



Community Hall Committee Guidelines & Operations Manual

2022 to 2025

Adopted by Council 11 January 2022



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Contents

1. Preface	1
1.1 Review	1
1.2 Support	1
2. Introduction	2
2.1 Community Hall Management System	2
2.2 Delegation of Function	2
2.3 Limitation of Powers	2
3. Community Hall Committee Guidelines	3
3.1 The legal position of Committees	3
3.2 Hall Committee hierarchy	4
3.3 Code of Conduct	4
3.4 Related Council policies and procedures	5
3.5 Media	5
3.6 Outside the Committee	5
3.7 Committee roles and responsibilities	5
3.8 Committee membership and appointment	6
3.8.1 Community Hall Committee membership	6
3.8.2 Member ceasing to hold office	6
3.8.3 Committee Executive Positions	7
3.8.4 Election of Committee Executive Positions and AGM	8
3.8.5 Committee Grievance Procedure	9
3.8.6 Section 355 General Community Halls Committee Membership	9
3.9 Meeting procedures	10
3.9.1 Quorum	10
3.9.2 Agenda	11
3.9.3 Correspondence	11
3.9.4 Minutes of Meeting	11
3.9.5 Voting	12
3.9.6 Code of Meeting Practice	12
4.0 Insurances	13
4.0.1 Public Liability Protection	13
4.0.2 Building Property Protection	14
4.0.3 Personal Accident Insurance	14
5. Facility booking procedures	15

5.1	Committee discretion	15
5.2	Fees and charges	15
5.3	Bookings	15
5.4	Hire agreements	15
5.5	Bonds and key deposits	16
5.6	Public Liability Insurance requirements	16
5.7	Opening and closing procedures	16
5.8	Maximum occupancy and emergency evacuation procedures	17
5.9	Smoking restrictions at halls	17
6.0	Alcohol and parties	17
6.	Facility maintenance and improvements	17
6.1	Annual Maintenance Funding	18
6.2	Project proposals procedure	19
6.3	Use of Council accredited contractors	19
6.4	Emergency Repairs	19
6.5	Risk Management and Workplace Health and Safety	20
6.5.1	Risk management	20
6.5.2	Induction	20
6.5.3	Working Bees	21
6.5.4	Safe Operating Procedures and Safe Work Method Statements	21
Attachments		22
	Attachment 1 – Template for Agenda	22
	Attachment 2 – Template for Minutes of Meeting	23
	Attachment 3 – Template for Community Halls Annual Building Inspection Report	25

1. Preface

Council public buildings are important to communities as spaces where people of all ages engage in social, artistic, cultural, educational and recreational activities. Council has 18 community halls located across the Shire, each with a unique character. They are active places where people to come together, create connections and to build stronger communities.

Community volunteers play an important role in the management, maintenance and development of Bega Valley Shire Council's Community Halls through membership of individual Community Hall Committees and/or by being actively involved in halls as volunteers.

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

This manual aims to support Community Hall Committee members and in their role. It provides an operating framework for the Community Halls Committees and the S355 General Halls and Buildings 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.

Document History

Document No.	Date Amended	Comments
DW1757092	05/07/2011	Community Hall & Building Committee Guidelines adopted by Council
D16/57427	02/11/2016	Community Hall Committee Guidelines and Operations Manual adopted by Council

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

1.2 Support

Council is committed to ensuring that Hall Committees have access to the support they need to fulfil their roles and responsibilities and provide advice and direction on matters associated with these Committees and members. Any questions or requests for assistance should be directed, in the first instance, to Council's Cemeteries & Halls Officer by phoning 6499 2299 or via email halls@begavalley.nsw.gov.au.

2. Introduction

2.1 Community Hall Management System

Council recognises the important part volunteers and community groups play in providing and managing Council facilities and services. The Hall Committees which are constituted under the powers provided by the Local Government Act, play a central role in the sustainability of community halls across the Shire.

Section 355 Hall Committee members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Committee members are aware of their responsibilities and adequately covered by insurance.

This document outlines the roles and functions of the Committee management system to assist Hall Committees to understand their role in supporting the maintenance, use and development of community halls and has been prepared to: -

- Provide a comprehensive guide on the management responsibilities, functions and operations of community facilities;
- Provide advice on best practise and operational issues for the Committee; and
- Clarify Council's and the Committee members' roles and responsibilities in this partnership.

2.2 Delegation of Function

Under the Local Government Act 1993, Council can delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions via a Section 355 Management Committee.

