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Document Review

Any review or amendment of this document must be recorded on this page.

Date	Review Summary	Approval
18/09/2018	Draft Governance Manual presented to Committees	Annette Waters
02/10/2019	Draft manual reviewed and updated from Committees feedback.	Annette Waters

Definitions

AGM	Annual General Meeting
CoM	Committee of Management
Section 86 Committee	A Committee of Management appointed by Council under Section 86 of the Act to manage a community facility on behalf of Council. Otherwise know as Special Committees in the Act.
Conflict of interest	A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
Council	The municipality of the Bass Coast Shire Council.
Instrument of Delegation	A legal document that describes the powers and functions that Bass Coast Shire Council delegates to a Committee of Management.
Office Bearers	Members of a Committee of Management who hold a President, Secretary or Treasurer position in the Committee.
The Act	Local Government Act 1989

Introduction

Thank you for your interest in volunteering with the Bass Coast Shire Council.

Volunteering and community participation is an important avenue through which Bass Coast Shire Council and the community collaborate to deliver a range of services.

Community based committees allows for and encourage:

- delegation of functions, duties and powers to the community, providing direct community involvement, accountability and ownership for properties and projects
- networking and resource sharing between people working towards a common goal
- strengthening of the sense of community within the Shire

Purpose

Section 86 Committees of Management are established by Council with delegated responsibilities under Section 86 of the Local Government Act 1989 to directly manage facilities including halls and recreation reserves on behalf of Council.

Information contained within this manual provided to Committee members to ensure they have access to the resources required to undertake a Committee of Management position.

Committees of Management are supported by the Bass Coast Shire Governance team.

Key Contacts

Bass Coast Shire Council's, Council Committees Officer's role is to assist and provide support to committee members in meeting their delegated responsibilities. Training is available to Committee members through annual information sessions.

Council Committees Officer

t (03) 5671 2136

f (03) 5671 2222

e councilcommittees@basscoast.vic.gov.au

Instrument of Delegation

In accordance with the Local Government Act 1989, the Instrument of Delegation describes the power and authority delegated to Committees of Management relating to meeting procedures, financial management, reporting to Council and appointment to Committee processes.

All Committee members and those considering becoming a committee member are expected to develop an understanding of the Instrument of Delegation relevant to their committee.

Committee Roles and Responsibilities

Appointment of community members to the Committee commences with the public calling for nominations. Members of the community can be nominated or self-nominate and will be required to complete a nomination form outlining their experience, community interest and skillset. The information provided will be assessed by Council to determine the suitability of the nominated person for the committee.

Suitable candidates will be formally appointed under the Local Government Act 1989 to serve a voluntary four year term. During this term, the committee member can resign should their circumstances change. Council can, at its discretion, refuse, remove, re-form or amend a committee member's appointment or alter a committees function at any time. No person nominated shall take office until endorsed by Council.

Each committee will consist of four to nine persons appointed by Council. The committee members will appoint office bearers each year at its Annual General Meeting for a one year term. Office bearers will form the committee structure being a President, Secretary and Treasurer. Other optional office bearers may include Vice President and Bookings Officer. Any dispute regarding the appointment of office bearers are to be referred to Council for resolution.

President

The President is the spokesperson for the Committee and has primary responsibility for the Committee's administration. They are required to facilitate to prioritise goals and focus on achieving objectives. They are responsible for ensuring that meetings start on time and that content discussed is relevant to the meeting. They should also keep the meeting progressing by being able to summarise key points in a discussion to move issues along when needed.

President responsibilities include:

- opening, closing and managing Committee meetings
- liaising between the Committee and external parties expressing the views of the Committee (not personal views)
- preparation and delivery of reports at each meeting including the Annual General Meeting on the activities and decisions of the Committee
- ensuring decisions made by the Committee are informed decisions and that the views of others have been considered
- maintaining communication with Council, the Committee, user groups and the community
- providing a casting vote when necessary
- ensuring all planning and budgeting for the future is carried out in accordance with the Committee and in the interests of the community

Secretary

The Secretary works closely with the President as a record keeper for the committee and provides a link between committee members, Council, user groups and the community.

Secretary responsibilities include:

- preparing and distributing meeting agendas and taking minutes
- keeping accurate records of attendance, apologies and contact information of committee members
- tabling and responding to all incoming correspondence and forwarding accounts and other financial correspondence to the treasurer

Treasurer

The Treasurer is responsible for keeping the Committees financial record in good order.

