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**ACKNOWLEDGEMENT**

Council acknowledges that within its local government area boundaries are the traditional lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

**COUNCIL VALUES**

Integrity, Respect, Teamwork, Accountability, and Excellence.

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## PART A – COMMITTEE CONSTITUTION AND OPERATION

### 1 INTRODUCTION

- 1.1 Council is committed to promoting community participation in decision-making as it forms an important part of our local democracy. With such participation comes responsibility, in particular where the provision of community services and facilities is concerned. This Guideline aims to assist Section 355 Committees in understanding their roles and responsibilities and to ensure the effective and valuable partnership between Council and these committees remains well into the future.

#### What are Section 355 Committees?

- 1.2 Section 355 Committees are groups of people volunteering their valuable time and service to manage Council facilities, improve natural areas (such as parks, reserves and waterways) and perform functions on behalf of Council. As such, these committees are a volunteer extension of Council. Consequently, Section 355 Committees can access Council's professional staff and advisors and take advantage of Council's purchasing and accounting services for support and advice where possible (for more information on how to do this please see clause 3 of this *Guideline*). Section 355 Committees may also be covered by Council's insurance arrangements in certain circumstances.
- 1.3 Section 355 Committees and its members are required to be representative of the local community or interest groups of the facility, area or function which the Committees manage or undertake, for the benefit of the community. Whilst no particular qualifications are necessary, a positive commitment to the activities of the committee and a willingness to be actively involved in committee issues is essential, as is compliance with Council's [Code of Conduct](#) and other relevant documents.

#### How are Section 355 Committees constituted?

- 1.4 Section 355(b) of the *Local Government Act 1993* (NSW) (**the Act**) permits the elected Council to delegate certain functions by the Council to committees it creates. Council uses this authority and appoints Section 355 Committees to manage, partly or jointly, facilities, areas or undertake functions on behalf of Council. Council is able to give such delegation pursuant to section 377 of the Act.
- 1.5 Council has the power to establish a Section 355 Committee via a resolution of Council. To provide Council and the committees with the opportunity to reassess their needs and requirements, and allow them to adjust to emerging local issues, Council shall review the functions of the committee at the beginning of each Council term usually between September and October, or more frequently as required.

### 2 COUNCIL'S COMMITMENT

- 2.1 Council is committed to:
- 2.1.1 Guiding its Section 355 Committees and its members on how to best comply with legislative and regulatory requirements, inform them of any relevant Council controlled documents and support the effective management of Council facilities or undertaking of Council functions;
  - 2.1.2 Openly and transparently communicating with Section 355 Committee members to ensure that members are aware of their roles and responsibilities as well as introducing them to the Council's processes and practices;
  - 2.1.3 Providing regular information to support the Section 355 Committees in their roles and responsibilities;

- 2.1.4 Ensuring that Section 355 Committee members understand and have a commitment to Council's [Code of Conduct](#);
- 2.1.5 Ensuring training is provided as appropriate to all Section 355 Committee members; and
- 2.1.6 Providing assistance with grant planning and applications.

### 3 CONTACTING COUNCIL

- 3.1 All enquiries/notifications regarding maintenance of Council facilities (e.g. a leaking toilet, broken seat, blown light, vandalism etc.) or locations (e.g. park damage, tree clearing) should be made with Council's Customer Service Team in the first instance. Customer Service will record details such as the time and date of an enquiry/notification, details of the person reporting the matter and this information is logged into Council's Customer Request Management (**CRM**) and referred to the appropriate Officer for action.
- 3.2 Enquiries/notifications, related to planning matters such as new facilities, when a project will commence, grant funds etc. should also be made to Council's Customer Service Team in the first instance so that Customer Service staff can refer enquiries/notifications to the correct Council officer.
- 3.3 Contact details for Council's Customer Service Team are as follows:
 

Council Administrative Building:

|                 |  |
|-----------------|--|
| Address:        | 62 – 78 Vincent Street Cessnock  |
| Postal Address: | PO Box 152 Cessnock 2325   |
| Telephone:      | (02) 4993 4100 (any time)  |
| Business Hours: | 9:00am to 5.00pm, Monday to Friday   |
| Email:          | <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> |
| Live Web Chat:  | <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a>         |
- 3.4 All Council documents/forms relevant to Section 355 Committees referenced in this Guideline are accessible on [Council's website](#). Otherwise, please contact Council's Customer Service Team for a copy.

### 4 PURPOSE OF A SECTION 355 COMMITTEE

- 4.1 Section 355 Committees are appointed by Council to assist in the care, control, management, maintenance and development of Council's community facilities.

#### Council's Community Facilities

- 4.2 Section 355 Committees responsible for managing Council's community facilities offer opportunities for residents and user groups to:
  - 4.2.1 Care, control and manage community facilities;
  - 4.2.2 Contribute to the betterment of the Cessnock community;
  - 4.2.3 Develop a working relationship with Council;
  - 4.2.4 Work towards the same goals to improve Council facilities;
  - 4.2.5 Foster community development and spirit;
  - 4.2.6 Develop an effective communication link between Council and the community;
  - 4.2.7 Provide information to Council concerning the use of the facility and potential future needs of the facility; and
  - 4.2.8 Be actively involved in the planning and development of community facilities.

## 5 BENEFITS OF A SECTION 355 COMMITTEE

- 5.1** Section 355 Committees benefit the community and Council through:
- 5.1.1 Improved community spirit and purpose;
  - 5.1.2 Opportunities to apply for various grants and funding to be used for embellishment works in community facilities and areas;
  - 5.1.3 Regular information exchange relating to maintenance and development issues in community facilities and areas; and
  - 5.1.4 Closer working relationships between community members and other stakeholders, regular hirers/users and Council.
- 5.2** Section 355 Committees need to function as a team by drawing on the skills and talents of each member, and working towards the common goal of assisting Council to provide high quality community facilities and initiatives. Section 355 Committees are encouraged to involve the wider community in any activities they co-ordinate.
- 5.3** There are many benefits for people who join their local Section 355 Committee. Some of these benefits include:
- 5.3.1 volunteering in their community,
  - 5.3.2 improving the local environment,
  - 5.3.3 developing new skills,
  - 5.3.4 meeting local residents, and
  - 5.3.5 being part of a team.