Hiring out a facility for community use is central to the purpose of the Committee. Making the facility readily accessible to the community, whilst at the same time, raising funds for its maintenance and future improvements are also key objectives of the Committee.

2.3 Limitation of Powers

The Committee may not make decisions concerning the following: -

- Fixing of charges or fees (the Committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control), including a policy for exemption from fees and charges.
- Borrowing of monies.
- The sale, sub-lease or surrender of land and or other property vested in its care under the provisions of the Local Government Act 1993.

- The acceptance of tenders which are required to be called by Council. (The Committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- The payment or making of a gift, to its members.
- The carrying out of works on or to the facility including alterations, reconstructions, or construction without the prior consent of Council (does not include minor maintenance works).

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council or in writing by the Chief Executive Officer to the Committee. The Committee will observe the Rules and Regulations made by Council, in relation to the facility/function under its management and control.

If the Committee is deemed to be functioning outside the limits of its powers as described therein, powers may be revoked by written notice to the Committee signed by the Chief Executive Officer or his/her representative.

3. Community Hall Committee Guidelines

3.1 The legal position of Committees

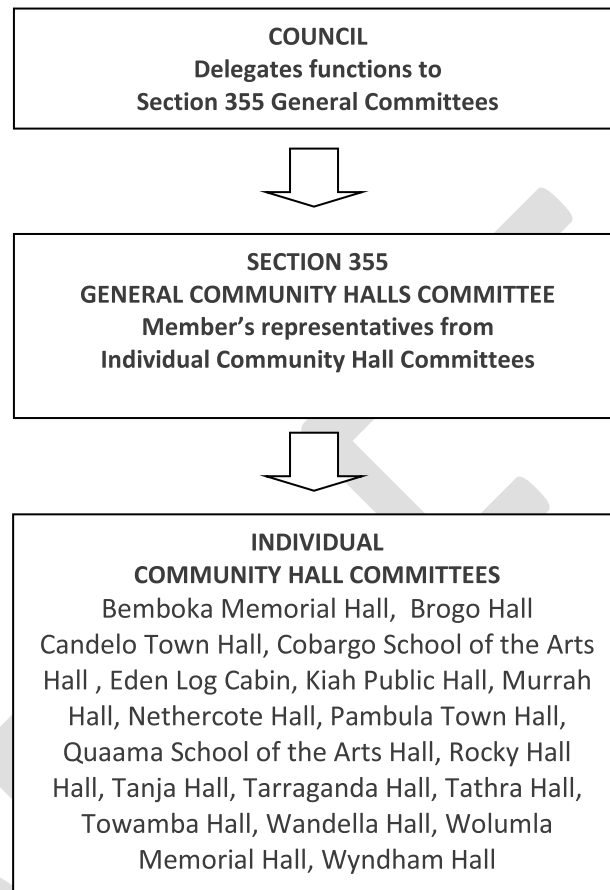
Council's hall committee management structure is based on two levels of Committee: a Community Committee for each individual hall and a General Community Halls Committee (a Section 355 Committee).

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

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

3.2 Hall Committee hierarchy

The following table shows the structure of the Council Committees.



3.3 Code of Conduct

Council has adopted Procedure 6.02.01 Code of Conduct that is applicable to elected Councillors, employed staff and Committee members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Committees are operating on behalf of Council, it is important for Committees to be aware of, and abide by, this Code of Conduct.

Council's Committees have the responsibility to ensure the following: -

- Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion
- Priority of use should be given to non-profit making community groups and organisations.

- That the facility is not aligned with, or advocate or advertise for or on behalf of, a political party or person/s.

When appointed as a community member on a Committee you will receive a copy of Council's Code of Conduct Policy and agree, when carrying out your duties as a Committee member, to comply with the Code of Conduct. Note the failure to comply with the Code of Conduct could result in your removal from the Committee.

3.4 Related Council policies and procedures

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

Policies and procedures ensure that legal, fair and consistent decisions are made across Council operations. Policies and procedures support Council in achieving its corporate objectives, including deliverables identified in the Community Strategic Plan, and provide crucial guidelines for Councillors, staff and other stakeholders.

A copy of all related Council policies and procedures are available from Council or online at www.begavalley.nsw.gov.au/Your_Council/Policies/Policies.htm. Council officers are also to assist Committee members and other volunteers with any queries on policies and procedures.

3.5 Media

Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member. All such requests received must be referred to a Council officer.

