



Managing Council's Community Facilities Manual

Adopted 15 May 2007

(Policy 1.3.7 - Managing Council's Community Facilities)

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1. INTRODUCTION

The Council's "Community Facilities Manual" has been developed to support Committees of Management in the operation of Community Facilities. The manual provides information about required processes and documentation to verify the management activities of the Committees. Richmond Valley Council appoints Management Committees to undertake the care, control and management of various community facilities throughout the Council area. The participating community facilities included are currently, but not limited to, the following:

- Broadwater Community Hall
- Clovass Community Centre
- Coraki Public Recreation Reserve
- Coraki Youth Hall
- Evans Head Recreation Hall
- Evans Head Scout Hall
- Fairy Hill Hall
- Leeville Hall
- Piora/Woodview Hall
- Rappville District Tennis Club
- Rappville Hall
- Rappville Sports Club
- Rileys Hill Community Centre
- Stan Payne Memorial Oval
- Windsor Park, Coraki
- Woodburn Memorial Hall
- Woodburn Oval Complex

Richmond Valley Council acknowledges and appreciates the important voluntary contribution Management Committees to the effective and efficient operation of Council Community Facilities. Sporting grounds, community halls and other facilities are made available to the residents of Richmond Valley through the Management Committees.

The following information has been developed as a guide to support Management Committees in the operation of community facilities.

Richmond Valley Council appoints Management Committees to undertake the care, control and management of various community facilities such as sporting grounds, community halls and other facilities. Under the Local Government Act, 1993, Council is required to "delegate authority" to Committee members in order for them to carry out their tasks.

The delegation of authority to members of Management Committees is outlined in this manual.

2. ROLE OF THE MANAGEMENT COMMITTEE

At meetings the Management Committees will make and ratify all decisions pertaining to:

- bookings;
- maintenance;
- collection of fees;
- paying accounts;
- the requirements of Council, as set out in the Powers and Duties for Managing Community and Sporting Facilities. *(See Appendix 1 - Powers and Duties).*
- the efficient and effective operation of the facility. *(See Appendix 2 - Position Descriptions for each Board of Management Position).*

The delegation of authority to members of Management Committees is limited to activities specified in the Power and Duties for Managing Community & Sporting Facilities.

After the election of a new Council, that Council must review all of its delegations during the first 12 months of its office.

If delegations in respect of a facility are terminated by the Council or by the Law, then all funds and other assets managed by the Committee and its members shall, after payment of all proper expenses and liabilities, be returned to the management of Council.

No member of the Committee shall be deemed to be or have ever been in employment of the Council by reason of the membership of these Committees.

The Officers and members of the Committee are honorary appointed positions. The delegates shall not be entitled to receive compensation for the function(s) performed by him/her in pursuance of the delegation.

This guide does not cover those facilities that are leased to incorporated associations.

3. FINANCE

This system has been designed to protect Committee Members as recipients of public money.

The basic principles of the keeping of financial records are accuracy and completeness. This means that every transaction must be recorded and supported by documentation such as a receipt or an invoice. A system needs to be put in place to ensure that the records kept are valid and accurate, and that the annual audit will affirm the accuracy of all recorded information.

It is in your interest to ensure that utmost care is taken in all recording procedures and that the principles of accuracy and completeness are complied with.

All moneys received by the Committee should be held in a banking account with a registered financial institution nominated by the Committee. Three (3) signatories are required.

When choosing a financial institution the Committee should consider the charges to accounts for non-profit organisations and statement frequency. Remember that all the money the Board is handling is public money. *(See Appendix 3 - Financial Manual).*

4. CAPITAL WORKS/SPECIAL PROJECTS

Any proposed expenditure of a capital nature (whether the source of funds is a surplus held by the Committee or a request for financial assistance from Council) must be outlined as follows:

- a) A brief description of the proposed Project
- b) Benefits of the Project for the community
- c) How it can benefit Council
- d) The amount of funds held by the Committee that will be forwarded to Council as a contribution to the project.

This information is to be forwarded to Council to consider the project for inclusion in the preparation of the budget for the following year.

5. MEETINGS

The Committee shall meet at least once during each quarter of the calendar year. At all meetings of the Committee half plus one member shall constitute a quorum.

At all meetings of the Committee each member present shall have one vote. In the event of equality of voting the Chairperson shall have a casting vote as well as the deliberative one. The Committee shall keep proper minutes of all its meetings. The secretary shall forward a copy of the minutes to Council.

Management Committees may hold an Annual General Meeting on a day set by the Committee each year. At the meeting, the Management Committee reports to the local community on the management of the facility over the past year.

The reappointment of the Executive, Chairperson, Secretary and Treasurer, etc takes place at the Committee's Annual General Meeting, where the Executive of the Committee vacate positions.

Points to remember when planning an Annual General Meeting:

- ▶ Five weeks prior to the date of the Annual General Meeting, the Secretary of the Committee shall advertise the meeting in at least one local newspaper published at least fourteen days in advance of the meeting.
- ▶ The Annual General Meeting is to be a public meeting and persons may only be excluded by consent of the meeting if they are disruptive.
- ▶ An Annual Report prepared by the Chairperson, and the audited Financial Report should be presented in writing to the Annual General Meeting, and accepted by the meeting.
- ▶ The Management Committee may welcome new nominations to the Management Committee if positions are available.
- ▶ The outgoing Committee should nominate a Returning Officer to impartially conduct elections.

The Selection Criteria for Committee Membership.

To be eligible, nominees must:

- ▶ Be residents of Richmond Valley Council area
- ▶ Complete a nomination form for public membership to Council Committees. (*See Appendix 4 - Nomination Form for Public Membership to Council Committees*).
- ▶ Complete an application form to work with Council as a Volunteer. Refer to Council's 'Management of Council's Volunteers' Policy 1.3.4 and Operation Manual 'Management of Council's Volunteers'.
- ▶ Have a demonstrated ability to be constructive and objective
- ▶ Be committed to the successful cooperative management of the facility under the Committee's responsibility
- ▶ Be a team worker.

The Committee should not consist of more than 9 members (recommendation), comprising user groups, and citizen's representatives. Citizen Representatives should not be a member of any user group.

Committee Membership will be approved and adopted by Council.

The Annual Report is to include:

- a) Audited Financial Statements which include a statement of:
 - the expenses incurred by the Committee during that year;
 - the revenue raised by the Committee during that year;
 - the assets acquired by the Committee during that year;
 - the assets held by the Committee at the end of the year.
- b) An inventory of all movable assets including tables and chairs is to be completed annually and forwarded to Council for insurance purposes. All plant and equipment including fixtures, fittings and prime cost items within the building shall remain the property of Council. Equipment, which belongs to hirers, shall remain separate from the Council inventory.
- c) A report on the condition of the land and building/s managed by the Committee. This should include:
 - details of the programs undertaken by the Committee during that year to preserve, protect, restore and enhance the facility.
 - recommendation of fees, charges and budget.
 - any proposed expenditure programs of a capital nature including the source of funds, whether such source is the expenditure of accrued surplus income or a request for financial assistance from Council.

