PROCEDURES MANUAL

For Council

SECTION 355 MANAGEMENT COMMITTEE

Contents

1. Foreword

The Council expresses its gratitude for the dedicated efforts of volunteers who generously contribute their time and effort to the 355 Management Committees. These committees play a crucial role in empowering local communities, particularly villages, to actively participate in the management of Council facilities.

The formation of 355 Management Committees occurs when the Council decides to delegate specific functions to these committees, as authorised under section 355 of the Local Government Act 1993. As formal Committees of Council, their members assume the same responsibilities and accountabilities as Council Officers while carrying out their duties on behalf of the Council within their delegated authority.

To provide adequate support to Management Committee members, a comprehensive manual has been prepared. Additionally, training will be offered to ensure that members possess the necessary knowledge and skills to effectively fulfill their delegated responsibilities.

The valuable contributions of these volunteers, who dedicate their time to serve the community while managing Council's community facilities, bring immeasurable public benefits to our area.

General Manager

2. Introduction

Under Section 355, 377 and 378 of the *Local Government Act 1993*, Wingecarribee Shire Council can delegate some of its functions to a Committee of Council. This includes appointing community members to manage facilities as Section 355 Management Committees

355 Management Committees enable interested members of the local community to have greater involvement in the facilities provided in their area, on behalf of Council.

Under section 355 of the *Local Government Act 1993*, Councils can exercise their functions in the following ways:

How a council may exercise 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 joint organisation or 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 joint*

(f) *organisation or a Voluntary Regional Organisation of Councils of which the council is a member).*

Management Committees are delegated specific functions, and it is important that these Management Committees have the appropriate support to ensure that they are able to fulfill their delegated responsibilities.

3. Definitions

In this Manual:

(a)　"Annual use" shall mean any user granted use a facility on a year-to-year basis.

(b)　"Casual Hirer" shall mean those groups or individuals that have been granted use of a facility for a one-off activity.

(c)　"Community Representative" shall mean an individual that is a resident of the shire and is appointed onto the Management Committee.

(d)　"Council" shall mean Wingecarribee Shire Council.

(e)　"Completion of Induction" means that all forms, including Volunteer Application forms and training have been completed and signed off by the relevant Council Officer.

(f)　"Maintenance" shall mean all maintenance works on halls, buildings and associated land (such as car parks or gardens) under the control of the Management Committee.

(g)　"Manual" means this Manual for Council 355 Management Committees.

(h)　"Relative" means:

　　(a)　the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or the person's spouse.

　　(b)　the spouse or de facto partner of the person or of a person referred to in (a).

　　(c)　"Unfinancial" means those representatives or organisations who have accounts outstanding with the Management Committee beyond the due date.

(i)　"Resident" means a person who lives or is a rate payer in the Wingecarribee Shire Council area.

4. 355 Management Committee Governance Structures

4.1. Forming and Appointing Management Committees

(i) 355 Management Committees are formed by resolution of Council.

(ii) Council, after the local government elections, will resolve to form Management Committees. In doing so, Council will resolve to delegate functions to each Management Committee.

(iii) Membership for the Management Committees will be advertised, seeking expressions of interest from the community to become a Management Committee representative.

(iv) Council officers will review the applications and prepare a report for Council on the respective expressions of interest for each Management Committee.

(v) Council will consider the expressions of interests and formally appoint up to 12 members to each Management Committee via a Council resolution.

(vi) Following the Council resolution to formally appoint individual members, individuals will be required to participate in Council induction and any relevant training sessions within 60 days of the Council resolution. This includes the completion and lodgment of a Volunteer Application Form Appendix A of this manual.

(vii) Until induction is completed, individuals will not be able to commence their duties as a Management Committee Member.

(viii) Unless otherwise resolved by Council, the Management committees will continue to fulfill the functions of managing the respective Council facilities.

4.2. Membership of Management Committee

(i) Each Management Committee member shall continue to hold office for a period of up to 60 days after Council resolves the revised Management Committee membership to allow for new Management Committee Members to be inducted.

(ii) Management Committee Membership will be open to residents of Wingecarribee Shire who are over the age of eighteen (18) years.

(iii) The 355 Management Committee will consist of a minimum of 4 and maximum of 12 community representatives. The Office Bearers will occupy the positions of:

(a) President/Chairperson.

(b) Secretary.

(c) Treasurer.

(d) Booking Officer.

(iv) Community representatives who place an expression of interest to become a Management committee representative must be a resident as defined in the "Definitions" section of this document.

(v) An individual Management Committee Member gets one vote.

4.3. Election of Office Bearers

(i) The Management Committee shall, from its own members, elect a President/Chairperson, Secretary, Treasurer and Booking Officer for halls and community centres. These positions form the Executive of the Committee.

(ii) For small Management Committees, a member can hold two positions.

Please Note: A Management Committee Member cannot occupy the positions of Booking Officer and Treasurer at the same time unless endorsed by Council's Responsible Accounting Officer (based on mitigating controls).

(iii) The Management Committee may, from its members, elect additional positions such as:

    (a) Vice President/ Vice Chairperson.

    (b) Assistant Secretary.

    (c) Grants Officer.

    (d) Other positions as deemed necessary.

(iv) A maximum of two (2) relatives of any one family can be office bearers on the same Management Committee at the same time.

(v) Only one (1) of those office bearers is able to authorise payments on behalf of the same Management Committee at the same time.

(vi) All Management Committees are required to advise Council of the details of the person(s) who are authorised signatories of the Management Committee's bank account.

4.4. Financial Institutions and Committee Funds

(i) A Management Committee is not permitted to open a bank account unless prior approval is obtained, in writing, from Council's Responsible Accounting Officer.

(ii) Council's Responsible Accounting Officer reserves the right to nominate the financial institution in which the Management Committee open a bank account with.

(iii) All Management Committee bank accounts are to have at least three (3) signatures of Council Officers.

(iv) A Memorandum of Understanding will be signed between the Management Committees Treasurer and Council's Responsible Accounting Officer advising that 355 funds are not to be accessed unless resolved by Council.

4.5. Payment to Management Committee Members

Payment to a Management Committee Member is not permitted except for the reimbursement of out of pocket expenses.

4.6. Appointment of Members Arising from a Vacancy

A vacancy may arise if one of the following occur:

- A Management Committee is dissolved by Council.
- The member dies.
- The member becomes bankrupt.

- The member resigns from office by notification in writing to the Management Committee and Council.
- The member is absent for more than 3 consecutive meetings without leave from meetings of the Management Committee.
- Council passes a resolution to remove the member from the Management Committee.
- The member holds any office of profit under the Management Committee.
- The member fails to disclose any pecuniary interest in any matter with which the Management Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the *Local Government Act 1993*.
- The member while holding that office is convicted of an offence referred to part 4 of the *Crimes Act 1900* (offences relating to property).
- The member breaches the Code of Conduct.
- The member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section.
- The member becomes a mentally incapacitated person.

Council has the right to remove any members of the Management Committee after consultation with the Management Committee.

In the event of a vacancy during the elected period, refer to section 4.1 (iii), (iv) and (v) of this manual for the expression of interest requirements.

4.7. Resigning from a Management Committee

(i)   Where a member of a Management Committee resigns, a written resignation will be presented to the committee Secretary and the Secretary must advise the Management Committee and relevant Council Officer(s).

(ii)   Upon receipt of the resignation, expressions of interest will be called to fill the vacancy in accordance with section 4.1 (iii), (iv) and (v) of this Manual.

4.8. Dissolution of a Management Committee

(i)   A Management Committee may be dissolved by Council at any time.

(ii)   Council may wish to dissolve a Management Committee to carry out the control of the facility itself.

(iii)   Council may also dissolve a Management Committee if that Committee is not complying with Governance requirements or the roles and responsibilities of the Management Committee outlined in this Manual.

(iv)   A Management Committee may be dissolved in the event of membership dropping to less than four (4) persons unless Council specifically resolves otherwise where expressions of interest for membership is being sought.

(v)   The Management Committee can also be dissolved by a vote of 75% of the voting members present at an Extraordinary Meeting convened to consider this option.

(vi) Upon a resolution being passed by Council to dissolve a Management Committee, all assets and funds of the Management Committee shall, after payment of all expenses, liabilities and Council records including minutes and financial records be handed over to Council.

(vii) Upon finalisation of financial records, all funds that were held by the committee will be allocated in the budget towards maintenance or capital works for that relevant hall and surroundings.

