



SECTION 355

COMMITTEE MANAGEMENT

GUIDELINES

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Section 1. INTRODUCTION

Council recognises and appreciates the important work done by volunteers through the s.355 Committee framework. Without the contribution of personal time and effort, willingly given by so many volunteers, community assets such as halls, reserves and sporting facilities would not be available for public use.

These Guidelines have been developed to assist Committee members in the initial establishment and ongoing operation of a Section 355 committee.

Section 355 committees carry out a critical function of local government councils. Each s.355 committee of Palerang Council, and each individual member of those committees, acts on behalf of Palerang Council. As such, they are bound by the same legislation that binds Palerang Council.

There are various Acts and legislation that place requirements on Council's operations and these s.355 Committee Guidelines have been developed to ensure they are being met, thereby protecting both Committee members and Council.

Unless otherwise noted, references to the Act refer to the *Local Government Act 1993*.

1.1 Rules Governing the Appointment of a Committee

Sections 355 and 377 of the *Local Government Act 1993* provides that:

1. Council may appoint a committee of local citizens to exercise a function on its behalf in respect of any park, reserve, cemetery, hall or facility or undertaking under the control of the Council, and delegate to the Committee the care, control and management of the work or activity, and the expenditure of such monies as the Council may vote.
2. The Council may dissolve any such committee at any time.
3. Each such appointment and delegation must be reviewed in the first twelve months of each new Council's term of office. Committees are eligible for reappointment.
4. The Committee must manage the facility under guidelines set by Council policy and the Work Health and Safety Act 2011

1.2 Responsible staff

Council's Manager of Executive Services is the officer responsible for the administration of s.355 committees.

Council's Manager of Finance provides financial reporting assistance to the committees.

Section 2. COMMITTEE PROCEDURE

2.1 Appointment of Committees and Members

Council is authorised to appoint Committees for a specific or indefinite term, however each new committee will have a sunset clause added to their charter.

All members of s.355 committees must be formally approved by resolution of Council. This is to ensure that they are covered by Council's insurance when acting within their delegated authority on the committee.

A member will cease to hold office if they:

- resign, or fail to attend three consecutive meetings of the Committee without reasonable excuse;
- die;
- become bankrupt;
- Council passes a resolution to remove the member from the Committee;
- fail to disclose any pecuniary interest in any matter with which the Committee is concerned and take part in the consideration, discussions or votes on any question relating to the matter. (Refer Section 442 of the Local Government Act).
- while holding office, are convicted of an offence referred to part 4 of the *Crimes Act 1900*;
- become mentally incapacitated.

Should a vacancy occur at any time, the Committee inform Council in writing regardless of whether or not it wishes to recommend a replacement. Council may call for nominations by way of public advertisement to fill a vacancy.

Membership of committees remains in Council's control but consideration will be given at any time to recommendations from the Committee on the matter of membership.

Council will appoint one or more of its members as its representative/s to each Committee in September each year.

2.2 Committee Membership

As a general guide, a s.355 committee should comprise of a minimum of four members and a maximum of 12 members. All Committee members must be a registered approved volunteer of Council.

Committee members who are not staff of Council are to abide by Council's Volunteer Policy and Guidelines.

Unless otherwise determined by Council, the term of membership shall be no less than 12 months and not exceed four years. The term of membership will generally be two years.

Retiring members are eligible for reappointment unless they are excluded for any reason outlined in Clause 2.1.

Members of the public are encouraged to attend meetings of s.355 committees and consider becoming a volunteer member at any time. The Committee should advise Council of any new members so that they may be formally approved by Council.

Where committee membership stipulates a particular category, e.g. "community representative", "sports representative" etc, persons nominating for those categories should ensure that they are adequately qualified to represent that particular category effectively.

2.3 Election of Office Bearers

Unless otherwise determined, Council's representative will normally be the Chairperson of s.355 committees. A Secretary should be elected at the first meeting of the Committee following its appointment and annually thereafter.

A Treasurer must also be appointed where the Committee will be handling funds.

A member should only hold one executive office-bearer position at any one time, however given the size of some s.355 committees a member may hold a combination of duties, for example Secretary/Treasurer or Secretary/Hall Bookings Officer.

Other office bearers e.g. Deputy Chairperson, can be elected where considered desirable.

All positions should be declared vacant and re-elected at each Annual General Meeting.

For further information on office bearer roles and responsibilities, refer to Appendix A.

2.4 Meetings

Meetings are open to the public and may be held as often as necessary but must be held at least quarterly, unless otherwise stated in individual Committee charters.

An Annual General Meeting must be held no later than 30 September. The Committee shall determine the dates and venues for its meetings and provide adequate notice to the local community via newsletters,

noticeboards, letter-drops or printed advertisements in local newspapers.

They should adhere as far as possible to generally accepted meeting procedures as outlined in Council's Code of Meeting Practice.

A financial report should be submitted to each meeting for those Committees handling funds.

Each committee should advise Council of its meeting schedule to enable this to be publicised on Council's website as public information.

For further information on meeting procedures, refer to Appendix B.

2.5 Quorum

A quorum for a meeting shall be a majority of members.

2.6 Non Committee Members

Non-Committee members are able to attend Committee meetings however they are unable to participate in voting and decision making.

2.7 Minutes

In accordance with Clause 39 of the Local Government Meeting Regulation 2005:

- Each Committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee minutes:
- Details of each motion moved at a meeting and of any amendments moved to it, the names of the mover and seconder of the motion or amendment, whether the motion or amendment is passed or lost.
- As soon as the minutes of an earlier meeting of a Committee of Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.
- All payments should be approved at a meeting of the Committee and recorded in the minutes.

Copies of meeting minutes are to be forwarded to Council as soon as practicable after they have been prepared, whether or not they have been confirmed. The minutes will be presented to Council for information and adoption or otherwise of recommendations.

2.8 Annual Report

Council requires an annual report for every facility managed by a s.355 committee. The report must contain brief details of:

- membership
- office Bearers
- achievements for the past twelve months
- plans for the next twelve months
- plans for the long term
- brief details of income and expenditure including the major source of income and any major expenditure.

The report must accompany the submission of an audited financial statement. The financial statement is required within one month of 30 June each year. Refer to Section 4, Financial Management Part 4.9 Annual Statements of Income and Expenditure.

