



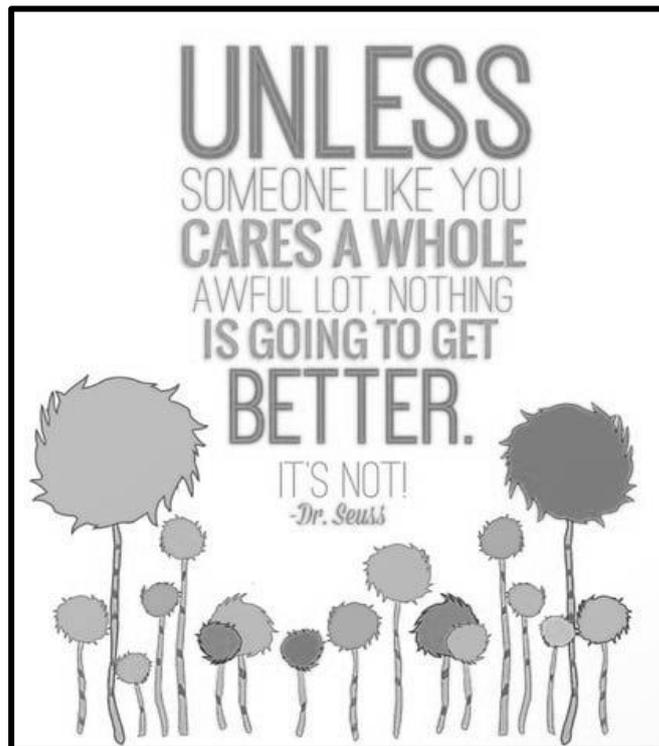
SECTION 355 COMMITTEE MANUAL

Thank you to our Volunteers!

Councillors and Staff of the Narrandera Shire Council very much appreciate the efforts of our volunteers including those who become members of Section 355 Committees and those who participate on the associated Volunteer groups. These are important roles in providing valuable contributions to the local community. Without such voluntary help the number of community facilities and services that Council could ably establish and support would be greatly reduced.

The input and work of Volunteers helps our Community to be connected, safe and sustainable and provides immense worth to the fabric of the Narrandera Shire Community.

Thank you for your contribution!



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INTRODUCTION

Explanation of a Section 355 Committee Purpose of the Manual

What is a Section 355 Committee?

Under the Local Government Act 1993 (Section 355) 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.

As a Section 355 Committee performs delegated functions of Council – its operations are bound by the same rules and requirements as Council

What are the obligations of a Section 355 Committee?

A Section 355 Committee must:

- perform activities that are considered a function of Council
- adhere to the Committee's Term of Reference (TOR) which outlines such things as objectives, composition, membership, meeting frequency, quorums etc.
- distribute agendas and take minutes and submit this documentation to Council
- if applicable, accurately record financial transactions which are audited annually and submitted to Council. This includes regular submission of GST transaction information
- ensure that Council's Code of Conduct, Code of Meeting Practice, Council policies and Volunteer processes are obeyed

Who can sit on a Section 355 Committee?

Council will call for expressions of interest- nominations from the Community and relevant volunteer and user groups to nominate for the Committee at the end of each term or, if required, when a vacancy occurs in the interim. The term of office for Section 355 committees will be the same term as the current Council with addition of an extra three months after the General Election of Councillors, unless as a sunset committee i.e. with a finite time specified.

Purpose of the Manual

This manual is provided to guide the operations of Council's Section 355 Committees (hereon referred to as "Committee") and the Volunteer groups under them. The manual covers a range of topics accompanied by a set of annexures that provide further specific information, examples and templates.

Upon formal approval of a Section 355 Committee by Council, its members are required to adopt and adhere to the conditions set out in this manual and the associated Terms of Reference (TOR's) for each Committee and the Guidelines set for each Volunteer Group. Adherence will ensure Committee members are aware of their responsibilities and are adequately covered by insurance.

In particular, this manual has been prepared to:

- Provide a comprehensive guide on the management responsibilities, functions and operations of Committees
- Provide information on good practise and procedures to support the work of Committees
- Clarify Council , Committee and Volunteer group roles

All care has been taken to include all the necessary information without trying to be too burdensome.

Please contact your Committee's representative Council officer if clarification is needed on anything contained in this manual or for suggestions of additional information that could be included.

Varying the Manual

The provisions of this manual may only be amended by Narrandera Shire Council through the approval of the General Manager or by resolution of Council depending on the level of change required.

OVERVIEW

Responsibilities & Duties Limitations of Power/Legal Status Appointment and Dissolution of Committees

1. RESPONSIBILITIES & DUTIES

1.1 Responsibilities of Council

Council's responsibility is to:

- Undertake the functions identified in Council's strategic, management, delivery and operational plans through the most efficient and cost effective means including through the appointment of Section 355 Committees
- Ensure that all facilities and grounds are maintained and in safe repair in accordance with Council's adopted Operational and Delivery Plans
- Ensure that the management of the Section 355 Committees operate in accordance with the requirements of the *Local Government Act 1993*, other applicable legislation and Council policies and plans.
- Provide secretariat support in setting agendas, taking of minutes and advice and guidance on matters relevant to Council.
- Provide support and training to Committee members and volunteers where required
- Ensure that all relevant insurances are in place for buildings and fixtures, fittings and content that belong to Council.
- Ensure that adequate public liability insurance is in place to cover members, volunteers and hirers of facilities
- Fund and erect all major improvement works that have been agreed in accordance with Council's Delivery and Operational Plans
- Set annual fees and charges with consideration of advice provided by Committees
- Financial undertakings (purchase orders, invoice collection, approval)

1.2 Responsibilities of Committees

The Committee and its members are responsible for:

- Undertaking the functions that have been delegated to the Committee by Council
- Complying with the provisions of the Committee's Terms of Reference – which includes purpose, provisions for membership, conducting meetings, reporting to council
- Complying with Council's Code of Conduct, Code of Meeting Practice and other relevant policies and procedures (refer to Annexures)
- Consulting and supporting the needs of the Volunteer groups that fall under each respective Committee's responsibility
- Actively participating by regularly attending meetings, providing advice and taking part in decision making

What is Delegation of Function?

Under the *Local Government Act 1993 (NSW)* 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 Section 355 Committee. It is important to note that these Committees provide recommendations that go to Council for determination.

1.3 Differences between Section 355 Committee and Advisory Committee

Section 355 Committees

Council retains control over who can be a member and what the committee is empowered to do. Delegations are made at a formal council meeting and specify what the committee is permitted to do.

When a council delegates to a Section 355 Committee, it allows the committee to exercise the power to make certain decisions 'as the Council'. This is why the Local Government Act subjects Section 355 committees to the same statutory procedures and conduct as Council.

Members of Section 355 Committees are required to comply with code of conduct, code of meeting practice and confidentiality provisions in the same way that Councillors and Council staff do.

A Section 355 Committees decision-making power is limited to those matters listed in a formal delegation document such as a Terms of Reference or Constitution.

Advisory Committees

Can provide particular expertise to help the Council make its decisions, or help engage community resources and opinion. They don't have any formal, delegated powers to act in place of Council.

Their recommendations have no legal standing unless they are adopted by Council at a formal meeting.

An Advisory Committee often still operates under a 'Terms of Reference' document, in which Council sets out the Committee's purpose and how it will function. As with Section 355 Committees, Council retains control over the membership and purpose of the Committee.

Council is not bound to accept a recommendation of an Advisory Committee.

Section 355 Committee	Advisory Committee
Is bound by the same requirements of the Local Government Act 1993 as Council	Has no requirements under the Act
Has delegated authority to act on behalf of Council this includes managing finances for a facility where applicable	Has no delegated authority
Operates under a Terms of Reference that sets out such things as purpose, meeting frequency, quorum, membership, executive roles	Operates under a Terms of Reference that sets out purpose, membership, meeting frequency
Has the ability to make formal recommendations for Council approval	Provides advice and feedback to Council
Must conduct meetings in accordance with Council's Code of Meeting Practice	Meetings are conducted in a less formal manner
Must submit minutes of meetings and financials for Council approval. Must also submit a An annual report and financial statements	There is no regulatory requirement to submit minutes or other reports
Formally Recommends a schedule of fees and charges to Council	Provides advice and feedback to Council
Organises maintenance and formally recommends major maintenance and capital works items to Council for inclusion in the budget	Provides advice and feedback to Council

2. LIMITATIONS OF POWER

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

- The making of a charge or fixing of a fee
- The borrowing of money without the express written consent of Council
- The voting of money for expenditure on its, works, services or operations
- The acceptance of tenders which are required under the Act to be invited by Council (\$150,000 and over)
- The carrying out of any works on or to the facility including alterations, repairs and construction without the prior consent of Council (Does not include minor maintenance and operational costs)
- The payment or making of any profit, gain or gift, to or by its members, as well as allowance for travelling expenses incurred whilst attending Committee meetings
- The making of an application, or the giving of a notice, to the Governor or Minister. All such official correspondence must be signed by the General Manager. This includes signing applications and acceptances in relation to grant funding

In addition to this, Committees are also subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council or notified in writing by the General Manager to Committees.

Directing Council Staff

Whilst Council provides support to Committees through its Council staff representative, the Committee members and volunteers themselves have no authority to direct a Council staff member to undertake or complete any task

3. LEGAL STATUS

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 case. Council delegates its authority to the Committee to act on Council's behalf and can withdraw this delegation if deemed necessary.

4. APPOINTMENT AND DISSOLUTION OF COMMITTEES

4.1 Appointment of Committees

The appointment of a Section 355 Committee is at the total discretion of Council and is done so under *Sections 355 and 377 of the Local Government Act 1993*.

Each Committee must have a Terms of Reference (often known as a Constitution) that contains the specific objectives that Council has delegated to it. The Terms of Reference and any amendments to it require the approval of Council.

