Community Hall
Committee Guidelines & Operations Manual
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1. Preface

Council manages 18 community halls across the Shire, each unique its own way, and reflective of the community in which it is located. These halls are important spaces where people of all ages come together; engage in cultural and recreational activities, create connections and build stronger communities.

Council welcomes the participation of the community in the care, maintenance and management of community halls as members of hall committees and/or by active involvement as volunteers. The willingness of local people to donate their time and energy is a determining factor in the Council’s capacity to deliver the range and quality of facilities that are enjoyed by the broader community. The engagement of local people in community halls also enable Council to better understand and respond to local needs and aspirations.

It is important that Committee members are aware of the range of legislative, policy and procedural requirements that govern Committees of Bega Valley Shire Council (Council).

This manual aims to support Community Hall Committee members and in their role. It provides an operating framework for the Community Halls Committees and the S355 General Halls Committee. It also contains details related to the committee structure, guidelines for the Committees and instructions around booking procedures and facility maintenance processes.

1.1 Review

These documents will be reviewed and amended by Council as required.

All Committee suggestions and feedback is welcomed and should be forwarded to Council to ensure consideration in the review process. Correspondence can be forwarded to council@begavalley.nsw.gov.au or PO Box 492 Bega NSW 2550.

1.2 Support

Council is committed to ensuring that Committees have access to the support they need to fulfil their roles and responsibilities. Any questions or requests for assistance should be directed, in the first instance, to Council’s Cemetery & Hall Officer by phoning 6499 2299 or via email halls@begavalley.nsw.gov.au.
2. Introduction

2.1 Council’s hall management system

Community hall committees and volunteers play a central role in the sustainability of local halls across the Shire. This manual outlines the roles and responsibilities of the hall committees to assist them to understand in their function in supporting the maintenance, use and development of community halls.

Adherence to these guidelines set out in this manual helps ensure that all Committee members;

- have the information and tools required to operate within the limits of the responsibilities delegated to them by resolution of Council, and

- have the information and tools to operate within the legislative and government frameworks we must operate in.

These guidelines also clarify Council’s roles and responsibilities in this important council/community partnership. This partnership helps provide the best possible ongoing provision of halls for use by our local community.

2.2 Implementation of this manual

All community hall committees and volunteers are required to adhere to the conditions set out in this manual.

A copy of this manual will be provided to all members of this Committee at their induction meeting. Additional copies of the guidelines are available from Council and on the Council website.

It should be noted that the absence of guidelines for specific activities in this, or related documents, must not be taken as an absence of any required procedures or responsibilities and as such, Committees with questions should seek direction from Council officers.

If any conflict between these documents and other direction provided by Council is identified, Committees must seek advice from Council as soon as practical on identification of the conflict.

2.3 Key dates for Committees

S355 General Halls Committee meetings are held quarterly in February, May, August and November. Quarterly financial statements for individual halls are also provided by Council to individual hall committees as soon as they are available. Committees should note the following expected key annual activities:
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>February</td>
<td>Committees present their proposed maintenance projects for the next financial year. S355 General Halls Committee makes recommendations on funding of projects</td>
</tr>
<tr>
<td>June</td>
<td>Council adopts fees and charges and the operational budget for the upcoming financial year – effective July 1</td>
</tr>
<tr>
<td>Between September and December</td>
<td>Community Committees elect officer bearers</td>
</tr>
<tr>
<td>September</td>
<td>Annual activity reports provided to Council by Committees</td>
</tr>
<tr>
<td>November</td>
<td>Committees table details on their membership and office bearers. Committees table their recommendations for fees and charges for the following year.</td>
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</tbody>
</table>

3. Community Hall Committee Guidelines

3.1 The legal position of Committees

Council’s hall committee management structure is based on two levels of committee; a Community Committee for each individual hall and a General Halls Committee (a Section 355 Committee).

