

Section 355 Committee Operational Manual



2012

Forward

Tamworth Regional Council fully acknowledges and appreciates the valuable contribution made by members of the community who serve and support the Section 355 Community Committees. This is an important role providing a valuable contribution to the respective local communities that we serve.

Tamworth Regional Council is structured to provide advice and direction on all matters associated with Section 355 Community Committees and members of such committees are encouraged to seek Council's assistance with crucial roles.

Enclosed in this guide, you will find documents that will assist you to run a successful Committee. Additional information can also be found at www.tamworth.nsw.gov.au.

If you have questions regarding any aspect of the activities of your Committee please contact Council on the contact details provided.

Look out for Helpful Hugh, he'll give you a clue...



Helpful Hugh has a bright idea



Helpful Hugh has a form for you to complete



Helpful Hugh will put you on target

Council Contacts

Business Hours

Council's Administrative Headquarters:

Ray Walsh House, 437 Peel Street, Tamworth: 8:30am to 5:00pm - Monday to Friday.

Phone: 02 6767 5555 Fax: 02 6767 5499 or Email: trc@tamworth.nsw.gov.au

Council's Branch Offices:

Barraba: 8:30am to 12noon & 1:00pm to 4:30pm - Monday to Friday

Manilla: 8:30am to 12noon & 1:00pm to 4:30pm - Monday to Friday

Nundle: 8:30am to 12noon & 1:00pm to 4:30pm - Monday to Friday

Contact numbers for the Citizen Services Division - between 9:00am and 4:00pm, Monday to Friday:

- **Manager Governance: Mrs Karen Litchfield**
Phone 6767 5557 or Email: k.litchfield@tamworth.nsw.gov.au
- **Citizen Services Administration Officer: Mrs Melinda Heckrotte**
Phone 6767 5557 or Email: m.heckrotte@tamworth.nsw.gov.au
- **Citizen Services Coordinator: Mrs Jodie Archer** (Tamworth Office)
Phone: 6767 5557 or Email: j.archer@tamworth.nsw.gov.au
- **Citizen Services Coordinator: Ms Katie Alchin** (Tamworth Office)
Phone: 6767 5570 or Email: k.alchin@tamworth.nsw.gov.au
- **Citizen Services Coordinator: Mrs Robyn Fletcher** (Manilla and Barraba Offices)
Phone: 6761 0226; Mobile: 0409 921 382 or Email: r.fletcher@tamworth.nsw.gov.au
- **Citizen Services Coordinator: Mrs Kay Burnes** (Nundle Office)
Phone: 6769 3205 or Email: k.burnes@tamworth.nsw.gov.au

After Hours

Contact can be made with the Council's After Hours Emergency phone number 02 6767 5555 which is a twenty four (24) hour service.

Please note that the After Hours Call-Out facility should only be used for emergency situations. All other contact should be made during normal business hours.

The Easy Guide to What's Inside

**Section One – About S355.....What is a Section 355 Committee and Its role?
How do I get Involved?**



Section Two – Meetings.....Meeting Practices – Keeping it Simple!



**Section Three – Risk.....What is Risk?
How do I manage it?**



Section Four – Sustainability.....Sustainability – What's our role?



Section Five – Finance.....How do I keep financial records?



Section Six – Halls and Grounds.....How do I manage a Hall or Recreation Ground?



Section Seven – Events.....From working bees to major festivals, how do I run an event?



Section Eight – Grants and Fundraising.....How do we acquire funds for the Committee?



Always contact your Section 355 Coordinator if you are unsure about any information in this manual or have any questions that are not covered here.



Section One – About S355

Under Section 355 and 377 of the Local Government Act 1993, Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage facilities or functions through a Section 355 (S355) Community Committee.

Community Committees are formed to encourage active resident participation in Council decision making. The aim of the Committee should be to accurately reflect both the present and future needs of the locality they represent.

The following documents are included in this section:

1. The Legislation Relating to the Delegations of Community Committees
2. Definitions
3. Request for Appointment to a Community Committee of Council
4. Responsibilities of the Chairperson
5. Responsibilities of the Secretary
6. Responsibilities of the Booking Officer
7. Responsibilities of the Treasurer
8. Responsibilities of the Committee Members
9. Legislation Regarding Pecuniary Interest
10. Volunteers Sign On/Sign Off Register



Guidelines to Remember

- Council aims to appoint Community Committees which are **representative of the local community** or interest group of the facility or function, which the Committee manages.
- 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.
- The Executive will advise new members that **this Manual is available on the internet** and contains the information they need to effectively perform the role and function of the Community Committee.
- From a legal perspective it is important for Committees of Council to be aware that they are in fact **acting on Council's behalf**. Legally, the committee is 'Council' and any action which the committee undertakes is Council's responsibility.
- The Committee shall, from its own members, elect a:
 - **Chairperson;**
 - **Deputy Chairperson;**
 - **Secretary;**
 - **Treasurer.**

These positions form the Executive of the Committee. The Committee must have a Chairperson and a Secretary. A Deputy Chairperson and a Treasurer are optional depending on the Committees needs.

The Committee may, at its discretion, elect or appoint additional positions from among its members such as:

- **Assistant Secretary/Treasurer;**
- **Publicity Officer; or**
- **Other positions as deemed necessary**
- Council may dissolve a Community Committee at any time if that Community Committee is not complying with its roles and responsibilities.

The Community Committee can also be dissolved by a vote of 75% of members entitled to vote present at an Extraordinary Meeting convened to consider this option.

Upon a resolution being passed in accordance with clause (b) and confirmation by Council, all assets and funds of the Community Committee will, after payment of all expenses and liabilities, be handed over to Council.

- A person will cease to be a member of a Community Committee if the:
 - Member resigns from office by notification in writing to the Community Committee and Council;
 - Council passes a resolution to remove the member from the Community Committee;
 - Member fails to disclose any **pecuniary interest** in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the Local Government Act 1993.
 - A member can resign at any time or at the Annual General Meeting.



- It is the responsibility of members of committees (who are not Councillors or designated persons):
 - To disclose to the meeting any pecuniary interest in a matter before the meeting;
 - Not to participate in the discussion of the matter before the committee in which the member has a pecuniary interest;
 - Not to vote on the matter before the Community Committee meeting in which the member has a pecuniary interest.
- To protect individual members as well as the whole organisation, all committee members should declare their interests in advance where some financial, political or personal benefit is potentially involved.
- Committee members are required to adhere to **Council's Code of Conduct**.
- Any Committee member who acts outside the delegated function of the Committee, who acts in a way that contravenes Council's Risk Management policy and/or Council's Code of Conduct or who behaves in a manner that is found to be contrary to the expectations of Council will be subject to the same **disciplinary action** as any employee (worker) of Council. A summary of this process follows:



THE LEGISLATION RELATING TO THE DELEGATIONS OF COMMUNITY COMMITTEES

Extract from Local Government Act 1993

Part 1 – General

(s355) How does Council exercise its functions?