4.2 Dissolution of Committees

Council may dissolve a Committee at any time for any reason, including but not limited to:

- Council has decided to carry out the previously delegated function itself
- The Committee is not acting within its Terms of Reference
- The Committee has become inoperable due to lack of membership or the Committee has voted for Council to consider dissolution
- The objectives of the Committee are no longer relevant or required.

Upon Dissolution of a Committee:

- Once Council has passed a resolution for a Committee to be dissolved, all net assets and funds held by the Committee are to be physically handed over to Council, together with all Committee records.
- The Executive must forward all records (minutes, correspondence, financials records etc.) to Council immediately

COMMITTEE STRUCTURE

*Membership of the Committee
Office Bearers
Appointment of Members
Tenure*

5. MEMBERSHIP OF THE COMMITTEE

Membership of the Committee is detailed in the Terms of Reference and may comprise Councillors, representatives of community, sporting organisations and/or general members of the public.

A Committee's membership should reflect interested parties or community organisations that have an affiliation with the objectives of the Committee. A person's commitment to and willingness to be actively involved in the Committee is essential.

Committee nominations will be called towards the end of the four year tenure, as well as periodically to fill vacancies that have arisen during the time of tenure. As set out in the Terms of Reference ; the term of office for Section 355 committees will be the same term as the current Council with addition of an extra three months after the General Election of Councillors, unless as a sunset committee i.e. with a finite time specified.

Nominees will need to complete a nomination form and submit to Council. Once Council has resolved to accept the nomination, the relevant Committee will be notified of the appointment. Form can be found in Committee Nomination Form Section of Annexure.

The method of determining members via recruitment and selection

- Nominations of interest advertised via social media, print media
- Nomination form completed by interested parties
- Submissions collected
- Report submitted to General Manager
- Recommendations to Council
- Resolution of Council endorsing members of Committee

All Committee members must be appointed by Council to the Committee. Council will advise persons that nominate for a Committee - and the Committee itself - of all appointments that have been accepted by resolution of Council. Until such time as Council has confirmed membership, people cannot vote or take part in Committee meetings.

The Committee is required to advise Council of any vacancy that may occur during the year and whether or not the Committee wishes for the vacancy to be filled.

- Committee Membership is open to residents of the Shire aged over 18
- An individual may hold more than one membership
- Committee members need to submit a nomination form and be appointed by Council

6. CEASING MEMBERSHIP

A person shall automatically cease to be a member of a Committee if:

- the members is absent from 3 consecutive Committee meetings without apologies
- the member dies
- the member becomes bankrupt
- the member resigns from office by notification in writing to the Committee and Council
- the member is absent for more than 3 consecutive Committee meetings without seeking prior leave from the Committee
- Council passes a resolution to remove the member from the Committee
- the member holds any office of profit under the Committee
- the member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter (refer to Section- Code of Conduct – key principles- in Annexure)
- the member becomes a mentally incapacitated person
- the member fails to comply with Council's Code of Conduct refer to Annexure

A member can resign from a Committee with prior written notice to the Committee Chair with a copy forwarded to Council.

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

A member can resign at any time

A member can nominate a tenure of office less than four years if required

Council must approve all members onto the Committee

Council is to be annually notified of the membership of the Committee (including office bearers following the Committee's Annual General Meeting (AGM))

7. OFFICE BEARERS

The Committee will, from its own members, elect the office bearers provided for in the Committee's Terms of Reference. The office bearers are to be elected at the Committee's Annual General Meeting and hold office for a period of twelve months or until their successors have been appointed.

Particulars of all appointments must be notified in writing to Council as soon as possible after appointment is made

The Committee Chairperson will be elected annually at the Annual General Meeting. Council support staff as specified in Terms of Reference will act as the Secretary. Committees do not require a Treasurer. Other positions such as Deputy Chair are optional depending on the needs of the Committee. All required positions will need to be noted in the Terms of Reference for each Committee.

A maximum of two immediate family relatives; including husband-wife, parent- daughter, sibling can be office bearers on the same Committee at the same time. This means that relatives of the same family can be appointed to the same Committee simultaneously but only two can be office bearers.

A list of roles and responsibilities of Office bearers can be found in Office Bearers Section of Annexure.

8. TENURE OF COMMITTEES

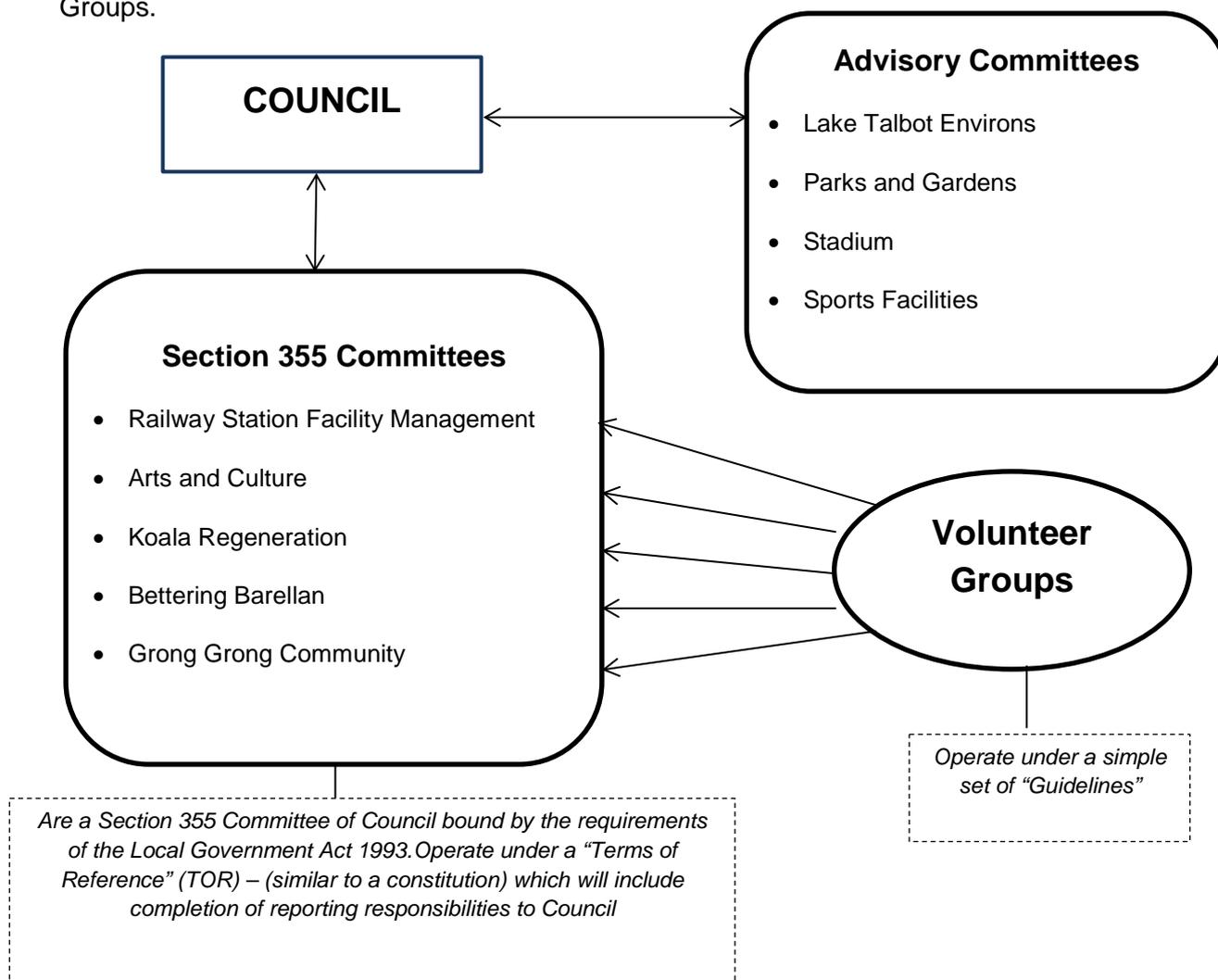
As per terms of reference; the term of office for Section 355 committees will be the same term as the current Council with addition of an extra three months after the General Election of Councillors, unless as a sunset committee i.e. with a finite time specified. Committee members shall be eligible to seek reappointment unless Council specifically resolves otherwise.

COMMITTEES AND VOLUNTEER GROUPS

Committee’s Relationship with Volunteers Tasks of Committees & Volunteer Groups Review of Committees and Structure

9. COMMITTEES RELATIONSHIP WITH VOLUNTEER GROUPS

A structure of five Section 355 Committees was implemented in 2018. Underneath these Section 355 Committees are a number of Volunteer Groups that have specific interests, responsibilities and roles in managing individual Council facilities and grounds. A complete list of these groups can be found in the Annexure- Section – List of Committee and Volunteer Groups.



The Section 355 Committees perform the regulatory tasks required of Committees under *the Local Government Act 1993*. This allows the various Volunteer Groups underneath them to work more effectively on the ground in a more relaxed manner without the burden of stringent reporting.

Many of the Volunteer Groups will have representatives on the 355 Committees, however this should not be taken as a given. It will be up to Committees to ensure that the channels of communication are open both ways with their Volunteer groups and that their needs and viewpoints are properly represented. Volunteer groups will provide notes of meetings to their Committee for consideration and likewise the Committee will be required to make

available copies of any Committee agendas, minutes and financials (if applicable) to the Volunteer groups. Volunteer groups will need to be consulted, with sufficient notice, on agenda items prior to Committee meetings.

