



# **GUIDE TO OPERATIONS**

## **SECTION 355 COMMITTEES**

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## REVISIONS

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## INTRODUCTION

Berrigan Shire Council recognises the important part volunteers and community groups play in providing and managing Council facilities or services. There are a number of committees, which are constituted under the powers provided by the *Local Government Act*, and this document refers to these committees.

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

The manual is divided into 7 sections, namely:

1. Relationship with Council: Describes the Council's Community Strategic Plan, delegation of functions, how committees are established and types of committees.
2. Responsibility: Outlines the responsibility undertaken by committees including care, control and management, limitations of power and code of conduct.
3. Committee: How your committee operates.
4. Insurances: How your volunteers and operations are insured
5. Work Health and Safety: Your committee members and volunteers rights and responsibilities with regard to safety in the workplace
6. Finances and Financial Management: How your committee should raise and spend its funds in the delivery of its functions
7. Council Policies and Issues: Other items of which your committee should be aware.

Although it has been designed to address broad areas of operation, there will undoubtedly be times when answers cannot be found. Council staff are always available to assist the Committees and/or individual Committee members. Please do not hesitate to contact Council if in any doubt.

Thank you for volunteering to assist Council and the community. We wish you well in all your endeavours.

Matt Hannan  
**Mayor**

Rowan Perkins  
**General Manager**

# 1. VOLUNTEER COMMITTEES AND COUNCIL

## 1.1. COUNCIL AND THE COMMUNITY

When delivering services to the community, the Council is guided by a set of strategic plans and documents it has developed in consultation with its community. The keystone document in this set of plans is the Council's Community Strategic Plan – *Berrigan Shire 2023*.

*Berrigan Shire 2023* was developed with our communities to provide a common lens or framework to be used by other agencies, our local community and Council when committing to actions now and during the next ten years.

Berrigan Shire 2023 identifies the following vision for our community

***In 2022 we will be recognised as a Shire that builds on and promotes our natural assets and advantages to create employment and economic activity to attract residents, families and tourists***

One of the Strategic Objectives identified in this plan to achieve this vision is

*3.2: Support community engagement through life-long learning, culture and recreation.*

In your role as a volunteer for Berrigan Shire Council, you are assisting the Council and the community to meet this objective and deliver the community's vision for Berrigan Shire. The Council's role is provide support and advice to you and assist you to deliver a service to our community and to make your service as a volunteer a fulfilling and rewarding one.

## 1.2. DELEGATION OF FUNCTION

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

## 1.3. WHY DOES COUNCIL HAVE COMMUNITY COMMITTEES

The committees provide a mechanism by which interested persons can have an active role in the provision / management of Council facilities or services.

This provides a twofold benefit by

1. giving protection to the committee operating under the banner of Council, and
2. providing Council with assistance in the carrying out of its functions

Without volunteer committees, the Council would not be able to provide a range and quality of community, social, recreational and cultural services.

#### **1.4. HOW ARE COMMUNITY COMMITTEES ESTABLISHED**

Community committees are established under the *Local Government Act 1993* (the Act) – the law by which the NSW government gives Councils their powers to operate

There are two sections of the Act that apply with the establishment of your committee

1. Section 355 of the Local Government Act 1993 (the Act). This section details how the Council may exercise its functions – including through committees.
2. Section 377 of the Act permits the Council to delegate some of its functions to its committees

Your Committee was established via a formal resolution of the Council. The resolution included:

1. The name of your committee
2. The members and office-bearers of your committee
3. The functions of the Council delegated to your committee.

The Council is the only body with authority to appoint members to your committee – via a resolution of the Council. This is usually done on the recommendation and advice of your committee.

#### **1.5. VOLUNTEER STRATEGY**

To assist the Council in supporting its volunteers, the Council has adopted a Volunteer Strategy.

The objectives of the Volunteer Strategy are to:

1. Safely maintain existing service levels provided by volunteer management of Council recreation assets
2. Optimise utilisation of Council assets and facilities
3. Maintain existing service levels measured in volunteer hours delivered by Council auspice of Home and Community Care services
4. Develop an action plan that will increase the number of younger volunteers with governance skills
5. Identify (recruitment, training, compliance and retention) resources needed by Volunteer Management Committees
6. Recognise that volunteer participation and recognition of volunteer effort is intrinsically valuable because it fosters community ownership and well-being.

Items included in the Volunteer Strategy Action Plan are commitments from the Council to:

1. Address the human resource and workplace health and safety requirements of the Council and its volunteer committees
2. Engage volunteer Committees of Management in the review of its relevant Asset Management Plans
3. Develop and fund a Volunteer Skill Development Program for members of volunteer committees.
4. Promote volunteering opportunities with Berrigan Shire Council

This Guide to Operations is a key part of the Council's meeting these commitments.



## 2. RESPONSIBILITY

### 2.1. RESPONSIBILITY

When the Council established your committee – see Section 1 for information – it delegated some of its powers and functions to it. Your committee is responsible for carrying out those functions – inside these guidelines and other Council requirements.

Your committee’s delegation is usually – but not always along the lines of “Berrigan Shire Council delegates care, control and management of (XXXX Recreation Reserve, War Memorial Hall, Swimming Pool etc.).

Your committee’s delegation is listed in **Appendix 3**

### 2.2. LIMITATION OF POWERS

While your committee has very wide powers to deliver the functions it has been delegated, including setting fees, operating a bank account and purchasing goods and services, there are some things that your committee is not permitted to do

Your committee may **not** make decisions concerning the following

1. Borrowing money (except through Council)
2. Selling, leasing or giving away land
3. Pay committee members (other than bona-fide reimbursements)
4. Payments or donations for items outside your committee’s delegated functions.
5. Construction works including new buildings or major alterations. Minor maintenance is permitted.

In addition, your Committee must observe the following limitations:

1. Your committee must seek permission from the Council before sending official correspondence to government or other elected officials or government departments or agencies. This includes applying for government grants
2. Members of your committee are not permitted to speak to the media on any Council matter in their capacity as a Committee member.

#### **IMPORTANT**

Every member of your committee is a volunteer

Your committee must not pay any honorariums, allowances or any other form of compensation to your members.

Any payment to your members must only be for legitimate out-of-pocket expenses.

3. Your committee must not employ any staff or pay any wages.
4. While the Council encourages advice from its committees, your committee has no power to compel or direct any Council employee to perform any work

It is important to remember that your Committee is an arm of the Council. As such, it is bound by any decisions made by the Council and any laws that apply to the Council.

The Council may at any time revoke or modify any of the powers or functions delegated to your committee.

### **2.3. CODE OF CONDUCT**

Berrigan Shire Council has adopted a Code of Conduct that is applicable to all Council officials, including Councillors and Council staff. The Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

Your committee – and its members and volunteers – are also bound by the Code of Conduct and you should be aware of the Code and its obligations.

Your committee will receive a copy of the Code of Conduct and given the opportunity to attend information sessions about its requirements.

Some key responsibilities for your committee under the Code:

1. Access and participation is available to the entire community and not denied on any discriminatory basis.
2. All decisions are made on their merits and not for any personal benefit.
3. Not align with, or support, any political party or person/s.

#### **IMPORTANT**

The Council's Code of Conduct states that you must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public.

This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

## 2.4. SOCIAL JUSTICE FRAMEWORK

As a key part of its Integrated Planning and Reporting framework, the Council has adopted a set of Social Justice principles it must consider when planning and delivering its services. These principles are listed below:

**Equity** – decision making that is fair and consistent

**Access** – services, facilities and projects that improve quality of life

**Participation** – Community involvement in decision making

**Rights** – ensuring that we can live, earn, learn and participate in the public and cultural life of our community free of distinction or discrimination.

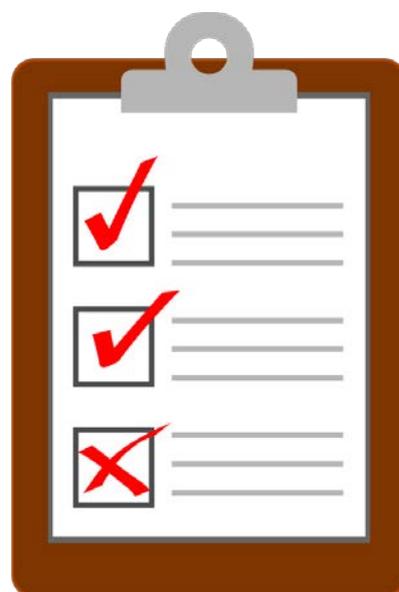
The Council applies these principles when working with you and your committee and in turn you are expected to apply the same principles in your role as a volunteer.

## 2.5. ACCOUNTABILITY

Your committee is required to be accountable to the Council, your user bodies and the general public. These groups have a right to know how your committee exercises its functions and discharges its responsibilities.

As part of this accountability, your committee must:

1. Hold an Annual General Meeting every year.
2. Hold your meetings in a venue open to the public – this may be your facility.
3. Provide the following documents to the Council as soon as they are available
  - a. Meeting minutes
  - b. Quarterly financial reports (see below)
  - c. Annual Return (see below)
4. Advise the Council of any nominations for membership or office-bearers.



### 2.5.1. Annual Report

Your committee must submit an **Annual Return** by 31 August each year.

The return includes information on:

1. Your office-bearers and their contact details
2. Your other members
3. Annual General Meeting and audit results
4. Financial reports, including
  - a. Receipts and payments for the year
  - b. Bank account and investment balances
5. Your users and the estimated annual visitors to your facility

## 2.6. PRINCIPLES FOR VOLUNTEER PARTICIPATION

The relationship between the Council and our volunteers will be guided by these principles.

1. Volunteering is a **shared relationship** between Council and volunteers.
2. Volunteering will be accorded appropriate **recognition and respect** by Council.
3. Volunteers will be provided with clear **guidelines and descriptions** for any activity or task they undertake.
4. Both Council and volunteers have a **responsibility** to follow guidelines and protocols.
5. Volunteers will be provided with opportunities to have **input** into processes and guidelines that relate to their activities.
6. Participation should allow volunteers to have a **sense of achievement** and satisfaction.
7. The unique skills of each volunteer will be **acknowledged and valued**.
8. Volunteers will have access to an **induction** into the nature of the activity and ongoing **training** as required.
9. Volunteers will have access to designated staff who can provide **information and feedback** relevant to the volunteer's involvement.



10. **Designated staff** should be trained and resourced to manage each volunteer program.

11. The rights and culture of others will be **respected**.

12. Volunteering is a matter of choice.

## 2.7. ROLES AND RESPONSIBILITIES

The Council and our volunteers will work together to create an environment where volunteers are able to contribute and participate in the functions of their committee

The Council will ensure that sufficient resources are available to allow volunteers to undertake their role.

Both the Council and our volunteers must commit to the volunteering principles listed below.