6. VOLUNTEERS - COMMUNITY

All persons wishing to volunteer to assist the Management Committee in the operation of the facility for example working bees and market days etc are required to complete an application form to work with Council as a Volunteer. Refer to Council's Volunteer Policy 1.3.4

7. VOLUNTEERS - COUNCIL STAFF

Council Staff wishing to volunteer to assist the Management Committee in the operation of the facility for example working bees and market days etc are required to complete an application form to work with Council as a Volunteer. (Refer to Council's Policy 1.3.4 - Management of Council Volunteers).

Council Staff volunteers can hire from Council all plant and equipment at *internal hire rates*, provided that the hired plant and equipment is **ONLY** operated by competent and authorised Council employee.

The Council employee fills out a plant sheet and has it authorised by a Council Director. An invoice will be raised against the plant sheet.

The operator will need to comply with all Council's OH&S requirements.

8. USAGE

Community based organisations shall have priority of use over fee for service or small business operators or private functions hirers unless a prior booking has been received and deposit paid. (*See Appendix 5 - Example of Hiring Agreement*).

(Note: it is recommended that a facility inspection be conducted by the hirer before usage to assess suitability, safety, etc.)

9. INSURANCE

Committee members are protected under the insurance policies taken out by Council so long as they act reasonably and within the scope of the delegation. Unauthorised negligent or illegal acts may attract personal liability.

There are two types of cover under Council's policy that includes public liability, one which relates to injury to persons or property of the general public, and secondly personal accident insurance which covers personal injury to the Committee members whilst carrying out the work on Council's behalf.

This cover extends to those people who have been authorised by Committee members, as suitable volunteers to act on the Committee's behalf for work related to the facility. To ensure protection of volunteers under Council's policies, the Committee must maintain a record of volunteer workers showing times of attendance and duties undertaken.

The Committee is responsible for advising all user groups that it is the user groups responsibility to insure against public liability and for loss or damage to any property brought to or left at the facility.

All **Regular Hirers** of the facility are required to take out a public liability insurance policy, with an approved insurer, for a minimum sum insured of \$10,000,000. Playgroups must either be affiliated with the Playgroup Association of NSW or have their own Public Liability Insurance cover. Evidence that the policy is in force should be presented to Council or Committee of Management whenever requested. This evidence could be a recently issued certificate of currency, provided by the insurer.

Council has taken out Public Liability Insurance to cover Casual Hirers. A **Casual Hirer** is deemed to be an individual or group, other than incorporated bodies, sporting clubs or associations of any kind, who hire Council facilities no more than 10 times over a twelve month period.

The purpose of this policy is to protect the hirer against claims made by another party against the hirer for bodily injury or property damage.

Please contact the relevant Council Officer if you have any further inquiries regarding this matter.

It should be noted that no admission of liability should be made to any potential claimant as this is a breach of insurance policy conditions and may result in loss of cover. Potential claims must be reported to the Council without delay.

All contract or paid cleaners of the facility must have Public Liability insurance cover and workers compensation insurance.

All hirers of Council facilities are responsible for insuring contents or equipment belonging to them. Council will not accept responsibility for property that is damaged or stolen.

Council will cover, for insurance purposes, Council owned contents only. The Committee is to annually update an inventory of the contents of the facility. (*See Appendix 6 - Facilities Inventory*).

10. OCCUPATIONAL HEALTH AND SAFETY

With the ever-increasing awareness by the public and claims for compensation, there is a need for vigilance respect and safety. No matter how new a building is, people can still trip over loose objects on the floors, get hit by objects falling from another level, or bump into projecting or badly placed furniture.

In fact, almost fifty per cent of fatal and disabling injuries come from these types of accidents. Be on the alert to situations that could cause potential accidents to facility volunteers and hirers.

Duty of Care - The Committee must take all possible care to ensure the health, safety and welfare of people within the facility. A person shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare at a place of work.

Negligence - The Committee is seen as negligent if it fails to act upon a known problem, or knowingly fails to complete an action to the best of its ability.

Capabilities - The Committee is only expected to have a duty of care at the level of competence that one would be reasonably expected to have. The Committee may be seen as negligent if, for example, a piece of equipment and not been regularly serviced and sparks were visible, and they chose not to report the matter.

Reasonable Reaction Time - The Committee must take steps immediately the problem is identified.

Committee Members and Volunteers involved in building maintenance will be required to attend Construction Induction training to qualify for the NSW WorkCover General Construction Induction Card.

11. RISK MANAGEMENT PROCEDURES

The Occupational Health & Safety Act 2000 together with the Occupational Health & Safety Regulations 2001 requires Council and the Committee to identify, assess and control hazards which could harm any person using the premises.

11.1 Identify Any Foreseeable Hazard and Assess Risk

The identification of hazards is an essential component of managing risk. A risk assessment can only be made if hazard identification has taken place.

Most hazards fall into one of several categories. By knowing the major types of hazards, you are more likely to identify and correct the most common hazards. Some of these are:

Hazard	Example
Caught in hazards	Ask if someone could be caught in - a ceiling or wall fan.
Contact with hazards	Ask yourself if someone could come in contact with - high voltage, hot surfaces, chemicals, etc.
Struck by hazards	Ask if someone could be struck by - an open window protruding into a passage way.
Fall from or into hazards	Ask yourself if someone could fall due to - holes in floors, platforms on stages, etc.
Slip or trip hazards	Ask yourself if someone could slip or trip due to - objects projecting into corridors, debris on walking surfaces or loose surface material, oily or wet surfaces, etc.

(See Appendix 7 - Risk Assessment Checklist).

Once the hazard has been identified a risk assessment is conducted using a risk assessment matrix which enables the committee to determine what action is required to minimise the hazard. *(See Appendix 8 - Activity Safety Rating).*

11.2 Accident/Incident Reports

Report all accidents/incidents to the Council on 66600300 within 24 hours. Incidents, commonly called a "near miss", should also be reported, as they are a warning of a situation that may cause injury to a person or serious damage to property or the environment if action is not taken. This is the best type of risk management prevention. All accidents and incidents occurring within Council Community Facilities must be recorded in an Accident/Incident Report. The 66600300 Incident Report Pack has been installed in all Council buildings. *(See Appendix 9 - Accident/Incident Report)*.

11.3 First Aid

A First Aid Kit is to be located in the kitchen of the facility. Committee members are to check regularly (e.g., monthly) and replenish the contents of the kit monthly or as required. *(See Appendix 10 -First Aid Kit Procedure)*.

11.4 Fire Protection

Council provides all facilities with fire and safety equipment, and arranges frequent inspections and servicing of all fire equipment in community facilities. All fire equipment is sign-posted with a coloured disc. The disc has valuable information that should be read before using the equipment.

If curtains and/or blinds are required, the material must meet fire retardant standards.

Advise the relevant Council Officer immediately if you discover any damage or stolen fire prevention equipment. Emergency replacement of fire equipment should be done through Council.

If fire prevention equipment is used irresponsibly by a hirer, the cost of making good the equipment should be deducted from the hirer's bond.

Opportunities for training to use fire equipment are available under Council's Occupational Health & Safety Program and details can be obtained from the Occupational Health & Safety Coordinator.

- Extinguisher should be used to get people safely out of a room not put out fires.
- Fire fighting should be left to professionals
- Extinguishers should be positioned away from potential hazard areas (e.g. not above stoves).
- Extinguishers are often positioned at exits so they can be grabbed without risk (e.g. outside the kitchen).
- Steps to be taken in the event of an emergency must be clearly displayed in the facility.