2.9 Charter

The Committee will have its own written charter, adopted by Council and incorporating the guidelines as set by Council, in addition to any other items necessary including matters specific to itself.

2.10 Dissolution of Committees

Council retains the right to dissolve a Committee at any time.

2.11 Powers of Committees

Committees are appointed for the care, control and management of a particular Council facility or activity. The powers, duties, authorities and functions of Council necessary to manage the facility will be set out in each committee's charter.

Unless otherwise authorised, s.355 committees are established to provide advice and recommendations to Council.

2.12 Payment to Members

Council will not permit payments in the form of an honorarium to be made by a Committee to any of its members.

The Committee may, at a properly constituted meeting, approve payment for the reimbursement of reasonable out-of-pocket expenses incurred by members in the course of their work for the Committee.

2.13 Disclosure of Interests at Meetings

Members of s.355 committees must declare any pecuniary interest or conflict of interest they may have with any matters on the agenda. The declaration must be stated at the start of the meeting and be recorded in the minutes, including the reason given for such interest. Any member declaring such interests must not take part in discussion or voting on the relevant item.

2.14 Further Information

There are basic procedures to follow that provide solid structures for operations – large or small. Many of these procedures are common to all kinds of committees throughout the community, not just s.355 Committees.

To assist the Committee, the following sections provide suggestions for good work practices:

- 7.1 Appendix A – Office Bearer Roles & Responsibilities
- 7.2 Appendix B – Meeting Procedures Guidelines

Should you require further information or direction, contact Council's Manager of Executive Services.

Section 3. CODE OF CONDUCT

3.1 Introduction

Councillors, members of staff and delegates, including members of s.355 committees must abide by the Palerang Council Code of Conduct. This Code is available on Council's website.

3.2 The purposes of the Code of Conduct

To assist Councillors, members of staff and delegates to:

- understand the standards of conduct expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (s.349)
- act in a way that enhances public confidence in the integrity of local government

3.3 Conflicts of interest

What is the special duty of a Councillor, member of staff and delegate?

A Councillor, member of staff or delegate must avoid and appropriately resolve any conflict or incompatibility between their private or personal interests and the impartial performance of their public or professional duties.

When does a conflict of interest exist?

A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

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.

How should a conflict of interest be dealt with?

Where the interest is a pecuniary one, the person with the interest must comply with the Act.

3.4 Bribes, gifts, benefits

A Councillor, member of staff or delegate must:

- not seek or accept a bribe, or other improper inducement.
- not take advantage of his or her official position to improperly influence other

Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing a private benefit for himself or herself or for some other person;

- not by virtue of his or her official position accept or acquire a personal profit or advantage of a pecuniary value (other than of a token kind) other than as permitted by the Act.

3.5 Use of Council's resources

A Councillor, member of staff or delegate must:

- use Council resources effectively and economically in the course of his or her public or professional duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless such use is lawfully authorised and proper payment is made where appropriate; and
- not convert to his or her own use any property of the Council.

Section 4. FINANCIAL MANAGEMENT

4.1 General

Extreme care must always be taken when dealing with financial matters as Council is required to comply with strict financial requirements of the *Local Government Act 1993* and Regulations. It is therefore necessary for Committees to follow certain rules when handling money.

The Manager of Finance is responsible for the financial affairs of Council and will offer advice and guidelines for the Committee to follow.

Council may take action, including external debt recovery action, to recover any payment made by a Committee, or member of a Committee, outside their authority.

4.2 Books of account

Receipt Book

- A receipt must be issued for all monies received.
- The original receipt book should consist of pre-numbered receipts and duplicates, so that the original may be detached and the duplicates remain in the book.
- Used receipt books must be retained.
- Where an error is made in writing out a receipt both the original and duplicate should be cancelled and both copies retained in the book.

Cash Book

- Each Committee must keep a cashbook.
- A cash book must show details of all monies received and payments made, to allow easy cross reference to the receipt book, the cheque book and the accounts paid.

Cheque Book

- All payments must be made by cheque except for any petty cash accounts.
- Full details of the payee, date and amount should be recorded on the cheque stub as well as in the cashbook. See also Disbursements – Item 4.5.

4.3 Fixing of Fees and Charges

Committees do not have the power to set their fees and charges for the hire of a Council facility in accordance with Section 377 of the Act.

Council fixes all fees and charges annually when developing Council's budget.

Committees must forward recommended Fees and Charges for the ensuing financial year on or before 30 April each year to the Manager of Executive Services. Any fees and charges recommended including realistic bonds, should be calculated carefully so as to cover the costs of managing and maintaining the facility including periodic maintenance of a major nature, e.g. repainting, top dressing, furniture replacement, running of events, etc.

All s.355 committees are reminded that they are responsible for the payment of utility services accounts relating to their facility.

Care should be taken to ensure that one group or section of users does not unduly subsidise others and that all users contribute on an equitable basis bearing in mind all circumstances.

Council retains the right to set or increase fees and charges in order to secure a reasonable fee and charge for the facility.

4.4 Income - Receipting of Monies

All monies received must be recorded in the cashbook and a receipt issued. The Committee is required to ensure that all monies due to it are in fact received.

Should the Committee be unable to recover any amounts, Council is to be notified of the details in writing so that Council staff may take any further action. This should occur no later than when the account is 60 days overdue.

4.5 Expenditure - Disbursements

To allow Committees to expend monies received by it, Council each year approves, in order of priority, such allocation of funds for the care, control and management of the facility or event. Expenditure for any other purpose is not permitted without Council approval.

All payments should be supported by accounts for goods and/or services received and be made by cheque and crossed "Not Negotiable".

All disbursements, with the exception of petty cash, must be made by cheque signed by any two office bearers comprising the Chairperson, Treasurer, and Secretary (or one other authorised office bearer).

Receipts should be obtained for all payments made.

All accounts should where possible be submitted to a Committee meeting for approval prior to payment being made and particulars recorded in the minutes.

Where payment must be made before the next Committee meeting, the particulars must be recorded in the minutes of the next Committee meeting to confirm such payment.

All payment must be recorded separately in the cashbook.

A Committee must only operate within the levels of the funds held at any one time, i.e. it cannot borrow money or arrange for a bank overdraft.

4.6 Banking

Before any Committee handles any money, it must seek approval from the Manager of Finance to open an account with cheque drawing facilities in the name of the Committee at an approved bank through which all transactions must be made.

