it to the condition before the time of hire. This includes returning any tables, chairs and other equipment to their original position, removing garbage and cleaning any kitchen, cutlery, crockery or glassware. If the venue is not left in a clean condition, any cleaning costs incurred will be at your cost and may be deducted from the bond.
No Smoking
Council has a No Smoking Policy which applies to indoor venues and sportsgrounds.

**APPENDIX E
TERMS & CONDITIONS OF HIRE/USE Cont.**

Alcohol & Alcohol Free Areas
Some reserves have been declared alcohol prohibited or free areas. Under no circumstances is alcohol to be consumed in or around any of these designated reserves at the designated times. These areas or reserves are identified on Council's website.
In relation to other venues where alcohol is permitted to be consumed, the hirer must adhere to the NSW liquor laws. Alcohol must not be sold at the venue unless a copy of a valid Liquor Licence and Responsible Service of Alcohol Certification is provided at the time of booking.
Safety
You must be aware of, and follow, the evacuation procedure for the venue and ensure that you keep any fire exits clear at all times. You must immediately report any accident or incident at the venue to Council.
Glass Bottle Free Sportsgrounds
Council prohibits the supply, sale and consumption of drinks in glass bottles or glass containers on Council managed sportsgrounds.
Electrical Equipment
You must not use double adaptors at the venue and must ensure that all electrical appliances used by you are tested and carry a current tag. All electrical devices must be protected by a Residual Current Device.
Sub-Letting
You must not sublet the venue or assign your rights to any other organisation or person without Council's prior consent.
Offensive Noise
The noise level from the event shall not cause a noise nuisance to nearby residents. Offensive noise may be defined as any noise that may be capable of being heard inside the residence of any person. If an amplifier is to be used the speakers will be oriented away from other residences. The speakers shall be located as close as possible and mounted at a downward 45-degree angle. Only persons nominated by the function safety coordinator shall be permitted to use the PA system.
Council's Property
You must not interfere with any electrical wiring, switchboard or sound equipment at the venue. Any alteration of Council property without written approval will result in the loss of the bond.
Police Advice
You must advise the Police of any evening/night function (excluding small meetings) held at the venue. If it is a party or function a safe party form must be submitted to the police at the time of booking the venue.
Decorations & Structures
You must not affix any decorations to the walls or floors of the venue by nails, screws, hooks, blue tack or use adhesives in any part of the venue.
Any flammable material must be treated with a fire retardant solution.
You must remove all decorations from the venue when vacating the venue, unless specific arrangements are made with Council.
You must not erect any structures on the reserve or sportsground without the prior written consent of Council. If you wish to erect a marquee it must be consistent with Council's Private Functions on Public Reserves Policy.
No helium filled balloons to be used on any playing field, sportsground or reserves. No balloons, helium filled or otherwise, to be released in or around any Council owned playing field, sportsground or reserves.

APPENDIX E TERMS & CONDITIONS OF HIRE/USE Cont.

Precedence - Elections
Certain buildings are designated polling booths for Local, State or Federal elections. Council reserves the right to cancel your booking should the building be required for this purpose.
Emergencies
Community facilities can be designated emergency evacuation centres in case of bushfires, floods and other disasters. Council reserves the right to cancel your booking should the facility be needed for this purpose.
If the facility is required in an emergency your venue hire will be cancelled and hire fees refunded.
Charitable Activities
You must observe any requirements of the Charitable Fundraising Act. If you have an enquiry about these requirements, contact the Department of Gaming and Racing on 9995 0300.
Use by Others
Your booking does not include the exclusive use of the remainder of the reserve or building.
You must cause minimum inconvenience to local residents and to other persons wishing to use the reserve or building. The rights of the general public to have free and unrestricted access to a reserve or sportsground must be respected.
Fire Restrictions
You must follow any fire restrictions that are in force during the hire period. You must not light fires except in properly constructed fire places.
Trees/Vegetation
You must not cut or lop any trees or vegetation to facilitate your function.
Waste
It is recommended that you inspect the venue before the function to check if additional bins are required. It is your responsibility to ensure that adequate bins are supplied. Additional bins can be sourced from SITA on 4423 1711. You should place all additional bins at the roadside immediately after the function, ready for emptying by the SITA Waste that you have arranged.
Amusement Devices
You do not have approval to use amusement devices except for jumping castles which may require specific insurance coverage. If you want to use amusement devices, specific approval is required and should be sought by contacting Council's Booking Officer on 4429 3111.
Security
Council reserves the right to advise local Police and Council rangers of functions occurring on weekends. Any after hours emergency can be reported to Council on 4421 3100. You are required to submit a Safe Party Form to the police for any parties/functions, details available from Booking Officer or during online booking process.
Directions
You must comply with any direction given by an authorised officer of the Council (including Council Rangers) or a Police officer acting in the course of their duties.
Exits
You must maintain clear access of not less than 1.1 metres wide to all exit doors.