### 2.7.1. Council Contribution

The Council will:

Acknowledge the extent and importance of volunteers' contributions	Allow inclusion and accept the input of volunteers in the decision-making process
Increase awareness of the contribution of volunteers	Consult on matters that will have an impact on volunteers' participation
Induct volunteers	Regularly review the role of volunteers and volunteer activities.
Inform volunteers about relevant Council policies and procedures.	Establish adequate recruitment processes for volunteers
Provide an environment free from bullying, harassment and discrimination	Maintain Equal Employment Opportunity policies in engaging volunteers
Provide fair and equitable dispute resolution procedures.	Provide relevant insurance cover
Provide clear operational guidelines for each activity.	Provide adequate resources
Establish appropriate management processes	Match volunteers and their skills to activities
Provide open and honest information and respond promptly to concerns and queries	Provide ongoing access to appropriate training
Provide clear guidelines on the relationship between Council staff, volunteers and Councillors	Acknowledge and identify the skill levels of individual volunteers

## 2.7.2. Volunteer Contribution

Volunteers will:

Be committed	Participate in training
Accept responsibility for their own actions	Assist in training others by demonstrating own skills
Follow Council policies and procedures	Be aware of own limitations
Work in a safe manner and not jeopardise the safety of others	Use opportunities in a positive way
Report an injury or potential risk to safety	Be prepared to clarify situations if not certain
Accept the directions of designated Council staff	Communicate difficulties in performing specific tasks
Understand lines of accountability.	Keep confidential information confidential
Consider the interests of Council when carrying out activities as a volunteer	Carry out work in an ethical and responsible manner
Understand the importance of being reliable	Value and support other team members
<b>Respect the rights of others</b>	Enjoy the experiences.

## 2.8. VARIATION TO THIS MANUAL

The provisions of this Manual may only be varied or amended by Resolution of the Council.



### 3. COMMUNITY COMMITTEES

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

#### 3.1. APPOINTMENT AND DISSOLUTION

1. To hold office and be responsible for the management of a Council facility, all committee members must be appointed by Council.
2. Council must also appoint new members before being able to vote and take part in meetings of the Committee.
3. The Council may dissolve any such committee at any time.

All nominations for committees must be formally submitted in writing to Council for appointment.

The Council may dissolve the Committee at any time

#### 3.2. VACATION OF OFFICE

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

1. upon the death of the member; or
2. if the member resigns membership by notice in writing to the Committee: or
3. if the member is absent for more than three consecutive meetings without leave of the Committee; or
4. if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the committee otherwise resolves; or
5. the Council dismisses the member, and informs the committee and the member of the dismissal in writing.

#### 3.3. REPRESENTATION ON COMMITTEE

Membership of your committee should reflect the community organisations which use the facility and must be open to representatives of user groups and interested community members.

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

### 3.4. COMMITTEE POSITIONS

Community Committees consist of office bearers (also known as the Executive) and other committee members. The committee elects the office bearers at its first meeting and thereafter at each Annual General Meeting.

Particulars of all appointments, e.g. committee position, name, address, contact details (including email address if available) and the user group represented, must be notified in writing to council as soon as possible after appointment is made.

Office bearers should be aware that your role requires some commitment in time and effort but you should be able to rely on the support of other committee members.

#### 3.4.1. Office Bearers/Executive

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

At a minimum the committee must have:

- *Chairperson/President*

The Chairperson is usually the spokesperson for the Committee and therefore needs to be certain that the organisation is running smoothly and achieving its aims and objectives.

- *Secretary*

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

The Secretary is often the key contact point for the Committee, that is, for correspondence, phone messages, etc. and is required to record the 'minutes' for each meeting.

- *Treasurer*

The Treasurer is responsible for looking after the Committee's financial business records and is required to present a report of all receipts, payments and other transactions to **each** committee meeting.

#### IMPORTANT

Your committee must send through to the Council the minutes of your Annual General Meeting as soon as possible after the meeting.

This should include the names and contact details of the new executive members –i.e. President, Secretary, Treasurer

### **3.5. ANNUAL GENERAL MEETING**

Your committee must hold an Annual General Meeting (AGM) to elect a committee and office bearers.

You must inform the Council of the date, time and venue of your AGM at least 28 days in advance and a public notice must be placed in your local newspaper – either the Southern Riverina News or the Cobram Courier.

#### **3.5.1. Election of Committee**

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

Where requested, the Council will provide a Returning Officer.

#### **3.5.2. Procedures for Election**

The meeting will elect committee members and office bearers in the following order:

1. Appointment of Council delegates where applicable – normally Councillors
2. Appointment of committee members from user groups designated committee positions
3. Election of community members – elected by all present.
4. Election of the Executive (President, Secretary, Treasurer, followed by other positions)

The Executive will be elected by the committee from among its members.

The Council will provide your committee with its complement (i.e. how many members and how they are appointed) on establishment. If your committee wish to vary this complement, it should make a request in writing to the Council for determination

Nominations can be accepted in two ways:

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

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

A list of duly elected office bearers / executive and committee members must be recorded together with the names of nominators and seconders.

### **3.6. MEETING PROCEDURES**

Your committee meetings should follow the set guidelines, detailed in the following section.

These include:

1. that a quorum be present
2. that appropriate notice is given
3. that business on the agenda is properly conducted
4. that correspondence and minutes are recorded.

#### **3.6.1. A Quorum**

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

For your committee:

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



#### **3.6.2. Agenda**

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

Each item of business to be discussed at the meeting should be put on the agenda.

Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'.

If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

### **3.6.3. Conduct of Business**

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

### **3.6.4. Correspondence**

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

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

## **3.7. VOTING**

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

### **1. Vote verbally**

The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.

### **2. Vote by show of hands**

The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.

### **3. Vote by secret ballot (Annual General Meeting only)**

Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

For all motions, the committee needs to have an agreement concerning the way a vote will be decided, e.g. for the vote to be carried, you will need a simple majority (more than half).

### **3.8. CORRESPONDENCE**

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

#### **3.8.1. Letterhead**

There are some occasions when the Council letterhead may be used on behalf of your committee. In these instances, the letter must be approved and signed by the Council's General Manager.

The use of separately designed letterhead is limited to those Council Committees and areas of activities which:

1. may have a benefit in being identified in a slightly different way to normal Council activities and where a separate image or presentation may be appropriate, and
2. may be strongly community based.

In all instances the letterhead design should be approved by Council and indicate that the function is a committee of Berrigan Shire Council.

#### **3.8.2. Purpose of Correspondence**

Correspondence from your committee is generally limited to:

1. provision and seeking of information
2. Invitations
3. Thank you notes/letters
4. Requests for sponsorship ( after approval of General Manager)
5. general correspondence not committing the Council or making public comment.

Your committee should **not** write to other levels of government (State or Federal) – including local Members of parliament without seeking Council approval first.

### **3.9. SUB-COMMITTEES**

Your committee may appoint working groups to report back to the committee. While these working groups make undertake tasks on behalf of your committee, any actions taken need to be ratified by your committee.

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

### **3.10. CLERICAL SUPPORT**

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

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

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

## 4. INSURANCE

### 4.1. INSURANCE HELD BY COUNCIL

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

1. Public Liability Insurance;
2. Personal Accident Insurance;
3. Property Protection Insurance;
4. Casual Hirers Insurance.

For further information on insurance matters contact Council's Enterprise Risk Manager.

#### 4.1.1. Public Liability Insurance

Council's Public Liability Insurance covers damage or injury to the public as a result of an act or omission of an act by Council due to negligence. In this instance "Council" means Council employees, Councillors, Committee members and volunteers.

Public liability claims often end up in court and it is most important that accurate details are taken down immediately after an incident/accident. This information may be used in court and the volunteer involved called upon as a witness.

The Council's insurer determines all insurance claims.

#### 4.1.2. Personal Accident Insurance

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

Committee members and volunteers who are not Committee members must sign in and out on the Volunteer Register each time they undertake volunteer activities. This is necessary in order to record the hours your volunteers work to ensure insurance cover in the event of an accident or injury occurring while carrying out duties on behalf of Council. **(Refer to Appendix 4A for a copy of the Volunteer Register).**

Coverage is as per the policy wording and some exclusions apply. General coverage is only for out-of-pocket expenses (e.g. after Medicare and/or private health payments) and there are some age restrictions in place.

### 4.1.3. Property Insurance

It is Council's responsibility to ensure that all its properties and assets are adequately insured.

Property Insurance covers damage resulting from such occurrences as storm, fire, impact, malicious damage, theft, burglary, earthquake, etc., subject to the policy's terms, conditions and exclusions.

Each claim carries an excess (the amount not covered by the insurer).

Committees managing facilities must notify Council of the **estimated overall replacement value** of the facility's contents (not fixed items but including curtains and blinds) when submitting their Budget Request and Management Plan on 1 February each year.

**Note:** Volunteers' personal items are not covered by Council's insurance whilst the volunteer is undertaking volunteer activities.

## 4.2. INSURANCE REQUIRED BY CASUAL HIRERS

Council has available a Public Liability Insurance policy for casual hirers who do not have their own insurance and who wish to hire a Council facility as a *one-off or on a casual basis*.

Casual hirers are defined as those using a Council facility no more than a total of 10 times over any twelve month period for one-off events such as birthday parties, wedding receptions, christenings, etc.

Excluded from Council's casual hirer's policy are all incorporated bodies, sporting clubs, associations of any kind and commercial entities (businesses). These exclusions are determined by Council's insurer, not Council.

## 4.3. INSURANCE REQUIRED BY OTHER HIRERS

### 4.3.1. Public liability Insurance

All incorporated bodies, sporting clubs, associations of any kind and commercial entities (businesses) **MUST** have their own Public Liability Insurance with a minimum cover of twenty million dollars (\$20,000,000) noting Council as an "interested party" on the policy.

A copy of the hirer's Public Liability Insurance policy must be obtained prior to approving the hire to ensure that appropriate cover is in place.

### IMPORTANT

In the case of burglary or malicious damage at your facility you **MUST**:

1. Report the incident to the police and obtain a police report number.
2. Advise the Council as soon as possible, giving as much detail as possible
3. Assist Council staff to lodge an insurance claim – if required.

### **4.3.2. Workers Compensation Insurance**

If the hirer has employees that will be assisting with activities during the hire of the Council facility it must have Workers Compensation Insurance.

A copy of the hirer's Certificate of Currency must be attached to the User Agreement for Council Facilities before the hire is approved.

### **4.3.3. Property Insurance**

Equipment belonging to hirers and member organisations such as sports clubs, playgroups, etc. is not covered by Council's insurance policy and such groups must be advised to obtain their own cover for such items if stored at the facility.

It is important that your committee is very clear about what equipment belongs to your Committee (and by extension the Council) and what belongs to member organisations.

### **4.3.4. Insurance required by contractors of the hirer**

Any additional services or contractors engaged by the hirer, e.g. to install stage or lighting equipment, caterers, operators of amusement devices such as jumping castles or merry-go-rounds, must have a minimum twenty million dollars (\$20,000,000) Public Liability Insurance.

A copy of the contractor's Certificate of Currency must be attached to the User Agreement for Council Facilities before the hire is approved.

## **4.4. INSURANCE REQUIRED BY CONTRACTORS**

When engaging contractors to do work on a Council facility (e.g. cleaners, gardeners, electricians), the Committee must ensure that the contractor has adequate insurance.

