

355 Management Committees

Volunteer Application Form

CONFIDENTIAL

We're with you

Volunteer Application Form

Purpose / Intent of the Volunteer Application form

Thank you for your interest in becoming a volunteer with Wingecarribee Shire Council. This form is to be completed by persons who are applying to undertake voluntary activities on behalf of, or in consultation with, Wingecarribee Shire Council.

The personal information voluntarily provided by you in this form is being collected strictly in accordance with Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998 (PPIPA)*. This information is necessary to undertake an effective assessment of your suitability for the volunteer work identified. The information will only be accessed by designated Council staff for the sole purpose of assessing your application and in relation to the work you are volunteering to undertake. For further information regarding Council's privacy obligations, see [Council's Privacy Guidelines](#).

The information will be retained in accordance with [Council's Privacy Management Plan](#). You are entitled to request access to correct or vary the personal information.

The *Government Information (Public Access) Act 2009* permits third parties to request access to Council information. However, personal information such as that provided to Council on this form is generally restricted from access and requires your consent prior to release. **Council WILL NOT release your personal information to anyone without first consulting you.**

You may make an application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Your personal information is being collected and will be held by: Wingecarribee Shire Council, Civic Centre,

68 Elizabeth Street, Moss Vale NSW 2577 and/or the relevant Section 355 Management Committee. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system.

Contact details are usually distributed to members of your Management Committee, members of other

355 Committees and depending on your position on the Committee in relation to the hire and use of the facility.

If you have a complaint, concern, or require further information about the collection and use of personal information, please contact Council's Privacy Officer on (02) 4868 0888.

Completed applications can be returned to Council by mail, email or hand-delivered to our Customer Service Staff.

Mail:

Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Email:

mail@wsc.nsw.gov.au

In person:

Civic Centre
68 Elizabeth Street
MOSS VALE NSW 2577

If you require any information regarding your application, please contact Facilities and Bookings Coordinator on (02) 4868 0704.

APPLICANTS DETAILS

Surname:		First Name:		Title:
Name of Committee or Group:				
Position on Committee/Group:				
Date of Birth:		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Postal Address:	Post Code:			
Residential Address:	Post Code:			
Phone (work):	Home:	Mobile:		
Email:				

EMERGENCY CONTACT

In the event of an emergency, please nominate a contact person.

Name:	Phone Number:
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PROOF OF IDENTITY

Council is required to sight and verify your identity and age prior to the commencement of any volunteering duties. Please provide a suitable form of identification that allows Council to verify this information.

Verified by:	Position:
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PERSONAL REFEREE

For 355 Management Committees/Committees of Council

Please supply the name and contact details of a referee who can confirm your suitability for the committee position you are seeking. If you have been a registered volunteer with Council in the last 2 years, referee details are not required.

Name:	Phone Number:
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PHOTOGRAPHIC PERMISSION

Do you give permission for your photograph to be used by Council in promoting volunteer activities such as in brochures, electronic or paper newsletters, displays and the Wingecarribee Shire Council website?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicant Declaration

By completing this application for volunteering with Wingecarribee Shire Council, I acknowledge the following:

- That this is not an offer for employment;
- I have read and understood the physical requirements of my volunteer position with Council and agree that by participating, I will accept the inherent risks involved in such activities;
- I understand and can perform the physical requirements essential to participate in volunteer activities;
- I agree to advise Council of any health issues or pre-existing conditions that may affect my ability to undertake tasks and to take reasonable care for my own health and safety;
- I agree to take reasonable care that my acts or omissions do not adversely affect the health and safety of others;
- I agree to advise Council if I am unable to meet the physical requirements to participate in voluntary activities;
- I agree to my referee being contacted (355 Management Committee and Committees of Council)
- I agree not to undertake activities under the influence of alcohol or drugs that will prevent me from performing duties in a safe manner;
- I agree to report to Council as soon as practical any hazards, incidents, accidents, illnesses, or near misses which relate to health and safety of the voluntary activity;
- I agree to report to the appropriate person as soon as practical any matter which could affect the safe undertaking of the activity;
- I agree to use plant, equipment, substances and personal protective equipment in accordance with the correct procedures and instruction as identified in the suitable duties register;
- I understand that I am not to use my own tools and equipment unless authorised by Council;
- I agree to comply with Councils Code of Conduct;
- I agree to comply, so far as reasonably able, with any reasonable instruction given by Council to allow Council to comply with its legal obligations;
- I agree at all times to abide by the policies, procedures and regulations as defined by Wingecarribee Shire Council;
- I agree to Council verifying that probity checks have been undertaken (where appropriate) in accordance with current *Children Protection (Working with Children) Act 2012*;
- I agree to complete any training identified as relevant to my volunteering activities including volunteer induction training within my first year of volunteering;
- I understand that Council may terminate my volunteering services or take disciplinary action for non-conformance issues;
- I agree to inform Council when I no longer wish to continue or be considered for further volunteering activities; and
- I understand that I am volunteering my services to Council and will not receive remuneration for my services. Payment to a volunteer is not permitted except for the reimbursement of out of pocket expenses (when authorised).
- I will refer to the latest version of the 355 Committee Volunteer Management Manual for information.

I hereby certify that the information given by me in this application is true and correct at the time of completion.

Name: Signed: Date:

Duties Register – 355 Management Committees

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
Attendance at Committee Meetings	Set up/pack up tables and chairs	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No	Monthly/ Bi Monthly or Quarterly	
	Prepare and serve light refreshments/ tea and coffee	2-5kg	<1kg	Yes	No	Yes	Yes	Yes	No	Yes	Monthly/ Bi Monthly or Quarterly	Tasks above shoulder height dependent on how high kitchen shelving is
	Washing up dishes / Loading dishwasher	<1kg	N/A	Yes	Yes	Yes	Yes	No	No	Yes	Monthly/ Bi Monthly or Quarterly	Tasks above shoulder height dependent on how high kitchen shelving is designed.
	Cleaning up spills with mop and bucket	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No	Monthly/ Bi Monthly or Quarterly	Task may include wiping areas with a cloth.
	Sweeping floor	<1kg	<1kg	Yes	Yes	Yes	Yes	No	No	No	Monthly/ Bi Monthly or Quarterly	Tasks include using the dust pan & broom.
	Conflict Resolution	N/A	N/A	No	No	No	No	Yes	No	No	Monthly/ Bi Monthly or Quarterly	Be respectful at all times towards members.
Administrative Duties	Administration	<1kg	<1kg	Yes	Yes	Yes	Yes	Yes	No	Yes	As required.	Dependent on where the volunteer is carrying out their duties to be mindful of correct posture and manual handling.
	Computer Use	<1kg	<1kg	Yes	No	No	No	Yes	No	No		As above

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
	Device Use	<1kg	<1kg	Yes	No	No	No	Yes	No	No		As above
	Customer Service	N/A	N/A	No	No	No	Yes	Yes	No	No		Be respectful of internal and external customers
Orientation of Hirers at the Facility (primarily the Booking Officer)	Showing prospective hirer the facility and how to operate equipment.	N/A	N/A	No	No	No	Yes	Yes	Yes	No		Task may include sitting and explaining paperwork and / or the operation of equipment in the facility.
	Working in isolated environment	N/A	N/A	No	No	No	Yes	Yes	Yes	No		Advise someone, in your home or another committee member where you are going, what time and who you will be meeting. Take a mobile phone when at the facility. If you don't feel comfortable with any person at the facility excuse yourself, then pack up and leave. Park your car so that is easy for you to make an exit from the facility at any time.