The Local Government Act 1993 (‘the Act’) is the legislative framework that outlines how Council can exercise its functions in respect to the operation of a wide range of community services and facilities.

Council’s General Halls Committee is constituted under Section 355 of the Act. This Committee is made up of nominated representatives from each of the individual Community Committees and is chaired by a Councillor.

A key section of the Act relevant to the delegation of authority by Council to Committees is Section 377. Section 377 provides that certain functions may be delegated to a Committee and also outlines which activities Council cannot delegate. The delegated functions of this Committee are outlined in this document and also in Council’s Delegations Manual.
 Relevant sections of the Act are available on Council’s website. The full text of the Act can be found at: http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

The delegated authority of the Committee to act on Council’s behalf may be withdrawn or altered as deemed necessary by resolution of Council or in writing by Council’s General Manager or his/her representative.

3.1.1 Hall Committee hierarchy

The following table shows the structure of the Council Committees.

<table>
<thead>
<tr>
<th>COUNCIL</th>
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<tr>
<td>Delegates functions to</td>
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<tr>
<td>Section 355 General Committees</td>
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<table>
<thead>
<tr>
<th>SECTION 355 GENERAL HALLS COMMITTEE</th>
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<tr>
<td>Member’s representatives from</td>
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<tr>
<td>Individual Community Hall Committees</td>
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<table>
<thead>
<tr>
<th>INDIVIDUAL COMMUNITY HALL COMMITTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bemboka Memorial Hall, Brogo Hall</td>
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<tr>
<td>Candelo Town Hall, Cobargo School of the Arts Hall, Eden Log Cabin, Kiah Public Hall, Murrah Hall, Nethercote Hall, Pambula Town Hall, Quaama School of the Arts Hall, Rocky Hall Hall, Tanja Hall, Tarraganda Hall, Tathra Hall, Towamba Hall, Wandella Hall, Wolumla Memorial Hall, Wyndham Hall</td>
</tr>
</tbody>
</table>

3.2 Related Council policies and procedures

As Committees of Council, all hall Committees are subject to the policies and procedures of Council.

Policies and procedures ensure that legal, fair and consistent decisions are made across Council operations. Policies and procedures support Council in achieving its corporate objectives, including deliverables identified in the Community Strategic Plan, and provide crucial guidelines for Councillors, staff and other stakeholders.
A copy of all related Council policies and procedures are available from Council or online at www.begavalley.nsw.gov.au/Your_Council/Policies/Policies.htm. Council officers are also able to assist Committee members and other volunteers with any queries on policies and procedures.

### 3.3 Committee roles and responsibilities

The roles and responsibilities of the General Halls Committee as delegated by resolution of Council are to:

- Make recommendations to Council on any aspect of hall management and/or hall committee operations;
- Make recommendations to Council on appropriate fees and charges structures for halls;
- Recommend financial allocations of funds for individual halls from Council and/or from funds from other sources;
- Establish special working groups or special task groups as required and report back to the committee; and
- Make decisions on the broad operations and management of the halls within existing Council policy, procedures and guidelines.

The roles and responsibilities of the Community Hall Committees as delegated by resolution of Council are:

- The general care and maintenance of the facility;
- The management of bookings for the broader community’s use of the facility, collecting fees from hire;
- Financial delegations for incidental purchases of up to $100, and
- Authorisation of essential emergency repairs where Council’s after hour’s assistance line is unable to coordinate emergency repairs.

### 3.4 Committee membership and appointment

Whilst no particular qualifications are necessary to hold a position on a Committee, a commitment to the Committee’s delegated roles and responsibilities and a willingness to be actively involved in Committee activities and work constructively and positively with Council is essential.

### 3.4.1 Community Hall Committee membership

Members of the Community Hall Committees are appointed by resolution of Council.

Committee members are nominated via Council’s Volunteer and Committee Application Form. There is a minimum requirement of 5 persons on each Community Committee and a maximum of 12. The term of Committee appointments is the same term as the Council who appointed
Committee members with the addition of an extra three months leeway following the general election of Councillors.