11.5 Electrical Safety

Electrical safety should receive high priority to avoid exposure to the risk of electric shock and the consequences of receiving an electric shock. The main aim of the regulation is to ensure that electrical equipment is safe to use.

Extension Leads (cord extension sets)

The requirement is that extension leads must be:

- Located where they are not likely to be damaged by anything, including liquids; and
- Protected against damage, including damage by liquids.

Extension leads should be restricted to temporary needs only.

Regular Industry Standard checks, by Committee members during the year will greatly minimise exposure to electrical hazards. Briefly check the three main areas, power outlets, wiring to appliances and extension cords. To assist with the assessment of electrical equipment TABLE 4 – Testing and Inspection Intervals for Electrical Equipment – AS/NZS 3760:2004 is also included. *(See Appendix 11 - Table 4 – Testing and Inspection Intervals for Electrical Equipment – AS/NZS 3760:2004).*

11.6 Information for Hirers

All hirers are to sign a Community Facilities Hiring Agreement. This form outlines the user's responsibilities and obligations in relation to the facility and surrounding areas.

All Committees of Management should draw up a list of safety rules for hirers. These rules should be laminated and displayed in a prominent position in the facility, example:

To ensure the health, safety and welfare of the hall occupants, all user groups must adhere to the following:

- ▶ Please make sure all spillages are cleaned up immediately.
- ▶ Advise Booking Officer of any repairs to equipment or building that may be required.
- ▶ Do not touch equipment belonging to other groups.
- ▶ Do not leave equipment lying where others may trip over it or where it is blocking access to the exits.
- ▶ Ensure all equipment is stored away securely.
- ▶ Make sure all non-essential electrical appliances, lights and heaters are switched off at the end of the session.
- ▶ Ensure all doors and windows are locked before vacating the premises.
- ▶ Check where exit doors, fire extinguishers and blankets are located.
- ▶ Familiarise yourself with the Evacuation Procedures.

12. MAINTENANCE OF COMMUNITY FACILITIES

Council requires those Committees that are responsible for the care, control and management of facilities to:

- a) ensure the kitchens and amenities are maintained to a clean and healthy standard;
- b) ensure fire escapes and extinguishers are regularly checked in accordance with Council Fire Procedures;

- c) graffiti and vandalism is dealt with by the Committee or report to Council if structural damage has occurred;
- d) ensure that current Occupational Health and Safety Standards are known and adhered to.

The Committee is responsible for the grounds directly surrounding the Community Facility and upkeep of car parks and pathways. Other items that require regular attention:

- Carry out safety inspections.
- Arrange to have light globes, fuses and tap washers replaced as required.
- Arrange to have gutters cleared of leaves.
- Arrange to have drainage pits kept clear of mud and leaves.
- Keep all storage areas tidy with no obstacles in front of cupboards, doorways and access points.
- Maintenance of an urgent structural and/or safety nature should be telephoned immediately to Council's Administration Officer with a clear indication of the risk.
- A maintenance schedule should be developed annually and items carried out regularly, within funding constraints. *(See Appendix 12 - Maintenance Schedule).*
- Chemical storage and spills kits - labelling of substances.
- Lockable cupboards - keys issued to hirers for cleaning.
- Sheds locked.

13. MANAGEMENT PLAN

Management Plans are developed and carried out for all the facilities. *(See Appendix 13 - Example of Management Plan).*



LOCAL COMMITTEES FOR CARE, CONTROL AND MANAGEMENT OF PUBLIC RESERVES, FUNCTIONS AND FACILITIES

OBJECTIVE:

1. To allow interested community members to assist Council with the care, control and management of specific facilities.
2. To provide such community members with guidance and direction so as to ensure the facility is efficiently and effectively managed for the benefit of the community.

All Local Committees appointed by Council are to operate in accordance with the following Code:

1. POWERS AND DUTIES

The committee will be responsible for the care, control and management of the reserve, function or facility for which they have been appointed. The committee is empowered, subject to limits as approved by Council and the annual budget statement of the committee as approved by Council, to vote such sums for expenditure as is necessary from its revenue to achieve the delegated function. All other expenditure must be first approved by Council.

The committee is regulated by Section 377 of the Local Government Act, 1993, which makes the following rules:

The committee is expressly prohibited from –

- (a) Fixing any charges, rates or fees (the committee may make recommendations to Council in relation to the fixing of charges, rates and fees for use of the facility under its control).
- (b) Adopting a Management Plan.
- (c) The borrowing of any monies without the express consent of Council on each occasion.
- (d) Adopting a Financial Statement not approved by Council.
- (e) The sale, lease or surrender of any land or other property vested in its care under the provisions of the Act.
- (f) Voting of money for expenditure on its works, services or operations unless approved by Council. The inclusion of budget items approved by Council is regarded as authority to expend such monies.
- (g) Accepting any tenders (as determined under the Act).

- (h) The payment of any reward, allowance or travelling expenses to its members, without Council's consent. The carrying out of any works on or to the facility, including alteration reconstruction or construction without the prior consent of Council. This consent may be contained within the approved annual works program and budget as advised to the committee.
- (j) Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with Council's requirements and which is prepared to adhere to the rules adopted for use of the facility, providing an acceptable letting period is available. (In the case of specialist building, the Committee shall not approve casual or regular lettings which would unduly interfere in the use of the building for the purpose for which it was constructed, without the express approval of Council).

Without limiting or restricting the preceding, the committee is required to:

- (a) Manage the reserve/facility in accordance with the approved plan of management. (Where plan of management does not exist these will be prepared in conjunction with Council.)
- (b) Maintain the reserve/facility to the satisfaction of Council.
- (c) Permit authorised Council officers to enter the reserve/facility at any reasonable hour for the purpose of carrying out inspections.
- (d) Comply with the requirements of relevant Acts of Parliament and ancillary regulations, rules and by laws and the requirements of the relevant public authorities including Council and to meet all charges in connection therewith.

2. STORES PURCHASING

2.1 All stores purchasing should be, where practical, carried out through Council's Purchasing Officer to ensure:

- (a) Goods are purchased at the best possible price.
- (b) That full advantage may be taken of Government Contract prices.
- (c) That full advantage may be taken of Council contract prices.
- (d) That stores are used, where possible, from Council stock to increase stock turnover and thus improve prices.

2.2. Procedure for stores supply or purchasing would be for the secretary of the Section 377 committee to contact the Purchasing Officer.

The Purchasing Officer would then advise:

- (a) Whether the item is available ex stock.
- (b) Whether it can be obtained from a local supplier. In which case an order number will be given to allow the goods to be collected.
- (c) Whether the item has to be obtained out of town. In which case the Purchasing Officer will proceed to order the item upon receipt of a requisition from the Section 377 committee.

Note: It will be necessary for the Section 377 committee to be issued with a stores requisition book and a requisition would have to be supplied to the Purchasing Officer for action under Item 2 above.

3. TENDERS

- 3.1 Committee to supply Council with details of the work for which the tenders are to be called.
- 3.2 All tenders to be called by Council on behalf of the committee.
- 3.3 Council to accept the tender after the committee has made a recommendation on the tenders received.