All monies received by the Committee must be banked, in the form it was received, preferably at least weekly to aid reconciliation of the bank account with the cash and receipt books.

4.7 Petty Cash

A Committee may operate a petty cash account. The cash float must not exceed \$100 at any time.

Only payments of less than \$100.00 may be made from petty cash. All other payments must be made by cheque. Petty cash will normally be reserved for secretarial and treasurer expenses.

Petty cash must at all times be kept in a locked container with the key being held by the Treasurer. Cash is not to be left at unattended Council property.

All petty cash payments must be supported by receipts/dockets, which are to be placed in the petty cash container.

At all times, the total of receipts and cash in the container must equal the total cash float. The cash float should 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 should then be removed and properly recorded. The receipts must be attached to the reimbursement cheque details.

4.8 Goods and Services Tax

Council has resolved to make payment of any GST payable and retain any GST refundable by a s.355 Committee.

In order to minimise the impact of Council's decision, Treasurers are asked to obtain and keep all tax invoices in relation to all expenditures

as Council is only able to claim back applicable GST where these records are held.

Each Committee is obliged to provide information for Business Activity Statements (BAS) as at 30 June each year for preparation of statements and audit of Committee books.

Information and guidance in relation to the requirement for GST can be obtained from Council's Manager of Finance. The Manager can provide a sample record sheet for GST or an electronic version of this record.

4.9 Annual Statements of Income and Expenditure

The financial year of each Committee will be from 1 July to 30 June each year.

A fixed accounting period for all committees is required to ensure that details are presented to Council, with their draft budget and fees for the next financial year.

Within one month after 30 June each year, the Committee must prepare financial statements including:

- A statement showing all income received and payments made by the Committee during the financial year ended
- A list of all assets under the Committee's control as at the end of each financial year, and any liabilities, such as Council loans for improvement works
- A bank reconciliation
- A certificate from the bank certifying the balance of funds held as at 30 June.

Before submission to Council, the statements must be audited, preferably by a qualified auditor appointed by the Committee. If a qualified auditor is not available, the person selected should be experienced and possess a sound knowledge of the principles of bookkeeping.

A copy of the financial statements and attachments together with the auditor's certificate and any relevant comment made by the auditor must be submitted to Council.

The audited accounts should be submitted to the Committee for formal adoption.

Section 5. CARE, CONTROL & MANAGEMENT OF A COUNCIL FACILITY

5.1 Management Agreement General Conditions

Committees will make adequate arrangements for use of the facilities by members of the public. Council must formally approve any fees charged by the Committee.

Committees will collect and retain any approved fees paid by the public for the use of the facility voted by Council for expenditure by the committees on maintenance and running expenses.

Subject to prior concurrence by Council, committees may alter or waive charges for special charitable functions.

Council will supply a copy of an Agreement to Hire form for the use of the Committee (see Appendix C).

Committees are to accept responsibility for the management of the facilities including arranging and paying for electricity, cleaning and other items in the general maintenance of the facilities except rates and property insurance.

Any alterations to the area shall be in accordance with development applications approved by Council. At no time shall committees authorise expenditure in excess of available funds without prior approval of Council.

Subject to the foregoing conditions, committees shall, in relation to the area, do all such things normally done by such a Committee to foster and promote the use of the area.

If for any reason a Committee ceases to function, all funds held at that date should be transferred to Council forthwith and without deduction and all assets, improvements and equipment will revert to Council's custody.

5.2 General

Committees are established for the care, control and management of a specific Council facility, asset or group of facilities and measures must be taken to ensure that the premises and surroundings are safe. A plan and description of the facility will be annexed to the delegation document.

Generally speaking, committees will operate with minimum Council intervention or involvement. However, it will be appreciated that the facilities involved represent an investment of public funds

and Council bears ultimate responsibility for the facility. Regular liaison between the Committee and Council staff is encouraged to resolve any problems at an early date.

Committees must manage the facility under guidelines set by Council policy and the *Work Health and Safety Act 2011 and Regulations*.

5.3 Management

Committees are responsible for management of the facility on behalf of the community. In doing so, committees are reminded that, subject to payment of fees and charges and other such considerations, the public does have a right to use the facility.

Council's buildings must not in any event be used for any purpose that may conflict with Council's Planning, Health, *Work Health and Safety Act 2011* and Regulations.

5.4 Maintenance and Improvements – Public Buildings

Each Committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to users. This may entail regular maintenance (e.g. cleaning, replacement of consumables e.g. bins, paper towels and soap, mowing and watering) and periodic maintenance of a major nature, (e.g. repainting, replacement of worn or broken items).

Council's staff will inspect the various facilities from time to time but Committees are expected to keep Council informed of any substantial repair or upgrading work required on the facility under their control.

Any repair work in excess of \$1,000 or any alterations must first be referred to Council's Manager of Executive Services for approval and advice before any work is undertaken.

Any works considered necessary or desirable but beyond the means of the Committee should be referred to Council in writing so that early consideration might be given to their inclusion in a works program or the allocation of Council funds.

Generally, Council will be responsible for major maintenance and improvements, such as external painting or re-roofing and building extensions, but consistent with availability of Council funds, grant funding and income generated by the facility.

The Committee would be expected to accept responsibility for the cost of such items as:

- cleaning
- internal painting
- plumbing maintenance
- electrical maintenance
- minor repairs, such as broken windows and fittings
- installation of new internal fittings, such as cupboards
- electricity
- gas
- excess water
- provision and maintenance of furniture and equipment

Bookings – Public Buildings

Unless otherwise determined, Committees will take control of bookings for the facility, subject to the schedule of fees being approved by Council on an annual basis.

5.5 Maintenance and Improvements - Playing Fields and Open Spaces

Each Committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to users. This may entail regular maintenance (e.g. cleaning, replacement of consumables e.g. paper towel, soap, etc, mowing and watering, advertising signage) and periodic maintenance of a major nature, (e.g. linemarking, topsoiling, replacement or worn or broken items, fencing).

Council's staff will inspect the various facilities from time to time, but Committees are expected to keep Council informed of any substantial repair or upgrading work required on the facility under their control.

Any repair work in excess of \$1,000 or any alterations must first be referred to Council's Manager of Executive Services for approval and advice before any work is undertaken.

