



BLAND SHIRE COUNCIL
west wyalong

Section 355 Committee Manual

Master Copy



FOREWORD

The intention of this Section 355 Committees and Volunteers Management Manual is to formalise responsibilities and procedures applicable to the operation of Bland Shire Council Committees.

The Council cannot perform all the tasks necessary to provide a high standard of services and facilities for the community and the volunteers in the Shire provide an invaluable service to the community. Council has a responsibility to protect the health and safety of these volunteers, but also has legislative requirements to oversight the operation of volunteer committees, especially in regard to financial recording and reporting and comply with taxation rulings.

This manual provides comprehensive guidelines on the management responsibilities, functions and operation of a §355 committee and clarifies Council's role in this partnership. Upon formal approval of a §355 committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and committee members are aware of the responsibilities and adequately covered by insurance.

Council is conscious of the fact that members of the community volunteer to undertake forms of service or activity for no reward or recompense, and do not expect to be bogged down with procedures and paperwork. This manual has been produced in an attempt to simplify and standardise mandatory procedures and forms that have to be followed or completed in compliance with legislation.

I trust that each of us, Council employee and volunteer, will comply with the procedures and processes contained in this §355 Committees and Volunteers Management Manual, to ensure that the vital service provided by our volunteers continues to be an enjoyable experience and benefit to the Bland Shire community.

Ray Smith
General Manager

NOTE: § This symbol represents the word "Section" in legal documents, and will be used throughout this Manual in lieu of the words "Section 355" when referring to that section of the Local Government Act or a Committee of Council, e.g. §355 Committee.

1 POWER OF COMMITTEES

1.1 Delegation of Function

Under the Local Government Act 1993 Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

1.2 Why Does Council Have Community Committees?

The committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities and services. This provides the following benefits:

- giving protection to the committee operating under the banner of Council
- Providing the Council with assistance in the carrying out of its functions.

1.3 How are Community Committees Established?

Community committees are established under Section 355 of the Local Government Act with delegations from Council under the provision of Section 377 of the Local Government Act.

§355 allows Council to exercise a function of Council and §377 allows Council to delegate functions of Council. These terms refer to the Section of the Local Government Act in which the authority of a committee to be formed is identified. (The two extracts of the Act are attached to this document as Appendix 4 and Appendix 5.

2 RESPONSIBILITY

2.1 Responsibility

The community committee will be responsible for activities as determined when the committee is established. This responsibility will be conveyed to the committee is listed in Appendix 2.

2.2 Limitation of Powers

The committee will not make any decisions concerning the following:

- a. Fixing of charges or fees (the committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- b. Borrowing of any monies without the express written consent of Council on each such occasion.
- c. The sale, lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993 (as amended).
- d. The acceptance of tenders which are required to be called by Council. (The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- e. The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- f. The payment of any monies outside the scope of the Committees function.
- g. The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council (Does not include minor maintenance works).
- h. Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
- i. Vote monies for expenditure on the works, services or operations of Council.

The exercise by the committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

2.3 Code of Conduct

Bland Shire Council has adopted a Code of Conduct that is applicable to both elected Councillors and employed staff. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Community Committees are operating as Council, it is important for committees to be aware of and abide by this Code of Conduct. Appendix 16.

Council's Community Committees have the responsibility to ensure the following:

- a. Access if available to the entire community and is not denied because of ethnicity, gender, disability or religion.
- b. Priority of use should be given to non-profit making community groups and organisations
- c. That the facility not be aligned with, or advocate or advertise for or on behalf of, any political party or person/s.

2.4 Accountability

The committees need to be aware that accountability is required to Council, user groups and the general community. To facilitate this accountability, the committees are required to:

- a. Hold an Annual General Meeting annually that is advertised
- b. Provide reports, minutes and annual financial statements to Council.
- c. Ensure that affected persons are aware of the committee meeting details.

3 COMMUNITY COMMITTEES

Council aims to appoint committees which are representative of the local community or interest groups for the function which the committee manages.

3.1 Appointment

- To hold office and be responsible for the management of a Council facility, all committee members must be appointed by Council.
- Must also appoint new members before them being able to vote and take part in meetings of the committee.
- The council may dissolve any such committee at any time
- The term of office for community committees will be same term as the current Council, with the addition of an extra three months after the General Election of Councillors, unless appointed as a sunset committee with a finite time specified.

All nominations for Community Committees are formally submitted in writing to Council for appointment.

3.2 Committee Membership

The community committee membership will number not less than four (4) and not more than twelve (12) members as appointed by Council including office bearers unless otherwise decided by Council. Council reserves the right to appoint one of its members to each committee.

Whilst no particular qualifications are necessary, a commitment to the activities of the Committee and a willingness to be actively involved in a committee issues is essential.

3.3 Dissolution of Committee

The Council may dissolve the Committee at any time.

Committees are formally appointed by the Councillors in office, therefore, three months after the General Election of Councillors, all community committee members will cease to hold office.

All committee members are eligible for re-appointment. Council will advertise for and receive nominations.

(This action does not rule out committees holding an Annual General Meeting.)

3.4 Vacation of Office

The office of any member of office bearer of the Committee will become vacant in the following circumstances.

- if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- if the member becomes a mentally incapacitated person; or
- if the member resigns membership by notice in writing to the Committee: or

- if the member is absent for more than three consecutive meetings without leave of the Committee; or
- if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the committee otherwise resolves; or
- While serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.

3.5 Representation on Committee

Committee membership should reflect the community organisations, which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Where there is a dispute on representation a final determination will be made by Council.

3.6 Committee Positions

Community committees consist of office bearers (also known as the Executive) and other committee members. The committee elects at its first meeting and thereafter at each annual general meeting the office bearers. Particulars of all appointments eg committee position, name, address, contact number and the user group represented must be notified in writing to council as soon as possible after appointment is made.

Community committee members need to have a degree of commitment to their role as committee members. One of the advantages of community committees is that the workload can be shared between the different committee members. It is important that each member understands the role and what is expected by the community and the Council.

3.6.1 Office Bearers/Executive

Office bearers do not have greater decision making powers than other committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each committee member plays an important part in the functioning of the committee.

At a minimum the committee must have:

- **Chairperson/President**

The Chairperson is usually the spokesperson for the organisation and therefore needs to be certain that the organisation is running smoothly and achieving its aims and objectives. (Refer Appendix 7)

- **Secretary**

(One person may fill the joint position of Secretary/Treasurer)

The Secretary is often the key contact point for the organisation, ie for correspondence, phone messages etc and is required to record the minutes for each meeting. (Refer Appendix 7)

- **Treasurer**

The Treasurer is responsible for managing the committee's financial business records and is required to present a report of all receipts, payments and other transactions to each committee meeting (Refer Appendix 7)

3.7 Meeting Procedures

Meetings are to be conducted to standard guidelines, which are detailed in the following section and include:

- a. that a quorum be present
- b. that appropriate notice is given
- c. that business on the agenda is properly conducted
- d. That correspondence and minutes are recorded.