4. QUOTATIONS FOR WORKS, SERVICES, PLANT AND EQUIPMENT

- 4.1 All quotations for plant and equipment and for works and services to be obtained by Council on behalf of the committee.
- 4.2 The committee to supply Council with details of the plant and equipment on the works and services so that quotations may be obtained.

5. CONFLICT OF INTEREST

- 5.1 Each member of the committee is to be provided with a copy of the Richmond Valley Council Code of Conduct. (Copies are available from Council.)
- 5.2 The Chairman, Secretary and Treasurer are to keep in their possession a copy of the Code of Conduct.
- 5.3 The Code of Conduct is to govern the conduct of all business conducted by the committee.
- 5.4 The Chairman shall report any breach of the code by members or staff to the General Manager for immediate investigation.

6. INSURANCE

Council's insurance policies cover community committees in the following areas:

- 6.1 **Buildings and Contents** – coverage extends for fire as well as extraneous peril (i.e., storm and tempest, rainwater, explosion, aircraft, riots and strikes, malicious damage, earthquake, water damage and car).
- 6.2 **Public Liability** – coverage extends to provide for public liability insurance cover.

Note: Public Liability insurance **DOES NOT** cover committee members for personal injury or property loss whilst acting as the committee (see 6.6).

- 6.3 **Theft** – coverage for damage to buildings and contents contained therein and owned by Richmond Valley Council, due to theft or any attempt thereof, excluding loss of goods in the open air.
- 6.4 **Glass** – coverage of all internal or external glass including mirrors. No charge is payable by the committee for this cover.
- 6.5 **Contents** – any contents owned and stored in the building by user groups **must be insured by that group**. Contents owned by the committee are covered in 6.1 and 6.3.
- 6.6 **Personal Accident** – coverage extends to committee members and voluntary workers assisting Council with the care, control and management of specific facilities. Coverage to volunteers applies only in respect of those specific activities formally approved by the committee or Council.

The following requirements for volunteers working for Section 377 committees are:

1. That the volunteer has a clearly defined task and they have been briefed and understand that task.
2. That the volunteer is trained to undertake the task.
3. That volunteers are supervised.
4. That a register of volunteer's names, addresses etc be kept.

Not complying with the requirements may affect the eligibility of a claim under this cover.

No charge is payable by the committee for this cover.

7. **REPORTING**

The committee is required to forward to Council a copy of their monthly financial statements and a copy of the minutes of each meeting. Annual financial statements and annual audits are required by Council.



COMMITTEE OF MANAGEMENT ~ POSITION DESCRIPTION

POSITION:	Chairperson
RESPONSIBLE TO:	Council
RESPONSIBLE FOR:	Convening and chairing meetings, preparing the agenda, ensuring that accurate minutes are kept of meetings and correct procedures are followed.

DUTIES:

1. Drawing up the Agenda in cooperation with the Secretary.
2. Chair the meetings and maintain order in a responsible manner, ensuring that the Agenda is kept as the main focus of the meeting.
3. Be impartial and remain objective.
4. Follow debates and ensure that the debate is confined to the question under consideration whilst ensuring that anyone who wishes to speak is able to.
5. Impose time limits, for example 2 minutes, when there is a lot of business, or if there are a lot of people wishing to speak.
6. Rule "Out of Order", all questions that do not deal directly with the business before the meeting.
7. Put questions to the meeting and declare according to his/her opinion whether the question is resolved in the affirmation or the negative.
8. State what decisions have been made and who will be responsible for implementing them.
9. Declare the results of all ballots to the meeting and give a casting vote when necessary.
10. Acknowledge conflict but, do not let it interfere with decision making.
11. Present the Annual Report at the Annual General Meeting
12. Liaise with community/user groups as required.
13. In conjunction with other Committee members determine an annual prioritised schedule of works required.



COMMITTEE OF MANAGEMENT ~ POSITION DESCRIPTION

POSITION: Secretary

RESPONSIBLE TO: Council

RESPONSIBLE FOR: Attending to the correspondence and keeping minutes.

DUTIES:

1. Send out notices to notify members of the Committee's meeting date, time and place.
2. Draw up the Agenda, in cooperation with the Chairperson.
3. Keep Minutes of all meetings.
4. File and hold in safekeeping the committee's correspondence, records and books, including an up-to-date list of members.
5. Put into effect the committee's decisions.
6. Notify Council of the names, addresses and contact phone numbers of people nominated for committee.
7. Receive and report on all correspondence and sign all out going correspondence.
8. Co-ordinate reports to Council as required. (For example Risk Assessment Checklist and Facilities Inventory).



COMMITTEE OF MANAGEMENT ~ POSITION DESCRIPTION

POSITION:	Treasurer
RESPONSIBLE TO:	Council
RESPONSIBLE FOR:	Maintaining accurate records of income and expenditure and preparing regular monthly statements to the Committee.

DUTIES:

1. Maintain accurate accounts and books.
2. Organise the yearly audit with Council's auditor.
3. Organise payment of accounts.
4. Reconcile petty cash monthly and arrange payment of petty cash to the Booking Officer.
5. Coordinate banking with Booking Officer.
6. Prepare and present monthly financial statements to Committee meetings.
7. Provide information on cost and any other financial information that the Committee may need to make a well-informed decision.
8. Present an Annual Balance Sheet and audit Income and Expenditure Statement to the Annual General Meeting. These documents must also be given to the Secretary to send to Council.
9. Prepare the Annual Budget for the facility each year and distribute copies to the Committee, Booking Officer and Council Contact Officer.
10. Check the expenditure and make sure that it does not exceed the income.
11. In conjunction with other Committee members, ensure an audit of equipment is carried out annually and forward to Council by 1st December.



COMMITTEE OF MANAGEMENT ~ POSITION DESCRIPTION

POSITION: Booking Officer

RESPONSIBLE TO: Council

RESPONSIBLE FOR: Be available to take telephone bookings, either in person or through the use of an answering machine. Coordinate the bookings and maintenance of the facility.

DUTIES:

1. Liaise with the Committee in the acceptance of bookings.
2. Maintain a diary of facility bookings.
3. Respond to request for information on the hire of the facility.
4. Ensure all hirers have completed a Community Facility User Agreement.
5. Ensure all hirers comply with Council's requirements in regard to Public Liability Insurance.
6. Levy fees in accordance with Council's Fees and Charges schedule.
7. Receipt all fees paid.
8. Present at each committee meeting a list of bookings made and fees collected and documentation for any expenses (e.g. telephone, mail, mileage) incurred as the Booking Officer for petty cash reconciliation.
9. Issue keys to hirers as required and maintain a register of keys issued and returned.
10. Inspect the facility after all functions (eg. parties/weddings) to assess if the bond should be returned.
11. Inspect the facility regularly and inform the Committee of any damage, need for maintenance or replacement of fixtures and fittings.
12. Keep and provide statistics on usage to the Committee and Council.
13. Keep cleaner/maintenance person advised of usage times so that a conflict does not occur.
14. Deal with complaints and refer unresolved grievances to the Committee.
15. Report any maintenance issues to Committee and/or Council.
16. Issue keys and maintain Key Register.



