



Good Practice Guide: Committees of Management, Pavilions, Public Halls and Sporting Grounds

Revision Date: June 2019



Image: Tetoora Road Community Facilities



Baw Baw Shire Council

Committees of Management Good Practice Guide: Pavilions, Public Halls & Sporting Grounds

Welcome

This guide has been written to assist Council Section 86 Committee of Management volunteers to fulfil their duties and responsibilities in managing community facilities on behalf of Baw Baw Shire Council.

We thank you for your time and commitment to improving our community and we hope this guide assists you and your fellow committee volunteers.

We're here to help! There are a range of contacts and help sheets throughout the guide, however if you have any questions, please feel free to get in contact with Council's Recreation Team, who are the main point of contact for committees needing assistance in managing recreational facilities.

Contact details are below;

recreation@bawbawshire.vic.gov.au

5624 2411

This document is a guide and is considered a live document, it will be updated as required to ensure the information provided is current. Committees will be made aware of any updates. The last review of this document was in June 2019.



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About a Council Committee

Definitions

In this document the following terms mean:

- **Asset:** Property or possession of value
- **Audit:** An examination conducted for the purpose of determining validity, accuracy or safety.
- **Casual Hire Agreement:** An agreement permitting the use of a facility generally offered to clubs or groups for one off events, functions or activities.
- **Committee, Special Committee or Section 86 Committee of Management:** A Committee of Management appointed by Council under Section 86 of the Local Government Act to manage a community facility on Council's behalf.
- **Conflict of Interest:** A conflict of interest is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit from a specific outcome.
- **Council:** Municipal body of the Baw Baw Shire Council
- **Councillors:** The Elected Councillors of the municipality of Baw Baw Shire Council.
- **Ex-officio member:** A member of a body (a board, Committee, council, etc.), who is part of it by virtue of holding another office.
- **Instrument of Delegation:** A legal document that describes the powers and functions that Baw Baw Shire Council delegates to a Committee of Management as found in **Appendix A**.
- **Lease:** An agreement for the exclusive possession of property for a term. Leases are generally offered to clubs at single use purpose-built facilities.
- **Licence:** An agreement for permitted use of space. Licences are generally offered to clubs at shared use facilities.
- **Motions:** A formal recommendation put to a meeting for debate and consideration by a vote.
- **Pecuniary Interest:** An interest a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to that person.
- **Procurement:** Procurement is the complete process of acquisition of goods, services and works. This process commences at the initial concept stage and continues through to the end of any warranty, guarantee and liability periods.
- **Seasonal Determination:** A determination delivered by the Minister to formally distinguish the change from the football to cricket season and vice versa.
- **The Act:** *Local Government Act 1989*



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Committee Powers and Responsibilities

Section 86 of The Act allows for Council to delegate functions and powers to Committees of Management. This delegation is described in a formal document called the "Instrument of Delegation" as found in Appendix A to this document.

Refer: [Appendix A: Committee of Management Delegation](#)

The Act directly imposes obligations on individual Committee members including penalties (some financial) for a breach:

- of Section 86, and all relevant sections of the Act;
- subject to rules of conduct:
 - disclosure of interests
 - improper use of position/information;
 - conflict of interest (see Conflict of Interest)

As a guide, committees do not have the delegated power to implement the following decisions without Council approval:

- implement capital expenditure;
- purchase new items of equipment over \$1,000;
- approve new development works;
- approve works to existing facilities;
- charge fees less than Council's Fees and Charges Policy;
- enter into Contractual agreements;
- offer tenancy agreements other than to casual hirers;
- approve licences or permits.

The Structure of a Council Committee

Whilst the Committee is responsible to Council under delegation, the spirit of the agreement is that the Committee and the relevant Council departments will work together to provide an excellent community facility.

The roles and responsibilities of Committees of Management include:

- Management of the day to day operations of the reserve/facility on behalf of Council;
- Undertake actions and decisions which reflect or represent Council Policy;



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- Adopt and apply the rules for Committees of Management as set out in the Committee of Management Delegation;
- Regularly communicate with, and provide information to facility users and the broader community about the management of the facility;
- Ensure that all financial and legal matters are managed in accordance with the rules outlined in the Delegation;
- Ensure the facility is safe and follow all directions of Council to maximise risk management.

Composition of a Committee

The Committee shall comprise of persons appointed by the Council, being not less than four (4). Depending on how many main users there are and in accordance with the Delegation, no single user group is to maintain a representative majority on the committee. Main user representatives may be nominated by the controlling body of the main user, or by Council.

Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person.

No person nominated shall take office until endorsed by Council. It is the responsibility of the Committee to submit to Council the names and contact details of its Committee members within seven (7) days of appointment.

Refer: [New Committee Member Nomination Form](#)

Re-appointing Committee Members

Members of the committee can nominate each year for a One (1) year term and are eligible to re-nominate each year for another One (1) year term.

Termination of a Committee

A Committee may wish, or be forced, to relinquish its management responsibility. Council may revoke a Committee's appointment at any time and either take direct responsibility for the facility management or appoint a new Committee. In either event, all funds of the Committee shall be transferred to the Council to be used in the maintenance and/or development of the facility or as Council sees fit.



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Councillor and Officer Representation

The Council may appoint an Officer to be its representative on the Committee and such a person shall hold office until removed by the Council.

Elected Councillors can act in an advisory and supportive capacity for all Committees of Council. Elected Councillors can be on a committee as a general committee member but are not permitted to hold office bearer positions within a Committee.

Nominee Declaration

Applicants for appointment or re-appointment to a Committee agree to declare the following to Council:

- have/have not been convicted of any indictable offence;
- have/have not been convicted of fraud;
- have/have not been disqualified from acting as a director or acting in the management of a company;
- have no court proceedings pending or underway in respect of any criminal proceedings, bankruptcy or breaches of the *Corporations Act 2001 (Commonwealth)* or *Associations Incorporation Act 1981 (Vic)*;
- conflicts of interest between themselves or any direct family members occupation, or personal interests and their responsibilities on the Committee.

Council will treat all personal information provided by an individual in accordance with the *Information Privacy Act 2000* and the *Public Records Act 1973*. Council will generally disclose the Executive member's contact details to members of the public upon specific request in relation to the facility.

Refer: [New Committee Member Nomination Form](#)

Conflict of Interest

A "Conflict of Interest" is when a person is required to decide on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome.



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There are six types of situations that give rise to a conflict of interest. They are:

1. a direct interest.
2. a close association.
3. an indirect financial interest.
4. a conflict of duty.
5. an applicable gift.
6. a party to the matter.

For example: A local builder on a Committee would have a financial (pecuniary) interest in any building works determined by the Committee if they are tendering or undertaking the works.

The simplest way to manage this problem is to disqualify the affected member/s from discussion and voting on the issues where they have a conflict of interest. The Act requires those affected to leave the room once they have declared their conflict and not participate in the discussion or decision-making process. It is possible that this could mean that the Committee no longer has a quorum. In these instances, please seek further advice from Council.

The key factors in dealing with conflicts of interest are to:

- acknowledge that they exist;
- be open and transparent in managing them both within and outside the Committee; and
- keep good records regarding conflict of interest issues.

The Minutes of the meeting are to record the following:

- the details of the conflict of interest;
- if the Committee member left the room (at what time he/she left /returned and at what stage of the discussion);
- the result of the discussion and the decision made.

Private interests should not be confused with specialist knowledge, which is not a conflict of interest. For example, a member who is a builder, but who is not tendering for a job, would have useful specialist knowledge for the Committee. However, if they did intend to tender or undertake the work, then they will have a conflict of interest.



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Resignations

Any member who decides to resign should aim to give reasonable notice and hand over all records. Resignations should be submitted to the Committee in writing, accepted, and recorded in the minutes.

Refer: [Change of Office Bearers Notification Form](#)

Filling Casual Vacancies

Casual vacancies should be filled if:

- there is more than six months of the term remaining;
- the Committee can no longer function or perform its duties (no quorum exists);
- the Committee wishes to fill the vacancy;
- Council wishes to fill the vacancy.

The individual is required to complete a nomination form and forward to Council.

Refer: [New Committee Member Nomination Form](#)

Committee Member Roles

The structure of a Committee will vary from one facility to the next, depending on each Committee's purpose and size, however, the general structure of a Committee will incorporate the following important roles with clearly defined responsibilities:

Chairperson

The Chairperson is the principal leader having the primary responsibility for the Committee's administration and facilitation of effective management by assisting the Committee to prioritise goals and focus on achieving objectives.

The Chairperson will:

- communicate effectively with Council, Committee, user groups and the community;
- have good leadership skills;
- represent the Committee to the general public and Council;



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- have a sound knowledge and understanding of the Instrument of Delegation, rules and duties of all office bearers;
- be well informed of Committee issues and activities;
- manage Committee meetings (including Annual General Meetings), ensuring that discussions are not dominated by any members and/or exclude others;
- ensure that all planning and budgeting for the future is carried out in accordance with the Committee and in the interests of the community;
- give a casting vote when necessary.

Secretary

The Secretary is the chief administrator of the Committee, providing a link between Committee members, Council, hirers/user groups and the community.

A Secretary will:

- communicate effectively with all parties;
- arrange meetings (agenda);
- take and distribute minutes;
- organise and delegate tasks;
- maintain updated records and copies of official documents including;
 - the Good Practice Guide;
 - the Delegation;
 - meeting minutes;
 - inventory of equipment/furniture and ensure the list matches with Council's asset register;
 - Committee members and substitutes;
 - insurance policy details;
 - correspondence (received and sent)
- arrange archiving and storage of all Committee documentation;
- audit insurance details of each club/user group on an annual basis and provide a copy to Council.

Treasurer

The Treasurer's prime responsibility is to manage all finances for the Committee.

The Treasurer will:

- comply with the financial administration rules outlined in the Committee of Management Delegation;
-



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- prepare and deliver the annual financial return for Council's financial reporting responsibilities under the Local Government Act.;
- prepare and return the GST return form annually with the maintenance allocation application;
- ensure that adequate accounts and records are maintained regarding the Committee's financial transactions issue receipts utilising the receipt book provided which bears Council's ABN, and promptly deposit all monies received in the Committee's bank account;
- ensure a minimum of two (2) signatories on all bank accounts, one being the Treasurer;
- keep accurate and up-to-date records of all income and expenditure including, keeping a record of all GST paid and received;
- invoice user groups and hirers promptly for rentals (e.g. seasonal and casual hire) ensuring all invoices bear Council's ABN;
- issue invoices for seasonal fees to all user groups six (6) weeks before the start of the season to allow a reasonable time for payment;
- act as a signatory on the Committee's bank accounts, cheque accounts and investments (investments are to comply with Council's investment policy)
- be accountable for the Committee's petty cash;
- Prepare regular bank account reconciliation statements for presentation at all Committee meetings;
- be fully informed about the financial position of the Committee at all times;
- adhere to finance policies and procedures as set out in the finance section of this guide.

General Committee

A general Committee member assists with Committee duties as required and provides a two-way source of communication between user groups and the Committee.

Public Representatives

The role of a public representative is to represent the broad interests of the general community. They should be impartial and unaffiliated with any other club or group at the facility. If affiliated, particularly by membership of a club which uses the facility, representatives need to be on the Committee of Management as a club representative.

Refer: [Conflict of Interest](#)



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Non-Members as Office Bearers

With the approval of Council, Committees of Management may find it useful to appoint someone on a voluntary basis who is not a Committee member but has relevant skills to undertake tasks such as bookkeeping and secretarial work.

Meeting Procedures

Meeting Times

Each Committee of Management will meet at different times; however, Committees usually meet monthly or bi-monthly at a regular designated time.

The Committee should:

- meet a minimum three (3) times per year;
- meet on the same day of each month; for example. the 3rd Wednesday of every second month
- advise Council of their meeting frequency and of any changes. Under the The Act, Council needs to provide a public register of all Section 86 Committee of Management meetings.

Setting an Agenda

- Agendas ensure that meetings are well planned and assist in minute recording.
- Members can raise issues to put on the agenda by notifying the Secretary prior to the meeting.
- Additional items not on the agenda can be raised and discussed in general business.
- The agenda is to be forwarded to Council prior to the meeting date.

General Committee Meeting Agenda Guide

1. Open meeting and Welcome
2. Apologies
3. Minutes of previous meeting
4. Conflict of Interest declaration
5. Business arising from the minutes
6. Accounts for payment and treasurer's report



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7. Reports from other officers, sub-Committees, delegates
8. Correspondence
9. Business arising from correspondence
10. General business
11. Date of next meeting
12. Closure of meeting

Annual General Meeting Agenda Guide

1. Welcome
2. Apologies
3. Minutes of last Annual General Meeting
4. Annual Management Report [usually presented by the Chairperson]
5. Annual Financial Report [usually presented by the Treasurer]
6. Election of new Committee Executive
7. Thanks to outgoing Committee of Management, if applicable
8. Bank Account Signatories
9. Special business
10. Closure of meeting

Refer: [Agenda and Minute Forms](#)

General Meeting Procedure

The Chairperson shall take the chair at all meetings at which he or she is present. In the Chairperson's absence, the members present may appoint one of their members to chair the meeting.

All regular meetings, Annual General Meetings or sub-Committee meetings are to be open to members of the public in accordance with the Instrument of Delegation.

The Committee may resolve that a meeting be closed to members of the public if the meeting is discussing any of the following:

- personnel matters;
- the personal hardship of any resident or ratepayer;
- industrial relations matters;
- contractual matters;
- proposed developments;



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- legal advice;
- matters affecting the security of Council property;
- any other matters which the Committee considers would prejudice the Council or any person.

If the Committee resolves to close a meeting to the public, the reason is to be recorded in the minutes of the meeting.

In the event of any unresolved dispute arising, the matter shall be submitted to the Council in writing and any decision made thereon by the Council shall be final.

The Committee may form sub-Committees from among its members for the purpose of recommending on matters, provided that no decision may be acted upon until adopted by the full Committee. The Chairperson shall be an ex-officio member of all Sub-Committees.

Sub-Committees shall only be established by resolution of the Committee and shall only carry out those functions stated in such resolution and the members of the Sub-Committee do not have any voting rights.

Meeting Attendance

Each member is expected to attend all meetings, but if for good reason they are unable to attend, an office bearer should be contacted to tender an apology to be recorded in the minutes. If any Committee member misses three (3) consecutive meetings of the Committee without leave having first been obtained, such person shall cease to be a member of the Committee upon confirmation by Council.

Quorum

A Quorum is reached when a majority of the Committee is present, which can be described as half of the total Committee Members plus 1.