10. TASKS OF COMMITTEES AND VOLUNTEER GROUPS

The tasks required of each group differ and a summary table is provided below that includes – but is not limited to - what these are:

Responsibilities of Committees To abide by the Terms of Reference for the Committee – including:	Responsibilities of Volunteer Groups To abide by the Volunteer Group Guidelines - including:
<ul style="list-style-type: none"> Organise agendas for meetings in consultation between committee Chair and Council staff 	<ul style="list-style-type: none"> Maintain a volunteer sign on/off register for activities
<ul style="list-style-type: none"> Take accurate minutes of meetings with Council support 	<ul style="list-style-type: none"> Provide notes of any meetings to the Committee
<ul style="list-style-type: none"> Manage processes with volunteer groups to ensure accurate recording and reporting of financial information – where required 	<ul style="list-style-type: none"> Maintain booking register for facility hirers (if applicable)
<ul style="list-style-type: none"> Liaise regularly with Volunteer groups for feedback and input for Committee meetings 	<ul style="list-style-type: none"> Receipt and bank any booking fees, donations etc (if applicable)
<ul style="list-style-type: none"> Meet reporting requirements of Council 	<ul style="list-style-type: none"> Ensure insurance requirements are covered for themselves and hirers
<ul style="list-style-type: none"> Manage WH&S and Risk Management issues on behalf of Committees and the Volunteer groups 	<ul style="list-style-type: none"> Notify the Committee of any WH&S and risk management issues – current and potential
<ul style="list-style-type: none"> Keep records in a safe and secure manner 	<ul style="list-style-type: none"> Provide advice on any maintenance issues and suggested capital works improvements
<ul style="list-style-type: none"> Provide advice to Council on maintenance – routine and otherwise 	<ul style="list-style-type: none"> Liaise regularly with the Committee to ensure the interests of their specific area is well represented.
<ul style="list-style-type: none"> Submit a list of proposed capital works – applicable to their area- to Council for consideration in budget planning 	<ul style="list-style-type: none"> Ensure all new volunteers complete a volunteer registration form and submit to Council
<ul style="list-style-type: none"> Submit a list of proposed Fees and Charges for their relevant facilities/grounds 	<ul style="list-style-type: none"> Notify the Committee of the names of any new volunteers or resigning volunteers
<ul style="list-style-type: none"> Hold an Annual General Meeting and Election of Office bearers and notify Council of the result 	<ul style="list-style-type: none"> Abide by Council's codes and policies
<ul style="list-style-type: none"> Ensure Committee membership is maintained and that any vacancies, resignations are notified to Council and subsequently filled if required. 	
<ul style="list-style-type: none"> Maintain an Asset List – including new assets and disposal of assets. 	
<ul style="list-style-type: none"> Abide by Council's codes and policies 	
<ul style="list-style-type: none"> Monitor that Volunteer Groups are managing their responsibilities adequately 	

11. REVIEW OF COMMITTEES AND STRUCTURE

Review of all Section 355 Committees and the Committee structure will be undertaken every 4 years and reported in the End of (Council) Term Report to ensure that:

- the Committee roles and responsibilities are still relevant to the Community
- the Terms of Reference for Committees are updated where needed
- the interests of the Volunteer Groups are being adequately represented to Council
- that the 355 Committee/Volunteer Group structure is functioning effectively

OPERATION OF COMMITTEES

*Terms of Reference
Conduct of Business and Meetings of the Committee
Financial Management
Setting Fees and Charges
Purchase and Disposal of Assets*

12. TERMS OF REFERENCE (TOR)

All Committees operate under a Term of Reference (TOR) or sometimes known as a constitution. The TOR for each Committee will vary depending on the roles and responsibilities that are relevant to their particular area.

The operations of the Volunteer groups that fall under the Committees will be conducted via a set of guidelines.

13. MEETINGS OF THE COMMITTEE

Committees should meet on a regular basis – no less than 4 times per year – to discuss relevant business and make decisions for endorsement by Council. Regular meetings ensure that necessary tasks are attended to promptly and provide an ongoing accountability to both Council and the Community. The aim is to meet as often as is necessary for the good management of the Committee and its delegated responsibilities.

Regular meetings should be programmed at the commencement of the year or at the AGM. There may also be times when an urgent meeting needs to be called to deal with pressing items of business

13.1 Documentation for Meetings

In holding a meeting the following documentation needs to be prepared:

1. Notice of Meeting
2. Agenda – often incorporated with the Notice of Meeting
3. Minutes of the previous meeting
4. Financials – if applicable

A notice of meeting and agenda is to be sent out to all Committee members and Councillor representatives at least one week prior to the meeting.

Consulting with Volunteer Groups

Volunteer Groups will need to be consulted when setting the agenda to ascertain if there is business that needs to be raised on their behalf and whether a representative will attend the meeting to present in person or whether a request in writing will be submitted.
If appropriate – notes of Volunteer groups meetings are sufficient

Volunteer groups will need to submit notes of any meetings held and these will form part of the Agenda – regardless of whether there are business items for the Committee's consideration or not.

Minutes of the matters discussed are to be kept and a copy forwarded to all Committee members, Volunteer groups and Council.

As the Committee has responsibilities to both Council and the community, a reasonable degree of formality is required. This, however, does not mean that the meetings should be burdensome. It is important that meetings are pleasant and conducted in an open and friendly manner that encourages participation of all members.

Refer the following Section in Annexure- Meeting Agenda and Minutes Template.

13.2 Voting and Quorums

In order to enact a decision of the Committee for Council's consideration a quorum of Committee members must be present. Council staff representatives are not included in the count.

Meetings can be held without a quorum if their purpose is merely to inform and discuss. Any matter arising that requires a decision will need to be held over until the next meeting where a quorum is present.

Each member of the Committee is entitled to one vote on a decision before the Committee. Should a majority vote not be reached then the Chair has the right to exercise a casting vote. Council staff representatives are not permitted to vote.

Voting Members are outlined in the Committee Terms of Reference. Information can be found in Office Bearers Section of Annexure.

13.3 Annual General Meeting

A separate Annual General Meeting (AGM) is to be held each year by all Committees. The AGM can be timed to occur immediately before or after a regularly scheduled meeting. The main objectives of an AGM are to report the Committee's activities for the past year and to elect new office bearers for the coming year.

As with other minutes, copies of the AGM minutes need to be forwarded to Council, Committee members and volunteer groups. The new Executive of the Committee – even if members are re-elected to positions - will need to be endorsed by Council.

14. FACILITY HIRE

Committees will need to ensure that proper procedures and processes are in place when facilitating hire of the facilities under their care. This will include liaison with the specific volunteer groups so that any hire of Council's facilities is undertaken with due process. This includes:

- Completion of a hire agreement
- Copy of insurances – if required
- Correct application of fees and charges
- Receipting and Banking
- Accurate recording of this information in the financials of the Committee – or through Council's systems – whichever is applicable

15. FINANCIAL MANAGEMENT

Finances for Committees and the Volunteer groups; all income and expenses managed via Council's finance system – whereby a specific set of ledger accounts is set up for each Committee and finances administered internally using Council's bank account.

Managing finances directly via Council removes the need for specific financial reporting from Committees as it happens automatically through Council's systems. This includes GST reporting and end of financial year reporting. Council can provide financial reports to Committees upon request that detail the transactions undertaken for a specific period – including a balance of their internal account.

KEEPING OF RECORDS

The State Records Act 1998 mandates that all public officials have a responsibility for keeping full and accurate records which document their activities and decisions and the reasons for those decisions. They must be kept secure against unauthorised access, alteration, loss or destruction.

In particular, Committees need to be aware of the importance of minutes because of their legal status and the ability to have them subpoenaed in court.

Most of the records of Council Committees such as minutes of meetings, financial records, booking diaries etc. should be kept for at least five years.

16. SETTING OF FEES AND CHARGES

The Local Government Act 1993 does not permit the delegation of the fixing of fees and charges for the use of a Council facility (including grounds) to a Committee. Fees and charges must therefore be fixed by Council at the same time it adopts its Operational Plan (budget) which usually occurs in late June.

A fee or charge set by Council cannot be waived by the Committee. Fees and charges can only be waived by Council.

Committees which manage facilities where fees and charges apply must provide their recommended fees and charges to Council by the notified date outlined in Committee Terms of Reference each year so that it can be included in the ensuing year's Operational Plan. Fees and charges are effective on a Council financial year basis from 1 July to 30 June each year.

Current fees and charges are publically available on Council's website.

https://www.narrandera.nsw.gov.au/cp_themes/default/home.asp

17. PURCHASE AND DISPOSAL OF ASSETS

Assets (essentially these are items which have a re-sale value) can be purchased by the Committee with council approval in the form of a resolution passed by Council at its Monthly meeting.

Committees need to follow the Asset Management Policy.

An asset can be taken as an item which has a useful life and provides service potential or future economic benefit. Examples include: Plant, Equipment, Furniture, Fittings and improvements.

Council's anticipated threshold for asset recognition is \$500 which also applies to aggregated assets e.g. if you have 10 chairs valued at \$150 each, then they can be brought to account as assets- 10 chairs \$1,500.

If an acquisition is under the threshold of \$500.00 or provides no future economic benefit or service potential, then it can be treated as an expense in that period.

Ownership

Assets purchased by a Committee are the property of Council, though it is not Council's policy to take assets away from the facility that purchased them.

Council must approve the purchase or disposal of any assets and this would normally be done by including the proposed asset purchase and/or disposal in the Committee's annual budget and minutes

At the end of each year, the Committee will update their Assets List which shows what major items they own. Each year Council's Finance staff goes through the Council's Assets Lists and determines the level of depreciation for each item.

To assist, Committees will be asked each year to submit details of all items purchased. In this process, Committees can advise Council of any item disposed of as well.