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Introduction

This Manual has been prepared to give committee members guidance on best practice for the conduct and financial management of each committee's affairs. This Manual recognises that Committees are run by dedicated volunteers who may or may not have previous experience in areas such as financial record keeping. Accordingly accounting concepts have been explained in layman's terms.

It is important that all records are kept to the highest possible standards given the accountability of Council and its Committees to the general public. Should you have any difficulties with any of the concepts discussed in this manual please contact Council.

Conduct as a Committee Member

Section 355 Committees are required to comply with Council's Policy 1.6.6 "Code of Conduct" and should be familiar with this document. The key points of this code are outlined below.

Integrity

In conducting the business of your committee you are representing the Council to the community. Therefore it is important that all committee members conduct themselves with integrity.

Equitable Treatment

Committee members must:

- Act reasonably, justly, in accordance with the law and in a non-discriminatory manner;
- Deal with all situations consistently;
- Take all reasonable steps to ensure that the information upon which decisions or actions are based is factual and that all relevant information has been obtained;
- Treat members of the public, Councillors and Council Staff fairly and equitably and with respect, courtesy, compassion and sensitivity; and
- Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or partial performance of your role.

Conflicts of Interest

Committee members must ensure that they do not allow their personal interests, or the interests of those close to them, to conflict with the impartial performance of their duties.

A conflict of interest would exist where:

- You have a personal interest that could lead you to be influenced in the way that you carry out your role;
- You have a personal interest that could lead a fair person to think that you could be influenced in the way that you carry out your role;

- A family member, relative, friend, associate or anybody else close to you has an interest that could lead to you being influenced, or a fair person to think you could be influenced, in the way you carry out your role.

When the committee has to vote on a matter where a committee member has a conflict of interest, it is expected that the committee member will declare their interest in the matter and abstain from voting.

Gifts and Benefits

Committee members must never demand or request any gift or benefit for themselves, or anyone else in connection with their role.

Never accept any gift or benefit if you think that the person offering the gift, or a fair observer, might think you would be influenced in the way you perform your role as a result of the gift. If such an offer is made to you please advise Council's Administration Officer.

The offer of cash (any amount) is never considered acceptable. Token gifts and benefits may only be accepted if the gift is not likely to be seen to be compromising. Token gifts and benefits do not have a significant monetary value, are inconsequential or trivial, only offered in appreciation and are not offered on a regular basis.

Use of Information

All financial records of the committee should be regarded as confidential unless the public has a right of access. Reference should be made to Council's Policy 1.3.2 "Access to Council Records by the Public" which sets out the types of documents the public is entitled to access to and how that access may be made available.

Accordingly, Committee members must:

- Protect confidential information;
- Not use confidential information for any unofficial purpose; and
- Only release confidential information if you have authority to do so.

Keeping of Financial Records

A number of financial records should be kept by each committee to show the financial activity of the committee for each financial year. The financial year is 1 July to 30 June each year. A computer software package may be used, or all records kept manually depending on the size of the committee's operations.

Treasurer's Reports should be presented to each committee meeting summarising the financial activity since the last meeting. This is discussed in more detail under the Financial Reporting/Audit heading.

Bank Accounts

An account or accounts shall be held at a bank, building society or credit union and shall be in the name of the Committee. The Committee may draw from these funds as required in the performance of their duties. Under no circumstances shall the accounts be overdrawn.

Cash Book

All committees must keep a Cash Book unless a computerised accounting package is being used. As a minimum the Cash Book should show:

- Date of transaction (all)
- For income items:
- Receipt number
- Description of income
- Amount(s) of receipt split into appropriate income headings
- GST collected (if appropriate)
- Total of receipt

For expense items:

- Cheque number
- Description of expenditure (any invoice reference could be included here)
- Amount(s) of expenditure split into appropriate expenditure headings
- GST paid (if appropriate)
- Total of expenditure

A running balance for the bank account should also be kept. An indication of what receipts have been banked together would also be of assistance for reconciliation of the bank account.

Expenditure

Cheque books

All drawings from the Committee's bank accounts require the signature of two committee members. One of the two signatures should be that of the Chairperson, Secretary or Treasurer. The cheque butt details should be completed for later reference. Blank cheques should never be pre-signed by a committee member. Expenses should be paid for by cheque, crossed as not negotiable. A petty cash float may be used for minor expenses (see below). Cash cheques should only be drawn for reasonable petty cash payments.

Payment of expenses

Both cheque payments and petty cash claims must be supported with an invoice or receipt from the supplier. For those claiming back goods and services tax (GST) this must be a tax invoice for purchases over \$50. Please refer to your Business Activity Statement (BAS) instruction manual from the Australian Taxation Office for further information as to what constitutes a tax invoice.

All invoices or receipts requiring reimbursement should be approved at a management committee meeting prior to payment. In the event that a receipt or invoice has not been obtained, the two committee members approving the payment should not include the person claiming back the expenditure and the reason for not obtaining a receipt should be explained. Any expenditure proposed that was not allowed for in your budget for the year (refer under Budgets/Setting of Fees and Charges) will require prior Council approval.

Petty Cash Records

Where petty cash is used for minor expenses an impress system should be operated. The size of the petty cash float shall be limited to an amount as may be set by the Committee from time to time. Petty cash should not be used for items over the value of \$30.

A record should be kept showing the date, expense type, amount expended and the remaining balance of the petty cash held. For ease of reference each transaction may be sequentially numbered. Whenever the petty cash is reimbursed all the supporting receipts should be stapled to the cheque requisition. The reimbursement details should be recorded in the Petty Cash Book to show the increase in funds available.

What is it reasonable for Committee Members to claim?

All office holders incur expenses in the course of their role. It is considered reasonable to claim:

- Postage (supported by receipt)
- Telephone calls (supported by a log of calls made – date and purpose) (any STD calls should be supported by a copy of the claimants itemised phone account)
- Stationery, printer ribbons etc used to prepared committee correspondence (supported by receipts)
- Reasonable expenses for the operation of a committee member's own equipment for committee purposes (e.g. petrol for mower) (supported by receipts)

Under Council's policy for section 355 committees, the payment of any honorarium, reward, allowance or travelling expenses is prohibited without Council consent. Prior approval should therefore be sought from Council's Finance Manager in relation to any of these items.

Asset Purchases

Some purchases made by committees will be asset items. These are items of equipment or improvements which will be used for more than a year. These purchases will then be split into two categories:

- Purchases worth \$300 and over
- Purchases under \$300

Purchases \$300 and over

For accounting purposes purchases of \$300 and over will be carried forward on the Committee's balance sheet and depreciated (written off) over the time they are expected to be useful.

Where practical, Council's Purchasing Officer should be used for these purchases. Council has access to government contract prices and has bulk buying power. Three written quotes should be obtained before any decision is made to purchase an item.

Tenders

All tenders are to be called by Council on behalf of the Committee. The Committee is to supply Council with details of the work for which the tenders are to be called.

Purchases under \$300

These will be treated as ordinary expenses.

For both purchase types the Committee should keep an Asset Register detailing the purchase date, a brief description of the item, any identifying serial numbers, quantity of the item (where more than one) and cost price. For older items the general condition should also be recorded. Items subject to depreciation (see above) should also have the useful life recorded. In conjunction with Council staff, checks on the continued existence and condition of each asset should be made at regular intervals and updates to the register made. Notation should be made of any items scrapped or sold during the year. This Register is also used for insurance purposes.