Voting

The following should be applied when a vote is required:

- every nominated member is entitled to one (1) vote each. One method for voting is a show of hands. A secret ballot may be required on some occasions;



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- unless otherwise prohibited by the Act, each member of the Committee present is required to vote on a motion;
- the motion is determined by a majority of the vote, but if there is an equality of votes, the Chairperson has a second vote;
- a secret ballot will be at the discretion of the Chairperson, or upon request of at least one third of the quorum. If a secret ballot is agreed upon, the Committee are requested to contact Council for advice on the correct process before proceeding.

Addressing the Meeting

Committee members addressing the meeting should direct their remarks through the Chairperson and shall not be interrupted by any other member. The Chairperson has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken, etc).

Making Decisions/Motions

A member of a Committee (the mover) can put forward an issue for the decision of the Committee called a Motion. The Committee will call for another Committee member to agree that the motion should be moved (the seconder). The motion should be voted on by the Committee, even if everyone is in agreement.

Refer: [Voting](#)

The Minutes will record the wording of the motion, the names of the mover and seconders and whether it was passed or defeated. Committees may have motions that are more complicated and contentious arising from their discussions. In such cases, it may be useful for the motion to be written down and read out or circulated prior to voting, so that everyone is clear about what is being decided.

A Committee can only make decisions (i.e. move and pass motions) if a quorum of its membership is at the meeting.

Minute Taking

Minutes are a permanent record of the Committee's decisions and proceedings. The Secretary should keep a record of all current year's minutes. The Minutes of a meeting should be endorsed by the Committee at the following meeting as being a true and accurate record and, once ratified and signed by the Chairperson, cannot be altered. The motion endorsing the



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Minutes of a previous meeting should only be moved and seconded by members who attended.

A copy of the minutes is to be forwarded to Council within 30 days of the meeting as per the Instrument of Delegation. Every page of the Minutes should be numbered and include the date of the meeting. Essential elements of the Minutes are:

- the time the meeting started and finished;
- the location of the meeting;
- the names of the Committee members present;
- the names of the Committee members not present / apologies;
- the time of any arrivals and departures of members during the meeting;
- disclosure of any pecuniary interest or conflict of interest of any member;
- a list of all items of business considered;
- the exact wording of any motions moved, including the name of the mover and seconder, and the mover and seconder of any amendments to the motion;
- a record of any or all members who supported or opposed the motion if requested by any member (division);
- the results of consideration of any motions – carried, lost, withdrawn, lapsed, amended;
- details of any questions taken on notice;
- details of any deputations made to the Committee, or any guest speakers;
- minutes do not need to include discussion prior to a decision.

Refer: [Agenda and Minute Forms](#)

Annual General Meetings

Annual General Meetings should be in line with the Committee Delegation (Refer: [Appendix A](#)), and shall:

- be held annually;
- be advertised in the Council news section of the local paper 7 days prior to the meeting date. (Contact the Recreation Team at least one week prior to the date of the publication required);
- include an annual report of activities;
- receive and adopt the annual financial statement;



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- include the election of office bearers to the positions of Chairperson, Secretary, Treasurer.

Refer: [Agenda and Minute Forms](#)

Nominations for Committee Member Positions

Nominations for positions should be made using the nomination form. Once completed, the form should be returned to Council as soon as practicable following the AGM.

Refer: [New Committee Member Nomination Form](#)

Handing over to a New Committee

The outgoing Committee will:

- inform Council of new Committee members;
- balance the accounts;
- arrange the change-over of bank account signatures;
- advise the incoming Committee of any issues, ongoing projects and committed funds.

Important: All new Committee members are to be directed to Council's webpage to access and familiarise themselves with the Good Practice Guide and forms. Alternatively contact can be made with Council's Recreation Team who can provide an electronic version on USB or a printed copy.

Refer: [Section 86 Committees of Management Webpage](#)

Government Elections

Committees are not permitted to provide "in-kind" support, assistance or financial donations to registered political parties or prospective candidates in local, state or federal elections.



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Administration and Reporting

Committee Reporting Summary

Committees are required to report to Council on many aspects of their operation, actions and outcomes. A table summarising all reporting responsibilities as required by Committees, User Clubs/Groups and Council can be found using the link below.

Refer: Appendix C: [Reporting Summary](#)

Financial Reporting

Committees are required to report all financial aspects of their operation to Council. All Council Section 86 Committees are agents of the Baw Baw Shire and are required to use Councils ABN for GST purposes as defined in the Local Government Act (a stamp is provided).

Council approval is required for all Committee bank accounts.

Receipts can fade, so it is a good idea to scan them or take photos as you receive and record them.

Annual GST Return

As above Section 86 Committees come under Councils GST registration, all committees are to record and report on GST each financial year. GST is to be charged on all services provided by the Committee such as hire of facilities or equipment. GST can be claimed back on most of the goods and services that a committee acquires during their business.

GST paid and received on all invoices is to be recorded and reported annually, a GST Return Form must be submitted to Council annually as part of the maintenance allocation application.

Annual Financial Returns

Are to be completed and forwarded to Council no later than the 15th August for the period ending 30th June.

A copy of the 30th June bank statement also is to be attached to the annual financial return



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Petty Cash Voucher

This voucher is only to be completed by Committees who utilise a petty cash float. Each time monies are used from the petty cash float, a voucher needs to be completed, with a receipt attached, and reconciled when completing the financial report to a Committee meeting.

Refer: [GST Return Form](#)

Refer: [GST Help Sheet](#)

Refer: [Annual Financial Return Form](#)

Refer: [Petty Cash Voucher](#)

Document Storage and Archiving

Council will store committee agendas, meeting minutes and other forms submitted as per this guide in Councils document management system.

In the event that the Committee ceases to exist, and the management of the Council facility is not assigned to any other Committee, all records are to be transferred to Council;

Council will undertake to make records available to the Committee by arrangement and manage the records in accordance with the Public Records Office Retention and Disposal Authority. Council will consult with the Committee prior to disposal of records or transfer to Public Records Victoria PROV;

A fact sheet providing an overview of recordkeeping responsibilities of volunteers is available at the [Public Records Office Victoria](#) website.

Users Groups, Leasing and Fees

Allocating and Managing Use

Council enters tenancy/occupancy agreements, Committees take casual hire bookings. Commonly used agreements include lease agreements for permanent tenants, licence agreements for seasonal occupancies or shared spaces and casual hire agreements for casual hirers.

Leases

Leases may be offered to Clubs where there is a purpose-built facility such as tennis and bowls, only one club operates from that facility and/or the Club has the capacity to support the facility infrastructure with increased maintenance responsibilities.



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Seasonal Licence Agreements

Seasonal licence agreements may be offered by Council where there are multiple users sharing the one facility such as football and cricket clubs and the occupancy of each club is seasonal.

It is Council's role to develop and execute seasonal licence agreements and then provide support to Committees with their implementation and ongoing management.

Committees will manage the day to day application of seasonal licence agreements with regular users of the facility. For example, a football club will have a seasonal licence agreement for the reserve covering match day activities and training times during the period of their season. A minimum fee structure is determined by Council and adopted in each annual budget and implemented by Committees.

Seasonal Determination

The Victoria Government in partnership with Cricket Victoria and AFL Victoria determines the division of seasons and occupation for Crown Land football and cricket facilities. Council endorses this determination for council owned or managed reserves and clubs are required to adhere to the guidelines in this document. The division of seasons as per the determination is;

Cricket Season: 1 October – 31 March

Football Season: 1 April – 30 September

Determination of Seasons Cricket and AFL 2019-2022

Casual Hire

When the Committee is hiring out some or all the facilities for casual use, the Committee will provide the hirer with:

- a copy of the Hire Information, Application Form and Conditions of Hire;
- fees that will be charged;
- request for evidence of hirers Public Liability Insurance;
- information regarding how to obtain keys and/or access.

Refer: [Casual Hire Information and Forms](#)

Refer: [Hall Hire Record Form](#)



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Event Management

An event is a public gathering of people for a community function/activity on Council owned or managed land.

Committees are to ensure that event organisers have checked with Council's Event Officer regarding the requirement to lodge an Event Application (available on Council's website) prior to hiring the facility. Events requiring Council approval include those involving the following:

- camping or overnight stay;
- road closures;
- temporary structures (tents, toilets, stages, jumping castles);
- fireworks
- temporary fencing, lighting, seating;
- significantly loud noise levels (music concerts both live and recorded);
- busking or street trading;
- events where a large number of participants are anticipated, e.g. Football finals, sporting gala days and fun runs;
- signage on roadsides.

Contact the Baw Baw Shire Events Team on: 03 5624 2411

Email: events@bawbawshire.vic.gov.au

Web: <http://www.bawbawshire.vic.gov.au/Things-To-Do/Event>

Fees and Charges

Council sets the fees and charges, Committees apply the fees and charges.

As per the Instrument of Delegation, Council sets a Pricing Policy and Committees are required to charge fees as set down within the Policy. Committees are required to charge fees for access to Council facilities.

Committee's should be aware that the community have the ability to express their grievance regarding the fees set by a Committee. If a complaint regarding the fees is received by Council, it will be investigated and assessed to ensure the activity or group is not disadvantaged.



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Emergency Management

Committees are to ensure all buildings have an Emergency Evacuation Site Plan prominently on display. These plans are provided by Council's Property department.

Committees at Recreation Reserves should assist clubs with developing Emergency Plans. Clubs should have in place medical emergency plans which will assist club members with knowing what to do and who to contact in emergencies.

Visit the [Sport Medicine Australia](https://sportmedicineaustralia.org.au/) website for useful information on emergency planning and injury treatment.

Visit Sports Medicine Australia: <https://sma.org.au/>

Insurance and Risk Management

Insurance

All permanent and casual hirers of Council facilities are required to hold public liability and contents insurance.

As a general rule, the following insurance guidelines apply:

- All permanent and casual hirers of Council owned facilities are required to hold, and provide to Council, a current copy of their Public Liability insurance cover;
- Buildings, fittings and fixtures owned by Council are insured by Council;
- Volunteers fulfilling the role of a Committee of Management member are insured by Council;
- Contents/equipment/materials purchased or supplied by user groups, and not forming a fitting or fixture of the facility, remain the property of the user group, and are not insured by Council;
- Personal belongings, money and private property brought onto the premises, are, remain the property of the user group, and are not insured by Council;
- Hirers of Council owned, and controlled facilities can request to be covered by Council's one-off public liability insurance cover. Provided that the activities are conducted at and from the hired facility, occur no more than 52 times per annum and comply with Council's insurance policy,. The hirer shall bear the first \$250 of each and every claim or series of claims arising out of any one Occurrence.



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Requests for compensation for loss/damage/injury, for loss or damage arising from the authorised use of a Council facility, they should be instructed to do so in writing providing as much detail as possible. Details include the date, time and cause of the incident, plus any details of witnesses. This information is to be forwarded to the Recreation Team.

Council's Insurance Cover

Building/ Property Insurance

All public halls, shared pavilions, club rooms and building structures at Recreation Reserves used by seasonal tenants, and some associated structures including coaches' box, scoreboards, playgrounds, and storage sheds, are covered under Council's insurance policy.

Committees are to notify Council's Recreation Team immediately of any damage to buildings or property. In the event of malicious damage, including forcible entry or theft, the Committee of Management are required to obtain a Police report.

Public liability Insurance

Council has public liability insurance that covers the Committee of Management in its role of managing the facility/venue in accordance with the Delegation. This insurance covers the Committee in the event of an injury to, or damage to the property of a third party whilst using a facility managed by the Committee of Management.

Committees of Management, respected members and other persons are unable to comment on the aspect of, or determination of, liability with respect to any loss/damage/injury. Under no circumstances should the Committee of Management or its members admit liability with respect to any loss, injury or damage. The Committee will obtain and record as much information as possible, including statements and photographs, relating to the circumstances of the incident to enable a fair and equitable assessment of the event.

Personal Accident Insurance

Committee of Management members are covered for personal accident insurance whilst acting in the capacity of a Committee member. The policy covers the Committee members performing tasks and activities relating to the management of the facility in accordance with the Delegation.

Volunteers are covered only if the Committee has a register of names, dates and nature of the activity prior to the undertaking of said activity on behalf of the Committee (including working bees, fund raising). The Committee should retain this register for insurance purposes and provide to the Recreation Team.

Refer: [Volunteer Registration Form](#)

Refer: [Group Volunteer Registration Form](#)



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Contents Insurance

Contents that are owned by Council and included on Council's Asset register are covered by insurance. To ensure items are covered by Council's contents insurance, complete and submit the Asset Acquisition and Disposal Form which records the item on Council's Asset Register.

Contents owned by user groups or casual hirers will not be covered under Council's insurance policy. User groups are to insure and take responsibility for their own property. For example; sporting equipment, trophies, artwork, bar and canteen stock, bar equipment etc.

Refer: [Asset Acquisition and Disposal Form](#)

Refer: [Asset Register](#)

Casual Hirers Insurance Cover

All hirers of Council buildings are required to have public liability insurance and provide a Certificate of Currency to the booking officer prior to the booking being accepted. The booking officer will retain copies of Certificates of Currency on file. A copy of an invoice issued by an insurance broker or underwriter is not sufficient evidence that an insurance cover exists and cannot be used to secure a booking.

Council has a blanket public liability insurance cover to indemnify casual hirers of its halls, and pavilions. This cover is limited to a maximum of five consecutive days, and no more than 52 times in any calendar year per hirer.

The current cost of the cover to the hirer is \$20.00 per hire.

Casual Hire Cover Exclusions

The following activities are not eligible for \$20.00 casual insurance cover offered by Council:

- any activities which are of a physical nature that involve the risk of injury e.g. martial arts and contact sports;
- paid performances by all types of entertainers e.g. musical acts, magicians, public speakers or any person being hired to entertain guests at a private function. This also applies to educational public speakers who charge an entry fee;
- amusement rides of any kind and inflatable recreation equipment, e.g. jumping castles;
- commercial activities of any type (an activity becomes commercial when it is advertised that anyone may attend for the price of an admission fee);
- fireworks;



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- music concerts;
- festivals.

If there is any doubt as to the eligibility of a hirer, the booking officer should contact Council's Recreation Team. Accordingly, booking officers and/or Committees are prohibited from hiring a hall or reserve pavilion/clubrooms to anybody carrying out these activities unless the hirers have their own public liability cover.

All Booking Officers who are issuing the casual hirers insurance cover and collecting the insurance monies are asked to include this in the hall hire records that are forwarded to Council's Recreation Team twice per year in January and July. For the cover to apply we need to be able to see that it has been receipted by the committee.

Refer: [Hall Hire Record Form](#)

Local Community Insurance Scheme

The Local Community Insurance Services (LCIS) is a specialist insurance provider established to manage the insurance needs of clubs and community groups in Australia.