MANAGING SAFETY AND RISK

*Work, Health & Safety
Risk Management/Notification of Incidents
Maintenance Activities
Working with Children checks
Insurances
Requirements for Volunteers*

18. WORK, HEALTH AND SAFETY

Council is required to comply with the provisions of the *Work, Health and Safety Act 2011* and the *Work, Health and Safety Regulation 2011*. In complying with the Act, Council has a statutory responsibility to take appropriate measures to ensure that no person (including employees, volunteers, contractors or visitors to a Council facility) suffers harm or injury to their health and safety from the way in which Council conducts its activities.

Council has a duty to ensure that risks to health and safety in the workplace are identified, assessed, eliminated or controlled.

19. RISK MANAGEMENT

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

As a Committee of the Narrandera Shire Council, the members have a shared duty of care with Council to provide a safe environment for themselves and the Volunteer groups under their care.

Accordingly, it is Council's responsibility to ensure that Committees are aware of and trained to undertake certain responsibilities with respect to Work Health and Safety (WHS) Issues as follows:

- Committees are provided with information, instruction and training to meet their obligations with respect to WHS
- Education on identifying relevant hazards including emphasis on follow up procedures
- Regular consultation with Committees on issues that may affect their health and safety

Committee members have a responsibility to:

- Take reasonable care of the health and safety of others at the facility/ground
- Co-operate with Council in their efforts to comply with safety requirements and participate in hazard identification and reporting,
- Use equipment properly in order to provide for the health and safety of other people using the facility
- Not to obstruct attempts to reduce risks
- Not to refuse a reasonable request for assistance to prevent a risk to safety or health

A Risk Assessment should be carried out by the Committee prior to undertaking any volunteer activities. As with Committee Meetings, volunteers of the Committee including their Volunteer groups must sign in and off for any volunteer work at the facility/ground. For more information please refer to Volunteer section of Annexure.

A work record must be maintained for each period of work where voluntary workers (including Committee members) are involved. This can be in the form of a sign in/off sheet or a diary.

This is necessary in order to record the hours volunteer's work to ensure insurance cover in the event of an accident or injury while carrying out duties on behalf of Council

20. NOTIFICATION OF INCIDENTS

The Committee should immediately report to Council any matter or incident notified to them which may give rise to claim against Council. Committee members must NEVER ADMIT LIABILITY.

In assessing an incident it's important to:

- Initially gather as much information as possible.
- Take any reasonable measures to remove, reduce or cordon off the cause so that others are not hurt.
- Complete an Incident report and submit to Council as soon as possible. Obviously the greater the danger and the seriousness of the incident will determine the urgency of the response required by the Committee/Volunteer group.
- Always speak with your Council staff representative or Council's WH&S Officer in the first instance if there is any level of doubt or concern.

21. CARRYING OUT MAINTENANCE ACTIVITIES

From time to time it will be necessary for maintenance activities to be undertaken in order to keep the facility/ground in satisfactory condition for the users.

If the maintenance or work requires the services of a licensed tradesperson such as plumbing or electrical work, then only a licensed person should carry out the work and not a member of the Committee

Where the maintenance required is of a minor nature e.g. cleaning or the replacement of a consumable item, the Committee will (unless otherwise specified) be responsible, provided they are satisfied they have the necessary skills, equipment and personnel to safely and effectively undertake the task at hand.

Under no circumstances are Committee members or volunteers to put themselves or anyone else at risk to carry out any activity, if you are not sure or are unable to assess the risk associated with carrying out an activity then please seek further advice from their Committee's Council representative or the Work Health Safety & Risk Officer. Formal Inspections are routinely carried out to ensure safety of all facilities and grounds.

22. WORKING WITH CHILDREN AND POLICE CHECKS

Any Committee member or Volunteer who as part of their Committee or Group activities, is primarily involved in direct contact with children where that contact is not directly supervised, are required to undergo a Working with Children Check.

If a Committee member was to take on the treasurer role the person would need to undergo a criminal police check before commencing in the role.

23. INSURANCE

In relation to Section 355 Committee functions, Council maintains the following insurance cover:

- Public Liability Insurance
- Casual Hirers Liability Insurance
- Crime Insurance
- Personal Accident Insurance
- Property Insurance

23.1 Public Liability Insurance

Council maintains Public Liability Insurance providing cover for incidents relating to a third party personal injury or death or loss or damage to property caused by an occurrence with the Business for which Council or entities of Council such as Section 355 Committees are deemed to have had a duty of care-

Claims may arise from allegations such as but not limited to: a person allegedly being injured from falling in a Council owned car park, a person slipping on a wet floor, a person falling from a broken chair, a person receiving an electric shock from faulty equipment.

In a general sense claims for Public Liability are based on whether the Business or its representatives was “negligent” and their actions (or inactions) directly led to or contributed to the incident. e.g. a water tap was “known” to be leaking on a floor in a tiled bathroom which had not been repaired or the area made safe to prevent a person from slipping and injuring themselves.

However if the person slipped on the tiled floor as a result of a drink being spilt during a personal function and neither Council or the Committee were involved in the event nor did the Council facility contribute to the incident then it is not likely that the Council or the Committee could be held to be liable and the claim would be made on the organisation hosting the event.

This is why **it is important** that **any** sporting body, club, association, corporation or incorporated body hiring the facility carry **their own Public Liability** cover and that the Committee **obtains a copy** of a **current** Certificate of Currency to verify that cover is in place and that it covers the entity for the function being held particularly for events such as market days, fetes and annual festivals.

The Committee shall require all incorporated users and hirers of facilities to have Public Liability Insurance cover to a minimum value of \$20 million.

Where proof of such cover is not presented, the Committee shall withdraw the use of the facility until such time as proof of cover is presented.

23.2 Casual Hirers Liability Insurance

This insurance coverage relates to Private Hirers of facilities owned by Council being any person or group of persons (not being a sporting body, club, association, corporation or incorporated body) who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

The intention of this insurance is to provide liability cover for organisers of events such as birthday parties, weddings, regular group gatherings (such as craft groups) where a person is injured during the function such as slips and falls from a spilt drink and in turn seeks compensation for their injury. Without this cover the organiser could be left personally liable for all costs associated with the claim.

Exclusions

The policy **strictly excludes** cover for Sporting Clubs, Associations and all Incorporated Bodies. In these cases these groups should already have their own insurance policy to cover such events.

Such excluded groups must by law have their own insurance and a copy must be sighted and kept with the booking documentation.

Casual hirers of the facility are required to pay a hiring fee per booking and are then covered for the period of the hire (unless they produce a copy of their own public liability insurance policy document).

An example of the Casual Hire form and Event Activity Risk Assessment can be found in the Annexure Section of this manual.

23.3 Crime Insurance

This insurance coverage relates to a loss sustained as a result of an internal crime, an external crime or a theft, physical loss or damage.

23.4 Personal Accident Insurance

Personal accident insurance provides limited benefits to Committee members and volunteers where accidental death or injuries are suffered whilst carrying out the activities of Council as a Committee member or volunteer.

23.5 Property Insurance

Council maintains both property and contents insurance cover across the majority of its assets such as halls, sportsground, facilities, buildings, parks and reserves fixtures where the item valuation exceeds the deductible limit of the relevant policy; examples of contents covered by insurance include Council or Committee acquired desks, tables, chairs, general furniture, projectors and other audio visual equipment.

This does not include equipment belonging to groups such as pre-schools, playgroups, sporting organisations or any other non-Council entity which may be stored at the property.

It is the responsibility of the Committee to ensure that each user maintains adequate insurance of all contents owned by the user and which is stored in buildings under the care, control and management of the Committee - equipment damaged or stolen that does not belong to Council or Committee cannot be claimed under an insurance policy managed by Council.

Where Committees purchase or acquire contents, details are to be forwarded to Council for inclusion in Council's insurance schedule where the value is greater than the deductible limit of the policy.

24. REQUIREMENTS FOR VOLUNTEERS

Narrandera Council appreciates the efforts of volunteers who become members of Section 355 Committees and the associated Volunteer groups. This is an important role providing a valuable contribution to the local community.

Volunteer Australia defines Volunteering:

Volunteering is time willingly given for the common good and without financial gain (<https://www.volunteeringaustralia.org/definition-of-volunteering/>)

Council volunteer is:

A volunteer is an individual who is registered with and has approval by the Council to undertake activities:

- To be of benefit to the Council, local community and the volunteer;
- Of the volunteer's own free will and without coercion;
- For no financial reward;
- In designated volunteer positions only.
- People undertaking volunteering to meet Centrelink requirements are considered volunteers

To ensure the safety and insurance coverage of volunteers It is important for Committees to be aware of and comply with the following conditions:

- All volunteers (including Committee members) must complete a Volunteer Application Form and submit it to Council for Approval.
- Volunteers should make themselves familiar with Council's and Volunteer roles and responsibilities. (Please refer to Annexure)
- The volunteer shall not commence volunteer activities or vote at Committee Meetings until their application has been approved by Council and the Committee has been notified in writing (letter or email). The volunteer has also completed all induction procedures.
- The volunteer will also need to undergo a short induction before commencing any activities for a Volunteer Group or Committee.
- While undertaking activities on behalf of Council, volunteers have responsibilities for health and safety. In particular volunteers, through their actions or omissions are not

to place themselves or other persons at risk while undertaking the activities they have been engaged to do.

- A member of each Committee may be delegated authority to induct Volunteers. The delegate must undertake the Volunteer Induction training provided by Council, have an understanding of all work health safety and risks associated with volunteering and be responsible for signing all induction forms. The delegate will have the ability to induct volunteers on an as needed basis; this may occur on the day of an event. All appropriate forms including; volunteer application, onsite induction, risk assessments must be performed by delegated inductee. These forms must be submitted to Council as soon as reasonably possible after induction occurs.
 - For example; if a working bee for cleaning up the grassed area at Lake Talbot has been organised by the Lake Talbot Environs Committee and Penny Purple turns up on the day how can she be covered as a Volunteer? The responsible Committee representative may induct Penny as a Volunteer (completing all forms / site induction/ sign on and off) following this procedure will allow Penny to participate as a volunteer during the working bee.