Wherever possible, Committee membership should comprise of a combination of community representatives and representatives of regular users or user groups.

The individual Community Halls Committees do not have nor require a Councillor delegate in order to function.

The Committee may nominate and endorse new members to fill vacant positions during the term of the Committee. New members must be endorsed by motion of the Committee; they are then considered Committee members and are able to vote at meetings.

These new nominations must be reported to Council, for official appointment, as soon as practicable. New Committee members will not be able to hold elected positions within a Committee until formally endorsed by Council.

3.4.2 Member ceasing to hold office

A Committee member shall cease to hold office if they; resign; fail to attend three (3) consecutive meetings of a Committee without formal apology or reasonable excuse; fail to attend at least half the Committee meetings in any one (1) year

Where members cease to hold office as a result of the above, Committees shall notify Council via Council’s Committee member resignation and reappointment form as soon as possible after becoming aware of the situation. Copies of the Committee member resignation and reappointment forms can be made available to Committees by Council officers

3.4.3 Structure and appointment of the Committee Executive

Committees appoint office bearers for a Committee Executive which will include the annual appointment of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Committees can designate additional positions such as it sees necessary (such as an emergency repairs officer, or bookings officers) with such positions being filled by any Committee member.

Generally, a Committee member will not hold more than one executive position at any one time; however in some instances Committees may combine the positions of Secretary and Treasurer to one executive position.

If an executive office bearer ceases to hold the position, an election should be held at the next scheduled meeting or at a special meeting called for that purpose.
3.4.4 Nominating a representative for the General Halls Committee

The purpose of the community Committee representative (and their alternative) is to ensure that the needs of each of the individual Community Hall Committees are fully represented on the Section 355 General Halls Committee.

Community Hall Committees are encouraged to ensure that their nominees are well equipped to represent the committee at these meetings.

Representatives and alternates to the General Halls Committee are nominated and voted for by individual Community Hall Committees. Evidence of the appointment is to be reported to Council via Committee minutes.

In the event of the representative or their alternative resigning from the General Halls Committee, the Committee is to appoint a new representative and/or alternative.

3.4.5 Section 355 General Halls Committee Membership

The Section 355 General Halls Committee is chaired by a Councillor, with membership consisting of a representative from each Community Hall Committee. S355 Committees are governed by the Local Government Act 1993.

Members of the General Halls Committee will be appointed by community halls Committees, the members of which have already been endorsed by Council. It is recommended that each community hall Committee nominate its representative/s to be on the S355 General Halls Committee annually – in line with the process for electing Committee chairs, secretaries etc. This will give different Community Hall Committee members an opportunity to be on the General Committee. A Council officer provides a secretariat function to the S355 General Halls Committee.

3.5 Meeting procedures

Committees must develop and implement appropriate governance and record keeping procedures that meet Council’s and the community’s expectations of community Committees.

Committees are subject to Council’s requirements for transparency, accountability and responsibility. To ensure these aims are met, meetings are to be open to the public.

Committees should note that public observers do not have voting rights and may only address the Committee if agreed to by the Committee representatives prior to the meeting.

Confidential and sensitive matters may be discussed in closed meetings. Minutes of any closed meetings must be kept.
3.5.1 Meeting frequency

Community Hall Committees may meet at the frequency required to ensure that decisions can be made in a timely manner; however meetings must be held at least four times per year. The S355 General Halls meetings are held quarterly.

3.5.2 Quorum

The Quorum of a meeting shall be a majority of members of the Committee. The majority is taken to be one half of the number of the Committee members rounded up to the next number (i.e. in the case of thirteen Committee members, the quorum is seven).

3.5.3 Voting

Voting allows members to express their agreement or disagreement.