4.9. Delegations of the 355 Management Committees

The Management Committee is limited to perform its duties within the delegations authorised by Council. This includes, but is not limited to:

- ensuring that all Fees and Charges are charged in accordance with Council's adopted Fees and Charges schedule at all times.
- ensuring it must not borrow funds unless resolved by Council.
- not carrying out any works unless authorised by the relevant Council Officer via an Approval to Carry Out Work (ATCOW) on Council land.
- not employ any persons at any time.
- not take legal action on behalf of Council in the capacity of Management Committee Member.
- not contribute money or otherwise grant financial assistance to persons.

4.10. Member Obligations

Management Committee Members shall adhere to all requirements outlined in this Manual, along with all Council Policies, Procedures and Guidelines including Council's Code of Conduct.

Council will not provide support for Management Committee Members that are exposed to litigation or prosecution as a result of not acting in accordance with Council Policies, Procedures, Guidelines or Requirements.

5. Operational Responsibilities and Duties of Management Committee Members

5.1. Code of Conduct

All Management Committee members are required to abide by Council's Code of Conduct (including Pecuniary and Conflicts of Interests) and to carry out the business of the Committee in accordance with delegated authority and all statutory requirements A full copy of Council's Code of Conduct can be obtained on Council's website and will be included as part of the Management Committee members full induction after appointment.

5.2. Management Committee Members WHS (Work Health and Safety) Obligations a Volunteers

A volunteer also has a duty under the *WHS Act 2011* to take reasonable care for their own health and safety. Taking reasonable care means doing what a reasonable person would do in the circumstances having regards to things like:

- Your knowledge of your role.
- Your skills and the resources available to you.
- The information that you have to make an informed decision.
- The consequences to health and safety of a failure to act in the circumstances.

Volunteers are required to:

- Adhere to all Council policies, procedures and guidelines.
- Ensure a safe working environment for other volunteers, paid workers and members of the public by taking care of the health and safety of themselves and others.
- Provide truthful and accurate information to Council staff relating to the condition of facilities and another Management Committee matters.
- Attend training as instructed by relevant Council Officer(s).
- Treat all Council information as confidential.
- Be aware of and follow the approved risk management procedures.
- Follow the directions of the person in charge of the activity.
- Not to undertake activities under the influence of alcohol or any other drug that will prevent them from performing duties in a safe manner.
- Use Council approved equipment and substances in accordance with the correct procedures and instruction.
- Bring to the attention of the appropriate person any matter which could affect the safe undertaking of the activity.
- As soon as practically possible, please report any incident, accident, illness, or 'a near miss' that relates to the health and safety of the voluntary activity. (See the Appendix B of this manual).

5.3. Sign On / Sign Off Registration for volunteers, contractors and staff

Management Committee members must complete the Sign On / Sign Off Registration Form (see Appendix C of this manual) each time they attend a Council facility. Volunteers, contractors and staff must sign on and off when attending a Council facility.

The Sign-on / Sign-off Registration form is to be forwarded to Facilities Team at the end of March, June, September and December each year. This is responsibility of the Secretary of each Management Committee.

If the Management Committee is conducting a public event / committee function, it will need to be approved in line with Council's event procedures prior to the event being advertised or commenced.

5.4. Duties of Office Bearers and the Management Committee

Once elected to an office bearing position the following obligations must be adhered in fulfilling these duties:

President/Chairperson

- To call and preside at meetings.
- Chair the meeting impartially.
- To ensure the smooth running of Management Committee Meetings in accordance with standard meeting procedure. See Appendix D of this manual.
- To preside at meetings, ensuring that all Management Committee Members have an equal opportunity to speak.
- To regulate meetings, ensuring that sufficient time is allocated for discussion and decision making.
- Provide background on matters so that all members are equally informed.
- Ensure decisions made by the Management Committee are clarified and transparent to the committee and minute taker.
- To receive and put to the meeting for debate any motion that is brought before the Management Committee.
- To act as spokesperson for the Management Committee noting section 5.12 of this manual and the protocols relating to communications with the media.

Secretary

- To deal with all incoming and outgoing correspondence and table all correspondence at Management Committee Meetings for appropriate action.
- Maintaining a current list of all committee members, including their address and telephone numbers and any other contact details.
- To provide notice and agenda of meetings to Management Committee Members in consultation President/Chairperson.
- To accurately record minutes of each meeting and promptly forward all minutes to the Facilities Team and to all members of the Management Committee after being reviewed by the President/Chairperson.
- To follow Council's records obligations (see section 5.14 of this manual) and ensure the protection and privacy of personal information.

Treasurer

- To ensure tax invoices are issued where applicable for costs incurred in the hire of the facility.
- To ensure all moneys received relating to the facility have receipts issued.
- To keep accurate financial accounts showing the financial affairs of the Management Committee.
- To bank funds received by the Management Committee.
- To make available an up-to-date financial statement (Treasurer's Report, see Appendix M of this manual) for each meeting of the committee.
- To submit expense accounts to each committee meeting for confirmation of payment.
- To close off the Management Committee's financial records as at 30 June each year and have the financial records reviewed by the President/Chairperson.
- To forward to Bank Statements as soon as practically possible as at 30 June each year to the Facilities team.
- To forward a copy of the reviewed Annual Financial Statements in the prescribed format to Council by 31 July each year to the Facilities team.
- To prepare and submit monthly GST (Good and Services Tax) returns to Council to the Facilities team.
- To follow Council's records obligations (see section 5.14 of this manual) and ensure the protection and privacy of personal information.

Booking Officer

- To take enquiries and oversee bookings.
- To liase with hirer once they have received the approval by the Facilities team.
- To inspect the facility after use for cleanliness and/or damage and inform Council of the condition of the facility before reimbursement of the bond.
- To orientate prospective hirers to the facility.
- To prepare and submit an Insurance Return for Casual Hire of a Council Facility. (See Appendix R of this manual).
- To ensure the protection and privacy of personal information.
- To issue keys to the facility until such time that Council has implemented keyless access control.

Deputy President/Chairperson

Assists the President/Chairperson and during her / his absence assume the role of President/Chairperson.

Management Committee Members (General)

All Management Committee members have important roles, both in the general duties of the Management Committee and at meetings. Attendance and participation in decision making at meetings is essential to the effectiveness of the Management Committee.

It is the responsibility of all Management Committee members to attend and participate in most Management Committee meetings which requires:

- Being on time for meetings.
- Abiding by the agenda.

- Contributing to the discussion where appropriate.
- Being objective and listening to others' views.
- Volunteering to do some of the necessary tasks as required.
- Support the office bearers in carrying out their jobs.
- Assist in organising the Annual General Meeting.
- Attend and participate in any planning meetings that may be held.
- Make sure the facility is being maintained and run smoothly.
- Notify the Secretary if they are unable to attend a meeting.

5.5. Responsibilities and Process for Maintenance Works

Any maintenance requests must be requested through the appropriate Council system for Council Officers to action (see Section 17 of this manual).

A Management Committee cannot undertake any work on a Council facility without the written approval of Council's Asset Team. The Management Committee must demonstrate that they have the funds for the project and liaise with a duty planner to determine whether a Development Application will be required for the project.

The Management Committees may obtain quotes for work to be carried out and make recommendations to the relevant Council officers on the preferred contractor. The relevant Council Officer will liaise with the Management Committee and come to an agreement with the committee as to which contractor will undertake the work.

In the case of Approval to Carry out Work on Council land (ATCOW), the Management Committee may obtain quotes for work to be carried out and make recommendations on the preferred contractor. All relevant documentation will need to be attached to the ATCOW application and submitted. (Refer to Council's website, www.wsc.nsw.gov.au).

The application must be approved by the relevant Council Officer before any work can commence. The expenses and payment for work being carried out is the responsibility of the Management Committee.

Please note: All contractors are to be inducted by a Council Officer PRIOR to any work commencing. The person booking the contractor must inform the contractor to phone the Coordinator Parks and Buildings (02) 4868 0888.

5.6. Asset Register

The Management Committee is to maintain an Assets Register (see Appendix K of this manual) that is updated as assets are purchased or disposed of. A copy of the updated register is to be forwarded to Council as a part of the Financial Records provided in accordance with the financial requirements of the Management Committee.

Any disposal of assets must be recorded in the register and be included in the minutes of a Management Committee meeting.

Any assets that are non-Council must not be included in the Asset Register.

5.7. Setting Fees and Charges for Management Committee managed facilities

Under the *Local Government Act 1993*, only Council has the authority to set fees and charges that cannot be varied without a resolution of Council. The Management Committee is to review its fees annually and make recommendations to Council by 15 September for the following financial year. The fees that are recommended by the Management Committee will be considered in Council's annual review of fees and charges.