A function of a Council may, subject to this Chapter, be exercised:-

- a) by the Council by means of the Councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means; or
- a) by a committee of the Council; or
- b) partly or jointly by the Council and another person or persons; or
- c) by two or more Council's jointly; or
- d) by a delegate of the Council.

Part 3 – Delegation of Functions

(s377) General power of the Council to delegate

A Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:-

- the making of a rate
- a determination under section 549 as to the levying of a rate
- the making of a charge
- the fixing of a fee
- the borrowing of money
- the voting of money for expenditure on its works, services or operations
- the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property
- the acceptance of tenders which are required under this Act to be invited by Council
- the adoption of a management plan
- the adoption of a financial statement included in an annual financial report
- a decision to classify or reclassify public land under Division 1 or Part 2 of Chapter 6
- the fixing of an amount or rate for the carrying out by the Council of work on private land
- the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work
- the review of a determination of an application for approval
- the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
- a decision under section 356 to contribute money or otherwise grant financial assistance to persons
- the power of the Council under section 455 in relation to attendance at meetings
- the making of an application, or the giving of a notice, to the power of delegation.

If you need clarification of any of the matters above please contact Council direct.

DEFINITIONS

In this Manual:

- (a) "Council" shall mean the Tamworth Regional Council.
- (b) "Committee" shall mean that body of persons appointed in accordance with this Manual.
- (c) "Licensee" or "Licensed use" shall mean those bodies or organisations which have been granted, under separate lease or licence, exclusive or shared occupancy of a section of any facility.
- (d) "Annual use" shall mean any user granted use of any facility on a year-to-year basis.
- (e) "Minor maintenance" shall mean all maintenance works within land, halls, and other buildings under the control of the Community Committee excluding those specified in the Building Maintenance Responsibilities document (See **Hall and Grounds**) as being the responsibility of Council.
- (f) "Casual Hirer" shall mean those groups or individuals that have been granted use of the sporting or building facilities for a one off activity.
- (g) "Tenant Body" shall mean any club, group or organisation which is granted use of any portion of the facilities on a licensed annual, seasonal or longer term basis.
- (h) "Manual" means this Section 355 Community Committee Manual.
- (i) "Relative" means:
 - (i) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or the person's spouse.
 - (ii) the spouse or de facto partner of the person or of a person referred to in (i).
- (j) "Unfinancial" means those representatives or organisations who have accounts outstanding with the Community Committee beyond the due date.

REQUEST FOR APPOINTMENT TO A COMMUNITY COMMITTEE OF COUNCIL

Management Committee _____

Committee Position	Name	Address	User Group	Contact Numbers	Signatory to Bank Account
				(P) (B) (M)	
				(P) (B) (M)	
				(P) (B) (M)	
				(P) (B) (M)	
				(P) (B) (M)	
				(P) (B) (M)	
				(P) (B) (M)	

Date:

Signed

CHAIRPERSON

.....

SECRETARY

Form to be completed and forwarded to Tamworth Regional Council, General Manager, PO Box 555, Tamworth 2340

RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson generally has the following specific duties which make up the major part of their responsibility:

i. Before a meeting

- Prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.
- Ensures meeting is properly convened in accordance with the organisation's rules ie proper notice of a meeting is given and a quorum is present.

ii. During the meeting

- Chairs all meetings, opens meeting, welcomes and introduce members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at any meeting he/she attends.
- Keeps individuals and the meeting focussed on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak.
- Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone to do this).
- Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting.
- Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed.
- Closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council. Particularly in regard to Government funding, Risk Management, the budget, Council and community involvement and requirements.

The Chairperson acts as the Risk Management Induction Officer for the Committee. This includes ensuring that Committee members are aware of and understand how to implement Council's Risk Management requirements. This includes, but is not limited to, making available a copy of the Section 355 Committee Operational Manual, presentation of Risk Assessment procedures and ensuring Sign on/Sign off sheets are used for all activities by the Committee. Furthermore, a Risk Management Awareness Statement should be made at the start of each Committee meeting.

The Chairperson is responsible for providing assistance to all members of the community committee and ensuring that they fulfil their respective roles. The Chairperson is the 'spokesperson' for the organisation.

RESPONSIBILITIES OF THE SECRETARY

The Organisation's Secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

i. Before a meeting

- Draws up the agenda (in consultation with the Chairperson)
- Makes copies of the agenda if required
- Ensures agenda is forwarded to Council for inclusion on Council's Website at least one week prior to the meeting

ii. During the meeting

- Takes minutes
- Reads minutes of previous meeting if necessary
- Provides a list of correspondence in order and summarises any important points
- Records any motions and/or decisions of the meeting including, mover and seconder.

iii After the meeting

- Forwards minutes of meeting to Council for Council approval and inclusion on Council's Website
- Keep a register of correspondence that has come in and gone out, and file copies of all letters written.
- Forward copies of all correspondence received to Council
- In between meetings inform other committee members of any correspondence requiring urgent attention.

RESPONSIBILITIES OF THE BOOKING OFFICER

The major responsibilities of the Booking Officer are:

- Taking enquiries - pencil in bookings, send out hire agreement forms and conditions of use. After receiving confirmation of hire, finalise booking.
- Advises Community Committee of user groups and bookings and raises any concerns or issues.
- Issues receipts to users for bond and hiring fees and issues keys.
- Advises the cleaner each time a casual booking is made (inspection by cleaner next morning).
- Recommends refund of bond after consultation with cleaner.
- Gives any money to the Treasurer for banking.
- Meets with the Treasurer to confirm usage of the Centre before accounts are sent.
- Payments for casual hire including bonds should be recovered and banked at least two (2) weeks before the function (time enough to have the cheque cleared by bank)

RESPONSIBILITIES OF THE TREASURER

Primary Function:

To take responsibility for the financial management of the Community Facility and 355 Committee

Responsibilities:

- To ensure that all financial records of the Committee are kept in a proper manner.
- To prepare and present monthly reports to the Community Committee.
- To prepare and bring to audit all financial records of the 355 Committee.
- To prepare and present proposed annual budget to the 355 Committee.

