

SOUTH GIPPSLAND SHIRE COUNCIL

# Section 86 Information Kit 2016



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# Introduction

The South Gippsland Shire Council has a philosophy of partnership between communities who develop facilities and Council who holds the responsibility of ownership and maintenance. In many cases Council appoints a Section 86 Committee to manage the facility for community use.

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 on behalf of Council.

South Gippsland Shire Council's Committees of Management oversee a range of facilities including recreation reserves, sporting stadiums, public halls, showgrounds, an art gallery and a museum.

The purpose of the Section 86 Information Kit is to provide an overview to good governance and operational issues for members of a Committee of Management.

The kit acknowledges:

- The responsibilities of Special Committees of Council (or Section 86 Committees)
- The skills and resources required to ensure the successful operation of community facilities; and
- The need for support from Council.

Further support and assistance with any matter is available from the Community Strengthening Team of the South Gippsland Shire Council.

## Instrument of Delegation

Instrument of Delegation is the term used to describe the power and authority delegated to a Committee of Management by the South Gippsland Shire Council to control the reserve.

Under Section 86 of the Local Government Act (1989) a Council may:

“By Instrument of Delegation delegate any of its functions, duties or powers under this or any other Act to a Special Committee”. This is called an Instrument of Delegation. The Committee must keep records which are required by the Local Government Act, namely minutes of meetings and appropriate financial records. South Gippsland Shire Council delegates its authority under Section 86 of the Local Government Act.

This means that:

- Lawful actions of the Section 86 Committees are in effect actions of the Council
- Section 86 Committees do not need to be incorporated under any other mechanism; and
- Committees are protected by insurance applicable to Council.

The Instrument of Delegation clearly defines the power and responsibility of a Section 86 Committee of Management and Council including:

- The objectives of the Committee
- Powers / functions and duties
- Meeting procedures
- Financial management
- Reporting to Council; and
- How Committee members are appointed.

Refer to the Section 86 Committee of Management 'Instrument of Delegation' document for more information. The Committee will have a signed copy that is a legal binding agreement between the Committee and Council.

# SECTION 1: GENERAL INFORMATION

## Council Contact Details

Your key contacts at Council are Ned Dennis and Dana Hughes, who can assist Committee members with compliance requirements as well as putting you in contact with departments of Council who may be able to assist in your management role e.g. Parks and Gardens, Finance Department or Property.

## Central Office

9 Smith Street, Private Bag 4, Leongatha VIC 3953

Phone: (03) 5662 9200

Fax: (03) 5662 3754

Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

Web: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

## Administration

Ned Dennis

Coordinator Community Strengthening

5662 9288

## Finance Management / GST Returns

Mathew Oomman

Accountant

5662 9389

## Accidents and Injury

### Notifications

Phil Dwyer

OH&S Coordinator

5662 9219

## Insurance Management

David Smith

Insurance and Return to Work Advisor

5662 9369

## Health and Food Requirements

Tim Brown

Environmental Health Coordinator

5662 9375

## Volunteer Support

Dana Hughes

Volunteer Officer

5662 9384

## Property Management

Alister Fixter

Building Operations Coordinator

5662 9297

## Recreation Management

Ian Murphy

Recreation Officer

5662 9231

## Grants Officer / Municipal Recovery Manager (MRM)

Penni Ellicott

Grants Officer

5662 9378



## SECTION 2: VOLUNTEER INFORMATION

### Welcome

Thank you for your interest in volunteering with the South Gippsland Shire Council. Volunteering and community participation is an important avenue through which the South Gippsland Shire Council and the community collaborate to deliver a range of services. The information provided in this section is to assist committees of management in their role as volunteers as well as to register volunteers and inform them of their rights and responsibilities.

### Special Committee Volunteer Membership

It is important to Council to provide its staff and volunteers with rewarding and satisfying work experiences, and for us to work cohesively for the benefit, growth and development of our communities. To do this, we need to work within the organisational framework, whilst meeting legislative requirements and the rights and responsibilities of both the Council and volunteers.

All members to a Special Committee of Management of Council are registered as volunteers by completing the 'Nomination for Special Committee Form' and membership must be approved by the Chief Executive Officer. To obtain a copy of this form, refer to the Forms and Resources Section or online. This information will be used to meet safety, insurance and legislation requirements, and enable us to keep you informed and recognise your valued contributions. This form is usually completed by members at the conclusion of the AGM or during the year when membership to the Special Committee is sought.

It is important that volunteer registration is undertaken so that volunteers are covered by insurance. Should non Special Committee Management members undertake a volunteering role then please refer to Volunteer Insurance Matrix on page 6 to guide the understanding of how volunteers may or may not qualify under Council's Insurance provisions.



# Recruiting Volunteers

For community groups to survive recruiting volunteers is important. The recruitment process should provide potential volunteers with:

- a realistic preview of what the role entails
- information about the size and nature of the task
- any training or experience necessary for the tasks
- the benefits for the volunteers rather than the needs of the organisation; and
- orientation to the group which may include its culture, history, aims, members and decision making processes
- a process to recognise and reward volunteers
- Orientation Program Checklist
- Recognising and Rewarding Volunteers

A good resource for managing volunteers is [www.sportslink.org.au](http://www.sportslink.org.au).

## New Volunteer Registration Form

Non Special Committee Management members who undertake a volunteer role for approved activities are required to be registered with Council as volunteers. Registration as a volunteer enables insurance cover for approved activities, access to a range of training opportunities and celebration events. To obtain a copy of the form refer to Forms and Resources Section. Once completed please return to Council or the application can be completed online.

## Keeping a Volunteer Activity Register

Members engaged in approved activities, related to the Committee, are required to record their attendance in a register. The Volunteer Activity Register form can be reproduced to create a register or a group may prefer to have a 'sign in book'. The register is kept and maintained by the Committee as a formal record of attendance. To obtain a copy of the Volunteer Activity Register please refer to Section 8 - Forms and Resources.

### **CONTACT:**

Volunteer Coordinator for assistance on:

Phone: 5662 9200

Email: [volunteer@southgippsland.vic.gov.au](mailto:volunteer@southgippsland.vic.gov.au)