This scheme is underwritten by Jardine Lloyd Thompson who has worked closely with both Local and State Governments to ensure the insurances offered by LCIS meet the requirements of both spheres of Government. Details have been provided below which can be passed onto hirers who do not have public liability insurance and do not fit within the \$20.00 casual hire insurance provided by Council.

Visit the Local Community Insurance Services website:

<https://www.localcommunityinsurance.com.au/>

Risk Management

Managing risk is an integral part of good management practice. Risk management involves identifying risks and analysing their potential impact. Conducting regular risk assessments means potential risks can be identified. The benefits of managing risk include:

- improved ability to anticipate and respond to risks;
- minimising loss or damage to community assets and injury to the public;
- improved safety of facilities and a reduction in insurance premiums.



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All injuries to persons and/or damage to property should be reported to the Council as soon as practical. Serious injuries, deaths or criminal behaviour need to be reported to the Police immediately.

Council conducts periodic risk assessments of facilities, including buildings and grounds, to identify actual and potential risks and hazards, and follows up the actioning of defects with Committees and Clubs. Risks may develop between the Council assessments and the Committee should report any potential risks to Council. Committees and Clubs are responsible to minimise or eliminate risks through their available resources.

Refer: [Incident Report Form](#) (OHS 123A)

Security

Committees of Management should employ reasonable measures to protect the assets under their management. Reasonable measures include:

- removal of cash and valuables from the premises when the building is to be unoccupied for any period;
- regular inspections of the premises to identify any attempts to gain entry or evidence of vandalism and report any suspicious activity in the vicinity of the premises to the police;
- detecting any doors and windows that have not been secured;
- report any broken locks, doors, windows and other parts of the building that may allow unauthorised entry into the premises;
- establish a Key Register to record all allocated keys and establish a procedure to deal with lost keys;
- emphasise to all user groups to ensure the premises is secure.
- Advise clubs to store any Liquor responsibility – Lock away and keep out of sight.

Essential Safety Measures

Essential Safety measures include, but are not limited to, firefighting extinguishers, emergency lighting, exit signs, clear paths of travel to exits, emergency exit doors etc. These measures are to be maintained in a manner that will ensure that they operate as intended to provide a safe means of egress from the building in an emergency.

Council maintains these measures in accordance with relevant standards and regulations; however, they are, from time to time, tampered with, or, in the case of fire extinguishers



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discharged, and fail to operate between maintenance inspections. These defects should be reported to the Council immediately as identified, to ensure the defect is rectified, and the essential safety measure is restored to operational as intended.

Unsafe Activities

The Committee of Management can:

- refuse to allow activities that present a threat to the health and safety of the users or, the integrity of the asset to be carried out on the premises;
- establish the requirements, under which, such activities shall be carried out safely.

This means that the Committee of Management needs to ensure that the activities proposed to be carried out by a user group are complementary to the premises.

Pre-Match Inspections

Committees are requested to ensure Clubs complete Peak Body pre-match inspections to keep risk exposure to a minimum and help reduce injuries and potential loss.

If defects are identified during a pre-match inspection, they should be communicated to all match participants and, if possible rectified prior to the commencement of the match. In the event that a defect cannot be rectified prior to the commencement of a match, the participating team managers are to assess the risk presented by the defect and determine if the defect presents a threat to the health and safety of the participants. If this is the case the match should be postponed or cancelled until the defect is rectified.

Risk Checklist

If the Committee or Club/s is not satisfied with one or more elements of safety at the facility, they can choose to complete a risk checklist and forward to Council's Risk Management Coordinator.

Refer: [Risk Checklist](#)

Pony Clubs

Due to the high-risk nature of this activity, Council's insurer requests that Pony Clubs complete a regular and more detailed risk checklist form.

Clubs can obtain this form prescribed by the Pony Club Association of Victoria. The form is to be



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completed prior to the commencement of each monthly rally and actions followed up by the Clubs.

Moveable Soccer Goals

The mandatory standard for moveable soccer goals was declared on 1 July 2010 and came into effect on 31 December 2010. This mandatory standard applies to moveable soccer goals weighing 28kg and above. Under the mandatory standard, a moveable soccer goal is any freestanding soccer goal designed to be moved for use in various locations. The standard sets out requirements for anchoring, labelling and testing.

Clubs using moveable soccer goals are responsible for the purchase, installation, maintenance and storage of goals in line with *Australian Standard for Playing field equipment – soccer goals, Part 1: Safety aspects, AS 4866.1- 2007*. Visit the Product Safety Australia website for more information on the mandatory standard and associated information.

As per the standard, when not in use, the moveable goals are to be safely stored away from the public, or if that is not possible, chained together to prevent tipping.

Visit the [Product Safety Australia Moveable Soccer Goals](#) website for standard and association information

Procurement (Purchasing)

Section 186A of the Act requires the Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the council.

Committees cannot purchase assets or items over \$1,000 without approval from Council. For all approved purchases over \$1,000, Council's Procurement Policy is to be followed, including obtaining quotes from suppliers.

To assist the Council in ensuring assets within the facility are adequately insured and maintained, it is necessary for the Committee to notify Council of any additional assets or in the instance where assets are disposed of (i.e. removal of broken or damaged furniture).



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The asset acquisition and disposal form should be completed and forwarded to Council's Recreation Team.

Refer: [Asset Acquisition and Disposal Form](#)

Refer: [Council Procurement Policy](#)

Refer: [Asset Register](#)

Facility Maintenance and Improvements

Some maintenance and improvement work at Council facilities will require approval from Council. Information regarding approval and responsibility can be found in the Maintenance Guidelines, which covers the following areas:

- asset management;
- buildings;
- grounds;
- security and safety.

Maintenance Allocation

Council provides an annual maintenance allocation to assist halls and reserves with maintenance. The annual amount is determined each year by Council and distributed to committees in September/October each year. Committees must complete an application to receive the funds.

Project Proposals

Committees or clubs wanting to undertake a project at a Council owned or managed facility will need to complete a project proposal form. For clubs this will first need to be submitted to the Committee for approval then from the committee to Council for final approval.

Council Assistance

Council is available to assist by providing advice, including contact details of Council registered contractors to complete maintenance and improvement works.

Council's Turf Maintenance team are also available upon request to provide specialist advice on playing surfaces, please contact the Recreation Team to submit a request.

Refer: [Appendix B: Maintenance Guidelines](#)

Refer: [Project Proposal Form](#)

Refer: [Maintenance Request Form](#)



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Auditing, Inspections and Planning

Council undertakes inspections of Council buildings once (1) per year and grounds and surrounds twice (2) per year where the facility is shared. This inspection assists in developing risk management strategies and to plan for maintenance and capital works.

Employing and Engaging Contractors

All employees and contractors at Council facilities require approval.

Employees

Council's Human Resource Coordinator will assist the Committee by providing the relevant information necessary to meet legislative and organisation requirements in the following areas:

- position description classification including determining key responsibilities / skills / qualifications etc;
- advertising;
- receiving/short-listing applications;
- adhering to confidentiality, privacy, equal employment opportunity and anti-discrimination laws;
- interviewing and selection of a successful candidate;
- reference checks;
- administrative tasks applicable to the offer of employment;
- all other employment paperwork including tax file number declaration, superannuation and bank details forms;
- employment conditions.

Contractors

A contractor is a person, a business or a company engaged by the Committee to undertake works or services for a pre-determined fee usually based upon a quotation for service. As per the Instrument of Delegation, Committees should consult with Council on all aspects of engaging a contractor or sub-contractors. The work may be for a particular project or for ongoing works.

Under some circumstances payment for contracted services need not be financial. Payment can be considered as receipt of product, services or other privileges in lieu of monetary rewards. All Section 86 Committees need to be mindful that "payment in kind" can be considered to be engagement of a Contractor and therefore usual workplace safety



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arrangements have to be considered.

Committees have the ability to engage Contractors to provide services. It is important that contractors are appropriately managed, and they are suitably qualified and experienced for the task required.

Any contractor working at a Council facility requires the following;

- to be a licensed tradesperson (when conducting technical trade type works);
- evidence of current Workers Compensation Insurance; (not required if a sole trader);
- Construction Induction Card (formerly industry red card) and Safe Work Method Statement;
- Public Liability Certificate of Currency for minimum of \$10,000,000;
- for some services professional indemnity insurance will also be required and the amount of cover required will be depend on the risks involved;
- ensure that all services to be carried out are in accordance with industry best practice standards and comply with Federal, State and Local statutory requirements and laws;
- approval of Council.

Under the Construction Industry regulations, Council is legally bound to ensure that all construction work is conducted by appropriately trained and competent persons. All technical

aspects of building and facility maintenance are required to be completed by an appropriately trained and qualified tradesperson. These regulations also require that Contractors engaged to conduct specific construction works, have, as a minimum, a Construction Industry Induction Card (previously known as an Industry Red Card) and have developed a Safe Work Method Statement (SWMS).

A Safe Work Method Statement is a site-specific statement that is prepared and forwarded to Council before any construction work can commence. All safe work method statements need to be relevant to the tasks undertaken on the day, and available on site throughout the duration of works. Furthermore, any persons assisting the Contractor in the construction works are to have their Construction Induction Card. Please contact the Recreation Team with any queries.

Refer: [Safe Work Method Statement \(OHS 181A\)](#)



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Volunteers cannot assist a tradesperson in the technical aspects of their work, unless they are appropriately trained and qualified (including a construction induction card).

Committees are unable to enter into formal contracts and should refer all requests for formal contracts to the Recreation Team.

Honorariums

Committees are not permitted to offer or pay honorariums (pay someone for providing a service) at any time without prior written approval from Council. Honorariums can be misused as a means to make regular payments to employees or contractors.

Volunteers

All volunteer work is to be authorised by the Committee and volunteers are required to be registered on every occasion. This includes any person volunteering their time to undertake work at or on the facility. This does not include Committee members fulfilling their duties. Volunteers' may be, but are not limited to:

- Grounds keepers;
- Maintenance workers.

The Committee may choose to reimburse volunteers for out-of-pocket expenses but should be aware that any additional or regular payment can result in the volunteer being deemed an employee.

Committees have a duty of care to all volunteers to provide a safe working environment. At the same time, it is the volunteer's obligation to be responsible for their own personal safety and the safety of others. Volunteers are covered under Council's public liability (not professional indemnity insurance) providing they are undertaking work with the knowledge and approval of the Committee.

Committee members and volunteers who undertake work are required to show that they can perform the task with all due care, skill and diligence. Volunteers also need to make a declaration that they do not have any medical condition that may affect their volunteer work.

It is essential that Committees ensure all Volunteers complete and sign the Volunteer Registration Form and that original copies are kept. Keeping original copies makes it clear who the Committee-approved volunteers are, the date and time the volunteers worked, and the work undertaken.



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Refer: [Individual Volunteer Registration Form](#)

Refer: [Group Volunteer Registration Form](#)

Good Environmental Practices

No Glass Policy

All facilities should adopt a no glass policy. Canteens and bars should not sell any items in glass containers and members should be encouraged not to bring any glass product into the reserve or hall. Clubs can attract additional income by collecting aluminium cans and returning them for recycling.

Water Consumption

Committees should encourage Clubs to minimise water consumption, ensure that water fittings are checked regularly to prevent leakage. Council can assist with information regarding reducing water consumption such as the use of water saving shower heads.

Recycling and Waste

Committees are encouraged to consider their recycling effort and re-negotiating their waste contract to incorporate the recycling of plastics, aluminium, paper or cardboard.

For further information on water consumption visit:

[Gippsland Water](#) or [South East Water](#)

For further information on waste recovery visit:

[Gippsland Regional Waste Management Group](#)

Energy Efficiency

Committees are encouraged to minimise electricity consumption by considering the use of:

- energy efficient globes;
- sensor lights in toilets;
- keeping heating / cooling thermostats between 18 and 20 degrees;
- purchasing energy efficient appliances.



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Sustainable Event Checklist

Council is committed to being environmentally sustainable at events and has created a handy guide available on Council's [webpage](#) to assist in making events more sustainable and environmentally friendly.

For additional information regarding good environmental practices please contact Council's Environmental Team on 5624 2501

Capital Works and Other Funding

All capital works and funding applications at Council facilities requires Council approval.

Capital Works Program

The majority of Council's Recreation Facilities have Council adopted masterplans in place that outline capital works. These can be located on Council's webpage and are reviewed every four years.

In the absence of a Council adopted facility masterplan the committee can develop an agreed priority list of capital works in consultation with Council.

If a committee is proposing to deliver a project themselves, they are required to obtain Council approval. A project proposal form will need to be completed for Council to consider. Refer to the project proposal form.

Examples of capital works include:

- new or upgrade of public toilets;
- new or upgrade of change rooms;
- new or upgrade of kitchen;
- new or upgrades to ground surface, irrigation or drainage.
- Other items such as;
 - Electronic scoreboards, goal netting, security items, storage sheds etc.

It should be noted that all capital improvements undertaken by a Committee, Club or User group becomes the property of the owner of the land (Council). As the landowner, Council is to be party to all aspects of any improvements.

Refer – [Recreation Strategies and Plans](#)

Refer – [Project Proposal Form](#)



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Additional Financial Assistance

Council encourages sporting and community groups to seek additional funding from other sources, including State and Federal government agencies, sporting associations and the broad community through grants and fundraising.

Commercial sponsorship will require the approval from Council, as this could imply naming rights, a requirement for promotional signs, or priority use of the facility by the sponsored group.

Department of Sport and Recreation Victoria

Sports and Recreation Victoria provide funding for a variety of projects related to sport and recreation needs.

For more information visit the [Department of Sport and Recreation webpage](#).
Subscribe to Our Community Easy Grants Newsletter

Emergency Equipment Replacement Fund

This fund assists local sport and recreation clubs to replace essential sporting and first aid equipment lost or destroyed due to fire, theft or flood. Up to 50% of the value of equipment (subject to a maximum of \$2,000) may be granted to an individual club through this particular funding program.

Council Community Development Grant Program

Baw Baw Shire Council supports community and volunteer groups through an annual Community Development Grants program. For more information on the program please visit the [Community Development Grants webpage](#).

Committees should contact the Recreation Team to discuss project ideas and to seek further information on community grants.

Regulations and Permits

Regulations

Local Laws and relevant legislation



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Local Laws have been ratified by Council under the provisions of
The Act.

Offences under the Local Law and other relevant legislation may be dealt with by way of: a verbal or written direction from an Authorised Officer; an on-the-spot infringement; or by prosecution through the Courts. The following state legislation applies to the effective management of recreation reserves and halls:

- **Litter:** Under the Environment Protection Act 1970 – Section 45, Division 2, Littering Offences, it is an offence to deposit any litter, unless it is deposited in a place that is provided for and appropriate for the type of litter being deposited. Baw Baw Shire Council Officers and Victoria Police are authorised under the Environment Protection Act 1970 to take enforcement action in relation to littering offences. All reported cases of dumped litter will be investigated, and enforcement action will be taken where appropriate.
- **Dogs:** Committees, hirers and user groups alike, should demonstrate responsible pet ownership, with dogs being under effective control at all times. The Domestic Animals Act 1994 – Section 29, sets out offences and liability in relation to dog attacks. Dog owners are also required to comply with Clause 2.3 of Council's Community Local Law 2016 by carrying sufficient litter devices (e.g. bags) and to immediately collect and dispose of any dog excrement.