**APPENDIX E
TERMS & CONDITIONS OF HIRE/USE Cont.**

Sale of Goods
The sale of goods is prohibited except in accordance with Council's Market Policy. For further information, contact Council's Development Services section on 4429 3111.
Vehicle & Crowd Control
Vehicular access to the reserve or sports ground is restricted. If consent is given in the permit, times may allow to load and unload materials. No vehicle will remain on the reserve or sports ground except if specified in the permit. Vehicles must park in designated parking areas only. Vehicle and crowd control remain your responsibility.
Keys
You can collect and return the keys as instructed by the booking officer. Keys will not be handed over unless you produce proof of payment. You must not copy the keys.
Reserves & Sportsground only
Existing Structures
You must inspect structures, goal posts, in-ground sprinklers and the like for safety and compliance with Australian Standards before use of the sportsground. Any unsafe areas should not be used, and should be reported to Council immediately.
Underground Services
Council may have underground services (eg: water mains and electricity) located within the reserve or sports ground. You must not install stakes, star pickets, pegs or the like without first consulting Council about location of services.
Failure to comply with this requirement may be dangerous and result in inconvenience for your function.
For information about location of services can be requested when making a booking, dependant on the request, additional fees maybe charged.
Food
If you wish to provide or sell food to the public, you must obtain a licence for Mobile Food Stalls & Temporary Food Premises before the function occurring. For more information, contact the Environmental Services Section on 4429 3111.
Camping
No camping is allowed on any reserve except for showgrounds. Fees apply for camping at these locations. For information on camping at Berry, Nowra and Milton Showgrounds contact the Booking Officer.
Nowra Showground
Locks
All gates are generally locked and unlocked at sunrise/sunset, excepting in the case of events onsite.
You can discuss security arrangements directly with Council's booking officer.
Closing Time
Your use of the venue must cease at 12:00am. You should ensure that your function is concluded in order to leave enough time for you to clean up the venue before 12:00am. The Security Patrolman will liaise with you at approximately 11.30pm (unless stated otherwise) to ensure that no people/vehicles are locked inside the venue unnecessarily.

**APPENDIX E
TERMS & CONDITIONS OF HIRE/USE Cont.**

Worrigea Equestrian Common
Use by Others
The hirer of Worrigea Equestrian Common undertakes responsibility for risk management of the site for the duration of the hire period. To this end, Council invests the hirer with the authority to manage the site, including public access to the entire common area, for the duration of their hire period. Please report abusive or dangerous behaviour to the local police for assistance.
Nowra and Berry School of Arts
Theatrical Bookings
When you book the venue for theatrical purposes, the date of the booking will start from the time the scenery or other equipment is brought into the venue and continues until the scenery or equipment is removed.
All scenery and stage props must be made and painted outside the venue and must be rendered fireproof.
Piano
You may use the grand piano after gaining prior approval of Council.
Nowra Library Meeting Room
Cleanliness – should the room not be left clean and tidy after use, an additional cleaning fee may be charged.
Keys – should keys to the room not be returned, a replacement fee will apply.
Alcohol - No alcohol is permitted in the meeting room.
Storage – No storage can be provided in the room and regular users are required not to leave any of their belongings on the Library premises. Council will not assume any responsibility for any belongings left on the premises.
Library address – the hirer shall not use the address of the Library as their mailing address.

Office Use Only
Related Policies <u>Application Form 776, Trim ref. FM21.56</u>
Trim Form Number <u>D21/330433</u> Issue Date <u>22/07/2021</u> Review Date <u>22/07/2025</u>
Owned By (section) <u>Shoalhaven Swim Sport Fitness</u>

APPENDIX F
WORK HEALTH AND SAFETY POLICY
POL 20/12

Shoalhaven City Council is committed to providing a healthy and safe workplace for all workers and visitors. We are committed to:

- the provision and maintenance of safe systems of work, and effective hazard identification and risk management processes, consistent with our activities and the scale of our health and safety risks
- consultation with workers to involve them in decision making where there is an impact on their health and safety
- the establishment, monitoring and review of health and safety objectives and targets to ensure continuous improvement aimed at the elimination of work related illness and injury
- the compliance with all health and safety legislation, codes, standards, self-insurer and other requirements relevant to Council's activities, products and services
- ensuring health and safety responsibilities for workers and others are identified, documented and communicated; and that adequate authority is assigned to allow fulfilment of responsibilities
- the provision of health and safety training and instruction to workers and others to ensure safe work practices are followed
- the supervision of workers, as appropriate, considering the risk of work activities to be undertaken; and the experience and competence of the workers required to perform the work
- the dissemination of relevant safety information to workers and visitors to the workplace
- the implementation of this work health and safety policy across all areas of Council through the allocation of adequate physical, financial and human resources.