3.6 Outside the Committee

Where individual citizens or groups of citizens disagree with a resolution of the Committee, these parties may refer their grievances to Council in writing for consideration.

Council will request a report on the issue from the Committee. Upon receipt of the report, Council officers will endeavour to liaise and mediate the matter with the parties. If there is no resolution, the matter will be referred to Council for resolution.

3.7 Committee roles and responsibilities

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

- The general care and maintenance of the facility,
- The management of bookings for the broader community's use of the facility, collecting fees from hire.
- Financial delegations for incidental purchases of up to \$100.00.
- Authorisation of essential emergency repairs where Council's after hour's assistance line is unable to coordinate emergency repairs.

3.8 Committee membership and appointment

Whilst no particular qualifications are necessary to hold a position on a Committee, a commitment to the Committee's delegated roles and responsibilities and a willingness to be actively involved in Committee activities is essential. Wherever possible, Committee membership should comprise of a combination of community representatives and representatives of regular users or user groups. Keeping in mind potential conflict of interest matters, where there is a dispute on representation a final determination will be made by Council.

Committees work best when the workload is shared amongst committee members and there is evident goodwill and cooperation amongst members.

Committee members are expected to have access to a computer and able to use email as the major form of communication.

3.8.1 Community Hall Committee membership

Committee members are nominated via Council's Volunteer and Committee Application Form.

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 as 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 office bearer positions within a Committee until formally endorsed by Council.

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 individual Community Halls Committees do not require a Councillor delegate in order to function.

3.8.2 Member ceasing to hold office

A Committee member shall cease to hold office in any of the following circumstances: -

- If the member resigns membership by notice in writing to the Committee;
- If a member fails to attend three (3) consecutive meetings of a Committee without a formal apology or reasonable excuse;
- If a member fails to attend at least half the Committee meetings in any one (1) year;
- Upon the death of the member;

- If the member fails to comply with Council's Code of Conduct, and Council passes a resolution to remove the member from the Committee.

Where members cease to hold office as a result of the above, Committees shall notify Council in writing immediately after becoming aware of the situation.

3.8.3 Committee Executive Positions

Committees elect office bearers for a Committee Executive which will include the annual appointment of a Chairperson, Secretary, Treasurer, Bookings Officer and S355 General Community Hall Committee representative Office Bearers are elected for a twelve-month period.

The roles listed below are only some of the committee's work, other tasks include scheduling maintenance jobs, promotions and engaging with the local community: -

- **Chairperson (also known as the President)**

- Manage the operations of the Committee including meetings.
- Act as official representative on the Committee.
- Casting vote in the event of a tied vote.
- Act on behalf of the Committee in an emergency situation; and
- Assist the Committee members by providing direction, forward planning and vision for the community.

- **Secretary**

- Deal with correspondence to and from the Committee.
- Issue the Agenda for Hall Committee meetings.
- Take and distribute meeting minutes.
- Ensure there is a flow of information to and from the Committee.
- Ensure that official files and records are kept and maintained; and
- Notify members of meetings.

- **Treasurer**

- Liaise regularly with the Bookings Officer.
- Handle the movement of money within the Committee.
- Report on income and expenditure.
- Submit Hall Committee income to Council on a regular basis; and

- Submit Hall Committee reimbursements when required.

- **Bookings Officer**

- Handle the bookings for the activities associated with the facility, including keeping accurate records of hall hire booking forms.
- Authorise the release of bonds.
- Must be able to accept email bookings and respond accordingly; and
- Hall briefings for hirers and inspections.

- **S355 General Community Hall Committee representative**

- Can attend or nominate another member to attend the S355 General Community Hall Committee meetings held in Bega four times per year.
- Ensure that the needs of their Hall Committees are fully represented; and
- Are well equipped to represent their hall committees.

An executive member may request general Committee members for assistance with the role as needed.

Generally, a Committee member will not hold more than one executive position at any one time; however, in some instances Committees may if required combine positions 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.

3.8.4 Election of Committee Executive Positions and AGM

An Annual General Meeting should be held each year usually November/December to elect/re-elect office bearers, to connect with the users of the facility and the general community. This provides an opportunity for the committee to let users know what is happening with the facility, obtain feedback and also to execute the committee's responsibility to be accountable to the general community about the running of the facility. The meeting may be held in conjunction with an 'open day' for the hall.

At the AGM, office bearers of the Committees stand down and their positions declared vacant. A returning officer, appointed at the meeting, takes the Chair and calls for nominations for the positions of office bearers (also known as Committee Executive).