Duties:

- Keeping financial records for all incoming and outgoing transaction.
- Banking all monies received by the committee in an approved bank account.
- Present to each Committee meeting a current financial statement.
- Present to each Committee meeting all invoices received on behalf of the Committee and follow up on payments of invoices.
- Prepare and submit the financial books of the Committee to Council annually by 31 May.

Treasurer's Checklist:

- Be prepared: have available an accurate and up to date statement of the Committee's financial position.
- Move the financial report be accepted and that the amounts for the payment be passed.
- Explain the financial statement in lay terms and ensure that all Committee members understand.
- Be Assertive:
 - Present a forward budget.
 - Ensure that the Committee understands the implications of proposed expenditure.
 - Set limits.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members' role is important and ensures the democratic process is followed.

Members' responsibilities are:

- Attend most committee meetings.
- Participate in meetings – this involves:
 - Being on time
 - Sticking to the agenda
 - Contributing to the discussion where appropriate
 - Being objective, listening to others' views
 - Volunteering to do some of the necessary tasks required
- Support the office bearers in carrying out their jobs.
- Assist in organising the Annual General Meeting.
- Attend and participate in any planning days that may be held.
- Make sure the facility is being maintained and run smoothly.

LEGISLATION REGARDING PECUNIARY INTEREST

Sections 441-448 of the Local Government Act 1993 specifies those who are required to make disclosures of interest.

These are:

- Councillors
- 'Designated persons'
 - General Managers;
 - other senior staff;
 - other members of staff and delegates of the Council who are designated by the Council to make such disclosures because of the type of Council functions they exercise; and
 - members of certain Community Committees who are designated by the Council because of the type of Council functions exercised by the committee.
 - Other members of Community Committees (who are not Councillors or designated persons)

Statutory Duties imposed by Part 2 of Chapter 14

Members of Committees (who are not Councillors or designated persons)

- To disclose to the meeting any pecuniary interest in a matter before the meeting (s.451(1));
- Not to participate in the discussion of the matter before the Committee in which the member has a pecuniary interest (s.451(2)).
- Not to vote on the matter before the Community Committee meeting in which the member has a pecuniary interest (s.451(3)).



Section Two - Meetings

The Community Committee should meet on a regular basis to discuss relevant business and make decisions affecting the delegated function of the Committee.

The following documents are included in this section:

1. Sample Agenda Format
2. Sample Format – Annual General Meeting (AGM) Agenda
3. Risk Management Awareness Statement
4. Format for Good Minutes
5. Procedure for Motions
6. Volunteers Sign On/Sign Off Register
7. Tamworth Regional Council Code of Meeting Practice



Guidelines to Remember

- A **Volunteers Sign On/Sign Off Register** must be completed prior to the commencement of each meeting.
- An **agenda** is to be made available prior to the meeting of the Committee.
- **Minutes** of the matters discussed will be kept and a copy made available to all committee members and to Council:
 - by email: trc@tamworth.nsw.gov.au
 - by post: PO Box 555, Tamworth NSW 2340; or
 - by fax: 02 6767 5499.



Any items requiring action by Council are to be the subject of a separate letter addressed to the General Manager and forwarded to Council as above.

- Councillors and Staff at their discretion may attend meetings of a Section 355 Community Committee to enable them to gauge the areas of concern of the community and assist in prioritising any proposals for improvement, growth and development plans of the area of responsibility of the Community Committee.
- A **quorum** will normally consist of members equal to the number of Executive plus one. For example, if three of the Executive are present then the quorum is seven. However, a quorum of a lesser number may be recommended to Council by the Committee and included in the Committees Constitution. Should a quorum of members not be in attendance 30 minutes after the starting time, the meeting will be adjourned to the same time and place at the next scheduled meeting.
- **Ordinary Meetings** of the Committee are required to address correspondence, hiring of the facilities, finance matters, organising of events, risk management and maintenance of the facility.
- The **Annual General Meeting (AGM)** date must be set at an Ordinary Meeting and publicly advertised at least fourteen (14) days prior to the meeting date.
- The AGM will report on the activities of the Committee for the year and to develop proposals for development and maintenance of the facility for the following twelve (12) month period
- The **Annual Financial Report** will be presented to the Committee for adoption and for forwarding to Council for auditing purposes.
- All meetings will be conducted in accordance with Council's document "**Code of Meeting Practice**".
- An **Extraordinary Meeting** of Committee may be called to discuss urgent business and matters outside the scope of an Ordinary Meeting requested by two members of the Committee.

Only items on the Extraordinary Meeting Agenda are to be discussed.

Minutes will be kept of the proceedings and a copy forwarded to Council outlining the reason for the Extraordinary Meeting.

- **Sub-Committees** must be created at a meeting of the Section 355 Community Committee. This must be noted clearly in the Minutes and a recommendation forwarded to Council for acceptance of this Sub-Committee. Sub-Committees can only be given a delegated function which is held by the Section 355 Committee

Sub-Committees must report back to the Section 355 Committee Meeting and any recommendation/s need to be supported by the Section 355 Committee and noted in their minutes stating the recommendation.



Sub-Committees must receive Section 355 Committee support and Council approval prior to conducting any event, function, working bee etc. It is very important that any discussion/ organising of events, functions, working bees etc be noted in the minutes and the **Volunteers Sign On/Sign Off Form** be completed on each occasion.

- It is recommended that any short term project/s be recognised as a **“Working Group”** as opposed to a Sub-Committee. Working Groups can only be given a delegated function which is held by the Section 355 Committee. Reporting and approval processes for Working Groups are the same as for Sub-Committees as stated above.



SAMPLE AGENDA FORMAT

Meeting of _____ Committee to be held at
_____ on the _____
(location) (date)

- 1) Welcome by Chairperson (including **Risk Management Awareness Statement**)
- 2) Apologies for meeting
- 3) Minutes of previous meeting submitted for approval
- 4) Any Business arising from the minutes
- 5) Correspondence
 - List items inward
 - List items outward
 - Attach copies of items received to agenda
- 6) Business Arising from correspondence list items
- 7) Reports
 - 7.1 Treasurers Report
 - 7.2 Any Sub-Committee Report
- 8) General Business
- 9) Time, date, location of the next meeting

SAMPLE FORMAT – ANNUAL GENERAL MEETING (AGM) AGENDA

Commence / Open Meeting

Chairperson/President presides over the following items:

1. Welcome (including **Risk Management Awareness Statement**)
2. Apologies
3. Minutes of previous AGM
4. Reading Reports ie Chairperson, Treasurer, etc.