3.7.1 A Quorum

This refers to the minimum number of members who must be attendance to conduct business.

Council regulations state:

- a. A quorum will consist of one half of the total number of elected members plus one;
- b. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the President; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the committee are not recognised until a meeting has ratified them where a quorum is present.

3.7.2 Agenda

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to all the committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the chairperson calls for discussion on the agenda.

Each time business to be discussed at the meeting needs to be put on the agenda. Unfinished business and report on actions taken since previous meetings are included in the agenda under "Business arising from previous minutes". If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

3.7.3 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

3.7.4 Correspondence

A list of correspondence received (inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out

(Outwards) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference.

3.7.5 Election of Committee

At the AGM all member of the committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and committee members.

3.7.6 Procedure for Election

Nominations can be accepted in two ways:

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper and drawn “from the hat” by the Returning Officer (or an impartial observer). The first name drawn is the elected member.

A list of duly elected office bearers / executive and committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected committee members must be sent to Council for approval within 5 working days.

3.7.7 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

- a. Vote verbally**
The chairperson asks people to say “for” or “against” and then decides which group is the largest.
- b. Vote by show of hands**
The chairperson asks people in favour of the decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.
- c. Vote by secret ballot**
Members vote on paper and put into general pool, the secretary and member not standing for any position, count the votes. (Requests by members for secret ballots cannot be denied).

For all motions, the committee needs to have an agreement concerning the way the vote will be decided, eg for the vote to be carried, you will need a simple majority (more than half); for changes to the Constitution, you will need two-thirds majority of those present.

4 OPERATIONAL ISSUES

4.1 Financial Support

Financial Support for Council's Section 355 Committee is subject to annual budget allocations and is outlined in Council's Donations Grants Policy

4.2 Requirements

Section 355 Committees are required to comply with and adhere to the procedures polices and requirements outlined in Council's Section 355 Committee manual.

4.3 Purchasing

Under the Local Government Act, Council can assist committees by purchasing goods on their behalf to be used in association with the committee approved function. The further benefit to the committee is that they can utilise the purchasing power of Council to reduce costs.

4.4 Legal Issues

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the committee is "Council" and any action, which the committee undertakes, is Council's responsibility.

Committees sometimes believe that they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council has delegated its authority to the committee to act on Council's behalf and Council can withdraw this delegation if it is deemed to be necessary.

4.4.1 Records of the Committee

Most of the records of Council committees should be kept for a minimum of seven years and in the case of records relating to operations ie minutes and correspondence – 20 years. In particular the committee needs to be aware of the importance of minutes due to their legal status and their liabilities to subpoena in court cases.

4.4.2 Pecuniary Interest (Refer Appendix 6)

Pecuniary Interest may be defined as an interested that a committee person has in a matter, as a member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other persons includes the spouse or de-facto partner or relative of the committee person.

Disclosure of Pecuniary Interest

- a. If
 - i) a committee member has a direct or indirect pecuniary interest in a matter being considered or about to be considered at a meeting; or
 - ii) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of a matter,

The member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at the meeting.

- b. A committee must ensure –
- i) Particulars of any disclosure made under this clause are recorded in the minute book kept for the purpose; and
 - ii) That book is kept open at all reasonable hours to inspection by any person.
- c. After a member of a committee has disclosed the nature of any interest in any matter, the member must not,
- i) Be present during any deliberation of the committee with respect of that matter.
 - ii) Take part in any decision of the committee in respect of that matter.
- d. For the purposes of the making of a determination by a committee under subclause (4), a member who has a direct or indirect pecuniary interest in a matter to which the disclosure relates must not–
- i) Be present during any deliberation for the purpose of making the determination.

4.5 Correspondence

Correspondence from the committee is effectively correspondence from the Council as the committee acts on Council's behalf. Therefore stringent conditions are required to ensure that appropriate use of Council's name.

4.5.1 Letterhead

- a. There are some occasions where Council letterhead may be used on behalf of the committee. In these instances, the letter must be approved and signed by the Council's General Manager.
- b. The use of separately designed letterhead is limited to those Council committees and areas of activities which:
 - i) may have a benefit in being identified in a slightly different way to normal Council activities and where a separate image or presentation may be appropriate, and
 - ii) May be strongly community based.
- c. In all instances the letterhead design must be approved by Council and indicate that the function is a committee of Bland Shire Council.

4.5.2 Purpose of Correspondence

Usage is limited to the activities of each specific authorised functional area and specifically limited to:

- provision and seeking of information
- extension of invitations
- thank you's

- seeking of sponsorship (after approval of General Manager)
- General correspondence not committing the Council or making comment.

4.5.3 Filing

Copies of all correspondence from the Committee **under Council's letterhead** must be placed in Council's filing system within one day of the letter being sent. Copies of all other correspondence is to be attached to the copies of the minutes and forwarded with the annual financial statement to Council annually.

4.5.4 Signatures

The signing of correspondence is limited to the Mayor, General Manager, a member of staff duly authorised by the General Manager, or the chairperson of the committee duly authorised by Council.

4.6 Sub Committees

The committee may appoint working groups to report back to the committee. These "sub-committees" have no legal standing and must recommend back to the committee for ratification.

Members of sub-committees must be duly appointed members of the community committee and will be covered in accordance with this policy.

4.7 Clerical Support

It is not normal practice for Council to provide clerical support to community committees. A committee may however apply for support and the General Manager will make a determination on whether assistance will be forthcoming.

As a rule, clerical support will only be offered if a Council employee is a member of the committee and the assistance is an extension of the employee's duties.

If support is offered, the level of assistance will be subject to negotiation between the committee and the Council and strict duties established. Council supports the principle that a committee should be self-reliant and provide its own office-bearers.

FINANCIAL MANAGEMENT

Financial Issues

§355 Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, Local Government Regulations and Accounting standards, and must be adhered to.

§355 Committees are established to benefit the community and are made up of members of the community. Funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that committee funds are used in the manner for which they were intended and that a clear and full disclosure of the committee's financial activities is available.

Accounting

Council requires the following conditions to be met by all §355 committees:

- A Cheque Account must be opened at any branch of a recognised financial institution within Bland Shire. Such account will be in the name of the committee.
- All monies received by the committee must be banked within one week of receipt.
- The committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.
- A suitable cash book, receipt book, bank deposit book and petty cash will be maintained and kept up to date.
- Receipts, in the name of the Committee, will be issued for all monies received and duplicates of all receipts will be retained for audit.
- Payment will be made by crossed Cheque and relevant documentation will be attached to payment records.
- The Committee may authorise its president, treasurer and one other person to sign on its behalf on the basis that two signatures are required on each Cheque.
- All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or an authorised officer of Council.
- The Committee will be entitled to spend all monies raised in the management of the facilities under their control, provided that all such monies together with the Committee on their operations will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility of the Council for which the Community Committee has been constituted.
- Submission to Council of audited Financial Statements for the financial year ended on 30 June, by 31 August each year. A sample of a Statement of Financial Position (Balance Sheet) and a Statement of Financial Performance (Profit and Loss Statement), which form the Financial Statements, is provided in Appendix 9.
- Submission of the Income Reporting Return by the 10th day of each month, accompanied by a Committee cheque covering any GST component applicable to the received income. This return shows totals of all categories of income received during the previous month and is used to support the Council BAS Statement. If no income was received within the reporting period a **NIL RETURN must be supplied**. (Sample shown at Appendix 9.