Food Registration and Environmental Health

All groups that sell food and beverages are to be registered with Council. Council requires that all food premises, temporary or permanent, be registered. It is the operator's responsibility to ensure that the preparation, storage and service of food at each venue is in accordance with the Food Act 1984 and the Food Standards Code Australia New Zealand.

The public is entitled to expect the same diligence and regard for hygiene from caterers, temporary food premises operators and food vehicle operators that permanent operating premises would afford.

The facility must comply with Sections 3.2.3 of the Food Standards Code Australia New Zealand (FSANZ). The types of events and food provided in the facility may be limited by existing equipment.



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A food handler should have a clear understanding of what can cause food contamination and food poisoning and be able to demonstrate the methods taken to minimize these risks. This information is available from the Food Standards Code Australia New Zealand (FSANZ).

If food handlers are found not to be complying with regulations from the Food Act 1984 and FSANZ then they may face prosecution or on the spot fines by Council. Breaches of the Food Act 1984 can result in penalties of up to \$100,000 and heavier penalties are possible for a corporation.

All food is to be displayed, served and stored in a manner that will protect it from contamination and spoilage. If these requirements are not complied with, groups will be directed to do so, and if there is a significant breach you may be asked to discontinue service.

If you require further information, please contact Council's Public Health Unit.

Baw Baw Shire Public Health Unit
Email: health@bawbawshire.vic.gov.au
Phone: 5624 2411

Smoking and Gambling

Smoking and Gambling are not permitted within any Council building. Smoking is not permitted within the building and the immediate vicinity of the building. Sponsorship or advertising signage displaying smoking or direct gambling at any Council facility is prohibited.

No Smoking signage should be prominently displayed.

Permits

Liquor Licences

Council and Committees are to encourage the responsible management (safe, sensible, social) of alcohol and support sporting clubs that encourage safe, healthy and family friendly environments.

The Department of Justice issues licences in accordance with the Liquor Control Reform Act 1998. Under the provisions of this Act, a liquor licence may only be granted if the relevant planning permission (where required) has been obtained from the Baw Baw Shire Council.

Typically, there are 3 categories:



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1. Renewable

Limited Licence: A Renewable Limited authorises the supply of liquor to members and guests of members, for consumption on the licensed premises. The Licence may also authorise supply from booths or marquees outside the club rooms, social functions and non-member functions.

2. Club Licence – Restricted:

A Restricted Club Licence authorises the supply of liquor to members and guests of members, for consumption on the licensed premises. Restricted Club Licences may only purchase liquor from the holders of a General or Packaged Liquor Licence. The trading hours of a Restricted Club Licence are determined by Baw Baw Shire Council and the Director of Liquor Licensing Victoria.

3. BYO Club Permit:

Authorise the consumption, possession and control of liquor in clubs that do not hold a liquor licence. The trading hours for a BYO permit are determined by Baw Baw Shire Council and the Director of Liquor Licensing Victoria.

If Clubs or Casual Hirers wish to apply for or vary a Liquor Licence, an application is to be made to the Director of Liquor Licensing.

The Baw Baw Shire Planning Scheme also covers Liquor Licences. A planning permit or letter of consent will be required from Baw Baw Shire Council for a Liquor Licence. All liquor licence applications are referred to the Baw Baw Shire Council for comment prior to issue of licences.

Planning Permits

Some projects (extension to a Club room, constructing a verandah, constructing coaches' boxes, displaying signage etc) may require a Planning Permit.

The Statutory Planning Department at Baw Baw Shire Council can advise Committees of Management if a Planning Permit is required.

Contact Baw Baw Shire Planning on: 03 5624 2411
or via email planning@bawbawshire.vic.gov.au

Building Permits

It is highly likely that a Building Permit will be required for any construction or modification works to infrastructure. To ensure that the construction and building materials used are in accordance with *The Building Act 1993* and *Building Regulations 2018* (*Building Code of Australia 1996 and Australian Standards*). Prior to any works, alterations or improvements, advice



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should be sought from a qualified building surveyor to ascertain if a building permit is required.

Building permits can be obtained from a range of consultants. Please refer to the Yellow Pages under Building Consultants for a full listing. A copy of the building permit is to be provided to the Recreation Team prior to the commencement of building works. If in doubt as to whether a permit or approval is required for any works, please contact the Recreation Team for clarification.

Forms

The following forms and templates as referenced throughout the guide can be found at [Baw Baw Shire Council's](http://www.bawbawshire.vic.gov.au) website:

• New Committee Member Nomination Form.....	53
• Change of Office Bearers notification Form.....	56
• Agenda and Minute Form.....	59
• GST Claim Form.....	62
• Annual Financial Return Form.....	64
• Petty Cash Voucher.....	65
• Casual Hire Form.....	69
• Hall Hire Record Form.....	78
• Volunteer Registration Forms.....	80
• Asset Acquisition and Disposal Form.....	83
• Incident Report Form.....	86
• Risk Checklist.....	91
• Maintenance Request Form.....	106
• Archive Lodgment Form.....	



Instrument of Delegation from Baw Baw Shire Council

To <Facility Name> Committee of Management

Authorising Provision

This delegation is made under section 86(3) of the *Local Government Act 1989* and in accordance to the Council resolution dated 27 September 2017.

Delegate

This delegation is to <Facility Name> Committee of Management, to manage the following facilities and the area shown in Schedule 2:

- <Facility>

Powers Discretions & Functions Delegated

The Baw Baw Shire Council (Council) delegates to the above named committee, the powers, duties and functions as set out in Schedule 1 to this Instrument of Delegation for the area as shown in Schedule 2.

Conditions

- The delegation comes into force immediately after the common seal of Council is affixed to this Instrument of Delegation;
- Must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the Schedules;
- Must be exercised in accordance with any guidelines (including the Good Practice Guide) or policies which Council from time to time adopts in relation to Section 86 committees;
- The special committee must annually report to Council concerning decisions made during and finances of the committee for the preceding 12 months;
- This delegation remains in force unless varied or revoked and replaces any previous delegation;
- Any member (not being a Councillor) of the <Facility Name> special committee is exempt from provisions of s.81 of the *Local Government Act 1989* for the purposes of providing primary and ordinary returns; and
- Council may remove a member from the special committee at any time.

DATED **2017**

The COMMON SEAL OF)
BAW BAW SHIRE COUNCIL)
was affixed on.....)

.....
Councillor

.....
Chief Executive Officer / Authorised Officer



Committee Structure and Objectives

1. Objectives of the Committee of Management

- 1.1. The principle objective of the Committee of Management (the COM, or Committee) is to act as an agent of Baw Baw Shire Council and not as an independent entity in managing the council assets entrusted in the committees care by:
 - 1.1.1. Undertaking the management and improvement of the reserve (reserve), hall (hall), facility and buildings(facility) on behalf of Council;
 - 1.1.2. Making available the reserve, hall and/or facility for public use, consistent with the function for which the facility, reserve or hall has been provided, and the *Local Government Act 1989*;
 - 1.1.3. Collecting rentals and charges, as set and adopted by Council, on the users of the facility, and to expend these funds on maintaining and/or improving the reserve, hall or facility and providing amenities for the better use and enjoyment by the community and public; and
 - 1.1.4. Carrying out such other objectives, matters and things incidental to and in furtherance of the objectives as set out in 1.1.1,1.1.2 and 1.1.3 hereof.

2. Definitions

- 2.1. In this Constitution the following words shall have the following meanings:

Act	means the <i>Local Government Act 1989</i> or any later equivalent enactment
Chief Executive	means the Chief Executive Officer of the Baw Baw Shire Council
Council	means the corporate body of the Baw Baw Shire Council
Committee	means the appointed members of the Committee of Management of the facility, hall or reserve
Office Bearer	means the Chairperson, Secretary and Treasurer roles that are appointed by the Committee of Management of the facility, hall or reserve.
General Committee Member	means the general members of the Committee of Management that do not hold Office Bearer roles. They provide a two way source of between user groups and the committee.
Shire	means the Municipal district of the Baw Baw Shire Council
Main User	means the organisations that are regular users of facilities as approved by Council. This list may be added to or deleted as the Council may decide.



3. Membership

- 3.1. The committee shall comprise of persons appointed by the Council, being not less than four (4) with no single user group having a majority (as per detailed in schedule 3).

4. Qualifications for Committee

- 4.1. Except with the prior approval of the Council, no person shall be appointed to the committee unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the Baw Baw Shire Council;
- 4.2. Committee members must be prepared to comply with Conflict of Interest provisions in the Local Government Act 1989; and
- 4.3. Committee members must complete a nominee declaration form to qualify to be a member of the committee.

5. Composition of Committee

- 5.1. Depending on how many main users there are (see Schedule 3), there must not be a majority representation from any user group on the committee;
- 5.2. Main user representatives may be nominated by the controlling body of the main user, or by Council;
- 5.3. Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times as an observer (without voting rights) at the invitation of the committee; and
- 5.4. No person nominated shall take office until endorsed by Council.

6. Term of Office

- 6.1. All members of the committee shall (Subject to Clause 10) hold office for a period of one (1) year from the date of their appointment by Council. A member appointed to fill a casual vacancy on the committee shall retire at the end of the one-year period applicable to the member whose inability to see out their term (for whatever reason) caused the vacancy.

7. Nomination of Public Representatives

- 7.1. A public notice of the Annual General Meeting is to be published in a newspaper not less than seven (7) days prior to the meeting, generally circulating within the district of the facility;
- 7.2. Written nominations (including full name and addresses) for the Annual General Meeting must be received prior to the commencement of the Annual General Meeting;



- 7.3. Council reserves the right to appoint a person as a public representative whose name has not been submitted through the above process.

8. Casual Vacancies

- 8.1. Where a vacancy on the committee occurs through retirement, resignation, death, incapacity or loss of qualification, the committee shall within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
- 8.2. If any committee member misses three (3) consecutive meetings of the committee without submitting their apology prior to the meeting such person shall cease to be a member of the committee upon confirmation by Council.

9. Office Bearers

- 9.1. For the annual general meeting, members must be nominated to the committee before office bearers are appointed;
- 9.2. The nominated committee shall then appoint the following office bearers to hold office for a period of twelve (12) months:
- Chairperson
 - Treasurer
 - Secretary
- 9.3. There must be segregation of duties amongst office bearers i.e. no one person may hold more than one office bearing position. In special circumstances one person may, with the approval of Council hold both the positions of Treasurer and Secretary.
- 9.4. The committee shall provide all nomination forms and notify the Council of the name and address of each committee member and office bearer within seven (7) days of such person's appointment.
- 9.5. The Chairperson, or a nominated representative in his/her absence, shall take the chair at all meetings of the committee. In the absence of both, the committee may appoint one of its members to be the Chairperson for the meeting.

10. Committee Vacancies

- 10.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the committee.

11. Council Officer Representation

- 11.1. The Council may appoint a person to be its representative on the committee and such person shall hold office until removed by the Council or until any one of the contingencies referred to in Clause 8 hereof occurs.



12. Councillors on Committees

- 12.1. Elected councillors are not permitted to take on office bearer positions within a committee. Elected Councillors can be on a committee as a general committee member. If an office bearer is elected as a councillor during their term on a committee, that individual must resign from their office bearer position as per the conditions in Clause 8.

Committee Meetings

13. Meetings

- 13.1. The first meeting of the committee shall be held within one (1) month of the committee's appointment.
- 13.2. In any event, the committee shall hold a minimum of three meetings a year, one which must be during the month of July/August (being the Annual General Meeting).*
- 13.3. All meetings of the Committee (both ordinary and special) must be open to the public.
- 13.4. The procedure at meetings of the committee shall be governed by the Council's Meeting Procedure Local Law, as determined and varied from time to time by Council.
- 13.5. The committee also may hold special meetings and the Chairperson or any three members of the committee may call a special meeting. A special meeting may also be called by the Council at any one time, providing that notice of the meeting is issued 48 hours prior to its commencement.

14. Quorum

- 14.1. For a meeting to be held, the Committee must meet quorum.
- 14.2. The quorum must be at least a majority of the number of members of the Committee.

15. Minutes of Special Committee meetings

- 15.1. There are special rules applicable to the recording and preparation of special committee minutes. Under Section 93 of the Act, the Chairperson of a special committee must arrange for minutes of each meeting of the committee to be kept.
- 15.2. The Chairperson must submit the minutes of a committee meeting to the next meeting of the committee for confirmation. If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.



- 15.3. The minutes of a meeting of a special committee must –
- contain details of the proceedings and resolutions made;
 - be clearly expressed; and
 - be self-explanatory.
 - In relation to resolutions recorded in the minutes, relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated.
- 15.4. The Chairperson shall ensure that minutes of all meetings of the committee shall be kept by the secretary or his or her deputy and a copy sent to the Council within thirty (30) days of the meeting.
- 15.5. In the absence of both, the committee may appoint one of its members as Secretary for the meeting.
- 15.6. If a committee member has a conflict of interest in a matter which is to be considered or discussed at a committee meeting the member must disclose the conflict of interest and this is to be recorded in the meeting minutes and the process followed as per Section 79 of the Local Government Act 1989 and Council's Good Practice Guide.

16. Voting

- 16.1. Only members of the committee approved under Clause 5 shall have voting rights. Each member of the committee shall have one vote and in all cases (except the electing of acting Chairperson) of an equality of votes, the Chairperson shall have a casting vote as well as a vote as a member of the committee.

Committee Financial Responsibilities

17. Financial Administration

- 17.1. The committee shall not borrow or obtain funds by way of overdraft or loan.
- 17.2. The Financial Year of the committee shall be from 1st July to 30th June next.
- 17.3. In order to meet Councils audit requirements, the funds of the committee shall be lodged in a bank account approved by Council.
- 17.4. Council must have the ability at all times to access details of committee bank accounts.
- 17.5. All accounts over fifty (50) dollars (including GST) shall be paid by cheque or online banking with approval by two (2) committee members and/or office bearers appointed by resolution of the committee. The two signatories approving the payments must not be related.
- 17.6. The Treasurer shall list all accounts received for payment to each meeting of the committee and report on the state of the committees finances and shall



make such recommendations as he/she considers necessary and same shall be recorded in the minutes of the meeting.