To assist your committee in managing the insurance and qualification requirements for contractors, your committee is encouraged to use contractors who have been pre-qualified by the Council for maintenance works.

A list of pre-qualified contractors is available from the Council. Contractors can be added to the pre-qualified contractors list – subject to meeting the Council's requirements. Contact the Council for more information

### **4.4.1. Public Liability Insurance**

A minimum of \$20,000,000 Public Liability Insurance cover is required, noting Council as an "interested party" in respect of the work.

If the contractor is not a pre-qualified Council supplier, a copy of the contractor's Certificate of Currency must be forwarded to the Council before any work is carried out on a Council facility.

#### **4.4.2. Workers Compensation Insurance**

Contractors must have Workers Compensation Insurance if they have employees.

If the contractor is not a pre-qualified Council supplier, a copy of the contractor's Certificate of Currency must be forwarded to the Council before any work is carried out on a Council facility.

#### **4.4.3. Trade Qualifications**

Contractors must have appropriate trade qualifications for the work they are doing.

If the contractor is not a pre-qualified Council supplier, a copy of the contractor's qualifications must be forwarded to the Committee Co-ordinator before any work is carried out on a Council facility.

#### **4.5. INSURANCE FOR FUNDRAISING AND COMMUNITY EVENTS**

Your Committee may wish to conduct fundraising and community events.

Fundraising and community events organised by your Committee may require some special conditions. You will need to contact the Council for advice well before your event.

Each activity must be endorsed by Council and Council's insurer to ensure that insurance cover is extended to the activity and the Committee members organising/participating in the activity. The event may attract an additional premium which will need to be met by the Committee. Council and Council's insurer also need to be notified of all activities and participants involved in the event.

If the fundraising involves other community groups in, for example, a fete situation where each group has a stall to sell goods, then each group is responsible for its own Public Liability Insurance (minimum cover - \$20,000,000).

There no doubt will be groups that do not have Public Liability Insurance cover. The best solution for this is for the stallholders themselves to band together and take out Stallholders Liability Insurance for the event.

#### **IMPORTANT**

The Council has a register of pre-qualified contractors for a range of maintenance tasks – including electrical and plumbing services.

Pre-qualified contractors have provided their insurance details and other relevant information to the Council and been approved for use.

Using the Council's pre-qualified suppliers will absolve your committee from the responsibility of obtaining insurance details from suppliers directly.

You can contact the Council for a list of pre-qualified suppliers.

#### 4.6. NOTIFICATION OF INCIDENTS/CLAIMS

Any matter or incident that may give rise to a claim against Council must be reported to Council as soon as practicable. This will ensure that investigations and remedial actions can be undertaken to prevent further occurrence and protect Council's interests.

The Committee may receive notification of an incident either verbally, in writing, by telephone or through observation. Once the Committee becomes aware of a potential claim it must notify Council by the **next business day**. If Council does not notify its insurer of a claim which it could reasonably have known about, indemnity may be denied.

Use the Incident Report Form at Appendix 8.3 to notify Council.

#### 4.7. VOLUNTEER REGISTER

Committee members and volunteers who are not Committee members must complete the **Volunteer Register at Appendix 4A** each time they undertake volunteer activities on behalf of Council. Your committee's office bearers are to ensure that all volunteers sign the Register. This is necessary in order to record the hour's volunteer's work to ensure insurance cover in the event of an accident or injury while carrying out duties on behalf of Council.

The Volunteer Register is to be forwarded to Council's Director Corporate Services at the end of March, June, September and December each year.

If your Committee is conducting a small Committee function or a working bee, a Volunteer Register must be completed for that specific activity and returned to Council on completion of the activity.

#### IMPORTANT

In the case of any incident that may potentially lead to an insurance claim:

1. Advise the Council as soon as possible
2. Complete an Incident Report Form - include as much information as possible; attach photos if available
3. **DO NOT ADMIT LIABILITY** – this is for the Council's insurers to determine.

## 5. WORK HEALTH AND SAFETY

Whilst many volunteers do not consider themselves workers in the same sense as paid employees of the Council, however under the *NSW Work Health and Safety Act 2011* if you are a volunteer you may also be classed as a worker.

Under the *NSW Work Health and Safety Act 2011*, you are a volunteer and a worker if you are working without payment or financial reward (but you may be receiving out-of-pocket expenses) for an organisation that also engages paid workers.

This means that as a volunteer of the Berrigan Shire Council, you are classified as a worker and the Council must provide you the same protection as its paid workers. It also means that as a worker, you have a responsibility to the Council.

### 5.1. COUNCIL'S RESPONSIBILITIES

The Council is responsible for ensuring the health and safety of all its workers, including volunteers, so far as is reasonably practicable. This is achieved by doing a range of activities including:

- Ensuring that volunteers are provided with a safe work environment and a safe system of work, i.e. that where you work and the work Council is expecting you to do on their behalf does not put you at unnecessary or unacceptable risk.
- Ensuring that any plant (which includes vehicles, mowers, tools and equipment, etc.) or structures (such as buildings, roads, etc) Council provides for your use is safe for the purpose it is intended.
- Providing volunteers with information and consulting on health and safety. This can be in the form of a newsletter, an email, a phone call, in a safe work procedure, or by attending meetings and discussing issues.
- Providing volunteers with a mechanism and a procedure for reporting hazards, and incidents.
- Ensuring that you are provided with training to allow you to perform your work on behalf of the Council as safely as possible.

#### IMPORTANT

As a member of a volunteer committee of the Council, you are classified as a worker.

As such you have the same Work Health and Safety rights, protections and obligations as any of the Council's employees.

## 5.2. VOLUNTEERS RESPONSIBILITIES

It is very easy to assume that as a volunteer, you are not getting paid to perform a task; that you are doing this of your own accord and therefore you do not have a responsibility to the Council, however the law does not see it that way and you do have responsibilities. These include:

- Take reasonable care for your own health and safety
- Take reasonable care to ensure you don't affect the health and safety of others
- Carry out your tasks in a safe way
- Follow the reasonable work health and safety instructions given to you by the Council, and
- Co-operate with the reasonable policies and procedures of the Council that relate to work health and safety.

### IMPORTANT

Your volunteers have a responsibility to ensure their own safety and the safety of others they are working with

Some examples of the things you can do to meet your work health and safety duty include:

- Reading, understanding and co-operating with the policies and procedures provided to you by the Council;
- If the Council asks you about a work procedure they are changing or developing, provide them with your ideas about how to do the work safely;
- If you are tired and your volunteer work involves driving, call your Manager and say that you are unable to volunteer today;
- If your volunteer activity involves operating Council provided plant and your inspection reveals an unsafe piece of equipment, do not use it and report the problem to the Council.

## 5.3. REPORTING INCIDENTS

If, when you are volunteering, you or someone else is:

- seriously injured;
- becomes seriously ill, or
- exposed to a serious risk to their health and safety because a dangerous incident occurs.

**You need to let the Council know as soon as possible.** This may be as easy as telling your Manager, or advising your Council contact. Under the *NSW Work Health and Safety Act 2011* these types of incidents, as well as workplace fatalities, are known as “***notifiable incidents***”.

Council must advise SafeWork NSW if any notifiable incidents occur.

If something happens that is not as serious as a notifiable incident or you had a near miss, i.e. something almost happened; you should still let the Council know. This helps the Council identify what went wrong, what can be improved and how we can put in place measures that will prevent anything serious happening in the future.

#### 5.4. HEALTH AND SAFETY REPRESENTATIVE

Council has in place Health and Safety Representatives or HSRs. These HSRs play an important role in representing the health and safety interests of workers in an identified work group, and act as a communication link between the workers they represent and the Council.

They have certain powers and functions which are:

- Represent workers in a work group on work health and safety matters
- Monitor WHS actions taken by the Council
- Investigate WHS complaints from workers of the work group
- Look into anything that might be a risk to the WHS of the workers they represent
- Direct unsafe work to stop when they have a reasonable concern that carrying out the work would expose a worker of their work group to a serious risk
- To issue a Provisional Improvement Notice (PIN) when they reasonably believe a contravention of the *Work Health and Safety Act 2011*



Volunteers belong to the Indoor Work Group which also includes:

- Office
- Libraries
- Pools
- Early Childhood Intervention
- Stores

If you have a health and safety concern, you should always bring it to the attention of your Supervisor or Manager to have it resolved. If the issue is not resolved, or you are unhappy with the outcome, you should contact your Health and Safety Representative who will investigate the issue and make a recommendation.

A list of Health and Safety Representatives, and the Issue Resolution Flowchart is included with these procedures in Appendices 8.1 and 8.2.

## **5.5. INSURANCE**

**(See also Section 4 above)**

Unlike paid workers, volunteers are not covered under Workers Compensation Insurance. Council has in place Personal Accident Insurance to cover volunteers for injuries sustained during the course of voluntary work performed on behalf of Council.

Insurance coverage is only for out of pocket medical expenses, so this includes anything not covered by Medicare or private health insurance.

In addition to the terms and conditions of the policy, there are some notable restrictions which are:

- The volunteer must be a registered volunteer of Council. This means your Manager or the representative of the Committee you work for must notify Council, in writing, that you are a volunteer.
- The activity must be under the control of Council and be an approved activity. For example, if you are a volunteer of the Finley War Memorial Swimming Pool Committee of Management, and decide to do extra activities for another group using the pool, you will not be covered under Personal Accident Insurance if you are involved in an accident and are injured.

The volunteer must be under 90 years of age. Once a volunteer reaches the age of 90, Council's insurance company must be notified. Limited cover will be provided for the volunteer until they reach the age of 95 when coverage will cease

## **5.6. GENERAL WORK HEALTH AND SAFETY INFORMATION**

Whilst Council has volunteers performing a variety of tasks where hazards are specific to the task being performed, the following is some general information that you should be aware of:

### **5.6.1. Personal Protective Equipment**

Depending on the activity you are performing for Council, if you have been issued with Personal Protective Equipment such as:

- Hi-vis vests
- Ear protection
- Sunscreen

This has been provided for your safety and you have an obligation to ensure you wear it.

### 5.6.2. Identify Risks

Before beginning a task, before entering a home, before leaving on a journey – identify the hazards around you and respond appropriately, for example:

- If there is a dog on the premises which you feel unsure about, do not enter;
- If after inspecting plant, equipment or a vehicle and you feel there is a safety concern, report it and do not use it;
- If you feel uneasy about a task you are to undertake, or you feel it is unsafe – do not proceed and report your concerns.



### 5.6.3. Public Protection

Remember your responsibilities to “take reasonable care to ensure you don’t affect the health and safety of others” – this includes your fellow workers, and members of the public. You must ensure that you do not do anything that puts members of the public at risk. Some examples include:

- If you are conducting an activity in the presence of the public and there is a risk of injury, erect safety barriers, signage or cease the activity if the public presence is too close;
- If you are holding an event where you are inviting members of the public, remember you have a responsibility to ensure your event does not put them at risk.

### 5.6.4. Bullying and Harassment

Council has in place a Code of Conduct which promotes the key principles of:

- Integrity
- Leadership
- Selflessness
- Impartiality
- Accountability
- Openness
- Honesty
- Respect

This applies not only to members of the public but to your fellow workers.

