



# Montreal Goldfield Committee Guidelines & Operations Manual



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# 1. Preface

In September 1880, gold was discovered on a beach north of Bermagui. Named Montreal Goldfield, the rush barely lasted from 1880-1883 but nearly 250kg of gold was unearthed using only a pick and shovel. It became the only goldfield in Australia that extends into the sea.

Montreal Goldfield was established as a tourism and education facility in the 2000's and has been a key attraction for visitors and locals since that time. It has been managed by a committed group of volunteers who operate the facility and local historians who run guided tours. The Goldfield offers a great outing for families, experience seekers, interest groups of all ages, school groups, geologists, bushwalkers, birdwatchers, individual sightseers and more. They provide an important insight into the history of the far south coast and the life and times of our communities. The Goldfield is located on Council Managed Crown land.

The Montreal Goldfield Committee is a S355 Committee of Bega Valley Shire Council (Council). Under this governance arrangement, volunteers are enabled to play a central role in the sustainability of this key historical facility. It is important that Committee members are aware of the range of legislative, policy and procedural requirements that govern Council and the Committee remains 'fit for purpose'. In doing so it;

1. Provides education on the Cultural Heritage of the area.
2. Meets the requirements of the NSW Primary School Curriculum in range of options for school groups.
3. Carries out maintenance of the site in compliance of Heritage Act 1977
4. Meets the objectives of Council's Bega Valley Local Environmental Plan 2013
  - To conserve its Environmental Heritage.
  - To conserve its Heritage Significance.
  - To conserve remnant vegetation
5. To identify and conserve European Cultural Heritage of the Bega Valley
6. Share site specific skills and experience gained with other Community/ Government bodies as opportunity presents

This manual aims to support the Montreal Goldfield Committee members in their role. It provides an operating framework for the S355 Montreal Goldfield 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](mailto: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 Assistant by phoning 6499 2222 or via email [council@begavalley.nsw.gov.au](mailto:council@begavalley.nsw.gov.au).

# 2. Introduction

## 2.1 Council's Montreal Goldfield management system

This manual outlines the roles and responsibilities of the committee to assist them to understand their function in supporting the maintenance, use and development of the Montreal Goldfield site.

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 this facility for use by our local community.

## 2.2 Implementation of this manual

All Montreal Goldfield Committee members 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 Committee

S355 Montreal Goldfield Committee meetings are held quarterly. Quarterly financial statements for Montreal Goldfield are provided by Council to the committee as soon as they are available. The Committee should note the following expected key annual activities:

Date	Activity
February	The Committee makes recommendations on proposed maintenance projects for the next financial year taking into consideration funds held in reserve for the Goldfield and any other available funds
June	Council adopts fees and charges and the operational budget for the upcoming financial year – effective July 1
Between September and December	The Committee elects officer bearers
September	Annual activity reports are provided to Council by the Committee
November	The Committee table details on their membership and office bearers.  The Committee table their recommendations for fees and charges for the following year.

# 3. Montreal Goldfield Committee Guidelines

## 3.1 The legal position of Committees

Council’s Montreal Goldfield Committee is constituted under Section 355 of the Act. This Committee is made up of nominated representatives from the volunteers of the Montreal Goldfield and a Councillor representative.

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.

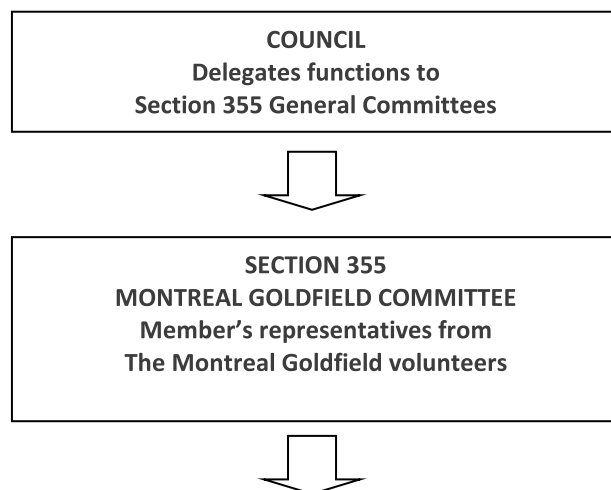
A key section of the Act relevant to the delegation of authority by Council to Committees is Section 377. Section 377 provides that certain functions may be delegated to a Committee and outlines which activities Council cannot delegate. The delegated functions of this Committee are outlined in this document and 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/](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. Council is committed to taking reasonable measures to resolve concerns that may otherwise result in withdrawal of authority to operate as a 355 committee of Council.