Council will have the final say in setting the fees and charges and in adopting the Fees and Charges schedule.

The recommendations submitted to Council should show the amount, GST and the total charge. Once Council has adopted the fees and charges schedule, a list will be supplied to every Management Committee in July each year.

The Management Committee must also obtain approval from Council for any fees that may be charged at fundraising events.

5.8. Fees Waived or discounted by Council

Fees for the hire of a Council facility may only be waived or discounted by a decision of Council.

A prospective hirer, when seeking a reduction or the waiving of a fee or charge should make its request in writing, with attention to the General Manager. This request will be forwarded to the relevant Manager to seek input from the relevant committee for a response.

Where fees for a hirer have been waived or discounted by Council, the Management Committee is advised to keep a record for reference when preparing its next budget.

5.9. Booking Council Facilities

If there are any requests to book any Council facilities (including halls managed by the Management Committee), please refer requests to Council's website or contact Council's Customer Experience.

The Management Committee booking officer will be notified of each booking request.

5.10. Key Register

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

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

The Key Register is to be kept up-to-date by the Management Committee and a copy forwarded to the Facilities Team when changes occur. (See Appendix E of this manual).

5.11. Correspondence

The Management Committee is not permitted to forward official correspondence relating to any business of the Management Committee or Council to Government officials or Government departments (including the Governor General and government ministers). All official correspondence must be signed by the relevant Council Officer.

5.12. Media

Management Committee members are not permitted to speak to the media on any Council matters in their capacity as a Management Committee member. All such requests received must be referred to the General Manager.

5.13. Legal Matters

Where a Management Committee Member becomes aware of a matter of legal significance or an issue that could create a legal liability for Council or the volunteer/delegate, that person has an obligation to **report the matter immediately to the Facilities Team or the Manager, Governance and Corporate Performance**.

5.14. Record Keeping and Mail

The State Records Act 1998 enforces the responsibility of all public officials to maintain complete and accurate records, which should include:

- Documentation of their activities and decisions.
- Meeting Agendas and Minutes for ordinary and Annual General Meetings.
- Information and correspondence related to bookings and cancellations.
- Applications for facility usage and hire.
- Copies of insurance documents.
- Financial Records
- Any other pertinent administrative documents.

To ensure proper record-keeping, a duplicate set of all records must be provided to the Facilities Team, who will oversee the maintenance of these records in the council's management system.

For enhanced consistency, it is strongly recommended that each Management Committee establishes a dedicated PO Box and a non-personal email address. This measure allows for seamless continuity when there are changes in positions among the committee members.

5.15. Child Protection

A Working with Children Check (WWC) is reserved for people whose work is focused on children and whose work requires ongoing role-orientated contact with children. Any Management Committee Members who are required to have a working with children check must apply through the appropriate channels mandated by the NSW Government.

Management Committee Members must immediately report any allegations involving abuse of a child or young person to the NSW Police.

5.16. General Housekeeping

Everyone is responsible for good housekeeping practices at all times. Obstructions around the work area are a common cause of slips, trips and falls. Keep all work areas clean and tidy. Place rubbish in the appropriate bins and do not leave tools or equipment lying on the floor or ground. Keep aisles, walkways, emergency exits, stairs and access to fire extinguishers clear at all times. All efforts are to be made to identify any areas of the facility which may endanger health and have these areas rectified as soon as possible, including the preparation of food (where relevant).

It is the responsibility of every hirer of a facility to remove any waste or rubbish associated with their hire. If any hirer/Management Committee would like a bin collection service (regular or one off) they are to contact a Commercial Waste Service provider of their choice. Any costs incurred are the responsibility of the hirer/Management Committee.

6. Operational Responsibilities and Duties of Council

6.1. Council's WHS Obligations to Volunteers

For the purpose of WHS, a Management Committee Member is deemed a worker.

A volunteer is a 'worker' under work health and safety (WHS) legislation. Council has a primary duty of care to all workers under the *WHS Act 2011*. This duty includes but is not limited to ensuring as far as reasonably practicable while the workers are at work, the health and safety of:

- Workers engaged or caused to be engaged by Council
- Workers whose activities in carrying out work are as directed or influenced by Council

Council will ensure that volunteers are provided the highest level of protection against harm to their health, welfare and safety at work, so far is reasonably practicable.

A risk assessment of the volunteer activity will be undertaken using the hierarchy of risk control, to determine if:

- The activity is suitable for the volunteer(s)
- The activity does not place the volunteer(s) at risk to their health and safety
- The volunteer has the physical capacity to undertake the activity
- The volunteer has the knowledge and skills required to undertake the activity in a safe manner

6.2. Funding Major Improvements

The Council shall be responsible for the planning, funding and construction of any new capital works on Council owned land and will consult with the Management Committee.

6.3. Maintenance Responsibilities

The Council shall be responsible for maintenance works in the facility including grounds. If the committee's request for maintenance cannot be undertaken by Council, the committee via an ATCOW approval, may engage the services of a contractor at the committee's expense.

6.4. Insurance of Assets

The Council shall fully insure all buildings and all fixtures, fittings, and contents that are owned by Council and the Management Committees.

6.5. Insurance of Management Committee Members

The Council shall insure the Management Committee in respect of Public Liability, Professional Indemnity, Personal Accident.

6.6. Notification of Fees and Charges

Fees and charges are to be applied in line with Council's adopted Fees and Charges Schedule.

Council shall notify the Management Committee of any proposed variation of ground hire and or facilities fees proposed for the ensuing year by 30 June in each year.

6.7. Improvement Recommendations

The Council shall consider with its annual estimates all improvements suggested by the Management Committee.

Recommendations shall be submitted to the Council by 15 September in the preceding year along with details of proposed work, cost of the work and the amount of funding (including approved grants and donations) that is available for the work.

Council will review the list of proposed works against Council's other related priorities for the Council's consideration in the following year's Operations Plan and Budget. The priority list shall be based on identified need and on Council's ability to resource the projects including staffing and available sources of funding.

6.8. Training of Management Committee

The Council will hold an annual training session for Management Committee members and Office Bearers.

Additional training may be required from time to time, associated with changes to legislation and operational requirements.

6.9. Renewal of Entertainment Licenses

The Council shall renew Entertainment Licenses with APRA for its facilities as required. If a commercial entity is hiring a Council facility for dance or fitness classes, concerts or recitals and are playing music they will need to ensure they have the appropriate APRA/AMCOS and PPCA licence. For more information and to obtain a licence contact APRA/AMCOS on 1300 852 388 or email: licence@apra.com.au.

6.10. Plans of Management

Council will prepare and update a Plan of Management for each facility and consult with Management Committee in preparation of such plans.

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

7. Facility Bookings

Managing a Council facility for community use is central to the purpose of Council's Management Committees. Ensuring that each facility is readily accessible to the community is the main objectives of the committees.

Refer to Council's website (www.wsc.nsw.gov.au) for the booking process and terms and conditions of hire.

7.1. Communication Book

A communication book is to be placed at the main entry / exit point of the facility. The communication book is to be used by anyone using the facility to note any item or issue that needs attention in the facility. Even though the issue may have been reported to Council or to the facility booking officer it highlights for the next group or person coming into the centre an issue that they should be aware of.

The Communication book should be checked at each Management Committee Meeting to make sure that all issues listed have been dealt with and or reported to Council for attention.

7.2. Completion of Facility Hire Checklists – Casual Hirers

Council requires all hirers of a Council facility to conduct pre and post use inspections of the facility, equipment and environment to ensure that they are safe every time the facility is used.

The Facility Hire Checklist at (see Appendix F of this manual) is to be completed by a Management Committee member (usually the Booking Officer) together with the casual hirer at the commencement and completion of their one-off hire.

The completed checklist is returned by the hirer to the Management Committee within 72 hours of completion of the hire to enable the refund of the bond if everything is left clean and tidy.

7.3. Completion of Facility Hire Checklists – Regular Hirers

In the case of regular ongoing hirers, the Facility Hire Checklist must be completed **by the hirer** at the commencement and completion of each use of the facility.

8. Meetings

8.1. Making Management Committee Meetings Work

The Management Committee will meet on a regular basis (minimum four (4) times per year) to discuss relevant business and make decisions. Regular meetings ensure that necessary tasks are attended to promptly and provide ongoing accountability to both Council and the community.

An agenda is to be sent out to all Management Committee members at least one week prior to the meeting.