## 6 ESTABLISHMENT OF A SECTION 355 COMMITTEE

- 6.1** The decision to form a Section 355 Committee is by a resolution of the elected Council.
- 6.2** Where Council approves the constitution of a Section 355 Committee, a public meeting is called by Council and advertised appropriately (e.g. in local press media, on Council's website and social media, or by a letterbox drop of surrounding residents). Nominations for Section 355 Committee membership are called for at this time. Self-nomination is accepted and is subject to eligibility criteria outlined in clause 10 below.
- 6.3** The public meeting will be chaired by a Council officer and all positions will be declared vacant. All positions will be called for and voted on by those present at the meeting.
- 6.4** The Section 355 executive committee members will consist of the president, secretary and treasurer. All Section 355 Committees must consist of these three positions. If there is a short fall in numbers, it is acceptable for a committee member/s to undertake more than one position.
- 6.5** With respect to managing Council's facilities, each committee shall be known by the location and/or activity they represent (e.g. Pokolbin Community Hall is administered by the Pokolbin Community Hall Section 355 Committee.)

## 7 ELIGIBILITY CRITERIA

- 7.1** Whilst the majority of Section 355 Committees responsible for managing Council facilities may not have any particular eligibility criteria to meet for membership nomination, some of the committees responsible for certain initiatives may have such criteria depending on the initiative in question. Any such criteria will be advertised when seeking membership of Section 355 Committees.

- 7.2 Candidates of Section 355 Committees, prior to membership nomination, must ensure that any required licences, permits or qualifications are current. Examples might include Police Checks, chainsaw operation, working at heights/confined spaces, CPR or First aid etc. Copies of these must be provided to Council in a timely manner and must be kept on record for any projects being implemented and relevant persons.
- 7.3 Before membership nomination, if Committee members as part of their committee activities are involved in unsupervised contact with children, they must have completed a Working with Children Check. For more information, please refer to [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au).
- 7.4 Section 355 Committee Members must report any incidents or allegations involving abuse of a young child or young person immediately to the Council liaison responsible for the relevant Section 355 Committee.

## 8 SECTION 355 COMMITTEE RESPONSIBILITIES

- 8.1 Section 355 Committees, in conjunction with Council, have the responsibility to:
  - 8.1.1 operate within the policies and procedures outlined in this *Guideline*, *Section 355 Committee Deed of Agreement* and Council's [Code of Conduct](#),
  - 8.1.2 assist in the care, management, maintenance, improvement and development of the community facility or area,
  - 8.1.3 assist Council with informing users regarding the closure of community facilities during periods of capital works or maintenance,
  - 8.1.4 consult with Council officers prior to any works being undertaken, and for any proposed change to management practices at the community facility,
  - 8.1.5 report all damage to facilities/areas promptly to Council's Customer Service Team as per clause 3 so that repairs can be undertaken,
  - 8.1.6 participate in Council provided training workshops, and
  - 8.1.7 report to Council any breaches of regulations and unauthorised activities.
- 8.2 Committee members are expected to behave in a manner consistent with their delegated functions, legislative and regulatory requirements and Council's expectations, otherwise they will be subject to an investigation where warranted, and action as required and deemed necessary.

## 9 PERIOD OF APPOINTMENT AND REAPPOINTMENT PROCESS

- 9.1 Committee members will be appointed at a public meeting, preferably held within three (3) months after Local Government elections. Members are appointed by Council for a full Council term (usually four (4) years), to coincide with Local Government elections.
- 9.2 Each Council term, every candidate wishing to be a Section 355 Committee Member must complete a [Nomination Form](#). This nomination shall be presented at the public meeting for voting.
- 9.3 If there is more than one (1) nominee for an executive committee position, the Council representative (who is acting as the Returning Officer) will provide the options of how the vote may be carried out (i.e. secret ballot or show of hands).
- 9.4 Council will ratify the successful Committee members at a Council meeting following the Section 355 Committee public meeting (which can coincide with the Annual General Meeting (**AGM**)). A *Section 355 Committee Deed of Agreement* will then be arranged and signed by all committee members.

- 9.5** Should a local resident wish to join a Section 355 Committee during the year as a volunteer (prior to or after the AGM), the following steps must be undertaken:
- 9.5.1 complete a Nomination Form,
  - 9.5.2 lodge the Nomination Form at the next Section 355 Committee Meeting,
  - 9.5.3 nomination must be endorsed and in turn accepted by the current committee members,
  - 9.5.4 send a copy of the Section 355 Committee minutes and nomination form to Council for approval.
- 9.6** Council staff will then arrange for the member to be added to the Section 355 Committee Register available on the Committees Page of the intranet and/or website.

## 10 MEMBERSHIP

- 10.1** Membership is open to local residents who are eighteen (18) years or over and who reside within the boundaries of the Cessnock Local Government Area (**LGA**). Where the General Manager deems it appropriate to involve local residents younger than 18 years old, such candidates must have written permission from their legal guardian to nominate for membership and be accompanied by them when attending committee meetings.
- 10.2** A minimum of 3 (three) and a maximum of twelve (12) voting members including executives can be elected to be members of a Section 355 Committee.
- 10.3** Council employees are not permitted to be members and neither are Councillors.
- 10.4** Each Section 355 Committee must forward annual membership information (after the committee has undergone its AGM) to Council advising the names, contact addresses and other relevant details of current Section 355 Committee members.
- 10.5** Membership information is important to ensure that all volunteers of Section 355 Committees are registered and covered under Council's insurance policies while conducting duties as a member of a Section 355 Committee.

### Executive Committee

- 10.6** The Executive of the Section 355 Committees will be the President, Secretary and Treasurer and all such committees must consist of these three positions as a minimum. Additional Section 355 Committee positions may also be nominated to assist with the workload.