### 3.1.1 Montreal Goldfield Committee hierarchy

The following table shows the structure of the Council Committees.





**INDIVIDUAL  
Montreal Goldfield Volunteers**

## 3.2 Related Council policies and procedures

As a Committee of Council, the Montreal Goldfield Committee 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 on Council's website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au) - [Policies and Procedures](#). 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 Montreal Goldfield Committee as delegated by resolution of Council are to:

- Make decisions on the broad operations and management of the Montreal Goldfield within existing Council policy, procedures and guidelines.
- Make recommendations to Council on any aspect of the Montreal Goldfield management and/or Montreal Goldfield volunteer operations;
- Establish special working groups or special task groups as required and report back to the committee; and
- Make recommendations to Council on appropriate fees and charges structure for the Montreal Goldfield;
- Recommend financial allocations of funds for Montreal Goldfield from Council and/or from funds from other sources;
- Provide input in any development of a Facility Management Plan for the facility under its care, control and management.
- Hold meetings at least quarterly which are accessible to members of the public.
- Forward copies of the minutes of committee meetings to Council and notify council officers of any issues by way of a separate letter or email.
- Expend money to the extent authorised within these guidelines on maintenance and the running expenses of the facility.

The roles and responsibilities of the Montreal Goldfield volunteers as delegated by resolution of Council are:

- Undertake the day to day operation in the care, control and management of the Montreal Goldfield and to ensure that the facility is managed efficiently and effectively;
- Maintain the facility in good condition and complying with applicable legislation, any relevant BVSC procedures as well as these guidelines.
- Manage bookings for the broader community's use of the facility, collecting fees from entry and tours and ensure these are managed in line with Council requirements.
- Manage financial delegations for incidental purchases of up to \$250, and
- Authorisation of essential emergency repairs where Council 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 Montreal Goldfield activities and work constructively and positively with Council is essential.

#### **3.4.1 Montreal Goldfield Committee membership**

The Section 355 Montreal Goldfield Committee is chaired by a Councillor representative, with membership consisting of representatives from the Montreal Goldfield volunteers. S355 Committees are governed by the Local Government Act 1993.

Members of the Montreal Goldfield Committee are appointed by resolution of Council.

Volunteers 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.

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.

## **3.5 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**

Montreal Goldfield volunteers 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 Montreal Goldfield 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 6.01.1) and Code of Meeting Practice (procedure 6.02.2) 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 on Council's website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au) - [Policies and Procedures](#)

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.

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 damage 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 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. Additionally, any potential claims for property damage must be referred to Council's Insurance Risk Officer.

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

## 4. Bookings, entry fees and charges

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

### 4.1 Committee discretion

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

The Council's buildings shall not be made available for commercial/retail activities for profit without Council approval. However, this policy shall not apply or extend to the use of the buildings by local based non-profit type community groups, charities, church groups, sporting bodies, organisation or individuals of the like that provide a community service.

The Committee shall not permit the facility to be used for any purpose which may conflict with Council's Planning or Health Regulations. For example, Committees may not permit the use of facilities for activities that may require Development Approval. Council should be contacted where any doubt exists as to what constitutes a permissible use of the facility.

If the Committee feel 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 Montreal Goldfield Committee and potential or actual hirers, Montreal Goldfield 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 Montreal Goldfields for a final decision.