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
Orientation of Hirers at the Facility (primarily the Booking Officer)	Administration	<1kg	<1kg	Yes	Yes	Yes	No	Yes	No	Yes		Dependent on where the volunteer is carrying out their duties to be mindful of correct posture and manual handling.
	Customer Service	N/A	N/A	No	No	No	Yes	Yes	No	No		
	Conflict Resolution	N/A	N/A	No	No	No	No	Yes	No	No		Be respectful of customers. Committee member, contactors and council staff.
Events/Activities other than Committee Meetings	Set up/pack up tables and chairs	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No		
	Set up/pack up other equipment	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No		
Events/Activities other than Committee Meetings	Prepare and serve light refreshments/tea and coffee	2-5kg	<1kg	Yes	No	Yes	Yes	Yes	No	Yes		
	Alcohol (either served by the Committee or through members' BYO)	<1kg	<1kg	Yes	No	Yes	Yes	Yes	Yes	Yes		Responsible service of alcohol.
	Cleaning up spills with mop and bucket and Cloth.	<10kg	<10kg	Yes	Yes	Yes	Yes	No	No	No		

Job/Position	Tasks	Lifting (KGs)	Push/Pull (KGs)	Bending	Squatting	Twisting	Walking	Sitting	Driving	Tasks above shoulder height	Frequency of Task	Additional Information
	Sweeping floor	<1kg	<1kg	Yes	Yes	Yes	Yes	No	No	No		Task may include using a dust pan and broom.
	Rubbish removal	<10kg	<10kg	Yes	Yes	Yes	Yes	Yes	Yes	No		Task includes the use of gloves when handling rubbish. Task includes taking rubbish to be disposed of responsibly.
Committee meetings / Events / activities that are being conducted during a Pandemic	Health of participants / committee members	<1kg	<1kg	No	No	No	Yes	Yes	No	No	<1kg	During a health crisis you must adhere to the health advice from the Australian Government Department of Health www.health.gov.au and the NSW Government www.nsw.gov.au .
	Social distancing	<1kg	<1kg	No	No	No	Yes	Yes	No	No	<1kg	
	Hygiene and cleaning	<1kg	<1kg	Yes	Yes	No	Yes	Yes	No	No	<1kg	
	Record keeping	<1kg	<1kg	No	No	No	No	Yes	No	No	<1kg	

Community Incident Notification Form



DETAILS OF INCIDENT

Reported by - Full Name:		Report Date:	
Address:			
Email Address:			
Contact Phone Number:			

DETAILS OF THE INJURY, LOSS OR DAMAGE

Date of Incident:		Time of Incident:	
Location of the Incident: Please include any relevant details such as cross streets or house numbers			
Description of the Incident: Please include a full description of what happened and how it occurred, including weather conditions or speed.			
Did an injury occur?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name of Injured Person(s)
If an injury occurred, did the injured person require medical assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Treatment provided:	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> Hospital <input type="checkbox"/> First Aid <input type="checkbox"/> Nil
Did the Police attend?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Event No:
Injured person was:	<input type="checkbox"/> A volunteer	<input type="checkbox"/> Using the facility (e.g. Hirer)	<input type="checkbox"/> Other or unknown

WITNESS DETAILS

Witness 1's Full Name:	
Email Address:	
Contact Phone Number:	
Witness 2's Full Name:	
Email Address:	
Contact Phone Number:	

DOCUMENTATION

Please provide any any supporting documents: Please be aware, where possible, you are requested to provide supporting documents or photographs.	
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HOW TO NOTIFY COUNCIL

Completed form and associated documents should be sent to:

Facilities and Bookings Coordinator

Wingecarribee Shire Council

PO Box 141,

MOSS VALE NSW 2577

Email: mail@wsc.nsw.gov.au

DECLARATION

I declare that the information provided on this form and all supporting documentation, to the best of my knowledge, are truthful, accurate and complete.

Name:	Signature:	Date:

Privacy Information

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

Purpose of collection: Your personal information is being collected for the purpose of contacting you or serving correspondence upon you as the applicant to hire a Council facility, and to ascertain a site contact in relation to this booking request for the purpose of contacting individuals on the specified dates in relation to the use of a Council facility.