- 17.7. The committee shall ensure books and statements are provided and kept in accordance with the Regulations made under the Act.
- 17.8. Monies held by the committee shall not exceed \$50,000 at the end of any given financial year, unless otherwise approved by Council.
- 17.9. In accordance with Section 1(1.1.3) income derived from levying fees and charges is to be utilised to improve the facility.
- 17.10. Committee members are entitled to be reimbursed through committee funds for any out of pocket expenses incurred while carrying out the functions set out in the constitution as long as a receipt or documentation (as described in the Good Practice Guide) is provided.
- 17.11. No voting member of the committee shall receive any remuneration and/or honorarium for carrying out any of his/her duties as a member of the committee without approval from the Council.
- 17.12. Committees must adhere to Council's Procurement Policy as outlined in the Good Practice Guide.

18. Annual Statements

- 18.1. The committee shall on or before the 15th day of August in each year ensure the accounts of the committee to be balanced (up to the 30th day of June proceeding) and forward its annual financial statement to Council.
- 18.2. To assist in the preparation of the statement of accounts the Council's Finance Department will supply a standard template and information document to assist the committee.

19. Determination of charges

- 19.1. The committee shall collect and abide by the Council adopted fees and charges, and any adopted policies or procedures for the various user groups of the facility. Details of such rentals and charges shall be advised by Council once the budget has been adopted.
- 19.2. Every member appointed by the committee to collect any rentals or charges shall within seven (7) days after he or she has received any monies on account of the committee ensure same is paid into the committees bank account unless other arrangements have been approved by Council.
- 19.3. Every member appointed for the collection of rentals or charges by the committee shall issue a receipt on collection.



Management of Facilities

20. Management

- 20.1. Management Plans for the facility shall be prepared by the committee with support from the Council. Plans must be reviewed at least once every three (3) years.
- 20.2. The committee shall not proceed with any works, developments or construction on the facility or appoint any architect or consultant, without first gaining approval by Council.
- 20.3. The committee can undertake tasks generally associated with general maintenance and upkeep of the facilities. When engaging contractors, they must be accredited with Council. Volunteers must complete a volunteer registration form.
- 20.4. The committee shall ensure that any alterations or works undertaken at the facility by user groups are discussed with Council. All appropriate approvals must be obtained in writing prior to any such works being commenced.
- 20.5. The committee may employ (with Council approval) and pay persons for the maintenance and upkeep of the facility and the performance of any other matters required to be done for the proper management and control of the facility.

21. Entering into commercial arrangements

- 21.1. The committee shall not establish commercial or other related tenancy agreements for part or parts of the facility.
- 21.2. The committee shall not without the approval of the Council allow the facility to be tenanted or used in any way to the exclusion of the public except by a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature.
- 21.3. The committee shall only accept casual bookings from commercial ventures when:
 - 21.3.1. a commercial fee is charged and paid; and
 - 21.3.2. the facility is not being used by a member of the public, a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature; and
 - 21.3.3. the commercial venture has a common purpose or object of a sporting, recreational or cultural nature.



22. Insurance

- 22.1 Please refer to Council Facility Pricing Strategy and Committee of Management Good Practice Guide for Councils building and public liability insurance practice.

General Requirements

23. General

- 23.1. The committee shall not delegate any of the powers herein delegated to it by the Council.
- 23.2. The committee shall not seek or obtain independent legal advice. The committee is an agent of Council established under Section 86 of the Local Government Act, not an independent entity. The committee may request legal advice however it is the function of the Chief Executive Officer through an appointed staff member to obtain the legal advice.
- 23.3. The Committee shall obtain and maintain a post office box and ensure all correspondence is directed to this box, not the Secretary's home address. Council will pay the cost associated with maintaining the post office box.
- 23.4. Any requests and directions or financial rules, policies or requirements made by the Council shall be adhered to by the committee.

24. Fundraising

- 24.1. The committee may arrange functions, fixtures or entertainment for the purpose of raising funds utilising Councils prescribed casual hiring information.

25. Disputes

- 25.1. In the event of any dispute between the committee and any organisation, club, sporting body or other party, any party to the dispute may refer it to the Chief Executive Officer for determination and in such event, the dispute process will be in line with any existing tenancy agreement.
- 25.2. In the absence of any agreement the Chief Executive Officers decision will be final.

26. Changes to Constitution

- 26.1. No alteration to this constitution shall be effective unless first approved by the Council.



26.2.Council may by resolution make amendments periodically within the Council term to the Instrument of Delegation, including individual facility user groups and managed area.



Schedule Two (2) to Instrument of Delegation

GIS imagery of managed land



Schedule Three (3) to Instrument of Delegation

<Facility Name> Committee of Management User Groups

The following user groups may be represented on the Committee of Management:

- < User Group >
- < User Group >
- < User Group >



New Committee Member Nomination Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Probity

Have you been declared bankrupt or been the subject of any order under the *Bankruptcy Act 1966*?

If 'Yes' please provide details

Yes

No

Have you been a director or executive officer of a corporation which became insolvent whilst you were a director or executive officer?

If 'Yes' please provide details

Yes

No

Have you ever been disqualified from acting as a director of acting in the management of an incorporated association?

If 'Yes' please provide details

Yes

No

Have you ever contravened any civil penalty provision under the *Corporations Act 2001* or any of its predecessors?

If 'Yes' please provide details

Yes

No

Have you ever contravened the *Associations Incorporations Act 1981* (Vic) or any equivalent in another jurisdictions?

If 'Yes' please provide details

Yes

No

Have you ever been guilty of any offence in relation to corporate or regulatory matters?

If 'Yes' please provide details

Yes

No

Are you currently a party in any capacity in either criminal or civil proceedings before a court, tribunal or other adjudication body (including a professional registration/ licensing body) Which could reasonably raise an expectation of a material interference with your public duties?

Yes

No

If 'Yes' please provide details

Do you expect to become a party in any capacity in either criminal or civil proceedings before a court, tribunal or other adjudication body (including a professional registration/ licensing body to any such proceedings in the next year?

Yes

No

If 'Yes' please provide details

Has there been a finding of guilt against you for a criminal offence (except a conviction that is spent under any prescribed spent convictions scheme)?

Yes

No

If 'Yes' please provide details

To the best of your knowledge and belief, have you been, or are you currently, the subject of any inquiry or investigation, including those by;
A department or agency of the Commonwealth;
A department or agency of a State or Territory of Australia;
A professional association;
A regulatory agency
Your current or a previous employer;
A consumer protection organisation?

Yes

No

If 'Yes' please provide details

Section 2: Contact Details

Name of Nominee	Date Nomination Received	
Name of Group Representing	Nominated By	
Phone Number	E-mail	
Postal Address		
Unit Number	Street or Post Box Number	Street Name
Town	Postcode	

Section 3: Declaration

I declare that to the best of my knowledge, the information I have provided in Part A and Part B of this nomination form is true and correct. I undertake to advise Baw Baw Shire Council if any actual, potential or perceived conflict arises in the future and agree to stand down in any decision making process in which I may be compromised. If there is any change to the interests set out in Part A, I undertake to advise Baw Baw Shire Council of any alternations or additions to my declaration as soon as possible. I agree to abide to the best of my ability by the conditions of appointment as set out in Baw Baw Shire Council's Good Practice Guide.

Signature of Nominee	Date
----------------------	------

Office Use Only

Nominee elected to Committee	Date	Signed (authorising officer BBSC)
Yes		
No		



Change/ Update of Section 86 Committee of Management Members

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436.

Important: Under Baw Baw Shire Council's Privacy Information Policy, contact details for the Committee are considered as 'generally available information'. By completing your details below you acknowledge that the contact details provided will be listed in Council's Community Directory, on Council's website and used for other related activities.

Section One: Committee Details

Name of Committee

Appointment Period

Section Two: New Member Details

Signature

Position

Name:

Chairperson

Club:

Date:

Postal Address:

Phone:

Mobile:

Email:

Name:

Secretary

Club:

Date:

Postal Address:

Phone:

Mobile:

Email:

Name:

Treasurer

Club:

Date:

Postal Address:

Phone:

Mobile:

Email:

Name:	Other
Club:	Date:
Postal Address:	
Phone:	Mobile:
Email:	
<hr/>	
Name:	Other
Club:	Date:
Postal Address:	
Phone:	Mobile:
Email:	
<hr/>	
Name:	Other
Club:	Date:
Postal Address:	
Phone:	Mobile:
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Email:	
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Name:	Other
Club:	Date:
Postal Address:	
Phone:	Mobile:
Email:	
<hr/>	
Name:	Other
Club:	Date:
Postal Address:	
Phone:	Mobile:
Email:	

Please provide any outgoing members names (if applicable):

Resigning members names (if applicable):

A Section 86 Committee of Management Member Nomination Form must accompany this form for any new members listed.



Baw Baw Shire Council

Action and Agreement Record

Date:	14/06/19	Start Time: 5:30pm	Finish Time: 7:00pm	Location: Hall
Meeting Purpose:	Committee of Management General Meeting			
Attendees:				
Chair:				
Apologies:				
Code of operation:	<ul style="list-style-type: none"> We start on time and finish on time We all participate and contribute - everyone is given opportunity to voice their opinions We use improvement tools that enhance meeting efficiency and effectiveness We actively listen to what others have to say, seeking first to understand, then to be understood 		<ul style="list-style-type: none"> We follow-up on actions we are assigned responsibility for and complete them on time We give and receive open and honest feedback in a constructive manner We use data to make decisions (whenever possible) We strive to continually improve our meeting process and build time into each agenda for reflection 	
Our cultural commitments:	We will strive to be: <ul style="list-style-type: none"> Optimistic about our organisation's future and our ability to deliver quality services and projects to benefit our community. Pragmatic by resolving issues and making the best possible use of our time, effort and resources. 		<ul style="list-style-type: none"> Respectful of ourselves, our Council and of the diverse views and perspectives of our community. Supportive by valuing our team members, empowering them to be successful in their roles and investing in their growth and development. Authentic by undertaking our work in an open, honest and transparent manner. 	

Agenda				
No	Item	Discussion points	Who	Time Allotment
1.	Open Meeting and Welcome			
2.	Apologies			
3.	Minutes of previous meeting			
4.	Conflict of interest declaration			
5.	Business arising from the minutes			
6.	Accounts for payment and treasurers report			
7.	Reports from other officers, sub-committees, delegates			
8.	Correspondence			



Baw Baw Shire Council

Action and Agreement Record

9.	Business arising from correspondence			
10.	General Business			
11.	Date of next meeting			
12.	Closure of meeting			

Actions and Agreements				
Meeting	Action	Who	When	Status

Appendix C: Committee Reporting Summary

Reporting Requirement	Frequency	Good Practice Guide Reference
Conduct Committee Meetings and forward Minutes to Council	Minimum 3 per annum	Administration and Reporting Meeting Procedures Agenda and Minute Forms
Conduct a Committee AGM and forward Minutes to Council	Annually	Meeting Procedures Agenda and Minute Forms New Committee Member Nomination Form
Complete Annual Financial Return and forward to Council	August 15th	Administration and Reporting Annual Financial Return Form
Complete Annual GST Return Form and Forward to Council	Submit with annual maintenance allocation	GST Return Form
Notify Council when a Committee member retires or resigns	Immediately	Change of Office Bearers Notification Form
Complete Hall Use record	January and July	Hall Hire Record Form
Volunteer registration	As Required	Volunteer registration forms
Complete documentation if the Committee buys or sells any equipment	When buying or selling equipment	Asset Acquisition and Disposal Form



GST Return Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Goods and Services Tax (GST)

Total Sales

Does the total sales include GST?

Yes

No

Other GST Free Sales

Capital Purchases

Non-capital Purchases

Section 2: Summary

Amounts you owe the Australian Taxation Office (ATO) GST on sales (GST Collected)

Amounts the Australian Taxation Office (ATO) owes you GST on purchases (GST Paid)

Section 3: Payment or Refund

Is the GST collected (Income) greater than the GST paid (Expenses)

Yes

No

If 'Yes' please write the amount below, this is payable to the ATO.

If 'No' please write the amount below, this amount is refundable to the Committee.

Section 4: Declaration

The above information has been prepared by the following to be true and correct.

Prepared By

Committee

Date



Council S86 Committee GST FAQ's Help Sheet

All Council Section 86 Committees of Management are required to keep a record of all GST received and paid within each financial year.

Why do Council Section 86 Committees need to report on GST?

Council Section 86 Committees are committees of Council and therefore fall under Council's ABN registration – 47 274 526 683. This means that the net balance of GST (GST collected vs GST paid out) should be either paid by the committee to Council (If the GST collected is greater than that paid out) or paid to the committee by Council (If the GST collected is less than that paid out)

Council is registered for GST; hence committees are registered for GST and must report on this each year.

Recording GST that the committee has paid.

How do I know what has GST and what does not have GST?

All receipts and invoices paid by the committee will have GST written on them if it is applicable. This should be recorded against each item in your records.

For example, some items you buy from the supermarket will have GST and other won't, the receipt will indicate the GST amount.



For some invoices the business might not charge GST if they are not register for GST, this should be clearly stated on their invoice.



Council S86 Committee GST FAQ's Help Sheet

The invoice I have states that the price is GST inclusive, how do I work out what the GST component is?

The GST (Goods and Services Tax) is a broad-based tax where 1/11th is applied to supplies of most goods and services consumed in Australia. If the invoice states that it is GST inclusive, then 1/11th of the total price will be the GST component.

The invoice states that there is no GST, what should I do?

If the invoice states that no GST has been charged, then you cannot claim GST as you have not paid any GST on it. You will need to record this invoice in your books as \$0.00 GST. Certain items do not attract GST, for example donations. Some businesses are also not registered for GST and therefore they cannot charge GST on their invoices.

Committees Charging GST

What do I need to charge GST on?

All services provided by the committee will need to include GST.

For example;

- Hall Hire Fees
 - The fees for hire are adopted each year by Council and are GST inclusive.
- Equipment Hire
 - E.g. Tables, chairs, speakers.
 - Hire for equipment is set by the committee and needs to include GST.
- Sporting Club User Fees
 - As per Council's adopted pricing policy these are GST inclusive fees.
- Utilities
 - If the committee is on charging utility fees to clubs GST must be on charged, or in the case of Gippsland Water invoices which do not contain GST added to the total.
- Cleaning
 - If this is on-charged by the committee GST will need to be charged.
- Catering
 - If this is on-charged by the committee GST will need to be charged.

What about bonds?

GST does not need to be charged on bonds.




Council S86 Committee GST FAQ's Help Sheet

Reporting on GST

What do I need to do?

Each financial year committees are required to complete an annual GST Return Form. This can be submitted as part of the annual maintenance allocation application or at the same time as submitting your Annual Financial return to Council. The form is located in the Good Practice Guide and on Council's webpage. See copy below.