Treasurer responsibilities include:

- providing financial reports showing 'actual' to 'budget' comparisons for expenditure and income
- preparing the financial report and bank conciliation statement at each meeting and for submission to Council quarterly
- ensuring all records are accurate and that supporting documentation is maintained for all income and expenditure items
- ensuring all receipts are banked within 14 days of receipt and that all cheques and electronic transfers are signed by two account authorities
- preparing and submitting the GST calculation sheet to Council quarterly (January, April, July and October)

Committee Members

Committee Members responsibilities include:

- working together in achieving positive outcomes for the community
- meeting the objectives outlined in the Instrument of Delegation
- cooperation with Council processes
- compliance with Working Together Policy (refer Bass Coast Shire website - Committees of Management)
- compliance with Council's Code of Conduct which is applicable to all employees, volunteers and contractors to Council (refer Bass Coast Shire website - Committees of Management)

Volunteers

Recruitment of volunteers

For community based Committees of Management to survive, the recruitment of volunteers is vital. The recruitment process, initiated by the Committee, should be realistic in what is required in the role and the necessary experience or training to undertake the role/task. Activities suitable for volunteers include garden and building maintenance and cleaning.

Volunteer induction includes:

- OHS induction
- Introduction to key Committee members

- Working Together Policy

More information on volunteer recruitment and induction can be found on the Volunteer website at www.volunteer.vic.gov.au/manage-your-volunteers/induction-and-training/the-induction-process

Working with children checks are required to be undertaken where Committee members are in direct contact with children in their role. The Working with Children website provides further information: <https://www.workingwithchildren.vic.gov.au/>

New volunteers

New volunteers are required to be registered with Council. Registration as a volunteer enables insurance cover for approved activities, access to a range of training opportunities and celebration events.

Volunteers engaged in approved activities related to the Committee of Management are required to record their attendance in a volunteer register. A Volunteer Activity Register form can be used to create a register, alternatively committees may create a 'sign in book'. The register/book is to be kept and maintained as a formal record of attendance.

Regular Requirements Checklist

The following Checklist Actions are to be completed by the President, Secretary and Treasurer.	
President	Completed
Complete the Annual Building Open Space Checklist - maintenance reporting.	
Secretary	Completed
Minutes of every general meeting sent to Council Committee Officer within 14 days of meeting.	
Storage of Volunteer Registration Forms completed for new committee members and/or volunteers undertaking work for the committee.	
Tabling of Council documents at Committee of Management general meetings.	
Complete information required for Annual Maintenance Grant including key register forms and Committee member's details form.	
Treasurer	Completed
Quarterly Financial Reports outlining income, expenditure and GST. Financial Reports are due January, April, July and October each year.	

All information is to be sent to councilcommittees@basscoast.vic.gov.au

AGM Requirement Checklist

The following documents are required to be forwarded to Council for reporting purposes.	
President	Completed
Present an Annual Report to include: <ul style="list-style-type: none"> • summary of user groups/hirers • register of injuries and accidents • summary of maintenance/improvement undertaken and future requirements 	
Secretary	Completed
Inform the Council and the public of date, time and location of AGM two weeks prior to meeting and ensure all advertising requirements are satisfied including calling for nominations to committee for the following year. Taking of and submission of AGM minutes	
Committee members details form	
Key register form	
Treasurer	Completed
Financial year summary July – 30 June	
Proposed budget for following financial year ie. planned usage of annual maintenance grant. Council's Committee Officer can provide assistance with this where required.	

All information is to be sent to councilcommittees@basscoast.vic.gov.au

Meeting Procedures

In accordance with the Local Government Act 1989, the Committee of Management are required to meet a minimum of four times a year (once every quarter).

Quorum

For a meeting to be held, the Committee must meet a quorum of at least the majority of the number of members on the Committee of Management attending the meeting.

Meetings open to the public

Meetings are required to be open to the public unless a closed meeting is required. Section 89 of the Local Government Act 1989 specifies the conditions a meeting can be closed to the public. Please contact Council's Committees Officer for more information.

Preparing an agenda

An agenda is an itemised list of matters to be discussed at the committee meeting. The Secretary is responsible for preparation of an agenda in consultation with the President and other Committee members. The agenda and any background papers are to be circulated to Committee members prior to the meeting.

Taking of minutes

Accurate minutes must be kept of each meeting of the committee and contain details of the meeting attendance, proceedings and resolutions made.