All positions are declared vacant and the Returning Officer takes the chair and presides over the following items:

5. Election of Office Bearers
 - members only can vote
 - members can only vote once for each position
6. New Members - Acceptance of nominations from user groups and community members

Returning Officer then hands the chair over to the newly elected Chairperson/President who is responsible for:

7. Thanking the Returning Officer
8. Welcoming new committee
9. Consider recommendations 'carried' by way of motion from the floor
10. Getting agreement on meeting dates for coming year

Closure of AGM meeting

Risk Management Awareness Statement

At the start of every meeting the Chairperson or, in the absence of the Chairperson, another Executive member must make a Risk Management Awareness Statement. This includes:

1. All members must sign the Volunteer Sign on/Sign off sheet before the commencement of any activities and events undertaken by the Committee. This includes meetings of the Committee, its Subcommittees and Working Groups. A copy is now being circulated around the room.
2. All members are aware of and understand the Section 355 Committee Operational Manual. In particular Section Three, Risk Management. A copy of this can be found on Tamworth Regional Council's website, www.tamworth.nsw.gov.au.
3. Committee members are not to act outside the delegated function of the Committee. (If anyone attending this activity is unsure about the delegated function of the Committee, the Chairperson must inform them).
4. A Risk Assessment must be conducted for any activities carried out under the Committees delegated function. Such activities must be minuted.
5. Has anyone attending this meeting identified any Hazards and/or Risk that should be discussed now?

FORMAT FOR GOOD MINUTES

- Keep them short, clear and concise, and consistent.
- Set them out – not too cramped, use headings, and underlining so the subjects, decisions and action to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.
- Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately record.
- A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) should be included in a Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
- You must record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
- List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Shuffling reams of paper, lost items and trying to take minutes while finding the next item is a hassle. Decisions can also be noted on the business papers and then transferred to the minutes later.
- If minute taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
- Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.
- Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
- Include a record of the place, date and time of the next meeting.

PROCEDURE FOR MOTIONS

A motion needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent, eg *'I move that the facility be an alcohol free zone'*. If the motion does not meet these requirements, it can be rejected by the Chairperson. Reasons must be given for this decision.

Any motion must be 'seconded' before it can be accepted by the chairperson and opened for debate. There is no legal requirement to record mover and seconder however, it can be done at the Committee's discretion. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is:

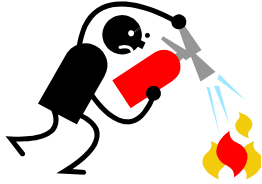
- Mover (raised original motion)
- Seconder (allows debate on the motion)
- Speaker against the motion
- Speaker for the motion
- Speaker against the motion
- Speaker for the motion

The debate continues in this manner until there are no further speakers. A member of the committee may speak no more than once to each motion or amendment at the meeting. The mover may then speak again, but in doing so closes the debate. Once the mover has closed the debate the chairperson must put the motion to a vote.

Amendments

Amendments may be made after the motion. The amendment must:

- Be clear and be part of the motion being considered
- Have a seconder
- Not be a direct negative of the motion
- Be put to the vote before the motion



Section Three - Risk

Risk management is a method of taking preventative and precautionary measures to avoid injury, loss and damage, to either persons or property. As a Committee of Council, the Community Committee has a duty of care to ensure the health, safety and welfare of persons attending a Committee meeting, using a facility managed by the Committee or attending an event organised by the Committee, to name just a few.

Council and Committees of Council, have a wide range of potential liability. Liabilities can be based on statute and common law duties of care. To ensure compliance there must be appropriate policies, procedures and practices in place.

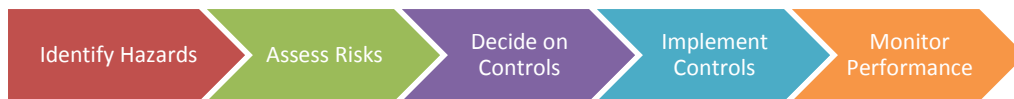
The following guidelines are attached for the committee to use to ensure the appropriate documentation is kept to evidence the due diligence process and ensure all responsible steps are being taken to identify the risk to the committee and users of the facility.

The following documents are included in this section:

1. Tamworth Regional Council Risk Assessment Procedure
2. Inspection Checklist and Summary
3. Inspection Summary
4. Incident Report Form (Sample followed by Working Copy)
5. Volunteer Sign on/Sign off Register



Guidelines to Remember

- The basic principles of and processes in Risk Management are:-



- A **hazard** is a situation which could potentially cause injury to a person or damage to property. If a hazard requires urgent attention a warning should be placed near the hazard to alert users to the danger. The Community Committee must contact Council to advise

By early identification of **hazards**, **risks** can be minimised. It is the Community Committee's responsibility to ensure that compliance with Council's Risk Management procedures and the relevant paperwork is undertaken.

- **Fire Protection** – All Council facilities should be supplied with fire and safety equipment and information on how to use it. If this is not available Council must be notified immediately. Also see **Inspection Checklist and Summary** enclosed. 
- **Emergency Exits** - All exits must be identified by an illuminated exit sign and inspected by a Council Contractor no less than two (2) times a year. Emergency exit routes must be kept clear at all times. Exit doors should not be barred or locked at any time while the facilities are in use. Also see **Inspection Checklist and Summary** enclosed. 
- **Regular inspections** are essential to identify potential risks, and to assist in the defence of claims brought against Council. Inspections must be thoroughly documented. The Committee will be responsible for inspection of the facilities under their control.

Inspections may be either formal or informal.

- **Formal Inspections**

Inspection of the facilities under the Committee's control must occur and be documented using checklists at least once every six (6) months.


Inspection of the facilities should also be conducted annually by Council's Community Buildings Coordinator.

- **Informal Inspections**

Informal inspections are incidental in the course of committee business. Any defect or problem discovered must be dealt with.

- **Safety Inspections by Hirers**

It is the responsibility of the user groups/hirers to ensure that any field or facility is safe for the use immediately before and during its use. This will include ensuring there are no holes likely to cause injury and any broken glass and other hazardous matter is removed.

- **Notify Council** - Community Committees and hirer/user groups are instructed that any matter or incident must be reported to Council as soon as practicable. This will ensure that investigations and remedial actions can be undertaken to protect Council's interests. An **Incident Report Form** must be completed and forwarded to Council. Council has a responsibility to notify its insurer as soon as a potential claim is known. 

Community Committees may receive advice regarding claims via writing or telephone call or by observation. Once the Committee becomes aware of potential claim they are to notify Council immediately. If Council does not notify of claims which they could reasonably have known about indemnity may be denied by the insurer.



- The **Volunteer Sign On/ Sign Off Sheet** (from Section Two) must be completed by each Volunteer participating with any Community Committee project/activity and the completed sheet must be kept by the Secretary for a record of that activity.