Mode of Volunteering	Public Liability Insurance	Personal Accident Insurance	Car Insurance ( <i>always check your policy first</i> )
Volunteering on own behalf to Council	Volunteer workers who are registered with South Gippsland Shire Council are covered within the terms and conditions of the Council's Public Liability Insurance Policy for third party personal injury or damage to property caused by an occurrence in connection with the business of the Council.	There is a limited amount covered under Council's Personal Accident Insurance Policy. This does not include First Aid or minor medical treatment.	Volunteers are covered by Councils Public Liability Insurance whilst driving Council vehicles for authorised Council business. Council's Insurance Policy does not cover participants driving their own vehicle and strongly recommends participants have their own comprehensive insurance policy when using their own vehicle. Please check your own policy for conditions. Council will not pay for participants private insurance policies.
Volunteering on behalf of a Third Party Operator or Sub-Contractor	Not under Council's Public Liability Policy. Covered under own Public Liability Policy.	Not under Councils Policy - need to be covered under your own insurance.	Not under Council's Policy - need to be covered under your own insurance.
Volunteering as a member of an interest group e.g. Friends, Landcare, and Service Clubs	Not under Council's Public Liability Policy. Covered under own Public Liability Policy.	Not under Councils Policy, need to be covered under your volunteer's own insurance.	Not under Council's Policy - need to be covered under your volunteer's own insurance.
Volunteering as a member of a Committee of Management	Committee members, and their volunteer workers who are registered with South Gippsland Shire Council are covered within the terms and conditions of the Council's Public Liability Insurance Policy for third party personal injury or damage to property caused by an occurrence in connection with the business of the Council.	A limited amount is covered under Councils Personal Accident Policy. This does not include First Aid or minor medical treatment.	Not under Council's Policy - need to be covered under your volunteer's own insurance.
Working as a requirement of Centrelink e.g. Work for the Dole (WFD) etc.	Council's Policy covers the participant for acts against them. Centrelink have their own Public Liability Insurance cover for their participants. For details on this matter, contact the SGSC Risk Management Officer or the agency.	For details on this matter, contact the SGSC Risk Management Officer.	For details on this matter, contact the SGSC Risk Management Officer.
Friends, family and helpers of Council approved volunteers	All friends, relatives and helpers of volunteer workers must also be a registered volunteer with Council to participate in authorised activities and to be covered by Councils Public Liability Insurance. Volunteer parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk. Refer to Project Manager	See: Volunteering on own behalf.	See: Volunteering on own behalf.

## SECTION 3. COMMITTEE REQUIREMENTS INFORMATION

The Local Law (Meetings and Common Seal) is attached for your information, it is the guiding principle for council meetings, however below is a summary of the key points that you need to be aware of when conducting meetings as a Special Committee of Council.

### General Information

- Each committee must have a president/chairperson, secretary and treasurer. There may be occasions when two positions are rolled into one
- Each committee should have a set number of members, but they do not all have to be office bearers

Usually the president chairs committee meetings. As chairperson, the president, or anyone acting as chairperson in the president's absence, is responsible for keeping the meeting on track while at the same time encouraging full and balanced participation by all members.

#### **The President's Responsibilities are:**

- To co-ordinate the work so that it is shared as equally as possible and still gets done
- To liaise between the committee and outside bodies
- To prepare the Annual Report outlining the activities of the committee and deliver the report to the Annual General Meeting of the committee
- To act as a representative of the committee if this is needed, making sure to express only the views of the committee, not personal ones
- To call and chair all general meetings of the committee, making sure there is a quorum as required by the constitution
- To encourage full and balanced participation by all the members (who wish to contribute).
- To be sensitive about any differences of opinion that arise and trying to help resolve these, so that the committee can continue to work effectively together
- To open, manage and close meetings and keeping order
- To welcome members, and thank people for attending and for any work done outside the meetings.
- To keep the discussion focussed on the business of the meeting and making sure that the important things get done first and other things are held over, if necessary
- To clarify points that have been made and summing up discussions to bring them to a close where that is needed
- To make sure everyone understands the decisions being considered



### **Hints for the Chairperson at meetings:**

- Start on time
- Follow the agenda strictly, unless directed otherwise by the meeting. Know the order of the agenda.
- Keep the meeting moving in the desired direction. Be firm, but tactful, with members deviating from the point under discussion
- Try to be impartial – be there for the benefit of the meeting. Be a leader
- Attempt to get all members to contribute to the meeting
- Be enthusiastic
- Keep the meeting moving; avoid awkward breaks
- When issues are either complex or drawn out, the president may summarise key points of each side of a discussion/debate in order to move the issue on toward a decision
- To work with the secretary to make sure that the minutes are an accurate record of the meetings

### **The Secretary's Responsibilities are:**

The secretary is essentially the record keeper for the rest of the committee. It is the secretary who generally takes the minutes and keeps the official documents of the committee including the Instrument of Delegation, policies, list of members, correspondence and any other documentation regarding the operations of the committee. Normally the secretary passes on to the treasurer the accounts and other financial documents which the treasurer is then responsible to keep. **Note:** Some committees may decide to split the role into two roles, a minute taker and a secretary role.

The secretary provides valuable support to the president in making the committee meetings run as smoothly as possible. Key tasks of the Secretary are:

- Send out notices of the date, time and place arranged for each committee meeting
- Prepare the agenda for each meeting, in consultation with the president
- Open all mail addressed to the committee and reads the mail before each meeting to pick out the important information which then makes it easier for the committee to deal with the correspondence.
- Keep an accurate record of members and committee members to show who is entitled to vote and to receive notices
- Prepare a list of visitors and apologies for the chairperson
- Make sure that the minutes are kept of valid meetings and of the decisions made, and that these are distributed to members
- Is a suitable, friendly contact person for new members, answering enquiries, and liaising with officials, other organisations, affiliated bodies and government departments

It is the secretary's role to make sure that all correspondence is dealt with appropriately and this can mean bringing to the attention of the president/chair any urgent correspondence received, which needs a response prior to the next general committee meeting.

### **Hints for the Secretary:**

Establish a committee email @gmail.com to enable a central contact to stay with the group and not an individual.

## Preparing the Agenda

An agenda is a list of what is to be done in the meeting. A meeting won't work well if no one knows what is supposed to be happening and writing down an agenda is the best start you can make in getting your meeting to work.

Part of the secretary's job is to prepare an agenda in consultation with the chairperson and other members. Please see the template in the Forms and Resources Section.

Circulating the agenda to members before the meeting will let people know what is to be discussed, whether it is vital for them to be there and what information they should find out in advance. Members can also be briefed on issues by preparing and circulating background papers and if there are alternative possible decisions, members can be briefed before the meeting as to the advantages and disadvantages of each alternative. All these things can speed up discussions while still making sure members are kept informed and still have a chance to contribute to the decision-making process.

The secretary is responsible for circulating the material in the manner decided by the committee.

## Taking the Minutes

It is essential to have a correct record of the proceedings of a meeting. The minutes serve as a record of decisions made, attendance record, and in the case of later doubt or dispute, they are a legally acceptable reference.

Accurate minutes must be kept of each meeting of the committee and this is usually the task of the secretary (not everything discussed needs to be recorded. Note key points, agreed actions, summary of issues and any decisions made). When you first start taking minutes, it can be very confusing as you may feel you have to record almost everything that is being said and it may seem hard to have a chance to have your own say, as you are too busy recording what everyone else is saying!