### President

- 10.7** The President shall preside at all meetings of the Committee at which he/she is present and in his/her absence the Committee members are to elect an alternative Committee member to preside the meeting.
- 10.8** The responsibilities of a President include:
- 10.8.1 Chairing the Section 355 Committee meetings;
  - 10.8.2 Being informed of all Section 355 Committee activities;
  - 10.8.3 Representing the Section 355 Committee when necessary; and
  - 10.8.4 Being a supportive leader for all Section 355 Committee members.

### Secretary

- 10.9** The successful management of a Section 355 Committee depends on the efficiency and effectiveness of the Committee's Secretary. The Secretary is often the first person to be contacted by people seeking information about the facility or initiative concerned and facilitates the co-ordination link between the Section 355 Committee, Council, local residents, user groups, hirers and other stakeholders.

**10.10** The responsibilities of a Section 355 Committee Secretary include:

- 10.10.1 Handling all written correspondence to and from the Section 355 Committee, and in accordance with Council's Records Management Policy;
- 10.10.2 Arranging meetings and preparing [agendas](#);
- 10.10.3 Preparing [minutes](#) of meetings and distributing these minutes to Council and Section 355 Committee Members within 5 working days; and
- 10.10.4 Updating Council annually with Section 355 Committee membership details.

### **Treasurer**

**10.11** The Treasurer of a Section 355 Committee is responsible for the financial management of the Committee.

**10.12** The responsibilities of the Treasurer include:

- 10.12.1 Keeping the Section 355 Committee accounts, making payments, and issuing receipts;
- 10.12.2 Being responsible for lodging monthly GST statements and annual financial statements with Council;
- 10.12.3 Ensuring all monies received are banked promptly;
- 10.12.4 Maintaining accurate records of income and expenditure;
- 10.12.5 Being the signatory on Section 355 Committee's Bank Accounts (with at least one (1) other person, which is usually the President or Secretary and two Council finance representatives); and
- 10.12.6 Preparing the Treasurer reports to Section 355 Committee meetings.

### **Responsibilities of Members**

**10.13** Every Section 355 Committee member's role is important. Member's responsibilities are to:

- 10.13.1 Attend Section 355 Committee meetings;
- 10.13.2 Participate in meetings – this involves:
  - i. Being on time;
  - ii. Following the agenda;
  - iii. Contributing to the discussion where appropriate;
  - iv. Being objective, listening to other views; and
  - v. Volunteering to do some of the necessary tasks;
- 10.13.3 Attend and participate in any planning or working days that may be held;
- 10.13.4 Make sure the Section 355 Committee is operating efficiently and effectively; and
- 10.13.5 Ensure all members of the Section 355 Committee are accountable for their actions in relation to the activities of the Committee.

### **Membership Cessation and Resignation**

**10.14** A Section 355 Committee Member ceases being a member:

- 10.14.1 If the Member resigns office by notification in writing to the Section 355 Committee and Council;
- 10.14.2 Upon the death of the member;
- 10.14.3 If the member is absent, without providing reasonable written notice, from three (3) consecutive Section 355 Committee meetings;



- 10.14.4 If the member does not attend a minimum of half of the Section 355 Committee meetings held during the year, without providing reasonable written notice;
- 10.14.5 If Council resolves to remove the member from Committee membership;
- 10.14.6 while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine;
- 10.14.7 if the member becomes a mentally incapacitated person;
- 10.14.8 If the member fails to comply with Council's [Code of Conduct](#);
- 10.14.9 Where the Committee confirms in writing that a member has left the area and no longer has involvement with the Committee.

## 11 MEETINGS

### Frequency of Meetings

- 11.1 Section 355 Committees are required by Council to meet at least four (4) times a year (the AGM inclusive) to effectively discharge business and consider decisions affecting the community facility or initiative they assist Council in managing. Regular meetings should be held to ensure that correspondence and issues can be dealt with in a timely manner.
- 11.2 If this is not achieved, then Council may consider dissolving the Section 355 Committee, unless the Committee can show cause for a further period of support.

### Notice of Meetings

- 11.3 The Secretary shall give a minimum of five (5) working days' notice of all meetings to all members of the Section 355 Committee and Council (where attendance is requested).
- 11.4 The President or the majority of the Section 355 Committee may ask the Secretary to call a meeting of the Committee. The Secretary must call any such meeting within ten (10) working days of such a request.

### Annual General Meeting

- 11.5 All Section 355 Committees must declare all positions vacant at the commencement of the new Council term and hold an AGM.
- 11.6 A typical agenda for an initial AGM for the commencement of the Council term is as follows:
  - 11.6.1 Commence/Open the meeting;
  - 11.6.2 The President presides over the following items:
    - i. Welcome and Acknowledgement of Country;
    - ii. Apologies;
    - iii. Minutes of the previous AGM;
    - iv. Reading Reports, i.e. President, Secretary, Treasurer etc.
  - 11.6.3 All positions are declared vacant and the Returning Officer appointed by the meeting takes the chair and presides over the following items:
    - i. Election of Committee Members;
    - ii. Acceptance of nominations for positions;
    - iii. Recommending of annual fees & charges (to be considered in Council's Fees & Charges in the following financial year).

- 11.6.4 The Returning Officer then hands the chair over to the newly elected President who is responsible for:
- i. Thanking the Returning Officer;
  - ii. Welcoming the new committee;
  - iii. Consider recommendations “carried” by way of motion from the floor;
  - iv. Getting agreement on meeting dates for the coming year.
- 11.6.5 Closure of the AGM.

### **Administration for Annual General Meetings**

- 11.7** All Section 355 Nomination forms with current and new members must be returned to Council (10 working days prior to the AGM). The three executive positions of President, Secretary and Treasurer should be marked on the nomination form with a copy of the minutes attached.

### **Voting**

- 11.8** Voting may be required if no consensus can be reached. Decisions shall be made by a majority of those members present, provided the required attendance for a quorum is reached. In the event of an equal number of votes, the President of the meeting shall have a second or casting vote for decisions excluding voting on vacant positions.

### **Quorum**

- 11.9** A quorum must be present for a Section 355 Committee to conduct business. At all meetings of the Committee a quorum shall be constituted by 50% of the active membership plus one (1). A record of the meeting attendance must be noted in the minutes of each Section 355 Committee meeting.
- 11.10** Any meeting of the Committee at which a quorum is not present shall lapse and any agenda items deferred until the next meeting.