Council has a responsibility under the *NSW Work Health and Safety Act 2011* to provide volunteers with a safe and healthy workplace and this extends to preventing bullying and harassment.

As volunteers of the Berrigan Shire Council, you also have a responsibility not to promote or partake in discriminatory, bullying or harassing behaviour. You have a legal and moral duty to treat each other fairly and with respect.

If you feel you are being bullied when volunteering, you should raise the issue with your Supervisor/Manager, your Health and Safety Representative or one of the Contacts listed below.

#### **5.6.5. Contacts**

If you have any questions about the information provided, if you have any work health and safety issues, or if you require further clarification or information, you may discuss the matters with any of the people listed in Appendix 8.2.

## 6. FINANCES AND FINANCIAL MANAGEMENT

Your Committee is given authority to operate by the Council and is subject to the same rules and regulations set out in legislation and elsewhere.

Your committee and its members have a responsibility to ensure public funds are used in the manner for which they were intended and that a clear and full disclosure of your committee's financial activities is available.

### 6.1. ACCOUNTING

Your committee is required to follow the basic principles listed below:

1. Your committee must operate via a cheque account at any branch of a recognised bank or Credit Union. The account must be in the name of your committee.
2. All monies received by your committee must be banked as soon as is practicable.
3. Under no circumstances will your Committee's bank account be overdrawn.
4. Your committee must maintain adequate financial records as per the Council's requirements.
5. Your committee must issue a receipt for all cash and cheques received and keep a duplicate copy.
6. All payments must have documentation supporting the payment – such as a valid invoice or statement.
7. At least two members of your committee must authorise any payment. Authorisers should include the president, the treasurer and at least one other member.
8. All records and books **must** be made available for inspection whenever required. This may be by an external investigating authority (e.g. The Independent Commission against Corruption), the Council's auditor, Councillors, or any authorised officer of Council.
9. Your committee must submit a summary of your committee's financial affairs within 60 days from the end of the financial year – normally in your Annual Return. This must include a statement of income and expenditure and a statement of assets and liabilities.

#### IMPORTANT

Your committee has been established to **benefit** the community and is **accountable** to the community.

As such, any funds raised, received or spent are subject to public scrutiny, just the same as the Council.

10. The Treasurer **must** report a financial report to **every** ordinary meeting of the committee. This must include a statement of all income and expenditure over the period and a bank reconciliation.
11. All payments made by your committee must be in line with the delegation provided to your committee by the Council. In particular, those committees responsible for a community facility must only be spent on the operations of that facility.

## **6.2. CONTROL**

The General Manager has the authority to direct all committees to process their financial records through the Council's financial system if he / she is of the opinion that this is a most appropriate method of recording those financial transactions.

## **6.3. BUDGET REQUESTS AND OPERATIONAL PLAN**

There are a number of sources of funding that the Committee may access.

Council requires the Committee to submit any Budget Request by 1 March each year. This time-frame allows for major expense items to be referred to Council's Budget Review Working Group for consideration and prioritisation within Council's main budget.

Requests for financial assistance from committees are assessed in line with the ***Council's Requests for Donations and Financial Assistance Policy***.

All Budget Requests should be forwarded to the General Manager.

### **6.3.1. Budget request considerations**

#### ***Community Assistance Applications ("One Third" Grants)***

Your committee may request a grant from the Council to assist in the delivery of new infrastructure or equipment. This may take the form of a grant, a loan or combination of both.

Under the Council's Requests for Donations and Financial Assistance Policy, your committee can request a loan from the Council to assist with the delivery of a major project. The loan is provided at a discounted interest rate and repayable over a three to five year period.

The loan is generally provided under a "one third" scheme – i.e. one third of the total cost of the project is put up by the committee, one third is made available as a grant by the Council and the final third is provided as a loan.

### ***Other Grant Applications***

Source funds can be obtained from other government agencies or trusts, e.g. NSW Sport & Recreation, and other applicable grant funding.

You must inform the Council of any external grants for which you intend to apply.

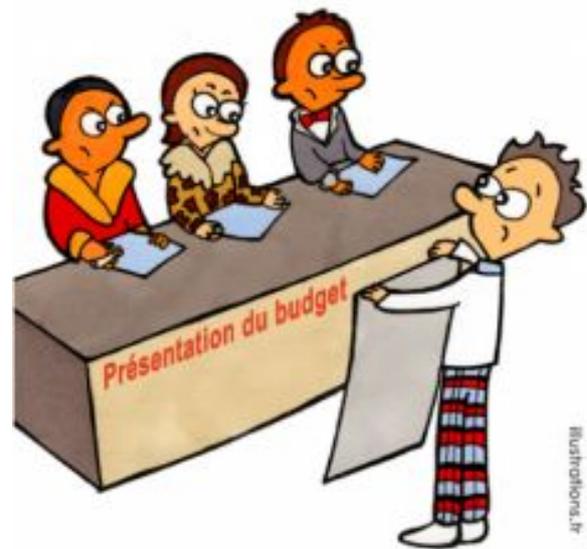
### ***Requests from Council's Budget***

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

Prioritise and list all the maintenance items that are required at the facility. These may include large and small items, e.g. new gutters, external painting of hall, new door locks.

### ***Benefit to Facility, Community or Committee***

State how the facility, community or Committee will benefit from the project. This should reflect the the Committee's delegation.



### ***Estimated Cost of Project***

A quote (or reliable estimate) must be submitted with the budget request.

### ***Amount of Committee Contribution and/or Other Grant Funds***

Council looks favourably on those Committees that contribute funds towards a project. Council looks for a partnership in major projects rather than fully funding the project.

The committee may contribute funds that it has raised or it may seek grant funds from outside sources if the project is one of major expense.

## **6.4. FINANCIAL MANAGEMENT PRINCIPLES**

Your committee is subject to the same standards of financial accountability as Council, and it is therefore important your Committee manage its finances well. All funds and assets held by your Committee belong to Council. Your Committee is responsible for its care, control and management.

Committees who handle public funds, on behalf of Council, must comply with the following procedures, which will assist to keep proper records and guide them through the day-to-day transactions.

Keeping proper records calls for attention to detail more than ability to add up. If proper records are taken at the time money is paid or received, keeping the books should only require one or two hours work a month.

Overall responsibility for bookkeeping falls on the Treasurer, who should be someone who will keep the records up to date. The actual work is not hard, and this Manual aims to make it easier. But remember – there are no short-cuts, because your Committee must always be able to say where its money went.

#### **6.4.1. Things You Need**

Your Committee should open a cheque account at a local financial institution and operate the daily transactions from it.

To record its financial transactions, each Committee should maintain and keep the following records for five years:

1. Tax Compliant Receipt Book
2. Cash Book
3. Cheque Book\*
4. Petty Cash Book
5. Bank Deposit Book
6. Banks Statement Folder
7. Cheque Payment Form Folder

These books are your tools of trade for keeping accounts. Each is simple to fill in, because it has a specific purpose. The next sections show you how to handle money and use these Financial Records.

\* Subject to meeting the obligation to have two signatories/authorisers, committees may use “online” banking systems to pay accounts – in conjunction with, or instead of, cheques.

#### **6.4.2. Delegation of Authority**

Your committee should, following a formal resolution at a committee meeting, open a bank account at a local bank or building society branch.

The authorisers/signatories of the account should include the president, the treasurer and at least one other member. Each payment must be approved by two signatories/authorisers. – i.e. two signatures on a cheque.

All payments must be endorsed by your Committee and recorded in your meeting minutes. This is most simply done by receiving and accepting the Treasurer’ Report, which is described later.

### 6.4.3. Principles to Follow

Your Committee should keep financial records in accordance with this Manual.

Council's financial year is from 1 July to 30 June – and this applies to your committee as well.

Your annual accounts will need to be completed and submitted to Council by 31 August each year following their adoption at a Committee meeting, if necessary, called to adopt the accounts. This will enable Council to incorporate the Committee's accounts into Council's accounts as required under the Local Government Act 1993, should these amounts be material in nature.

Your committee must provide the Council with a list of all bank accounts, term deposits and other cash holding as at 30 June each year – including balances.

## 6.5. RECEIVING MONEY

### 6.5.1. What to do

To receive and account for money such as payments for hire of the facility, you will need a Cash Tin for security purposes, as well as a Receipt Book and a Deposit Book for your bank account.

The procedure is simple:

1. Take cash or cheques – ensure the amount is correct;
2. Write a receipt in the receipt book – don't forget to include GST details;
3. Place the money in the cash tin;
4. Bank all receipted money promptly.

### 6.5.2. Banking

As soon as possible after the money is received and receipted, bank the money. Ensure you then write up the Cash Book, add up the amount in the Cash Book and make sure this is equal to the amount receipted and banked. All income (cash and cheques) must be banked in the form in which it is received. **Payments are not permitted to be made from cash receipts held awaiting banking.**

On the butt in the Deposit Book write the amount, the date of banking, and the Receipt Numbers for the money (e.g. Nos 491-507).

In the Cash Book, write the amount banked in the banked column of the Receipts page, beside the last entry. This amount should equal the total of the receipts entered since the last banking amount was entered.

### 6.5.3. Issuing receipts

Receipts in duplicate (use carbon paper if needed) must be written in ink or indelible pencil for all income as it is received, irrespective of its source. Receipts must show:

- a) Date of receipt;
- b) Name and address of person from whom payment is received;
- c) Total amount received in words and figures and whether as cash or cheque, and must show all GST details;
- d) The reason or particulars for which the receipt was issued;
- e) Signature of (authorised) person receiving the payment; and
- f) Council's name and ABN.

Only the original copy of the receipt is given out. The second copy is to remain fixed in the book for audit purposes. Receipts are issued and entered into the cash book in chronological order.

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

Change **cannot** be given for cheques received. Immediately upon receipt, cheques should be crossed and marked "Not Negotiable".



## 6.6. MAKING PAYMENTS AND RECEIPTS

### 6.6.1. Making Cheque Payments

The Committee must pay bills only by cheque (or EFT where appropriate dual authorisation is in place). The procedure for cheque payment is as follows:

- a) The **invoice**, bill or receipt for reimbursement is received by the Treasurer.
- b) The Treasurer is to make sure the amount is correct, payable, and supported by a valid Tax invoice.
- c) The Payment is **authorised** by a Management Committee meeting.
- d) The Payment and the supporting documents (e.g. invoice) are **stored** in a ring-folder or attached in a file (not kept loose) and must be kept for seven years.

- e) The **cheque** is written, signed by two signatories, and sent (with an appropriate note if necessary). The date, amount, purpose and payee of the cheque payment should be recorded on the cheque butt.
- f) Payments are recorded regularly in the **Cash Book**.

All payments of twenty (\$20) dollars and over shall be made by cheque and receipts for payments obtained and kept. Smaller payments may be made from Petty Cash.

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

### **6.6.2. Petty Cash Procedures**

A Petty Cash float is useful if you need to have small amounts of money available for minor purchases or expenses, or for initial change at a function.