Intended recipients: Council officers, contractors or agents of Council. Intended recipients may also include persons granted lawful access under the *Government Information (Public Access) Act 2009*.

Supply: Supply of your personal information is voluntary. However, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your request.

Access/Correction: You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Storage: Your personal information is being, or has been, collected and will be held by: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577 and/or the relevant [Section 355 Management Committee](#). This form and associated documents will be placed on a relevant file and/or recorded in Council's electronic document and records management system.

Volunteer, Contractors, and Staff Sign On / Sign Off Registration Form

All volunteers, contractors and staff must complete the Sign On /Sign off Form each time they attend the facility. A copy of this form must be returned to Council's Facilities Team at the end of **March, June, September and December each year**. This is necessary in order to record those who are in attendance at the facility in the event of an accident or injury while carrying out duties on behalf of Council. Event Planning documentation and or a risk assessment must be completed for activities such as a working bee or small Committee function and forwarded to Council to be signed off before the event.

NAME OF COMMITTEE:

LOCATION:

Date	Name	Start Time	Finish Time	Hours	Description of Work	Signature of Volunteer



Meetings and Meeting Documentation

Key Terms



AGENDA

An agenda is a list of meeting activities in the order which they are taken up, beginning with the call to order and ending with adjournment. It helps you and your members prepare for a meeting and guide you through the items that need to be discussed. An agenda provides a clear set of topics, objectives, and time frames.

AMENDMENT

A proposal to modify a motion that is before the meeting. To be accepted as an amendment, it needs to relate to the motion and must be proposed before the end of the debate. The meeting can only debate and vote on one amendment at a time and discussion should be about that amendment only.

CONFIRMATION OF MINUTES

A resolution that the Minutes are a true record of the meeting to which they relate.

MINUTES

The official written record of the proceedings of a meeting.

MOTION

A formal proposal in a meeting that requires a vote. A motion must be moved and seconded before it can be open for debate. When the debate is over, the motion is put to the vote. If the motion does not receive majority support, it fails. If it does receive the majority vote the motion is carried.

MOVER

The person who proposes a motion.

QUORUM

The specified minimum number of members whose presence is necessary to validate the transactions of a meeting of members of a body.

RESOLUTION

A motion that has been carried by the meeting and a decision made.

SECONDER

The person who formally supports the motion.



Key Register



Privacy Information

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Purpose of collection: Your personal information is being collected for the purpose of contacting you or serving correspondence upon you as the applicant to hire a Council facility, and to ascertain a site contact in relation to this booking request for the purpose of contacting individuals on the specified dates in relation to the use of a Council facility.

Intended recipients: Council officers, contractors or agents of Council. Intended recipients may also include persons granted lawful access under the *Government Information (Public Access) Act 2009*.

Supply: Supply of your personal information is voluntary. However, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your booking request.

Access/Correction: You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Storage: Your personal information is being, or has been, collected and will be held by: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577 and/or the relevant [Section 355 Management Committee](#). This form and associated documents will be placed on a relevant file and/or recorded in Council's electronic document and records management system.

DETAILS:

FACILITY:

BOOKING OFFICER:

KEYS IN POSSESSION:

Name of Key Holder:	Organisation Represented:	Key No.	Key Access – Specify Areas	Contact Number:	Date Issued:	Signature*:	Date Returned:

*Under section 9(a) of the *Privacy and Personal Information Protection Act 1998* (PPIPA), Council must only collect personal information directly from the individual to whom the information relates unless the individual has authorised Council to collect the information from someone else. By signing this form, you are authorising Council to collect your personal information from the person who submits this form.

Facility Hirers Checklist

Name of Facility:

Name of room/s hired:

Name of Hirer / Group:

Name of Person Responsible for hire:

Date/s of Hire:

Please complete the Facility checklist at the start and completion of your hire then return to the booking officer. Council would also recommend that you take photos of the condition of the hall before and after. Once the booking officer has received the completed checklist, they will be able to process the bond refund.