Income

Receipts/Invoices

All income received by the Committee should be receipted immediately. Sequentially numbered receipt books should be used for this purpose. Both the original and copy should be stamped with the Committee's identification stamp. For those Committees registered for GST a tax invoice/receipt will need to be issued for receipts over \$50 to comply with Tax Office requirements. All details required on the receipt should be filled in and the receipt should be signed by the issuer using a clearly legible signature. Those Committees that take bookings in advance and raise invoices should also mark the invoice paid when the money is received and show the receipt number and date paid on the invoice. In addition to providing an audit trail, this makes it easier to identify unpaid accounts.

For any events where it is not practical to issue individual receipts, a running sheet should be kept of all amounts received and who from and any costs taken out of the proceeds (with receipts). This record should be signed by two committee members and then used to write a bulk receipt for the total amount collected. Examples here would be raffles, auctions, parties and the like.

Bookings

Many committees take bookings in advance for hire of the facility. Where this is a significant activity a record should be kept of all bookings in a Bookings Register and (where appropriate) an invoice for the deposit required should be raised. For those committees registered for GST, you are reminded that for an advance payment to be GST free it must be treated as a deposit and returned when full payment is made. Some deposits are taken in cash, some by cheque. Some will be handed back in cash; others will be used to reduce the final bill.

The Bookings Register should identify the nature of the deposit, the payment method (cash/cheque) and the receipt number and date of receipt of the deposit. When the deposit is returned the method of repayment or application to the final bill should be identified. Those deposits being banked will also need to go through the Cash Book and should be identified as deposits received. Again notation of the return or use of the deposit assists in ensuring that all deposits are returned or accounted for. Deposits returned should be identified as a separate expense category in the Cash Book. It is the responsibility of the Treasurer to ensure that the income received agrees with the booking details in the Bookings Register and that the fees being charged are in accordance with the approved fees and charges (see also fees and charges section below).

Depositing of Receipts

All monies received should be banked as soon as practicable. To assist with preparation of the year end financials it is recommended all receipts held be banked by 30 June.

All details required to be filled in on the financial institution's deposit books/slips should be completed.

Financial Reporting/Audit

Bank Reconciliations & Treasurers' Reports

For Committees with large volumes of transactions bank reconciliations should be performed monthly, for smaller committees at least quarterly. It is recommended this step always be performed before putting together a Treasurer's Report for committee meetings (see below). It should also always be performed as at 30 June each year.

All deposits appearing on the bank statement should be ticked off against the Cash Book record of income received. All cheques appearing on the bank statement should be ticked off against the cheque details in the Cash Book.

Any bank fees and interest shown on the bank statement should now be recorded and the running balance in the Cash Book updated. The only differences between the closing balance on the bank statement and the equivalent running balance in the Cash Book should now be:

- any deposits recorded in the Cash Book but not yet banked to the bank account; or
- cheques which have yet to be presented and hence have yet to appear on the bank statement.

There are several different ways in which the Treasurer's Report may be presented but the simplest is to prepare a combined income and expenditure statement and bank reconciliation statement.

The suggested format would be:

Treasurer's Report for the period xx/xx/xx to yy/yy/yy

Opening Cash Book balance at xx/xx/xx	\$\$\$\$\$
Income received (by type) \$\$\$	
\$\$\$	\$\$\$\$\$ (sub-total)
Expenditure (by type) \$\$\$	
\$\$\$	<u>\$\$\$\$\$</u> (sub-total)
Closing Cash Book balance at dd/mm/yy	<u>\$\$\$\$\$</u>

Reconciliation to Bank Statement:

Bank statement balance at dd/mm/yy	\$\$\$\$\$
Add: deposits yet to be banked	\$\$\$\$\$
Less: Unpresented cheques (give details)	<u>\$\$\$\$\$</u>
Reconciled Cash Book balance at dd/mm/yy	<u>\$\$\$\$\$</u> (should agree with above)

Depending on the needs of the committee the dd/mm/yy date could be the last report date or the beginning of the financial year date (i.e. report monthly/quarterly or year to date).

For Committees using computer software packages an Income and Expenditure Statement with monthly and year to date information and a Bank Reconciliation Report should be presented.

End of Year Requirements/Audit

Committees keeping manual records

For Committees preparing manual records the important thing is that all entries for the financial year have been recorded and the 30 June bank reconciliation performed.

To ensure that the financial statements take into account all expenditure you are already committed to (creditors) and any monies you are already entitled to but have not received (debtors) a list of these should be prepared for the auditor as at 30 June each year.

As soon as the records are up to date these should be presented to Council for audit. At the very latest this should occur by 31 August.

The following records should be provided:

- Cashbook
- Receipt books
- Sales invoices/Booking Registers
- Bank depositing books

- Bank statements for all accounts
- Cheque books
- Petty Cash Book
- Invoices/receipts
- Asset Register
- Approved fees and charges schedule
- Minute Book
- Listing of debtors and creditors
- Any other supporting information e.g. collection records from raffles, auctions and the like

Committees using computer packages

- Cash Receipts Report
- Cash Payments Report
- Sales Journal Report
- General Journal Report
- General Ledger (Detail) Report
- Aged Receivables Report
- Aged Payables Report (if applicable)
- Income and Expenditure Statement
- Balance Sheet as at 30 June
- Trial Balance as at 30 June
- Receipt books
- Bank depositing books
- Invoices/receipts
- Booking Register (if applicable)
- Asset Register
- Approved fees and charges schedule
- Minute Book
- Listing of any other debtors and creditors identified
- Petty Cash records (if applicable)

Budgets/Setting of Fees and Charges

Budgets should be prepared by April each year for the following financial year. The budget, together with a schedule of the proposed fees and charges has to be submitted for Council's approval. The draft budget will include the anticipated income based on the proposed fees and charges for the following year. To support claims for any increases in fees and charges it may be appropriate to prepare budgets based on current charge rates as well as the proposed rates. Anticipated general expenditure should be included.

Any capital expenditure (major assets/improvements) should be identified in a separate capital budget, together with any one-off income that may be anticipated to fund these purchases (e.g. grant, Council support). If you need any assistance with this process contact your Council committee representative.

Other Reporting Requirements

GST Responsibilities

For those Committees registered for GST it is important that your records are kept up to date to complete your quarterly Business Activity Statements by 21 days into the next quarter (or month for monthly remitters). GST received and paid should be separately identified in your cash book or general ledger. For cash flow reasons it is important that the amount due to the Taxation Office is set aside and not used for other purposes.

Committees not registered for GST should review annually whether they should continue not to be registered. When major asset purchases or capital work is proposed it may be advantageous to be registered to take advantage of input tax credits. If you need assistance in this matter contact the Australian Taxation Office or talk to one of Council's GST-trained staff.



NOMINATION FORM FOR PUBLIC MEMBERSHIP TO COUNCIL COMMITTEES

I wish to nominate for a public position on the Richmond Valley Council

..... **Committee.**

Name:

Address:

Phone Number(s):

Home: *Work:* *Fax:* *Mobile:*

Email:

Why would you like to be on the Committee?

.....
.....

What do you feel you can contribute?

.....
.....