Any works considered necessary or desirable but beyond the means of the Committee should be referred to Council in writing so that early consideration might be given to their inclusion in a Works program or the allocation of Council funds.

Generally, Council will be responsible for major maintenance and improvements, such as irrigation systems, but consistent with availability of Council funds, grant funding and income generated by the facility.

The Committee would be expected to accept responsibility for the cost of such items as:

- cleaning
- plumbing maintenance
- electrical maintenance

- electricity
- gas
- excess water
- advertising signage
- fencing erected by the Committee

Bookings - Playing Fields and Open Spaces

Committees will take control of bookings for the facility, subject to the schedule of fees being approved by Council on an annual basis.

Fees received by the Committee will be retained to cover the cost of maintenance and improvement.

Usage – Playing Fields and Open Spaces

Committees will not be required to pay any fee to Council in return for field usage.

With the exception of school usage, Committees may levy a charge on all users of the field for organised sport and may make a charge on spectators at scheduled events to defray its costs by way of maintenance and operation, provided that such fees and charges are approved by Council.

The general public may not be excluded from any sporting area which constitutes public open space, except during scheduled events.

Committees will be required to submit a program of scheduled events to Council before the commencement of each sporting season.

Council will closely monitor sporting area usage and reserves the right to schedule sporting events of other organisations on to any sporting area controlled by a Committee, provided that such organisations must pay to the Committee the standard fee for usage.

Council will be concerned if any sporting area managed by a Committee is either under or over utilised and may seek redress for such occurrences.

So long as the Committee manages and maintains the sporting area under its control, and Council is satisfied there is a continued need for the area to be consistently used by the clubs from which the Committee is formed, then that club is permitted to nominate the area as its home ground. If however, management and/or maintenance is not adequate and/or need for use by the club diminishes, then Council may implement its power to dissolve the Committee.

5.6 Funding Allocation – Playing Fields

Applications for subsidy and loans towards the cost of upgrading playing fields will be

considered by Council when there is a shortfall in funds after taking into account all income, justifiable expenditure and available services.

Any application for subsidy should satisfy Council that all income is being fully utilised, adequate fees are being charged and that fields are maintained at a reasonable standard.

The s.355 Committee may be required to assume total responsibility for the control of any subsidy funding.

Maintenance works can be carried out by the following means:

- voluntary labour subject to prior induction and risk management
- use of contractors
- Council staff and equipment on the basis that the Management Committee pays Council the appropriate hire rates.

The Director of Works or designated officer will regularly check to ensure that the playing field is being properly maintained and that funds allocated by Council are being spent on the approved activities.

5.7 Keys to facilities

Keys to all Council buildings and facilities are kept on a master system by the Works Department.

Works staff will provide keys to s.355 committee executive office-bearers. Any additional keys may be requested by the Committee, but the allocation of these must be recorded on a key register. Each key must be signed for by the recipient and returned to the Committee upon cessation of membership for any reason.

Keys issued to members other than the executive office-bearers are the responsibility of the Committee. Any replacement of lost or misplaced keys will normally be charged to the Committee.

5.8 External grant funding applications

Committees are encouraged to apply for any grant funding that may be available from the State Government.

Grant funding may also be available from external bodies such as the Veolia Mulwara Trust or the Bendigo Community Bank. Depending on the specific requirements of the funding application form, Committees may lodge such applications direct to the funding body; however, they must, in all cases, be approved by Council, signed by the General Manager or their delegate, before being

submitted. Where required, Council will provide a letter of support for the application.

As s.355 committees act on Council's behalf, grant applications must include details such as Council's ABN, GST status, address and responsible officer.

All grant funding requires acquittal upon completion of the project. To ensure that such acquittals can be properly finalised by Council, the Committee must keep, and submit to Council, a record of all invoices, statements, payments, in-kind contributions and milestones.

Section 6. PURCHASES, EMPLOYMENT & INSURANCES

6.1 Purchases

There will be many times when a Committee will need to make purchases. All purchases must be made in accordance with Council's Procurement Policy.

As Committees act on Council's behalf, purchases over \$1000 need to have a Council order and be processed through Council's purchasing system. This will also take advantage of Council's GST-exempt status.

6.2 Employment of persons

A Committee cannot enter into an agreement, which may be construed as an employer/employee relationship without prior Council approval. This does not preclude the Committee engaging the services of contractors for maintenance works associated with the facility such as carpenters and electricians.

6.3 Public Liability

As Council appoints s.355 committees, members of such committees are included in Council's Public Liability insurance cover, which extends to all properties owned or leased by Council. Members of committees should note that they are only covered by public liability insurance when acting within the scope of their delegation and when they are an approved registered volunteer of Council.

Committees should be aware that this policy is subject to a claims excess which is currently \$12,500 excess for each and every claim. For a Casual Hirer the claims excess is \$1,000 for each and every claim.

6.4 Casual Hirer of Premises

All short-term, unincorporated users of Council facilities (e.g. weddings, birthdays etc) are covered by a master policy by Council. Please check with Council's Manager of Executive Services to ensure your facility is covered.

Definition of a Casual Hirer

'Hire of facilities owned by Council, no more than a total of 10 days over any 12-month period.'

Should a claim occur arising out of negligence of Council as owners of the facility hired, (e.g. the third party breaks a leg after tripping on a broken step) then Council's Public Liability – Professional Indemnity Policy is the policy to respond to the claim, not the Casual Hirers policy.

However, if a claim occurs arising out of the negligence of the Hirer, (e.g. the third party breaks a leg after slipping on a drink spilt on the floor) the Casual Hirers policy is to respond.

The Casual Hirers policy provides cover for the ad hoc hiring of Council-owned facilities, including sports facilities. However, it does not provide cover to permanent hirers of the facilities, incorporated associations, sporting bodies or associations of any kind, see permanent hirer for more detail.

6.5 Permanent Hirer of Premises

Definition of Permanent Hirer

'A permanent hirer of Council-owned facilities is a hirer of facilities for more than 10 days over any twelve-month period, incorporated associations, sporting bodies, or association of any kind. These organisations are to provide their own Public Liability Insurance cover, indemnifying Council against any claims that may arise as a result of their activities.'

The hirer shall take out and maintain a Public Liability insurance policy with a reputable insurance office indemnifying Council and in the case of the facility being on a Crown Reserve indemnifying the Minister in the sum of not less than twenty million dollars (\$20,000,000) in respect of each and every claim.