Minutes of the matters discussed will be forwarded to all Management Committee members and relevant Council officers for recordkeeping purposes as referenced in Section 5.14 of this manual.

Any items requiring action by Council should be included in the minutes as a separate item titled "Items for Council Action."

A quorum will consist of half the total number of voting members plus one or as stated in the Committee's Constitution. Should this number of members not be in attendance at **15 minutes** after the starting time, the meeting will be adjourned to a nominated time and place. (See Appendix D of this manual).

8.2. Ordinary Meetings

Ordinary Meetings of the Management Committee are required to address the day-to-day issues involved with the care, control and management of the facility. Examples of these matters include the hiring and maintenance of the facility, utilisation of the respective facility, finances, correspondence, risk management and work health and safety matters.

8.3. Annual General Meetings (AGM)

An AGM is held every year, after the completion of the financial year and no later than 31 August. The main objectives are to report on the achievements and outcomes of the Management Committee over the past year, elect new office bearers for the coming year and have the Management Committees financial records endorsed.

8.4. Preparing for the AGM

(i)   Choose a date and time that is suitable to the Management Committee members and to allow for the adoption and forwarding to Council of the Management Committees financial reports.

(ii)   The Management Committee AGMs have to be advertised for a minimum of 28 days prior to the meeting. Council will also advertise the date, time and location of each AGM. The Management Committee must notify the relevant Council officer at least **six weeks** prior to the scheduled meeting date to allow for the appropriate advertising.

(iii)   The Secretary will notify each Management Committee member of the date, time and location of the AGM and place a notice in the facility stating date and time of AGM so that user groups are aware of the AGM.

(iv)   The Secretary will remind appropriate office bearers to prepare their reports.

(v)   The Treasurer will make sure that the Management Committee's financial records have been **reviewed** as at 30 June each year, a copy to be sent to Council by 31 July.

8.5. After the AGM

(i)   Forward a copy of the Annual General Meeting minutes and accompanying reports to the relevant Council Officer and all Management Committee members. This may include any resignations from and nominations to the Management Committee in these minutes.

(ii) If necessary, complete bank forms to change signatories on Management Committee accounts, including any nominated Council officers.

(iii) If necessary, ensure that there is a handover between the old and new office bearers.

(iv) Agree when the Management Committee meetings should be held and prepare the annual calendar of meeting dates then advise Council.

8.6. Extraordinary Meetings

An Extraordinary Meeting of the Management Committee may be called to discuss urgent business and / or matters outside the scope of an Ordinary Meeting. This must be requested by at least two members of the Management Committee. An agenda will be prepared and circulated to all members of the committee at least two days prior to the meeting.

Minutes of the proceedings will be forwarded to all Management Committee members and to the relevant Council Officer outlining the reason for the Extraordinary Meeting.

8.7. The Agenda

Outlines the date and time of the proposed meeting and the matters to be discussed. Please refer to the 355 Management Committee Timetable for key dates and meetings that assist with the setting of each Agenda. See Appendix T of this manual.

8.8. Agenda Preparation

The agenda, listing items to be dealt with at the meeting should be typed and distributed to all members prior to the date set for the meeting (preferably at least a week before).

Items that members would like to be included in the agenda for an ordinary meeting should be forwarded to the Secretary by a set date so that they can be included in the agenda prior to it being circulated.

8.9. Minutes Preparation

Minutes of all committee meetings must be kept by the Secretary and forwarded to all Management Committee members and to the relevant Council Officer. The Management Committee needs to be aware of the minute's legal status and their liability to subpoena in court cases.

The President/Chairperson is required to sign the minutes of a meeting as a true record of the proceedings of the meeting. The minutes must record all motions and amendments put to the meeting and the outcomes. **There is no need to record what members said at the meeting** but there may be occasions when it is

appropriate to record the main issues of the debate.

The President/Chairperson and the Secretary are responsible for the form of the minutes and must check that there have been no unauthorised alterations to those minutes. The President/Chairperson signs the minutes after they have been confirmed at the next Management Committee meeting. The signing must not take place until the motion for confirmation has been completed. The motion to confirm the minutes can only be moved and seconded by a person in attendance at the meeting to which the minutes relate. See Appendix H of this manual.

9. Management Committee Training

9.1. Introduction

Council is committed to providing appropriate training for all staff, including volunteers. To comply with the *WHS Act 2011* Council must provide guidance to staff, including volunteers to ensure a safe and healthy workplace and community is maintained.

Council will provide instruction, training, and information to volunteers. This includes:

- Full Orientation and Committee Induction, including Code of Conduct after appointment resolved by Council
- Refresher Training on Code of conduct and WH&S at each AGM
- Other Training.
- Site Specific induction and training.

9.2. Committee Induction

Committee Induction is a very important training session and must be completed by all Community Representatives once Management Committee member's appointment is resolved by council. Council will periodically provide Management Committee members (once inducted) with a specially abridged and customised Committee induction.

All Community Representatives that have been resolved to become Management Committee members will be required to attend and/or participate in a full Orientation and Committee Induction program after appointment is resolved by Council. The Training will include the following induction / training:

- Completion of Volunteer Application form. See Appendix A of this manual.
- Code of Conduct.
- Corporate WHS and Risk Management induction
- Refresher training will be conducted annually which will include:
    - Code of Conduct
    - WH&S
    - Any other determined training

10. Financial Management

10.1. Financial Authorities

All Management Committee members must ensure they act in a financially responsible manner. This extends to those who are official officer bearers and hold relevant authorities over certain financial transactions.

A Management Committee must seek approval from Council's Responsible Accounting Officer prior to opening a bank account or equivalent facility. Approval must be sought on the type of accounts that will be opened and the financial institution in which the account will be opened with.

Once approval is received in writing from Council's Responsible Accounting Officer, the Management Committee can, by resolution, agree to open an account(s) s at the nominated financial institution.

The Management Committee will resolve who are nominated committee signatories of the bank account.

All bank accounts must be dual authorisation accounts.

The Management Committee may accept receipts by electronic transfer and make electronic payments as long as the account is set up so that any two of the authorised signatures can be signed or approved electronically.

The signatories of the account are to be a minimum of three (3) Management Committee members (most likely office bearers) and a minimum three (3) staff members of Council.

No two members from the one family may sign the same cheque or approve and electronic payment.

Any changes to bank signatories must be advised to the relevant Council Officer(s) to ensure Council records are maintained accurately.

Unless in case of an emergency, all payments are to be approved by the Management Committee prior to cheques being signed or digital transactions approved.

As all payments are endorsed by the Management Committee, they are recorded in the minutes. This is most simply done by receiving and accepting the Treasurer's Report.

10.2. Technical Accounting Tools

The Management Committee should record its financial transactions by maintaining the following records:

- A copy of each tax invoice issued.
- Receipt book.
- Cash book.
- Cheque book.
- Petty cash book.
- Petty cash receipt book.

- Petty cash vouchers.
- Bank deposit book.
- Bank statement folder.
- Monthly GST Summary Returns – supplied by Council.
- Monthly Insurance Return for Casual hire of a Council Facility   – supplied by Council.
- Booking diary (for Management Committees that manage a facility).
- Asset register.

These tools are suggested to ensure accurate accounting record keeping. These records can be kept electronically or in hard copy.

10.3. Financial Year and Timeframes

The Management Committee financial reporting period is 1 July to 30 June and aligns to Council's financial reporting period.

All bank statements are to be provided to Finance team (via the relevant Council Officer) as soon as practically possible after 30 June each year (as at 30 June).

All other financial records and reports are to be provided to Council no later than 31 July each year for the proceeding financial year via the relevant Council Officer.

10.4. Receiving Money

To receive and account for money, you will need a tax invoice, a receipt book and a deposit book (provided by financial institution account).

The procedure is set out below:
- Upon confirmation of a booking, a tax invoice (including GST details) will be issued and forwarded to payee.
- When the money is received as cash (not preferable), cheque or electronic transfer (and accounted for), a receipt is written out and issued to the payee.
- Ensure any cash or cheques received are stored safely until banked.
- Please ensure any cash and cheques are banked as soon as possible.
- Receipts must be clearly written for all income as it is received, irrespective of its source. Using the receipt book, receipts must show:
- the name and address of the person or organisation from whom payment is received (and ABN (Australian Business Number) if applicable).
- the total amount received in words.
- whether it is received as cash, cheque or electronically.
- the reason or particulars for which the receipt was issued (description and reference to invoice number).
- the price (excluding GST), the GST and the total amount.
- the date of receipt.
- the signature of the authorised person receiving the payment.