Please refer to the following sections in Annexure- Volunteer Application, Risk Assessment-site induction and Policy Section.

CONDUCT & GRIEVANCES

*Code of Conduct
Conflict of Interest
Grievance Procedure*

25. CODE OF CONDUCT

Narrandera Shire Council has adopted a Code of Conduct that is applicable to elected Councillors, employed staff and delegates of Council. All Section 355 Committee members are delegates of Council and as such must abide by the Code of Conduct when undertaking Section 355 Committee business – including members of Volunteer Groups. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way. Council's Section 355 Committees have the responsibility to ensure the following:

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

For further information on Code of Conduct- key principles refer to Annexure.

26. CONFLICT OF INTEREST

A conflict of interest can arise when a member of the Committee has other involvements or interests which make it difficult for them to always remain impartial when involved in discussions and decision-making. These can include:

- business or professional activities,
- employment or accountability to other people or organisations
- membership of other community organisations or service providers
- ownership of property or other assets

The conflict may lead to:

- financial benefit e.g., sale of goods or privileged knowledge,
- political benefit e.g. gaining or losing electoral support, and/or
- personal benefit e.g. career advancement or increased standing in the community

If a member of a Committee has a direct or indirect pecuniary or non-pecuniary interest in any matters before the meeting, the member must disclose the nature of the interest and not take part in the discussion or voting. This interest must be recorded in the minutes to the meeting.

Definition Pecuniary Interest:

Is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated

Definition Non-Pecuniary Interest:

Is when a Committee member has another involvement or interest which makes it difficult for them to remain impartial when involved in discussions and decision making

Example:

A Committee member is the relative of person using the facility and there is some dispute regarding that person's use of the facility. The member would need to declare this interest.

27. GRIEVANCE PROCEDURE

If a Committee member/volunteer has a grievance about any aspect of their tasks, other volunteers or Council staff, there are avenues to have that grievance heard and assessed.

In the first instance, an attempt should be made to settle the issue/s in an amicable way between the parties concerned. Should the volunteer not feel comfortable doing so they can approach the nominated Council contact for the relevant Committee to seek advice on how to best resolve the matter. If this proves unhelpful then the grievance should be submitted in writing to the General Manager.

Where a dispute or disagreement over a matter under consideration occurs within a Committee – or volunteer group under the Committee – a resolution of the majority of the Committee will determine the outcome. Where this is not possible the Chair will have the casting vote.

Whilst Council staff are available to assist the Committee in attempting to resolve internal disputes, Council would prefer that the Committee resolve its disputes and/or conflict situations within the Committee.

All Committee members must behaviour in accordance to Council Policies including: ES250 Media and Public Relations, HRS017 Social Media Policy, Code of Conduct and the Grievance Procedure

For more information see Policy section of Annexure.

LINKING WITH INTEGRATED PLANNING

Committees/Volunteers and the Community Strategic Plan

28. COMMITTEES/VOLUNTEERS AND THE COMMUNITY STRATEGIC PLAN

Since 2012 the operations of all Councils in NSW are required to follow the Integrated Planning and Reporting framework. This framework provides for a suite of Integrated Planning documents. At the apex of this suite is the Community Strategic Plan. All of Council's operations are required to show a link to the aspirations of the Community Strategic Plan which was developed from consultation with the Community and is reviewed every 4 years.

Specifically, the Community Strategic Plan outlines the following which are relevant to Council's Section 355 Committees and the Volunteer groups under them:

Goal:	How:
To feel connected and safe	Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees. (Strategy 18)
To live in a healthy community and one that demonstrates a positive attitude	Supporting and fostering healthy and progressive community attitude and ownership. (Strategy 1)
To live in an inclusive and tolerant community	Promote volunteering within the community and in particular volunteers with a disability and volunteers from the Aboriginal community to engage and share their gifts and talents. (Strategy 12)
To have a Council that demonstrates effective management consistently	Maintain a strong relationship between government and community. (Strategy 74)
	Manage risk by undertaking appropriate assessments. (Strategy 79)

Each Term of Reference for the Section 355 Committees will also have specific links back to the Community Strategic Plan depending on the nature of the Committee and the areas it is responsible for.

ANNEXURES

Appendix
Code of Conduct
Officer Bearer's roles and responsibilities
Committee Nomination Form
List of Committee and Volunteer Groups
Hire Agreement
Risk Assessment
Volunteer sign/off sheet
Incident Report
Volunteer Application Form
Guidelines for Managing Volunteers
Volunteer Induction checklist?
Council's complaint procedure
Crown Land Information
Media and Public Relations Policy
Agenda and Minute Template

Code of Conduct- Key principles

OUR VISION

We are a strong, prosperous and resilient Council built on a foundation of trust and transparency, dedicated to growing our local community

ECLAIRS - ACHIEVING TOGETHER **Our Values**

Ethical

Transparent and equitable in all our actions

Caring

Helpful, supportive and thoughtful towards each other and our community

Loyalty

Pride in our work and our organisation

Accountability

Responsible for our actions

Integrity

Trustworthy, honest and consistent

Respect

For each other and the role we play

Safety

To work safely to protect ourselves and the public

Refer to Council Website- policies and registers

https://www.narrandera.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ERY-27-57-24

Officer Bearers roles and responsibilities

- Chairperson
 - Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.
 - Ensure preparation of agenda before the meeting.
 - Encourage fair and respectful discussion
 - Approve meeting minutes prior to distribution.
 - Represent the Committee as spokesperson.
 - The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
- Community Representatives
 - Attend meetings and be punctual.
 - Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
 - Read Business Papers in advance and undertake necessary research.
 - Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
 - Participate in discussions and decision making.
 - Follow through actions minuted and subsequently adopted by Council.
- One (1) Councillor- membership shall be appointed by resolution of Council at the commencement of each term

Specific to a Committee:

- One (1) Western Riverina Arts Development Officer (Arts and Cultural Committee ONLY)
- One (1) National Parks and Wildlife Service representative (Koala Regeneration Committee ONLY)

Council Staff Support:

The **Deputy General Manager **NAME** Department** will determine Council staff support to the ****NAME** Committee**.

Duties of the Deputy General Manager **NAME Department**

- Approve items for inclusion in the Agenda.
- Request appropriate Council Staff support to ****NAME** Committee Meetings**.

Duties of Council Support Staff-TITLE:

- Provide secretarial support
- Provide and/or collect reports for compilation of the Agenda in consultation with Chairperson.
- Be the principal point of contact for the Committee.
- Be the main conduit between the Committee and Council.
- Assist Governance and Administration in the co-ordination of Committee Meetings.
- Is the custodian of information for the nominated facility included in the Committee

- Monitor and follow-up Action Report

Committee Nomination Form



NARRANDERA COMMITTEE NOMINATION FORM

Attendance at the Committee meetings will be required with some actions to be performed outside of committee meetings

Personal Details

(Please Circle) MR MRS MS MISS

Family Name _____

First Name _____ Preferred Name _____

Address (Residential)

Street _____

Suburb _____ Postcode _____

Address (Postal- if different)

Street _____

Suburb _____ Postcode _____

Phone

Home _____

Work _____

Mobile _____

Email address (for sending items) _____

Age Group (Please tick)

15 -20 21-30 31-40 41-50 51-65 65+

Nomination for which Council Committee – Section 355 /Advisory (Please tick)

- | | |
|--|--|
| <input type="checkbox"/> Koala Regeneration Committee | <input type="checkbox"/> Sports Facilities Advisory Committee |
| <input type="checkbox"/> Arts and Culture Committee | <input type="checkbox"/> Stadium Advisory Committee |
| <input type="checkbox"/> Bettering Barellan Committee | <input type="checkbox"/> Parks and Gardens Advisory Committee |
| <input type="checkbox"/> Grong Grong Community Committee | <input type="checkbox"/> Lake Talbot Environs Advisory Committee |
| <input type="checkbox"/> Railway Station Facilities Management Committee | |

I have read the Terms of Reference relating to the ticked Committee (Please tick)

Yes No

I will act in accordance with the purpose and objectives as stated in the Terms of Reference (Please tick)

Yes No

I will undertake to fulfil a role as set out in the Terms of Reference (Please tick)

Yes No

Are you a stakeholder representative? (Please tick) Yes No

If Yes - Please state the group you are representing _____

What are your reasons for expressing an interest to join a Council Committee? (Please tick)

- | | |
|--|--|
| <input type="checkbox"/> To help others within the community | <input type="checkbox"/> To be involved in the community |
| <input type="checkbox"/> To meet people | <input type="checkbox"/> To gain work experience |
| <input type="checkbox"/> To develop or practice skills | <input type="checkbox"/> Other _____ |

What previous committee or event experience do you have?

What skills/qualifications can you bring to the committee? (admin, computer, experience, certificates)

How did you hear about this nomination? (Please tick)

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Through a friend | <input type="checkbox"/> Community chatter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Council website | <input type="checkbox"/> Advertisement | <input type="checkbox"/> Email |
| <input type="checkbox"/> Other _____ | | |

Please ensure you have read and answered all questions

True and Correct Statement

_____ declare that the information given in this application is true and correct
 (Please print name)

Signature _____ Date _____

Privacy Statement

Narrandera Council is collecting the personal information requested on this form for Committee nomination purposes. Council will use the personal information for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for Committee nomination use and shall otherwise remain private within council unless disclosure is required by law. You may apply to council for access and/or amendment of the information. Request for access and/or amendment of the information should be made in writing to council's Records Officer.