Arrival / Set-up	Yes / No	Comment
All emergency equipment available		
• Fire hose reels, extinguisher/s and fire blanket	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Emergency Evacuation Diagrams observable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• All Emergency Exit Lights in working order	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility and amenities clean and undamaged;		
• Kitchen, including stove and fridge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Doors, windows and blinds	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Foyer area including stairs and hand- rails	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Audio visual equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Storeroom/s	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Toilets	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Departure / Pack-up		
Are areas used to be cleaned and left tidy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Empty all rubbish bins and reline with bin liners. Please remove all rubbish and left-over food from the facility including the kitchen.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Toilets to be checked to ensure they are being left clean and tidy. Please replace any empty toilet paper holders with the spare rolls provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ensure all equipment has been turned off.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Turn off Heating / Air Conditioner	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Close and lock windows	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Turn off the lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Check all doors are locked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Turn on security if required	<input type="checkbox"/> Yes <input type="checkbox"/> No	



..... **Management Committee meeting**
to be held on **held at**
Commencing atam/pm

Agenda

Opening & Welcome

Item	Actions	Responsible
1.	a) Present b) In Attendance	
2.	Apologies	
3.	Declaration of Interest – List any declarations of Interest from delegates attending the Meeting	
4.	Confirmation of Minutes of the previous Meeting	
5.	Business Arising from Minutes of the previous Meeting	
6.	Correspondence a) Correspondence In b) Correspondence Out	
7.	Business arising from the Correspondence	
8.	Treasurer's Report	
9.	Other Reports a) Booking Officer b) WH&S Issues & Hazard Reporting c) Any other Reports	
10.	Management Committee Yearly Timetable	
11.	General Business	
12.	Date of Next Meeting	
13.	Close of Meeting	

..... **Management Committee meeting**

Held on **held at**

Commencing at**am/pm**

Minutes

1.

a) Present

b) In Attendance

2. Apologies

Recommendation

THAT the apology of be accepted and leave of absence granted.

Moved by: Seconded by:

3. Declaration of Interest

List any declarations of Interest from delegates attending the meeting.

4. Confirmation of previous Minutes

Recommendation

THAT the Minutes of the Management Committee Meeting held on
be confirmed as a true and accurate record of the meeting.

Moved by: Seconded by:

5. Business arising from the Minutes of the previous Meeting

6. Correspondence

a) In

b) Out

7. Business arising from Correspondence

Recommendation

Moved by: Seconded by:

Action/s:

8. Treasurer's Report

Moved by the Treasurer: Seconded by:

Action/s

9. Other Reports

a) Booking Officer

Recommendation:

Moved by: Seconded by:

b) WH&S issues and Hazard Reporting

c) Any other Reports

Action/s

10. Management Committee Yearly Timetable (*refer in Manual*)

11. General Business

Recommendation

Moved by: Seconded by:

Action/s

12. Date of Next Meeting

The next Meeting of the Management Committee will be held on
..... at commencing at am/pm.

13. Closure

The Meeting closed at

Signed by Chairperson..... Date:

Items for Action

Item	Person Responsible	Due Date	Comment

Petty Cash Voucher

Example



PETTY CASH VOUCHER

Date:		Voucher No.:	
Amount: \$	plus GST: \$	Total: \$	
Particulars:			
Paid to:			
Signed:		Paid by:	

PETTY CASH VOUCHER

Date:		Voucher No.:	
Amount: \$	plus GST: \$	Total: \$	
Particulars:			
Paid to:			
Signed:		Paid by:	



Record of Quotation/Purchasing Decision



Date:	\$1001 - \$3000 – 2 verbal quotes \$3001 - \$25000 – 3 written quotes \$25,001 - \$100,000 – to be managed by Council staff	
Total Order Cost:	* Attach copies of quotations to this form	
Supplier:	Phone:	
Contact Name:	Amount of Quotation: \$	
Written quotation required/obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supplier:	Supplier:	
Contact Name:	Contact Name:	
Written quotation required/obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supplier:	Supplier:	
Contact Name:	Contact Name:	
Written quotation required/obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for decision:		
Authorised by:		
Signature:	Date:	

*** PLEASE ATTACH WRITTEN EVIDENCE OF QUOTATION WHERE POSSIBLE**



Only assets owned by the Committee/Council are to be recorded in this Register.