Only the original copy of the receipt is to be given out to the payee. The second copy is to be attached to the appropriate page in the bank deposit book (i.e. the page for the date on which the amount in the receipt is banked). The third copy is to remain fixed in the book for audit purposes.

Personal cheques must be receipted to the name on the cheque. If, for example, a person pays by personal cheque for facility hire on behalf of a group or organisation, the receipt should be made out to the name on the cheque with a notation of the group or organisation he/she represents e.g. Mr. G Jones (of Bondi Soccer Club).

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

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

Receipts are issued and entered into the cash book in chronological order.

Using Council's online booking system, the need for manual transactions may no longer be necessary. The system will automate all booking-related transactions. The funds generated from these bookings will be reimbursed into the respective Management Committee bank accounts. Additionally, associated reports will be issued to the treasurer, ensuring record-keeping requirements can be maintained.

10.5. Transactional Banking

As soon as practically possible after the money is received and receipted, the money must be banked. The treasurer must ensure any bank deposits are written up in the cash book, add up the amount in the cash book and make sure this is equal to the amount receipted and banked. All income (cash and cheques) must be banked in the form in which it is received.

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

On the butt in the bank deposit book, the amount, the date of banking and the receipt numbers for the money must be recorded (e.g. receipt numbers 133 - 134). The second copy of the receipts should be attached to the butt of the bank deposit book.

10.6. Payments and Investments

The Management Committee be required to pay certain bills. The procedure for paying bills is as follows:

(i)   A valid invoice or tax invoice made out to Council or the Management Committee is received by the Treasurer.

(ii)   The Treasurer must confirm the amount is correct and payable.

(iii)   The payment is authorised at a Management Committee meeting.

(iv)   The payment of the invoice is made via cheque or paid electronically and authorised by two signatories. The date, amount, purpose and payee of the cheque payment is recorded on the cheque butt or accounted for with the electronic transfer.

(v)   The tax invoice is to be marked as "PAID" once the cheque has been drawn, and the cheque number and date written on it. If paid electronically details need to be recorded on the invoice.

(vi)   Payment must be recorded in the cash book.

(vii)   The tax invoice and any supporting documents are filed alphabetically and in date order and must be kept for seven years. These records may be called upon in a GST audit.

All payments of fifty dollars ($50) and over must be made by cheque / electronic transfer and receipts for payments obtained and kept.

Smaller payments may be made from petty cash, but the preferred method is via electronic transfer.

All cheques are to be signed by two authorised cheque signatories, be crossed and marked "Not Negotiable" and made payable to the individual or organisation. Cheques must not be made payable to "Cash" unless for the purpose of a properly established petty cash advance. **Under no circumstances should a blank cheque be signed.**

The Treasurer is responsible for keeping the expenditure records and presenting these to the Management Committee at each meeting for any Management Committee member to examine and for the President/Chairperson of the meeting to sign when the Management Committee has endorsed the payments.

10.7. Petty Cash

A petty cash float is useful if you need to have small amounts of money available for minor purchases, reimbursements or change at a function.

To operate a petty cash float, the Management Committee will need a petty cash book, a petty cash receipt book, petty cash vouchers and a petty cash tin (do not use the cash receipts tin or the tax invoice/receipts book, as the money may get confused).

To set up petty cash, the Management Committee should resolve to have petty cash and set the size of the float (the amount initially cashed into petty cash from the cheque account). The Management Committee should also decide who is responsible for petty cash – unless otherwise decided, the Treasurer will be responsible.

For security reasons, the float will be no more than one hundred dollars ($100). The petty cash float can be maintained so that the float is reimbursed at regular intervals to "top it up" to the maximum approved amount. The reimbursement of petty cash can be done regularly (e.g. monthly) or when the amount remaining falls too low (say $10).

To purchase something out of petty cash, The Treasurer will provide money from the petty cash tin and the item is paid for or the items is paid for out of pocket and subsequently reimbursed from petty cash.

In either case, a petty cash voucher for each claim should be completed detailing the particulars and cost, including GST details, with dockets attached for each claim. The voucher must be signed by two authorised signatories. Once paid, the petty cash voucher and attached dockets must be marked "PAID." For an example of a Petty Cash Voucher, see Appendix I of this manual.

Each petty cash voucher is to be numbered consecutively as each petty cash claim is made. The details are then recorded in the petty cash book, which must include a column for GST.

Any payment over fifty dollars ($50) must be made by cheque or digital payment. Petty cash claims are to be used for minor expenses only.

Where the Petty Cash float is used as a cash float for sales (such as selling tickets at the door of a function), the float must be reconciled before and after the event. In these cases, it is also sensible to count the petty cash before taking any money, just to confirm the starting cash balance.

After the function is complete, count the petty cash again, subtract the amount you started with and the difference is the income from the event inclusive of GST. This amount should be treated as a normal receipt, not as petty cash. Write the amount into the cash book and bank it, leaving the petty cash as it was before the event.

Alternatively, the Management Committee may resolve to establish a separate petty cash float for a particular function. In this case, the whole amount in the function's petty cash tin is banked and recorded in the cash book and the petty cash closed.

Petty cash should be balanced monthly. This involves writing each petty cash voucher into the petty cash book. The balance is calculated by subtracting the amount spent from the amount started with. Make sure that the final balance is the same as the amount remaining in the petty cash tin.

When the petty cash float needs to be reimbursed, a "Cash" cheque is drawn on the financial institution account and presented to the Management Committee for endorsement, together with any other cheques. The cheque details are recorded in the cash book. The cheque is then cashed and put into the petty cash tin and recorded in the petty cash book in the "Incoming Funds" column. Add this amount to the balance remaining and the balance of petty cash should again equal the float.

The GST on the reimbursed petty cash vouchers is recorded in the cash book when entering the petty cash cheque.

10.8. Investments

As funds are accumulated, the Management Committee may wish to transfer amounts from the cheque/transactional account to investment or savings accounts which attract higher interest rates. Any investments must be invested in accordance with Council's Cash Investment Policy.

10.9. Purchasing

Purchases of less than $1,000

Written quotations are not required provided the price obtained appears reasonable to the Management Committee and reasonable steps have been taken to ensure value for money.

Purchases between $1,001 and $5,000

At least two documented quotes are obtained which are recorded on the Record of Quotation / Purchase Decision Form (see Appendix J of this manual).

Purchases between $5,001 and $50,000

A minimum of three written quotations is sufficient to make a purchase decision provided at least one of the prices obtained appears reasonable. Quotations must be obtained in a manner that ensures no favoritism, or the appearance of favoritism to any one supplier. It is suggested that relevant selection criteria are documented and utilised for the purchasing decision.

All other factors being equal the lowest quote will usually be successful; however, the Management Committee does not have to accept any quote if, in its opinion, that quote is unsatisfactory. If the lowest quote is not successful, then the reasons for this must be documented.

When one or more acceptable quotes are obtained, the Management Committee must decide which quote is most appropriate and notify the successful contractor. This should be done in writing.

Record the process on the Record of Quotation / Purchase Decision Form (see Appendix J of this manual).

Purchases above $50,000

Any purchasing in this price range will be done in conjunction with Council officers, who will manage the project.

All purchases must be submitted to the Management Committee for approval and purchase of assets must be approved by Council.

10.10. Purchase of Assets

Assets (essentially these are items which have a re-sale value) can be purchased by the Management Committee through its usual process of approval and normal records in the cash book are to be kept. Council must approve the purchase of any assets and this would normally be done by including the proposed asset purchase in the Management Committee's annual Budget Request and Management Plan.

When assets are purchased, they are to be in the expenditure page of the cash book.

Note: Assets purchased by the Management Committee are the property of Council, though it is not Council's policy to take assets away from the facility that purchased them. Community groups contributing items for the permanent embellishment of the facility must be informed by the Management Committee that such a contribution will become the property of Council and will not be for that group's exclusive use.

10.11. Disposal of Assets

When assets are no longer required, they must be disposed of according to Council procedure. The disposal of surplus items must be conducted in a way that:

- Is fair to all parties
- Facilitates competitive bids from any interested parties
- Is open and transparent
- Minimises the opportunity for corrupt practices
- Results in the maximum financial return to Council

The Management Committee must record in its Minutes the decision to dispose of any of its assets the manner in which they are to be disposed of and the agreed value and recorded and who the asset was sold to on the Management Committee Asset Register.