- **Public liability** insurance provides cover for its legal liability to the public for Council's business activities.

The Community Committee should note that the policy does not cover participants of events/and or groups/associations or incorporated bodies. Committees must request a copy of a user group's, association's or incorporated body's public liability insurance prior to the commencement of facility or sports ground booking.



- Council's **Workers Compensation Policy** only covers Council employees. If contractors are engaged they must provide a copy of a current workers compensation policy.
- Council maintains **property insurance** on all its facilities. This includes contents insurance on equipment owned by Council or the Committee such as furniture.

Any new equipment purchased by the committee must be notified to Council for inclusion under the policy.

Other equipment belonging to sports clubs, playgroups etc. is not covered by Council's policy and such groups must be advised to affect their own cover for such items if stored at the facility.

- **Professional indemnity insurance** usually refers to claims where it is alleged that incorrect advice, certificates or incorrect practice has occurred. The Council may be liable for its conduct arising out of its representations or the conduct of its employees, consultants and committee members.

As discussed previously in relation to public liability insurance it is essential that all potential claims are reported as soon as practicable and all documentation is collected and investigations conducted as soon as possible.

- Council has **coverage for casual hirers** of its facilities. A casual hirer is a user that hires the facility for a one off activity and excludes incorporated bodies, sporting clubs or associations of any kind. Such excluded groups must by law have their own insurance and the committee as discussed previously, must sight and keep a copy with the booking documentation.

- **Personal accident insurance** covers bodily injury for committee members whilst engaged in an activity directly or indirectly connected with or on behalf of the Council, including whilst travelling directly to and from such activity.

Inspection Checklist

INSPECTION CHECKLIST & SUMMARY

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
FIRE				
Extinguishers in place, clearly marked for type of fire and recently serviced.				
Adequate direction notices for fire exits.				
Exit doors easily opened from inside.				
Fire instructions available and displayed				
Regular for drills carried out.				
Training sessions				
ELECTRICAL				
No broken plugs, sockets or switches.				
No frayed or damaged leads.				
Portable power tools in good condition.				
No temporary leads on floor.				
Emergency shut down procedures in place.				
No Strained leads				
GENERAL LIGHTING				
Adequate Illumination				
Good Natural lighting				
Good light reflection from walls and ceilings.				
No direct or reflected glare				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
Light fittings clean and in good condition				
Emergency lighting operable				
CHEMICALS				
MSDS for all chemicals				
Containers clearly labelled				
Do special storage conditions apply?				
FIRST AID				
Cabinets and contents clean and orderly				
Easy access to cabinets				
Employees aware of location of first aid cabinet				
Cabinet clearly labelled				
Adequate stocks				
FLOORS				
Clean surfaces, no cracks and holes				
Loose boards				
Grills cleaned regularly				
Oil and grease removed				
Entry across walkways kept clear				
No electrical leads across walkways				
Walkways adequately lit and clearly marked				
Unobstructed vision at intersections Stairs/Risers				
OFFICE HAZARDS				
Filling systems stable				
Chairs and desks in good repair and				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
suitable for intended purpose				
U workstations appropriate				
Use of soft pastel interior decorating				
Carpeting in office areas				
OFFICE HAZARDS				
Ventilation in enclosed offices				
Noise levels in enclosed offices				
Shelving height				
PERSONNEL				
Protective equipment in use				
Working alone – near traffic, open flames, electricity				
SITES				
Warning signs and flashing lights				
Facilities and/or control or traffic and pedestrians				
Perimeter/boundary fences or barriers				
ELECTRICAL POWER TOOLS				
Awareness of electrical hazards				
Compulsory monthly tagging of power tools				
Regular maintenance of power tools				
On site checking of tools prior to using				
Requirement of earth leakage Circuit Breaker				
SMALL PLANT				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
Observation of warning tags				
Training sessions on proper use				
Observing possible danger to passers by, children, onlookers				
Clear working area				
Erection of required signs				
Checking/securing the required guards				
SMALL PLANT				
Secure safety devices/valves etc. are functioning				
Observe the correct procedures for handling/lifting of heavy items				
Observe the correct procedure for fueling and keeping of fuel				
LARGE PLANT/MACHINERY				
Check and maintain machine in good working order				
Regular servicing and testing of units				
Erection of required signs				
Ensure amber revolving/flashing lights work				
Observe the applicable regulations and restrictions eg. Working under power lines				
Training and proper licensing of operators				
Use only proper slings and ropes				
Ensure safety devices and warning barriers are in good working order				
Correct procedures are followed eg. Wearing seat belts, operating manner				
DEPOT				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
Observe procedure for entering an area where an activity is taking place				
Observe restriction on the keeping of dangerous goods				
HAZARDOUS MATERIAL				
Understand the nature of hazardous materials				
Understand the procedures to handle dangerous goods				
SMALL PLANT				
Preserve safety of others				
Protective clothing/gear				
TRUCKS				
Safety of load				
Safe operating manner				
Check and maintain truck in good working order				

INSPECTED BY: _____ (NAME) _____ (SIGNATURE)

_____ (NAME) _____ (SIGNATURE)

DATE: ____ / ____ / ____

Inspection Summary

TAMWORTH REGIONAL COUNCIL OCCUPATIONAL HEALTH AND SAFETY

Location:

Date of Inspection:

Manager Responsible:

Areas Requiring Further Attention:

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)



Section Four - Sustainability

Tamworth Regional Council encourages all Section 355 Committees to engage in Sustainable practices whenever possible. Below you will find some suggestions to get you started. Keep in mind this is not a comprehensive list and there are many other ways in which the Committee can make sustainable choices and undertake sustainable practices.

Meetings

- Use recycled paper for printing of minutes and agendas
- Print all documents double sided
- Recycle discarded paper
- Turn off lights when finished your meeting

Halls

- Install timers on lights
- Install water saving devices
- Install insulation
- Provide a recycling bin to hall users
- Turn off the lights and/or air conditioning when a room is not in use
- Advise hall users that your Committee engages in sustainable practices and you would like them to do the same



Events

- Print programs and flyers on recycled paper
- Provide recycling bins at the event
- Ensure food vendors are using recyclable and/or biodegradable materials and packaging
- Choose venues and services that promote sustainable practices and have a Sustainability Policy
- Make sustainable practices part of your event plan and ensure volunteers implement that plan



Section Five – Finance

Committees appointed under Section 355 of the Local Government Act are subject to the same standards of financial accountability as Council, and it is therefore important that Committees manage their finances well. All funds and assets held by the Committee belong to Council. The Committee is responsible for the care, control and management.