To have a Petty Cash float you will need a **Petty Cash Book**, a **Petty Cash Receipt Book** and a **Petty Cash Tin** (do not use the Receipts Tin or the Receipts Book, as the money may get confused).

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

For security reasons, it is recommended that the Float be less than \$100.00.

#### *Spending Petty Cash*

To purchase something out of petty cash, you can either take the money from the petty cash tin and pay for the item, or pay for it yourself and be reimbursed from petty cash.

In either case, the petty cash voucher and attached docket must be marked “Paid”. Any payment over \$20 will be made by cheque. Generally, petty cash claims are for minor expenses only.

Petty cash vouchers are to be numbered consecutively as each petty cash claim is made. The details are then recorded in the Petty Cash Book and must include a column for GST.

### *Giving Change*

Sometimes it is sensible to use Petty Cash for giving change, say when selling tickets at the door of a function. In these cases, it is also sensible to count the petty cash before taking any money, just to make sure it balances.

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

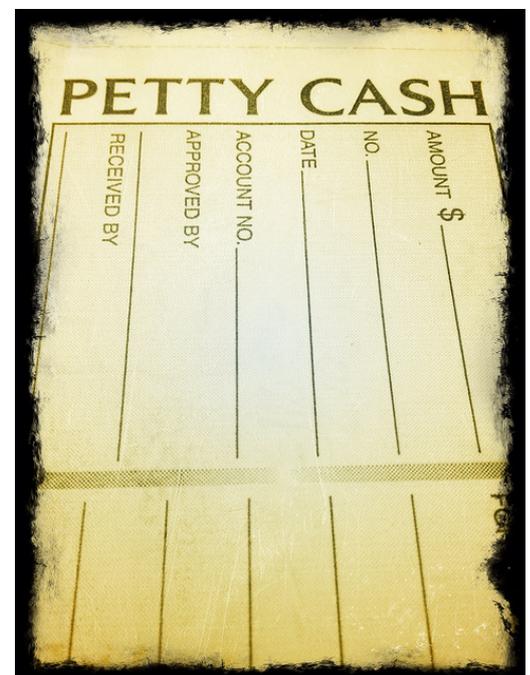
Alternatively, the Management Committee may resolve to establish a separate Petty Cash float for a particular function. In this case, the whole amount in the function's Petty Cash Tin is banked and recorded in the Cash Book, and the Petty Cash closed.

### *Petty Cash Accounting*

The Petty Cash float can be maintained so that the float is reimbursed at regular intervals to "top it up" to the maximum approved amount, by the drawing of a cash cheque on the bank account. The reimbursement of Petty Cash can be done on a regular basis or when the amount left falls too low (say \$10.00).

Petty Cash should be balanced at least monthly or at a time of reimbursement. This involves writing each Petty Cash Voucher into the Petty Cash Book, which records in five columns the date and number of the Petty Cash Voucher, the purpose of the payment, the amount and the balance remaining in Petty Cash. The balance is calculated by subtracting the amount spent from the amount to start with. Make sure that the final balance is the same as the amount remaining in the Petty Cash tin.

When the Petty Cash float is to be reimbursed, a cheque is drawn using the Cheque Payment Voucher and attaching to this the petty cash vouchers that are being reimbursed. The cheque details will be recorded in the Cash Book and presented to the Management Committee for endorsement along with other cheques. The cheque is then cashed and put into the Petty Cash Tin.



## 6.7. KEEPING THE CASH BOOK

### 6.7.1. Description

The cash book is used to record the Committee's receipts and payments of money. A cash book consists of pages ruled into columns. On one page you write down details of your Committee's income (receipts of money), and on the next you write down payment details, every month you rule across after the last entry, add up how much you have paid and received, and check that this tallies with the bank statement.

On the **Receipts** page, the columns are required for:

- date
- source of funds
- receipt number
- amount received
- date of banking

plus columns for frequent sources of funds, such as donations, interest, received amounts and a column specifically for GST collected.

For facility hire, have columns for:

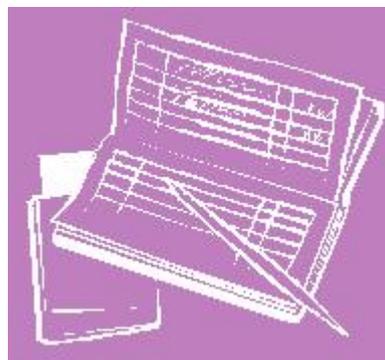
- date the facility was used
- amount paid for facility hire (excluding GST)
- amount paid as damage deposit (bond) (excluding GST)

On the **Expenditure** pages of the cash book, the columns to use are for:

- date
- payee's name
- cheque number
- amount paid

plus columns for the main uses for funds, such as deposits forfeited, facility cleaning, purchases of equipment, GST payable and so on.

A "Sundries" column on both the Income and Expenditure pages would contain all income or expenditure not listed in specific columns and of a minor or irregular nature.



### **6.7.2. Using the Cash Book**

Every time the Committee receives or pays money, the Treasurer records the date, source, amount, and receipt/cheque number in the Cash Book. It is best not to let too many transactions accumulate before writing them up in the Cash Book.

- Receipts and payments are entered consecutively in date and receipt number/cheque number order in the appropriate page of the cash book.
- One entry is written on each line, filling the relevant columns.
- The total amount of the income or payment is entered in the Total Amount Column.
- In the column(s) for the type of income or payment enter amounts exclusive of GST, GST is written in GST column.
- For example, a receipt of \$215 being \$150 hiring fee and \$50 bond deposit for hall and \$20 for GST would show \$215 in the Total column, \$150 in the Facility Hire Column, \$50 in the Facility Bond Deposit Column and \$15 in the GST column.
- If an incorrect entry is written in the cash book, it is neatly ruled through and initialled before writing the correct entry. "Liquid Paper" correction fluids or strips should not be used to alter an incorrect entry.

It is suggested that a new page be started in the cash book for each month, unless there are very few entries. To do this, rule off under the month; add up the columns and over a new page start the next month with the first entry in each page being the balance (column table) brought forward from the previous month.

### **6.7.3. Recording of Deposits or Bond Moneys**

In the Cash Book, deposits or bond moneys received (such as indemnity deposits, hire deposits) are recorded in the receipts side of the cash book in Facility Bond Deposits column. This money is to be banked.

When a deposit is refunded (by cheque), the amount paid is shown under the Facility Refunds column in the payment section of the Cash Book.

Special rules apply to deposits made as a security for the performance of an obligation. These are called security deposits/bonds. Normally these deposits are returned once the obligations are performed and no GST is applicable. However, if the deposit is forfeited it is treated as if it was part of the supply. Hence GST is payable on the amount forfeited. A bond register must be maintained to record the movements of deposits received and refunded. Any forfeited deposits should be highlighted within the register and appropriate GST noted in the move records.

If a hirer leaves the facility in an unclean or damaged condition, a portion of the deposit may be forfeited and retained by the Committee. The amount forfeited must include an allowance for GST under the taxable supply rules applicable to upkeep the facility as a result of a function.

The payment entry in the Cash Book would be written up to show the deposit was refunded but a portion was taken in income, as follows:

- a) The amount of the drawn cheque (that is the actual refund) is shown in the Amount column.
- b) The total amount of the deposit paid is shown in the deposits refunds column.
- c) The amount forfeited is shown in the forfeited deposits column in brackets ( ) indicate that this amount is to be treated as additional income (exclusive of GST).
- d) GST is applicable to forfeited amount.

The Cash Book also provides for a separate page where deposits for the hire of the facility should be required.

Then write "R" (for Refunded) beside Receipt entry for the deposit to indicate that the deposit was refunded. It is often helpful to write the number of the refund cheque as a cross reference. When writing the refund cheque details in the Cash Book on the cheque butt, it is helpful to note the receipt number of the deposit being refunded. It is also good internal control to note on the receipt that a refund (full or partial) has been issued.



These notations and cross referencing help to identify outstanding deposits when compiling a list of deposits still held at any specified time and especially at the end of the financial year.

The details or refunds for damage (indemnity) deposits should be noted in the Booking Diary.

The deposit book should list each individual cheque being deposited, cash in total and must have a summary of each day's deposits from the cash listed in the Deposit Book to add up to the total deposit.

#### 6.7.4. Bank Reconciliations

At the end of each month, the Committee will obtain a Bank Statement for each of the accounts under its control and reconcile this with the Cash Book. All Bank Statements are to be retained. A bank reconciliation is really quite simple to do. It involves calculating from the Cash Book how much money you ought to have, and seeing if this is the same as the amount you do have. The steps are these:

##### *Prepare*

3. **Mark** in the Cash Book all cheque payments and banking which are shown in the Bank Statement as having been made. Check the amounts are the same.
4. **Enter** into the Cash Book any entries on the Bank Statement which are not already recorded – payments are likely to be bank charges for the month, and deposits are likely to be interest.
5. **Rule off** the Cash Book under the last entry (for both receipts and payments), and add up the amount received and paid since you last ruled off. Make sure that the total of the amounts column equals the total of the other columns.

##### *Calculate*

6. **Write** down the amount in the bank at the time of the last reconciliation (generally the amount at the beginning of the month).
7. **Add** the total amount of money received (according to the Cash Book) since the last reconciliation.
8. **Subtract** the total amount paid (according to the Cash Book).
9. **Add** the total amount for unpresented cheques and **subtract** the total of any unbanked receipts in the Cash Book (the last banked amount should be recorded in the Banking column, and all receipts after that should not yet have been banked).
10. **Check** that the amount you have calculated is the same as the amount on the bottom of your Bank Statement. If not, repeat this process.

### 6.8. REPORTS

#### 6.8.1. Treasurer's Report

The Committee's Treasurer will prepare a Treasurer's Report for presentation at each Management Committee meeting.

The report should inform other Committee Members of the receipts and payments since the last report and **MUST** include a Bank Reconciliation. A copy must be forwarded, with the Minutes, to the Council following each quarter for GST reporting by Council.

## **6.9. ANNUAL FINANCIAL STATEMENTS**

### **6.9.1. Annual Statements**

#### *The Income Statement*

The income and expenditure statement shows how much the Committee received during the year, how much it paid out, and whether there was a surplus or deficit.

#### *The Statement of Financial Position*

The Statement of Financial Position essentially shows the financial worth of the Management Committee. Assets, liabilities and accumulated funds are separately disclosed – the net worth is the accumulated funds, that is, the assets less the liabilities. For most committees the only assets held will be cash, bank deposits and unpaid debtor accounts, while liabilities will consist of unpaid creditor accounts and any outstanding loans due to Council.

Monies received by Committees, such as bond deposits on the hire of the centre, should be treated at year end as a sundry creditor since the monies will be repaid to the hirer upon satisfactory completion of the hiring terms.

### **6.9.2. Closing off the Books**

Immediately before the close of the financial year (30 June), the Treasurer will pay all outstanding bills and try to collect any outstanding monies. In early July, a bank reconciliation shall be done and an initial financial statement prepared by the Treasurer.