The Management Committee may choose from one of the following options:

- The Management Committee may choose to offer any item to another 355 Management Committees at the agreed value or nearest offer.

- The Management Committee may choose to offer the item to user groups of the facility e.g. 'For Sale Sign' on the notice board at the centre with an accompanying flyer to all user groups advertising the item at its agreed value or nearest offer.
- The Management Committee may choose to offer the item to other community organisations within the Shire e.g. advertise the sale through an interagency newsletter.
- If there is no interest from another group / organisation the item may be advertised for sale to private individuals. If a committee member wishes to purchase the item, it must be at value agreed upon by the committee and demonstrated that the purchase transacted via a transparent process.

Items of Significant Value may require Council to put the item out for tender or suitable quotations. Contact the relevant Council' Officer for advice as to how to proceed if the items are of significant value.

10.12. Asset Register

The Management Committee is required to update its Asset Register, (see Appendix K of this manual), which shows what assets it owns. The Register needs to be reviewed annually and forwarded to Council with the supporting financial records by 31 July each year.

The committee may maintain a separate list of assets which are stored at the facility by user groups to ensure transparency of ownership is maintained. These two registers of assets kept at the facility, will avoid confusion if a user group ceases to use the facility and wants to remove any assets owned by them. It also provides a record of what is owned and by whom in the event of theft or damage; say by fire, and a subsequent insurance claim.

Assets that have been disposed of in the past financial year should also be listed, along with details of their method of disposal.

10.13. Cash Book record keeping

The cash book is used to record the Management Committee's receipts and payments of money. A cash book consists of pages divided into columns. Details of the Management Committee's income (receipts of money) and expenditure (payment) are detailed. Every month you rule you reconcile by adding up how much you have paid and received and check that this tallies with the bank statement.

On the income page, columns are required for:
- Date.
- Receipt number.
- Source of funds (details).
- Total (amount received).
- GST.

Columns for frequent sources of funds such as casual hire, permanent hire, sundries, insurance, interest. On the expenditure page, columns are required for:
- Date.
- Cheque number.
- Payee (name of person and organisation).

- Total (amount paid).
- GST.

columns for the main uses for funds such as cleaning, utility costs, telephone, petty cash, sundries, etc. The "Sundries" column on both the income and expenditure pages will contain all income and expenditure not listed in specific columns.

Every time the Management Committee receives or pays money, the Treasurer records the date, source, amount and receipt number/cheque number in the cash book. To avoid confusion, it is best not to let too many transactions accumulate before writing them up in the cash book. The following steps are to be taken:

(i)   Income and expenditure are entered consecutively in date and receipt number/cheque number order in the appropriate page of the cash book.

(ii)   One entry is written on each line, filling the relevant columns.

(iii)   The amount of the income or expenditure is actually entered twice – in the "Total" column and in the column(s) for the type of income or expenditure. Enter the amounts in the latter columns exclusive of GST, as GST is written in the GST column.
(For example, a receipt of $215, being $150 hiring fee + $50 bond for facility hire + $15 for GST would show $215 in the "Total" column, $150 in the "Casual Hire" or "Permanent Hire" column, $50 in the "Bonds Received" column and $15 in the "GST" column).

(iv)   If an incorrect entry is written in the cash book, it is neatly ruled through and initialed before writing the correct entry. Liquid paper correction fluids should not be used to alter an incorrect entry. Any corrections will need to be initialed by the Treasurer as a reflection that they either corrected the record or acknowledge that the record was updated.

(v)   A new page should be started in the cash book for each month or alternatively, rule off after each month and continue down the page. In both cases, carry the previous month's balance forward as the first entry for the next month.

10.14. Bond Deposits and refunds

Monies may be received and / or paid by cheque or electronic transfer. For payments, any two must sign either by cheque or electronic transfer.

In the cash book, deposits and bond moneys received are recorded in the income page of the cash book in the "Bonds Received" column. This money is to be banked. The bank deposit book should list each cheque being banked, the total amount of cash being banked and must have a summary of each day's cash deposits to add up to the total deposit.

When a deposit or bond is refunded (always by cheque or direct deposit), the amount paid is shown under the "Bond Refunds" column in the expenditure page of the cash book. The bond is always to be refunded to the person or entity that drew the original cheque or made the original deposit.

If a hirer leaves the facility in an unclean or damaged condition, a portion of the bond may be forfeited and retained by the Management Committee to cover its costs. The expenditure entry in the cash book should be written up to show that the bond was refunded but a portion was kept as income. This income will attract GST.

When refunding a deposit or bond in full, write "R" (for refunded) beside the entry for the deposit or bond to indicate that it was refunded. It is often helpful to write the number of the refund cheque as a cross-reference.

When writing the refund cheque details in the cash book and on the cheque butt, it is helpful to note the receipt number of the deposit or bond being refunded. It is also a good internal control to note on the receipt that a refund (full or partial) has been issued.

The details of bond refunds should also be noted in the booking diary.

These notations and cross-referencing help to identify outstanding deposits and bonds when compiling a list of deposits and bonds still held at any specified time and especially at the end of the financial year. The same accountability is required if refunding bonds electronically.

Note: Bonds are not subject to GST unless the Management Committee has to retain all or part of the bond money. Any bond money retained is subject to GST.

Using Council's online booking system, the need for manual transactions may no longer be necessary. The system will automate all booking-related transactions including bonds for hire of facilities. The funds generated from these bookings will be reimbursed into the respective Management Committee bank accounts. Additionally, associated reports will be issued to the treasurer, ensuring record-keeping requirements can be maintained.

10.15. Bank reconciliations

At the end of each month, the Management Committee should obtain a bank statement for each of the accounts under its control and reconcile these with the cash book. All bank statements are to be retained and kept in the bank statement folder.

Bank reconciliation involves calculating from the cash book how much money you ought to have and seeing if this equals the amount you do have. For an example of a Bank Reconciliation, (see Appendix L of this manual).

The steps are as follows:

Prepare

(i)   Mark in the cash book all cheque payments and banking which are shown in the bank statement as having been made. Check that the individual amounts are the same as shown on the bank statement.

(ii)   Enter into the cash book any entries on the bank statement which are not already recorded – expenditure is likely to be bank fees for the month and income is likely to be interest.

(iii)   Rule off the cash book under the last entry (for both income and expenditure) and add up the amount received and paid since you last ruled off. Make sure that the total of the "Total" column equals the total of the other columns.

Calculate

(i)   Write down the balance brought forward from the last reconciliation. Add the total amount of income received (according to the cash book) since the last reconciliation. Subtract the total amount of expenditure

(according to the cash book) since the last reconciliation. This balancing of the cash book tells you how much money you ought to have.

(ii)   To balance the bank statement to the cash book, list the final balance of the bank statement. Subtract the total amount for un-presented cheques and add the total of any outstanding deposits (unbanked income) in the cash book.

(iii)   Check that the amount you have calculated is the same as the amount in the cash book reconciliation at the end of step 1. If not, repeat this process.

10.16. Treasurers Report

The Treasurer will prepare a Treasurer's Report for presentation at each Management Committee meeting. The report should inform other Management Committee members of the income and expenditure since the last report. A copy must be forwarded to Council, with the Minutes, following each meeting. For an example of a Treasurer's Report, (see Appendix M of this manual).

10.17. Annual Reporting

The Income & Expenditure Statement shows how much the Management Committee received during the year, how much it paid out and whether there was a surplus or deficit. The Income & Expenditure Statement should summarise the income and expenditure for the year using the headings on the columns in the cash book. The easiest way of doing this is to use pages at the back of the cash book to record the monthly totals of income and expenditure under the same headings used on the monthly pages. At the end of the year, simply add up the total for the twelve months for each column and write these totals in a list.

10.18. Review of Financial Records

The Review of Financial Records clearly expresses an opinion that the financial statements represent a true and fair view of the Management Committee's results for the period and financial position as at the end of the financial year.

In early July, the Treasurer should prepare an Income & Expenditure Statement (see Appendix N of this manual) and Balance Sheet (see Appendix O of this manual).

Immediately before the close of the Management Committee's financial year (30 June), the Treasurer will pay all outstanding bills and try to collect any outstanding moneys.

The annual accounts are to be finalised at the close of the Management Committee's financial year ending 30 June. Once all accounts have been finalised the treasurer must send the financial records to be reviewed by suitably qualified financial professional to ensure it is accurate. The annual financial statements prepared by the treasurer should include a Statement of Income and Expenditure, a Balance Sheet and any relevant Notes to the Accounts and the Review of Financial Records and must be submitted to the Facilities Team no later than July 31.