A list of duly elected office bearers must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected office bearers must be sent to Council for approval within 14 days.

3.8.5 Committee Grievance Procedure

If a committee member has a grievance about any aspect of their tasks, other volunteers or Council staff, the following procedure should be followed: -

1. Approach the person directly to discuss issue if comfortable in doing so.
2. The Committee member can approach the Committee Chairperson for discussion and advice on how to best resolve the issue. This discussion should be treated as strictly confidential.
3. If the problem is still not resolved, then the issue should be notified to the nominated Council officer in writing
4. If the matter remains unresolved, the Committee member may request the matter to be referred to the Director of Assets and Operations or other authorised officer for discussion.
5. A written response by the Director of Assets and Operations or other authorised officer will provide the Committee member with direction. The response will include the reasons for implementing or not implementing any proposed remedy.

3.8.6 Section 355 General Community Halls Committee Membership

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

Members of the General Halls and Buildings Committee will be appointed by Community Halls Committees, the members of which have already been endorsed by Council. It is recommended that each Community Hall Committee nominate its representative/s to be on the S355 General Halls and Buildings Committee annually at the AGM. This will give different Community Hall Committee members an opportunity to be on the General Committee. A Council Officer provides a secretariat function to this Committee.

S355 General Community Halls Committee meetings are generally held quarterly in February, May, August and November. Quarterly financial statements for individual hall are also provided by Council to individual hall committees as soon as they are available.

Committees should note the following expected key annual activities:

Date	Activity
February	<p>Committees present their proposed maintenance projects for the next financial year.</p> <p>Other recommendations are made by S355 General Community Halls Committee.</p> <p>Committees table their recommendations for fees and charges for the following year.</p>
June	Council adopts fees and charges and the operational budget for the upcoming financial year – effective July 1
Between September and December	<p>Community Committees hold their AGM and elect officer bearers</p> <p>Complete a Community Halls Annual Building Inspection Report and submit to Cemeteries and Halls Officer.</p>

3.9 Meeting procedures

Meetings are to be conducted to standard guidelines (based Council's Code of Meeting Practice), which are detailed in the following section and include: -

- That a quorum be present.
- That appropriate notice is given.
- That business on the agenda is properly conducted; and
- That correspondence and minutes are recorded.

Committee members should work together to schedule meetings at a mutually convenient time for all. Ideally, meetings are to be held in the hall.

3.9.1 Quorum

This refers to the minimum number of members who must be in attendance to transact business. Council states that: -

- A quorum will consist of one half of the total number of appointed members plus one, and
- If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a future time fixed by the Chairperson; or those present can hold an informal meeting to discuss matters. However, decisions taken by the Committee are not recognised until a meeting has ratified them where a quorum is present.

3.9.2 Agenda

The agenda is an organised list of headings of the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to the Committee members at the commencement of the meeting, or before it is possible. Late matters can be added to the agenda at the opening of the meeting as the Chairperson calls for discussion on the agenda.

Each item of business to be discussed at the meeting needs to be put on the agenda.

Unfinished business and reports on actions taken since previous meetings are included on the agenda under “Business arising from previous minutes”.

If items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

Attachment 1 – Template for Agenda

3.9.3 Correspondence

A list of correspondence received (inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (outwards) is provided to inform the members of the action taken on their behalf.

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 Chief Executive Officer or their representative.

3.9.4 Minutes of Meeting

Minutes of the meeting must be recorded, and a motion/recommendation put forward by the Committee members. The motion/recommendation after being voted on by the Committee should be recorded as “carried” or “lost” (see 3.7.5 Voting below)

This document is to be an accurate recording on what happened at the meeting.

The Minutes of each meeting must be sent to Council within 14 days of the meeting and confirmed at the Committee's next meeting.

Minutes of each meeting are provided to the general public via Council's website in the interests of transparency and accountability.

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).

3.9.5 Voting

Voting allows members to express their agreement or disagreement.

Generally, voting can be conducted in one of two ways:

1. Vote verbally where the chairperson asks people to say 'for' or 'against' and then decides which group is the largest; or
2. 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. If it is a tied vote the Chairperson has the casting vote and where this happens, this should be recorded in the Minutes.

Attachment 2 – Template for Minutes

3.9.6 Code of Meeting Practice

Council recognises the importance of being transparent in all its dealings and has adopted a Code of Meeting Practice (procedure 6.02.2) to be observed by all Section 355 Committees. This code details 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 Meeting Practice are available on Council's website.

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.