This financial statement should summarise the receipts and payments for the year using the headings on the columns in the Cash Book. The easiest way of doing this is to use pages at the back of the Cash Book to record the monthly totals of receipts and payments under the same headings used on the monthly pages. At the end of the year, simply add up the total for the twelve months for each column, and write these totals in a list.

Having written up the year's totals for receipts and payments, prepare a bank reconciliation for the year. This follows the same procedure described previously, except that the starting balance is the amount in the bank on 1 July, and the final balance is the amount at 30 June.

## 6.10. GOODS AND SERVICES TAX (GST)

Council's ABN is **53 900 833 102**

### 6.10.1. Introduction

GST is a tax of 10 per cent on the supply of most goods, services and anything else consumed in Australia. These are defined as taxable supplies. There are other types of supplies that are not subject to GST. These are GST free supplies (e.g. fresh food, education, rates, childcare, etc.) and input taxed supplies (e.g. financial transactions and exports).

GST is a Federal Government initiative and Council has to ensure all of the guidelines are followed. If the guidelines aren't followed, Council runs the risk of being fined or not being able to claim all the GST it has paid. Council will be audited for compliance.

### 6.10.2. Income

Most sources of income for your committee will attract GST. This includes where your committee supplies goods or services, hire charges, entry fees, raffle sales or other receipts.

Funds received by your Committee from Council will not include any GST as these are considered internal transactions, e.g. when you Committee is provided with a grant from the Council etc. the amount paid to the Committee will not include GST.

Please note that when prices are displayed to end use customers they should be GST inclusive. In other words, consumers should know the selling price of a good or service before purchasing it.

The GST charged on an item should be:

1. 10% of the amount your committee wishes to receive, and also
2. 1/11<sup>th</sup> of the GST inclusive price.

**Example:** Your committee has determined that venue hire should be charged at **\$200 + GST**. The GST component is then **10% of \$200 = \$20**. Adding this to the price determined by the Committee gives the **GST inclusive price of \$220**. Dividing the GST inclusive price of \$220 by 11 gives you the **GST amount of \$20** as determined earlier.

### IMPORTANT

Legally, your committee is part of the Council. As such your committee is part of a GST reporting entity.

Your committee must charge GST on all applicable transactions and provide the Council with enough information to allow it to lodge a GST return on your behalf.

Your quarterly GST returns need to be submitted on time in order for the Council to meet its obligations under the law.

### 6.10.3. Expenditure

In general, all expenditure will incur GST provided the supplier is registered for GST. If GST is charged and the total amount is over \$100, a tax invoice is required from the supplier. Without a tax invoice the Council is unable to claim the GST component in its BAS.

It should be noted that if you are dealing with suppliers that do not have an Australian Business Number (ABN), you will need to withhold 48.5% withholding tax for Council to remit to the Australian Tax Office. Therefore, Council encourages the Committee to only deal with suppliers that have an ABN and are registered for GST.

When obtaining quotes from contractors, you should insist that the quote states whether the price includes GST or not.

The Committee must pay the total amount on a tax invoice to its supplier/contractor and then claim the GST back on its quarterly GST Return to Council.

To work out how much GST is included in the price of something you have bought; divide the total price by 11. Some invoices will list the amount of GST payable as a separate item.

**Example:** Your committee has paid a bill totalling **\$550 including GST**. The GST able to be claimed back on that invoice is determined by dividing \$550 by 11 = **\$50 GST**.

### 6.10.4. GST Summary Return

The Committee's monthly GST Summary Return at Appendix 9M must be submitted to Council's Finance Officer within five days following the end of the quarter even if the return is a nil return. The monthly GST Summary Return should include a copy of the Cash Receipts and Cash Payments for the quarter and a GST Summary.

Please ensure that every financial transaction for the month is included on the GST Summary Return, e.g. bank fees, bank interest, petty cash payments, payments from Council.

If the Committee is required to remit GST to the Australian Tax Office, you must forward your payment to Council with the Committee's quarterly GST return. The cheque is to be made payable to the Berrigan Shire Council.

If the Committee is entitled to a GST refund, the Council will forward the refund following the receipt of your quarterly GST return.

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

### 6.10.5. Donations

GST does not apply to donations. However, this is only the case if **the donation is totally unconditional** – i.e. the committee is not providing a service in return for the donation. If the donation is related to a specific purpose, service or condition, GST is applicable and a tax invoice including an ABN is required.

**Note:** Your Committee is not permitted to donate or lend funds to non-Council bodies without Council’s express consent in writing, to be sought in writing prior to any donation taking place.

### 6.10.6. Record Keeping

#### *Income*

All income must be recorded in the Cash Receipt Book. The income amounts must be posted in the income analysis columns net of GST, and GST charged /collected must be posted in the GST column.

Copies of tax invoices/receipts issued must be filed in chronological order for ease of reference and audit purposes. They must be kept for seven years by the committee or with Council.

#### *Expenditure*

All expenditures must be recorded in the Cash Payment Book. The expenditure amounts must be posted in the expenditure analysis columns net of GST, and GST payable on the supply must be posted in the GST column.

All taxable supply payments must be supported by valid tax invoices to enable the committee to recoup input tax credits.

All payment vouchers must be filed in chronological order for ease of reference and audit purposes. They must be kept for five years by the committee or with Council.

#### **IMPORTANT**

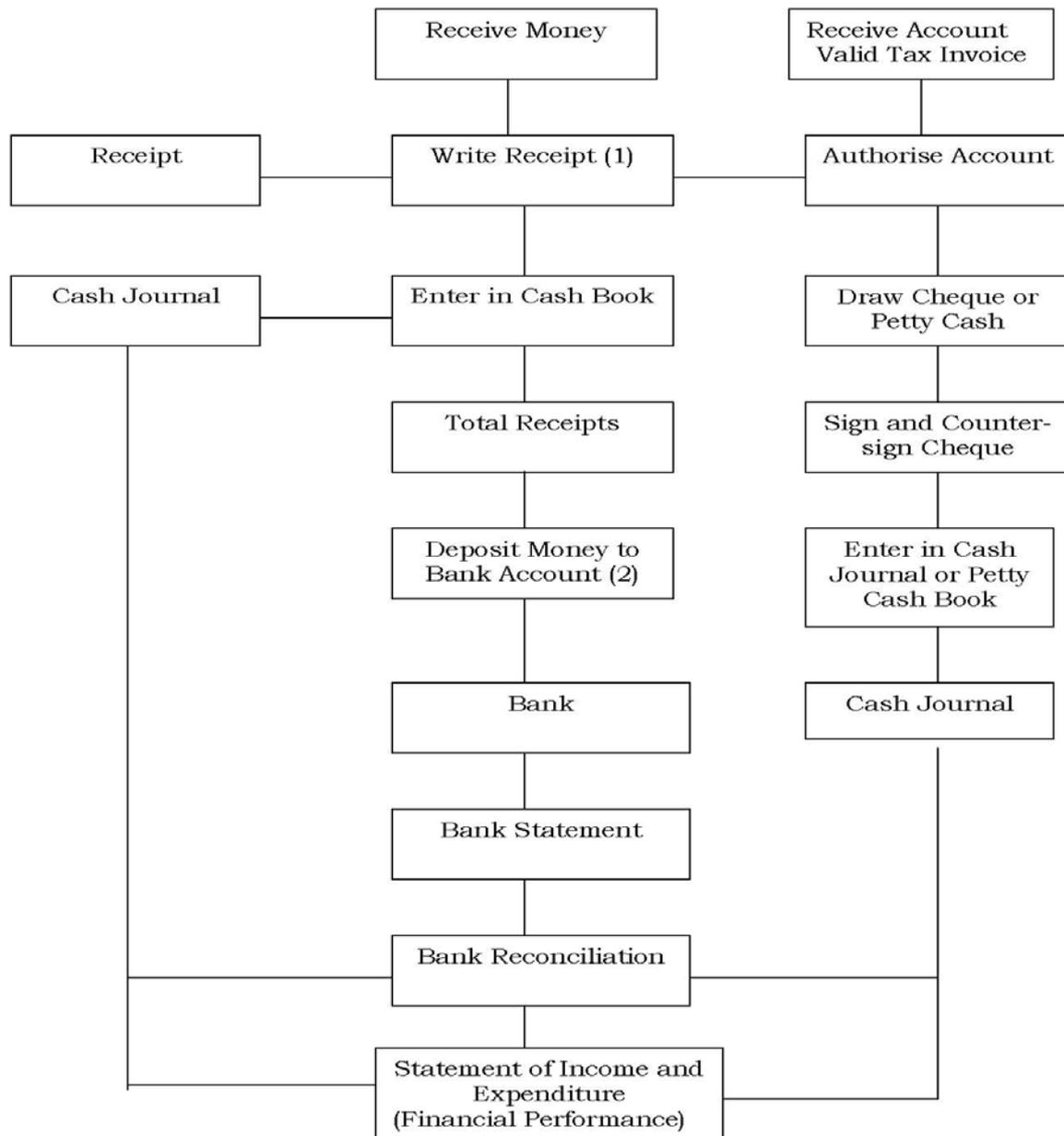
Valid tax invoice/receipt must be issued for all supplies of goods and services. They must include the following:

- a. Berrigan Shire Council’s ABN 53 900 833 102
- b. The words “tax invoice” stated prominently.
- c. The date of issue of the tax invoice/receipt.
- d. The name of the recipient of supplies/service.
- e. Brief description of things supplied and services rendered.
- f. A statement showing the GST amount or statement that price includes GST where GST is payable is exactly 1/11 of the total price

## Petty Cash

All Petty Cash docketts that have a GST component must have supporting tax invoices and filed with reimbursement payment voucher.

### FINANCIAL FLOW CHART



- 1) Receipt should show details of split up of Funds Received, that is, amount for hire fees, bond, insurance etc. should be itemised on the receipt. Receipt should be written as soon as funds are received and original given to payer. Compliance to GST is required.
- 2) Money received should be banked as soon as possible after receipt, that is, preferably on the same day or at least weekly.

## 7. COUNCIL POLICIES AND OTHER ISSUES

### 7.1. PURCHASING

Your committee has the right to purchase goods and services as it needs to perform its delegated functions. That said, your committee still needs to follow some basic rules when purchasing and should always remember that it is spending money on behalf of the community.

Some things to consider when purchasing goods and services for your committee:

1. Other than for very minor items (under \$500), you should get quotes.
2. If you are purchasing something over \$10,000, you **must** speak to the Council first – to ensure that the correct process is followed.
3. As the Council is registered for GST, you are entitled to claim back the GST from any purchase made.
4. Keep adequate records of your purchase – including quotes, invoices, delivery dockets etc.
5. Ensure suppliers meet the Council’s insurance and qualification requirements as per section 4.4 above.

You must also consider whether you have a conflict of interest when purchasing goods from your committee members and their friends and family and if so, take steps to deal with that conflict.

It may be useful to consider how your choice of supplier would look to an uninvolved member of the public.

### 7.2. LEGAL ISSUES

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

Your committee – and its members – should understand they are ultimately accountable to the Council, as the duly elected representatives of the community, for the operation of their facility. Council delegated its authority to the committee to act on Council’s behalf and Council can withdraw this delegation if it deemed it to be necessary.