What memberships of Community Organisations do you hold?

.....
.....

What involvement/interest do you have in community issues?

.....
.....

Signed:

Date:

Please return form to: General Manager
 Richmond Valley Council
 Locked Bag 10
 CASINO NSW 2470

Leeville Public Hall

Example Only

February, 2004

Leeville Public Hall Committee

Mongogarrie Road, Leeville, NSW 2470

Bookings ONLY through: Booking Officer *Tele*

LEEVILLE PUBLIC HALL HIRING FEES & CONDITIONS

HALL HIRE

Non-Profit

- Hourly rate	\$ 7.00 (plus GST 70¢)
- Rate – more than 4 hours (i.e. all day, all evening)	\$ 35.00 (plus GST \$3.50)
- Bond	\$ 50.00

Private

- Hourly rate	\$ 10.00 (plus GST \$1.00)
- Rate – more than 4 hours	\$ 50.00 (plus GST \$5.00)
- Bond	\$100.00

All rates include use of kitchen.

Seating and tables available for a maximum of 100 persons.

CONDITION OF HIRE

1. Any malicious or negligent damage caused to the building, fittings, furniture and other installations arising out of the use of the Hall must be paid for by the person hiring the facility.
2. The Hirer shall notify the Committee immediately of any damages or loss to the hall, its facilities or equipment, and of any injury to any person or property which occurs during the hiring of the hall.
3. The Hirer is responsible for the conduct of persons in their party whilst on the premises. Failure to comply with any of the conditions of hire may result in the immediate termination of the hiring.
4. It is the hirer's responsibility that no guests conduct any illegal activity. Alcohol shall not be sold at the Hall (either directly or indirectly through donation, ticket sales or alike) without the written consent of the Committee. Police consent must also be obtained, in writing, in respect to any public function. A copy of the police consent form must accompany the application. **NO UNDERAGE DRINKING AT ANY TIME.** It is the hirer's responsibility to ensure all their guests are aware of the emergency procedures for the facility and location of the first aid kit.
5. A time limit of 12.00 midnight will apply to all functions.

6. The hall, meeting rooms, and storage area are to be left in a clean and tidy state at the conclusion of each meeting or function. Should the hall not be left in a clean and tidy state the bond could be retained and if necessary a cleaning fee will be charged.
7. Hall to be mopped after use with plain warm water. A full set of cleaning materials are supplied with the kitchen.
8. All bottles/cans and garbage are to be removed by the hirer.
9. All equipment must be returned to the appropriate place.
10. Public liability insurance to cover casual hirers of Council facilities is held by Council in the amount of \$10 million. The casual hirer is to meet the cost of any excess (currently \$5000 per claim) in the event of an incident. Casual hirers can not utilise the hall more than 10 times per year.
11. The Hirer, except Casual Hirers, is to keep current a Public Liability Insurance Policy for the sum of \$10 million and shall present to the Committee acceptable documentary evidence of such cover if required.
12. The Hiring Agreement **must** be completed prior to keys being issued. Keys must be returned to the Committee by the next business day.
13. **Smoking inside the hall or meeting rooms is strictly forbidden.**

These conditions apply to ALL groups and/or individuals who use the Centre's facilities.

Your cooperation would be most appreciated on the above conditions.

BOOKINGS

Bookings are **only** available by contacting the booking Officer on *Tele*.

For any other enquiries please contact the Committee:

Chairman – on *Tele*

Secretary – on *Tele*

Treasurer – on *Tele*

OBTAINING KEYS

Please note keys are **only** available from the Booking Officer. It is the responsibility of the hirer to obtain the keys at the time agreed.

Example Only

**Leeville Public Hall
HIRING AGREEMENT**

(the following form must be completed prior to obtaining any keys)

(1) Hall

Iof.....
(Name/Organisation)

Driver's License No. OR Medicare No

Postal Address:

Telephone No.hereby hire the undermentioned meeting room(s), hall and facilities at the **Leeville Public Hall** and agree to comply with all rules, regulations and conditions relating to the use thereof.

(2) Dates & Times of Hiring

Date: from/...../..... to/...../..... Time: from.....am/pm toam/pm

(3) Booking

(a) Is this a regular booking? YES / NO

(b) Non-profit organisation or commercial/private:

(c) Purpose for which the hall/facilities are required:

.....

Note: The hirer is required to organise the setting up and packing up of the room.

Name of person/s responsible for conduct of hiring:

Contact details: Tele. No. /s (including mobile phone numbers).....

Collection of Keys:

Key No.Dated Taken:Date Returned:

I have read and understand all the conditions of hire of this facility (see separate sheets).
I have/have not inspected the facility and agree it suits my needs.

Signature(s) of Applicant(s): Dated:

Payment:Dated:

Please do not provide any payment now. An invoice will be forwarded to you by the Management Committee's Treasurer the next morning.



FACILITIES INVENTORY

Please complete an inventory of the contents of the facility, for insurance purposes. (eg. tables x 20, chairs x 100, etc.). Council will cover for insurance purposes, Council owned contents only, i.e. items purchased with Committee of Management or Council funds. The user group is responsible for insurance cover on other items. Use additional sheets if necessary.

Item	Used by*	Approximate Age	Condition	Approximate replacement cost

*e.g. Committee members only, user groups, anyone

This form is to be returned to Council by 1 December



RISK ASSESSMENT CHECKLIST COMMUNITY FACILITIES

COMMITTEE - INSPECTION REPORT	YES/NO	ACTION
1. Are the internal/external areas free of rubbish & obstruction (including beneath the building)?		
2. Is there adequate lighting at entrance?		
3. Is access to the facility unimpeded?		
4. Are internal/external surfaces safe and free from trip/slip hazards?		
5. Are materials stored safely?		
6. Are toilets clean, free from hazards and working effectively?		
7. Are kitchens clean and free from hazards?		
8. Are internal/external rubbish bins covered & stored appropriately?		
9. Is Evacuation signage displayed?		
10. Is User Safety signage placed near exits?		
11. Is Fire Blanket/extinguishers and signage in place?		
12. Is Food Handling Hygiene signage in place?		
13. Is First Aid Kit usage monitored and restocked when necessary?		
14. Are Exit lights working?		
15. Has a pest inspection been carried out within the past 2 years?		
16. Have fire extinguishers been checked every 6 months?		
17. Are chemicals and herbicides in lockable storage and labelled?		
18. Other Comments.		

This form is to be returned to Council by July and December.

ACTIVITY SAFETY RATING COMMUNITY FACILITIES

How do we assess the Risk?

Risk assessment is nothing fancy – it's something we do every day by asking:

- How bad could the result be?
- How likely is it that this will happen?

We use the information gained from the sources above to better answer these questions, and then to read off the 'level' of risk from the table below

How likely?

How bad?