The hirer shall provide Council with proof of evidence of this by presenting Council with a Certificate of Currency issued by the Insurer, establishing that the Public Liability Insurance policy remains in force.

It is the s.355 Committee's responsibility to ensure that all incorporated bodies and regular users of Council facilities have adequate public liability cover.

It is also the responsibility of each Committee to ensure that correct licences are held by facility users engaged in activities that require the same (e.g. carnival operators).

Council has public liability Insurance to cover the various Committee facilities.

The following general information applies to the public liability policy:

- The policy covers Council and the Committee (registered volunteers) against claims made by members of the public for personal injury or injury to personal property arising from a negligent act or omission of Council and/or the s.355 Committee.
- When an accident occurs, members of the s.355 Committee are instructed to NOT admit

liability. The Committee should contact Council's Manager of Executive Services.

- Members of the public who wish to make a claim should be requested to state their claim in writing setting out full particulars of the accident (when, where and how) and the grounds on which they hold the Committee (or Council) responsible.
- When a Committee receives a claim, the Committee Secretary should question the member/s involved and submit a report in writing concerning the particular accident as recalled by the Committee member. Specific reference should be made of points raised in the claimant's claim. A full investigation will be undertaken Council's Workforce Services Officer.
- Claims from members of the public and the report of the incident should be forwarded together with any other relevant documentation to the Council and marked to the attention of the Workforce Services Officer.

6.6 Personal Accident Insurance

Council has a blanket policy that covers all Council building assets and, where notified, all contents which are assets belonging to Council. Any claims for loss or damage would be subject to an excess.

Only items belonging to Council can be covered under this policy.

6.7 Property – Damage/Theft

In the event of theft or vandalism to Council property or assets, the incident must be reported to the Police in the first instance and appropriate action taken to secure the property and ensure safety of the area.

The reporting officer must fill out an Incident – Vandalism report (see 7.4 Appendix D) and submit to Council's Manager of Executive Services for certification. The reporting will serve as an important database of information on small incidents for future reference and budgeting.

S.355 Committees will be liable for the first \$500 on all claims below excess.

A claim under this provision must be made on the appropriate Insurance Claim form (see 7.5 Appendix E) accompanied by the Incident – Vandalism Report form. If a claim is successful under this provision, the items will be on a replace/restore basis only through Council's purchasing system.

This provision only refers to property belonging to Council:

- For a claim to be successful, it must be demonstrated that the Committee had exercised a "duty of care" prior to the damage or loss.
- It is important that the assets of the Committee are listed on Council's records. Written advice is required on new assets in the Annual Report to Council.

Section 7. APPENDICES

7.1 Appendix A : Office Bearer Roles & Responsibilities

This appendix provides more detail on the roles, duties and responsibilities of specific office bearers, as well as the role of committee members who are not office bearers.

Chairperson

Every Committee must have an appointed member as Chairperson. This will generally be the Council's representative.

The key responsibility of a chairperson is facilitating the operations of the Committee.

The duties of a chairperson include:

- providing coordination, guidance and leadership to ensure the successful functioning of the committee
- representing the committee in the public domain
- ensuring the administrative and other tasks from meetings are carried out.

Specifically during meetings the chairperson is responsible for ensuring:

- meetings are correctly convened
- a quorum is present for all decisions
- meeting decisions are properly minuted
- the maintenance of order at the meetings
- the business of the meeting is conducted.

If the chairperson is absent from any meeting, the committee may temporarily appoint another of its members as the chairperson.

The chairperson may vote on any motion considered by the meeting and in the event of a tied vote, the chairperson may exercise a second or casting vote.

Secretary

The key responsibility of a secretary is the administration of the committee.

The duties of the secretary include:

- taking and recording minutes of all meetings
- maintaining all records and correspondence
- receiving all incoming correspondence and bringing it to the attention of the committee
- writing and dispatching all outwards correspondence required by the committee
- keeping committee members properly informed by sending them notices of meetings, agendas and copies of correspondence, reports etc. as required
- liaising with the chairperson between meetings so that the business of the committee is attended to and, in

consultation with the chairperson, to call extraordinary meetings as required.

Treasurer

The treasurer is responsible for keeping the committee's financial records in good order.

The treasurer's duties include:

- maintain a bank account in the name of the committee (once approved by Council)
- ensuring signatories to the account are the chairperson, treasurer and secretary (or one other office bearer) with any two to sign
- recording and banking money received
- paying accounts as authorised by the committee
- keeping all invoices, receipts, cheque butts, bank statements etc. for audit purposes
- reporting at each committee meeting current details on bank balances, transactions since the previous report, the committee's current financial position and any other information that the committee may require
- preparing an annual financial report, based on the financial year.

Committee Members who are not Office Bearers

Non-office bearing members' duties include:

- actively participating in committee activities and business
- attending all committee meetings and participating in decision making
- bringing to the committee's attention any identified problems or issues.

Non-Members as Office Bearers

Committees may find it useful to appoint someone who is not a committee member, but has relevant skills, to undertake particular tasks such as bookkeeping and secretarial work. In some cases this will be a volunteer; in other cases the committee may engage a local accountant or bank manager, to keep the books.

7.2 Appendix B: Meeting Procedures Guidelines

Each committee should decide its own meeting times in accordance with its charter. The aim is to meet as often as is necessary for good management of the Council asset. As a minimum, one meeting must be held each quarter. It is preferable to have a set meeting day and time to avoid confusion.

The business that a committee deals with at the regular meeting will be largely determined by its level of activity. The basics that need to be covered include reports from the:

- Chairperson
- Treasurer
- Secretary, including a list of correspondence received and sent
- Progress reports on any works being done.

A committee can decide its meeting schedule at the start of each year, or determine at the end of each meeting when and where the next one will be held. A good way to remind committee members about a coming meeting is to circulate the minutes of the last meeting, plus agenda and any other papers, about a week before the meeting date.

S.355 Committee meetings are open to the public because the Committee is representing the community in the management of a public asset. Therefore, visitors should be able to attend meetings if they wish. They can take part in discussions only at the invitation of the Chairperson, and cannot propose motions or vote.

Holding Committee Meetings

The following provides greater detail on meeting procedures to assist Committees. However, it is the specific Committee that decides its own meeting procedures.