Any advice on legal matters is to be obtained via the Council. Any legal dispute or issue relating to your committee is to be referred to the Council immediately.

### **7.2.1. Records of Committee**

Most of the records of Council Committees should be kept for 5 years at a minimum.

In particular the committee needs to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases.

### **7.3. PECUNIARY INTERESTS**

The members of your committee need to be aware of their obligation to manage their conflicts of interest – especially their pecuniary interests – when making decisions on behalf of the Council.

A pecuniary interest may be defined as an interest that you have in a matter because of the reasonable likelihood or expectation of an appreciable financial gain or loss for you or an associated person. This interest may be as a result of your membership or employment with a company or other body. Associated people may include your spouse, your family, your business partner or other close associate.

The onus is on you to manage your pecuniary conflicts of interest. When managing your pecuniary conflict of interest, you should always uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

#### **7.3.1. Disclosure of Pecuniary Interests**

If you determine:

1. you have a pecuniary interest in a matter being considered or about to be considered; or
2. your interest appears to raise a conflict with the proper performance of your duties with regard to that matter

You must disclose the nature of that interest as soon as possible. That disclosure must be noted in the minutes of your committee meeting

**With respect to the matter** with which you have disclosed the nature of your interest, you must not:

1. be present during any deliberation of the committee; and
2. take part in decision making.

## 7.4. ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY

### 7.4.1. Definitions

**Equal Employment Opportunity (EEO)** means equitable access to jobs and benefits and services for all employees including volunteers. The aim of EEO is to ensure fair and equitable outcomes in all areas of employment which relate to recruitment, selection, access to information, supervision and management. Specifically this means:

- Fair practices in the workplace;
- Management decisions being made without bias;
- Recognition and respect for the social and cultural backgrounds of all staff and customers;
- Employment practices which produce staff satisfaction, commitment to the job and delivery of quality services on behalf of Council;
- Improving productivity by guaranteeing that:
  - Skilled staff are retained
  - Training and development are linked to volunteer needs and needs of the public; and
  - The workplace is efficient and free from harassment and discrimination.

**Discrimination** means being treated less favourably and unfairly.

The *Anti-Discrimination Act 1977* (NSW) is designed to promote equality of opportunity for all people. Under the Act, it is illegal to discriminate on the grounds of:

- sex;
- pregnancy;
- marital status;
- physical or intellectual impairment;
- homosexuality (male or female, actual or presumed);
- race, colour, ethnic or ethno-religious background;
- age (but only in relation to compulsory retirement).

**Sexual Harassment** is also illegal under this act:

- *Racial Discrimination Act 1975*;
- *Sex Discrimination Act 1984*;
- *Human Rights and Equal Opportunity Commission Act 1986*;
- *Affirmative Action (Equal Opportunity for Women) Act 1986*;
- *Disability Discrimination Act 1992*.

### **Direct Discrimination**

Discrimination or unfair treatment may be direct or indirect. *Direct discrimination* is when the discrimination is specifically directed to an individual or group and is obvious. For example, a person is refused a job as a volunteer or denied access to your facility simply because of religious belief (or any of the grounds listed under *Discrimination*).

### **Indirect Discrimination**

*Indirect discrimination* occurs when requirements (selection criteria, for example), practices or policies which seem neutral have an effect which actually results in disadvantaging a particular group of people. It is usually not obvious and can be unintentional. **For example,**

A committee is holding an open day and has advertised for volunteers to operate some stalls, providing information to people. A position description has been designed which says the person needs to be able to stand for their shift. A potential volunteer calls to find out more about this position. During the phone call, the person indicates they would need to sit for the shift due to an injury to their back. The coordinator explains that the position description says they need to stand for the shift, so perhaps they need to look at another position instead.

This would exclude some people who want to volunteer, but are not able to stand for a long time. This is indirect discrimination. Why? Because whether the volunteer sits or stands does not affect the volunteers' capacity to undertake the inherent requirements of the work. Also, chairs can be provided without impacting greatly on the committee.



Both direct and indirect discrimination are against the law. The anti-discrimination laws cover both your employment practices and the way in which your services/programs or facilities are provided.

#### **7.4.2. Putting into practice in the Volunteer Workplace**

In the capacity of a volunteer, and as a volunteer workplace of the Berrigan Shire Council, discrimination, bullying and harassment are never tolerated. All employees, volunteers, contractors and members of our community have the right to be treated fairly and in a non-discriminatory manner.

It is imperative that volunteer members of Committees are aware of Council's policies and the procedures for reporting discriminatory, bullying or harassing behaviour.

### 7.4.3. Reporting

All workers are encouraged to report any instances of discriminatory, bullying or harassing behaviour. The reporting process is outlined in the *Discrimination, Bullying and Harassment Policy*.

## 7.5. SOCIAL MEDIA

Your committee is encouraged to use social media platforms like Facebook and Instagram to communicate with your members and to publicise your activities to the wider public. Social media can be a powerful tool to promote your committee and recruit and retain your volunteers. As with all tools, however, there are some pitfalls. To manage these, the Council has developed a policy around the use of social media which applies to your committee.

If your committee established social media accounts, it must advise the Council of their existence so the Council can monitor their content.

Your committee's accounts are bound by the Council's policy and your volunteers responsible for your accounts are bound by the Council's Code of Conduct.

Your social media accounts **must include a disclaimer** clearly stating that the views expressed are not necessarily the views or the position of the Council.

Your committee does not require authorisation from the Council for each individual post. However, the Council may direct your committee to remove inappropriate content or in the case of continual breach of this policy, require that your committee close and delete the account.



When the Council is informed about inappropriate, offensive or otherwise objectionable material posted on your committee's sites, it must take timely and appropriate action to rectify the issue.

## 7.6. NAMING OF COUNCIL FACILITIES

While your committee will generally have broad discretion to manage your facility, you are required to seek the permission of the Council if you wish to name or rename all or part of your facility.

The Council will assess your request following its Naming of Community Facilities and Open Space Policy.

The purpose of the policy is to ensure:

- A consistent process is followed when naming Council controlled community facilities and open space
- Names chosen for Council-controlled community facilities and open space are appropriate and enjoy community support
- All parties involved in naming relevant facilities understand the Council's process.
- Recognition of places and people with historic, scenic and/or cultural significance.
- The names of relevant facilities and the rationales behind the naming are recorded and stored for future reference.

Requests for naming or renaming a facility must be submitted to the Council in writing and include sufficient information on the name and its link to the facility to allow the Council to make a decision.

Council officers will consult with relevant parties in a discreet fashion about the proposed name and prepare a report for the Council. If the facility is proposed to be named after a living person, the Council will require that person's express approval. Before a deceased person's name is proposed for naming, the deceased person's next of kin or appropriate relative will be consulted where practicable.

The Council will not approve naming facilities after sponsors; however individual rooms and features may be informally named as such by user bodies on a temporary basis.

### **7.7. CAPITAL WORKS ON COUNCIL FACILITIES**

Your committee is encouraged to take responsibility for the maintenance and operation of your facility directly. The Council will provide advice and assistance where required but your committee are expected to be able to handle routine maintenance and repairs through its own resources. This may include arranging and paying for minor plumbing and electrical repairs, fixing broken windows or arranging working bees to tidy gardens, playgrounds and the like.

However, the Council does have a role to play with larger projects at your facility. The Capital Works on Community Facilities Policy is designed to provide guidance to the Council and your committee about the various responsibilities when undertaking larger projects.

The purpose of this policy is to ensure:

- Projects are properly managed and completed.
- Risks involved in these projects are identified and managed
- All parties understand their role in the project
- User bodies do not by-pass Committees of Management and deal directly with the Council
- Funding agreements are honoured and acquitted in line with any legal requirements
- Assets created are appropriately recorded and recognised.

This policy places the responsibility on the Council to effectively manage and deliver the project and to address any failures encountered. The Council will manage the required works as Project Manager and will make all payments to contractors and suppliers. The Council will take on this role whether or not Council funds are being used.



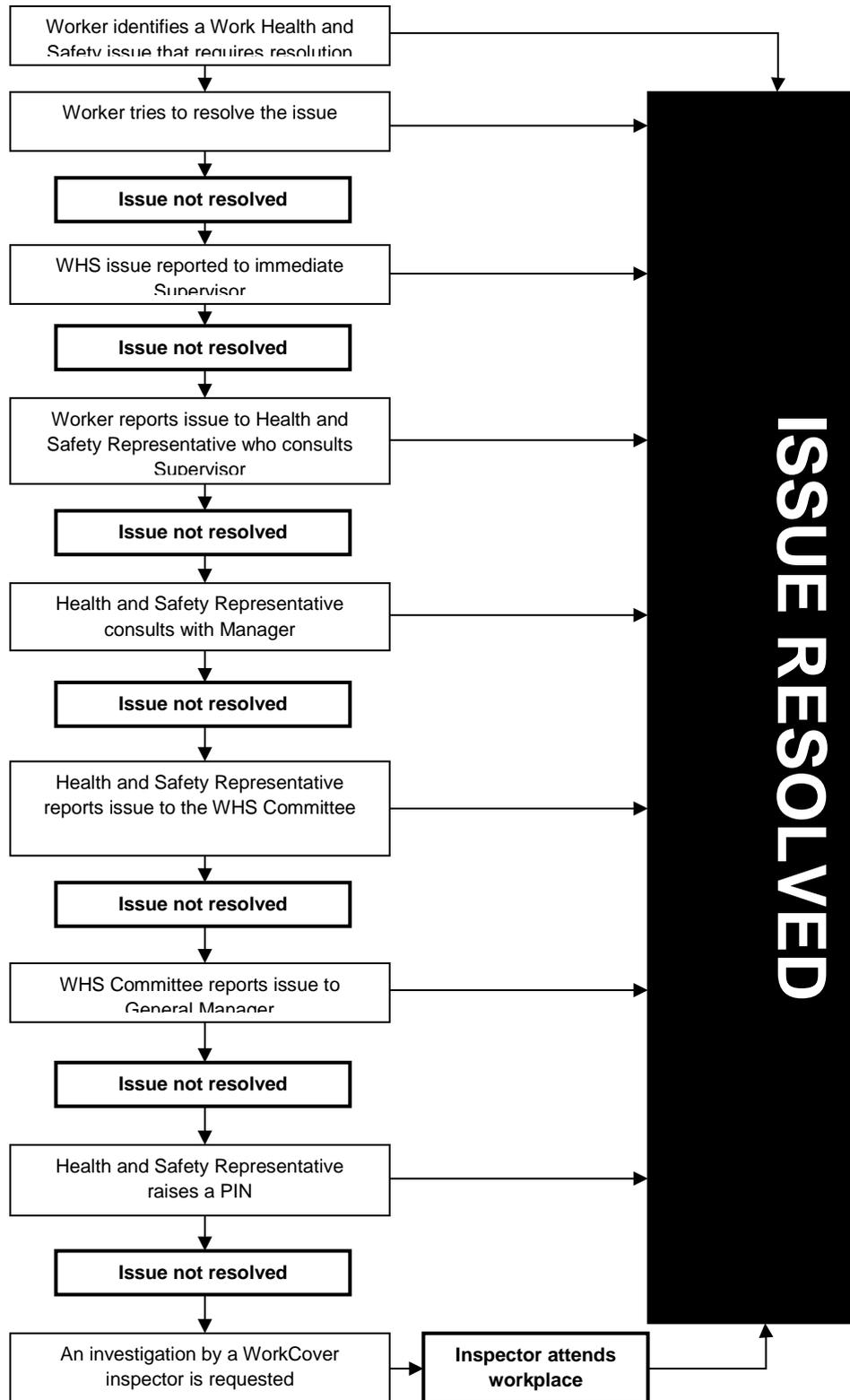
Projects undertaken at Council venues vary in their size and complexity and there is no hard and fast rule to determine what is a capital project and/or a larger maintenance project.