Bank Reconciliation

Example



[...] MANAGEMENT COMMITTEE

JULY 2023 PAYMENTS/RECEIPTS

BALANCE BROUGHT FORWARD	1,700.00
ADD INCOME	1,853.50
SUBTRACT EXPENDITURE	1,622.20
	<hr/>
	1,931.30
	<hr/> <hr/>

BANK RECONCILIATION

Balance as per bank statement		1,951.30
Less	Unpresented cheques	
	10456 P Smith	50.00
	10457 Woolworths 25.00	
		75.00
Add	Outstanding deposits	
	Receipt No. 40141 55.00	55.00
		<hr/>
		1,931.30
		<hr/> <hr/>



Treasurer's Report

Example



[...] MANAGEMENT COMMITTEE

TREASURER'S REPORT – JULY 2023

Results for the month of July were favorable with a positive cash flow of \$231.30. This was consistent with results for the same period last year and is largely due to increased hall bookings.

Income

GST	140.09	
Facility Hire	500.00	
- Casual		
- Permanent	750.00	
Sundries (forfeited bond)	90.91	
Insurance	60.00	
Bank interest	12.50	
Bonds received	<u>300.00</u>	<u>1,853.50</u>

Expenditure

GST	133.20	
Cleaning	200.00	
Contractor payments	1,000.00	
Telephone	72.00	
Petty cash	41.00	
Sundries (GST exclusive)	20.00	
Bank fees	3.00	
Bonds refunded	50.00	
Sundries (GST exempt)	103.00	<u>1,622.20</u>

231.30

Confirmation of Accounts Paid

July cash payments of \$1,622.20 comprise the following cheques drawn and are hereby submitted to the Committee for ratification:

Cheque	Creditor	Amount	Description
10452	J Smith Cleaning	220.00	Cleaning
10453	Telstra	79.20	Telephone
10454	A & B Builders	1,100.00	Contractor payment
10455	Petty cash	45.00	Petty cash reimbursed
10456	P Smith	50.00	Bond refunded
10457	Woolworths	25.00	Sundry
		<u>1,519.20</u>	



Statement of Income and Expenditure Sample



[...] MANAGEMENT COMMITTEE

Period ended	30 June	2024
		\$
Income		
Hall Hire		
Council Grants		
Donations		
Sundry Income		
Bonds retained		
GST refunds from WSC		
Expenditure		
Bank Fees		
Electricity/Gas		
Repairs		
Sundry		
GST paid to WSC		
Net Income (Expenditure)		



Balance Sheet



[...] **MANAGEMENT COMMITTEE**
Year Ended 30 June 2024

Assets		
Bank Accounts – Everyday Business		
Bank Accounts – My Community		
Other Assets		

Liabilities

Bonds and Key Deposits
Other

Net Assets

Equity

WSC Equity
Current Year Surplus/Deficit

*Note - Net Assets = Equity

Management Committee



Committee Name:

Budget Requests and Management Plan for financial Year 20__/20__

To be forwarded to Council by End of October, each year

Project or Item <i>(Please list in order of Committee's priority in each section)</i>	Benefit to Facility, Community or Committee	Estimated Cost of Project	Amount of Committee Contribution and/or other grant funds	Amount requested from Committee Budget, Council Budget or Grants
Requests from 355 Committee Budget (e.g. administration costs, new tables and chairs)				
1.				
2.				
3.				
4.				
5.				
6.				
Requests from Council's Capital works Program (e.g. new roof, new toilets- generally projects over \$8,000)				
1.				
2.				
3.				