Generally, voting can be conducted in one of two ways: Vote verbally where the chairperson asks people to say ‘for’ or ‘against’ and then decides which group is the largest; or vote by show of hands where the chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against. For the vote to be carried, the majority of the Committee (more than half) must be in agreement.

Where there is a dispute within a Committee on a motion, Council may be asked to assist the Committee in making a final determination.

All decisions must be adopted by a majority of members present.

3.6 Code of Conduct and Code of Meeting Practice

Council recognises the importance of being transparent in all its dealings, and has adopted a Model Code of Conduct (Procedure 5.02.1A) and Code of Meeting Practice (procedure 5.02.2) to be observed by all Section 355 Committees. These codes detail the appropriate behaviours of Committee members and the obligations of Committee members should a conflict of interest or pecuniary interest arises. Definitions of these are:

a) A conflict of interest exists when a Committee person has to deal in a matter in their public capacity, which is also a matter where the person:
   - has a private interest arising out of kinship, friendship, membership of an association, society or trade union, or involvement or interest in an activity; or
   - Could reasonably be perceived by others as one in which a conflict of interest could possibly exist.

b) A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom that person is associated.
In the event of a Committee member feeling that they may have a conflict of interest or pecuniary interest, it is their obligation to ensure that they comply with the Council Code of Conduct and the Council Code of Meeting Practice.

The appropriate procedure for handling conflicts of interest or pecuniary interests is for that person to declare the interest and taking no part in discussion or voting on the matter under discussion. This may include the necessity for the person to leave the meeting while the agenda item is addressed.

Full copies of Council’s Code of Conduct and Code of Meeting Practice and are available from Council or online at: http://www.begavalley.nsw.gov.au/Your_Council/Policies/Policies.htm

Committee members should be aware that conflicts of interest and pecuniary interest are also governed by Part 2, Division 1 of the Act and there may be serious consequences for breaching these conditions.

3.7 Record keeping and public access to information

Any information that Committee members engage with, or provide, can be requested by a third party under Government Information Public Access Act 2009. This means Committees have an obligation to keep to accurate records of their activities and decisions. This is also a requirement of the State Records Act NSW (1998).

3.7.1 Minutes

Minutes of the proceedings of all meetings must be recorded. Resolutions should be worded carefully and unambiguously to show the intent of the Committee.

Minutes are to be confirmed as a true and accurate record or amended appropriately by resolution at subsequent meetings.

A copy of draft meeting minutes (and final meeting minutes where the Committee amends draft minutes from a previous meeting at the following meeting) must be provided to Council within 4 weeks of the meeting date.

A copy of all meeting minutes must be kept by the Secretary of the Committee and provided to the incoming Secretary in the event of a change in the Committee Executive.

Minutes of meetings must be made available to any member of the public on request. Council may also make copies of the meeting minutes available to the public at any time.

3.7.2 Committee contact details

Committees must provide the contact details for the Committee to be listed on Council’s website. As a minimum, contact details for the public to book the facility will be provided.
To ensure that Committee contact details are current, any changes to these contact details must be reported to Council once known.

3.8 Committee correspondence and communications

Correspondence from Council Committees is effectively correspondence from the Council.

The following guidelines are provided for all Committees to use in correspondence and communications to ensure appropriate representation on behalf of Council:

- Committees may write to any person, body, organisation or agency in the pursuit of information which, in the Committee’s opinion is an integral part of information and data gathering and collecting to enable the Committee to be best placed to advise the Council on a matter within the Committee’s delegations.

- Committee may write or otherwise communicate with any person, body, organisation or agency on any other matters within the Committee’s delegations which are not of a contentious nature. A contentious matter is taken to be a matter which has the potential to be derogatory, unseemly, not in the public interest, or likely to erode public confidence in the Council.

Committees may not represent or imply a representation of the views of Council without express authorisation of Council’s General Manager or his/her representative.

3.9 Insurances

Committee members and volunteers at Council facilities are covered by a range of insurances.