4.0 Insurances

4.0.1 Public Liability Protection

As Hall Committees are appointed under the provisions of the Local Government Act, members of the Committee are covered under Council's Public Risk cover.

Members of these Committees should note that they are only covered when acting within the scope of their delegation.

The following general information applies to the Public Liability protection policy in the event of a claim being made:

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

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

When an accident occurs, members of the Committee are instructed that they are not empowered to admit liability. The following procedure is suggested: -

1. In the first instance any circumstances the Committee believes may lead to a claim should be notified to the Manager Property Services. From that point arrangements can be made to best deal with the circumstances. Committees are encouraged to document such circumstances in a diary or similar type system.
2. Members of the public who wish to make a claim should be requested to state their claim in writing setting out full particulars of the accident (where, when and how) and the grounds on which they hold the Committee (or Council) responsible.

3. When a Committee receives a claim from a member of the public, the Secretary of the Committee should question the member/s involved. It should be investigated as soon as possible, and a report immediately provided to the Manager Property Services. A copy of the letter of claim should be provided with specific reference in the report to the points raised in the claimant's claim. Council's Property Services Manager is available to discuss any problems associated with this insurance.

4.0.2 Building Property Protection

Council's Building cover is now included within a "Property Protection Policy". All claims covered by this policy are subject to an excess of \$10,000 per claim.

With regard to the fire section of the Property Protection policy, it should be noted that it is Council's policy to include the building and those contents owned by the Committee and Council.

Contents owned by the user groups are not covered by this policy and should be insured by the owners.

It should be noted that in respect of a claim for malicious damage, burglary or theft, claims must be reported to the Police and must be recorded by the Police on the appropriate Police form with full details of any claim and must be submitted to Council in writing.

The Property Protection Policy also includes damage to the building arising from weather events such as storms, hail, wind etc. Again, any claim is subject to an excess of \$10,000.

4.0.3 Personal Accident Insurance

Council has arranged a Personal Accident Policy to cover voluntary workers performing duties for and on behalf of Council, as well as all members of the Hall Committee appointed under the provisions of Sections 355 and 377 of the Local Government Act, 1993.

Personal Accident Insurance covers Committee Members and Volunteers for personal bodily injury which results in the persons' disablement or death where the injury or death has arisen in the performance of their duties as a volunteer. Cover extends to when a Committee member is on or travelling to or from a Council activity.

The following benefits relate to the Personal Accident Insurance Policy: -

- Capital - \$500,000.00 for Councillors and \$300,000 for Committee members
- Weekly - \$3,000.00

5. Facility booking procedures

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

5.1 Committee discretion

Bookings for the hall are made at the discretion of the Committee.

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

In certain circumstances, Council may request that the Committee consider overturning a previously refused booking if the risks associated with the booking can be appropriately managed.

5.2 Fees and charges

Fees and charges for all bookings must be charged at the rates resolved by Council as stated in Council's schedule of fees and charges (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.

5.3 Bookings

All bookings should be recorded on a Hall and Buildings Booking Form. Pre-printed and electronic forms are available from Council for use by Committees.

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

All hirers must be issued with a receipt from the triplicate books provided to Committees.

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

For all bookings where the Committee will hold a bond, a completed Hall and Buildings Booking Form must be held by the Committee as this document will constitute a hire agreement.

5.4 Hire agreements

A completed Hall and Building 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.

5.5 Bonds and key deposits

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

A bond can either be held by the Committee or by Council on behalf of the Committee and is refundable if there are no breaches of bond conditions evident from the Committee's post-hire inspection.

If Council holds a hirer's bond, then the Committee must provide confirmation to Council that either: the bond can be released to the hirer; or the amount of bond to be forfeited by the hirer due to a breach of bond.

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

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

5.6 Public Liability Insurance requirements

Council has Public Liability protection cover that extends to casual hirers of Council facilities. Cover is provided to the hirer against claims made by members of the public for personal injury or injury to personal property arising from a negligent act or omission of that person during the period of hire of the facility.

This cover does not extend to incorporated bodies or sporting clubs or associations of any kind. In such cases, the Committee is requested to ensure these groups have Public Liability cover in the amount of not less than \$20,000,000 which specifically refers to the activity being conducted by that person.

In all cases, the Committee is requested to obtain full details of the hirer to be and held in a diary for at least seven years. Any known occurrence that may give rise to a claim should be referred to Council's Manager Property Services.