Requests for Major Maintenance (e.g. smaller items that the committee is not responsible for maintaining resurfacing of floors, replacement of flyscreens)				
--	--	--	--	--

Grants that the Committee intends making an application to including Council's Community Assistance Grants)				
---	--	--	--	--

1.				
2.				
3.				
4.				
5.				
6.				

Facility Hirers Risk Assessment Form

How to complete this form:

- Complete the EVENT DETAILS section
- Complete the RISK ASSESSMENT section
 - Describe the activities / tasks involved with your event
 - For each activity / task list the possible hazards that could be present
 - For each hazard identified nominate controls to reduce the risk level
 - Using the RISK MATRIX nominate the Likelihood for each activity / task
 - Using the RISK MATRIX nominate the Consequence for each activity / task
 - Using the RISK MATRIX determine the Risk Rating for each activity / task
 - Nominate the person/s responsible for nominating the identified controls

Name of Organisation/Individual Hirer:			
Purpose / Description of Event:			
Facility Hired:			
Date of Event:		Event Organiser:	
Date of Risk Assessment:			
Person/s completing Risk Assessment:			

RISK MATRIX					
CONSEQUENCE TABLE					
MAJOR / SERIOUS	SIGNIFICANT	MODERATE	MINOR		
<ul style="list-style-type: none"> Death Loss of property Major environmental contamination Event Cancelled 	<ul style="list-style-type: none"> Serious injury Significant property or environmental damage Significant complaints or major disruptions 	<ul style="list-style-type: none"> Medical attention Some property or environmental damage Minimal complaints or disruption 	<ul style="list-style-type: none"> First aid treatment Very low environmental impact No adverse community impact 		
LIKELIHOOD TABLE		1	2	3	4
VERY LIKELY (In most instances)	A	HIGH	HIGH	MEDIUM	MEDIUM
LIKELY (May happen sometime)	B	HIGH	MEDIUM	MEDIUM	LOW
UNLIKELY (Could happen)	C	MEDIUM	MEDIUM	LOW	LOW
VERY UNLIKELY (Probably won't happen)	D	MEDIUM	LOW	LOW	INSIGNIFICANT

RISK ASSESSMENT:						
Describe each activity / task that will be undertaken during your event (Consider each activity / task from set up to clean up)	Possible hazards identified for each activity / task	Nominated control for each hazard identified	Risk after nominated controls have been implemented			Who is responsible for implementing this control
			Likelihood	Consequence	Risk Rating	

RISK ASSESSMENT:

[illegible]

DETAILS:

COMMITTEE:	Name:
	Postal address: Post Code:

CASUAL HIRER'S INSURANCE	Public Liability Insurance cover for casual hirers of Council's halls/facilities is provided to assist "one off casual hirers"; who are not 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.
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RETURN FOR: _____
The month of _____

[illegible]

SUBMITTED BY:

Name: Position: Date:

Council Facility Checklist

Facility Name:	Location:
Inspection Date:	Committee Present:

(To be completed by Committee members in March and October and forwarded to Council's Committee Co-ordinator.)