- When the Committee has expenditure with a significant GST content, payment of the relevant tax invoice can be dealt with as follows:

Council will pay the full amount of the tax invoice on the Committee's behalf, providing a Committee cheque, payable to Bland Shire Council for the amount owing, excluding the GST, is received at Council's office with the tax invoice concerned. The Committee will have the discretion to pay tax invoices with minor amounts of GST and thereby forgo the amount of GST paid.

Any invoices to be paid by the Council (i.e. those with a significant amount of GST) must show the name "Bland Shire Council" in addition to the name of the committee and be received at Council's offices early enough for the Council's payment to comply with the supplier's trading terms. The Committee must also certify the invoice that the goods or services being claimed have actually been received.

Financial Support

Council will provide a budget allocation per year for funding for the various Section 355 Committees of Council. To be eligible to receive a share of this funding Section 355 Committees shall sign and commit to Council's 'Section 355 Committees and Volunteer Management Manual' and by 31 August each year provide to Council: -

- Financial statements for the previous year ending 30 June; and
- Minutes of the committee meetings held during the past 12 months; and
- The date of the last Annual General Meeting; and
- The names of all current committee members and office bearers; and
- A copy of the Volunteer Attendance Registers

The number of Section 355 Committees that comply with the above criteria will share equally in the annual budget allocation and payment is to be made by 30 September each year.

6 RISK MANAGEMENT

Bland Shire Council is committed to implementing a systematic Risk Management approach in order to control all areas of risk within the organisation.

Protection for people, property and equipment under Council's insurance policies comes with responsibilities to act safely, undertake risk assessments where necessary, to sign in as a volunteer before commencing work and to report all injuries, near misses or damage to property and equipment as soon as they occur.

Bland Shire Council's Risk Management Policy – Appendix 10.

6.1 INSURANCE

Property Insurance

All council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the excess applicable to these policies.

Public Liability

The committee is covered by the public liability of Council (currently \$50 million). This insurance does not preclude the committee from due diligence and all council policies must be adhered to.

Personal Accident

Committee members are covered under certain circumstances if injured whilst undertaking duties relating to their role on the committee. The Volunteer Attendance Register must be completed by each volunteer for every meeting and activity they are involved in. The Volunteer Tool and Protective Equipment Register must also be completed when activities requiring the use of tools and personal protective equipment are used. (Refer Appendix 14)

In the event of an accident or near miss it is vital that a report is made to Council as soon as possible. An Incident Reporting form is included (Refer Appendix 15)

Motor Vehicle

In the event that a committee member utilises a Council vehicle, the motor vehicle policy of Council will provide cover.

6.2 EVENT MANAGEMENT

If you are planning an event contact Council's Community Relations Officer and Work Health and Safety Officer. They will be able to assist you to organise a safe and successful event and will be able to provide advice and assistance on how to best run the event.

An Event Management Manual has been provided as Appendix 17.

i) Safe and Successful

It is essential that everyone involved in the organisation of an event, no matter how big or small, understands the need to eliminate or reduce and control the foreseeable risks involved in conducting an event. Event organisers and participants have to recognise that having Public Liability insurance cover does not absolve their obligations to provide a safe and secure event, activities, services and

facilities. Everyone attending your event is entitled to enjoy all the benefits of attendance without risk to their health, safety and welfare.

Council Committees, such as Section 355 Committees, as they are acting on behalf of Council, are responsible for the provision of safe facilities, activities and services, even though they are acting in a voluntary capacity. §355 Committees are performing a function of Council when carrying out the functions delegated to them by Council, and thus are covered by the Public Liability cover obtained by Council; however that coverage also has inherent responsibilities for risk minimisation and compliance with Work Health and Safety legislative requirements.

ii) Duty of Care

Event organisers have to be aware that they have a “Duty of Care” to patrons of the event, and others in the vicinity, to ensure that all reasonable care has been taken to avoid acts or omissions that may adversely affect their health, safety and welfare.

For event organisers, Duty of Care requires all reasonable actions to be taken to prevent any foreseeable risk of injury, loss or harm to people directly affected by or involved in the event. This includes staff, volunteers, performers, patrons and members of the public in surrounding areas.

Some of the main areas of risk to be identified and assessed are:

Administration: the working conditions and management of staff and volunteers must minimise the risks to their health, safety and welfare and consequent possible loss of profit for the event organisers.

Marketing and PR: ensure that all advertising material portrays the content and activities of the upcoming event accurately, to avoid any patron disappointment and adverse comment or actions.

Health and Safety: ensure things such as food sanitation, responsible service of alcohol, safe access and egress to the venue, traffic management plans, risks involved in activities to be performed or undertaken.

Crowd management and security: ensure that the venue can safely and comfortably accommodate the expected number of patrons. Access to adequate clean and tidy amenities and provision for access control of emergency vehicles if relevant.

Transport: ensure that transport arrangements to and from the event are controlled, public-parking arrangements are properly organised and if necessary, access for delivery or official vehicles is planned and controlled.

iii) Event Risk Assessment

A Risk Assessment of all the foreseeable hazards must be performed and documented during the planning phase of any event to be conducted by a §355 Committee. The Risk Assessment process is described above and an Event Management Risk Assessment Form will be provided by Council upon application.

6.3 WORK HEALTH AND SAFETY

Section 355 Committee members are volunteers of Council. Committee members and volunteers are required to register as volunteers through the completion of the form in Appendix 12, sending the form to Council and signing on and off the Volunteer Attendance Register on each occasion you volunteer.

The Secretary of the group is required to ensure that all volunteers are registered and that a copy of the Volunteer Attendance Register is sent to Council on an annual basis.

Council will retain a record of each registered volunteer and will also retain copies of the Volunteer Attendance Register.

Bland Shire Council's Occupational Health & Safety Policy – Appendix 11.

7 STATEMENT OF COMMITMENT - VOLUNTEERS

Bland Shire Council is committed to providing a healthy and safe environment for Shire residents and volunteers and volunteer committees.

Council is very conscious of the need to protect the health and safety of its volunteers. Volunteers provide an invaluable service to the community of Bland Shire in particular, and to visitors and the travelling public in general.

Volunteers are community members who are motivated to undertake some form of service or activity, for no financial reward or recompense. Their contributions undoubtedly benefit the community as a whole. These contributors may either be individuals who spontaneously undertake a task or organised groups within the community or Council. There are also well-established independent groups that are nationally rather than community based.