Committees who handle public funds, on behalf of Council, must comply with the following procedures, which will assist to keep proper records and guide them through the day-to-day transactions.

Keeping proper records calls for attention to detail more than ability to add up. If proper records are taken at the time money is paid or received, keeping the books should only require one or two hours work a month.

Overall responsibility for bookkeeping falls on the Treasurer, who should be someone who will keep the records up to date. The actual work is not hard, and this Manual aims to make it easier. But remember – there are no short-cuts, because the Committee must always be able to say where its money went.

The following Sample Financial documents are included in this section:

1. Monthly Treasurers Report
2. Petty Cash Book
3. Financial Statements
4. Audit Report
5. Yearly Statement of Financial Position
6. Yearly Statement of Cash Flows
7. Community Facilities Cheque Payment Form
8. Cash Book – Expenditure
9. Cash Book – Income
10. Summary GST Return
11. Petty Cash Vouchers

Guidelines to Remember

- Each Committee who handles public funds on behalf of Council will open a **cheque account** in the name of the Committee at a local financial institution and operate the daily transactions from it. This account usually earns interest but does not attract high fee charges.

The **signatories** of the account are to be any two of the executive of the Committee. Section 355 Coordinator for the Committee is also to be signatories on all accounts. All approved signatories are to be notified to Council.

- The Committee is authorised to draw on its account for such sums as it may require in the **performance of its delegated function** but under no circumstances will the account be overdrawn.
- To record its **financial transactions**, each Committee should maintain and keep the following records for seven years:

- Tax Compliant Receipt Book
- Cash Book
- Cheque Book
- Assets Register
- Petty Cash Book
- Petty Cash Vouchers
- Bank Deposit Book
- Banks Statement Folder
- Cheque Payment Form Folder
- Investment Register



These books are your tools of the trade for keeping accounts. Each is simple to fill in, because it has a specific purpose. These records must be kept up to date at all times.

FOR DETAILED INSTRUCTION ON HOW TO MAINTAIN FINANCIAL RECORDS FOR YOUR COMMITTEE PLEASE CONTACT COUNCIL STAFF

- Keep financial records in accordance with the **Sample Financial documents** provided.
- All records and books will be **made available for inspection** whenever required by any inspector of local government accounts, Council's auditor, Councillors or any authorised officer of Council.
- **Receipts**, in the name of the Committee, will be issued for all charges and other monies received. Duplicates of all receipts will be retained for audit.
- All monies received by the Committee must be banked within **1(one)** week of receipt.
- **Funds in excess of \$10,000** are to be transferred to Council to be held in a trust fund that is specifically designated for that facility. These funds could be used for major upgrades at that facility.
- The Committee will be entitled to spend all monies raised in the management of a facility under their control. Such monies will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility for which the Committee has been constituted.



- Section 355 Community Committees are not able to commit or expend any **monies greater than \$5,000**, without the prior reference and approval from Council.
- All **payments** are to be endorsed by the Community Committee and as such they are recorded in the Minutes. This is most simply done by receiving and accepting the **Treasurer's Report** that should be presented at each Committee meeting.
- **Payments** will be made by crossed cheque and in every case evidence of the need for the payment will be obtained and attached to payment records.
- Council's **financial year** is from 1 July to 30 June. It will be necessary for the accounts of Committees to cover the period 1 July to 30 June. The accounts will need to be completed and **submitted to Council by 31 July** each year following their adoption at a Committee meeting, if necessary, called to adopt the accounts. This will enable Council to incorporate the Committee's accounts into Council's accounts as required under the Local Government Act 1993.

Committees are to obtain a Certificate from its nominated Bank showing the Balance of the Committee's account as at 30 June each year.

Financial Forms

PREPARATION OF MONTHLY TREASURER'S REPORT

XYZ COMMUNITY CENTRE

Treasurer's Report – July 2000

Results for the month of July were favourable with a positive cash flow of \$318.75. This was consistent with results for the same period last year and is largely due to increased hall bookings.

Income and Expenditure for the Period 1/7/00 to 31/7/00

Income

Hall Rentals	-	Casual	500.00	
	-	Permanent	1200.00	
Bank Interest			12.50	
Bonds Received			200.00	
GST Collected for ATO			170.00	2,082.50

Expenditure

Cleaning			400.00	
Telephone			72.00	
Petty Cash			40.50	
Bonds Refunded			100.00	
Contract Payments			1000.00	
GST Paid-recoverable from ATO			151.25	1,763.75
Net Result				<u>318.75</u>

Confirmation of Accounts Paid

July cash payments of \$1,763.75 comprise the following cheques drawn and are hereby submitted to the committee for ratification. Most payments include GST.

<u>Cheque</u>	<u>Creditor</u>	<u>Cheque</u>	<u>Description</u>
100452	J Smith	220.00	Cleaning
100453	Telecom	79.20	Telephone
100454	WSC	1100.00	Contract payments
100455	ABC Football Club	100.00	Bond refund
100456	Cash	44.55	Petty Cash reimbursement
100457	H Jones	220.00	Cleaning
		<u>1763.75</u>	

PETTY CASH BOOK

DATE	DESCRIPTION	DOCKET NO.	\$ GST EXCL.	GST \$	\$ GST INCL.
6.7.00	Tea Bags	1	2.00	.20	2.20
7.7.00	Train Fare	2	8.00	.80	8.80
9.7.00	Batteries	3	15.00	1.50	16.50
13.7.00	Photocopying	4	10.00	1.00	11.00
15.7.00	Miscellaneous	5	1.00	.10	1.10
20.7.00	Stationery	6	1.50	.15	1.65
27.7.00	Thumb Tacks	7	1.50	.15	1.65
30.7.00	Gloves	8	1.50	.15	1.65
	TOTAL PAGE		40.50	4.05	44.55
30.7.00	Cash on hand		5.45		
31.7.00	Cash Received		<u>44.55</u>		
	TOTAL FLOAT		50.00		

CHEQUE NO. _____

AUTHORISED BY: _____

FINANCIAL STATEMENTS

XYZ COMMUNITY CENTRE

ANNUAL BUDGET (EXCLUDING GST)

01.04.00 TO 31.03.01

		<u>2001</u> \$
<u>INCOME</u>		
Regular hire charges	11,000.00	
Casual hire	5,000.00	
Caretaker rent	2,000.00	
Red phone	500.00	
Bond forfeited	200.00	
Other	100.00	
Interest	200.00	19,000

		<u>2001</u> \$
<u>EXPENDITURE</u>		
Contract payments	9,000.00	
Capital expenditure	2,000.00	
Cleaning services	2,000.00	
Rates	500.00	
Water	500.00	
Electricity	2,000.00	
Cleaning materials	2,000.00	
Repairs	500.00	
AGL	500.00	
Stationery	50.00	
Bank Charges	40.00	19,090.00
Surplus /(Deficit)		(90.00)