### **Meeting Agendas**

- 11.11** The Section 355 Committee Secretary shall prepare an agenda for all meetings. The Secretary shall give a minimum of five (5) working days’ notice of the meeting to all members of the Section 355 Committee and Council (where attendance is requested).
- 11.12** A typical agenda for a meeting is:
- 11.12.1 Open meeting – the President welcomes members and visitors, declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.
  - 11.12.2 Record members present and apologies – the Secretary records those present and any apologies. An attendance list or book must be circulated.
  - 11.12.3 Confirmation of minutes from previous meeting – two Committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in this meeting’s minutes.
  - 11.12.4 Business arising out of minutes – deal with any matters that have arisen or were to be completed since the last meeting.
  - 11.12.5 Correspondence – includes both inwards and outwards correspondence. A member, usually the Secretary, reads out in full or in summary any letters received or sent since the last meeting. Any business arising from these letters is dealt with as it is read, and recorded in the minutes.

11.12.6 Treasurer's report – the treasurer gives a report on the financial position of the Committee, including income and expenditure since the last meeting and gives an overview of future budget estimates.

11.12.7 Other reports – reports from other committee members are presented, if any.

11.12.8 General business – Items on the agenda are discussed. This is also a good opportunity to remind members of any upcoming events, plans or issues.

**Note:** General Business often contains the important discussions and decisions. Efficient meetings work through the early business quickly to leave sufficient time for general business.

11.12.9 Close meeting – establish the date and time of the next meeting. The President thanks members and visitors for attending and declares the meeting finished or closed.

**Note:** Where requested Council will provide relevant information and feedback from the previous meeting of the Committee where minutes have been provided.

## Minutes of Meetings

**11.13** Minutes are the official record of business occurring at a meeting and it is the responsibility of the Section 355 Committee Secretary to ensure that all meetings are correctly minuted. A copy of the minutes and the agenda must be forwarded to Council.

**11.14** The minutes of a meeting shall include:

11.14.1 Date, time and venue of meeting;

11.14.2 Welcome and Acknowledgment of Country;

11.14.3 Whether any conflicts of interest were declared;

11.14.4 List those present, along with apologies;

11.14.5 Confirmation of previous minutes;

11.14.6 Business arising from the minutes;

11.14.7 Correspondence (inward and outward);

11.14.8 Treasurer's Report including approvals of accounts for payment;

11.14.9 Summary of any other reports;

11.14.10 General Business – state main issues, points of view put forward, and decisions made;

11.14.11 Details of next meeting; and

11.14.12 Time of closure.

**11.15** It is important to ensure that all decisions, but particularly the full text of any recommendations adopted by the Section 355 Committee, are recorded in the minutes.

## 12 DISSOLUTION OF A SECTION 355 COMMITTEE

**12.1** A Section 355 Committee may be dissolved by Council at any time and shall be dissolved in the event of:

12.1.1 Membership is comprised of only two (2) persons (unless authorised by the General Manager);

12.1.2 The recommendation of the Section 355 Committee or resignation of all Members;

12.1.3 The Section 355 Committee not meeting its requirements as set out in the *Section 355 Committee Deed of Agreement* and/or this *Guideline*.

**12.2** Should the decision to dissolve a Section 355 Committee be made:

12.2.1 All assets and community funds held by that Section 355 Committee shall, after payment of all expenses and liabilities, be returned to Council; and

12.2.2 Where considered appropriate, a public meeting may be convened with Council's approval to seek nominations from persons to be appointed to a new Section 355 Committee.

## PART B – FACILITIES AND INITIATIVE MANAGEMENT AND OPERATIONS

### 13 BOOKING A FACILITY

- 13.1** All community facilities are available for hire up until 12am/midnight when all functions are to cease (*Refer to [Council's website for the relevant application](#)*). The facility and surrounding areas MUST be vacated within one hour of conclusion of the function.
- 13.2** The [NSW Department of Planning and Environment](#) states that musical instruments and electrically amplified sound equipment be turned off from midnight to 8.00am on Friday, Saturday or any day preceding a public holiday and 10.00pm to 8.00am on any other day.
- 13.3** Where a function is deemed to be a high-risk function (e.g. an 18<sup>th</sup> or 21<sup>st</sup> birthday party), the [Application for Use of Community Facilities form](#) must be stamped and signed by the Station Officer at the local Police Station before the application will be considered. The Conditions of Hire will outline the circumstances in which the stamping of the form by the Police is required.
- 13.4** No fees and charges apply to the use of the facility by the Committee or Council for meetings.
- 13.5** The Committee and Council will be subject to the same Conditions of Hire and Use of the facility as all other hirers.
- 13.6** Community facilities must be made available to Council free of charge for Local Government elections (Council to meet any cleaning costs). If a community facility is to be made available for Federal and State electoral offices normal fees and charges apply.

#### Casual and Regular Bookings

- 13.7** Bookings can be received from private individuals and/or organisations for the casual or regular hire of the facility.
- 13.8** Casual hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year. E.g. parties, baby shower celebrations etc.
- 13.9** Regular hirer refers to more than one booking per month and/or more than twelve (12) bookings per calendar year by an individual and/or organisation. It is recommended that Section 355 Committees approve use of the facility for a six (6) month period, due to indexing of Council's fees and charges, maintenance and/or upgrades to the facilities. Hirers can re-apply to utilise community facilities after the initial six-month allocation period has concluded.
- 13.10** Section 355 Committee reserve the right to cancel any regular booking/s in the event of a one-off booking subject to the hirer being given four (4) weeks advance notice. Bookings will resume as normal after the cancellation. The hirer will not be charged for any cancellation.

#### Conditions of Hire

- 13.11** It is necessary for all potential hirers to be made aware of the Conditions of Hire for community facilities at the time of their initial enquiry. It helps inform the potential hirer if their intended use is suitable for a particular facility. Conditions of Hire are part of the *Application for Use of Community Facilities form*.
- 13.12** The Conditions of Hire for community facilities aim to ensure all hirers use the facilities safely and leave it as they found it and ready for the next booking. The Conditions of Hire address access and equality, seek to minimise the risk of injury to users and damage to property, and ensure compliance with all laws, statutes and regulations.
- 13.13** All hirers must agree to abide by the Conditions of Hire, which will be part of the *Application for Use of Community Facilities*, at the time of making booking.