### **Hints for the Secretary at meetings:**

- Record the names of those present and those who have sent their apologies. If it is easier for you, you can circulate a list for people to record their own names
- Make sure that reports delivered to the meeting by the treasurer, secretary and any sub-committees or working groups are in writing as these can then be attached to the rest of the minutes as an accurate record of what was reported to the meeting
- At the start of the next meeting, the minutes should be confirmed as a true and correct record and signed by the chairperson. Try not to read them at the start of the meeting, as it is time consuming
- Only record the main themes of any discussion, not the comments made by individuals. A 10 minute discussion can be summarised in one phrase, such as “The advantages and disadvantages of creating a new tan bark area were discussed”
- Record all decisions reached, for example, “It was decided not to purchase tan bark until September 2016”
- Record the exact wording of all motions put, including who put the motion, who seconded the motion and whether the motion was carried or defeated, for example, Moved: Alice Smith. Seconded: John Jones. Carried. “That the Treasurer’s Report be accepted”
- Record any action agreed to be taken by members of the committee, for example, “Peter agreed he would bring a list of local suppliers of tan bark to the next meeting”

## Minutes should:

- Be impartial, not representing just 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
- Include any items for future meetings (a ‘forward agenda’)

### **Some hints for taking minutes are:**

- Be prepared – have pen, paper, agenda etc
- Keep alert during the meeting
- Use headings and numbering from the agenda
- Make notes in point form
- Write minutes from notes as soon as possible after the meeting
- Separate discussion from decisions
- Get the important ideas not the exact words from the discussion.
- Emphasise decisions eg. write in bold, underline or italics
- Write the exact wording for formal decisions or motions
- Note the name of the people who move and second motions
- Record action to be taken, person responsible, when it should be done and who will monitor it
- Read back and clarify during the meeting to make sure your record is accurate

# Record Keeping Responsibilities

Records created by volunteers become public records when they are created on behalf of Council. In accordance with the Public Records Act 1973 the Committee of Management manage records appropriately.

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 that will allow others to easily understand when, how, where, why and by whose authority actions took place and decisions were made
- Ensure records are captured in an orderly manner i.e. send to Council for saving in the document management system or by printing and placing in a file
- Ensure safety and security of records and the information they contain
- Do not release or destroy documents without authorisation
- Minutes are to be made available for public review if requested

After every AGM, it is a compliance requirement in the Instrument of Delegation, that the Section 86 Committee's submit an annual report to Council with the following information:

1. Listing of User Groups / Patronage
2. Accidents and Injuries report – (Register of Injury Form)
3. Maintenance / Improvements undertaken and Future Requirements
4. Self-Evaluation of Operations and Management
5. Any other Relevant Matters

Please see Annual Report template In Section 8 - Forms and Resources.

## Section 86 - Regular Requirements Checklist

Outlined in this checklist are actions to be completed by the president, secretary and treasurer.  
Any documents outlined are forwarded to Council throughout the year following each general meeting.

Documents required for Council	
<b>President</b>	
Sept/ Oct - Complete 'Building and Work Area Checklist'	
Sept/ Oct - Complete 'Annual Building Assets Satisfaction Survey'	
Sept/ Oct - Annual Property Maintenance inspection conducted	
<b>Secretary</b>	
Minutes of every general meeting	
Volunteer Registration Forms completed for new committee members and / or volunteers undertaking work for the committee	
Secretary to table documents sent from Council at Committee of Management general meetings	
February - Complete Annual User Activity Form	
<b>Treasurer</b>	
Monthly Financial Reports – Monthly Revenue and Expenditure	

Documents can be sent to:  
Or Email to:

Private Bag 4, Leongatha VIC 3953  
council@southgippsland.vic.gov.au

## Section 86 - AGM Requirements Checklist

The following documents will need to be forwarded to Council for reporting purposes.  
This will complete your Section 86 Special Committee requirements for the financial year.

Documents required for Council	
<b>President</b>	
Hold Annual General Meeting (AGM) <ul style="list-style-type: none"> <li>• Inform Council of date, time and location of AGM two weeks prior to meeting.</li> <li>• Ensure all advertising requirements are satisfied including calling for nominations to committee for the following year.</li> </ul>	
Annual Report, to include: <ul style="list-style-type: none"> <li>• Summary of user groups / patronage</li> <li>• Register of injuries and accidents</li> <li>• Summary of maintenance / improvement undertaken and future requirements</li> <li>• Self-evaluation of operations</li> <li>• Other relevant matters.</li> </ul>	
<b>Secretary</b>	
AGM Minutes	
Nomination to Committee Forms	
Special Committee Details Form	
Key Register Form	
<b>Treasurer</b>	
Financial Year Summary 1 July – 30 June	
* Proposed Budget for following Financial Year	

*\* This can be drafted from your financial year statement.*

Council acknowledges that budgets are subject to change.

Documents can be sent to: Private Bag 4, Leongatha VIC 3953  
Or Email to: council@southgippsland.vic.gov.au





## SECTION 4. FINANCIAL MANAGEMENT

### Financial Guidelines

Good financial practices include:

- Preparation and adoption of annual budget prior to the commencement of the relevant financial year
- At least quarterly financial reporting to the Committee of Management showing a comparison of actual to budget for both expenditure and income items
- Annual financial statements prepared within one month of the end of the financial year and adopted by the Committee of Management
- Both the budget and annual financial statements should be forwarded to Council as soon as each has been adopted by the Committee of Management
- All cheques to be signed by more than one Committee of Management member if using a chequebook
- All electronic transfers are to be approved by two (2) account authorities
- All receipts to be banked within three working days of receipt, or where the total receipts exceed \$1,000 within one working day
- Accurate records and supporting documentation to be maintained for all income and expenditure items

### Goods and Services Tax Allocations

#### **GST Record Keeping**

Committees will need to ensure that they record all GST charged and GST paid. The expenditure report and income report forms have specific columns to record GST paid and GST received.

#### **Council Grant Allocations Record Keeping**

In respect of funding received directly from Council you 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 report forms.

## **Income / Expenditure Information - Reporting to Council**

Council requires the Income and Expenditure forms to be submitted MONTHLY, to the Finance Department so that GST returns may be submitted to the Australian Taxation Office (ATO). If committees elect to use their own systems / forms they must ensure that it contains all relevant information that is contained in the expenditure report and income report forms (these forms can be found in Section 8 - Forms and Resources). Council will calculate (from your records) what GST has been paid and charged; and any rebates or extra payments will be reconciled on a monthly basis.

## **Issuing Invoices**

When a Special Committee issues an invoice it must contain the following information:

- Council's Australian Business Number (ABN) '67 816 770 786'
- The words 'Tax Invoice'
- The invoice GST amount must be either: a. shown as a separate amount or b. stated that the total amount includes GST.
- The date of issue of invoice
- The name and address of supplier of goods and services or user group e.g. hall hire fee

Committees may choose to use their own invoices however please ensure that the information above is contained within those invoices. If you require, Council can provide a template invoice that can be used by each Committee.

## **Withholding Goods and Services Tax (GST)**

Committee 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 GST 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 (excl. 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.

## **How to charge GST**

GST applies to fundraising efforts such as raffles, admission charges and on facility/ground hire fees etc. If you are unsure when to charge GST, please contact Council's Finance Department. Committees are advised to keep the charging of GST as simple as possible.

It may be practical to absorb small amounts of GST (e.g. raffles Tickets sold for \$1.00 – Income is 0.91 cents and GST is .09 cents) instead of undergoing the complications of collecting small GST amounts (Tickets sold for \$1.10- Income is \$1.00 and GST is 10 cents). Donations that comply with ATO requirements are exempt from GST; please contact Finance Department for further clarification.

## Other Financial Reporting

### **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 Special Committee. A treasurer's report includes:

- Income and Expenditure Report; and
- Statement of Financial Position (Balance Sheet)

### **Annual Financial Statements – Reporting to Council**

As part of the Annual Meeting Requirements, the Annual Financial Statements include:

- Income and Expenditure Report; and
- Statement of Financial Position (Balance Sheet)

For templates please refer to Section 8 - Forms and Resources

## Raffles

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

### **WEBLINK:**

<http://www.vcglr.vic.gov.au/home/gambling/new+applicants/community+and+charitable+gaming/raffle+frequently+asked+questions>

## SECTION 5. PROPERTY INFORMATION

### Annual Building Inspection / Satisfaction Survey

An annual list of maintenance priorities will be sought from each Committee in September/ October via the Annual Building Inspection / Satisfaction Survey. This information will be collated and combined with the annual building inspection report findings. The annual building inspection is conducted by Council in October / November, to determine the current and future maintenance requirements for Council buildings.