	ISSUE	Serviceable Please Tick	Unserviceable Please Tick	Comments and Actions
1	Access to Access and Egress			
a	Doorways, entrances, stairways clear of obstruction			
b	Handrails in good repair			
c	Even floor surfaces (carpet, linoleum, tiles not lifting or broken)			
d	Parking adequate and safe entry and exit			
2	First Aid			
a	First Aid Kit			
b	Is it regularly checked and restocked?			
c	First Aid Register (injury)			
d	Is it easily located by signage?			
3	Fire Equipment			
a	Available hose reels and extinguishers in good working order			
b	Signage provided to assist in the location of all fire equipment			
4	Emergency			
a	All emergency exits clear and lighting working			
b	Current emergency contacts list available at the facility			
c	Current evacuation plan displayed			
5	Adequate Electrical and Lighting			
a	Internal and external lighting			
b	All extension leads in good order and appropriately stored			
c	Power points, switches and electrical appliances in good condition			
6	Amenities			
a	Kitchen appliances and fittings in good working order			
b	Toilets clean and in good working order			
c	Meals area clean and tidy			
d	Supply of drinking water			
e	Change rooms and fittings in good condition			
7	Grounds			
a	Outside pathways, walkways, ramps, steps			
b	Lawns and trees maintained and in good order			
c	Playground areas maintained and in good order			
d	Common outdoor amenities maintained and in good order			
8	Heating/Cooling/Ventilation			
a	Air flow and fresh air adequate			
b	Heating and cooling systems regularly maintained			
9	Hazardous Substances			
a	All hazardous substances correctly stored and labelled			
b	Material Safety Data Sheet available for each substance			
8	Other			
a				

Report Compiled By: Name: _____ Signature: _____



355 Management Committee

Timetable for key dates and meetings

This timetable sets out the timeline that the Committee needs to meet to satisfy the requirements that are detailed in the Procedural Manual for 355 Management Committees.

Council recommends that the timetable is available at Management Committee Meetings as this will assist with future planning and the setting of the agenda.

COMMITTEE MEETINGS (MINIMUM OF 4 PER YEAR) – The minimum number of meetings per year is four. Council recommends that the committees meet in February, May, August, and November. Committees may meet monthly or bi-monthly depending on the business that needs to be attended to.

GST RETURNS – To be completed at the end of each month and submitted to facilities team by the 5th working day of the next month.

AGENDA – The secretary is to email committee members two weeks before every meeting asking for items to be listed in the agenda then the agenda is to be sent out to each committee member and to the facilities team seven days before the scheduled meeting.

KEY DATES

Month	Item	Date to be submitted	Person Responsible
January	Committee meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
February	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
March	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
April	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary

Month	Item	Date to be submitted	Person Responsible
May	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Set date for AGM	31 May	Secretary
	Advise Facilities Team of the date of AGM July /August	31 May	Secretary
	Start planning for 355 Budget Requests and Management Plan for following financial year	General discussion	
	Review Fees and Charges for following financial year	General discussion	
	Review and revise Assets Register	To be submitted with Financial Reviews by 31 July	Secretary
	All project work completed, 355 budget monies expended, and invoices submitted to the Facilities team for reimbursement	31 May	Treasurer
June	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Treasurers pay all outstanding invoices, close off accounts for the end of the financial year	30th June	Treasurer
	Treasurer starts to prepare the end of financial year reports to be presented to suitably qualified person to review		Treasurer
	Advise hirers of any changes to the Fees and Charges for the upcoming financial year	As soon as Council has adopted its Fees and Charges and notified the Committee	Treasurer
July	Committee Meeting /AGM	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Bank statements as at 30 June submitted to Facilities Team	Asap after the 30 June	Treasurer
	Reviewed Financial Records submitted to Facilities Team with Assets Register	31 July	Treasurer
	Council advises the committee of budget allocation for this financial year	31 July	Council

Month	Item	Date to be submitted	Person Responsible
July <i>continued</i>	Planning for 355 Budget requests and Management Plan for following financial year	General discussion	
	Review Fees and Charges for following financial year	General discussion	
August/AGM	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Committee organises works to be undertaken for projects to be completed in current financial year	Tasks allocated to committee members to action	Committee Members
September	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Budget Request and Management Plan and recommendations for Fees and Charges for the following Financial Year.	15 September	Secretary
October	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Continue working on any 355 Budget allocations		Committee
November	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Continue working on any 355 Budget allocations		Committee
December	Committee Meeting	TBC	Secretary
	GST return	Submitted 5th working day of next month	Treasurer
	A copy of the Minutes are to be forwarded to the Facilities Team	As soon as possible after each meeting	Secretary
	Continue working on any 355 Budget allocations		Committee