	Very Likely <i>Could happen at any time</i>	Likely <i>Could happen at some time</i>	Unlikely <i>Could happen, but very rarely</i>	Very Unlikely <i>Could happen, but probably never will</i>
Kill or cause permanent disability or ill health	High	High	High	Medium
Long term illness or serious injury	High	High	Medium	Medium
Medical attention and several days off work	High	Medium	Medium	Low
First aid needed	Medium	Medium	Low	Low

Matrix No	The following actions are to be initiated
High	Health and safety to be a very important consideration in undertaking the activity Selection and training is considered important A risk control plan to be prepared and to be approved by Council before the volunteer commences activities A high level of supervision is to be maintained over the volunteers Regular audits and safety reviews to be undertaken by a responsible Council officer Strict compliance by volunteers required of the Risk Control Plan Breaches are to be subject to disciplinary action
Medium	Health and safety to be an important consideration in undertaking activity Activity Specifications to be prepared and available to volunteer before commencing activity Volunteer to be trained in safe work methods A moderate level of supervision to be kept Audits to be undertaken in consultation with volunteers High level of compliance with Activity Specifications Breaches to be subject to disciplinary review
Low	Health and safety to be considered in the undertaking of the activity but is not a major consideration Safe systems of work to be discussed with volunteers and agreed upon before commencing work Council safety procedures are to be followed at all times A lower level of supervision to be kept If considered necessary, safety audits may be carried out Volunteers to comply with the safe systems of work Breaches are to be dealt with disciplinary review



INCIDENT / ACCIDENT PROCEDURES

In the event of an incident/accident the following procedures should be followed:

1. Incident with No Evident Injury
 - Notify Booking Officer if there is damage to the building or grounds (including trees, gardens) and its fittings or if incident is caused by a fault.
 - Notify 66600300 and complete incident report
2. Incident with Minor Injury
 - Basic First Aid to be given and the person kept calm whilst waiting for the ambulance, record first aid given;
 - Notify Booking Officer if there is damage to the building or grounds (including trees and gardens) and its fittings or if incident caused by building fault.
 - Notify 66600300 and complete incident report
3. Incident with Serious Injury
 - Call ambulance to provide treatment and/or transfer to hospital;
 - Basic First Aid to be given and the person kept calm whilst waiting for the ambulance;
 - Notify the Booking Officer if there is damage to the building or grounds (including trees, gardens) and it's fittings or if the incident was caused by a building fault;
 - Notify 66600300 and complete incident report

In all cases notify 66600300 and complete the Incident/Accident Report Form and forwarded to Council immediately following the incident/accident.



**NOTIFY INCIDENT RESPONSE GROUP 66600300
NOTIFY YOUR SUPERVISOR**

**RICHMOND VALLEY COUNCIL INCIDENT REPORT (Form1)
QSE Incident Report Number.....**

DIRECTORATE	SECTION	TASK
OCCURRED AT hours (2400hrs)	On (date)	/ /20
ADDRESS		
SPECIFIC LOCATION		
DESCRIPTION OF INCIDENT (<i>what happened & how</i>)		

INCIDENT CATEGORY (circle all appropriate)
 Injury Near Miss Hazard Vehicle/Plant Property/Equipment Environmental Other
 (specify).....

(If Injury or Near Miss involving Employee or Contractor)

NAME	EE No.	Date of birth / /
NATURE OF INJURIES (eg fracture)		LOCATION (eg Left Elbow)
At the time of completion of this form "is Workers Compensation Claim intended" YES/NO/NOT SURE		
Contributing factors (<i>environment, plant/machinery, work method etc</i>)		

Immediate action taken (*eliminated hazard, secured site etc*)

To prevent recurrence I suggest the following actions ;

Witnesses
Persons on Site

Supervisor To Complete: Name: _____ **Position/Title:** _____

Immediate action taken:

To prevent recurrence I suggest the following actions: (*review/develop work methods, maintenance, training etc*)

By whom:

Manager Notified Y/N _____ Director Notified: Y/N _____

Reported by: (Print name)	(Signature)	Date: / /20
Supervisor: (Print name)	(Signature)	Date: / /20
Manager: (Print name)	(Signature)	Date: / /20
Director: (Print name)	(Signature)	Date: / /20

PLEASE FORWARD THE ORIGINAL FORM TO RICHMOND VALLEY COUNCIL

IF THE INCIDENT REPORT PACK IS USED RETURN THE ORIGINAL FORM AND THE INCIDENT RESPONSE PACK IN THE ENVELOPE PROVIDE

TABLE 4

Testing and Inspection Intervals for Electrical Equipment - AS/NZS 3760:2003

(CAUTION - This must be read in conjunction with the Standard as a whole, and particularly clause 2.1)

Type of environment and / or equipment (a)	Interval between inspection and tests						Cord sets and power Committees (h)
	Class of equipment		Residual Current Devices (RCDs)				
	Class I (protectively earthed) (b)	Class II (double insulated) (c)	Push-button test - by user		Operating time and push-button test		
			Portable (d)	Fixed (e)	Portable (f)	Fixed (g)	
1 Factories, workshops, places of work or repair manufacturing, assembly, maintenance or fabrication	6 months	12 months	Daily or before every use, whichever is the longer	6 months	12 months	12 months	6 months
2 Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months	12 months	3 months	6 months	12 months	12 months	12 months
3 Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4 Residential type areas of hotels, residential institutions, motels, community houses, halls, hostels accommodation house and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years
5 Equipment used for commercial cleaning	6 months	12 months	3 months	N/A	12 months	N/A	12 months

6	Hire Equipment Inspection Test and tag	Prior to hire	Including push-button test by hirer prior to hire	N/A	N/A	Prior to hire
		3 months	N/A	3 months	12 months	3 months
7	Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service				

NOTES:

1. The actual sub-environment in which the equipment is located determines the row for the environment to be used in Table 4. e.g., a computer in a non-hostile environment in an office within a factory would attract a test / inspection action in accordance with Row 3.
2. Regulatory authorities, other Standards, workplace safety requirements or manufacturers instructions may specify intervals appropriate to particular industries or specific types of equipment.
3. RCDs in transportable equipment shall be regarded as portable RCDs.
4. The following Standards refer only to the inspection and testing method of Clause 2.3 of this Standard, but not to the intervals of testing in Table 4 above. Refer to the appropriate Standards for specific test intervals:

AS 1674.2	Safety in welding and allied processes - Electrical
AS/NZS 3001	Electrical installations – Re-locatable premises (including caravans and tents) and their site installations
AS/NZS 3002	Electrical installations - Shows and carnivals
AS/NZS 3003	Electrical installations - Patient treatment areas of hospitals and medical and dental practices and dialysing locations
AS/NZS 3004	Electrical installations - Marinas and pleasure craft at low voltage
AS/NZS 3012	Electrical installations - Construction and demolition sites
AS/NZS 4249	Electrical safety practices - Film, video and television sites



FIRST AID KIT PROCEDURE

Please enter on sheet below any materials taken from the First Aid Kit

Material	Amount Taken	Date Taken	Date Replaced
Adhesive Dressing Strips			
Adhesive Tape 1.25cm			
Conforming Bandage 50mm			
Eye Pad			
Forceps - Disposable			
Glove - Plastic Disposable			
Magnifier - Plastic			
Medicated Wound Wipe			
Plastic Bag - Medium			
Plastic Bag - Small			
Splinter Probe, Disposable			
Triangular Bandage			
Wound Dressing No.15			



COMMUNITY FACILITIES MAINTENANCE PLANNING

Maintenance to be undertaken in the next 12 months:

Date	Maintenance	Action	Date checked/ completed



ORIGINAL FACILITY MANAGEMENT PLAN

Not available at this stage.