### Building and Work Area Checklist

The Building and Work Area Checklist is required to be completed by the Committee every April and submitted to Council. Any items that are unsatisfactory need to be rectified by the Committee unless they are beyond the delegation of the Committee. In this case this needs to be reported to Sustainable Communities Building Team. These checklists may be adapted to suit the Committee's site.

South Gippsland Shire Council is committed to regular building and assets inspections, as an important tool of the overall management of risk and safety of Council facilities. The checklists completed by the committees are an important component of this management. A copy of the 'Building and Work Area Checklist' is provided In the Forms and Resources section.

### Annual Recreation Reserve Inspection

Special Committees of Management that manage recreation reserves are provided seasonal agreements for clubs utilising facilities at the reserve. The agreements can be used for summer (October – March), winter (April – September) and year round tenant clubs. The agreements cover areas such as the responsibilities of Council, Committee of Management and the clubs in respect of insurance, maintenance and permitted uses of facilities.

It is a mandatory requirement of Council's insurance provider that a seasonal agreement exist with each tenant club. An annual external audit is conducted to ensure these agreements are appropriately executed and club insurance is in place. Committees must ensure each tenant club has signed the agreement and provided a certificate of currency from their insurer prior to the commencement of their activities.

The Recreation Officer undertakes a formal inspection of the reserves on a six monthly basis in summer and winter. Committees or clubs are not required to be present as building access is not required.

**CONTACT: 03 5662 9200**

For maintenance of Council facilities:  
Building & Property Teams

For Council Reserves:  
Recreation Officer



## SECTION 6A. INSURANCE

### Insurance Guidelines

All permanent and casual hirers of Council facilities must have public liability and contents insurance. As a general rule the following insurance guidelines apply:

- Building, fittings and fixtures owned by Council are insured by Council.
- Volunteers fulfilling the role of a Committee of Management member are insured by Council.
- Contents/equipment/ materials purchased or supplied by user groups, and not forming a fitting or fixture of the facility, remain the property of the user group, and are not insured by Council.
- Personal belongings, money and private property brought onto the premises are not insured by Council.
- All users and hirers (casual and permanent) must have their own public liability insurance; refer to Public Liability Insurance section below for more details.
- Council offers casual hirers one-off public liability insurance cover.
- The Local Community Insurance Scheme is offered to casual hirers/ one-off liability insurance cover. Email: <https://www.localcommunityinsurance.com.au/>
- A claim for compensation for loss or damage arising from the use of a facility must be provided to Council in writing and include details such as: date, time, cause of accident and details of witnesses.

### What does Council's insurance cover?

#### **Building/Property Insurance**

Building, fittings and fixtures owned by Council are covered by Council's Property Insurance. Examples of the types of assets include: building structures at recreation reserves, public halls, storage sheds, light fittings and windows.

The Committee of Management must notify the Property Management Team should damage to buildings or property occur and result in a potential insurance claim.

### **Contents Insurance**

Contents owned by Council and included on Council's Asset Register are covered by Council's Contents Insurance. To ensure that items are covered by Council's Contents Insurance, a list of items needs to be recorded and provided to Council. Refer to a copy of the 'Asset Register Form' in the Forms and Resources section.

Contents, equipment and goods owned by user groups or casual hirers are not covered under Council's Contents Insurance. User groups must insure their own artwork, bar and canteen stock and bar equipment.

### **Public Liability Insurance**

Council has public liability insurance that covers the Committee of Management in its role of managing the facility/ venue in accordance with the Instrument of Delegation. This covers Committee members in the event of an injury to, or damage to the property of a third party whilst using a facility managed by the Committee of Management. Under no circumstance should the Committee of Management or its members admit liability with respect to any claim; however the Committee 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.

The Committee of Management must notify Council of public liability or potential public liability claims to Risk Management on 5662 9200.

### **Personal Accident Insurance**

Committee of Management members are covered for personal accident insurance whilst acting in the capacity of a Committee member. Council's insurance policy covers the Committee members performing tasks and activities relating to the management of the facility in accordance with the Committee's Delegation. Other volunteers are covered only if the Committee has a register of names, dates and nature of the activity prior to the undertaking of any activity on behalf of the Committee e.g. including working bees or fund raising. The Committee must retain this register for insurance purposes. Refer to Forms and Resources section for the Registration Form for volunteers.

#### **CONTACT:**

Risk Management Team for questions relating to Council's Insurance coverage  
Phone: 5662 9200 or  
Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

#### **CONTACT:**

Property Management on 5662 9200 or  
email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)



## SECTION 6B. RISK MANAGEMENT

### Risk Management Guidelines

Council's ability to effectively manage its risks is a central component towards achieving its Council Plan, Annual Plan and service objectives. 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 annual assessment of risk Council conducts annual assessments of:

- Buildings and Grounds – refer Section 5
- Recreation Reserves – refer Section 5

Should risks occur between annual assessments, the Committee should report specific incidences to Property Management. Committees are responsible for minimising or eliminating risk through their available resources.

### Security

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

1. Removal of cash and valuables from the premises when the building is to be unoccupied
2. 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
3. Detecting any doors and windows that have not been secured
4. Report any broken locks, doors, windows and other parts of the building that may allow unauthorised entry into the premises
5. Update the key register and notify Property Management if any keys are lost
6. Let user groups know that premises must be kept secure

### Essential Safety Measures

All injuries to persons and / or damage to property must be reported to the Risk Management or Property Management as soon as practical. Serious injuries, deaths or criminal behaviour must be reported to the Police immediately.

CONTACT: Police - phone '000'.



## SECTION 6C. EMERGENCY GUIDELINES

### Emergency Guidelines

Council provides this facility for the safe enjoyment of its tenants, lessees, licensees, hirers, invitees and their guests. As part of this responsibility, Council provides and maintains emergency equipment such as hoses and/or extinguishers for fire fighting purposes and shall provide evacuation procedures for user groups of the facility.

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

In return, the tenant/hirer agrees to:

1. Keep displayed in prominent locations, Emergency notices and Evacuation Procedures. An example is provided on the next page and in the Forms and Resources Section
2. Not interfere with any emergency equipment or notices. Replacement or repair of such equipment caused by mischievous use shall be at the tenant/hirer's expense
3. The tenant/hirer will immediately notify the committee and Risk Management or Property Management if an emergency occurs. Council's after hours contact Telephone number is 5662 9200
4. The tenant/hirer must notify the committee and Council's Property Department if fire-fighting equipment is used
5. The tenant/hirer must be aware of proper procedures for and be responsible for the safe and orderly evacuation of guests from the facility if an emergency situation occurs

Emergency Evacuation Procedure guidelines have been provided for the information of tenants/hirers, on the following page.