NON CASH EXPENDITURE

Volunteer Labour 200 hours @ \$20.00 per hour 4,000.00

AUDIT REPORT

Section 355 Committee

I hereby certify that I have audited the books, receipts and accounts of the Section 355 Committee and the following statements are drawn up in accordance therewith:

**Karen Litchfield
Manager Citizen Services
Tamworth Regional Council**

Issues from Audit:

Receipts:

Expenses:

**Section 355 Committee
Statement of Financial Position
for the year ended 30 June 2007**

	2007	2006
Current Assets		
Cash	12,500.00	11,000.00
Total Current Assets	12,500.00	11,000.00
Net Assets	12,500.00	11,000.00
Equity		
Accumulated Surplus	12,500.00	11,000.00
Total Equity	12,500.00	11,000.00

**Section 355 Committee
Statement of Financial Performance
for the year ended 30 June 2007**

	2007	2006
Expenses from Ordinary Activities		
Hall/Rec Maintenance	1,818.18	1,090.91
Fundraising Expenses	1,386.36	754.55
Printing & Stat	454.55	181.82
Bank Charges	50.00	30.00
Sundries	409.09	186.36
Total Expenses from Ordinary Activities	4,118.18	2,243.64
Revenue from Ordinary Activities		
Hall/Rec Hire	2,772.73	2,636.36
Fundraising Income	1,818.18	1,454.55
Interest	50.00	20.00
Sundries	904.55	386.36
GST Payable	72.72	236.37
Total Revenue from Ordinary Activities	5,618.18	4,733.64
Surplus/(Deficit) from Ordinary Activities	1,500.00	2,490.00

**Section 355 Committee
Statement of Cash Flows
for the year ended 30 June 2007**

	2007	2006
Cash flows from Operating Activities		
<i>Payments</i>		
Hall/Rec Maintenance	2,000.00	1,200.00
Fundraising Expenses	1,500.00	800.00
Printing & Stat	500.00	200.00
Bank Charges	50.00	30.00
Sundries	450.00	200.00
<i>Receipts</i>		
Hall/Rec Hire	3,000.00	2,900.00
Fundraising Income	2,000.00	1,600.00
Interest	50.00	20.00
Sundries	950.00	400.00
<i>Net Cash used in Operating Activities</i>	1,500.00	2,490.00
Cash at the beginning of the reporting period	11,000.00	8,510.00
Cash at the end of the reporting period	12,500.00	11,000.00

**Section 355 Committee
Bank Reconciliation as at 30 June 2007**

CASH BOOK BALANCE BROUGHT FORWARD AS AT 01.07.06		\$ 11,000.00
add: Receipts		\$ 6,000.00
less: Payments		\$ 4,500.00
BALANCE AS PER CASH BOOK		\$ 12,500.00
less: Unbanked Receipts		\$ 0.00
add: Outstanding Cheques	50	\$ 200.00
BALANCE AS PER BANK STATEMENT		\$ 12,700.00

TAMWORTH REGIONAL COUNCIL
COMMUNITY FACILITIES CHEQUE PAYMENT FORM

Payee _____

Cheque No. _____

DATE	DETAILS	AMOUNT
	GST Payable	
	TOTAL (incl GST)	

Note: Tax Invoice attached to support payment.

I HEREBY CERTIFY THAT:

- (A) () These goods have been received in good condition as ordered
- () These services have been rendered
- () The refund is due

- (B) The computations of this account are correct
- (C) The prices charged are in accordance with contract/quotation
- (D) The prices charged are fair and reasonable

_____ (TREASURER)

I HEREBY CERTIFY THAT the above account was submitted to the Management Committee meeting on _____ and was authorised for payment.

_____ (PRESIDENT)

NOTE: This voucher should be marked as PAID once the cheque has been drawn.

CASH BOOK
INCOME – JULY 2000

DATE	DETAILS	RECEIPT	TOTAL	CASUAL HIRE	PERMANENT HIRE	BONDS RECEIVED	INTEREST	GST	BANKING
1.7.00	ABC Football Club	40135	320.00	200.00		100.00		20.00	
7.7.00	Fitness Club	40136	550.00		500.00			50.00	870.00
10.7.00	Soccer Club	40137	270.00	200.00		50.00		20.00	
14.7.00	P Smith	40138	160.00	100.00		50.00		10.00	430.00
20.7.00	T Jones	40139	385.00		350.00			35.00	
22.7.00	J Citizen	40140	330.00		300.00			30.00	715.00
24.7.00	Bank Interest		12.50				12.50	-	12.50
31.7.00	Sewing Club	40141	55.00		50.00			5.00	55.00
			2082.50	500.00	1200.00	200.00	12.50	170.00	

EXPENDITURE - JULY 2000

DATE	PAYEE	CHEQUE	TOTAL	CLEANING	CONTRACT PAYMENTS	REPAIRS	PETTY CASH	TELEPHONE	BANK CHARGES	BONDS REFUNDED	TOTAL GST
1.7.00	J Smith	100452	220.00	200.00							20.00
10.7.00	Telstra	100453	79.20					72.00			7.20
15.7.00	WSC	100454	1100.00		1,000.00						100.00
20.7.00	Able F'ball Club	100455	100.00							100.00	-
22.7.00	Cash	100456	44.55				40.50				4.05
31.7.00	H Jones	100457	220.00	200.00							20.00
			1763.75	400.00	1,000.00	0.00	40.50	72.00	0.00	100.00	151.25

SUMMARY GST RETURN

_____ Committee

s.355 Committee of Tamworth Regional Council

ABN: 52 631 074 450

Summary of GST Return for Month of _____ 200__.

Total Expenses for Month \$ _____

GST Paid for Month A \$ _____

Total Income for Month \$ _____

GST Collected for Month B \$ _____

Net GST Paid/(Collected) for Month A-B \$ _____

Treasurer

Council Officer

GST Reconciliation

B/Forward GST Balance \$ _____

Plus GST Paid for Month \$ _____

Less GST Collected for Month \$ _____

GST Reimbursements (Received)/Paid \$ _____

Closing GST Balance \$ _____

PETTY CASH VOUCHERS

TAMWORTH REGIONAL COUNCIL PETTY CASH DOCKET	
Date	<u>06.07.00</u>
Details	<u>Purchase tea bags</u>
<hr/>	
Amount	\$ <u>2.00</u>
GST	\$ <u>.20</u>
Amount Including GST	
Job Description	<u>Sundries</u>
Name	<u>Name</u>
Signature	<u>Signature</u>
NOTE: THERE WILL BE NO REIMBURSEMENTS OVER \$50 UNLESS THERE IS A TAXED INVOICE ATTACHED	
Is there an attached taxed invoice Y/N	



Section Six – Halls and Grounds

Hiring a facility is central to the purpose of some Community Committees. Making the facility readily accessible to the community, whilst at the same time raising funds for its maintenance and future improvements, are some of the main objectives of the Community Committee.