STEPHEN DUNSHEA
CHIEF EXECUTIVE OFFICER

Issue Date: 04/02/2021

Review Date: 04/02/2024

APPENDIX G REGISTER - DAILY SIGN ON SHEET



Daily Sign-on Sheet

NOTE:

- All Management Committee Members, Contractors and Volunteers must be inducted into the WHS Manual.
- This form is to be completed on a daily basis before commencing any work.
- Refer to Section 1 for Safe Work Instructions (SWI) details.
- All Management Committee Members, Contractors and Volunteers must list SWIs used on the day, sign and date.

Name	SWI Number/s	Risk Assessment Completed? Y / N	Signature	Date	Hours Worked

A copy of this completed register must be sent to Council with your AGM minutes and annual statement.

APPENDIX H NEW COMMITTEE MEMBER FORM



Nomination / Request to Appoint New Management Committee Member

Corporate & Community Services Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541
Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541
council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

1 Nominee Details

Name: _____
Postal Address: _____
Suburb: _____ Postcode: _____
Phone: _____ Mobile: _____
Email: _____
Date: ____ / ____ / ____

2 Committee Information

Name of Management Committee: _____
User Group Representing: _____
Position of Applicant on Committee: _____
Nominated by: _____
Seconded by: _____

3 Approval

Authorised by Facilities Officer: _____
Date: ____ / ____ / ____

Privacy Notification: This form is for the purpose of Shoalhaven City Council sighting insurance requirements and for administrative purposes. The information will be used solely by Council officials for the purpose mentioned above. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access to, or amendment of, the information at any time.

This form may be published on Council's website in accordance with Government Information (Public Access) Act 2009

OFFICE USE ONLY

Form Number: 791	Issue Date: 06/2016
Version Number 5	Next Review date: 06/2017

APPENDIX I ROLES & RESPONSIBILITIES – COMMITTEE MEMBERS

Role of the Chairperson

Main spokesperson for the Committee, Council's primary point of contact. Convening and chairing meetings, preparing the agenda in liaison with the Secretary, and ensuring the Committee acts within Council's delegated authority.

Responsibilities

- Maintain familiarisation with the Management Committee Guidelines, Work Health and Safety Manual and Facility Management Plan
- Draw up the agenda in liaison with the Secretary
- Chair meetings and maintain order in a responsible manner, ensuring that the agenda is followed and remains the main focus of the meeting
- Be impartial and remain objective
- Follow debates and ensure questions are confined to the question under consideration. Ensure anyone who wishes to speak is given the opportunity to do so.
- Impose time limits, for example 2 minutes, when there is a lot of business, or if several people wish to speak
- Rule "Out of Order", where necessary, to questions that do not deal directly with the business before the meeting or listed on the agenda
- Put motions to the meeting and declare according to his/her opinion whether the motion is resolved in the affirmative or the negative, identifying the resolution of the Committee for the Meeting Minutes
- Give a casting vote when necessary
- When a decision is made clarify who will be responsible for implementing it
- Acknowledge conflict but do not let it interfere with decision-making processes
- Present the Annual Report at the Annual General Meeting
- Liaise with community/user groups as required
- In conjunction with other members annually update the Facility Management Plan and Reporting Requirements
- Ensure Committee operates in accordance with Council's Code of Conduct, policies and procedures

APPENDIX I ROLES & RESPONSIBILITIES – COMMITTEE MEMBERS Cont.

Secretary

Attending to correspondence and recording agendas and minutes of meetings.

Responsibilities

- Maintain familiarisation with the Management Committee Guidelines, Work Health and Safety Manual and Facility Management Plan
- Advertise to the public and send out details of upcoming meetings to members of the Committee and council@shoalhaven.nsw.gov.au, stating the date, time and place of meetings
- Advise council@shoalhaven.nsw.gov.au of the date of the Annual General Meeting (which must be held in July / August / September of each year) and forward a copy of the minutes of the AGM to Council by 1 September each year
- Draw up the agenda, in liaison with the Chairperson
- Keep Minutes of all meetings. Minute all resolutions, recording the name of the mover, the seconder and whether the motion was carried or lost
- Send copy of all Minutes to committee members and council@shoalhaven.nsw.gov.au, including photographs/scans of WHS sign-on sheets and forms
- File and hold in safekeeping the committee's correspondence, records and books, including an up-to-date list of members
- Put into effect the committee's decisions by providing relevant information to the nominated member responsible to enact the decision, and recording this in the minutes.
- Notify council@shoalhaven.nsw.gov.au of the names, addresses, contact phone numbers, and email addresses (with signatures) of people nominated for Committee, and any changes to Committee members' details
- Receive and table all correspondence at committee meetings
- Coordinate the Committee's reporting responsibilities and send to Council
- Coordinate and contribute to annual review of Facility Management Plan

APPENDIX I
ROLES & RESPONSIBILITIES – COMMITTEE MEMBERS Cont.