## Booking Process

**13.14** When an enquiry to use a facility is received in person, by phone, mail or email, the aim is to provide a quality service to the potential hirer. As a Section 355 Committee member you should encourage the community to utilise the facility and provide information to assist in the booking process to the potential hirer.

**13.15** The Committee shall:

| Step | Action   |
|------|--|
| 1.   | Identify themselves to the customer  |
| 2.   | Listen and ask questions to determine the exact nature of the booking request including:<br>The date, times and approximate number of guests attending the function;<br>Type of function/meeting;<br>Hall or room they require for their function                                  |
| 3.   | Advise the applicant if the type of function is not permitted at the facility or if the size of the hall/room will not accommodate the number of people expected   |
| 4.   | Check the booking register to identify if the proposed day/time is available   |
| 5.   | If the day/time is available, arrange for the potential hirer to obtain an <i>Application for Use of Community Facilities form and Conditions of Hire form</i>   |
| 6.   | If the day/time is not available negotiate alternative days/times. If a suitable day/time cannot be met at the requested facility refer the potential hirer to an alternate facility or to Councils Customer Service Team to obtain alternate numbers to other suitable facilities |
| 7.   | Advise the applicant:<br>The Conditions of Hire must be read prior to completing and lodging an <i>Application for Use of Community Facilities form</i>  |
| 8.   | Make a tentative booking in the booking register for the booking (include contact details and date enquiry made)   |
| 9.   | Arrange for the applicant to fill out <i>Application for Use of Community Facilities form</i> and ensure the form is returned to the committee within two (2) weeks of the enquiry to confirm their booking.   |
| 10.  | If the applicant requires an inspection of the facility arrange a convenient time  |

**13.16** Once an *Application for Use* form has been lodged the Section 355 Committee member should:

13.16.1 Assess the details on the Application for Hire form and check:

- i. the form has been correctly filled out and signed;
- ii. if the payment is attached and correct;
- iii. if applicable, Public Liability Insurance certificate is attached (refer to 16.3 for further information).

13.16.2 Contact the hirer if any required forms are not completed or missing or the payment received is not correct.

**13.17** If all paperwork has been lodged and is correct:

13.17.1 Enter the details of the booking into the booking calendar;

13.17.2 Issue a receipt for the payment and give it to the hirer;

13.17.3 Contact the hirer to arrange a time for key pick up, final payment and site induction and record the meeting time in the booking register.

## Key Pick-up/drop off and Final Payment

**13.18** The Section 355 Committee shall:

- 13.18.1 Meet with the hirer if applicable;
- 13.18.2 Receive the balance of monies owed (if any);
- 13.18.3 Issue a receipt to the hirer;
- 13.18.4 Advise the hirer how to secure the building;
- 13.18.5 Advise the hirer the process for pick-up/returning the key (contactless if applicable) and expectations of hirer for return of bond.

## Post Event Inspection

**13.19** A bond return will only be issued if the building and grounds have been left in a satisfactory condition after the hirer's function has taken place.

**13.20** The Committee shall:

- 13.20.1 Undertake a visual inspection of the facility at the completion of the function or prior to the next booking;
- 13.20.2 Make detailed notes of any damage or other issues requiring attention and, if necessary:
- 13.20.3 Take photographs for evidence;
- 13.20.4 Make arrangements to have any issues attended to including contacting Council to arrange assistance if necessary.
- 13.20.5 Meet with the hirer as agreed for the return of the key;
- 13.20.6 Discuss with the hirer the condition of the building and grounds at the end of the function:
  - i. If left satisfactorily, thank the hirer and indicate a full bond return will be recommended to the Committee; or
  - ii. If left in an unsatisfactory condition, explain that part or all of the bond may be retained, and if necessary, additional charges may be incurred and that a decision will be made by the Committee;
- 13.20.7 Complete the process for the bond return once the decision is made by the Committee; and
- 13.20.8 Finalise all paperwork on the booking and file.

## 14 MAINTENANCE AND CLEANING

**14.1** The Section 355 Committee shall:

- 14.1.1 Ensure regular inspections are carried out and that there is no risk to the health, safety and welfare of persons using the facility;
- 14.1.2 Ensure the facility is kept in a clean and tidy condition;
- 14.1.3 Ensure that processes are being implemented to minimise the risk to the physical assets from damage, misuse and deterioration;
- 14.1.4 Ensure the facility is secured at all times when not being used;
- 14.1.5 Advise Council of any potential insurance risk that may arise in regard to buildings and users;
- 14.1.6 Maintain furniture, equipment, appliances and all other non-fixed assets, including but not limited to microwaves, Public Address (**PA**) systems, kitchen items etc.;

- 14.1.7 Check the facility on a regular basis and, where necessary, undertake any minor cleaning;
- 14.1.8 Contact Council if a major clean is required as per clause 3. The Section 355 Committee will be charged for the clean by Council;
- 14.1.9 Regularly check the noticeboards, pamphlet holders and displays and remove any out-of-date items and maintain in an orderly and tidy manner;
- 14.1.10 Put away furniture or equipment if not packed away;
- 14.1.11 Undertake general tidying as necessary (e.g. re-arranging foyer chairs; putting away papers; straightening curtains; etc.);
- 14.1.12 Store items appropriately and in locations designated for such; and
- 14.1.13 Ensure paths of emergency exits are kept free of any furniture or equipment or other items.

#### **14.2 Council will:**

- 14.2.1 Implement robust asset management processes and practices;
- 14.2.2 Undertake its own inspections additional to the regular inspections by the Section 355 Committee;
- 14.2.3 Undertake maintenance works of the building and fixed assets;
- 14.2.4 Undertake statutory testing and maintenance of fire protection equipment and emergency evacuation plans;
- 14.2.5 Provide keys and alarm codes as required;
- 14.2.6 Arrange for waste collection.