**CONTACT:**  
Risk Management or Property Management  
on 5662 9200.

# Copy of 'Emergency Evacuation Procedure Guidelines'

## **EMERGENCY EVACUATION PROCEEDURE GUIDELINES**

### ***Guidelines for Tenants / Hirers of Council Buildings***

To improve safety for you and your guests in the event of the need to leave a building because of an emergent situation such as fire, gas leak, flood, storm damage, earthquake, building / major structure damage or bomb threat, the following matters should be considered when organising a successful evacuation;

#### Use of Building

- Know where all safety exits and exit paths are located
- Designate a safe external assembly point, eg. Centre of oval or car park etc
- Keep all exits and exit paths clear during use of the building
- Know where emergency equipment (such as fire extinguishers) are located
- Ensure activities to be undertaken by you and your guests are not dangerous

#### Emergency equipment usage

- Call the fire brigade before attempting to fight any fire

### **Phone 000 for Emergency Services**

- Only attempt to fight a fire with the equipment provided and if it is safe to do so
- Only use the fire fighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application
- Do not continue to fight the fire beyond the first 30 seconds. If it is not stopped within that time, commence the evacuation. A handy guide is that if the fire cannot be put out by use of a single extinguisher, then evacuation is necessary
- Identify exact nature and location of the emergency
- Remain calm and leave in an orderly manner
- Remember to search all areas of building (eg Fire Brigade) on status of all persons
- Only re-enter building when authorised by the emergency authority

## **Remember**

**SAFETY for all users of this building is your responsibility**

## SECTION 6D. OCCUPATIONAL HEALTH & SAFETY

### Occupational Health & Safety Guidelines

Council is committed to ensuring the highest standard of health and safety practices are implemented across all of its activities and that everyone is involved in safety processes and aware of the role they play.

All representatives of Council have an obligation to:

- Take reasonable care of their own safety
- Not put their fellow workers 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

Committees of Management also have an obligation to:

- Provide a safe workplace for employees, volunteers and contractors
- Provide employees, volunteers and contractors with the training, information and supervision required 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. Activities which can help in managing OHS risks include:

- Undertaking regular OHS inspections
- Conducting site induction for new employees, volunteers and contractors
- Identifying and prioritising actions to control higher level risks
- Creating guidelines for the safe use of equipment
- Implementing emergency evacuation plans; and
- Developing procedures for safe delivery of service

Council will provide regular forums to provide opportunities to discuss health and safety issues that are of mutual interest.

## Accidents, Incidents and Injuries

All incidents including accidents and injuries must be reported as soon as possible afterwards, and always within 24 hours. All injuries requiring medical treatment must be verbally reported as soon as possible following the incident, and always within 2 hours, to ensure that appropriate treatment and external reporting can be completed.

These reports must go to:

**Occupational Health and Safety** or **People and Culture** on 5662 9200, and send written confirmation via email to [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

Where a WorkCover claim may be necessary, an injured worker (or someone acting on their behalf) must notify Council in writing of the work related injury or illness within 30 days of becoming aware of the injury or illness.

As part of the Committee's delegation it is required to keep a Register of Injuries for employees and volunteers, refer to the *'Injury Register Form'* in the *Forms and Resources* section.

### **CONTACT:**

Occupational Health and Safety and Risk

Management to report an injury on 5662 9200 and notification in writing to email [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)



## SECTION 6E. HALL HIRE INFORMATION

### Hall Hire Guidelines

The Committee needs to understand as well as provide the following guidelines when hiring out a venue to user groups and casual hirers:

1. Council has 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 \$12.50. Coverage for longer periods may be available and should be referred to Council's Risk Management Team. An additional premium may be required by the insurer for longer periods. Contact the Risk 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
2. It should be clear from the hiring agreement that the hirer is relying on Council's Hirers Liability policy for coverage
3. 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 (e.g. a band \ engaged for a wedding reception, paid performers etc.). Hirers should ensure these other parties have in place their own public liability insurance
4. Hires that will involve attendance of more than 1,000 are not automatically covered. Please contact Council's Risk Management Team to make enquiries. These types of events may be subject to an additional premium as determined by Council's insurer
5. 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

*Please also note that there may be others who can also offer this type of insurance and we recommend that you conduct a search of these companies to obtain coverage that suits the needs of the event.*

**WEBLINK:**

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



6. 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
7. Hirers should be made aware of the insurance policy exclusions as stated in this summary and the actual insurance policy document by contacting Council's Risk Management Team
8. If in any doubt as to whether a hirer or the hire activity can be covered under the policy, you should refer such questions to Council's Risk Management Team. It may be possible to effect separate insurance for some of the excluded risks either as a one off placement or under an annual insurance policy
9. Victoria Police – Partysafe  
It is recommended that this form is completed and forwarded by the hirer to the closest Police station to the hall prior to the event. This form is located in Section 8 (Forms and Templates)
10. 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. A copy of an invoice issued by an insurance broker or underwriter is not sufficient evidence that an insurance cover exists and cannot be used to secure a booking. Refer to the section below on Local Community Insurance Services should an event require its own insurance
11. Hire Activity Indication Form – Important Information for the Committee of Management In order for Council to supply sufficient insurance cover Council requires an indication or estimate of activities that occur at your facility and their frequency. Each Committee is required to complete the 'Hire Activity Indication Form' in February each year. Please use your hire history to complete; the following explanations may assist you in compiling this information. Please refer to the Forms and Resources Section for the Hire Activity Indication Form

**Activity Conducted:**

- Describe what actually occurs e.g. meetings, training, special events, markets, educational or children's activities, productions, weddings, tournaments, childcare, shows etc
- Group Type: There is no need to identify the name of group/s, only to describe the type (e.g. youth, senior citizens, scout, cricket, netball, pony club etc)
- Activity Frequency: Describe how many times the facility is used for these activities in one year

FORM: Refer to Forms and Resources Section - Hire Activity Indication Form

WEBLINK: [http://www.police.vic.gov.au/content.asp?Document\\_ID=9566](http://www.police.vic.gov.au/content.asp?Document_ID=9566)

# Venue Hire Agreement

Hall Hire agreements need to be in place for all user groups utilising the Council asset, an example is provided in the Forms and Resources Section. Please provide the following guidelines when hiring out a venue to user groups.

## **Authority of Committee of Management**

The Committee of Management (the Committee) shall have the full and complete authority of the Council to issue instructions for the enforcement of conditions.

## **Application for Hall/ Venue Hire**

All applications for the use of the Hall and/or the rooms in the Hall complex are to be made on the approved 'Hall Hire/ Venue Agreement Form'. It is to be signed by the applicant with the purpose for which the area is required and the applicant's undertaking to comply with the conditions of hire. Where the application is made on behalf of an organisation, the applicant shall state the name of the organisation and the position in the organisation of the person making the application.

## **Hire Fee**

At the time of lodging the 'Hall Hire/ Venue Agreement Form' 50% of the hire fee (as determined from the schedule) shall be paid and the balance shall be paid no later than seven days prior to the function. If an application is lodged within seven days of the function the full rental shall be paid with the application.

## **Bond**

In addition to the Hire Fee, the Committee may require a bond to be lodged as a guarantee for the fulfilment of the conditions and as a security against damage to the building or any furniture, fittings and contents contained therein or for abnormal cleaning of the portion of the building used by the hirer. The hirer shall be liable to pay any further amount in excess of such bond so as to meet the full cost of such damage or cleaning.