Treasurer

Maintain accurate records of receipt and expenditure of public money from the use/hire of community facilities.

Responsibilities

- Maintain familiarisation with the Management Committee Guidelines, Work Health and Safety Manual and Facility Management Plan
- Maintain and monitor accurate accounts of income and expenditure of public money
- Organise payment of accounts
- Reconcile petty cash monthly
- Coordinate receipting and banking of public money with the Booking Officer
- Reconcile receipts with bank deposits
- Prepare and present monthly financial statements to committee meetings
- Present Annual Financials Statements to the Annual General Meeting
- Provide Council with Annual Financial Statements by 31 July, and audited Statements by 1 September
- Provide information on costs and any other financial information for committee to make well-informed decisions
- Contribute to annual review of Facility Management Plan

APPENDIX I ROLES & RESPONSIBILITIES – COMMITTEE MEMBERS Cont.

Booking Officer

Administrate the hire/use of community facilities.

Responsibilities

- Maintain familiarisation with the Management Committee Guidelines, Work Health and Safety Manual and Facility Management Plan
- Process bookings and respond to enquiries from people wishing to hire the facility. Provide an answering service when not available to take a call.
- Respond to requests for information on the hire of the facility ensuring equity of access to all applicants by adhering to Council's Code of Conduct, policies and procedures
- Where appropriate liaise with the Committee members in the acceptance of bookings
- Maintain a diary of facility bookings
- Ensure users/hirers complete and sign a hire agreement and make them aware of Council's current Terms & Conditions of Hire/Use, as provided by Council's liaison officer
- Ensure all required documentation is provided, in line with Council's Terms & Conditions of Hire/Use, including but not limited to Public Liability Insurance, Site Specific Risk Assessment, Licences to operate equipment (seek advice from Council's liaison officer where required)
- Levy fees in accordance with Council's adopted Fees and Charges
- Receipt all fees paid
- Coordinate with the Treasurer to reconcile receipts with cash deposits
- Issue keys to hirers as required and maintain a register of keys issued and returned
- For a special event such as a State/National Championship, or for events over 200 people, refer the applicant to Council's Events staff prior to accepting the booking
- Ensure all cleaning and maintenance does not conflict with existing hire arrangements
- Inspect the facility after all functions to ensure the building is clean and not damaged and return the Bond to the hirer
- Contribute to annual review of Facility Management Plan, including usage data for the facility

APPENDIX I ROLES & RESPONSIBILITIES – COMMITTEE MEMBERS Cont.

Volunteer Safety Officer

Ensuring the safety of volunteers at a facility.

Duties

- Maintain familiarisation with the Management Committee Guidelines, Work Health and Safety Manual and Facility Management Plan
- Complete a face-to-face induction to the WHS Manual at a Council information session
- Volunteer Inductions:
 - Council maintains a register & requires that all new members must complete an online Work Health and Safety Induction (to be refreshed every 10 years)
 - The Volunteer Safety Officer ensures that all committee members are inducted to the WHS Manual. Council staff and an online induction video is available to assist.
- WHS Manual:

Ensure Council's WHS Manual is kept on site at the facility in an accessible location for all committee members

 - Review sign-on sheets in the Manual to ensure volunteers are signing on for meetings and workshops, maintaining accurate records.
 - Table sign-on sheets at committee meetings – photos or scans of sign on sheets are to be provided to Council by the Secretary with the Meeting Minutes
 - Update the Manual contents with information provided by Council
- Safe Work Procedures:

Advise volunteers of Safe Work Procedures, including:

 - To be aware of and employ applicable Safe Work Method Statements, including conducting Site Specific Risk Assessments where required
 - Personal Protective Equipment to be worn when volunteers are handling machinery or chemicals. Please refer to the relevant Safe Work Instructions in the WHS Manual.
- WHS Inspections:
 - Participate with Council staff in a WHS inspection every two years to ensure the facility is maintained in a safe manner, for public use.
 - Ensure a facility inspection is undertaken every 3 months to review safety concerns. Advise outcomes to the committee Meetings for inclusion in the Meeting Minutes.



Address all correspondence to:
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