### 4.2 Fees and Charges

Fees and charges, including entry fees, 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.

Fees and Charges collected by volunteers in cash are to be banked at least twice a week using the CBA deposit book. The committee are to advise Council of deposits monthly via Committee Deposits Funds form.

#### 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 General Manager 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 Council's 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.

#### **4.2.1 Fundraising**

The committee to hold (5) fundraising days per year as Special Events, when funds raised will be for future projects as approved by Council. All entry donations to be classified as fundraising, as no official tours are provided on Fund Raising Days.

For Fundraising days, all volunteers to be fully inducted or specially inducted for (1) day and all volunteers registered for the day are covered for liability and personal accident as provided in clause 3.9.

### **4.3 Facility Bookings**

All bookings should be recorded on a Montreal Goldfield 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 Montreal Goldfield 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, a completed Montreal Goldfields 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.

All bookings will be supervised by a volunteer of the Montreal Goldfield.

### **4.4 Hire agreements**

A completed Montreal Goldfield 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 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 Montreal Goldfield 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.

## 4.6 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.

## 4.7 Opening and closing procedures

Members of the Committee or fully inducted volunteers of Montreal Goldfield will open, supervise the hiring activity and close the facility for hirers.

## 4.8 Smoking restrictions at the Montreal Goldfield

Council's Smoke Free Workplace Procedures apply to all Council managed facilities and volunteers. This procedure prohibits smoking within ten (10) metres of the Montreal Goldfields 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.

## 4.9 Invoicing, payment and non-payment of fees

Bookings that are to be invoiced and/or receipted by Council must be submitted to Council on a completed Montreal Goldfield 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 Montreal Goldfield 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

The purpose of a Facility Management Plan (FMP) is to guide Montreal Goldfield in the ongoing management, operation and maintenance of their facility to ensure that the community's needs are best met. The FMP will assist Montreal Goldfield 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 the facility.

Committees should be mindful that contractors undertaking work at the Montreal Goldfield 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 at the Montreal Goldfield.

## 5.1 Project proposals

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

The Committee and volunteers are encouraged to look for opportunities to fund new projects at the Montreal Goldfield. 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.

The committee is given the opportunity to nominate maintenance projects for the Montreal Goldfields annually in November. This is done through the Project Proposal process –

**Step 1** – Volunteers 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 may need to have the project fully scoped (independently) and quoted. In the case where work is expected to exceed \$5000, three quotes must be sought.

**Step 3** – Identify and confirm funding, this will be by vote at S355 Montreal Goldfield 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 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.

### 5.3 Emergency Repairs

The Committee and volunteers can authorise essential emergency repairs when 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.'*

### 5.4 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 Dept Human Services and other government agency requirements.
- 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.

### 5.5 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 the Montreal Goldfield.

Council also has a legislative requirement to ensure the health and safety of volunteers working on the facility 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 the volunteers 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 induction paperwork.

### **5.5.1 Risk management**

Council is obliged to identify and minimise any risk associated with the operation of Council Committees.

Volunteers are regularly involved in various maintenance activities, physical labour and/or the operation of plant or other equipment. Volunteers also have responsibilities related to the management of cash. These activities all have an associated level of risk volunteers and require preventative action by Committee members.

To ensure that risks are identified and appropriately managed, a 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.

### **5.5.2 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.

### **5.5.3 Working Bees**

Working bees are a valuable way in which community members can be involved in supporting the Montreal Goldfield. 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 the volunteers for working bees to ensure a safe and enjoyable experience for all involved (see above). The Committee is required to send the working bee sign in records to Council as soon as possible after the working bee for Council records.

#### **5.5.4 Safe Work Operating Procedures and Volunteer Tasks**

Volunteer tasks are set by the committee within the parameters described in the BVSC Volunteer Information Handbook. Safe work operating procedures 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 through the development of a Facility Risk Assessment.