Notice of the Meeting

A notice of meeting, typically incorporated with the agenda, is circulated to Committee members at least two days, and preferably a week before the meeting.

Reasonable notice of meetings should also be provided to the public. This may be by publishing annually a schedule of meetings on Council's website, or publishing a notice of meeting just prior to each meeting.

Agenda

Prior to any meeting, an agenda is prepared. The agenda is a short document that sets out the business to be dealt with at the meeting.

Usually the Secretary, in consultation with the Chairperson, prepares the agenda, but all

Committee members can nominate items of business to be included on the meeting agenda. When circulating the agenda, the minutes of the previous meeting and any reports to be considered at the meeting are usually attached.

At the start of the meeting, the Chairperson usually asks:

- (a) if there are other items of business that any member wishes to be added to the agenda, and
- (b) if any member wishes to change the order of the agenda. The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting may decide to refer such items to a subsequent meeting of the Committee.

Quorums

A quorum is the majority of members (the minimum number of members of the s.355 Committee who must be present in order for the Committee to make decisions).

If, thirty minutes (or some time generally agreed by the Committee as appropriate) after the start of the meeting a quorum has not been obtained, the Chairperson will decide to:

- postpone the meeting, or
- conduct the scheduled business of the Committee, but refer all decisions and motions to a subsequent meeting when a quorum is present for reconsideration and/or ratification

If, at any time during the meeting a quorum cannot be maintained, the Chairperson will decide to:

- close the meeting and refer any unfinished business to a subsequent meeting, or
- continue to conduct the remaining scheduled business of the Committee, but refer all decisions and motions to a subsequent meeting when a quorum is present for reconsideration and/or ratification.

Voting

One method for voting is a show of hands. The Chairperson calls first for those in favour of a motion and then for those opposed to a motion, and then declares the result to the meeting. In the event of a tied vote, the Chairperson may exercise a casting vote. Another method is for the Chairperson to ask if there is any dissent to the motion, and if there is no dissent, the motion is carried.

Addressing the Meeting

For more formally run Committees, all Committee members addressing the meeting must direct their remarks through the Chairperson. A Committee member addressing the meeting shall not be interrupted by any other member,

except that the Chairperson has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken, etc).

Making Decisions/Motions

Each decision of the Committee should be made by a formal vote, even if everyone agrees, and be recorded in the minutes.

Decisions are made by passing motions. Any Committee member may move a motion and the Chairperson accepts the motion for consideration. This could be as simple as: 'I move that the Treasurer's report be accepted' Bill Smith moves.

'I second that motion' says Mary Black.

The Chairperson says 'All in favour' (counts six raised hands); 'All against' (counts no raised hands). The motion is carried.

The minutes will record the wording of the motion, who moved it, who seconded it, whether it was passed or defeated. The voting margin (6-0) may also be recorded.

Committees may have motions that are more complicated and contentious arising from their discussions on how to proceed with a project or manage their asset. In such cases, it may be useful for the motion to be written down and read out or circulated prior to voting, so that everyone is clear about what is being decided.

If a vote is tied, the Chairperson has a second or casting vote.

Members may have their name recorded against or for a motion if the motion is carried contrary to the way they voted.

A Committee can only make decisions (ie move and pass motions) if a quorum of its membership is at the meeting.

Public Participation

All Committee meetings are open to the public. The form of public participation at any Committee meeting is at the discretion of the Committee, and may range from simply allowing the public to witness the Committee's proceedings to actively encouraging input into the discussion of items of general business.

Suggestions on managing public participation include:

- Allowing question time at the start of any meeting
- Accepting questions in writing for consideration either at the start of the meeting or as part of general business, and
- Encouraging deputations and petitions.

A Committee that regularly attracts public interest may develop and circulate publicly some simple rules on how members of the public are expected to conduct themselves in Committee meetings. These rules can detail any limits on participation such as limiting questions to two per person, giving the Chairperson the right to eject any person disrupting the meeting etc.

Members of the public cannot vote on any matter before the Committee.

Minutes

Minutes are a formal, written record of a meeting and must be kept for all meetings of the Committee. They should record decisions, rather than who said what. At a minimum, the minutes should record:

- The time the meeting started and finished
- The place of the meeting
- The names of the Committee members present
- The time of any arrivals and departures of members during the meeting
- A list of all items of business considered
- The exact wording of any motions moved, including the name of the mover and seconder, and the mover and seconder of any amendments to the motion
- A record of any or all of the members who supported or opposed the motion if requested by any member
- The results of consideration of any motions – carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the Committee, or any guest speakers, and
- Disclosure of any pecuniary interest or conflict of interest of any member.

The minutes should enable a Committee member not present at the meeting to be informed of all actions and decisions arising, and the reasons for those actions and decisions.

Every page of the minutes should be numbered and bear the date of the meeting.

The minutes of a meeting should be endorsed at the following meeting as being a true and accurate record. The motion endorsing the minutes should only be moved and seconded by members who actually attended that meeting.

Upon ratification of the previous meeting's minutes, the Chairperson should sign the minutes. Once endorsed by the signing of the Chairperson, they must never be altered.

Minutes are a permanent record of the Committee's decisions and proceedings. The Secretary should keep a Minute Book that will be passed on to the incoming Secretary at the end of the Committee's term. In the longer term the minutes are public records of Council and must be stored and archived in accordance with the

State Records Act. A copy of the minutes following each meeting is to be forwarded to Council for correct registering and storage.

The Annual General Meeting (AGM)

The AGM is a public meeting where the Committee reports to its community.

The AGM must be held no later than 30 September annually. The AGM includes:

- ratification of the minutes of the previous AGM and signing by the Chairperson
- a Chairperson's report on the Committee's activities of the past 12 months
- presentation of audited financial statements by the Treasurer or Secretary
- an outline of the Committee's proposed activities for the 12 months, that may also include seeking the community's approval of those plans
- the election of office-bearers for the following 12 months.

The AGM should be advertised at least seven clear days in advance in local newspapers, on public notice boards and via a mail-out to users of the asset.

Committee members should receive the agenda, reports and minutes from the last AGM at least one week before the meeting. Ideally, public notification of an Annual General Meeting should be made at least a week prior to the meeting.

Attendees can ask questions of the Committee (only in the time set aside in the meeting to do so), but it is not a forum for taking motions from the floor or voting on proposals. These actions can only be undertaken by Committee members and any such business should be held over to the next regular meeting.