Minute requirement:

- be impartial and not representing one person's view
- summarise discussion and decisions rather than recording every word
- show the points raised rather than identifying individual members' views
- identify individual views if specifically requested
- be sent out soon after the meeting so they provide a reminder for work to be done
- at the following meeting, the Chairperson to sign the minutes and certify that they have been confirmed
- include any items for future meetings
- minutes are to be made available to the public upon request

Record keeping

To support the collection of accurate public records you are required to:

- create full and accurate records of all work related decisions and activities
- ensure records include information allowing identification of authorised actions that took place and that decisions were made
- ensure records are captured in an orderly manner and an electronic or hard copy is forwarded to Council ensure safety and security of records and the information they contain

Conflict of interest

A conflict of interest is defined as 'a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity'

Examples of situations that may give rise to a conflict of interest include:

- direct interest
- close association
- indirect financial interest
- conflict of duty
- receipt of applicable gift
- party to the matter

If an issue or matter arises in which you have a conflict of interest, you must:

- disclose the conflict of interest immediately before the matter is considered. A Conflict of Interest Disclosure Form
- notify the President (or meeting Chair) that you are leaving the meeting
- leave the room and any area where you can see or hear the meeting until the matter has been concluded
- description of the conflict
- whether the conflict is material
- action taken to manage the conflict
- the time that the member leaves and enters the meeting
- maintain a conflict of interest register

Information Privacy

The Privacy and Data Protection Act 2014 (formerly the Information Privacy Act 2000 (Vic) regulates 'Information Privacy' and the way in which Council and Committee of Management should collect and manage personal information.

When collecting personal information we need to:

- Only collect the information we need
- Be open and transparent about the reason why the information is being collected
- Periodically review how and why we are collecting the information and how we manage the information

Please refer <https://ovic.vic.gov.au/> for more information.

Insurance

Community Liability Pack

This Policy relates to coverage for casual hirers of Council owned or controlled facilities and for performers/ stallholder/ artists/ street stalls/ buskers and tutors and instructors.

Public Liability Insurance

Council maintains Public Liability Insurance that covers the Committee of Management in its role of managing the facility or venue in accordance with the Committees Instrument of Delegation. Insurance coverage is provided to Committee members in the event of an injury or damage to the property of a third party whilst using a facility.

Under no circumstance should the Committee of Management or its members admit liability with respect to any claim. The Committee member should obtain and record as much information as possible, including date, time, statements and photographs relating to the

circumstances of any event that may lead to an insurance claim being made. This is to enable a fair and equitable assessment of the insurance claim.

Personal Accident Insurance

Council maintains Personal Accident Insurance that covers Committee of Management members for personal accidents whilst performing tasks and activities in the capacity of a Committee member relating to the management of the facility in accordance with the Committee's Delegation.

Volunteers authorised by the Committee of Management to perform works around the reserve/facility are covered by Council's insurance policy for personal injury provided they are acting in that capacity within the scope of their duties for, and on behalf of, the Council.

The Committee is required to keep a register of names, dates and nature of the activity prior to the volunteer undertaking the activity on behalf of the Committee e.g. including working bees or fund raising. The Committee must retain this register for insurance purposes.

Property Information

Annual Building Open Space Checklist Inspection

Each Committee is required to complete the building open space checklist inspection annually. This checklist provides an opportunity for the Committee to note any defects or non-urgent maintenance needs.

Essential safety measures include firefighting extinguishers, emergency lighting, exit signs, clear paths of travel to exits and emergency exit doors. These are required to be maintained to ensure they will operate as intended in an emergency.

Defects are to be reported to Council immediately to ensure they are rectified and restored to its intended condition. Defects may include a discharged fire extinguisher or lighting that is not illuminating.

An annual Building Essential Services Inspection is conducted by Council to determine the current and future maintenance requirements.

Maintenance

Major works, repairs and maintenance responsibility is shared between Council and the Committee of Management. Any faults or repairs to Council buildings or facilities need to be reported to Council's Committee Officer.

Any major building works including maintenance, repair, replacement or building of building structures must be approved by Council

Maintenance of garden and grounds areas is primarily the responsibility of the Committee of Management unless other arrangements are made with Council which would be reflected in the Committee of Management Instrument of Delegation ie. turf maintenance. Council is responsible for all major tree pruning and tree removal.

Playgrounds and playground equipment are the responsibility of Council unless other arrangements in place with Council. Council inspect equipment twice annually therefore, Committees of Management are encouraged to undertake periodic inspections of equipment and notify Council of any concerns.

Financial Management

Income / Expenditure Information

Committees of Management are required to ensure good financial practices through the compliance with specific procedures.