Committees must note that the following insurances do not preclude the Committee from due diligence and the requirement to follow all relevant council policies and procedures as well as the guidelines included in this document and the accompanying operations manual.

As Committees are appointed under the provisions of the Local Government Act, Committee members are automatically included in Council’s Insurance coverage.

3.9.1 Personal Accident

Council’s Personal Accident Policy covers Committee members and inducted volunteers where volunteers do not have personal insurances. Members of Committees should note that they are only covered by personal accident insurance when acting within the scope of their delegation.

3.9.2 Public Liability

Public Liability Insurance protects Council against financial risk. The policy covers Council against claims made by members of the public for personal injury or injury to personal...
property arising from a negligent act or omission of Council and/or the Management Committee.

When an accident occurs, members of the Committee are not empowered to admit liability.

When a Committee receives a claim from a member of the public, the Secretary of the Committee should immediately refer to the matter to Council’s Insurance Risk Officer.

3.9.3 Building and Contents

All Council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware that an excess of $10,000 is payable to claim against these policies.

Each Committee must maintain a current register of all plant and equipment. This register must include tools, furniture, vehicles, computers etc. that the Committee is responsible for. A standard format Plant and Equipment Register will be provided to each Committee. Any loss or disposal of any plant and equipment must be discussed and reported to Council’s asset management section.

Contents other than Council assets stored at the facility must be insured separately by the owners to be covered by insurance.

4. Facility booking procedures

The following procedures must be followed unless otherwise agreed in writing by Council.

4.1 Committee discretion

Bookings for the hall are made at the discretion of the Committee in line with Council policy and procedure.

If the Committee feels that a booking request should be refused, the decision should be based on an assessment of the risks associated with the booking request and the Committee should notify Council as soon as practical after the booking has been refused.

In the event of a dispute between Community Hall Committees and potential or actual hirers, Hall committee representatives should advise the hirer of the right to refer the dispute to Council staff for review. Any dispute referred to Council will be reviewed by the Council officers.

Information will be sought from all parties and referred to the Manager responsible for Community Halls for a final decision.

4.2 Fees and charges

Fees and charges for all bookings must be charged at the rates resolved by Council as stated in Council’s schedule of fees and charges (available from Council or as published on Council’s website). This is a requirement of Section 377 of the Local Government Act which states that Council cannot delegate the making of a charge or the fixing of a fee.
4.2.1 Requests for Council donations towards fees and charges

Requests to reduce or waive fees by individuals, community groups and/or charities may be made in writing to the Manager, Community Culture and Information at Bega Valley Shire Council.

Hirers requesting information from Committees regarding reduced or waived fees should be directed to Council’s Policies and Procedures for Requests for financial assistance. Requests should be made at least one month prior to the event where possible using the appropriate forms available on Councils website or at council office.

If the request for a donation is successful, the approved donation amount will be transferred into the committee’s income allocation number. This process ensures that Committees are not out of pocket as a result of any reduced fees or charges paid by the hirer.

4.3 Bookings

All bookings should be recorded on a Halls Booking Form.

Pre-printed and electronic forms are available from Council for use by Committees.

Committees may either manage the invoicing and receipting of bookings themselves, or forward the completed Halls Booking Form to Council for Council to invoice and receipt on the Committee’s behalf.

All hirers including those of ‘no charge’ or ‘donation’ must be issued with a receipt from the triplicate books provided to Committees.

For bookings to be invoiced by Council on behalf of the Committee (including when the Committee indicates a bond is required to be held), a completed Hall Booking Form must be forwarded to Council once the Committee has confirmed the booking with the hirer. The completed form may be faxed, posted, emailed or delivered in person to Council.

For all bookings where the Committee will hold a bond, a completed Booking Form must be held by the committee as the Booking Form will constitute a hire agreement.

4.4 Hire agreements

A completed Hall Booking Form with the ‘Hirer Section’ signed by the hirer (or ‘signed’ electronically for forms submitted to the committee by email) constitutes a hire agreement and is subject to any cancellation fees and charges as stated for the facility in Council’s schedule of fees and charges.