GST Return Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Goods and Services Tax (GST)

Total Sales

Does the total sales include GST?
☐ Yes ☐ No

Other GST Free Sales Capital Purchases Non-capital Purchases

Section 2: Summary

Amounts you owe the Australian Taxation Office (ATO) GST on sales (GST Collected)

Amounts the Australian Taxation Office (ATO) owes you GST on purchases (GST Paid)

Section 3: Payment or Refund

Is the GST collected (Income) greater than the GST paid (Expenses)
☐ Yes ☐ No

If 'Yes' please write the amount below, this is payable to the ATO.

If 'No' please write the amount below, this amount is refundable to the Committee.

Section 4: Declaration

The above information has been prepared by the following to be true and correct.

Prepared By Committee Date

Total GST that the committee has collected on invoices raised for hire, user fees etc

Total GST that the committee has paid on invoices raised for maintenance, utilities etc

This section will determine if the committee will receive a GST refund or be required to pay. If the committee has paid more GST than collected then the Committee will be refunded the difference.

Contact us

We're here to help! For more information please contact Council's Recreation Team on 5624 2483 or by email at recreation@bawbawshire.vic.gov.au

You can also find more information on the Australian Taxation Office (ATO) webpage - <https://www.ato.gov.au/Business/GST/>



Annual Financial Return

Name of Committee: _____

For the Financial Year: _____

INCOME			
	Total ex GST	GST	Total inc.GST
Fees and Charges			
Hall/Reserve Hire	\$	\$	\$
Equipment Hire	\$	\$	\$
Club User Fee (Cricket)	\$	\$	\$
Club User Fee (Football)	\$	\$	\$
Club User Fee (Netball)	\$	\$	\$
Club User Fee	\$	\$	\$
Total Fees and Charges	\$	\$	\$
Grants and Subsidies			
Baw Baw Shire Maintenance Allocation	\$	NO GST (S86 CoMs)	\$
	\$	\$	\$
	\$	\$	\$
Total Grants and Subsidies			
Fundraising + Sponsorships			
Fundraising Activities	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Fundraising Income			
Interest Income			
Bank and Account No.	\$	No GST	\$
Bank and Account No.	\$	No GST	\$
Bank and Account No.	\$	No GST	\$
Total Interest		No GST	
Other Income			
	\$	\$	\$
	\$	\$	\$
Total Other Income	\$	\$	\$
Total Income	\$	\$	\$

EXPENDITURE			
	Total ex GST	GST	Total inc.GST
Contractor Costs (list if more than 1) <i>**Any repairs or maintenance, please list individually as some contractors may or may not be registered for GST, please check invoices</i>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Contractor Costs			
Utilities – Move			
Electricity	\$	\$	\$
Water	\$	\$	\$
Gas	\$	\$	\$
Phone	\$	\$	\$
Waste Removal	\$	\$	\$
Total Utilities			
Ground Maintenance Costs			
Mowing	\$	\$	\$
Fertilizer	\$	\$	\$
Chemicals	\$	\$	\$
Soil	\$	\$	\$
Seed	\$	\$	\$
Other	\$	\$	\$
Total Ground Maintenance			
Building Maintenance Costs			
Cleaning	\$	\$	\$
General Up Keep	\$	\$	\$
Other	\$	\$	\$
Total Building Maintenance			
Other Expenditure			
Supplies – E.g. Stationary, kitchen, toilet paper	\$	\$	\$
Banking Charges and Interest	\$	No GST	\$
Payment to Council	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Other Expenses	\$	\$	\$
Total Expense			
SURPLUS/(DEFICIT)	\$	\$	\$
Un-presented cheques	\$	\$	\$
Deposits not yet credited	\$	\$	\$
<i>Petty Cash balance as at June 30</i>			\$
<i>Bank A/C #1 balance as at June 30</i>			\$
<i>Bank A/C #2 balance as at June 30</i>			\$
<i>Investment A/C #1 balance as at June 30</i>			\$
<i>Investment A/C #2 balance as at June 30</i>			\$

The annual financial return (or equivalent) is to be submitted to Council before August 15th.

Prepared by: _____ Date: _____



Petty Cash Voucher

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Voucher Details

Name of Committee

Date

Particulars

Amount (\$)

GST Portion (\$)

Total (\$)

Authorised By

Signature

Recipient

Signature



Casual Hire Form

Management of the facility has been vested in the Committee of Management appointed by the Baw Baw Shire Council. Before lodging the 'Application for Hire' with the booking officer, it is important that you read and understand all 'Conditions of Hire' and appropriate hire charges.

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Application for Casual Hire

Name of Facility		Name of Hirer	
Contact Person		Phone Number	
Postal Address			
Unit Number	Street or Post Box Number		Street Name
Town	Postcode		
Hired Area			
Purpose of Booking		Total number of people expected in Hired Area	
Start Date	Start Time		
End Date	End Time		
Cost For Hire (Booking Officer to Complete)			
Cost of hire (Includes GST)			
Casual Hirers Liability Insurance (if required)			
Cleaning Fee (if required)			
Equipment Hire Fee (if required)			
Total (\$)			

Does your organisation or group have Public Liability Insurance of \$10 million or more? (Please attach a copy of your 'Certificate of Currency')

Yes

No

If you do not have Public Liability Insurance, do you wish to apply for Council's "one off" Public Liability Insurance for the duration of the function?

Yes

No

Council's "one-off" policy costs \$20.00 and is subject to conditions and exclusions. Please allow 10 working days for the policy to be approved. Ask the Booking Officer for information on this policy.

Will alcohol be sold or consumed at your function?

Yes

No

If alcohol is being sold, a permit is required as follows:

If the premises is already licensed contact; Liquor Licensing Inspector, Warragul Police If the premises is unlicensed you will need to apply to the Victorian Commission for Gambling and Liquor. See hire conditions for more information.

If alcohol will be consumed but not sold during a booking a permit will be required if the booking is after 11:00pm. A permit is not required before 11:00pm. See hire conditions for more information

By signing and submitting this form the hirer acknowledges and agrees that they are aware the service of alcohol may increase the risk of damage to the hall and that the hirer will hereby take full responsibility for rectification of any such damage which may occur both inside and outside the Hall

Will food be sold at your function?

Yes

No

A permit is required if food is prepared for sale, call Council's Public Health Unit on 5624 2519. Any catering company used or contracted must have a current Food Act Registration.

Will live or recorded music be played for public performance, broadcast or communication at your function?

Yes

No

If 'Yes', a licence maybe required for your function. To find out more contact Australasian Performing Rights Association/ Australasian Mechanical Copyright Owners Society on 1300 852 388.

Cleaning and waste removal after the function includes

Professional cleaning and waste removal is built into the hire cost at this facility. You are still responsible for leaving the facility in a clean and tidy condition after your event.

All cleaning and waste removal at this facility is the hirer's responsibility.

Is a large temporary structure to be erected at your function?

Yes

No

Are you seeking permission for an open fire at your function?

Yes

No

If 'Yes' a building permit may be required, please contact your local Country Fire Authority.

Are you seeking permission for animals indoors at your function?

Yes

No

If 'Yes' please contact Council's Occupational Health and Safety Coordinator on 5624 2496. It is expected that event organiser's will ensure all respective licenses and competencies are held by all users of plant

If you have said 'Yes' to several of the above questions, please contact Council's Event Coordinator on 5624 2539 to clarify if your function is classified as an event.

Declaration

I acknowledge that:

I have read and understood the Conditions of Hire;

Where the Hirer is a Company or Incorporated Association, I am authorised by the Hirer to complete this Application Form on the hirer's behalf; and

I am personally responsible for ensuring that the Hirer complies with the Conditions of Hire and if the Hirer breaches any of the Conditions of Hire, I will be personally responsible for any such breaches, including any damage to the Hired Area.

I request that:

The Hired Area is hired to the Hirer on the terms contained in the Condition of Hire and Application Form.

Applicant's Name

Applicant's Signature

Date

Committee/ Office Use Only

Payment
Received

Cost of Hire

Receipt Number

Casual Hirer's
Insurance

Receipt Number

Bond

Receipt Number

Bond Returned

Section 2: Booking Confirmation

Send to Hirer once booking is confirmed

Hired Area	Name of Hirer	
Contact Person	Phone Number	
Postal Address		
Unit Number	Street or Post Box Number	Street Name
Town	Postcode	
Purpose of Booking	Additional Requirements of Booking	

Keys Pick Up	Keys Return
Start Date	Start Time
End Date	End Time

Costs for Hire

Cost of Hire (includes GST)	Casual Hirers Liability Insurance (if required)	Bond
Other Charges	Total Charges	

Conditions of Hire

1. Application for Use

- 1.1 To hire the Hired Area, the hirer must complete and return the Application Form to the Baw Baw Shire Council Booking Officer at least fourteen (14) days prior to the commencement date: Bookings
- 1.2 are *not confirmed* until the Application Form is completed and any bonds are paid.
- 1.3 Notice of cancellation must be received by the Booking Officer in writing seven (7) days prior to the date booked, otherwise monies will be forfeited.

2. Permission to Use

- 2.1 Permission to use the facility may be granted only by the Baw Baw Shire Council Booking Officer. Additional time required outside the hours of use for setting up, cleaning up etc., shall be at the discretion of the Booking Officer.
- 2.2 The Hirer shall not permit any function to continue beyond the time specified in the Application Form. If a hire continues beyond the specified hire, extra charges may apply or the bond forfeited.
- 2.3 The Hirer must only use the Hirer Area for the use specified in the Application Form. Should the facility be used for any other purpose, extra charges may apply or the bond forfeited.
- 2.4 It shall be at the discretion of Council to refuse to hire the facility and may cancel a booking at any time and return all monies paid to the Hirer who then will have no claim for any loss or damage.
- 2.5 This agreement provides the Hirer a licence to occupy the Hired Area. This agreement does not confer any rights to exclusive possession. The Hirer shall only be permitted to use the part of the facility set out in the Application Form.
- 2.6 No portion of the facility shall be sub-let.

3. Hiring Charges

An invoice will be issued after the event. All charges shall be paid in full no later than thirty (30) after the issue of the invoice.

A bond as determined by Council or the Committee must be paid by the Hirer as security against damage or additional costs to the facility or any building thereon. Such amount may be in line with Council Policy, and applied to repairing damages or towards cleaning the facility where the Hirer has failed to meet their obligation. In the event that the bond is not sufficient, the Committee reserves the right to take action for recovery of any deficit.

4. Good Order

- 4.1 The Hirer is responsible for determining at the onset of the hire that the premises are safe and free from obstructions for the intend use of the Hirer.
- 4.2 The Hirer shall be responsible for the maintenance and preservation of good order at the facility throughout the duration of the Hire.
- 4.3 The Hirer is responsible for the full replacement cost of any damage or breakages to the facility, its fittings and contents.
- 4.4 At the conclusion of the Hire all displays and promotional material, excess rubbish and other equipment associated with the Hire must be removed and the Hire Area should be left in a clean and tidy condition.
- 4.5 The Hirer must not permit the number of people in the Hirer Area to exceed the maximum number specified in the Application Form.

5 Cleaning

The facility must be clean and ready for the next user, this includes:

- sweeping and mopping of floors
- wiping down all bench tops, tables and chairs
- cleaning stoves, ovens, microwaves and equipment used
- removal of all food or drink from the facility
- removal of all decorations;
- tables and chairs safely stacked and returned to storage areas
- the outside area, including car park to be free of litter

Rubbish Disposal

- 6.** The Hirer is required to clean up and remove all rubbish from inside and outside of the facility at the end of the Hire.

- 6.1** All rubbish to be placed in bins (where provided and directed by the Booking Officer) or Hirer to remove all rubbish at their own expense.

Instruction to Access

- 7** Council or its authorised representatives shall be entitled to free access to the facility during the hiring for the purpose of Council business.

- 7.1** Any reasonable instructions given by any person named in 6.1 to any persons admitted by the Hirer shall be obeyed.

Facilities Available

- 8** The facility and toilets are available to the Hirer. Use of any other building shall be by arrangement with the Booking Officer and detailed in the Application Form.

9 Alcohol

- 9.1** If a hirer intends to sell alcohol at an unlicensed venue during a booking either directly or indirectly they must apply to the Victorian Commission for Gambling and Liquor Regulation for the appropriate liquor license. For more information on liquor licenses and requirements, please go to www.vcglr.vic.gov.au or 1300 182 457. The booking officer must receive a copy of the liquor license prior to the booking date
- 9.2** Where alcohol is to be sold the hirer must also hold a current Victorian Food Act registration.
- 9.3** The booking officer must receive a copy of the licence and registration prior to the function commencement date.
- 9.4** If alcohol will be consumed but not sold during a booking a permit will be required if the booking is after 11:00pm. A permit is not required before 11:00pm. A permit will only be issued for the hours of 11:00pm – 1:00am. A permit will not be granted to consume alcohol after 1:00am. For more information please <https://www.bawbawshire.vic.gov.au/Resident-Information/Local-Laws-and-Permits/Local-Law-Permits> or call Council's Compliance department on 5624 2411.

10 Catering

- 10.1** Caterers preparing food for sale must be registered and comply with the Food Act 1984 and conditions of their food safety program.
- 10.2** Any food must be supplied or prepared in an appropriate manner.
- 10.3** Hirers must place all waste materials in the receptacles (where provided) and leave the kitchen area thoroughly clean. If reinstatement is required the cost will be deduced from the Hirers Bond.

11 Insurance

- 11.1 Any goods or equipment owned by the Hirer, guests, paying customers or employees of the Hirers are not covered under Council's insurance.
- 11.2 Liability for injury to persons during the Hire period is not covered by Council's insurance. Separate Public Liability Insurance and any other appropriate insurance shall be taken out by the hirer and presented to the Booking Officer prior to the date booked.
- 11.3 The hirer shall not neglect to do anything, which will affect the insurance policies in connection with the facility.
- 11.4 The hirer shall take out and keep during the period of the hire, a liability insurance policy, covering the Hirer against all actions, claims, costs, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of, or in relation to the facility.
- 11.5 The hirer agrees to indemnify, and keep indemnified, and to hold harmless the Council and its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against them, or any of them arising out of, or in relation to, the said hire.
- 11.6 A copy of a Certificate of Currency for public liability insurance for a minimum of \$10 million must be presented to the Booking Officer prior to the hire of the facility. The policy must be in the name of the hirer and provide cover for the planned activity/event.

12 Theft

The Council shall not be liable to the Hirer or any person for any article or thing being lost, damaged or stolen.