Formal volunteering is an activity, which takes place in not-for-profit organisations or Projects and is undertaken:

- to be of benefit to the community and the volunteer;
- of the volunteer's own free will and without coercion;
- for no financial payment; and,
- In designated volunteer position only.

Council recognises that a volunteer contracts to perform a specific job with certain responsibilities and in return is entitled to certain rights. Both the volunteer and Council has mutual obligations to each other. Council has an implied duty of care towards its volunteers under both the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011, where volunteers perform tasks either directly for Council, or indirectly on or at Council controlled property, facilities or activities.

In order to fulfil the obligations of both Council and volunteers, and to promote excellence in service and maximise the quality of the volunteers' experience, Bland Shire Council will:

- Recognise volunteers as valuable team members, with opportunities to participate in relevant organisational decisions.
- Ensure that all voluntary work is undertaken on a voluntary basis and without coercion.
- Ensure that volunteers' work supplements, humanises and enhances, but in no way competes with the work of paid personnel.
- Offer volunteers work opportunities appropriate to their skills, experience and aspirations.
- Provide volunteers with orientation to their work and the organisation and, where appropriate, with clear duty statements.
- Empower volunteers to meet their own and Council needs through Council's provision to them, of appropriate resources, information, support and feedback.
- Offer training and support for volunteers to achieve personal and work goals.
- Implement procedures and provide personal protective equipment to safeguard volunteer's safety and well being, including appropriate volunteer insurance.
- Protect volunteers from unfair discrimination and from sexual harassment by adhering to Equal Employment Opportunity principles and recognising ethnic and cultural diversity.
- Where appropriate, offer reimbursements or other compensation to cover out-of-pocket expenses (eg. Fares, lunches, etc.).
- Provide mechanisms to acknowledge the value of contributions made by volunteers.
- Provide written information about the Council and/or §355 Committee policies, procedures and operations as appropriate.

This Statement of Commitment has application to the following volunteers:

- §355 Committee members.
- All individuals performing voluntary tasks with Council
- Work experience students
- All individuals and organisations undertaking tasks on Council controlled property or facilities, but not under direction from or by Council, i.e. Service Clubs, Clean Up Australia, Sports and Recreation Clubs and Groups, Landcare Groups, Showground Trusts and non-organised groups or individuals.

Council recognises the need for formalised roles, responsibilities and procedures to ensure that Council can fulfil its duty of care to all staff and volunteers involved in Council operations, and also has an obligation to its Insurers to minimise risk.

Manuals and other documented procedures that detail how §355 Committees and other groups of volunteers are to be managed support this Statement of Commitment.

APPENDICES

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- 16 **Code of Conduct**
- 17 **Event Management Manual**

Barmedman Community Centre

74 Robertson St
Barmedman NSW 2668

Barmedman Sports and Recreation Committee

53 Queen St
Barmedman NSW 2668

Barmedman Tidy Towns Committee

"Kurrawong"
Barmedman NSW 2668

Mirrool Silo Kick Challenge Committee

7 Edward St
Mirrool NSW 2665

Ungarie Showground, Racecourse and Recreation Reserve Committee

PO Box 81
Ungarie NSW 2669

Ungarie Advancement Committee

PO Box 78
Ungarie NSW 2669

Ungarie Retirement Village

"Alawa"
Girral NSW 2669

Weethalle Tidy Towns Committee

PO Box 17
Weethalle NSW 2669

Weethalle Recreation Ground Committee

86 Teamster Dr
Weethalle NSW 2669

West Wyalong Tidy Towns Committee

20 North St
Wyalong NSW 2671

Wyalong School of Arts and Hall Committee

69 Cassin St
Wyalong NSW 2671

APPENDIX 2 COMMITTEE RESPONSIBILITIES AND DELEGATIONS

BARMEDMAN COMMUNITY CENTRE

- The care, control and management of the Barmedman Community Centre being both the hall and the property formerly the Court House, Barmedman.
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.

BARMEDMAN SPORTS AND RECREATION COMMITTEE

- The care, control and management of the Barmedman Sport and Recreation Ground
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.

- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

BARMEDMAN TIDY TOWNS COMMITTEE

- To submit entries for Barmedman in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Barmedman by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Barmedman.
- To advise Council on issues relating to the maintenance and development of the cemetery
- To assist in the maintenance of the cemetery

MIRROOL SILO KICK CHALLENGE COMMITTEE

- To make recommendations to council in relation to works and programs to improve and enhance the amenity of Mirrool.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Mirrool by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Facilitate and co-ordinate the various sections of our community
- Promotion of Mirrool and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Mirrool and District.
- To retain, promote and where possible upgrade business in Mirrool and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the communities services and amenities

UNGARIE SHOWGROUND, RACECOURSE AND RECREATION RESERVE COMMITTEE

- The care, control and management of the Ungarie Showground, Racecourse and Recreation ground
- To recommend charges, subject to Council approval, for the use of the facilities

- Collect any charges and fees fixed by Council for the use of the facilities, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facilities were originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

UNGARIE ADVANCEMENT COMMITTEE

- To make recommendations to council in relation to works and programs to improve and enhance the amenity of Ungarie
- To research and publish the history of Ungarie and District
- The care, control and management of the Ungarie Museum
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.
- To carry out works to beautify Ungarie by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Facilitate and co-ordinate the various sections of our community

- Promotion of Ungarie and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Ungarie and District.
- To retain, promote and where possible upgrade business in Ungarie and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the communities services and amenities

UNGARIE RETIREMENT VILLAGE

- To promote and undertake or assist in promoting and undertaking benevolent assistance for aged, frail and disabled persons and their spouses, together with such other persons as may be approved from time to time by the Australian Government irrespective of creed, class or colour, and without in any way limiting the generality of the foregoing provision, shall have the power to do or to assist in doing any or all of the following things, namely:
 - To establish and maintain living units, hostels and/or nursing homes for the accommodation and care of aged, frail and disabled persons;
 - To provide benevolent relief to aged, frail and disabled persons by establishing and maintaining a club or clubs;
 - To promote and assist the general good of all aged, frail and disabled persons in the Bland Shire Council Local Government area by assisting the work of statutory authorities and voluntary organisations engaged in respect of such persons in providing facilities for physical and mental recreation, developing physical improvement, furthering health and comfort, relieving poverty, distress or sickness, or in pursuing any objects which are benevolent.
 - To promote the above purposes by co-operation with other authorities and organisations and to that end bring together representatives of the authorities and organisations engaged in the furtherance of the above purposes or any of them.
 - To assist any benevolent body or bodies in the furtherance of the above purposes or any of them.
 - To promote and carry out or assist in promoting and carrying out surveys relating to the needs of aged, frail and disabled persons and to arrange for forwarding to the proper authorities and organisations the relevant facts regarding such cases and causes of distress as it appears to be within the power of those authorities and organisations to alleviate.
 - To arrange for or join in arranging or providing for the holding of exhibitions, meeting, lectures and classes in furtherance of the objects of the Association or any of them.