List of Committee and Volunteer Groups

Section 355 Committees:

- Bettering Barellan Committee
 - Volunteer Groups
 - *Barellan Museum Committee*
 - *Barellan Hall Committee*

- Grong Grong Community Committee
 - Volunteer Groups
 - *Progress Committee*
 - *Grong Grong Hall Committee*
 - *Grong Grong Earth Park Committee*
 - *Grong Grong Sports Ground Committee*

- Arts and Cultural Committee
 - Volunteer Groups
 - *Parkside Cottage Museum Committee*
 - *Arts and Community Centre Committee*

- Railway Station Facilities Management Committee

- Koala Regeneration Committee

Advisory Committees:

- Lake Talbot Environs Advisory Committee
- Sports Stadium Advisory Committee
- Sports Facilities Advisory Committee
- Parks and Gardens Advisory Committee

Casual Hire Agreement

NARRANDERA SHIRE COUNCIL CASUAL HIRE AGREEMENT



Application should be addressed to and can be handed delivered, posted or emailed to:

Customer Service
Narrandera Shire Council
141 East St
Narrandera NSW 2700
Email Council@narrandera.nsw.gov.au

CASUAL HIRE AGREEMENT

Fees & Charges

These can vary between venues please check via website:
https://www.narrandera.nsw.gov.au/cp_themes/default/home.asp

Date of Hire _____ / _____ / 2018

Start Time _____ Finish Time _____

Location to Hire (Please tick)

- Barellan Hall
 Grong Grong Commemoration Hall
 Narrandera Railway Station Building

Organisation and Primary Contact Information

(Please Circle) MR MRS MS MISS

Family Name _____

First Name _____ Preferred Name _____

Address (Residential)

Street _____

Suburb _____ Postcode _____

Address (Postal- if different to residential)

Street _____

Suburb _____ Postcode _____

Phone Home _____ Work _____ Mobile _____

Email _____

Narrandera Shire Council Committee Casual Hire Agreement Form MAGIQ #56404 June 2018 1

NARRANDERA SHIRE COUNCIL CASUAL HIRE AGREEMENT



Second/ Alternative Contact Information

Family Name _____ First Name _____

Address (Postal) _____

Street _____

Suburb _____ Postcode _____

Phone Home _____ Mobile _____

Email _____

What is the activity?

Wedding Anniversary Birthday Party Age _____

Craft Group Meeting Show (Art, craft) Performance/ Concert

Committee Meeting- Name of Committee _____

Club Meeting- Name of Club _____

Other _____

Please describe your activity

Will you be applying for Causal Hire Insurance? (Please tick)

Yes No

This insurance coverage relates to any person or group of persons, who hires a Council facility for non-commercial or non-profit making purposes either on a casual basis (no more than once per month) or regularly. The intention of this insurance is to provide liability cover for organisers of events where someone is injured during the function e.g. slips & falls from a split drink and in turn seeks compensation for their injury. Without this cover the organiser could be left personally liable for all costs associated with the claim.

Exclusions

The policy strictly excludes cover for Sporting Clubs, Associations and all Incorporated Bodies. In these cases these groups should already have their own insurance policy to cover such events. Such excluded groups must by law have their own insurance and a copy must be sighted and kept with the booking documentation.

Narrandera Shire Council Committee Casual Hire Agreement Form MAGIQ #56404 June 2018 2

NARRANDERA SHIRE COUNCIL CASUAL HIRE AGREEMENT



Health and Safety (Please tick)	Yes	No
Will the event require security for people or equipment or to contain the event or exclude non-patrons?		
Certificate of currency displaying a minimum of \$20 Million dollars Public liability or an approved application for use under Council's Casual Hire Insurance		
Completed and attached the Narrandera Shire Council Event Activity Risk Assessment?		
Will alcohol be sold or provided by you or others on site? (Attach the liquor license for those intending to serve alcohol)		
Will NSW Police need to be informed?		
Will the event require noise control?		
Will patrons have access to drinking water?		
Will temporary structures be required e.g. stage, shelter, viewing platform		
Will there be additional equipment (tables, chairs etc.) brought into the building?		
Please outline all additional equipment		

Narrandera Shire Council Committee Casual Hire Agreement Form MAGIQ #56404 June 2018 3

NARRANDERA SHIRE COUNCIL CASUAL HIRE AGREEMENT



I/we have read and agree to comply to, in all respect, with the Conditions of Hire within the Narrandera Shire Council Hire Application and I am personally responsible for any breaches. Where the Hirer is a company or incorporated association, I am authorised to complete the application form on the Hirers behalf. I/we understand and agree that one of the two undersigned persons is required to be on the premises at all times for the duration of the hiring period.

Organiser/Primary Event Contact

Sign _____ Date ____/____/____

Second/ Alternative contact

Sign _____ Date ____/____/____

Privacy Notification

Personal information requested such as name and address, is collected for the purpose of registering and administering applications for hiring Council facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information then your application may not be processed. You may access the information collected about you by contacting the Narrandera Shire Council on (02) 6959 5510.

Narrandera Shire Council Committee Casual Hire Agreement Form MAGIQ #56404 June 2018 4

Event Activity Risk Assessment



EVENT ACTIVITY RISK ASSESSMENT

Use this form to identify any foreseeable hazards that may be present with the activity described on this sheet.

Complete Section 1 first. This is done by answering **yes**, **no**, or **maybe** to the question asked. Remember that this list is not definitive, and it is your responsibility to consider all hazards associated with the activity.

Complete Section 2. For every "yes" or "maybe" response you made in Section 1 you need to use the table provided to assess the likelihood of the event occurring and the possible consequence "**if control measures are not put in place**". You then need to decide what control measures you will implement to reduce the hazard to its lowest possible impact.

Activity or event:

Date of Event:

Who is involved in assessment:

Section 1 - EVENT ACTIVITY RISK ASSESSMENT

Answer yes, no or maybe for each item. For every "yes" or "maybe" response, list the risk in the Section 2 table below. Please note that this list is not definitive and as the event organiser you must consider all hazards and risks associated with your activity

1. Is any person likely to work or be on or near any PLACE USED BY MOTOR VEHICLES ?	Yes	No	Maybe
2. Will there be any MANUAL HANDLING ie. will any person need to lift, lower, push, pull, carry anything?	Yes	No	Maybe
3. Will anybody be carrying out HOT WORK ie. cooking, hot water, fire?	Yes	No	Maybe
4. Will any person be exposed to the risk of coming into contact with ELECTRICAL LEADS ?	Yes	No	Maybe
5. Will there be EXCESSIVE NOISE ie will any person need to raise their voice to be heard 1 metre away from other?	Yes	No	Maybe
6. Will any person work with things that are UNDER TENSION OR PRESSURE ie. gas or helium bottles?	Yes	No	Maybe
7. Will any person be exposed to EXTREME WEATHER CONDITIONS ?	Yes	No	Maybe
8. Is there a risk of any person being hit by FALLING OR PROTRUDING OBJECTS ?	Yes	No	Maybe
9. Is there a risk of any person FALLING FROM A HEIGHT greater than 1.8 metres?	Yes	No	Maybe
10. Will any person have to walk on WET OR UNEVEN SURFACES ?	Yes	No	Maybe
11. Is any person likely to work or be on or near any HEAVY PLANT OR EQUIPMENT ?	Yes	No	Maybe
12. Will the event expose any person to the risk of NEEDLE STICK INJURY ?	Yes	No	Maybe
13. Will there be any EXCAVATION WORK ie. trenches, retaining walls?	Yes	No	Maybe
14. Will any person be using portable ELECTRICAL APPLIANCES OR TOOLS ?	Yes	No	Maybe
15. Is there a need to consider safe EMPLOYEE & PUBLIC ACCESS to and from the event?	Yes	No	Maybe
16. Does the workplace require EMERGENCY PROCEDURES ie. fire, explosion, chemical spill, etc?	Yes	No	Maybe
17. Is there a possibility of injury from STINGING INSECTS, SPIDERS, SNAKES OR VERMIN ?	Yes	No	Maybe
18. Will any person be INVOLVED WITH STRAY OR WILD ANIMALS ?	Yes	No	Maybe
19. Does the environment expose any employee to possible VERBAL OR PHYSICAL ABUSE ?	Yes	No	Maybe
20. Is there a risk of CHILD ENDANGERMENT ?	Yes	No	Maybe
21. Will there be any AMUSEMENT RIDES at the event?	Yes	No	Maybe
22. Will any person be using PORTABLE STEPS ?	Yes	No	Maybe
23. Is there a risk of any person at the event being afflicted by PERSONAL HEALTH RISKS i.e. heart attack?	Yes	No	Maybe
24. Is there a risk of THEFT ?	Yes	No	Maybe
25. Will there be FOOD PREPARATION at the event?	Yes	No	Maybe
26. Is there a risk of TRIPPING HAZARDS children, cords, leads, bicycles etc.?	Yes	No	Maybe
27. Will a MARQUEE be set up at the event?	Yes	No	Maybe
28. Is there a risk of any person FALLING INTO WATER ?	Yes	No	Maybe
29. Is an EVACUATION plan needed?	Yes	No	Maybe
30. Does the event require communication with eg Venue Organisation, Participants, Volunteers	Yes	No	Maybe

SECTION 2 – ASSESS LEVEL IF CONTROL MEASURES NOT PUT IN PLACE

Risk Rank Matrix		Very Likely	Likely	Unlikely	Very unlikely
A	Kill or cause permanent disability or ill health	1	1	2	3
B	Long term illness or serious injury	1	2	3	4
C	Medical attention and several days off work	2	3	4	5
D	First aid needed	3	4	5	6

WORK ACTIVITY RISK ASSESSMENT AND CONTROL PLANS

Risk assessment conducted by event organiser:			Activities Covered: 1. 2.	
Date of Assessment:			Location:	
Potential Hazard/Risk	What can happen? How likely is it to happen?	Consequence	Risk Rank if no measures taken	Control Measures to be taken
Example only: Extreme Weather	What can happen? Extreme weather conditions during the event including extreme heat and strong winds How likely is it to happen? Unlikely	Medical attention required	4	Extreme weather will result in cancellation of the event. Weather forecasts received each day. Participants first aid resources and equipment available and available.
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			

Potential Hazard/Risk	What can happen? How likely is it to happen?	Consequence	Risk Rank	Control Measures to be taken
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			
	What can happen How likely is it to happen			

Ion behalf of the event organising group for thehave conducted this risk assessment and agree to implement all of the control measures.