### **Requesting Maintenance and Cleaning**

- 14.3 Council has a significant number of buildings it has to maintain. Having a standard process for reporting maintenance and cleaning requirements at its facilities assists Council to prioritise and attend to maintenance and cleaning requirements at all its facilities (see clause 3 for Council's contact details).
- 14.4 A clean and well-kept facility not only presents a positive image for hirers and their guests but also maximises the likelihood of the hirers and guests looking after the facility.
- 14.5 Hirers are to leave the facility in a clean and tidy state and cleaning should be carried out by the Section 355 Committee in addition to user groups/hirers carrying out cleaning post hire/booking.

## **15 WORK HEALTH AND SAFETY RISK MANAGEMENT**

- 15.1 As a committee of Council, Section 355 Committees have a duty of care to ensure the health, safety and welfare of persons attending committee meetings, using a facility managed by the committees or attending an event organised by the committees, to name just a few.
- 15.2 All Section 355 Committee Members must comply with relevant sections of the *Work Health and Safety Act 2011* (NSW) and *Work Health and Safety Regulations 2017* (NSW) and this may include the codes of practice and standards. For more information refer to "Safe Work Australia" [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

### **Risk Management**

- 15.3 Risk management is a method of taking preventative and precautionary measures to avoid injury, loss and damage to either persons or property.

- 15.4 Risk management procedures apply to all of Council's premises, working environments and work activities. Procedures include hazard identification and assessment of risks.
- 15.5 [Risk assessments](#) and [Safe Work Method Statements](#) must be completed and provided to Council. This ensures the appropriate documentation is kept as evidence and to ensure all reasonable steps are being taken to identify any risks to the Section 355 Committees and users of facilities.. For further information or guidance relating to Work Health and Safety or Risk Management contact Council as per clause 3.

## 16 INSURANCE

### Personal Accident Policy

- 16.1 Section 355 Committee members are covered by Council's personal accident insurance policy. The policy covers capital benefits and non-medical expenses based on limits, terms and conditions and exclusions that are currently in place while undertaking Section 355 Committee duties.
- 16.2 Activities conducted within Council facilities and its grounds under the umbrella or auspice of Section 355 Committees are covered for public liability whilst undertaking duties set out in this *Guideline* and in the signed *Section 355 Committee Deed of Agreement*.
- 16.3 The Committee is to immediately contact Council when a person has been injured at any facility or grounds the Section 355 Committees are responsible for and an [Incident/Investigation Report](#) form must be completed and submitted to Council, within 24 hours of the incident..
- 16.4 If Section 355 Committees believe that further insurance is required (in addition to Council's personal accident insurance), they would be responsible for organising such cover, at their own cost.
- 16.5 Council should be contacted for clarification if there is any doubt in relation to appropriate insurance cover.

### Public Liability

- 16.6 Section 355 Committees are also covered under Council's public liability insurance policy against claims for personal injury or damage, or loss to property to a third party/or parties:
- 16.6.1 arising from an activity associated with the approved duties of a Section 355 Committee; and
  - 16.6.2 whilst undertaking duties set out in this *Guideline* and in the signed Section 355 Committee Deed of Agreement; and
  - 16.6.3 within the terms and conditions and exclusions of the policy.
- 16.7 Council collects a fee from all casual hirers to cover the administration cost so that they are also covered subject to policy terms, conditions and exclusions under Council's public liability insurance policy.
- 16.8 However, the following casual hirers are specifically **excluded** from Council's public liability policy and **MUST** provide their own Public Liability Insurance:
- 16.8.1 sporting bodies,
  - 16.8.2 clubs,
  - 16.8.3 associations,
  - 16.8.4 corporations,
  - 16.8.5 incorporated bodies,
  - 16.8.6 commercial,



16.8.7 profit-making purposes, and

16.8.8 Regular hirers (12 or more annual hire).

**16.9** A Public Liability Certificate of Currency covering the hirer period with cover at or greater than the minimum of \$20 million dollars must be sighted and a current copy must be provided to the Section 355 Committee.

**16.10** For a claim to be accepted by Council's insurers, it is up to the claimant to prove negligence on the part of Council or its Council Officials acting under, and within, Council's authority. Council or Section 355 Committees cannot be held responsible for negligent actions of other persons/hirers.

### **Fire and Accident Damage**

**16.11** This insurance policy covers buildings and contents including contents held in trust by Section 355 Committees or Council property. Any items owned by users are not covered by Council's fire and accident insurance policy as Council does not have an insurable interest in such items

**16.12** The Committee is to immediately contact the Police and Council when it first becomes evident of any damage to Council property and facilities.

**16.13** An [Incident/Investigation Report Form](#) must be completed and submitted to Council.

## PART C – GOOD GOVERNANCE

### 17 FINANCIAL MANAGEMENT

- 17.1** Section 355 Committees are subject to the same standards of financial accountability as Council. All funds and assets held by Section 355 Committees belong to Council. The Committees are responsible for the care, control and management of funds on behalf of Council.
- 17.2** Section 355 Committees shall establish and maintain its own bank account with Council's nominated banking institution, ensuring two (2) Council Finance staff are signatories. All monies collected by Section 355 Committees, including deposits and bonds, shall be kept in the nominated bank accounts.
- 17.3** The Section 355 Committees must always comply with Australian Tax Law and be able to justify where the funds have been spent, as well as:
- 17.3.1 Prepare and submit [financial statements](#) to Council annually;
- 17.3.2 Prepare and submit to Council monthly [returns on GST](#).
- 17.4** Section 355 Committees can set aside provisional funds for the future needs of the facilities or initiatives they manage. Provisional funds allow Section 355 Committees to purchase additional or replace existing assets and equipment and/or provide improvements to the facilities or initiatives they manage at appropriate times in the future. Provisional funds and improvements will need to be approved by Council.