WEETHALLE TIDY TOWNS COMMITTEE

- To submit entries for Weethalle in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Weethalle by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Weethalle.

WEETHALLE RECREATION GROUND COMMITTEE

- The care, control and management of the Weethalle Recreation Ground.
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

WEST WYALONG TIDY TOWNS COMMITTEE

- To submit entries for Wyalong/West Wyalong in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Wyalong and West Wyalong by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Wyalong and West Wyalong.

WYALONG SCHOOL OF ARTS AND HALL COMMITTEE

- The care, control and management of the Wyalong School of Arts and Wyalong Hall
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility

- To maintain the facility in accordance with Council's Code of Management and to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the grounds and building, either by voluntary labour or otherwise.

APPENDIX 3 PROCEDURE TO ESTABLISH A §355 COMMITTEE

- 1 The Group must make written application to Council detailing reasons / purpose for establishment.

- 2 A report to be presented to Council including
 - information to support the committees establishment including role, function and life
 - recommendation from the General Manager
 - specific authority being delegated to Council

- 3 A motion to be passed by Council worded as follows:

It was resolved that “xyz committee” be established as a Council committee in accordance with Section 355 of the Local Government Act 1993, along with details as to the specific authority delegated, role, function and life of the committee.

- 4 The committee will be notified of the decision of Council and if adopted, a copy of this document will be forwarded to the Committee.

COMMUNITY COMMITTEES

355 How does a council exercise its functions?

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

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

377 General power of the council to delegate

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:
- (a) The appointment of a general manager,
 - (b) The making of a rate,
 - (c) A determination under section 549 as to the levying of a rate,
 - (d) The making of a charge,
 - (e) The fixing of a fee,
 - (f) The borrowing of money,
 - (g) The voting of money for expenditure on its works, services or operations,
 - (h) The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
 - (i) The acceptance of tenders which are required under this Act to be invited by the council,
 - (j) The adoption of a management plan under section 406,
 - (k) The adoption of a financial statement included in an annual financial report,
 - (l) A decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
 - (m) The fixing of an amount or rate for the carrying out by the council of work on private land,
 - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
 - (o) The review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
 - (p) The power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
 - (q) A decision under section 356 to contribute money or otherwise grant financial assistance to persons,
 - (r) A decision under section 234 to grant leave of absence to the holder of a civic office,
 - (s) The making of an application, or the giving of a notice, to the Governor or Minister,
 - (t) This power of delegation,
 - (u) Any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.

APPENDIX 6 SECTION 441 – 446 LOCAL GOVERNMENT ACT (PECUNIARY INTEREST)

Part 2 Duties of disclosure

Division 1 Preliminary

441 Who are “designated persons”?

For the purposes of this Chapter, *designated persons* are:

- The general manager
- Other senior staff of the council
- a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

442 What is a “pecuniary interest”?

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

443 Who has a pecuniary interest?

- (1) For the purposes of this Chapter, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
 - (a) The person, or
 - (b) The person’s spouse or de facto partner or a relative of the person, or a partner or employer of the person, or

- (c) A company or other body of which the person, or a nominee, partner or employer of the person, is a member.
- (2) (Repealed)
- (3) However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (1) (b) or (c):
 - (a) If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) Just because the person is a member of, or is employed by, a council or a statutory body or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

444 What disclosures must be made by a councillor?

A councillor:

- (a) Must prepare and submit written returns of interests in accordance with section 449, and
- (b) Must disclose pecuniary interests in accordance with section 451.

445 What disclosures must be made by a designated person?

A designated person:

- (a) Must prepare and submit written returns of interests in accordance with section 449, and
- (b) Must disclose pecuniary interests in accordance with section 459.

446 What disclosures must be made by a member of a council committee?

A member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests in accordance with section 451.

APPENDIX 7 COMMITTEE MEMBERS RESPONSIBILITIES

RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson generally has the following specific duties, which make up the major part of their responsibility;

a. Before a meeting

- Prepares the agenda (in consultation with the Secretary or members who can delegate this role to the Secretary), setting out the items of business to be considered.
- Ensures meeting is properly convened in accordance with the organisation's rules ie proper notice of a meeting is given and quorum is present.

b. During the meeting

- chairs all meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at any meeting he/she attends.
- Keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate; ensuring adequate opportunity is given to members who wish to speak.
- Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone else to do this).
- Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting.
- Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed.
- Closed meeting after business at hand has been properly conducted.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regards to Government funding, the committee's budget, Council and community involvement and requirements.

The Chairperson is responsible for providing assistance to all members of the management committee and ensuring that they fulfil their respective roles. The chairperson is the "spokesperson" for the organisation and is the one to communicate with Council staff and other relevant bodies.

RESPONSIBILITIES OF THE SECRETARY

The organisation's Secretary usually carries a great deal of the responsibility and often has comprehensive knowledge of the committee's activities.

a. Before a meeting

- Prepares the agenda in consultation with the Chairperson.
- Makes copies of the agenda for the meeting

b. During the meeting

- takes minutes
- reads minutes of previous meeting if necessary
- provides a list of correspondence in order and summaries any important points
- Records any motions and/or decisions of the meeting including mover and seconder.

c. After the meeting

- types the minutes and distributes to committee members as soon as possible
- ensure that accurate minutes are kept in the Minute Book
- writes any letters as decided (this role can be a shared role with another committee member)

d. Outside of meetings

- keep a register of correspondence that has been received or sent and file copies of all letters written
- in between meetings inform other committee members of any correspondence requiring urgent attention

RESPONSIBILITIES AND GUIDELINES FOR THE TREASURER

To establish an effective financial system, Committees will need to maintain the following books and forms.

- Cheque book
- Expenditure documentation
- Receipt Books
- Cash Book
- Bank Deposit Book

1 Cheque Book

The cheque book should be held by the Treasurer and must only be drawn up with the joint signatures of two of the executive.

All payments on behalf of the Committee for amounts in excess of \$50.00 will be made by cheque, which will be crossed and marked "Not Negotiable".

All cheques drawn will have some form of supporting documentation.

All cheques drawn will be authorised by the Community Committee.

All payments must be entered in the Cash Book under the appropriate cost heading.

2 Expenditure Documentation

All payments should have supporting documentation, preferably an Invoice. These should be kept in payment order and noted with the cheque number and date of payment for easy reference and to prevent double payment. Where documentation is not available, a notation should be provided detailing the payment and explaining why documentation is not provided.

3 Receipt Books

All receipt books must bear the Committee's name (a stamp can be used), have a fixed duplicate copy and be numbered. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have a limited number of committee members who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (ie in use or not). Record receipt number in the Cash Book and on the Deposit form retained by the Committee. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Initial all alterations. It is more accountable to cancel a receipt and retain both the original and duplicate in the book, than to alter a receipt.