Signature..... Date.....

Risk Assessment

Site Induction Checklist

	Narrandera Shire Council	WHSV001
	VOLUNTEER WHS SITE INDUCTION CHECKLIST	
Workplace:	Location:	Date:
Name of Volunteer:		Commencement Date
Nature of Work:		NSC Contact
Work area Orientation		
<input type="checkbox"/> Explain Emergency Procedures <input type="checkbox"/> Show the Emergency exits <input type="checkbox"/> Show the location of Fire extinguisher(s) <input type="checkbox"/> Explain the Parking requirements	<input type="checkbox"/> Explain the Speed limits <input type="checkbox"/> Show where Washing and toilet facilities are located <input type="checkbox"/> Explain the restricted areas	
Work Health & Safety		
<input type="checkbox"/> Ensure that Council Induction has been done <input type="checkbox"/> Licenses/certification requirements have been sighted <input type="checkbox"/> Explain the Incident Reporting Procedures <input type="checkbox"/> Explain the types of hazards that may be present <input type="checkbox"/> Explain the safe work practices to be followed	<input type="checkbox"/> Advise first aid procedures <input type="checkbox"/> Explain Drug & Alcohol procedures <input type="checkbox"/> Explain the Smoking Policy <input type="checkbox"/> Explain need to advise NSC contact of start and finish times <input type="checkbox"/> Explain need to be aware of members of public in work areas	
Provide a copy of this completed checklist to the Volunteer and retain the original for your records		
Volunteer signature:	NSC Contact signature:	
Volunteer name: (please print)	NSC Contact name: (please print)	
Date:	Date:	

Volunteer Application

Volunteer Application Form



NARRANDERA VOLUNTEER APPLICATION FORM

Application should be addressed to and can be handed delivered, posted or emailed to:

Customer Service
 Narrandera Shire Council
 141 East St
 Narrandera NSW 2700
 Email Council@narrandera.nsw.gov.au

Personal Details

(Please Circle) MR MRS MS MISS

Family Name _____

First Name _____ Preferred Name _____

Address (Residential)

Street _____

Suburb _____ Postcode _____

Address (Postal- if different)

Street _____

Suburb _____ Postcode _____

Phone Home _____ Mobile _____ Work _____

Email _____

Language Spoken _____

Age Group (Please tick)

15-20 21-30 31-40 41-50 51-65 65+

Are you currently (Please tick)

Employed Unemployed Home Duties Retired

Seeking Work Student (Please specify) _____

Centrelink Client (Please specify) _____

Other _____

Have you got a current first aid certificate? (Please tick) Yes No

Have you previously done volunteer work? (Please tick) Yes No

If Yes - Please give details _____

What are your reasons for expressing an interest in becoming a Volunteer? (Please tick)

- To help others within the community To be involved in the community
 To meet people To gain work experience
 To develop or practice skills Other _____

What benefits do you feel you would receive from volunteering?

What volunteer or event experience do you have?

Qualifications (experience, certificates, degree)

What skills do you have? (Administration, organising, computer skills, negotiating with people)

How did you come to know about becoming a volunteer? (Please tick)

- Through a friend Community chatter Newspaper
 Council website Advertisement Email
 Other _____

Council Services

Volunteer recruitment is facilitated through Council's Work Health Safety and Risk Officer and Human Resources Officer.

Please Indicate Your Area of Volunteering Preference

(Please refer to glossary of services and agencies attached- please tick all that apply)

Community Transport Service Programs (MUST provide RMS record and pass medical)

- Community Transport Bus Driver
- Community Transport Car Driver

Library Services

- Library Services

Tourism and Event Management

- Visitor Information Centre
- Easter Hot Rods
- Other (please specify) _____

Arts and Community Services

- Friends of the Arts and Community Centre

Administration Support (limited opportunities)

- Typing / Computer input
- Photocopying
- Customer Service
- Filing

Other Please give details of any other volunteer preference

Days Available (Please indicate your availability)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (Start Time)							
Morning (Finish Time)							
Afternoon (Start Time)							
Afternoon (Finish Time)							

How much time can you give? (Please tick)

- Daily
- Weekly
- Fortnightly
- Emergency

Are you available public holidays? (Please tick) Yes No

Are you available during weekends? (Please tick) Yes No

Are you available during school holidays? (Please tick) Yes No

Car and Transport Details

Do you have a current driver's licence? (Please tick) Yes No

Do you have your own car? (Please tick) Yes No

If No, do you have transport? (Please tick) Yes No

Usage of Your Private Car and Details

Are you interested in transporting people in your own car? (Please tick)

- Yes No

If needed, are you willing to drive your own car whilst undertaking your volunteer duties? (Please tick)

- Yes No

****If you answered YES to the above two (2) questions please fill in the following details:**

Drivers Licence Number _____ Expiry Date _____

Do you have full comprehensive insurance? (Please tick) Yes No

If No, what vehicle insurance do you have? (Please specify)

Please note that a standard petrol reimbursement will be provided to volunteers if you use your own car

Do you have any of the following?

Forklift Licence Number _____ Expiry _____

LR Light Rigid Licence Number _____ Expiry _____

MR Medium Rigid Licence Number _____ Expiry _____

Other (please specify) _____

Emergency Contact Information

Name _____ Relationship _____

Phone Home _____ Mobile _____ Work _____

Doctor _____ Phone _____

Please supply two (2) referees:

Name _____ Phone _____

Name _____ Phone _____

Please note

Applicants wishing to undertake volunteer work involving direct client contact, i.e. transporting or visiting clients or delivering meals to clients in the community, or handling cash are required to undergo a routine police check. The cost of the Police Check will be covered by Narrandera Shire Council.

Confidentiality

In the time that you are involved with volunteering for Narrandera Shire Council you may during the course of your involvement in programs or services, or incidental to your involvement come across information that is private and confidential.

This could include personal information about a client of our services, member of the public, member of staff, or Government, community or business organisation. Should this occur, you have a responsibility to respect and maintain the confidentiality and privacy of all organisations and individuals. Breaches of confidentiality in some circumstances constitute offences under the law.

However, if you are concerned about a matter and you are not sure what action to take, you should seek advice and discuss this with the Work Health Safety and Risk Officer or direct supervisor.

True and Correct Information

Narrandera Council is collecting the personal information requested in an effort to best link you with suitable volunteer positions. The applicant understands that Council may verify the legitimacy of the information provided and Council reserves the right to terminate the applicant's services immediately if it is found that the information provided is not true or is misleading.

In consideration of the above I, _____ agree to respect all matters of confidentiality and privacy that I might encounter while in the role as a volunteer with Narrandera Council. I also acknowledge that all information I provide on this application is true and correct and if it is found that the information provided is not true or is misleading, Council reserves the right to terminate the applicant's services immediately.

Applicant's Name (please print) _____

Applicant's Signature _____ Date _____

Witness' Name (please print) _____

Witness' Signature _____ Date _____

Privacy Statement

Narrandera Council is collecting the personal information requested on this form for volunteer management purposes. Council will use the personal information for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for volunteer management use and shall otherwise remain private within council unless disclosure is required by law. You may apply to council for access and/or amendment of the information. Request for access and/or amendment of the information should be made in writing to council's Records Officer.

Glossary Of Terms / Services / Agencies

Council	Description
Meals on Wheels	This program aims to provide nutritious meals to residents who are frail and aged who may also have a disability. Volunteers are the backbone of the service by doing tasks such as delivering meals appropriately, assisting clients to fill in menu plans, collecting payment for meals and issuing receipts, monitoring welfare of residents and communicating messages back to the Meals on Wheels Coordinator.
Library Services	Narrandera library use volunteers in a number of ways. The task given to volunteers in the library depend upon priorities at the time but include shelving, covering books, folding notices, replacing barcodes on books and stamping withdrawn books.
Visitor Information Centre	The centre provides tourist information to visitors and residents through face to face contact, and via phone, fax and e-mail. Volunteers are involved in a range of tasks that includes providing tourist and local information both over the counter and telephone; ensuring brochures racks are fully stocked and supplies are maintained; assisting with the preparation for outdoor events; assisting with other administrative tasks and ensuring the centre is kept neat, tidy and welcoming.
Youth Services	Youth Services provide a wide variety of programs during most school holidays mostly through Library.
Event Management	Council coordinates various events throughout the year such as Australia Day, and the Easter Hot Rod events. Volunteers assist with the pre-preparation for events and to assist with operations on the day.
Council Section 355 and Advisory Committees	Council coordinates many committees to provide advice on Council and/or social policy. Volunteers form an integral part to the operations of these committees. From September 2018 Section 355 and Advisory Committees will include: <ul style="list-style-type: none"> • Narrandera Koala Regeneration Committee • Narrandera Railway Station Building Management Committee • Arts and Culture Committee • Grong Grong Community Committee • Bettering Barellan Committee • Lake Talbot Environs Advisory Committee • Narrandera Sporting Facilities Advisory Committee • Narrandera Stadium Advisory Committee • Parks and Gardens Advisory Committee

Volunteer Rights and Responsibilities

Volunteer Australia defines Volunteering:

Volunteering is time willingly given for the common good and without financial gain (<https://www.volunteeringaustralia.org/definition-of-volunteering/>)

Council volunteer is:

A volunteer is an individual who is registered with and has approval by the Council to undertake activities:

- To be of benefit to the Council, local community and the volunteer;
- Of the volunteer's own free will and without coercion;
- For no financial reward;
- In designated volunteer positions only.
- People undertaking volunteering to meet Centrelink requirements are considered volunteers

Legislative

It is important to note that as a Council Volunteer you are governed by legislation in the manner in which you work. The WHS Act 2011 imposes a statutory responsibility on Council to respond appropriately to ensure that no person suffers harm or injury to their health and safety for the way in which Council undertakes its activities. Volunteers are required to take reasonable care for the health and safety of themselves and others.