#### Annual Financial Statements

- 17.5** Council is audited by the NSW Audit Office annually and Council is required to consolidate the activities and financial position of all Section 355 Committees, includes their financial statements.
- 17.6** The annual statement of accounts is to be submitted to Council as soon as possible after the end of the financial year. This should be no later than 15<sup>th</sup> July each year. The statement of accounts shall be submitted either in-person at the front desk at Administration Building in Cessnock or emailed to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).
- 17.7** The annual statement of accounts which is to be submitted to Council for the relevant year must comprise of:
- 17.7.1 Statement of Income and Expenditure, and
- 17.7.2 All bank statements, including the statements for any Term Deposits.
- 17.8** The Statement of Income and Expenditure is a summary of the cash transactions over the year.

#### Australian Business Number (ABN)

- 17.9** Council has an ABN and is registered for GST. All Section 355 Committees have the same number and status as Council; and the ABN is: 60 919 148 928.

#### Transactions between the Committee and Council

- 17.10** As Council and Section 355 Committees are part of the same entity, they have the same ABN and consequently there is NO GST on any transactions between the committee and Council.

#### Tax Invoices

- 17.11** Section 355 Committees must not approve the payment for the purchase of goods and services without a tax invoice.
- 17.12** Similarly, Section 355 Committees must not collect monies without issuing a tax invoice.
- 17.13** Tax invoices and all claims for payment of goods and services received or reimbursements for out-of-pocket expenses are to be retained.

**17.14** Tax invoices must be made available on request by Council.

**17.15** It should be noted that all Section 355 Committees must abide by the ATO rules and the Accounting Standards of Australia.

### **Fees and Charges**

**17.16** In accordance with section 377 of the Act, Section 355 Committees does not have the power to set fees and charges. All fees and charges are set by Council resolution annually, and whilst Section 355 Committees may recommend amendments to hiring fees and charges, it is Council's discretion whether these recommendations are accepted. Section 355 Committees must implement the fees and charges adopted at the time.

**17.17** Council will contact Section 355 Committees once a year to discuss the option of changing the fees and charges for the next financial year.

**17.18** Section 355 Committees do not have the authority to waive, reduce or increase the fees or charges unless the program and/or service has been discussed and approved by a Council staff member with the correct sub-delegation. (i.e. for a charity event).

### **Dollar for Dollar Assistance Grants**

**17.19** Consider on an annual basis, applications from Committees for dollar-for-dollar assistance grants towards local community-based projects which provide environmental and/or aesthetic improvement, and meet *Council's Dollar for Dollar Scheme Guidelines* (DOC2019/041036) and annual budget allocation.

## **18 LEGAL ISSUES**

**18.1** From a legal perspective, it is important for Section 355 Committees to be aware that they are in fact acting on Council's behalf. Legally, the Section 355 Committees are 'Council' and any action which the committees undertake is Council's responsibility subject to the signed *Section 355 Committee Deed of Agreement*.

## **19 CONFLICTS OF INTEREST**

**19.1** In accordance with Council's [Code of Conduct](#), a conflict of interest exists where a reasonable and informed person would perceive that a Committee member could be influenced by a private interest when carrying out their public duty.

**19.2** Section 355 Committee members must avoid or appropriately manage any conflict of interests. The onus is on Committee members to identify a conflict of interests and take the appropriate action to manage the conflict in favour of their public duty.

**19.3** Any conflict of interests must be managed to uphold the probity of Committee decision making.

**19.4** When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

**19.5** Private interests can be of two types: pecuniary or non-pecuniary.

### **What is a pecuniary interest?**

**19.6** A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 19.8 below.

**19.7** You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of Council's [Code of Conduct](#).

- 19.8** For the purposes of this Part within Council's [Code of Conduct](#), you will have a pecuniary interest in a matter if the pecuniary interest is:
- 19.8.1 your interest, or
  - 19.8.2 the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - 19.8.3 a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 19.9** For the purposes of clause 19.8 above:
- 19.9.1 Your "relative" is any of the following:
    - i. your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii. your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii. the spouse or de facto partner of a person referred to in paragraphs 19.9.1 (i) and (ii) above.
  - 19.9.2 The term "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987* (NSW).
- 19.10** You will not have a pecuniary interest in relation to a person referred to in sub-clauses 19.8.2 and 19.8.3 above:
- 19.10.1 if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - 19.10.2 just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - 19.10.3 just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.
- 19.11** You must disclose in writing to the relevant Council liaison or the General Manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable after becoming aware of the interest.

### **What are non-pecuniary interests?**

- 19.12** Non-pecuniary interests are private or personal interests the Council Official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

### **Managing non-pecuniary conflicts of interest**

- 19.13** Where you have a non-pecuniary interest that conflicts with your duty as a Section 355 Committee member, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable after becoming aware of the interest.
- 19.14** If a disclosure is made at Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing.
- 19.15** How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

- 19.16** As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:
- 19.16.1 A relationship between a Council Official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household.
  - 19.16.2 Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
  - 19.16.3 An affiliation between you as a Committee member and an organisation, sporting body, club, corporation or association that is particularly strong.
- 19.17** If you as a Committee member have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:
- 19.17.1 Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Committee member, or
  - 19.17.2 Have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue in accordance with Council's [Code of Conduct](#).
- 19.18** If you determine that a non-pecuniary conflict of interest is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances. For more information please refer to Council's [Code of Conduct](#).

## 20 RECORD KEEPING

- 20.1** The federal tax laws require Section 355 Committees to keep good financial records. Penalties can be imposed if committees fail to keep appropriate records.
- 20.2** Record keeping requirements are the same as is the case for the elected Council. All record keeping must be in accordance with the *State Records Act 1998* (NSW). Section 355 Committees are required by law to keep records that explain all its financial transactions and should be kept for at least seven years.
- 20.3** Good financial records will help Committees manage the facility or initiative they are responsible for, meet tax obligations and make sound decisions. Good record keeping will save Committees time and money.
- 20.4** Specifically, good records will help the Committee:
- 20.4.1 work out its income costs and monitor cash flow and assets;
  - 20.4.2 demonstrate its financial position to Council; and
  - 20.4.3 complete and lodge monthly GST statements.
- 20.5** Section 355 Committees need to be aware of the importance of minutes, because of their legal status and their liability to subpoena in court cases. The minutes must record all motions and amendments put to the meeting, and the results.
- 20.6** The President is required to sign the minutes of a meeting as the true record of proceedings of the meeting. The President and Secretary are responsible for the form of the minutes for proper confirmation, and must check that there have been no unauthorised alterations to those minutes.