These procedures include:

- completion of a monthly income and expenditure report and lodge with Council
- annual reporting of end of financial year financial position.
- recording of GST in relation to income and expenses by keeping track of what has GST and what doesn't

Issuing Invoices

Invoices issued by a Committee must contain the following information:

- Council's Australian Business Number (ABN) – 810 715 102 40
- the words 'Tax Invoice'
- invoice GST amount must be either:
 - shown as a separate amount or
 - stated that the total amount includes GST
- date of issue of invoice
- name and address of supplier of goods and services or user group eg hall hire fee

Committees may choose to use their own invoices however please ensure that the information above is contained within those invoices. If required, Council can provide a template invoice that can be used by each Committee. Please contact Council's Committee Officer for more information.

Withholding Goods and Services Tax (GST)

Committees must only make full payments to those suppliers/contractors who provide an ABN. If an ABN is not provided then 49% tax (this figure is subject to change each year) must be withheld until an ABN is provided to the committee. Withholding Tax must be recorded in the expenditure report, as Council is required to forward the amount to the ATO.

Withholding Tax will not apply where the recipient is a 'hobbyist' or a supplier/contractor that is not an enterprise in terms of GST legislation and where the payment is less than \$75.00 excluding GST. Special forms that allow organisations/groups to claim exclusion from Withholding Tax provisions known as 'Statement by Supplier' forms are available from major Banks, Post Offices and on the Australian Taxation Office (ATO) website.

Treasurers Report – Reporting to Council

A Treasurer's report is required to be provided to Council with the minutes of a general meeting of the Committee. A Treasurer's Report includes:

Annual Financial Statements – Reporting to Council

As part of the Annual Meeting Requirements, the Annual Financial Statements (Income and Expenditure Template) include the completion of income and expenditure forms. This includes a questionnaire which requires completion. The questions act as a 'self-audit and prompts Committees for any items missed during preparation of Statements.

Council Grant Allocations Record Keeping

Funding received directly from Council including Annual Maintenance Grants, must reflect how you have allocated particular funds on your income and expenditure forms. This update can be reflected in the last column in the expenditure report and income financial report forms.

Raffles

Any organisation wishing to run raffles need to be registered/declared by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) prior to conducting any raffles.

More information can be found on the VCGLR website at:

<https://www.vcglr.vic.gov.au/gambling/raffle/apply-new-licence-or-permit/application-process-and-requirements>

Risk Management

Risk Management Guidelines

Risk Management for Council 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
- minimise loss or damage to community assets and injury to the public
- improve safety of facilities and a reduction in insurance premiums

As part of its risk management, Council conducts annual assessments of buildings and grounds.

Should risks occur between annual assessments, the CoM should report specific incidents to the Council Committees Officer. CoM are responsible for minimising or eliminating risk through their available resources.

Security

Committees of Management must employ reasonable measures to protect the assets under their management.

These measures include:

- removal of cash and valuables from the premises when the building is to be unoccupied
- 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
- detect 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
- maintain a key register and notify Council's Committees Officer if any keys are unaccounted for

Fraud

Examples of Fraud include the following activities that result in actual or potential financial loss:

- forgery or alteration of cheques, invoices, computer records and other documents
- any misappropriation of funds, securities, supplies or any other asset
- any irregularity in the handling or reporting of monetary transactions
- unauthorised use or misuse of Council property equipment, materials or records

- any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council owned software
- any claim for reimbursement of expenses that is not made for the exclusive benefit of the Council

Committees of Management have an obligation to:

- comply with Council control requirements, policies and procedures
- be aware of the signs of acts of misconduct, fraud and corruption
- report suspected acts of fraud, corruption and misconduct to Council's Committee Officer
- assist with any enquiries and investigations pertaining to fraud, corruption or misconduct

Occupational Health and Safety

Council is committed to achieving ZERO HARM by maintaining a safe and healthy operation for all areas of Council.

All representatives of Council including Committees of Management and volunteers are expected to value the safety of themselves and others and will contribute to their own health and safety by:

- taking reasonable care of their own safety
- not put others or the public at risk
- comply with any reasonable instructions related to health and safety
- follow correct procedures when undertaking tasks
- wear Personal Protective Equipment (PPE) where and when it is required
- report all hazards, near misses and incidents to Council
- respond to notification of a hazard or near miss to reduce or eliminate the hazard

Committees of Management also have an obligation to:

- provide a safe workplace for employees, volunteers and contractors
- ensure employees, volunteers and contractors have the training and information to perform their role safely
- ensure that employees, volunteers and contractors are capable of performing their role safely and in accordance with legislation

Health and Safety Risk Management

It is the responsibility of Committees of Management to be familiar with the hazards within their direct control and to take the necessary steps to eliminate or reduce the risk of harm by:

- undertaking inspections when required
- conducting site induction for new employees, volunteers and contractors

Accidents, Incidents and Injuries

All incidents including accidents and injuries are required to be reported to Council as soon as possible, and always within 24 hours. All injuries requiring medical treatment must be reported as soon as possible following the incident, and always within two hours, to ensure that

appropriate treatment and external reporting can be completed. All accidents, injuries or incidents must be reported to Council's Committees Officer.