## **Cancellation of Bookings**

1. On the cancellation of a booking received by the Committee at least one month prior to the function any deposit, hire fee or bond lodged will be refunded in full
2. If any function is cancelled within one calendar month prior to such function any refund or any rental, deposit or bond lodged shall be at the discretion of the Committee
3. If any function is cancelled prior to its commencement at the direction of the Committee of all monies paid will be refunded in full

## **Refusal to Hire**

It shall be at the discretion of the Committee to let the areas stated in the application in any case notwithstanding that the hire fee deposit or bond lodged. The Committee shall have the full power, as it sees fit, to cancel such lettings and direct the return of monies paid and the hirer hereby agrees in such case to accept the same and to be held to have consented to such cancellation and to have no claim of law or in equity for any loss or damage suffered by the hirer in consequence thereof.

### **Additional Hire**

If the premises are occupied prior to or after the agreed times the hirer shall pay an additional amount to the Committee to cover the additional costs incurred.

### **Access**

The Committee shall at all times and notwithstanding any hiring be entitled to freely access with discretion any and every part of the building.

### **Decorations**

The use of confetti is prohibited in the area. If confetti is used in default of the condition the cost of extra cleaning shall be charged against the hirer. The use of decorations of any kind shall only be with the express approval of the Committee.

### **Equipment**

No electrical equipment, decorating equipment, catering equipment or other articles or any kind shall be brought into the building without the consent of the Committee and shall be so arranged as to cause no damage to floors, walls or fittings.

The Hirer shall provide evidence that all electrical equipment (including electrical leads) have been tagged and tested. This ensures that all electrical items are in good working order. Such items shall be removed from the building on the day following the hire and if not so removed the hirer shall pay such sum as the Committee determines for each day or portion of a day whilst the equipment remains in the building.

### **Damage**

The floors, walls, curtain, fittings and furnishings shall not be broken, pierced by nails or screws or in any other way damaged and no notice sign or advertisement of any kind shall be erected in the building or attached to or affixed on walls, doors or any other portion of the building, curtain fittings or furniture without the prior consent of the Committee.

### **Seating**

The hirer may, under the supervision of the Committee, vary the arrangement of the seats in any hall provided that they are arranged in a manner that does not obstruct exits or paths of travel to the exits in accordance with Building Act 1993.

### **Limit of Use**

The hirer shall only be entitled to the use of the particular part or parts of the building hired and the Committee reserves the right to let any other portion of the building for any other purpose or purposes at the same time.

### **Obstructions**

The hirer shall comply in every respect with the Building Act 1993 with regard to keeping exits and passageways clear of obstruction and overcrowding.

## **Kitchen**

The kitchen shall be left in a clean and tidy condition, all fixtures, utensils and crockery etc. shall be left in good order and condition and the hirer shall remove all rubbish refuse and waste matter as directed by the Committee . Failure to do so will result in the Committee arranging for the work to be done and the cost of so doing will be deducted from the Hirer's bond. It is the responsibility of the hirer to arrange any necessary registrations under the Food Act.

*Please contact Council's Environmental Health Unit for further information.*

## **Protection of Floors**

*When in the opinion of the Committee the use could damage the floor the hirer shall take such measures as directed to protect the floor from stains and other damage.*

## **Liquor**

The Council reserve the right to prohibit the introduction of alcohol into the hall or any part of the building at any time. In the event of any person desiring to bring into the hall or any part of the building any alcohol for consumption it will be necessary for such person to make special note of this on the application and when such permission is granted the hirer shall obtain a Temporary Licence from the Victorian Commission for Gambling and Liquor Regulation.

(Phone: 1300 182 457 or Email: [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)).

A copy of such permit shall be produced to the Committee prior to the commencement of the function. All conditions imposed by the Licence shall be conformed with. The Committee may order the distribution of liquor to be temporarily or permanently suspended during any function. It is also recommended that Victoria Police be notified of functions. The Partysafe registration form should be completed by the hirer and forwarded to their closest local police station.

## **Insurance**

The hirer shall not do or neglect to do or permit to be done or left undone any things which will affect Council's insurance policies relating to fire, public risk or other risks in connection with the building and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected through any such act or commission or omission on the part of the hirer, his agents, servants or helpers.

## **Loss or Damage**

The Committee shall not be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or things to the hirer or any guests or invitees by reason of any article or thing being lost, damaged or stolen while such article is in the confines of the hall or any part of the building or is being brought into or taken out of the hall.

## **Removal of Furniture**

No chairs, table or other furniture or fittings shall be removed from the Hall or rooms at any time without the prior consent of the Committee.

## **Animals**

No animals shall be allowed in the building or its precinct without the consent of the Hall Committee. The Committee shall have the full and complete authority of the Council to issue instructions for the enforcement of the conditions.

## **Observance of Conditions**

The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the Hall and buildings during the whole duration of the hiring.

## **Special Conditions**

The Council reserves the right to impose terms and conditions other than or additional to those contained herein which shall be communicated to the hirer and form part of, and shall have the force, of the whole.

## **Disputes**

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the Committee thereon shall be final and conclusive.

FORM: Refer to the 'Hall Hire/ Venue Agreement Form' in the Forms and Resources Section.

### **CONTACT:**

Environmental Health Unit on 5662 9200.



## SECTION 7. HEALTH AND FOOD INFORMATION

### Hall Hire Use of Catering Facilities

In the instance where the Committee of Management hires out the hall kitchen facilities to prepare, handle and sell food, the hirer must ensure that they have lodged a temporary food registration. This can be done online through <https://streatrader.health.vic.gov.au> .

Any food provided at private functions where food is not sold to the public but to private guests, does not require a registration e.g. 21st birthday party. Any community groups or volunteers wanting to hold a food fundraiser must contact the Council's Environmental Health Department to determine whether they require a temporary food registration or notification.

### Committee of Management Use of Catering Facilities

Council's Special Committees of Management (Section 86) who conduct food activities are required to register activities to Council's Environmental Health Unit. Registration is required to be made in the name of Council with the 'Trading Name' as the name of the Committee of Management.

### Food Activities (note: food includes drinks, including liquor)

Food activities include:

- Any sale of food or preparation of food for sale (on premises or off premises or both)
- Food is deemed to be sold even if it is given away as part of another service or in the promotion of a business. (e.g. providing sandwiches for a group that hires the hall)

Food provided free of charge at a private event is not considered a food activity e.g. Birthday Party where guests are not required to pay to attend and food is provided free by hosts or shared between club members in an informal arrangement (e.g. bring a plate to the meeting).

## Registration or Notification to Sell Food

Food businesses are categorised by risk level (Class 1,2,3 or 4). Depending on the risk level at which you operate you should either register with the Council or complete a once off notification to the Council.