The minutes of the AGM are to be forwarded to Council, along with notifying of changes to names, addresses and contact numbers of office bearers.

The incoming office bearers may choose at the end of the AGM to hold the first General meeting of the Committee.

Any motions which precipitate action by Council must be recorded as "Recommendations" and be submitted to Council. These recommendations may be adopted, amended or not adopted by Council.

(Date)

(Name)
(Address)
(Town) NSW (Post Code)

Dear (Name)

Meeting Agenda - (Meeting Date)

You are invited to attend a meeting of the (Committee Name) Management Committee to be held at (location of venue), (town) on (meeting date) commencing at (start time).

Yours faithfully

Secretary
(Committee Name) Management Committee

Committee Meeting for the (Committee Name) Management Committee

MEETING AGENDA

Meeting No: __/20

Meeting Date: _____ **Meeting Time:** _____ **Meeting Venue:** _____

Members: _____

Apologies: _____

Absent: _____

1. Opening of meeting by Chairperson/ Welcome to any visitors
2. Apologies
3. Confirmation of Minutes of the previous meeting held *(Copy of Minutes attached)*
4. Business arising from the previous minutes
5. Correspondence In/Out
6. Treasurers report
7. Agenda Items
 - 7.1. *(List any items submitted by Committee members separately)*
 - 7.2.
8. General Business
9. Confirmation of next meeting date
10. Closure of meeting

(Attach any relevant documents to be sent out with Agenda)

7.3 Appendix C: Hire Agreement Form

Palerang Council
Halls, Grounds and all Council owned or operated Facilities
Hire Agreement

Booking enquiries

phone: 1300 735 025

fax: 02 6297 5854

Hirer:.....

Contact Person:.....
(Applicable only for Club, Association of Committee)

Address for notices:
.....Phone:

Council Facility Required:

Type of function facility will be used for:

Date required / /20 Times: am/pm to am/pm

Period of Hire: / / 20 to / / 20 Times: am/pm to am/pm

If hire is for a season please provide Council with a copy of the draw

Casual Hirers – Birthdays, Functions, Weddings, Family gatherings (Use of facility less than 10 times per year.)

Casual Hirer does not include commercial hirers, incorporated bodies, sporting clubs or associations of any kind.

Permanent Hirer

- Users of Council facilities more than 10 times per calendar year.
- Sporting Bodies, associations and incorporated associations
- Schools
- Commercial profit making bodies

Permanent Hirer – Must have certificate of currency for Public Liability Insurance.

CONDITIONS FOR FACILITY USE

The Hirer agrees to abide by the conditions set down for the hire of a Council facility.

1. To pay the fee and/or bond as shown in the Revenue Policy of Council's management plan.
2. To leave the facility in a clean and tidy condition at the end of the period of hire and in particular:
 - i) To remove all rubbish, food scraps, empty drink containers, bottles and cans from the facility and place them in the bins provided at the facility.
 - ii) sweep the facility, clean up any spillage by application of appropriate cleaning liquids and agents and leave the toilet facility and/or Kitchen in a clean and sanitary condition:
 - iii) Clean the tables and chairs used during the time of hire and stack them in the storage area or against the walls of the facility.

If any facility is not left in a satisfactory condition, users will be billed for any costs incurred by Council to return the facility to a satisfactory condition or to repair damages incurred by the hirer.

3. To vacate the facility on or before the end of the time of hire.

4. **All hirers, with the exception of casual hirers, are to have a Public Liability insurance policy in force for the duration of the hire period. This policy shall be for no less than \$20,000,000. A copy of the policy must be provided to the Palerang Council for retention on file. A tax invoice will not be sufficient, as it does not advise of the currency of the policy.**

The policy shall provide cover to the hirer for any act or omission or negligence that may cause loss, death, injury or damage to any person, equipment, personal items that can be directly attributed to the use of the facility in accordance with the terms and conditions of the agreement.

The policy will also provide cover for any damage to Council property that is caused as a direct consequence of the use of the facility in accordance with the agreement.

4. To pay for any replacement or repairs of fittings or fixtures in the facility, which is required because of the use of the facility during the time of hire, this includes repairs to equipment in the facility.
5. Before vacating the facility at the end of each period of hire the hirer shall turnoff all lights and secure all windows and doors.
6. To comply with the Palerang Council code for outdoor advertising for the erection and removal of sponsor signage.
7. To return to the Palerang Council at the earliest opportunity on the day following the day of hire the keys to the facility or to pay the costs of replacement keys and change of locks should the keys given to the Hirer be lost, as the case may be.
8. Not at any time whilst the facility is being used pursuant to this agreement permit or suffer the emission of the offensive noise. 'Offensive noise' means noise that by reason of its level, nature, character or quality or the time at which it is made, or any other circumstances is likely to be harmful to, or be offensive to, or interfere unreasonably with the comfort of repose of a person who is outside the facility.
9. To observe the '**No smoking**' policy that applies to all Council-owned facilities.
10. The hirer cannot sublet or hire out the facility to any other Individual / company or organisation.

The hirer agrees that should the hirer breach any of the terms above:

1. The Council shall be entitled to bring the agreement to an end and to require the immediate vacating (or 14 days for permanent occupancy) of the facility by persons using it and if such circumstances occur. The Council shall not be liable to make good any loss or damages suffered by the termination so effected or pay any compensation to anyone because of the termination.
2. The Council shall be entitled to recover from the hirer the cost of remedying or rectifying any breach of this agreement including legal and court costs of such recovery.
3. The Council shall be entitled to apply the whole part or any part of the bond paid under terms of this agreement hereof to remedy any breach of this agreement and demand from the Hirer any balance owing to it on behalf of the Council if the bond is insufficient to meet the cost of remedy and the Hirer will pay such balance to the Committee within 14 days of the demand being made on the Hirer.

The hirer also agrees with the Committee that the hirer accepts full and complete responsibility:

- For any loss of or damage to any personal property (including money, jewellery & credit cards)
- Property on hire or loan that is in the facility prior to, during and after the time of hire, which property is in the facility in connection with or as result of its hire by the Hirer.