4.5 Bonds and key deposits

A bond or key deposit may be charged for bookings if listed in Council’s schedule of fees and charges. If a bond or key deposit is to be charged, the ‘Bond’ section of the Booking Form must be completed.

4.5.1 The refunding or forfeit of bonds

Bond can either be held by the Committee or by Council on behalf of the Committee and is refundable if there are no breaches of bond conditions evident from the Committee’s post-hire inspection.
If Council holds a hirer’s bond, then the Committee must provide confirmation to Council that either: the bond can be released to the hirer; or, the amount of bond to be forfeited by the hirer due to a breach of bond.

All bond amounts withheld from the hirer will be transferred into the Committee’s income allocation number less GST. For example, if a bond of $100 is forfeited, then the bond becomes a taxable supply and the amount transferred to the Committee’s allocation number would be $90.91.

The Committee is responsible for notifying the hirer of reasons for withholding the bond and the amount of bond to be withheld.

In some circumstances, Council may request the Committee to reconsider the decision to withhold a bond (or proportion of bond).

4.6 Public Liability Insurance requirements

Proof of $20 million Public Liability Insurance (as required by Council’s Insurers) is required for all bookings made by sporting bodies, clubs, associations, corporations, incorporated bodies and other profit making entities. Evidence that the Committee has sighted the required insurances must be noted on the Hall Booking Form and copies should be sent to Council along with the payment receipt and hire fees.

All other bookings of a non-commercial or non-profit making purpose, public liability coverage is available under Council’s Casual Hirer or Regular Hirer policies.

4.7 Opening and closing procedures

Committees should provide opening and closing instructions to all hirers prior to the booking date. If a booking procedure has been provided to a hirer on previous occasions and remains unchanged, Committees may choose to request only verbal acknowledgement of the correct opening and closing procedures from the hirer prior to the hire date.

4.8 Maximum occupancy and emergency evacuation procedures

Committees must provide information on maximum occupancy numbers and emergency evacuation procedures to all hirers prior to the booking date. If these procedures have been provided to a hirer on previous occasions, Committees may choose to request only verbal acknowledgement of this information from the hirer prior to the hire date.

4.9 Smoking restrictions at halls

Council’s Smoke Free Work Place Procedures apply to all Council managed and operated halls and volunteers. This procedure prohibits smoking within ten (10) metres of halls for use by the community. Committees should make themselves familiar with these procedures and notify hirers of them prior to the booking date.

Committees should note that while only Council rangers are currently authorised to enforce the procedure, the provision of a smoke free environment is considered to be a right of all members our community when visiting Council facilities.

‘No smoking’ signs for erection in applicable areas are available from Council on request.
4.10 Glass, alcohol and parties

Any restrictions on the use of glass at the facility for a particular booking must be clearly stated on the Hall Booking Form and subject to a bond being held for the booking.

Any restrictions of the service of alcohol at the facility for a particular booking must be clearly stated on the Hall Booking Form and subject to a bond being held for the booking.

If the Committee is approached for bookings where the sale of alcohol is proposed, all relevant approvals must be provided to the Committee prior to acceptance of the booking request.

Commitees must ensure that the appropriate approvals from Council, the NSW Office of Liquor Gaming and Racing and the NSW Police are granted to the hirer prior to approving the sale of alcohol at an event.

All bookings for private parties, including bookings where the Committee has agreed to the sale of alcohol, must be reported to the Bega Police Station on 6492 9999 or via the internet at www.mynite.com.au by the Committee on confirmation of the booking.

Calls diverted to Bateman’s Bay Police Station should request notification to Bega Police Station officers for confirmation of the notification.

4.11 Invoicing, payment and non-payment of hire fees

Bookings that are to be invoiced and/or receipted by Council must be submitted to Council on a completed Hall Booking Form once the Committee has confirmed the booking with the hirer.