Risk Class	Types of food	Register or Notify
1	Generally aged care or child care facilities, hospitals etc.	Register
2	Sale or preparation of unpackaged potentially hazardous* foods.	Register
3	Sale of pre-packaged potentially hazardous* foods or preparation of unpackaged low risk foods.  Community not-for-profit group holding a BBQ over no more than 2 days.	Register
4	Sale of pre-packaged low risk foods e.g. Sausage sizzle, Cake Stall (no cream) run by a Community not-for profit group,  Sale of whole (uncut) fruit or vegetables.	Notify Notifications do not incur a fee

*\*Potentially Hazardous food generally means food that requires refrigeration to keep it safe including meats, fish, dairy foods, cooked pasta or rice and fruit juices.*

## Registration Fees

Council exempts Special Committees as part of community not-for-profit groups from payment of registration fees subject to meeting the following criteria:

- Raise funds for not-for-profit purposes only
- Do not receive any state or federal government funding unless in partnership with the Council or under the auspice of the Council
- Do not pay anyone specifically for the handling of food

Class 4 notifications are free of charge.

## Structure of Premises and Facilities

Class 1, 2 and 3 premises must meet minimum structural and facility standards in order to be registered. Please contact the Environmental Health Unit to discuss requirements.



## Food Safety Training

Class 1 and 2 premises must have a qualified Food Safety Supervisor available to the business unless they are a Community not-for-profit group preparing or serving food for no more than 2 consecutive days in a row and staffed mainly by volunteers. All other staff or volunteers for any risk class should have adequate training and knowledge of food safety for the activities they undertake.

## Food Safety Programs and Records

Class 1 and 2 food businesses must have a 'Food Safety Program' (Instruction manual and records) suitable for the business undertaken. For Class 2 businesses this is usually a template document approved by Department of Health. Class 3 businesses must maintain a set of 'Minimum Records'. Food Safety Program templates that assist in maintaining 'Minimum Records' are available through Council's Environment Health Unit or Department of Health.

## Temporary Food Premises

Food businesses operating from temporary premises (i.e. market stalls, BBQs, occasional use of fixed premises not under the management control of the business), or mobile premises (Food vans) are required to register with Council, this can now be completed on-line through Streatrader, <https://streatrader.health.vic.gov.au>.

For temporary and mobile food premises, some exemptions apply with respect to the construction standards.

### **WEBLINKS:**

Council's webpage:

[http://www.southgippsland.vic.gov.au/info/20028/public\\_health\\_and\\_safety/120/food\\_personal\\_care\\_and\\_accommodation](http://www.southgippsland.vic.gov.au/info/20028/public_health_and_safety/120/food_personal_care_and_accommodation)

Department of Health website:

[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

### **CONTACT:**

Environmental Health Unit on 5662 9200.



## **SECTION 8: FORMS AND RESOURCES**

Nomination for Special Committee Membership

Special Committee Contact Details

New Volunteer Registration Form

Volunteer Activity Register

Suggested Agenda Format

Injury Register

User Groups

Annual General Meeting - Advertising

Suggested Annual Report Format

Key Register

Income Report Form

Expenditure Report Form

Building and Work Area Checklist

Application for Hire of Hall



# NOMINATION FOR SPECIAL COMMITTEE MEMBERSHIP

Nominations are being called to fill Committee of Management positions on Council's Special Committee. Appointment to the Special Committee is subject to Council approval. Council is keen to ensure that the Special Committee is representative of a balance of interests and views from the communities the Special Committee serves.

Nominations must be lodged with the Chief Executive Officer by mail, Private Bag 4, Leongatha 3953 or email, council@southgippsland.vic.gov.au

Nominations close at \_\_\_\_\_ on \_\_\_\_\_ or can be lodged at the Annual General Meeting at \_\_\_\_\_ at the \_\_\_\_\_

PERSONAL DETAILS	
Name	
Address	
Contact Number	
Email	

PERSONAL BACKGROUND
To assist Council in making the best match between your skills, experience and interests and the role of a Special Committee member please complete the following section about yourself.
<b>What is it that interests you in this role?</b>
<b>Qualifications or skills you offer:</b>
<b>Will you be representing a community group on this committee? If yes, which group?</b>
Do you have any medical conditions, allergies or use any medication which may affect your work as a Special Committee member? Please provide details. Please note that failure to fully disclose any pre-existing medical condition, to the limit of your knowledge, may affect the extent of cover provided by Council's Insurance Policy.



**Date:**

**Signed:**

Please print name:

Should you require more room to include answers, please attach information to this form.

### **Privacy Notice**

The personal information requested on this form is being collected for specific and legitimate functions carried out by Council. The personal information will be used by Council solely for that primary purpose or directly related purposes. Council may disclose this information, without applicant consent, where required to do so by law. The applicant understands that he or she may contact Council (5662 9200) for the specific privacy guidelines governing this form or to seek access to and / or amendment of the information provided hereon.

### **Nominee Screening Process**

A National Police Records Check and / or Working with Children Check are required for some volunteer and paid staff positions within Council. These checks will be funded by, and remain the property of Council. You will be notified if committee membership role requires any particular screening processes. It is not possible to continue in the role until the screening process is finalised.

For more information in relation to this nomination form please contact Council's Governance Department on 5662 9291. An information pack is available on Council's website, [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au) and from Council's Governance Department.





# SPECIAL COMMITTEE CONTACT DETAILS

A copy is to be sent to [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au) after every AGM or when a Committee member is added or deleted.

<b>Committee Name</b>		
<b>Year</b>		
<b>Correspondence Details</b>	<b>Name</b>	
<b>Person completing Form</b>	<b>Name</b>	
	<b>Date</b>	

<b>OFFICE BEARER DETAILS</b>	<i>If a member is new or contact details have changed please complete all fields. If a member is returning and has completed this form previously only their name is required.</i>
<b>CHAIRPERSON</b>	
<b>Name</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	
<b>SECRETARY</b>	
<b>Name</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	
<b>TREASURER</b>	
<b>Name</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	



<b>ALL COMMITTEE MEMBERS</b>	
<b>NAME</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	
<b>NAME</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	
<b>NAME</b>	
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<b>NAME</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	
<b>NAME</b>	
<b>Postal Address</b>	
<b>Phone / Mobile</b>	
<b>Email</b>	



# NEW VOLUNTEER REGISTRATION FORM

New volunteers are to complete this form and it is to be forwarded to council to complete the registration process.

Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

<b>Group Name</b>	
<b>Date</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Emergency Contact</b>	
<b>Name</b>	
<b>Phone</b>	
<b>Address</b>	
<b>Relationship to Volunteer</b>	

## **Fitness to Undertake Activity**

Please provide details of any pre-existing illness, injury or allergy that could be relevant to volunteer activities.