Confidentiality

Council is required to operate under the Privacy and Personal Information Protection Act and all decisions regarding privacy and personal information will be made in accordance with this Act.

Forms to be Completed

The following forms are to be completed and returned to the Human Resources section as soon as possible:

- Record of Personnel Application and declaration signed;
- Induction attendance form

Volunteers Rights

- The right to be treated as a co-worker (not just free help, nor as a prima donna).
- The right to know as much as possible about the organisation – its policies, its people, and its work.
- The right to respect client's privacy and not to discuss circumstances and details outside Council.
- The right to a suitable assignment – with consideration for personal preference, temperament, skills, abilities, education and employment background.
- The right to refuse to do a task requested of them.
- The right to determine the number of hours that they will volunteer and when these hours will be worked.
- The right to not have to or be expected to contribute anything (eg money, resources, etc...) other than their time, experience and skills in undertaking a job.
- The right to relevant training for the job, which is thoughtfully planned and effectively presented.

- The right to continuing education on the job, as a follow-up to initial training, which provides information about new developments and other relevant matters.
- The right to sound guidance and direction by someone who is experienced and well informed and who has the time to invest in giving guidance.
- The right to a safe place to work which is an orderly designated place, conducive to work, and worthy of the job to be done: and a right to safe conditions and practices of work.
- The right to be heard and listened to: To have your suggestions respected and to have these acted upon when agreed to as valid statements; and also to receive information back as to the outcomes of these suggestions.
- The right to a fair and equitable Disputes Procedure if there is a problem with the standard of the work that the volunteer worker is doing.
- The right to be free of discrimination and harassment because of racial background, religious belief, sex, sexual preference, marital, age or disability status and political background.
- The right to knowledge of existing or impending industrial disputes, presented in a balanced manner, to enable the volunteer workers to make informed choices of action.
- The right to a fair and equitable Termination Procedure (which includes reasons for dismissal and an appeals process)

Volunteers Responsibilities

- Be aware of and comply with Council policies
- Follow reasonable directions to undertake the activity in a safe manner
- Maintain privacy and confidentiality of the clients and their situations.
- Be dependable – do what you have agreed to do.
- Understand and perform the requirements of their roles and responsibilities with the job
- Be aware of any legislation and other requirement as needed for completion of the activity
- Participate where required in risk assessments and the adoption of risk controls
- Use Council resources appropriately
- Participate in consultation activities as necessary
- Attend when requested any course of training or instruction related to activities undertaken
- Be aware of Councils Emergency Procedures and Plans
- Report all actual and/or potential hazards, incidents and near misses to the supervisor
- Maintain any records of activities as required
- Undertake auditing activities as required
- Acknowledge the Narrandera Shire Council rights – the Council has a responsibility to its aims first and foremost, and has the right to make decisions based on this responsibility.

Narrandera Shire Council Rights

- The right to employ or not employ any volunteer worker based on the needs of the organisation.
- The right to expect the volunteer worker to meet minimum standards as defined by the Council.
- The right to expect the highest level of dedication, commitment and effort that the volunteer worker can give, even on a short-term basis or casual basis.

- The right to expect conscientious acceptance of responsibilities as to promptness, reliability and good performance for the volunteer worker.
- The right to expect enthusiasm and belief from the volunteer worker in the work that the Council is doing.
- The right to make a decision as to where the volunteer worker would best fit within the council, after negotiations with the volunteer worker.
- The right to express constructive criticism to the volunteer in a diplomatic way, and suggest changes.
- The right to expect loyalty to the Council and only constructive criticism from the volunteer worker.
- The right to expect from the volunteer worker clear and open communication at all times.
- The right to expect appropriate behaviour from the volunteer at all times.
- The right to expect that volunteers workers will not discuss any client's circumstances and details outside of the Council.
- The right to tell the volunteer that their services are no longer required and the reasons for this decision.

Narrandera Shire Council Responsibilities

- Have a policy on the status of volunteer workers and how they will relate to paid staff.
- Have a policy with regards to volunteer workers covering such matters as:
 - Boundaries of levels of legal, professional liability and expertise of each job
 - Quality and choice of jobs, and
 - Use of Council's resources.
- Properly meet and fulfil the volunteer workers rights and ensure that no volunteer worker is exploited.
- Provide ongoing training to all volunteer workers employed on a long term basis.
- Ensure that the Council and the paid staff address any concerns raised by volunteer workers, make decisions regarding those concerns, and report this back to the volunteer workers.
- Ensure that no volunteer worker is discriminated against or harassed.
- Ensure that volunteer workers work in conditions, which comply with Work Health and Safety standards for the job they are performing and that volunteer workers receive ongoing Work Health and Safety training to ensure their ongoing personal safety.

Council's complaint procedure

Grievance Procedure

If a Committee member has a grievance about any aspect of their tasks, other volunteers or Council staff, the following procedure should be followed:

Step 1

If the Committee member feels comfortable to approach the person directly to discuss the issue, they can do so

Step 2

The Committee member can approach the nominated Council contact or the Committee Chairperson for discussion and advice on how to best resolve the issue. This discussion should be treated as strictly confidential

Step 3

If Step 2 does not help resolve the problem then the issue should be notified to the nominated Council contact in writing

Step 4

If the matter remains unresolved, the Committee member may request the matter be referred to the Manger of the department or tother authorised officer for discussion. A further meeting between all parties should be held as soon as practicable

Step 5

If the matter remains unresolved, the General Manager or their representative will provide the Committee member with a written response. The response will include, (if applicable) the reasons for implementing or not implementing any proposed remedy.

Crown Land Management Act 2016

Crown land in New South Wales:

<https://www.industry.nsw.gov.au/lands>

Legislation and policies – Crown Land in NSW:

<https://www.industry.nsw.gov.au/lands/what-we-do/legislation-policies>

Policy

ES250 Media and Public Relations

HRS017 Policy Title: Social Media Policy

TS20 Asset Management Policy

CS250 Section 355 Committees

ES260 Volunteering Policy

For more information refer to the Policies available via Council

[website:https://www.narrandera.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ERY-27-57-24](https://www.narrandera.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ERY-27-57-24)

Agenda and Minute Template

Templates created in InfoCouncil by Council Support Staff

Agenda Template



BUSINESS PAPER

NAME Committee

DAY MONTH YEAR



NAME Committee Agenda DAY MONTH YEAR

Notice is hereby given that the Meeting of the NAME Committee
will be held in the LOCATION on:
DAY MONTH YEAR at TIME

Order Of Business

1 Present	3
2 Apologies	3
3 Declarations of Pecuniary Interest	3
4 Confirmation of Previous Meeting Minutes	3
NAME Committee – DAY MONTH YEAR (INSERT previous minutes)	
5 Business Arising from Previous Minutes	3
6 Reports	3
6.1 FOR EXAMPLE- Treasurer's Report	3
6.2 FOR EXAMPLE- BOOKINGS – EVENT /EXHIBITIONS Report	3
7 General Business	3
8 Correspondence	3
9 Next Meeting	3
10 Meeting Close	3

NAME Committee Agenda DAY MONTH YEAR

1 PRESENT

Committee Members:

List members

2 APOLOGIES
3 DECLARATIONS OF PECUNIARY INTEREST
4 CONFIRMATION OF PREVIOUS MEETING MINUTES
NAME Committee – DAY MONTH YEAR (INSERT previous minutes)
5 BUSINESS ARISING FROM PREVIOUS MINUTES
6 REPORTS
6.1 FOR EXAMPLE- TREASURER'S REPORT
INSERT ANY ATTACHMENTS
6.2 FOR EXAMPLE- BOOKINGS – EVENT /EXHIBITIONS REPORT
INSERT ANY ATTACHMENTS
7 GENERAL BUSINESS
8 CORRESPONDENCE
9 NEXT MEETING
10 MEETING CLOSE

Minute Template

NAME Committee Minutes DAY MONTH YEAR20 September 2017

MINUTES OF NARRANDERA SHIRE COUNCIL
NAME COMMITTEE
HELD AT THE LOCATION ON DAY MONTH YEAR AT TIME

1 PRESENT

List Members of Committee

2 APOLOGIES

RECOMMENDATION

Moved: NAME
Seconded: NAME

That apologies from LIST NAMES be received and accepted.

3 DECLARATIONS OF PECUNIARY INTEREST

Nil or List

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

RECOMMENDATION

Moved: NAME
Seconded: NAME

That the minutes of the NAME Committee held on DAY MONTH YEAR be confirmed.

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil or List

6 REPORTS

List reports from agenda

6.1 TREASURER'S REPORT

RECOMMENDATION

Moved: NAME
Seconded: NAME

Committee receive and accept report

NAME Committee Minutes DAY MONTH YEAR20 September 2017

6.2 TITLE

RECOMMENDATION

Moved: NAME
Seconded: NAME

Committee receive and accept report

7 GENERAL BUSINESS

Nil or List

7.1 TITLE

List Details

RECOMMENDATION

Moved: NAME
Seconded: NAME

That Committee ADD RECOMMENDATION

8 CORRESPONDENCE

Nil or List

Correspondence In

List

Correspondence Out

List

9 NEXT MEETING

DAY MONTH YEAR, TIME

10 MEETING CLOSE

The Meeting closed at enter time.

The minutes of this meeting are confirmed.

.....
CHAIRPERSON