5.7 Opening and closing procedures

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

5.8 Maximum occupancy and emergency evacuation procedures

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

5.9 Smoking restrictions at halls

Council's Smoke Free Workplace Procedures apply to all Council managed and operated halls and volunteers. This procedure prohibits smoking within ten (10) metres of halls and buildings available 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 of our community when visiting Council facilities.

'No smoking' signs for erection in applicable areas are available from Council on request.

6.0 Alcohol and parties

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

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

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

All bookings for private parties, including bookings where the Committee has agreed to the sale of alcohol, must be reported to the Bega Police Station on 6492 9999 or via the internet at https://www.police.nsw.gov.au/online_services/party_safety/party_registration by the Committee on confirmation of the booking.

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

6. Facility maintenance and improvements

Facility Management Plans have been developed for all Council facilities. The purpose of a Facility Management Plan (FMP) is to guide community hall managers in the ongoing

management, operation and maintenance of their facility to ensure that the community's needs are best met. The FMP will assist community hall managers in complying with relevant legislation, Council policy and sound asset management principles.

Each committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to its users. This may entail regular maintenance (e.g., cleaning, replacement of consumables – paper towelling etc. mowing and watering) and periodic maintenance (e.g., repairing, replacement of worn or broken items).

Minor maintenance is defined as a sensible and practical repair on a like for like basis for the continuance of preservation, protection, repair to and upkeep, day to day maintenance. Priority should always be given to statutory and other health and safety requirements and any work relating to emergencies such as major electrical failures; floods; fire damage and the like.

Council's staff will inspect the facilities from time to time, but the Committee is expected to keep Council informed on any substantial repair or upgrading work required on the facility under their control.

An annual Building Inspection Report is requested by Council from the Committee by the end of December each year. A template is provided to assist you with this inspection.

Attachment 3 – Template for Community Halls Annual Building Inspection Report

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

6.1 Annual Maintenance Funding

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

1. Committees complete Project Proposal form, this form includes information on the nature of the project, budget/funding information, WHS considerations and preferred contractor information. If any quotes or estimates have been sought this should be submitted along with evidence e.g., photos or plans to illustrate the need for the project.
2. Dependant on the scale and nature of the project Council staff will have the project fully scoped (independently) and quoted. In the case where work is expected to exceed \$5,000 a minimum of two quotes will be sought.
3. Identify and confirm funding, this will be by vote at S355 General Hall Committee Meeting and reported to Council for endorsement.

4. Council staff will work with Committees to select the most appropriate contractor/s for the project. Contractors notified and work commences.
5. Finalisation of project, Council staff along with Committee members will inspect work on its completion and sign off on invoices to be paid.

6.2 Project proposals procedure

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

Committees are encouraged to look for opportunities to fund new projects in their halls. It is crucial, however, that Committee members discuss any proposed project with Council prior to applying for sponsorship or grant funding. A formal approval from Council will need to be provided to the Hall Committee prior to any grant applications being submitted on behalf of the Hall Committee.

Once approved, Council officers may assist with the development of grant applications, working alongside Committee members.

6.3 Use of Council accredited contractors

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

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

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

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

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

6.4 Emergency Repairs

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

Generally accredited contractors should be engaged to undertake emergency repairs. It is recognised that this is not always possible, especially in rural or remote areas. Where no

accredited contractor is available, the Committee is authorised to engage a relevantly certified person to make the emergency repairs deemed necessary.

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

6.5 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 Council owned or managed halls.

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

The following procedures also help ensure that volunteers, including Committee members, are covered by insurance while undertaking the roles and responsibilities delegated to them by Council.

A Work Health and Safety Checklist will be provided to each Committee to assist them through this process.

It is vital that the 'appointed Committee member' recognise the importance of the Risk Assessment and consultation process with each member of the work group prior to having them sign off on the toolbox paperwork.

6.5.1 Risk management

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

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

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

6.5.2 Induction

All Committee members and volunteers must be inducted in their positions so that any 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 Work Health and Safety Checklist provided to Committee's outlines this process.