*I declare that the information on this form is correct and I agree to follow specific instructions, requirements and guidelines given by South Gippsland Shire Council staff in relation to volunteer activities.*

Name: \_\_\_\_\_

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

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



# VOLUNTEER ACTIVITY REGISTER

- Each individual is to record their name and signature as a record of their attendance
- Any non-members participating need to complete the New Volunteer Registration Form
- It is expected that all groups or organisations have full contact details of their members including emergency contact details. *(attach additional names if required)*

Group Name	Activity Date
Member Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Comments:

Total Number of volunteers

Total Hours of activity

## **AUTHORISATION OF OFFICE BEARER (or agreed representative)**

*I declare that the information on this form is correct and the group has agreed to follow specific instructions, requirements and guidelines given by South Gippsland Shire Staff in relation to volunteer activities.*

Name:

---

Signature:

---

Date:

---





# AGENDA

## **Committee Name**

Location of Meeting

Date and Time of Meeting

1. Opening of meeting
2. Welcome and Apologies
3. Minutes of Previous Meeting (include date of previous meeting)
4. Declaration of Pecuniary / Conflict of Interest
5. Business Arising from Previous Minutes
6. Correspondence
  - 6.1 Item Name
7. Treasurer's Report
8. Accounts for Payment
9. President's Report
10. Sub-committee / Working Group Reports (if any)
11. General Business
  - 11.1 Item Name
12. Next Meeting

Meeting Closure







# USER GROUPS

Please send completed form to Council's Risk Management Team - council@southgippsland.vic.gov.au

<b>Committee Name</b>				
Name of person filling in details				
<b>ACTIVITY CONDUCTED</b>	<b>USER GROUP TYPE</b>	<b>FREQUENCY (How often in a year)</b>	<b>FEE CHARGED Yes / No</b>	<b>Does the User Group have their own Public Liability Insurance Yes / No</b>

Do you employ any staff? If yes, please supply the following details.			
Name of Employee			
Address of Employee			
Full Time / Part Time		Casual Wages per annum	\$
Name of Person completing form		Contact Number	
Date			





# ANNUAL GENERAL MEETING

Suggested wording for Annual General Meeting (AGM) advertising

ADVERTISEMENT AGM

PUBLIC MEETING

The (YOUR COMMITTEE NAME) Committee of Management.

A public meeting to nominate persons for appointment to the Committee of Management for the (COMMITTEE NAME) for the term of one (1) year is to be held at (VENUE ADDRESS).

On (MEETING DATE) commencing at (MEETING TIME).

Residents are encouraged to attend this important meeting and are welcome to nominate for positions on the Committee of Management.

For further details please contact (CONTACT DETAILS).



# ANNUAL REPORT

ANNUAL REPORT  
YEAR / YEAR

NAME OF SECTION 86 COMMITTEE

## **PRESIDENTS REPORT**

Include text here, those you wish to thank etc.

## **User Groups and Patronage Listing**

A simple list of users (groups or individuals) that use or hire your facility / group and the number of events

## **Accident and Injury Report**

Complete Register of Injury Form

## **Maintenance / Improvements Undertaken for Financial Year and Future Requirements**

Brief summary of what you have undertaken during the year (check minutes to remind yourself if necessary) and are hoping to complete in the coming year.

## **Self Evaluation of Operations and Management**

A summary of the year's operations, (good and bad) and how the Committee of Management worked.

## **Any other relevant matters**

















# BUILDING AND WORK AREA CHECKLIST

TO BE COMPLETED BY PERSON CONDUCTING INSPECTION			
Building Name			
Location			
Title			
Full Name			
Signature			
Date of Inspection			

**Areas Checked**      Tick boxes for areas completed that are satisfactory ✓  
    Cross boxes for areas that are unsatisfactory ✕

BUILDING STRUCTURE			
Posts		Foundations	
Joists		Main Building Structure / Frame	
Bearers		External Cladding	
Concrete Slab		Windows	
If concerns - when will this be fixed?			
ROOF			
Roof Trusses		Downpipes	
Roof Cladding		Roof Valleys	
Roof Gutters		Roof Ridges	
If concerns, when will this be fixed			
FIT OUT			
Painted surfaces		Kitchen Fittings	
Blinds & Awnings		Toilets / Change Fittings	
Doors		Cupboards	
Floor Coverings		Plumbing Fixtures and Fittings	
Internal Walls & Ceilings		Other Fittings fixed to the building	
Fixed Screens & Partitions			
If concerns, when will this be fixed?			



<b>MECHANICAL SERVICES</b>			
Air conditioning systems		Power Outlets	
Evaporative Coolers		Alarm Systems	
Boilers and HWS		Fire Systems & Hydrants	
Switchboards		Filters	
Light Fittings		Fixed Plant	
Heaters		Pumps and Hydraulics	
If concerns, when will this be fixed?			

<b>GENERAL</b>				
All areas clean, internal and external	Yes		No	
Trip, slip or fall hazards checked	Yes		No	
LPG clear and secure	Yes		No	
If concerns, when will this be fixed				

<b>ARSON</b>				
Vegetation cleared away	Yes		No	
Rubbish secure and away from building	Yes		No	
Rubbish cleared away from building	Yes		No	
Flamable liquids / fuels left outside	Yes		No	
If concerns, when will this be fixed?				

<b>ELECTRICAL APPLIANCES</b>				
Test and tagged	Yes		No	
Operating normally	Yes		No	
Broken / Work cables, plugs and switches	Yes		No	
Remove faulty equipment and have it serviced or replaced	Yes		No	
Clean and in good order	Yes		No	
If concerns, when will this be fixed?				



<b>FIRE</b>				
All extinguishers and hoses in place	Yes		No	
All emergency appliance signage in place	Yes		No	
Exit doors easily opened from inside	Yes		No	
Exits clear from obstructions	Yes		No	
Exit lighting in place and operating	Yes		No	
If concerns, when will this be fixed?				
<b>FIRST AID</b>				
Cabinets clearly marked	Yes		No	
Contents as per cabinet contents list	Yes		No	
Contents checked for out of date items and replaced	Yes		No	
If concerns, when will this be fixed?				
<b>EMERGENCY SERVICES NUMBERS</b>				
Displayed - Fire, Police, SES, etc	Yes		No	

<b>EXTERNAL ENVIRONMENT</b>				
Footpaths		Car Parks		
Hard Landscape		Roads		
Playgrounds		Drainage		
Grassed Areas		Fences		
External Playing Surfaces		Trees		
If concerns, when will this be fixed				
Further documents can be attached if required				









# APPLICATION FOR HIRE OF HALL AND / OR ASSOCIATED ROOMS

**Venue / Hall name (please print)**

I \_\_\_\_\_ hereby apply for the hire of the following areas at the hall and certify that I / we have read the **CONDITIONS OF HIRE** and undertake to comply in all respects with such conditions should the application be granted.

<b>Area Required:</b>

<b>Crockery and Cutlery:</b>

<b>Name of Hirer / Organisation</b>			
<b>Position</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Purpose of Hire</b>			
<b>Dates Required</b>	<b>From</b>		<b>To</b>
<b>Time Required</b>			
<b>Preparation</b>	<b>From</b>		<b>To</b>
<b>Function</b>	<b>From</b>		<b>To</b>
<b>Premises vacated by</b>			

**Note:** The hall / meeting rooms are to be vacated no later than 30 minutes after the expiry of the licence. The hirer is responsible to ensure that the premises are vacated within this time and to notify the hall keeper when the hall is vacant. Penalty for non-compliance - \$100 for each half an hour after required time.



<b>Name of Hirer or Agent (Please print)</b>			
<b>Signature of Hirer or Agent</b>			
<b>The above application has been (Check one)</b>	Approved		Not Approved
<b>Reason</b>			
<b>Committee person arranging this hire</b>			
<b>Signed</b>			
<b>Date</b>			
<b>Committee comments</b>			
<b>Proof of Public liability insurance is required</b>	Yes	No	Please circle one
<b>Bond</b>	\$	<b>Hire Charges</b>	\$
<b>Security Deposit</b>	\$	<b>GST</b>	\$
<b>Total Due</b>	\$	<b>Balance Owing</b>	\$