As a guide, a project cost of \$10,000 may be used as a rough benchmark but committees should contact the Council before starting any significant project.

Because of the wide range of projects completed on lands controlled by Committees of Management, the Council may consider exceptions to this policy. In this case, contact should be made with the Council so that this can be clarified and resolved without necessarily excluding a valuable project.

## 8. APPENDICES

### 8.1. WORK HEALTH AND SAFETY ISSUE FLOWCHART



## 8.2. WORK HEALTH AND SAFETY CONTACTS

Name	Title	Contact Number
Susie Escott	HSR - Volunteer	5888 5100
Michelle Koopman	Enterprise Risk Manager	5888 5100 0418 466 720
Matthew Hansen	Director Corporate Services	5888 5100 0427 635 396
Rowan Perkins	General Manager	5888 5100 0407 344 848

### **8.3. OTHER FORMS**

1. BSC021: Committee of Management Registration and Return (Annual Report)
2. GOV002: Volunteer Register
3. GOV003: Volunteer Application and Agreement.
4. GOV005: Volunteer Induction.
5. GOV006: Volunteer Committee WHS Risk Assessment.
6. GOV021: Investigation Report
7. GOV025: Police Incident Report
8. GOV026: Police Information Form.



# COMMITTEE of MANAGEMENT Registration & Return

COMMITTEE of MANAGEMENT of \_\_\_\_\_

Date of AGM \_\_\_\_\_

PRESIDENT:

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

VICE PRESIDENT  
(If applicable)

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

SECRETARY:

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

TREASURER:

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

COMMITTEE:

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**COMMITTEE of MANAGEMENT of \_\_\_\_\_**

Bank balance per bank statement 30/06/.....	<b>A</b>	\$
Add outstanding deposits	<b>B</b>	\$
Less unpresented cheques	<b>C</b>	\$
Balance of funds available as at 30/06/.....	(A+B+C)	\$
Investments (Term Deposits) as at 30/06/.....		\$

BANK DETAILS - Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Please list all the Committee accounts, including Term Deposits (use separate sheet if required).

Title of Account: \_\_\_\_\_

Account # \_\_\_\_\_

Title of Account: \_\_\_\_\_

Account # \_\_\_\_\_

BANK DETAILS - Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Title of Account: \_\_\_\_\_

Account # \_\_\_\_\_

Title of Account: \_\_\_\_\_

Account # \_\_\_\_\_

Signature/s: \_\_\_\_\_

President

Secretary

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998*.

This return should be completed and submitted to the Council NO LATER THAN THE 14<sup>th</sup> JULY each year.

**Post:** The General Manager, Berrigan Shire Council, 56 Chanter Street, Berrigan NSW 2712

**Email:** mail@berriganshire.nsw.gov.au

**Fax:** 03 5885 2092

<b>OFFICE USE ONLY – Distribution list</b>			
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		FO (Pages 3 & 4)	<input type="checkbox"/>
		DCS (Copy of all)	<input type="checkbox"/>







## VOLUNTEER APPLICATION AND AGREEMENT

PERSONAL DETAILS	
Family Name	
First Name	
Date of Birth (DD/MM/YYYY)	
Address	
Telephone	(Home) _____ (Work) _____
Mobile	
Email address	
Gender	
EMERGENCY CONTACT	
Name	
Relationship	
Telephone	
IDENTIFICATION	
Name of Identifying Document (eg. Licence)	
Number	
Class (if applicable)	
Expiry	
QUALIFICATIONS/EXPERIENCE	
Qualifications/Training	
Work Experience including Volunteer Experience	
VOLUNTEERING WITH BERRIGAN SHIRE COUNCIL	
Name of S355 Committee/Volunteer Group	
Type of Activity	
Volunteering Checks	Agreement for Police Check: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Agreement for Working with Children Check: <input type="checkbox"/> Yes <input type="checkbox"/> No
DECLARATION	
I declare this information to be true and correct to the best of my knowledge.	
Prospective Volunteer Signature: _____	Date: _____

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## VOLUNTEER APPLICATION AND AGREEMENT

### AGREEMENT

I, \_\_\_\_\_ agree that:

- I will perform services on behalf of the Berrigan Shire Council strictly as a volunteer, and verify that I am performing such services without being under any contract for hire, express or implied, as either an employee or independent contractor. As a volunteer, I do not expect remuneration for the services I provide, except for reimbursement of expenses incurred in direct relationship to the volunteer activity I am performing;
- I will carry out volunteer duties as set out in the attached position description;
- I will be reliable and accountable;
- Dependent upon the type of activity I am performing, I may be required to undergo background checks;
- I will read and comply with Council's Code of Conduct, Work Health and Safety policy, and other policies, practices and procedures related to the position;
- I will undertake any training provided by Berrigan Shire Council;
- I will undertake the induction program provided by Berrigan Shire Council;
- I will respect confidentiality and privacy;
- I will ask for help and support when needed;
- I will give reasonable notice when I no longer wish to volunteer;
- Whilst acting as a volunteer and only when carrying out approved activities will I be covered under Council's applicable insurance policies;
- Berrigan Shire Council may terminate my volunteering service if I do not comply with this agreement.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## Volunteer Induction

The following indicates that the named volunteer has undergone an induction process with the Berrigan Shire Council.

<b>Volunteer Name:</b> _____ <b>Induction date:</b> _____
<b>Council Induction Conducted by:</b> _____ <b>Signed:</b> _____
<b>Workplace:</b> _____ <b>Workplace Induction Conducted by:</b> _____ <b>Signed:</b> _____

Explanation of Council functions including Council hours of operations, contacts, etc.	
Work Health and Safety requirements using handbook	
Personal Accident Insurance	
Code of Conduct	
Policies	
Position Description	
Hours of Work	
Policies and Procedures	
Amenities	
Emergency Procedures	

### Volunteer declaration

***I declare that I have been inducted in accordance with the above checklist. Any outstanding items have been noted.***

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Volunteer Committee WHS Risk Assessment

S355 Committee Name: \_\_\_\_\_ Date of risk assessment: \_\_\_\_\_

Likelihood	Consequences				
	1 – Minor injury – no treatment	2 – Minor injury requiring first aid	3 – Serious injury requiring hospitalisation	4 – Serious injury/illness resulting in permanent disability	5 – Death or permanent disability (>30% impairment)
A – Almost Certain	Medium	High	High	Very High	Very High
B – Likely	Medium	Medium	High	High	Very High
C – Possible	Low	Medium	High	High	High
D – Unlikely	Low	Low	Medium	Medium	High
E - Rare	Low	Low	Medium	Medium	High

Task:			People involved:	
Steps	Hazards	Risk Analysis	Current Control Measures	Further Control Measures Required





## INVESTIGATION REPORT

This form is to be used to record an incident, report investigation findings and outline recommendations. It is to be used for all incidents including "near misses" for - vehicle/insurance incidents, environmental incidents, incidents involving members of the public, and workplace incidents.



**Workplace incidents involving employees where there is a claim or possible future claim for workers compensation must be registered with the Payroll/HR Officer using the StateCover form.**

It is important to provide as much detail as possible. The extent of detail will be dependent upon the severity of the incident. Wherever possible, witness statements and photos must be included with this report.

### PART A – INCIDENT RECORD

Incident Date

Incident Time

Was a member of the public involved?

YES

NO

Incident Location

Type of Activity, e.g. mowing park area around playground

Injury Sustained (if no-one injured – enter N/A)

Damage incurred (if no damage – enter N/A)

Summary of Incident



**PART B – INVESTIGATION DETAILS**

Investigation conducted by:

Position:

Date:

Name of Injured Party or Person involved in incident:

Contact details:

Witness 2 – Name:

Contact details:

Witness 3 – Name:

Contact details:

Witness 4 - Name

Contact details:

Signed:

Employee

Other

If other box is ticked provide details below

Is statement attached?      Yes      No

Employee

Other

If other box is ticked provide details below

Is statement attached?      Yes      No

Employee

Other

If other box is ticked provide details below

Is statement attached?      Yes      No

Employee

Other

If other box is ticked provide details below

Is statement attached?      Yes      No

---

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## PART C – INVESTIGATION OUTCOMES

1. How did the incident happen?

2. What was the main cause/s of the incident?

3. Can a recurrence be prevented? Yes/No. Explain in detail.

Additional Comments:

**Photos and any additional supporting documentation must be attached to this report.**



# POLICE INCIDENT REPORT

Name of Person Reporting Incident.....

Location of Incident.....

.....

.....

Date of Incident.....

**Type of Incident**

Motor Vehicle accident damage .....

Damage to Sign.....

Graffiti.....

Damage to Public/Private Property.....

Trespass.....

Illegal entry .....

Theft .....

Traffic incident including illegal car and truck parking and exceeding load limits .....

Other .....

Details .....

.....

.....

**Fax this form to:**

- |                         |              |
|-------------------------|--------------|
| Barooga Police Station  | 03 5873 4491 |
| Berrigan Police Station | 03 5885 2701 |
| Finley Police Station   | 03 5883 1614 |
| Tocumwal Police Station | 03 5874 9311 |

Incident Report Number:\_\_\_\_\_

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the Privacy and Personal Information Protection Act 1998.



## Police Information

Information is requested to assist the Berrigan Shire Council in recovering costs for damage incurred to Council property.

Please complete as much information as possible and return to the address below.

<b>Name of Person Completing Form</b>		
<b>Police Station</b>		
<b>Incident Report Number (if applicable)</b>		
<b>Approximate date of incident</b>	<b>Approximate time of incident</b>	<b>Incident location</b>
<b>Damage to property</b>		
<b>Additional details</b>		

<b>Name of Person responsible for damage, e.g. driver of vehicle, vandaliser, etc.</b>	
<b>Vehicle registration (if applicable)</b>	
<b>Licence No. (if applicable)</b>	
<b>Contact Details</b>	
<b>Insurance details (if applicable)</b>	

Forward; Attention Enterprise Risk Manager

Email : [mail@berriganshire.nsw.gov.au](mailto:mail@berriganshire.nsw.gov.au)

Fax : 03 5885 2092

56 Chanter Street, BERRIGAN NSW 2712

COUNCIL USE ONLY				
<b>Quote received</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Amount</b>	\$
<b>Letter of Demand sent</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Insurance contact</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Payment received</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>File closed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional Comments:</b>				

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