## Filing

- 20.7** A logical and systematic filing system that is regularly maintained will greatly assist in the storage and easy location of information. Section 355 Committees shall:
- 20.7.1 Keep files preferably in electronic format;
  - 20.7.2 Keep all files in a lockable secure location;
  - 20.7.3 Develop and maintain a filing system that can be easily referenced by anyone;
  - 20.7.4 Keep all financial and legal files for seven years after creation as per the *State Records Act 1998* (NSW);
  - 20.7.5 Keep all correspondence and committee generated documents including funding submissions and agreements, annual reports, reports to Annual General Meetings and minutes of meetings on file indefinitely for both legal reasons and to ensure a record of the organisation is kept.

## 21 PRIVACY AND PERSONAL INFORMATION PROTECTION

- 21.1** Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998 \(NSW\)](#) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002 \(NSW\)](#) and [Health Privacy Principles](#), and any subordinate legislation.
- 21.2** The personal information collected and received in relation to Section 355 Committees will be used to administer any program, application or requirement related to the relevant Section 355 Committee and related administrative functions, and in accordance with Council's [Privacy Management Plan](#) and [Privacy Statement](#) which can be found on Council's website.
- 21.3** Personal information collected by Section 355 Committees may be disclosed to any Council Official responsible for assisting such committees, other government agencies and bodies as required by law, and to the general public where such committees handle money, procurement and allocation of funding.
- 21.4** Personal information collected about Section 355 Committee members may be used by Council Officials responsible for assisting, auditing and/or reviewing the practices of such committees, and may be disclosed to other government agencies and bodies as required by law and/or for the appropriate administration of such committees.
- 21.5** The supply of personal information is voluntary however if individuals do not supply required information, Council may not be able to process their applications or requests with respect to Section 355 Committees.
- 21.6** Personal information collected and received will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street, Cessnock NSW 2325.
- 21.7** Individuals may access, correct or update their personal information by visiting Council's website, contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).

## 22 COMPLAINTS

- 22.1** Complaints about Section 355 Committees are to be lodged in accordance with Council's [Complaints Handling policy](#).
- 22.2** When a complaint is lodged, it is first assessed by administrative staff to determine the nature of the complaint and the appropriate Council Official to consider the matter.

- 22.3** This assessment can occur prior to the specified addressee receiving the complaint unless a complaint is clearly marked confidential.
- 22.4** If you wish to make a complaint regarding the handling of your personal information, this should be lodged as a privacy complaint in accordance with Council's [Privacy Management Plan](#).
- 22.5** Complaints lodged in accordance with Council's [Complaints Handling policy](#) may still be assessed and deemed to be a privacy complaint.
- 22.6** Such deemed privacy complaints will be referred to the appropriate Council Official and dealt with in accordance with Council's [Privacy Management Plan](#).

## **23 THANK YOU MESSAGE**

- 23.1** Council thanks all its Section 355 Committee members for their contribution in helping operate our community facilities and areas. All the time and effort Section 355 Committees have devoted into caring, controlling, improving and managing Councils community facilities and areas is appreciated by both Council and the local community.
- 23.2** Council's community facilities and areas provide the community with venues for events such as, parties, trivia nights, dance classes, martial arts and meetings just to name a few and without the contribution and dedication of Section 355 Committees such events would not have a safe and affordable place to utilise.
- 23.3** Council appreciates and values the assistance and efforts of volunteers from the Cessnock LGA and considers it as a crucial partnership in looking after the many Council facilities and areas enabling programs and community events that are so valued by the community.

## PART D - ADMINISTRATION

### 24 GUIDELINE DEFINITIONS AND ABBREVIATIONS

|                         |  |
|-------------------------|--|
| <b>Act</b>              | means the <i>Local Government Act 1993</i> (NSW).  |
| <b>Council</b>          | means Cessnock City Council.   |
| <b>Council Official</b> | includes Councillors, members of staff (permanent, casual or temporary), Council advisors, administrators, Council committee members, volunteers and delegates of Council. |

### 25 GUIDELINE AUTHORISATIONS

| No. | Authorised Function | Authorised Business Unit / Role(s) |
|-----|---------------------|------------------------------------|
| N/A | NIL                 |                                    |

### 26 GUIDELINE ADMINISTRATION

|   |   |                     |                |
|---|---|---------------------|----------------|
| <b>Directorate</b>  | Corporate and Community Services  |                     |                |
| <b>Responsible Officer</b>  | Chief Financial Officer   |                     |                |
| <b>Associated Protocol /Procedure</b>   | N/A   |                     |                |
| <b>Guideline Review Date</b>  | 9/12/2027   | <b>Document Ref</b> | DOC2021/128646 |
| This guideline supports Council's compliance with the following legislation:  |   |                     |                |
| – Section 355 and 377, <i>Local Government Act 1993</i> (NSW)   |   |                     |                |
| This guideline contributes to the achievement of the following desired outcome or objectives as per Council's Delivery Program: |   |                     |                |
| – A connected, safe and creative community  |   |                     |                |
| – Civil leadership and effective governance   |   |                     |                |
| <b>Related Documents (include reference document numbers)</b>   | <ul style="list-style-type: none"> <li>▪ Council's Section 355 Committees Resources</li> <li>▪ Code of Conduct (DOC2018/086716)</li> <li>▪ Privacy Management Plan (DOC2014/005148)</li> <li>▪ Records Management Policy (DOC2019/038769)</li> <li>▪ Complaints Handling Policy (DOC2018/048382)</li> <li>▪ Dollar for Dollar Grant Scheme Guidelines (DOC2019/041036)</li> </ul> |                     |                |

### 27 GUIDELINE HISTORY

| Revision | Date Approved / Authority  | Description Of Changes   |
|----------|----------------------------|--|
| 1        | 13/05/2022 – ELTCLM13/2022 | New guideline adopted  |
| 2        | 9/12/2024<br>ELTCLM74/204  | New template, revised guideline, references to Tidy Towns removed, references to appendices removed as the relevant forms are to be housed on Council's website. |