Council will transfer the hire fees into the Committee’s income allocation number once the invoice is generated. On payment of the fees listed on the Hall Booking Form, Council will provide the hirer with a receipt.

Late or non-payments for bookings invoiced by Council will be followed up through Council’s debtor services.

5. Facility maintenance and improvements

Facility Management Plans have been developed for all Council facilities. The purpose of a Facility Management Plan (FMP) is to guide community hall managers in the ongoing management, operation and maintenance of their facility to ensure that the community’s needs are best met. The FMP will assist community hall managers in complying with relevant legislation, Council policy and sound asset management principles.

Regular maintenance schedules are included in each individual facility FMP and should be referred to regularly to ensure these needs are being met. Along with this regular schedule Committees have and will continue to identify larger maintenance or capital works projects for their facilities.

Committees should be mindful that contractors undertaking work in halls are effectively contractors of Council and are therefore directed by Council officers not by Committee members and Committee members should refer contractors to Council officers for any
questions regarding scope of works. Council will, wherever possible, aim to consult with Committee members on any works carried out in individual halls.

5.1 Annual Maintenance Funding

Committees are given the opportunity to nominate maintenance projects for their halls on an annually in November. This is done through the Project Proposal process –

**Step 1** – Committees complete Project Proposal form, this form includes information on the nature of the project, budget/funding information, WHS considerations and preferred contractor information. If any quotes or estimates have been sought this should be submitted along with evidence i.e. photos or plans to illustrate the need for the project.

**Step 2** – Dependant on the scale and nature of the project Council staff will have the project fully scoped (independently) and quoted. In the case where work is expected to exceed $5000, three quotes will be sought.

**Step 3** – Identify and confirm funding, this will be by vote at S355 General Hall Committee Meeting and reported to Council for endorsement.

**Step 4** – Council staff will work with Committees to select the most appropriate contractor/s for the project. Contractors notified and work commences.

**Step 5** – Finalisation of project, Council staff along with Committee members will inspect work on its completion and sign off on invoices to be paid.

5.2 Project proposals

Where other funding is identified through donations, grants or accumulated hall funds, projects that are in line with the FMP may be proposed utilising the project proposal form outlined above. These projects will be assessed by Council staff with the appropriate delegation.

Committees are encouraged to look for opportunities to fund new projects in their halls. It is crucial however, that Committee members discuss any proposed project with Council prior to applying for sponsorship or grant funding. Council officers may assist with the development of grant applications, working alongside Committee members. An authorised Council officer must approve any grant application made on behalf of a Committee before it is submitted.

5.3 Use of Council accredited contractors

Contractors must either be accredited through Council’s accreditation process or be a registered sub-contractor under a Council accredited contractor.

To protect Council from legal liability related to the use of non-accredited contractors, if Council is unable to engage an accredited contractor and a Committee wishes to put forward a suggestion for a non-accredited contractor and alternative arrangements may be considered on a case by case basis.

Lists of Council accredited contractors will be made available to Committees.

Committees may approach non-accredited contractors to request quotes for works to be undertaken, but Committees should advise the contractors that they must become accredited with Council before a quote can be accepted and works undertaken on-site.

Details of the requirements to become accredited can be obtained from Council officers.
5.4 Emergency Repairs

Committees can authorise essential emergency repairs when Council’s after hour’s assistance line is unable to coordinate the emergency repairs on their behalf.

Generally accredited contractors should be engaged to undertake emergency repairs. It is recognised that this is not always possible, especially in rural or remote areas. Where no accredited contractor is available, the Committee is authorised to engage a relevantly certified person to make the emergency repairs deemed necessary.

For the purpose of this constitution, ‘Emergency Repairs’ are defined as works that must be undertaken to ‘minimise or remove immediate loss or harm to people and property.’