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

## **6. Appendices**

- Appendix A: Montreal Goldfield Guides – Daily Checklist
- Appendix B: Montreal Goldfield Volunteers - Maintenance Checklist
- Appendix C: Guidelines for Tours in Extreme Weather Conditions

## Appendix A: Montreal Goldfield Daily Checklist -

### Volunteer Guide's Daily Tasks

*Guided Tours – One (1) or more guides to be on duty for 2-3 hours for guided tours around site at advertised time – 7 days a week except Christmas Day and Good Friday or for reduced days during winter as advised.*

#### Guide's checklist

- Guide to make judgement on extreme weather conditions (see appendix C)
- Guide to revert to 'virtual tour' if conditions indicate and visitors agree.
- Check pathways for debris and teaching aids for use before each tour.
- Check operation of video player as required.
- Carry out procedure as stipulated in COVID 19 Safety Plan if applicable.
- Check for new 'Notices for Guides'.
- Open building to public, check toilet and carry out any prescribed cleaning required (refer COVID 19 Safety Plan).
- Greet visitors for tour at entrance to Heritage Centre and take payment for tour as prescribed. Refer COVID 19 Safety Plan – Handling money – if during Pandemic constraints.
- Observe further Safety Plan requirements if applicable
- Record visitor numbers and payments for tours and souvenirs
- Place torches on recharge at completion of tour
- Note any problems encountered, in Day Book and phone advice Executive of any urgency.
- Check building at conclusion of shift for all power off except Frig and player standby.
- Tidy up and close all blinds on locking up.

## Appendix B: Montreal Goldfields Maintenance Checklist

**Note: Maintenance Officer to liaise with Council Inspecting Officer as Required**

### **All Volunteers weekly tasks within fenced tour area**

- Blower clearing of paths and veranda
- Check and attend to maintenance of structures around shafts.
- Maintenance of garden around Heritage Centre.
- Rake and burn hazard reduction as appropriate (during burn permit period).
- Other work under guidance of Maintenance Officer.

Safe Working/Operating Procedure documents are available from the office.

### **General Maintenance as Directed by Maintenance Officer.**

- Care of shaft lighting and sound systems on guided tour
- All pathways including wheelchair access cleaned
- Maintenance of boardwalk – subject to inspection
- Removing fallen branches
- Hazard reduction burn of heritage bush between Main road and fenced area
- Trees overhanging walkways
- Maintenance of bush toilet and gazebo.
- Resurfacing gravel on pathways
- Maintain car park
- Check security of building and site.
- Check and maintain equipment inside and out maintain perimeter fence to tour area and main road.
- Replacement of signage as required
- Maintenance of Native Garden beyond Gold-panning area
- Maintenance of building – electricity, plumbing, septic tank etc.



## Appendix C: Guidelines for Tours in Extremes of Weather

### A. For tours in extreme weather:

Under the following conditions Guides will cancel walking tour and offer 'Virtual Tour' at Heritage Centre.

- Rural Fire Service Rating of Extreme/ Catastrophic.
- Temperature on Back Veranda of Heritage Centre above 35 C.

Under Following Conditions Guides May Cancel Walking Tour and Provide 'Virtual Tour' at Heritage Centre.

- RFS Rating of Severe.
- Excessive Wind.
- Rain

Under these conditions, any change is at the discretion of Guide.

### Rationale

- Providing 'Virtual Tour' option enables Montreal Goldfield to keep faith with visitors' expectations of 'Tours Every Day'.
- RFS 'Total Fire Ban' is Region Wide and conditions at Goldfield may be suitable for walking tour.
- Wind speed too difficult to measure – common sense approach suitable – all guides familiar with dangers of falling branches etc.
- Raingear available at Centre (umbrellas) for shower conditions.
- Guide capable of delivering commentary to group within Centre.

Additional signage to read;

#### ***Visitors please note***

***Due to extremes of weather a walking tour of the Goldfield may be cancelled.***

***The guide will advise on the day***

***A 'Virtual Tour' will be available within the Heritage Centre***

Location of signs to advise of possible change to tours.