4 Cash Book

The cash book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

The cash book should have appropriate headings for frequent transactions. Try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

Update the cash book on a regular basis so it does not become a big job. Bank fees, interest etc should be written in the cash book in the month they were raised or when the bank statements are received. This assists with reconciling the cash book to the bank statements.

Show all cheques written during the month in the cash book whether they have been presented or not. Show all income received during the month whether banked or not.

Reconciliation – check off the amounts received and cheques written out in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unrepresented cheques and it also verifies that an incorrect figure does not appear in either records. Tick or cross entries only once – there is no need for multiple marks against each entry. Simply compare the cash book entry against the bank statement and if they agree, mark each one once only. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the cash book or on the statement.

5 Bank Deposit Book

The bank you have nominated supplies this book and it is where all income is recorded for deposit into the organisation's account.

Steps Required to Keep Complete and Accurate Records

- 1 Open a cheque account in the Committee's name
- 2 Make as many payments as you can by cheque. Avoid paying cash.
- 3 Record details on the cheque butt.
- 4 Bank all cash receipts promptly into the cheque account.
- 5 Record all details on the receipt book butt.
- 6 Write up the cash book regularly – at least monthly.
- 7 Reconcile the bank account regularly – generally monthly or each time a bank statement is received and at the end of the financial year.
- 8 Retain supporting documentation or evidence for all cheques drawn.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee member's role is important and ensures the democratic process is followed. Member's responsibilities are:

- a. attend most committee meetings
- b. participate in meetings – this involves;
 - being on time
 - keeping to the agenda
 - contributing to the discussion where appropriate
 - being objective, listening to each other's views
 - Volunteering to do some of the necessary tasks required.
- c. support the office bearers in carrying out their jobs
- d. assist in organising the Annual General Meeting
- e. attend and participate in any planning days that may be held
- f. make sure the function is being maintained and run smoothly
- g. Ensure all members of the committee are accountable for their actions in relation to the activities of the committee.

APPENDIX 8 STANDARD FORMATS

ORDINARY MEETING AGENDA

Sign On in the Volunteer Attendance Register

1 Open Meeting

The Chairperson welcomes members and visitors, declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.

2 Attendance and Apologies

The Secretary records those present and any apologies. An attendance list or book may be circulated.

3 Confirmation of the minutes of the previous meeting

Two committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in the meeting's minutes.

4 Business arising from the previous minutes

Deal with any matters that have arisen or were to be completed since the last meeting.

5 Correspondence

Includes both Inwards and Outwards correspondence. A member, usually the Secretary, reads out in full or in summary any letters received since the last meeting. Any business arising from these letters is dealt with as it is read, and recorded in the minutes.

6 Treasurers Report

The Treasurer gives a report on the financial position of the group, including income and expenditure since the last meeting and gives an overview of future budget estimates.

7 Other Reports

Reports from other office bearers.

8 General Business

Items on the agenda are discussed. Remind members of any coming events.

Note: General Business often contains the important discussions and decisions. Efficient meetings work through the early business quickly to leave sufficient time for general business. Specific items that arise in items (1) to (5) can be deferred to General Business if appropriate.

9 Close Meeting

Establish the time and date of the next meeting. Chairperson thanks members and visitors for attending and declares the meeting finished or closed.

Sign Off in the Volunteer Attendance Register

ANNUAL GENERAL MEETING AGENDA

Sign On in the Volunteer Attendance Register

Commence/Open Meeting

Chairperson/President presides over the following items:

- a. Welcome
- b. Apologies
- c. Minutes of previous AGM
- d. Reading Reports ie Chairperson, Treasurer etc

All positions are declared vacant and the Returning Officer appointed by the meeting takes the chair and presides over the meeting items:

- a. Election of Office Bearers
- b. Acceptance of nomination from user groups and community members
- c. Appointment of Solicitor (if required)
- d. Recommending Annual Fees

Returning Officer then hands the chair over to the newly elected Chairperson who is responsible for:

- a. Thanking the Returning Officer
- b. Welcoming new committee
- c. Consider recommendations “carried” by way of motion from the floor
- d. Getting agreement on meeting dates for the coming year

Closure of AGM meeting

Sign Off in the Volunteer Attendance Register

STANDARD FORMAT FOR CORRESPONDENCE

- 1 Keep a copy of all correspondence sent out on behalf of the committee.
- 2 Setup correspondence book to record all correspondence of the committee.

This should include:

- a section for Inwards correspondence/mail
 - A section for Outwards correspondence/mail
 - A space to record the date of receipt or dispatch of mail
 - A numbering system for both Inwards and Outwards to enable any correspondence to be easily located if the need should occur
 - A space to identify whose responsibility it is to act on eg Secretary
- 3 Enter all correspondence in the relevant section of the book ensuring date and number are recorded.
 - 4 Place letter received since the last meeting in a folder marked Correspondence Inwards, for the meeting.
 - 5 Record any action required and which committee is responsible for this action.
 - 6 Establish and maintain a filing system for all mail, both In and Out.
 - 7 Correspondence can be filed numerically or by subject.
 - 8 Related items of correspondence can be placed together.

FORMAT FOR GOOD MINUTES

- 1 Keep them short, clear and concise and consistent.
- 2 Set them out – not too cramped, used headings and underlining so the subjects, decisions and actions to be taken (and my whom) stand out and are easy to read. Use the Agenda as a basis for the format of the minutes.
- 3 Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.
- 4 A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) should be pasted into the specially supplied Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
- 5 You can record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
- 6 List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Shuffling reams of paper, lost items and trying to take minutes while finding the next item make the job onerous. Decisions can also be noted on the business papers and then transferred to the minutes later.
- 7 If minute-taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
- 8 Draft minutes can be viewed with the chairperson, or if done by the minutes secretary, with the secretary. Two heads are better than one to remember events.
- 9 Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities. (Minutes also need to be kept for a period of 20 years – *State Records Government Disposal Authority*).
- 10 Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
- 11 Include a record of the place, date and time of the next meeting.

PRODEDURE FOR MOTIONS

A motion needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent eg. *“I move that the Heritage Committee request Council to provide a 2007 Heritage Week Grant in the sum of \$500.00.”* If the motion does not meet these requirements, the Chairperson can reject it. Reasons must be given for this decision.

Any motion must be “seconded” before it can be accepted by the chairperson and opened for debate. There is no legal requirements to record mover and seconder however; it can be done at the committee’s discretion. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is –

- Mover (raised the original motion)
- Secunder (allows debate on the motion)
- Speaker against the motion
- Speaker for the motion
- Speaker against the motion
- Speaker for the motion

The debate continues in this manner until there are no further speakers. A member of the committee may speak no more than once to each motion or amendment at the meeting. The mover may then speak again, but in doing so closes the debate. Once the mover has closed the debate the chairperson must put the motion to a vote.

Amendments

Amendments may be made after the motion. The amendment must:

- be clear and be part of the motion being considered
- have a seconder
- not exceed the power of the meeting
- not be a direct negative of the motion
- Be put to the vote before the motion.