6.5.3 Working Bees

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

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

6.5.4 Safe Operating Procedures and Safe Work Method Statements

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

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

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

Attachments

Attachment 1 – Template for Agenda

AGENDA

_____ Hall Committee

To: Committee members

Hall Committee Meeting will be held as follows:

Venue		
Date		
Time	Commence	Conclude

Items to be discussed will be as follows:

1. Apologies
2. Declarations of Interest
3. Confirmation of a Quorum
4. Confirmation of the Report from the previous meeting
5. Business Arising from Previous Minutes – (list items)
 -
 -
6. Correspondence In/Out – (list items)
 -
 -
7. Report from Treasurer/President/Secretary
8. Agenda Items/General Business (list items)
 -
 -
9. Date and Time of Next Meeting

Attachment 2 – Template for Minutes of Meeting

MINUTES OF MEETING

_____ Hall Committee

Date of Meeting:	
Time Commenced:	

<u>PRESENT:</u>	President/Chairperson:	
	Secretary:	
	Treasurer:	
	Councillor:	
	General Members:	

1. <u>APOLOGIES:</u>	
-----------------------------	--

2. <u>DECLARATIONS OF INTERESTS:</u>	There were no declarations of interest.
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3. <u>CONFIRMATION OF A QUORUM:</u>	There are (INSERT) members appointed to this Committee. Quorum numbers are (INSERT met/not met)
<p><i>Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made below for reference at the next meeting.</i></p>	

4. <u>CONFIRMATION OF THE REPORT FROM THE PREVIOUS MEETING – (INSERT Date of meeting)</u>
<p>The minutes of the _____ (date) Hall Committee meeting be confirmed. (Noted if quorum not reached at previous meeting)</p>

5. <u>BUSINESS ARISING FROM PREVIOUS MINUTES:</u>
<ul style="list-style-type: none"> • •

6. <u>CORRESPONDENCE IN/OUT:</u>
<ul style="list-style-type: none"> • •

7. <u>REPORT FROM TREASURER/PRESIDENT/SECRETARY</u>
<ul style="list-style-type: none"> • •

8. <u>AGENDA ITEMS/GENERAL BUSINESS</u> (List Agenda Items below)	
1.	
Action:	
2.	
Action:	
3.	
Action:	
4.	
Action:	
5.	
Action:	

9. <u>DATE AND TIME OF NEXT MEETING:</u>	
--	--

Time Meeting Closed:	
----------------------	--

Attachment 3 – Template for Community Halls Annual Building Inspection Report

Name of Facility: _____

Report Completed By _____

Contact No. _____

Date _____

1 ELECTRICAL, PLUMBING AND GAS

- | | | | | |
|------|---|------------------------------|-----------------------------|------------------------------|
| 1.1 | Are there any exposed electrical wires? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.2 | Have all electrical appliances and cords been tested and tagged? (This is required every two years) | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.3 | Have the electrical circuits tripped during normal activities in the last twelve months? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.4 | Are all lights and power points in good working order? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.5 | Are gas pipes and gas appliances working and in good condition? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.6 | Are gas cylinders contained within a cage? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.7 | Are there any plumbing leaks? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.8 | Do any of the water taps leak? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.9 | Are there any broken basins, sinks or toilet bowls? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.10 | Is there any evidence of leaking gutters, roofs and downpipes? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.11 | Does the septic tank require pumping out? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

2 BUILDING INTERIOR

- | | | | | |
|-----|---|------------------------------|-----------------------------|------------------------------|
| 2.1 | Can you see any signs of rot in internal timber beams, windows, walls or floor? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2.2 | Are internal walls intact and in good condition? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2.3 | Is any glazing cracked or broken? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2.4 | Are storage areas clean, tidy and stored safely? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

3 EMERGENCY EQUIPMENT

- | | | | | |
|-----|--|------------------------------|-----------------------------|------------------------------|
| 3.1 | Is an emergency evacuation plan displayed inside the building? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.2 | Are all exits kept clear? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.3 | Is the firefighting equipment (fire blankets, fire extinguishers, fire hydrants, hose reels) accessible? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.4 | Does all firefighting equipment have current inspection tags? (Expiry date must be in the future) | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.5 | Is the first aid box accessible and stocked? (Please complete written record of first aid stock dates) | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.6 | Is the WH&S Policy displayed? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

4 BUILDING SECURITY

- | | | | | |
|-----|---|------------------------------|-----------------------------|------------------------------|
| 4.1 | If an alarm or security system is fitted, does the system work? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4.2 | Is equipment stored inside the building visible from the outside? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4.3 | Do all fitted locks (doors / windows) work properly? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4.4 | Is there a procedure that ensures doors and windows are secured after the facility is used? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

5 WASTE MANAGEMENT

- | | | | | |
|-----|--|------------------------------|-----------------------------|------------------------------|
| 5.1 | If bins are provided in the toilets, is there a procedure that ensures they are emptied regularly? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5.2 | Is the kitchen waste disposed of correctly? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