Copy of evidence of Public liability insurance collected

Booking entered on Computer system

Notification given to Outdoor staff as required

Copy of form provided to hirer

Copy of function on-licence (Alcohol) sited

I(Hirer's representative)

agree on behalf of the

.....

that I have read, understand and agree with the conditions as set down by the Palerang Council consideration of the hiring of the facility for the above period:

1. To pay an advanced rental bond of \$ for the hire of the facility to the Palerang Council on the date of signing this agreement, or by sundry debtor account raised.
2. To pay key deposit as advertised in Council management plan upon collection of keys to the facility or by Sundry Debtor account.
3. That I have read the conditions for Facility Use Agreement and agree to abide by the requirements of this agreement.

..... Date/...../.....
Signature of the Authorised Representative of the Committee

Please note: Keys may only be obtained from the Palerang Office in office hours. 8.30 am to 5.00pm weekdays only.

OFFICE USE ONLY - Hire Charges as advertised in Council's Management Plan

Usage	Casual Hire Rate Hourly or daily	Permanent Hire Charge Per season	Office use only Receipt Number
Rate			
Key Deposit			
Bond			
Electricity costs			
Total			

Before Use

- Copy of Agreement given to Hirer
- Copy of Agreement placed on file
- Copy of Agreement given to Creditors Clerk for raising account

After Use

- Inspection completed after Use
- Key Deposit Refunded
- Electricity read and charges applied

BOOKINGS ARE REQUIRED SEVEN (7) DAYS PRIOR TO USE

PALERANG COUNCIL

Booking a Council Facility

Casual Hirers	<p>Are:</p> <ul style="list-style-type: none"> ▪ Those who do not wish to use the facility for more than 10 days in a 12-month period. ▪ Those who are not an incorporated body, association or sporting club. ▪ Are not required to produce a certificate of currency for Public liability ▪ Are required to completed a hire of Council facility form ▪ Are required to pay fees as set in the Palerang Council Management Plan.
Other hirers of Council facilities	<p>Includes:</p> <ul style="list-style-type: none"> ▪ Anyone using a Council facility for more than 10 days in a 12 month period <p>Or</p> <ul style="list-style-type: none"> ▪ A Sporting Body ▪ A Club or association ▪ An Incorporated body ▪ Are required to complete a hire of Council facility form ▪ They need to produce a copy of a Public liability insurance certificate of currency. ▪ They do need to provide Council with a list of all dates the facility is required ▪ Pay fees as stated in the Palerang Council Management Plan
Council Facility	<p>Includes:</p> <ul style="list-style-type: none"> ▪ All halls ▪ Meeting Rooms ▪ Sporting Grounds ▪ Any Council owned property

Further information can be obtained from Council's Manager of Executive Services

Please Note:

- **Have an inspection report completed prior to use**
- **If stated in the management plan that the user is responsible for electricity charges that meters are read before use.**

7.4 Appendix D: Risk Management

What is Risk Management?

A risk is the chance of something occurring that has the potential to cause loss, damage or injury. Most activities have risk associated with them.

Risk management is setting in place practices and processes that enable risks to be identified, minimised and dealt with. Risk management seeks to minimise the impact of undesirable events, without discouraging appropriate risk taking and initiative.

Identification of Risk

There are many ways to identify risks including checklists, judgements based on experience, records, expert opinion etc.

The aim of risk identification is to generate a comprehensive list of events that might affect the Committee's operations or objectives. These risks are then considered in more detail to identify the potential impact of each risk. The identification process should be broad, so that all possible risks, no matter how small, are considered. Steps should then be taken to reduce the risk as much as possible to try to eliminate loss, damage or injury.

As a minimum, Council's insurer has advised that where a facility is hired out, the responsible Committee should have a Pre-Hirer checklist. This would need to be completed by a Committee member prior to the hirer taken possession of the facility to identify and deal with any items that may be a risk of causing loss, damage or injury.

The checklist is also helpful as it can prove that the hall was in good order before the hire, therefore the damage must have been inflicted during the hire period.

Where the Committee identifies a major risk and reducing it is outside the scope of the Committee, a report should be forwarded to the Manager of Executive Services at Council's office.

Council's Workforce Services Officer will assist committees with preparing a risk assessment of all functions prior to these being held in Council's facilities.

7.5 Appendix E: Incident – Vandalism Report

Incident Details						No:	
Report Name							(Assigned unique number for incident)
Responsible Officer							
Name of person that discovered the incident							
General Details							
Employee:							
Time call received:			(24 hour time)		Date:		
Advice received from (circle)	RTA	Police	Staff	Other:			
Type of Incident (circle)	Accident - No injury	Accident - Injury / Death		Property damaged		Vandalism	
Location:							
Date arrival at site:		Time Arrival at site:				(24 hour time)	
						Conforms with response time requirements:	
						Y / N	
						Non-conformance Number (if applicable)	
Time Traffic Control Centre advised site safe:						(24 hour time)	
Description of incident (attach sketch of further notes if necessary):							
Condition of Road / Shoulder / Bridge / Signals at time of accident:							
Damage to Council property (attach photo(s) and complete Incident Repair Details form as appropriate)							
Details of people and vehicles causing damage							
Name of Police Officer attending:				Station:		Report No:	
Owner of vehicle:				Phone Number:			
Address:							
Driver of vehicle:				Phone Number:			
Address:							
Registration of vehicle:				Licence Number:			
Insurance Company Details:							
Details of Witnesses:							

Palerang Council
Insurance Excess Gap for Sec 355 Committees
Property Claim Form

IMPORTANT NOTICE

- This claim form will not be accepted without a certified incident report attached
- Omission of relevant information may delay attention to your claim

The Committee:

Name of Committee:

Facility:

Address:

Contact Name and Number of Person Signing claim form: (please print)
.....

Details of Loss:

Type of incident: (*theft / malicious damage / assault / fraud etc*)

Description of loss:

.....

Date of incident: / / 20 Property value: \$ Replacement Value : \$
Proof of purchase/receipts or replacement quote will be required to substantiate claim.

Duty of Care: (What action was undertaken to avoid the loss).....
.....

Police Report:

Police Station where incident was reported to:.....

Police Officer incident reported to:.....

I/We _____ declare that:

1. The loss referred to in this claim occurred in the manner set out. The particulars contained in this claim are true in every respect;
2. the committee agrees to pay the first \$500.00 as per the management guidelines

Signature of claimant: _____

Position of claimant: _____

Office use only: **Claim No:** **Sum approved:** \$

Advice / comment from Council:

.....