Should the treasurer or committee members require clarification or assistance with further information regarding any of these procedures, please do not hesitate to contact Council and training will be arranged.

10.19. GST Summary Return

The Management Committee's monthly GST Summary Return must be submitted to the relevant Council Officer and have it passed onto Council's Finance team within five days following the end of the month **even if the return is a nil return**. The monthly GST Summary Return should include a copy of the Cash Receipts and Cash Payments Return Forms and the GST Summary Return form.

Every financial transaction for the month must be included on the GST Summary Return, irrespective if it is a GST-able or GST free transaction. Council's Facilities team will liaise with each Treasurer as to the forms required to prepare and submit the GST returns

If the Management Committee is required to remit GST to the Australian Tax Office, Council will issue the Committee with an invoice for the amount of GST owing. **Do not send in the amount owing with your GST return.**

If the Management Committee is entitled to a GST refund, Council will forward the refund following the receipt and processing of your monthly GST Summary Return.

The Management Committee member expending/receiving the money is responsible for ensuring that the correct invoice is received / issued and whether GST applies to the transaction.

Note: Council's Responsible Accounting Officer has determined that where the total GST refund or payment is under $5 for the month, Council will not refund the money and Council does not expect the Management Committee to send in the payment for that month. Council's Financial Team will make the necessary journal transactions to adjust these small amounts. It is anticipated that the adjustments for under $5 will balance out for the Management Committee over a twelve month period.

10.20.   Annual Budgeting

Council is required to prepare an annual Operating Budget each year. In order to assist with the preparation, it is suggested that each committee prepare an annual budget listing the expected income and expenditure for the coming twelve months.

The budget should be prepared for the period 1 July to 30 June each year to coincide with the period for which the Statement of Financial Performance is prepared.

In addition to this, the Management Committee is able to submit its Budget Request in by 15 September each year for the following financial year. This time-frame allows for these items to be considered as a part of Council's Budget process for consideration and prioritisation within Council's main budget.

The following information is provided to assist you in completing the Budget Requests and Management Plan form. For an example of a Budget Requests form, (see Appendix P of this manual).

Please use Appendix P when submitting your Budget Requests.

Please note that Council has limited financial resources and the submission of a budget request does not ensure that is will be incorporated into that subsequent budget process.

The Management Committee may request that Council fund major projects and maintenance items for the upgrading and safety of the facility.

Ensure that the list includes any maintenance items that are required at the facility and that these are prioritised before being submitted. These may include large and small items, e.g. new gutters, external painting of the hall, toilet upgrades. Information that needs to be considered is:

- Benefits to Facility, Community or the Management Committee.
- Estimated cost of the project.
- Any other funding sources through grants of committee funds.

All these will be considered as a part of the prioritization process in allocating funds.

10.21. Reviewing Fees and Charges

Each year Council is required to update its Fees and Charges schedule. The Facilities team will advise each Management Committees of the minimum required indexation for each the subsequent years Fee and Charges schedule.

Each Management Committee will need to liaise with Facilities Team to advise on the structure and price for each Fee and Charge (inclusive of GST inclusive).

Bonds will need to be set as a part of this process and will not incur GST.

The Fees and Charges will be considered as a part of budget process but will be ultimately resolved by Council.

Once the Fees and Charges are resolved by Council they cannot be amended unless resolved by Council at a Council meeting.

11. Risk Management

11.1. Risk Management

Risk management is a process identifying hazards, assessing the potential for the hazard to cause loss and damage, to either persons or property and implementing preventative and precautionary measures to remove or reduce the risk of personal injury or property damage occurring.

11.2. The Risk Management Process

There are seven basic steps in the risk management process:

Communication and Consultation

Determine who needs to be involved in the decision-making process (e.g. The Management Committee, Council officers, community groups, other authorities) and include them.

Establish the Context

Set parameters for what you are considering and clearly define the activity. State the purpose, audience, age group, abilities and disabilities, time frame, program, resources, lead times.

 (e.g. what is the activity? What is its purpose? What is it trying to achieve?).

Identify the Risk

What could happen or go wrong? What is the facility / asset being used for? Is the facility / asset suitable for that purpose? When doing the risk assessment look up, down, left, right, back and front to identify the risks.

Analyse the Risk

What is the likelihood of the risk occurring and the consequences if it does. How bad could it be?

Evaluate the Risk

Is it low, medium or high? Use the Risk Rating Matrix to calculate the risk. The rating will determine the course of action to be taken to "treat" or "control" the risk. For example, a "high" rating will require immediate action to eliminate or reduce the risk. See Appendix Q of this manual for an example of a risk assessment template for community use of a Council facility.

Treat the Risk

The "Hierarchy of Controls" must be considered when determining appropriate risk treatments for identified hazards. The Hierarchy of Controls is as follows:

Eliminate the hazard altogether. For example – Replace the dangerous machine

Substitute the hazard with a safer alternative. For example – Replace the machine with a safer one

Isolate the hazard from anyone who could be harmed. For example – Keep the machine in a closed room and operate it remotely

Use *Engineering* controls to reduce the risk. For example – Attach guards to the machine to protect users

Use *Administrative* controls to reduce the risk. For example – Train workers how to use the machine safely

Use *Personal Protective Equipment* (PPE). For example – Wear gloves and goggles when using the machine

Consider the treatment options and choose the most appropriate (or a combination) to be implemented. Rate the risk again to see if the selected treatments have reduced the severity of the risk. If not, are there any other treatments that could be considered?

Monitor and review

Make sure the treatment works. Ensure that the treatment itself has not created another risk. Can it be improved?

11.3. When is a Risk Assessment Required?

If a Management Committee is organising any activity or event at their facility. They may be required to complete a risk assessment in line with Council's booking process and terms and conditions of hire. Please contact Council's Facilities Team to discuss the nature of your event.

12. Insurance

12.1. Insurance held by Council

Council holds several insurance policies to cover its liability as a consequence of its business activities. Policies that relate to volunteers and their activities include:

- Public Liability Insurance.
- Personal Accident Insurance.
- Property Insurance.
- Insurance for Casual Hirers Policy.

For further information on all insurance matters please contact the Facilities Team.

12.2. Public Liability Insurance

Council's Public Liability Insurance covers damage or injury to a third party as a result of an act or omission by Council. In this instance "Council" means: employees, Councillors and volunteers.

Public liability claims can end up in court and as a result it is most important that accurate details are taken down immediately after an incident / accident has occurred. This information is vital as it may be relied upon in court. In some cases, a volunteer involved in an incident / accident could be called upon as a witness in a court case.

IMPORTANT NOTE: If an incident or accident occurs a volunteer MUST never admit liability. It is also important that the volunteer does not indicate that they were aware of a problem prior to the incident / accident occurring.

12.3. Personal Accident Insurance

Council's Personal Accident Insurance covers Council employees, Councillors and volunteers for bodily injury incurred while carrying out activities on behalf of Council that result in death or disablement.

12.4. Property Insurance

It is Council's responsibility to ensure that all its property and assets are adequately insured. This includes all relevant building and contents values. Property Insurance covers damage resulting from such occurrences as water leaks, storms, fires, vandalism, theft and earthquake. All insurance is subject to the terms, conditions and exclusions outlined in the Policy Wording document provided by Council's Insurer.

Burglary and malicious damage incidents MUST be reported to the Police immediately upon discovery with a Police Event Number and the name of the Police Officer recorded for future reference.

IMPORTANT NOTE:

- Personal items of volunteers are not covered under Council's insurance policies whilst the volunteer is undertaking volunteer activities. As a result, please ensure your personal items are kept in a secure area.
- Council does not cover any contents stored at the facility by regular hirers or user groups.

12.5. Insurance for Casual Hire of a Council Facility

Insurance for the casual hire of a Council facility for private family events can be obtained through Council's Casual Insurance Policy.   Insurance for casual hire means any person or group of persons not being a sporting body, association of any kind, corporation or incorporated body who hires a Council facility for non-commercial or non- profit making purposes less frequently than once per month or twelve times per year.

Please note that all incorporated bodies, sporting clubs, associations of any kind and commercial entities (businesses) are excluded from using Council's Casual Hirers Insurance. These exclusions are determined by Council's insurer, not Council.

An Insurance Return for the casual hire of a Council Facility (see Appendix R of this manual) must be submitted to Council at the end of each month to insurance.events@wsc.nsw.gov.au.

12.6. Insurance requirements for Fundraising and Community Events

From time to time the Management Committee may wish to conduct fundraising activities and hold community events.