13 Contractual Obligations

- 13.1 The Committee shall not be liable for any negligent act of the Hirer in connection with the use of the facility, nor breach of a contractual obligation by the Hirer with regard to such use.
- 13.2 The Hirer is responsible for repair of any damage to the Hired Area which occurs as a result of the Hire.
- 13.3 The Hired Area must be left tidy after use.
- 13.4 The amount of the bond to be refunded will occur after inspection of the facility by the Booking Officer following the hire less any amount required by the Committee to:
- repair any damage to the hired area which occurs when the Hirer had access, regardless of how the damage occurred
 - clean the hired area after use so that it is in the same condition it was prior to the hire
- recover any costs due to a breach of these conditions by the Hirer.
- 13.5 Council reserves the right to take action to recover costs due to a breach of these conditions by the Hirer

14 Conclusion of Function

Hirers, upon leaving the facility, should ensure that it is left in the same condition it was prior to the Hire with all power switched off & doors securely locked as instructed by the Booking Officer.

15 Keys

Keys must be collected from and returned promptly as directed by the Booking Officer. The Hirer must not duplicate keys or change locks to the hired area or the facility.

16 Animals

The Hirer must not allow any animals to be brought indoors into the hired area without prior written consent of Council's Public Health Unit.

17 No Smoking

The Hirer must not allow any persons to smoke in or in the immediate vicinity of the Hired Area.

18 Fires

No fire shall be lit on days of Total Fire Ban. Open fires require prior written consent from the Country Fire Authority and/or Council.

19 Nuisance

19.1 The Hirer must not do anything in connection with the Hired Area which may cause a nuisance or interference with any other person.

19.2 The level of noise should not unduly interfere with local residents.

19.3 All efforts should be made to ensure participants leave the facility in a quiet and orderly manner.

19.4 Amplified music maybe permitted as part of the Application Form. Failure to reduce noise levels when directed by the committee, Police Officer or Council shall be deemed a breach of the Hire conditions

20. Car Parking

20.1 The Hirer is responsible for the behaviour of all drivers arriving and leaving the Hired Area, including any car park forming part of the premises.

20.2 Cars should be parked lawfully and in legitimate parking places and not over driveways

20.3 Drivers of vehicles should observe parking regulations and Council's Local Laws.

21. Plant, Equipment, Hazardous Goods or Dangerous Substances

The Hirer must not bring any heavy plant or equipment, hazardous goods or dangerous substances into the Hired Area without prior consent from Council.

22. Temporary structures

The Hirer must not erect any Large temporary structures like staging, large tents, marquees, shade sails or similar without prior consent from Council.

23. Performing Rights & Music

The Hirer shall be responsible for obtaining all necessary permits and for payment of all fees for the performance of any show, act or other breach of copyright.

24. Decorations

- 24.1 Decorations are welcome however they must not damage the facility and be removed at the conclusion with nothing hung from ceiling fans.
- 24.2 All adhesive tape must be removed and nails or screws must not to be used.

25. Change of Conditions

Council or reserves the right to change, vary or impose additional conditions if deemed necessary at any time.

26. Compliance with Laws

The Hirer must comply with all laws and not permit any illegal activities in connection with the Hired Area.

27. Termination of Hire

This Hire Agreement may be terminated at any time if the Hirer:

- 27.1 Has not paid the Hire Fee in the manner specified in the Application Form.
- 27.2 Breaches any of the Hirer's obligations specified in these conditions and fails to remedy the breach.

28. Disputes

In the event of any disputes or differences arising as to the interpretation of these conditions, or any other matter, the decision of Council shall be final

29. Emergency Management Access

In the event of a Municipal Management Response, Council reserves the right to cancel, change or alter this Hire Agreement for the purpose of responding to the crisis.



Hall Hire Record

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Please return this form in January and July each year to the:

Recreation Officer, Baw Baw Shire Council

P.O. Box 304

Warragul VIC 3820

Section 1: Summary of Hire

Summary of
hire for

Period From

Period To

Section 2: Details of Hire

Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased

Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
78			
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
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Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased
Date of Hire	Name of Hirer	Purpose of Hire	Council Public Liability Insurance Purchased

For more entries please save or print copies of this page.



Volunteer Registration Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436.

This form is to be completed by each volunteer and returned to the Committee.

Section One: Volunteer Details

Name	Address	Name of Committee
Start Date	End Date	

Baw Baw Shire Council thanks you for offering your services as a volunteer.

Section Two: Conditions:

As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.
2. The task you have volunteered for is
3. Your Supervisor is
4. You are covered by the Council's Public Liability and Professional Indemnity Insurance only whilst carrying out an approved activity or task as specified by your supervisor.
5. The Council will compensate you for personal accident and/ or the loss of or damage to personal property including your motor vehicle (refer Clause 10) whilst carrying out an approved activity or task. The level of cover will be as specified by the Council's Insurer.
6. Should any injury or property damage to you or other parties occur while you are acting as a volunteer you must notify your Supervisor immediately, or as soon as practicable.
7. If volunteers wish to take helpers (e.g. friends or relatives) to assist with volunteer duties, these individuals must also be registered with Council to be covered by insurance. Parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk.
8. Under the terms of the *Occupational Health and Safety Act 2004* (and amendments) you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform.
9. You are expected to perform the task you have volunteered to undertake with all due care, skill and diligence.
10. The Council will compensate registered volunteers for the loss of their no claim bonus and the amount of the excess where their vehicle is damaged whilst undertaking an approved activity or task. This compensation will only be paid to those volunteers with current comprehensive motor vehicle insurance relevant to the vehicle damaged and where the vehicle is required to be used as part of the approved activity or task. Compensation will not be paid where the vehicle is used purely to transport the volunteer to the location of the approved activity or task. Where the damage is less than the excess to cover, the Council may compensate the volunteer the full cost of the damage to their vehicle. Compensation may not be paid in circumstances where the volunteer contravenes the Road Traffic Regulations.
11. The Council provides cover for damage to private vehicles whilst being used on Council business but not whilst driving to and from the location of the volunteer service. This cover provides for the loss of a no claim bonus, payment of the excess and, where the damage is less than the excess, the cost of the damage. To be eligible for this cover, you must have a current comprehensive motor vehicle insurance policy. You also must be in compliance with the road traffic regulations at the time of the damage.

- 12. Do you have your own transport?
- 13. Do you have a current driver's license?
- 14. Do you have Comprehensive Motor Vehicle Insurance Cover?
- 15. Please provide details of any medical conditions that may affect your volunteer work:

Section Three: Declaration

I confirm that I have read and understand the above mentioned conditions on this information sheet prior to signing it.

Signed _____ Date _____

Committee of Management

Name	Position	Signed	Date
------	----------	--------	------



Group Volunteer Registration Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Volunteers Conditions

As a volunteer of Council the following conditions apply:

No payment will be made to you by Council.

You are covered by the Council's Public Liability and Professional Indemnity Insurance only whilst carrying out an approved activity or task as specified by your Supervisor.

The Council will compensate you for personal accident whilst carrying out an approved activity or task. The level of cover will be as specified by the Council's Insurer.

Should any injury or property damage to you or other parties occur while you are acting as a volunteer you must notify your Supervisor immediately, or as soon as practicable.

Parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk.

Under the terms of the Occupational Health and Safety Act 2004 (and amendments) you must follow all established practices and procedures which apply to the tasks you have volunteered to perform.

You are expected to perform the task you have volunteered to undertake with all due care, skill and diligence.

Section 2: Volunteer Details

Name	Contact Number	Task	Signed
------	----------------	------	--------

Name	Contact Number	Task	Signed
------	----------------	------	--------

Name	Contact Number	Task	Signed
------	----------------	------	--------

Name	Contact Number	Task	Signed
------	----------------	------	--------

Name	Contact Number	Task	Signed
------	----------------	------	--------

Supervisor Signature

Date



Asset Acquisition and Disposal Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Please return the completed form to:
Baw Baw Shire Council
PO Box 304
Warragul, 3820

Section 1: Asset Acquisition

Name of Committee:

Details of Item/s Purchased

Description of Item (please include serial number where applicable)

Number of Items

Location of Item

Is the item new or used?

If 'Used' please describe its current condition

New

Used

Purchase Price of the Item

Please include a copy of the receipt with this form.

If the value of the asset is equal to or over \$500.00 please submit a photo of the item with this form

Section 2: Asset Disposal

Name of Committee

Details of Item being Disposed

Description of Item

Number of Item/s

Sale Price of Item

Date

Completed By

If the original value of the asset was equal to or over \$500.00 please submit a photo of the item with this form



Asset Register

Complete the below to keep a detailed record of current asset's, the list can be on-going and continually updated. Fill out as much information on each asset as possible. This is for your own records and is a great tool to have in case of break-in's etc. For any purchases over \$500, please include a photo of the asset.

Organisation Name

Address

Date of purchase	Quantity	Description of Asset	Make/ Model	Serial Number	Unit cost if new	Location of asset	Invoice/ Receipt Number	Other information



Incident Report Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436.

Section 1: Person(s) Involved Details

Person Involved

Full Name

Job Title

Address

Town

Postcode

Phone Number

Supervisor

Date of Incident

Time of
Incident

Employee Signature

Employment
Status

Staff

Volunteer

Contractor

Client

Other

Witnesses

Witness One
Signature

Phone Number

Witness Two
Signature

Phone Number

Section Two: Accident Details

Location in workplace of the occurrence

Please give a description of the event

What were you doing at the time?

What was the cause?

Section Three: Injury Details

This section only needs to be completed if an injury was sustained.

Part of the body where the injury has occurred:

Head Injury	Left Hand/ Wrist	Right Hand/ Wrist	Left Eye Injury
Right Eye Injury	Left Leg	Right Leg	Neck
Left Foot/Ankle	Right Foot/ Ankle	Trunk Front	Trunk Back
Internal	Multiple	Left Arm	Right Arm
Other			

Incident/ Accident Type

Trip/ Fall	Harmful Contact/ Exposure
Falling/ Flying Object	Vehicle/ Plant Work
Caught In	Recurrence
Struck by/ Against Object	Journey To/ From Work
Manual Handling Over Exertion	Psychological
Repetitive Work	
Other	

Medical Attention Given By:

Type of First
Aid
Administered

First Aider's
Name

Hospital

Doctor's Name

Clinic

Section 4: Property Details

Please Provide any Details of Property Damage

Owner's Name

Owner's Contact Number

Will this result in an insurance claim?

Plant Type (Including Vehicles)

Yes

No

Plant (or Registration) Number

Protective Equipment Worn

Were safety guards operating?

Is this incident the result of vandalism or other criminal act?

Yes

No

Yes

No

Section 5: Action Taken By Employer

This section is to be completed by the supervisor.

Have the police been notified?

Yes

No

Action(s) taken by the employer to prevent recurrence

Re-training of person(s) involved

Arrange job safety analysis or risk assessment

Improved personal protect

Reinstruction of others doing the same job

Action to improve design

Order regular pre-job instruct

Isolate the Hazard

Installation of guard

Check with manufacturer

Change the work process

Repair or Replace Equipment

Order Use of Safer materials

Action to Improve Clean Up

Correction of Unnecessary Congestion

No Action Needed

Please give a description of the action taken

Has preventative action been implemented and is satisfactory?

Yes No

Has a risk assessment been done for the task that caused the injury?

Yes No

Is a copy of the risk assessment attached to this application (either electronically or in hardcopy)?

Yes No

Has the staff member been notified of action taken?

Yes No

In the case of criminal acts, have the police been notified?

Yes No

Section 6: Human Resources

This section is only to be completed by a Human Resources manager if the incident relates to the Human Resources team.

Is this a Category One incident? (for example: unexpected death of a client or staff member, allegations of, or actual serious physical or sexual assault, fire.)

Yes No

If 'Yes', has this been reported to the appropriate Department? (for instance the Department of Health or Human Services)

Yes No

Please provide any additional information as necessary

Section 7: Occupation Health and Safety

This section is for the Occupational Health and Safety Coordinator to complete.

Did the event involve any of the following?

Incident

Injury

Property Damage

Near Miss

Is the event reportable?

Yes

No

Date notification was sent

Source used

E-mail

Fax

Phone

Post

Signature of Supervisor/ Manager Concerned

Date

Signature of the Occupational Health and Safety Coordinator

Date

Please provide any additional comments if necessary



Risk Checklist

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

This checklist is to be completed by a representative from the Committee of Management or delegated representative from a User Group.

If items are identified as a risk as part of this audit, please notify the Committee of Management and forward Council a copy immediately. This, however, will not relieve you of your responsibility to exercise reasonable care and caution

Section One: Facility Detail

Name of Facility	Date of Inspection	Names of Inspectors
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Section Two: Risk Assessment

General Access

Doorways, walkways and steps are clear of obstructions	Yes	Comments
	No	

No items blocking or stored in emergency exits	Yes	Comments
	No	

Appropriate first aid personnel, equipment and phone contact with emergency services available	Yes	Comments
	No	

Handrails and disabled access

Secure and clear from obstructions	Yes	Comments
	No	

Lighting

All operating	Yes	Comments
	No	

Emergency exit lighting operational	Yes	Comments
	No	

Kitchen

Floors non-slip and bench tops clean	Yes No	Comments
All items stored correctly and safely	Yes No	Comments
All electrical appliances operating correctly	Yes No	Comments
Fire extinguishers and fire blankets are in place	Yes No	Comments

Electrical

Plugs and sockets in good working order	Yes No	Comments
Extension cords and electrical appliances tested and tagged	Yes No	Comments
Power boards in good working order	Yes No	Comments
Light switches in good working order	Yes No	Comments
Hot water service in good working order	Yes No	Comments
Portable electrical items tested and tagged	Yes No	Comments

Grounds

Surface condition free from holes or uneven section that could cause tripping and falls	Yes No	Comments
Surface clear of rubbish, animal waste, syringes, glass, rocks, etc.	Yes No	Comments

Trees and branches observed as safe	Yes No	Comments
Pavers secure	Yes No	Comments
Refuse/Waste receptacles adequately supplied and stored	Yes No	Comments
All furniture maintained	Yes No	Comments
Any identified tripping hazards	Yes No	Comments
Sprinkler heads and taps covered and level with the surrounds	Yes No	Comments
Structures and padding for goal posts, coaches' boxes secure	Yes No	Comments
Perimeter fencing and signage safe and secure	Yes No	Comments
Football and Cricket - Boundary lines a minimum of 3 metres from any immovable object	Yes No	Comments
Buildings		
Entrances and external doors secure	Yes No	Comments
Change rooms clean and secure	Yes No	Comments
Door latches and self closers operational	Yes No	Comments
All surfaces and floors clean	Yes No	Comments

Free from tripping dangers	Yes No	Comments
No smoking signs are visible	Yes No	Comments
Windows are in good working order and locks functioning	Yes No	Comments
Fire extinguishers in place	Yes No	Comments
Fire extinguishers tested and tagged	Yes No	Comments
Emergency Evacuation Plan and Procedures visible and up-to-date	Yes No	Comments

Please provide any other comments regarding grounds, buildings and surrounds safety.