- Bermagui Visitors Centre
- Outside sign at Heritage Centre
- Goldfield website
- Goldfield Facebook
- Goldfield brochure – stick-on existing stock ..... alter text of reprints.
- V.I.C. at Batemans Bay – Narooma – Cobargo – Bega – Merimbula – Eden.

## **B. For Emergency Situations During Organised Activities – Public or ‘In House’ Maintenance or Goldfield Projects.**

*Please refer to Council WHS procedures for further detail.*

1. If accident at Goldfield involving injury or threat to safety.
  - Determine need for First Aid and respond.
  - Call 000 as situation indicates, for Ambulance – Fire – Police
  - Make at least (1) further call for assistance from within Committee Network.
  - **Note – Up to date phone list be provided to all Committee Members for updating phone contact details.**
  - Complete a BVSC Incident Report form or Near Miss Form and forward to a Committee member or Council Officer as soon a practically possible.
  - Record relevant details of situation in daybook in Heritage Centre before leaving area.
  - Advise member of Executive as soon as practicable.
2. If Incident/ Situation occurs outside Goldfield precinct e.g. Road accident, fire, behaviour of public, that puts safety of any planned activity at Goldfield at risk, Organizer/ Guide of the day will decide if activity to continue. Complete a BVSC Incident Report form or Near Miss Form and forward to a Committee member or Council Officer as soon a practically possible.
3. If Incident/ Situation occurs within the Goldfield, e.g. Behaviour of visitors, that puts safety of visitors or volunteers at risk, Organizer/ Guide on the day to decide if activities to continue. Complete a BVSC Incident Report form or Near Miss Form and forward to a Committee member or Council Officer as soon a practically possible.

### **Reference to ‘Normal Course of Duties’ for Volunteers**

It is accepted that ‘Normal Duties’ for Volunteers will depend on the nature of organized activities as all Volunteers have indicated a willingness to carry out any duty required – within their capacity – on any given occasion.

Duties could include, but are not limited to:

- General maintenance around site.
- Cleaning/ supervision of Heritage Centre.
- Guiding of tours.
- Supervising visitor behaviour.
- On site administration.
- Ensuring Goldfield information given to visitors conforms to that agreed and endorsed by Management Committee.

## Appendix D:

### Timeline for Special Events at Montreal Goldfield.

Why an Event Timeline?

The sooner you start to plan an event the better your chance of success.

In order to keep the ship smooth sailing, you need a guiding document that will set expectations for completion times for everyone's task at hand.

Those involved in the organisation will be able to see the overall goal and how their contribution relates to achieving that goal.

Preparation for the event can be broken into tasks that are evenly shared.

Without a timeline, the planning process can easily derail, or you can find yourself lost or worse, an event that does not run smoothly or achieve its goals.

#### **BEFORE THE EVENT**

##### 2 months

- Decide on a goal if necessary (money raiser? promotion of goldfield? community involvement?)
- Committee set a suitable date
- Recruit an organising sub-committee

##### 6 weeks

- Establish proposed number of attendees (maximum?)
- Allocate areas of responsibility to committee members
- Ascertain the number of volunteers available for set date
- Decide on budget (if necessary)
- Decide on method of promotion

##### 5 weeks

- Finalise the activities to be offered
- Organise the order for the day, from set up time, money collection/registration, order of activities to completion & pack up
- Organise purchasing and preparation for activities
- Establish Plan B - weather?

##### 4 weeks

- Finalise Risk Assessment
- Check volunteer WWCC and Council induction
- Organise any necessary signage for the event

##### 3 weeks

- Identify the equipment needed for the day
- Decide on location of activities & movement of attendees
- Establish Plan B (if necessary)
- Allocate volunteers to particular activity
- Promotion

2 weeks

- Arrange briefing for volunteers
- Organise method of feedback from attendees
- Finalise Set-up and Take-down schedule and responsibilities

1 week

- Deal with any unforeseen matters

**AFTER THE EVENT**

- Thank all volunteers
- Feedback and debrief.