APPENDIX 9 FINANCIAL STATEMENTS

Bland Shire Council 355 Committee Financial Statements

Committee Name_____

Period Ended 30/6/20__

1 BALANCE SHEET

	1.7.__	30.6.__
<u>ASSETS</u>		
Bank (Actual)	_____	_____
Investments	_____	_____
Accounts Receivable	_____	_____
Furniture & Fittings	_____	_____
Plant & Equipment	_____	_____
Buildings	_____	_____
Other	_____	_____
Sub-total		
Less: Outstanding Cheques	_____	_____
Total Assets	_____	_____
LIABILITIES		
Accounts Payable	_____	_____
Loans	_____	_____
Income Received in Advance	_____	_____
Total Liabilities	_____	_____
OUTSTANDING CHEQUES		
Cheque Number & Amounts	_____	_____
	_____	_____
	_____	_____

2 INCOME STATEMENT

INCOME

Sales of _____	_____
Sales of _____	_____
Fees/Rentals	_____
Admissions	_____
Donations	_____
Membership/Subscriptions	_____
Grant from _____	_____
Grant from _____	_____
Interest	_____
Interest on Term Deposits/Investments _____	_____
Raffles	_____
Street Stalls	_____
Refund of Rates	_____
Other e.g. Shows/Bingo/Catering etc	_____
_____	_____
_____	_____
_____	_____
Total Income	\$ _____

EXPENDITURE

Rent	_____
Advertising	_____
Interest	_____
Telephone	_____
Electricity	_____
Rates (land)	_____
Rates (water)	_____
Postages & Stationery	_____
Bank & Government Charges	_____
Repairs & Maintenance	_____
Purchases of _____ (eg for sale of books)	_____
Purchases of _____	_____
Insurance	_____
Prizes	_____
Depreciation	_____
Other	_____
_____	_____
_____	_____
_____	_____
Total	\$ _____
Surplus/ (Deficit)	\$ _____

Date _____ **Treasurer** _____

Audited By _____ **Contact No** _____
(Honorary)

Signature _____

Bland Shire Council Income Reporting Form For Section 355 Committees

§ 355 Committee Name: _____

Month/Year income received: _____

	Amount \$
<u>Details of GST FREE Income:</u>	
Donations	
Interest Received	
Total of GST Free Income	
<u>Details of Taxable Supply Income:</u>	
Subscriptions	
Rent Received	
Raffles, Fetes	
Total of Taxable Supply Income	

Total of all income received for the month	\$
---	-----------

GST CALCULATION (TOTAL TAXABLE SUPPLY INCOME ÷ 11) \$
--

Council must receive this form, together with your Committee's cheque for the GST as calculated above, by 10th day of the month.

Please note that this form must be sent to Council every month, *even when no income has been received.*



BLAND SHIRE COUNCIL POLICY STATEMENT

POLICY:	RISK MANAGEMENT POLICY
POLICY NO:	
DATE ADOPTED:	17.03.2009
RESOLUTION NO:	
DATE AMENDED:	
RESOLUTION NO:	
REVIEW DATE:	

1. Background

Bland Shire Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

Risk Management has been defined as the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects. It is a process of continuous improvement that is to be embedded in all the practices and processes of Council. Risk Management promotes communication between all stakeholders and improved information flow enhances the decision making process.

Bland Shire Council has used AS/NZS 4360:2004 Risk Management Standard and HB 436:2004 Risk Management Guidelines as the main source of guidance for the development, implementation, consultation and review of risk management activities.

Council's total assets provide the foundation on which the continued ability to provide an improved quality of life for the Shire community and foster an environment conducive to future development is built. These assets include human, fiscal, property and the environment.

2. Scope

2.1

This Policy will:

- provide documented evidence of Council's commitment to adopting risk management principles as an integral part of operations and decision making;
- promote an atmosphere of risk awareness and willingness to manage risk at all levels of the organisation;
- Provide opportunities for continuously improving performance at all levels of the organisation.

3. Policy Statement

Council will;

- Incorporate a Risk Management Matrix for all activities to demonstrate reason for all documents

- Maintain the highest possible integrity for services provided by Bland Shire Council;
- Safeguard and enhance Bland Shire Council assets including human, fiscal, property and environmental;
- Create an environment where all Bland Shire Council employees will assume responsibility for managing risk;
- Ensure that Council's services are provided in compliance with all relevant Acts (particularly the **OHS Act 1985**), Regulations, Codes and Standards.
- Ensure resources and operational capabilities are identified and responsibility allocated for managing risk;
- Demonstrate transparent and responsible risk management processes which align with accepted best practice;
- Maintain insurance cover to protect Council's assets where risks cannot be eliminated
- Ensure that incidents and hazards are reported and investigated and remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence.

Council acknowledges that risk management is an organisation wide responsibility is all encompassing across Council activities

Council's Risk Management Committee will contribute to corporate risk management planning and review risks associated with Council's operations.

4. Review

This policy shall be reviewed three years from adoption or as required.



POLICY STATEMENT
HUMAN RESOURCES

CORPORATE VALUES

Put the community first • Work together as a committed team • Respect and value each other • Have open & honest two-way communication • Act with integrity and honesty • Continuously improve our services • Keep ourselves and others safe

POLICY:	OCCUPATIONAL HEALTH AND SAFETY
POLICY No:	
DATE ADOPTED:	JULY 2009
REVIEW DATE:	JULY 2010
RESPONSIBLE OFFICER:	MANAGER HUMAN RESOURCES
INHERENT RISK:	HIGH RISK
RESIDUAL RISK:	LOW RISK

1 Statement of Intent

The Bland Shire Council safety mission is to achieve the highest attainable levels of occupational health and safety for employees, contractors and visitors. This commitment to protecting its human resources also extends to ensuring the Council's operations do not place the local community at risk of injury, illness or property damage. Council believes that during the delivery of services and facilities to the Bland Shire Community, and the public in general, there are no jobs or tasks that are so important as to warrant the performance of an unsafe act.

2 Application

This policy is applicable to the Bland Shire Council in all of its operations and functions including those situations where employees and contractors are required to work off site.

3 Objectives

The Council will conduct its activities and provide a work environment which:

- a) Ensures compliance with the OHS Act 2000 and OHS Regulation 2001 by enforcing statutory and Council safety regulations and procedures
- b) Provides and maintain safe work places, plant and systems of work.
- c) Provides clear statement and delegation of OHS responsibilities
- d) Provides information, instruction, training and supervision to ensure safe systems of work.
- e) Consults and cooperates with Safety and Health representatives, employees and others
- f) Continuously reviews and improves its safety performance.

4 Responsibilities

The Council, General Manager and Directors are responsible for the implementation of this Policy and the associated OHS program.