6 USER SAFETY

- | | | | | |
|-------|---|------------------------------|-----------------------------|------------------------------|
| 6.1 | Are pathways and external paved areas in good condition? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.2 | Is there a procedure in place to ensure aisles and access are clear of obstruction? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.3 | Do steps and ramps have handrails? | | | |
| 6.4 | Are areas where users might fall more than two metres? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.4.1 | Is there a rail protecting users from falling in these areas? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

7 FIRE PROTECTION

- 7.1 Are dangerous goods stored inside any buildings on the site? ☐ N/A ☐ No ☐ Yes
- 7.2 Are buildings clear of overhanging vegetation, overgrown shrubs and uncut grass? ☐ N/A ☐ No ☐ Yes
- 7.3 If rubbish bins are kept outside, are they clear of the building's eaves? ☐ N/A ☐ No ☐ Yes

The following pages outline the additional information Council requires where there are tick boxes in the "Yes" column

1 ELECTRICAL, PLUMBING AND GAS

- 1.1 Provide a description of the problem and proposed rectification works including timeframe.
- 1.2 Advise when electrician will test and tag electrical equipment.
- 1.3 Provide details of occasions when the circuits have tripped, reasons identified for the problem and proposed rectification works including timeframe.
- 1.4 Provide a description of the problem and proposed rectification works including timeframe.
- 1.5 Provide a description of the problem and proposed rectification works including timeframe.
- 1.6 Council recommends that where gas bottles are stored outside the bottles are placed inside cages to minimise fire and vandalism risk. If gas bottles are not stored in cages, provide details of safety measures that are in place.
- 1.7 Provide a description of the problem and proposed rectification works including timeframe.
- 1.8 Provide a description of the problem and proposed rectification works including timeframe.
- 1.9 Provide a description of the problem and proposed rectification works including timeframe.
- 1.10 Provide a description of the problem and proposed rectification works including timeframe.
- 1.11 Advise when septic tank will be pumped out.

2 ELECTRICAL, PLUMBING AND GAS

- 2.1 Provide a description of the problem and proposed rectification works including timeframe.
- 2.2 Provide a description of the problem and proposed rectification works including timeframe.
- 2.3 Provide a description of the problem and proposed rectification works including timeframe.
- 2.4 Provide a description of the problem and proposed rectification works including timeframe.

3 EMERGENCY EQUIPMENT

- 3.1 Council recommends that an emergency evacuation plan be displayed in all Council owned buildings. If you need help creating a plan, contact Council's Risk Management Officer.
- 3.2 Provide a description of the problem and proposed rectification works including timeframe.
- 3.3 Provide a description of the problem and proposed rectification works including timeframe.
- 3.4 Provide a description of the problem and proposed rectification works including timeframe.
- 3.5 The first aid box needs checking regularly for items past the expiry date (need replacement) and to ensure it is fully stocked. Most first aid kits include a record tool to record when re-stockings are completed.
- 3.6 If Council's Work, Health and Safety Policy is not displayed, please contact Council for a copy.

4 BUILDING SECURITY

- 4.1 Provide a description of the problem and proposed rectification works including timeframe.
- 4.2 Provide a description of the problem and proposed rectification works including timeframe.
- 4.3 Provide a description of the problem and proposed rectification works including timeframe.
- 4.4 Develop a process for checking the building is secured after use.

5 WASTE MANAGEMENT

- 5.1 Develop a process for ensuring bins in toilets are emptied regularly.
- 5.2 Develop a process for ensuring kitchen waste is disposed of correctly, preferably in an environmentally responsible way.

6 USER SAFETY

- 6.1 Provide a description of the problem and proposed rectification works including timeframe.
- 6.2 Provide a description of the problem and proposed process for ensuring aisles and access is clear of obstructions.
- 6.3 Not all steps and ramps require handrails. If there are steps and ramps without handrails, contact Council's Cemeteries and Halls Officer who will clarify whether handrails are required.
- 6.4 If there are drops that are not protected by rails, contact Council's Cemeteries and Halls Officer who will clarify whether a rail is required.

7 FIRE PROTECTION

- 7.1 Provide details of the dangerous goods stored, including confirmation that storage complies with the Dangerous Goods Act.
- 7.2 Provide a description of the problem and proposed rectification works including timeframe.
- 7.3 Council requires that bins are not stored under eaves as this is a fire risk if bins are set alight.

Please return the form to:

Bega Valley Shire Council

Halls Officer

PO Box 492

Bega NSW 2550

Email: halls@begavalley.nsw.gov.au