Completed By Date

Appendix B: Maintenance Guidelines

Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Auditing	Risk Management	<ul style="list-style-type: none"> As per Council's inspection regime for Grounds and Buildings 	<ul style="list-style-type: none"> Comply with inspection requirements as directed by Council 	<ul style="list-style-type: none"> Comply with inspection requirements as directed by CoM Pre-Game checklists to be completed and filed following sporting body guidelines.
Auditing	Essential Services	<ul style="list-style-type: none"> Conduct audits to meet statutory requirements which include; <ul style="list-style-type: none"> 3 monthly inspection of paths of travel to exits, door locks (to ensure that deadlocks or pad-bolts have not been installed) 6 monthly maintenance of fire extinguishers, exit signs and emergency lighting (if installed) 	<ul style="list-style-type: none"> Comply with audit requirements 	<ul style="list-style-type: none"> Comply with audit requirements
Auditing	Food handling area and equipment	<ul style="list-style-type: none"> Audit inspections by Council's Environmental Health Team 	<ul style="list-style-type: none"> Comply with audit requirements as directed by Council 	<ul style="list-style-type: none"> Clean and maintain equipment to ensure compliance with Food Act and Food Standards Code Australia New Zealand
Appliances	Air conditioning, heating appliances	<ul style="list-style-type: none"> Approve installation of all appliances 	<ul style="list-style-type: none"> Replace at the end of its useful life, providing Council approved this installation Routine Maintenance and Repair 	<ul style="list-style-type: none"> No responsibility

Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Appliances	Internal Appliances eg portable fans, kettles, food processors etc	<ul style="list-style-type: none"> No Responsibility 	<ul style="list-style-type: none"> Pending ownership, testing and tagging of all electrical appliances by a qualified tradesperson. Repair and replace as needed pending ownership. 	<ul style="list-style-type: none"> Pending ownership, testing and tagging of all electrical appliances by a qualified tradesperson. Regular cleaning, repair and replacement as required of minor kitchen appliances
Buildings and Structures	Coaches and Ticket Boxes and Scoreboards	<ul style="list-style-type: none"> Assess all requests submitted for inclusion in the Council Building Improvement Program and allocation of funds. Ensure satisfactory completion of approved works. 	<ul style="list-style-type: none"> No maintenance, repairs or building to be completed without Council approval and relevant permits obtained All work must be done by Council accredited contractors and tradespeople Complete maintenance request form and submit to Council Annually, determine and document the specific needs of the building and facilities relating to any requests to Council for building alterations and other capital improvements 	<ul style="list-style-type: none"> No major maintenance, repairs or building to be completed without Council approval and relevant permits obtained All paid work must be done by Council accredited contractors and tradespeople Complete maintenance request form and submit to CoM (or when no Committee direct to Council)
Buildings and Structures	Ceiling and Internal Walls	<ul style="list-style-type: none"> Repair and/or replacement 	<ul style="list-style-type: none"> Notify Council or Tenant of relevant maintenance required 	<ul style="list-style-type: none"> All repairs including graffiti and vandalism, due to inappropriate Tenant use
Buildings and Structures	Doors (including cupboard doors)	<ul style="list-style-type: none"> Replacement of internal and external doors 	<ul style="list-style-type: none"> Notify Council of damage or faults needing repairs 	<ul style="list-style-type: none"> All cleaning and minor maintenance

Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Buildings and Structures	Floor surfaces and coverings	<ul style="list-style-type: none"> • Council will consider contributing to the cost of repairs where there is a public safety risk. 	<ul style="list-style-type: none"> • Repairs and replacement due to age, wear and tear with Council approval. 	<ul style="list-style-type: none"> • All cleaning • Replacement due to damage from inappropriate use
Buildings and Structures	Glass	<ul style="list-style-type: none"> • Replacement of broken windows not caused by carelessness or improper tenant activities 	<ul style="list-style-type: none"> • Notify Council of damage or breakage 	<ul style="list-style-type: none"> • Regular cleaning • Replacement of broken or cracked windows arising from carelessness or improper activity
Buildings and Structures	Roof, external walls, spouting and downpipes	<ul style="list-style-type: none"> • All maintenance and repairs as required. • Repair or replace guttering and downpipes • Cleaning of guttering and downpipes 	<ul style="list-style-type: none"> • Notify Council of any damage to roof, walls, spouting and downpipes 	<ul style="list-style-type: none"> • Ensure no alterations to roof , walls, spouting or downpipes • No access to roof by Tenant members
Car Parks	Car Parks	<ul style="list-style-type: none"> • Enforcement of parking regulations and Local Laws. • Major repair of pavement, driveway and car park 	<ul style="list-style-type: none"> • Advise Council of any problems with the car park. 	<ul style="list-style-type: none"> • Ensure Members and guests enter and leave the car parks in a safe and well behaved manner.
Cleaning	General Cleaning	<ul style="list-style-type: none"> • No responsibility 	Cleaning	Graffiti
Cleaning	Graffiti	<ul style="list-style-type: none"> • Cleaning of Graffiti 	<ul style="list-style-type: none"> • Report any graffiti and vandalism to council 	<ul style="list-style-type: none"> • Report to Council and CoM

Electrical	Electrical wiring and electrical fittings in building	<ul style="list-style-type: none"> • All building wiring from main supply, to and including the switchboard, power points, switches and light fittings. 	<ul style="list-style-type: none"> • Notify Council immediately of damage or faults needing repairs 	<ul style="list-style-type: none"> • There must not be any interference with electrical wiring and fittings.
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Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Essential Services	Essential Services Maintenance	<ul style="list-style-type: none"> • Service/annual inspection and maintenance charges 	<ul style="list-style-type: none"> • Report defects or loss to Council 	<ul style="list-style-type: none"> • Refill fire extinguishers when discharged through carelessness or improper use.
Fence line	Fences	<ul style="list-style-type: none"> • Negotiated provision and maintenance of fencing 	<ul style="list-style-type: none"> • Repair and replacement of fencing 	<ul style="list-style-type: none"> • Repair if misused
Fixtures and Fittings	Including Ovens, Dishwashers Exhaust and Ceiling fans, Curtains, Blinds, Drapes, Light Fittings, Flyscreen's	<ul style="list-style-type: none"> • Assessing all requests submitted and ensure satisfactory completion of work by responsible parties • Negotiation of shared costs for new fixtures and fittings 	<ul style="list-style-type: none"> • Repair and/or replacement of fixtures as determined by Council 	<ul style="list-style-type: none"> • Seek Council's approval for any new installations • Cost of repair if damaged or misused by the club. • All repairs, maintenance and replacement as determined by Council or Committee of Management
Waste	Rubbish and recycling	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • All regular waste handling • Payment of Garbage Collection costs • Removal of hard rubbish/pruning's 	<ul style="list-style-type: none"> • As directed by Committee of Management

Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Grounds Keeping	Gardens, Grounds, Surrounding areas and Courts	<ul style="list-style-type: none"> Major pruning or any tree removal. 	<ul style="list-style-type: none"> Maintain all grounds associated with building by cutting the grass, including nature strips, minor pruning, weeding, mulching, replacing trees, bushes, flowers if required. Cleaning and weeding of pavements/ walkways. Carry out of tree planting and replacement following approval by Council Seating all repairs and maintenance Keep all playing surfaces in good condition according to surface type. <i>(for grass playing fields refer to table at end of document)</i> 	<ul style="list-style-type: none"> Seek Council approval for any modification to the grounds. Keep all entry/exit areas clear and sweep regularly Sound Systems all repairs and maintenance
Goals	Goal Posts and nets	<ul style="list-style-type: none"> Negotiated provision of nets due to public safety and risk 	<ul style="list-style-type: none"> Maintenance and storage of goal posts 	<ul style="list-style-type: none"> Installation and maintenance of nets due to public safety and high risk like cricket practice nets, Cricket nets
Goals	Moveable Soccer Goals	<ul style="list-style-type: none"> Council to inspect in accordance with relevant Standards 	N/A	<ul style="list-style-type: none"> Purchase, installation, maintenance and storage of soccer goals in line with Australian Standards

Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Insurance	Insurance Cover	<ul style="list-style-type: none"> • Building and Fixtures – Council insures all known buildings and structures • Public liability for Council's Committee of Management • Contents purchased by Committee of Management on Council's insurance schedule (where applicable) 	<ul style="list-style-type: none"> • Completion of "Committee Nomination Form" • Completion of "Asset Acquisition and Disposal Form" • Report any damage immediately to Council 	<ul style="list-style-type: none"> • Public liability for Club activities • Contents and Property of the Club. Clubs are responsible for insuring their own sporting, consumables and canteen equipment • Report any damage immediately to Council
Lighting	Internal	<ul style="list-style-type: none"> • To install new globes where working height is above 2mtrs or other circumstances create difficulty for the Tenant in so doing and in accordance with the Occupational Health and Safety Act. 	<ul style="list-style-type: none"> • To report maintenance items to Council. 	<ul style="list-style-type: none"> • To be replaced by the Tenant where possible.
Lighting	External and Security Lighting	<ul style="list-style-type: none"> • Replacement of floodlighting/security globes. 	<ul style="list-style-type: none"> • Cost of replacement to be borne by the CoM including hire of equipment 	N/A
Lighting	Ground Lighting	<ul style="list-style-type: none"> • Council will consider and support funding applications 	N/A	<ul style="list-style-type: none"> • All external sporting lighting used to enhance playing and/or players conditions which is not related to the security of the reserve, in consultation with CoM
Painting	Painting Maintenance	<ul style="list-style-type: none"> • All external painting • Internal painting by negotiation 	<ul style="list-style-type: none"> • Internal painting by negotiation 	<ul style="list-style-type: none"> • Internal painting by negotiation in single tenant facilities

Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Pests	Pest control	<ul style="list-style-type: none"> • Reactive pest control only. 	<ul style="list-style-type: none"> • Proactive pest control internally and externally as required 	<ul style="list-style-type: none"> • To keep all internal and external areas in a clean and hygienic state
Play Areas	Playgrounds	<ul style="list-style-type: none"> • Inspections and auditing, installation, cleaning, maintenance, repairs and replacement 	<ul style="list-style-type: none"> • Report any damage to Council immediately. 	<ul style="list-style-type: none"> • Report any damage to Council immediately.
Plumbing	Plumbing Maintenance	<ul style="list-style-type: none"> • Replacement of damaged or corroded plumbing fittings, toilet bowls, cisterns and taps. • Repairs or works required for drainage purposes, including broken and root blocked sewerage pipes, drains and pits. • Repair of gas pipes. 	<ul style="list-style-type: none"> • Report any damage or faults to Council. 	<ul style="list-style-type: none"> • Clearing of toilets and sewerage pipes blocked through carelessness or improper use • Replace and repair internal surface plumbing fittings such as toilet seats when damaged by misuse. • Keep showers and sinks clear of foreign objects and prevent surface wastes from entering into stormwater and sewerage systems.
Security	Emergency Plan	<ul style="list-style-type: none"> • Preparation and provision of an Emergency Plan including facility map indicating exits 	<ul style="list-style-type: none"> • Display emergency plan, and report if damaged or lost. 	<ul style="list-style-type: none"> • Display emergency plan and educate members. Report if damaged or lost.

Security	Keys and locks	<ul style="list-style-type: none"> • Supply two sets of new keys to Club on Council's master Key system 	<ul style="list-style-type: none"> • To notify Council and pay for replacement of lost or damaged keys • Pay for re-keying costs to building, if loss of key is deemed by Council a security risk to building • Locks must not be changed or keys copied. 	<ul style="list-style-type: none"> • To notify the CoM and pay for replacement of lost or damaged keys • Pay for re-keying costs to building, if loss of key is deemed by Council a security risk to building • Locks must not be changed or keys copied.
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Section	Item	Council's Responsibility	Committee of Management Responsibility	The Tenant's Responsibility
Security	Security System	<ul style="list-style-type: none"> • Approval of security system installation 	<ul style="list-style-type: none"> • Manage usage and costs of any security system installed by the CoM with Council approval 	<ul style="list-style-type: none"> • Installation, maintenance, monitoring and replacement of security systems if installed by Club with Council approval
Utilities	Utility Maintenance	<ul style="list-style-type: none"> • Initial supply 	<ul style="list-style-type: none"> • All electricity, gas, telephone and water costs associated with usage 	<ul style="list-style-type: none"> • Follow appropriate environmental practices
Other	Items not covered in this Schedule	<ul style="list-style-type: none"> • Responsibility for costs, repair or replacement to be determined by Council 	<ul style="list-style-type: none"> • To repair and maintain in accordance with Council's instructions 	<ul style="list-style-type: none"> • To repair and maintain in accordance with Council's instructions



Minor Capital Works on Council Land Project Proposal Form

Background

Committees/clubs wanting to undertake capital projects or improvements on Council owned or managed reserves or facilities need to seek Council approval as referred in Section 86 Committee of Management Instrument Delegations, Committee Good Practice Guidelines and/or individual Club Tenancy Agreements.

A project brief will need to be submitted for consideration:

What is the project?

What will it achieve?

Why is the project important?

(Is it on a masterplan and or will it help with the development and increased participation in physical activity at the facility)

What is the scope of works?

Provide an understanding of any regulations or required permits.

(All contractors are required to be registered with Council).

How/who will deliver the project and what is the timeframe?



Minor Capital Works on Council Land Project Proposal Form

Project Budget

Please provide a budget breakdown of your project and how it will be funded.

Income (Funds to deliver project)	Expenditure
\$	\$
\$	\$
\$	\$
\$	\$
Total Income \$	Total Expenditure \$

Supporting Documents Attached

Relevant Permits

Assessments

Quote For Works

Design Scope Drawings

Additional Comments

Contact us

We're here to help! For more information please contact Council's Recreation team on 5624 2411 or by email at recreation@bawbawshire.vic.gov.au

bawbawshire.vic.gov.au



Maintenance Request Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section One: Request Details

Date of Request

Contact Person

Contact Details

Property Name/ Address

Is the area managed by a Committee of Management?

Yes

No

If 'Yes', this form needs to be authorised by an executive member of the Committee of Management

Name

I give authorisation of this maintenance request to be actioned

Date

Description of item requiring attention or fault:

Location Details (please provide details so that someone unfamiliar to the site can find the location):

Is this area on the Council Key System?

Yes

No

Will keys be required to access the area?

Yes

No

If keys are required, provide contact details:



Safe Work Method Statement

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436.

This Safe Work Method Statement is a site-specific statement that must be prepared before any construction work is commenced.

Section One: Person Responsible for Compliance

Name	Address	Contact Details
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Section Two: Site Detail

Location	Date of Works
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Please provide details of high-risk jobs

What are the tasks involved?

What are the hazards and risks?

How will the hazards be controlled? (Describe the control measures and how they will be used.)