A Register of Injuries is required to be kept for committee members and volunteers.

Food Safety Information

Hall Hire Use of Catering Facilities

In the instance where the Committee of Management hires out a hall kitchen facilities to prepare, handle and/or sell food, the hirer is required to have lodged a temporary food registration. This can be completed online via <https://streatrader.health.vic.gov.au>.

Food provided at private functions that is not sold to the public but to private guests, does not require a temporary registration ie. birthday party.

Any community groups or volunteers wanting to hold a food fundraiser must contact Council's Environmental Health Department to determine whether they require a temporary food registration.

Committee of Management Use of Catering Facilities

Committees of Management who conduct food activities are required to register the activity with Council's Environmental Health Team. Registration is required to be made in the name of Council and include the Trading Name of the Committee of Management.

Food Activities

Food activities include:

- any sale or preparation of food for sale (on or off the Committee of Management premises)
- food is deemed to be sold even if it is given away as part of another service or in the promotion of a business eg providing sandwiches for a group that hires a Committee of Management hall or venue

Food provided free of charge at a private event is not considered a food activity:

- a birthday party where guests are not required to pay to attend and food is provided free by hosts
- shared between club members in an informal arrangement
- bring a plate to a meeting

Structure of Premises and Facilities

All premises must meet minimum structural health standards in order to be registered. This includes but is not limited to:

- appropriate number of sinks/dishwashers for the cleaning of equipment and utensils
- separate hand wash basin for use by any food handlers
- suitably constructed food contact surfaces that can be effectively cleaned ie stainless steel/tiles

For more information, please contact the Bass Coast Shire Council Environmental Health Department on (03)56712249 or email EnvironmentalHealthTeam@basscoast.vic.gov.au

Hall Hire Information

Hall Hire Guidelines

The Committee of Management are required to provide the following guidelines when hiring out a venue to user groups and casual hirers:

- Details of Council's Public Liability Insurance cover to indemnify casual hirers of its halls. This cover is limited to a maximum of five consecutive days and no more than 52 times in any calendar year. The current cost of the cover to the hirer is \$16.50. Coverage for longer periods may be available. Contact the Council Committees Officer for information on whether an event should require its own insurance. Committees of Management taking bookings should make enquiries to ascertain whether the hirers have their own public liability insurance in place.
- Indemnity is only provided to the hirer of the facility. However in some instances, indemnity is not provided to participants/performers/contractors that may be involved in the hire activity eg a band engaged for a wedding reception, paid performers etc. Hirers should ensure these other parties have in place their own public liability insurance
- Council's Insurance policy will not provide coverage where the hire is part of a festival/large event e.g. rock concerts. The event organiser will need to acquire insurance for the event. They may be able to access coverage via the Local Community Insurance Services at <https://www.localcommunityinsurance.com.au/>
- There is no insurance coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity. There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity. There is also no problem in covering 'Not For Profit' entities who may charge for fund raising purposes
- It is recommended that all hirers (including user groups) of Council buildings have Public Liability Insurance and provide a Certificate of Currency to the booking officer prior to the booking being accepted. The booking officer must retain copies of Certificates of Currency

Please contact Council's Committee Officer for further details.

Event Management

Events that require Council approval include:

- camping or overnight stay
- road closures
- fireworks
- temporary Structures such as tents, toilets and stages
- temporary seating, lighting or fencing
- significant loud noise such as music concerts
- street trading
- events where a large numbers of participants is expected
- signage on roads

Committees of Management should check with hirers/user groups that they have consulted with Councils Events Officers regarding the requirement to lodge an event.

Emergency management during events

All Committees should ensure all buildings have emergency evacuation procedure guidelines on display.

For more information, please contact the Bass Coast Shire Council Events Team on 1300 226 278 or email events@basscoast.vic.gov.au

Templates and Policies (templates will be made available on our website soon)

Instrument of Delegation

Nomination form

Volunteer Registration Form

Volunteer Activity Register

Agenda Template

Annual General Meeting Advertisement

Working Together Policy

Annual Building Open Space Checklist

Key Register

Register of Injuries

Committee Details Form

Committee Asset Register

New Volunteer Site Induction Checklist

Casual Hall Hirers Insurance Template

Emergency Evacuation Procedure Guidelines

Venue Hall Hire Conditions

GST Return Form

Checklist for finance documentation