5.5 Volunteers

Council welcomes the contributions of the diverse range of volunteers, including Committee members, who play an essential role in the management of our community facilities.

In certain situations, approval from Council will be required for a Committee to accept an offer of volunteering. Examples of these situations may include:

a) When volunteers have a pre-existing medical condition or a special need that Council may need to manage so that the volunteer can be fully covered by Council insurances.

b) When volunteers request to volunteer at Council facilities to meet Centrelink and other government agency requirements. For example, where community members are looking to volunteer at the facility to participate in Centrelink’s Over 55s program where volunteers are usually required to volunteer for 15 hours per week.

c) Where there are not sufficient numbers to form a Committee, volunteers may apply to carry out the role of Booking Officer/Key Holder or to carry out maintenance work such as gardening.

Committees have the discretion to accept offers of volunteering at the facility where volunteers do not have identified special needs, pre-existing medical conditions, or volunteering requirements through another government agency.

The procedures in the following section on Workplace Health and Safety must be followed by all volunteers (including Committee members) at Council sites to ensure the health and safety of both volunteers and the broader community.

5.6 Risk management and Workplace Health and Safety

Council places the upmost priority on the health and safety of Committee members, volunteers and the visitors to Council owned or managed halls.

Council also has a legislative requirement to ensure the health and safety of volunteers working on facilities and therefore the requirements of this section must be observed by all volunteers at all times.

The following procedures also help ensure that volunteers, including Committee members, are covered by insurance while undertaking the roles and responsibilities delegated to them by Council.
A WH&S Checklist will be provided to each Committee to assist them through this process. It is vital that the ‘appointed Committee member’ recognise the importance of the Risk Assessment and consultation process with each member of the work group prior to having them sign off on the tool box paperwork.

5.6.1 Risk management

Council is obliged to identify and minimise any risk associated with the operation of Council Committees. Committees are regularly involved in various maintenance activities, physical labour and/or the operation of plant or other equipment. Committees may also have responsibilities related to the management of cash and may be responsible for the management of a Council-issued purchase cards. These activities all have an associated level of risk to Committee members and volunteers and require preventative action by Committee members.

To ensure that risks are identified and appropriately managed, a Facility Risk Assessment must be developed with the assistance of Council and reviewed in consultation with Council when Committee and/or volunteer activities vary from those listed in the Facility Risk Assessment.

5.6.2 Volunteers

All regular/ongoing volunteers must complete a Volunteer Registration of Interest Form. These will be made available to each Committee and are available from Council’s website or by request.

All Committee members and facility volunteers must be inducted in their positions so that various risks can be identified and measures put in place to reduce or remove risks. At times, Committee members and other volunteers may require training before certain activities can be undertaken. Council will assist Committees with induction and appropriate training as required.

Committee members with the relevant training or qualifications are authorised to induct new volunteers for most activities. This additional delegation to specific Committee members will allow them to induct new volunteers when required; including for events such as working bees and will ensure volunteers are covered by Council’s insurances. The WH&S Checklist provided to Committee’s outlines this process.

5.6.3 Working Bees

Working bees are a valuable way in which community members can be involved in supporting community halls. People wishing to attend occasional working bees are not required to complete a Volunteer Registration of Interest Form; instead they may attend a site/task specific induction and ‘sign on’ for the day. Sign In templates are attached to the Volunteer Risk Assessment forms available from Council.

Appropriate risk management must be conducted by Committees for working bees to ensure a safe and enjoyable experience for all involved (see above). Committees are required to send the working bee sign in records to Council as soon as possible after the working bee for Council records.
5.6.4 Safe Operating Procedures and Safe Work Method Statements

Safe operating procedures and/or safe work method statements may be required for some volunteering activities to ensure that volunteers are adequately protected from risks and covered by insurance.

Council will help Committees identify which volunteering activities will require safe operating procedures and/or safe work method statements through the development of Facility Risk Assessments.

If in doubt, Committee members should contact Council for assistance as required.