Each Manager and Supervisor is responsible and accountable for the implementation of, and compliance with, this Policy and the OHS Program in their respective work areas. Management is responsible for:

- a) Ensuring that safe work method statements are clearly understood and consistently observed.
- b) The provision and maintenance of safe workplace and systems
- c) Training and supervising employees in the safe performance of tasks
- d) Assist in the development, promotion and implementation of safety and health policies

Employees, contractors and volunteers are to:

- a) Take reasonable care of their health and safety and that of others
- b) Follow safe work method statements at all times
- c) Report all known or observed hazards, incidents and injuries
- d) Take reasonable care to prevent damage to plant and equipment.

Signed

General Manager

Date: 15 July 2009

Occupational Health and Safety

Signed

Mayor

Date: 20th July 2009

Page 1 of 1

APPENDIX 12 APPLICATION TO WORK WITH COUNCIL AS A VOLUNTEER

The purpose of this form is to protect both the interests of Council and of its volunteer workers. It has been prepared in accordance with advice received from Council's insurance broker.

Completion of the form indicates that the person is undertaking work for Council purposes. It will ensure that the volunteer receives any training necessary to complete the work and is informed of required safety equipment, in accordance with Occupational Health and Safety and WorkCover requirements. It will also protect the volunteer in the event that his or her activities lead to any insurance claim. Completion of the form also protects the Council as it ensures the Council is aware of the nature of the work the volunteer is undertaking and specifies the protective equipment required to be worn by the volunteer.

The employee signing the form on behalf of the Council should ensure that protective clothing (e.g. hat, sunscreen, safety vest, etc), and tools specified are in accordance with WorkCover requirements, and that the volunteer receives any training required to undertake the work. The tools, equipment and personal protective equipment to be used must be entered onto the Volunteer Tool and Protective Equipment Register.



Bland Shire Council

PO Box 21 WEST WYALONG NSW 2671
Telephone : 02 6972 2266
Facsimile: 02 6972 2145
Email: council@blandshire.nsw.gov.au
www.blandshire.nsw.gov.au

SECTION 355 COMMITTEE VOLUNTEER REGISTRATION FORM

Details of arrangements

Volunteer Name

Address

Phone

Close relative to be contacted in case of emergency

Name

Phone

Section 355 Committee Name

Location of Work

Type of Work

Proposed Duration of Work

From

To

Tools and Protective Equipment required for work

Skills held in relation to work

- I agree to referees being contacted in relation to this application to provide voluntary services to Council.
- I agree to work under the guidance of the Council employee responsible for the area of work for which I have applied.
- I agree to use the tools and protective equipment specified in this application.
- I agree to contact the Council employee designated below if I intend to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking.
- I understand that Council will terminate my volunteering services if I do not comply with any aspect of this agreement.
- I understand that all claims for any medical costs incurred as a result of my volunteering activities will be made upon my own medical fund.
- I am willing to undertake any training deemed necessary by Council in relation to my volunteering services to ensure that I comply with all policies and legislative obligations of Council.
- I understand that as a volunteer I am expected to maintain the same standards of confidentiality, courtesy and organisational discipline as Council's paid employees.
- I agree to work in a constructive and cooperative way with Council staff.
- I agree to abide by Council's Code of Conduct

Volunteer Signature

Date

Note: if applicant is under the age of 18 a parent or guardian must co-sign this application and must be supervised at all times by a responsible adult.

Approvals

Supervisor Name and Position

Signature

Date

Risk Management Officer Name

Signature

Date

Office Use Only

- Protective tools and equipment provided by Council
- Entered in volunteer register

The personal information provided in this document is protected under the Privacy and Personal Information Protection Act, 1998. The PPIPA provides for the protection of personal information, and for the privacy of individuals.

The Bland Shire Council must not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint, or require further information about the collection and use of personal information, please contact Council's privacy officer.



BLAND SHIRE COUNCIL

Incident Report Form

For incidents involving Council staff, property or at Council facilities

Details of Person involved (injury/illness/asset damage)					
Name					
Address					
Town/Suburb		State		Postcode	
Telephone		Mobile		Date of Birth	

Please tick Staff Volunteer Contractor Member of the public

Details of person reporting the incident if different from above					
Name					
Address					
Town/Suburb		State		Postcode	
Telephone		Mobile			

DESCRIPTION OF INCIDENT

If more room is required please attach any documentation to this form

Incident Category	<input type="checkbox"/> Near Miss <input type="checkbox"/> Injury <input type="checkbox"/> Environmental	<input type="checkbox"/> Damage to property <input type="checkbox"/> Damage to motor vehicle Plant No: Rego No:
What happened? Describe the incident in detail Photos/Sketches would assist		
Where did it happen? Describe where the event happened, attach sketches, photos. Give the exact location		
Who was involved? List all that were involved and their role. E.g. injured party, observer, police, third party		
When did it happen?	Date of incident	
	Time of incident	
	Date reported to supervisor/council	
	Who was it reported to?	

INJURY DETAILS			
To be completed only when an INCIDENT has resulted in INJURY or ILLNESS: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
What is the injury or illness? Describe your injury or illness e.g. broken bone, deep cut, bruise			
What is the bodily location of injury? e.g. left elbow, lower back			
Injury Category: (please tick)	<input type="checkbox"/> Falling, tripping, slipping, jumping	<input type="checkbox"/> Sprain / Strain whilst manual handling	
	<input type="checkbox"/> Exposure/Contact with chemical/biological agents	<input type="checkbox"/> Exposure/Contact with extreme temp (e.g. burn) or weather	
	<input type="checkbox"/> Exposure/Contact - electricity	<input type="checkbox"/> Struck by falling objects	
	<input type="checkbox"/> Cut	<input type="checkbox"/> Other - Specify	
MEDICAL TREATMENT			
Did the injured person receive medical attention?	<input type="checkbox"/> Yes → <input type="checkbox"/> Medical Practitioner	<input type="checkbox"/> Hospital	<input type="checkbox"/> Ambulance <input type="checkbox"/> Other
	<input type="checkbox"/> First aid: By whom		
	<input type="checkbox"/> No		
Was the injured person referred for further attention?	<input type="checkbox"/> Yes → <input type="checkbox"/> Medical Practitioner	<input type="checkbox"/> Hospital	<input type="checkbox"/> Ambulance <input type="checkbox"/> Other
	<input type="checkbox"/> No		
Did the injured person stop work because of this injury?	<input type="checkbox"/> Yes → Date stopped Work:	Time stopped Work:	AM / PM
	<input type="checkbox"/> No		
WITNESSESS			
Name and address of any witness who was present when incident / injury happened			
Report Completed by	Name	Signature	
Report Reviewed by		Signature	
INVESTIGATION RECOMENDATIONS			
Changes to work environment:			
Modifications or repairs to machinery, equipment or tools:			
Changes to work practices/job design:			
Personal protective equipment (additional or changes)			
Additional training:			
Other			
Investigation Completed by	Name	Signature	Date
Recommendations Implemented by	Name	Signature	Date
Safety & Risk Advisor	Name	Signature	Date

APPENDIX 16 CODE OF CONDUCT