If the Management Committee is organising the event (eg. Event Coordinator is a committee member) you MUST implement the following:

- Obtain approval from Council to hold the event
- Develop a risk assessment for the event using Council's risk assessment process
- Send the risk assessment and associated documents to Council's Facilities Team who will liaise with Council's Risk Management Coordinator.
- Receive advice from Council that Council's insurer has noted and allowed cover for the event.

If the event involves other community groups (e.g. a fete where other groups have stalls to sell goods) then the Event Coordinator is responsible for checking that each individual group has the required Insurances.

Please note that many fundraising activities require licensing from the NSW Government. Council approval does not constitute NSW Government approval and it is the responsibility of the Management Committee to ensure they have all necessary licenses and approvals are in place.

12.7. Age of Volunteers

As determined by Council's, the age of volunteers is between 18 and 90 years. It must be noted however that this age is dependent on the physical capabilities of the volunteer and the nature of work being undertaken. If a volunteer (of any age) is not capable of undertaking the work, Council has the right to refuse that person doing the work or being a volunteer.

13. Contribution/Ownership

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

Any items provided and funds raised by the Management Committees are the property of Council, however, Council will ensure where possible these items and funds will be restricted and allocated for the purposes in which they were to be spent Management Committee's facility.

14. Marketing and Promotion

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

Marketing and promotion of the facility is necessary to maintain a level of awareness amongst the community:

(i)   to keep the facility top of minds for residents. This reminds people of its availability as a venue and will assist in encouraging locals to get involved in some way towards using the facility or volunteering in some capacity.

(ii)   Helps engender a sense of community ownership and pride in the venue.

(iii)   To encourage the facilities' use with the aim of increasing utilisations of facilities and increasing revenue to maintain and improve their features.

(iv)   To promote the facility as a Council asset delivering benefits to the local community as a critical focal point.

Ideas for marketing and promotion from existing committee members include:

(i)   Develop a vision for the facility - where would you like to be in five years' time.

(ii)   How would you like to engage with your local community?

(iii)   What are the target groups for the facility to increase revenue to pay for its upkeep?

(iv)   Have an easy to use website with online bookings and calendar.

(v)   Advertise in local newsletters including Council's e-newsletter.

(vi)   Develop flyers for local noticeboards and to place in local businesses.

(vii) Have community open days and allow the facility's users to showcase their activity.

(viii) Provide a community function or event such as a bush dance.

(ix)   Have regular community nights or other themed social function.

(x)   Consider Facebook and other social media avenues.

Council would like to work with committees further on marketing and promoting venues, so please contact Council with your ideas or for assistance. Whilst Council does not have a separate budget specifically for marketing halls, there are economies of scale in working together to promote the halls throughout the Shire.

(i)   Council's Social Media Policy and Social Media Guidelines apply to Management Committee members. The General Manager, or their delegate, must approve all Wingecarribee Shire Council official social media sites and official use of social media.

(ii)   The Social Media Guidelines outline how social media needs to be used transparently, responsibly and with respect. Social media posts need to be relevant, accurate and timely.

15. Dispute Resolution

15.1. Internal Disputes

Disputes between members of a Management Committee are to be resolved within the committee where possible. Council officers can assist members in attempting to resolve internal disputes but are encouraged to resolve disputes and/or conflict situations within the Management Committee. If the matter cannot be resolved, Council's Code of Conduct will take precedent in managing the matter.

15.2. External Disputes

Where individuals or groups disagree with a resolution of the Management Committee, these parties are able to write into Council with their concerns. The relevant Council Officer will request a report on the issue from the Management Committee. Upon receipt of the report, Council officers will endeavor to liaise and mediate the matter with the relevant parties. If the dispute cannot be resolved in the first instance, Council's Complaint Management Policy will take precedent in managing the matter.

16. Maintenance of Facility

The following guidelines have been developed to define the responsibilities of both Council and the Management Committee in the maintenance and upgrading of Council facilities.

16.1. Responsibilities of Council

Council is responsible for:

(i)   Ensuring that Council's community facilities (buildings and their immediate surrounds) are maintained structurally and in safe repair, comply with current legislative and industry standards, and are safe for use by the community.

(ii)   Ensuring that the grounds and surrounds are maintained according to annual maintenance programs.

(iii)   Providing labour, plant and material to ensure prompt and efficient repair and maintenance of Council facilities where adequate budget is allocated.

(iv)   Executing works to the specification requirements in a safe, efficient and timely manner that will enhance the facility while minimising inconvenience to facility users.

(v)   Providing technical advice on standards and guidelines.

(vi) Employing appropriately qualified or experienced staff and engaging contractors to carry out work on Council facilities. All work is to be carried out lawfully and to:

(a) Good trade practice.

(b) Related standards.

(c) Relevant regulations.

(d) Health and safety requirements.

(e) Licence conditions and requirements.

(vii) Ensuring that all materials used comply with approved standards.

(viii) Managing budget development and prioritising maintenance schedules for all facilities in accordance with management plans.

(ix) Conducting audits on the building structures to ensure facilities are safe and secure.

(x) Ensuring evacuation plans, procedures, information and emergency equipment are in each facility in accordance with relevant standards and that information is provided on the maximum capacity for each facility.

(xi) Providing the Master key system for each facility. Note: The Management Committee is responsible for costs of all additional or new keys required.

(xii) Maintaining a key register for all facilities – relevant Council staff have the right to access all facilities for maintenance, inspections and emergencies and will notify the facility's Booking Officer of access/required as soon as possible.

(xiii) Where applicable ensure that any improvements and activities carried out at a council facility conform to Council's Plan of Management for the facility.

Manage the repairs for:

- Mowing and Grounds Maintenance.
- Break & Entry and Vandalism at Community Facilities.
- Ensure compliance with checking and maintaining:
- Fire Protection.
- Emergency Exits.
- Facilities Monitored by Security Services.

16.2. Responsibilities of 355 Management Committees

- Maximising the use of the facility for the benefit of the community and to optimise revenue.
- Ensuring that the facility is kept secure and in a safe, clean and tidy condition at all times – the Management Committee must comply with Council's policies, procedures and training.
- Conducting twice yearly inspections of the facility (in October and March) using the Council Facility Checklist (see Appendix S of this manual) and promptly submitting to Council.
- Paying electricity, gas, telephone and garbage collection charges.
- Providing soap, paper towels, toilet paper and cleaning products.
- Paying for cleaning of the facility.

16.3. Day to Day Maintenance of a Council Facility

Council will liaise with the Management Committee to determine the requirements of the committee and the associated costs for the day to day maintenance and cleaning of the facility including weekly cleaning, major annual clean of the building (windows, fans, floors, carpets, gutters); pest inspections and servicing of air conditioners.

- Building Inspections.
- Professional Inspections.

16.4. Approval to Carry Out work on Council Land (ATCOW)

A Management Committee cannot undertake any work on a Council facility without the written approval of the Asset Officer – Community Projects Officer.

The Management Committee will be required to demonstrate that they have the funds for the project and to confirm if a Land Use Application will be required for the project.

The Management Committees may obtain quotes for work to be carried out and make recommendations to Council on the preferred supplier / contractor.

Council will liaise with the Management Committee and come to an agreement with the committee as to which contractor will undertake the work.

The contractors will be engaged by Council. The accounts for work being carried out will be invoiced to the Management Committee.

The Management Committee will need to complete an Approval to Carry Out Work (ATCOW) on Council Land and attach all relevant documentation then forward the Approval Form to Council. The ATCOW must be signed off by Asset Officer – Community Projects Officer. Refer to Council's website, www.wsc.nsw.gov.au.

17.Council Contacts

Business hours (8.30am – 4.30pm)

Contact with the appropriate Council Officers can be made by contacting Wingecarribee Shire Council on phone (02) 4868 0888 or facilities@wsc.nsw.gov.au.

After Hours

Contact can be made with the Council's After-Hours number twenty-four hours a day. Phone: (02) 4868 0888

Council's After Hours Call out Staff will attend to emergencies, should the Management Committee be unable to handle the problem.

Please note that the After Hours Call Out facility should only be used for emergency situations. All other contact should be made during normal business hours.

Requests for Maintenance

All requests for maintenance should be directed to Council's Customer Request Maintenance team. Reporting maintenance requirements to this line will ensure your request is documented and assigned to the correct Council Officer for action.

Phone: (02) 4868 0888

Email: mail@wsc.nsw.gov.au

Online: https://www.wsc.nsw.gov.au/services/request-a-service