LIAISON BETWEEN THE COMMITTEE AND COUNCIL IS ESSENTIAL SO THAT THE FACILITY IS APPROPRIATELY MAINTAINED.

The following documents are included in this section:

1. Application For Hire of Community Facility/Sporting or Recreational Facility
2. Building Maintenance Responsibilities
3. Requisition for Maintenance
4. Hall Hire Checklist
5. Allocation of Playing Fields
6. Hire of Sporting Grounds by Schools
7. Safety Inspection Checklist
8. Volunteer Sign on/Sign off Register
9. Incident Report Form

Guidelines to Remember



- It is essential that hirers sign a **Hire Agreement** which shows that they abide by the Conditions of Hire set out by the Committee, and in accordance with Council policies.
- The schedule of **fees and charges** is set by Council, taking into consideration the recommendations of the Community Committee and the operating requirements of the facility.

Only Council has the power under the Local Government Act to set fees and charges. Committees are to review their fees annually and make recommendations to the Council's contact officer by early January for assessment and inclusion in Council's annual review of fees and charges.

Figures submitted should show the GST (Goods and Services Tax) exclusive amount to which Council will add the ruling rate of GST. Once Council has adopted the fees and charges, a list will be supplied to each Committee.

- The **committee is not able to provide subsidies or waive hire fees**. All requests concerning fee reduction must be referred to Council's Citizen Services Division.

FEES AND CHARGES MAY NOT BE VARIED WITHOUT THE PRIOR WRITTEN APPROVAL OF COUNCIL

- The Committee as a safeguard against possible damage holds a **damage deposit (Bond)** to the facility or equipment, or to cover the need for additional cleaning, where appropriate.

Hirers should be advised that this will be refunded by cheque if all conditions of the hire are adhered to.

Any abnormal costs associated with the hire of the facility will be deducted from the bond including GST.

- Each Community Committee will have a contact person who is responsible for the **bookings of the facility**. It is anticipated that the person's name and telephone number is well publicised for the benefit of the community.
- To make a booking, a person or group contacts the **booking officer** and books the facility for a particular day and time.

The booking officer will:

- advise the hirer of the fees, bonds and deposits required,
- provide the Application to Hire form and the Conditions of Hire, and
- enter the relevant information into the Booking Diary.

The Booking Officer is to advise potential hirers that **fees are subject to change** and that this usually occurs from 1 July when Council adopts the Fees and Charges for the financial year. Fees charged are to be those applicable for the time the function actually takes place and not when the venue is booked (eg. If a booking is made in March for an event in August – if the fees increase in July the new increased fee is to be charged.)



- The **Booking Diary** is preferably a large hard cover book with one page for each day which will be kept in an accessible place. All bookings are recorded in the **Booking Diary** at the appropriate date and should clearly show:
 - Date when preliminary booking was taken,
 - Name, address and telephone number of the hirer,
 - Type of function,
 - Times of hire,
 - Hire charge and damage deposit (if any),
 - Insurance charge,
 - Receipt number, amount paid and date of payments as they are received,
 - Caretaker's comments on the condition of the facility and equipment after the function.
 - Cheque number, amount and date of issue when the damage deposit, or part, is refunded,
 - Amount forfeited when applicable.



- Committees are responsible for advising hirers of conditions relating to the use of alcohol. These prohibit:
 - the consumption of intoxicating liquor by persons under the age of 18,
 - selling alcohol on the premises without a Functions Licence.

Hirers wishing to sell alcohol can obtain applications for a Functions Licence from the local Police Station.

The application must be lodged by the hirer **at least fourteen (14) days before** the date of the function and can only be obtained by non-proprietary associations.

Police will also need to be informed **one (1) week prior** to the function or event.

- The Community Committee is able to take advantage of Council's **purchasing** power.

It is essential that any purchase of items is related to the use of Council's facility or function.



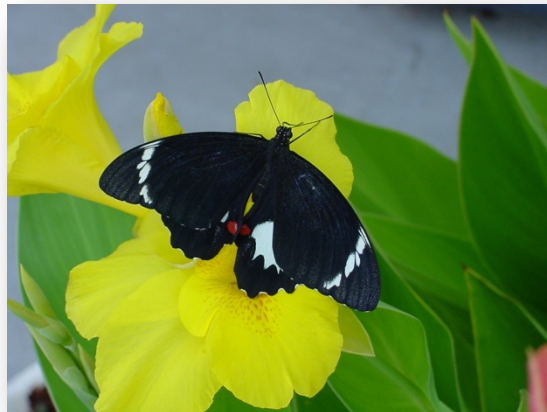
- Should Committees need to engage the services of a **contractor** (eg a plumber or cleaner) contact Council's Section 355 Coordinator.

In an emergency:

- contact a registered and licensed Contractor,
 - ensure the Contractor is inducted onto the site, and
 - ensure a copy of the Contractor's Public Liability Insurance (\$10 million cover) is attached to the Invoice. Council's insurance does not cover the contractor.
- Council provides funds for:
 - urgent repairs due to damage, excessive wear, safety or security;
 - needs to carry out licensing or statutory requirements; and
 - periodic maintenance.

A Community Committee can make a **written request to Council to undertake upgrades or improvements**. Such requests are to be forwarded to Council in January each year for consideration in the budget process. Approved projects may commence in July of that year.

- The Community Committee will be responsible for **minor repairs**. Where repairs required are not considered minor, the need for repairs is to be immediately conveyed to Council's Section 355 Coordinator by telephone and confirmed in writing.
- Council will prepare and update a formal **Plan of Management** for the facility.



All activities conducted within the facility must conform to the Plan of Management issued by Council.

- The Community Committee will prepare a **Development Plan** for the facility that covers future improvements for the facility.

The Development Plan proposals will be prioritised by the Community Committee and referred to Council for endorsement.

Upon gaining endorsement from Council, the prioritised list will be considered in conjunction with Council's Annual Budgets.

- The Community Committee will determine each year a **Minor Improvement schedule** for the facility and prioritise the items in the schedule.

This Program will be referred to Council's Section 355 Coordinator for concurrence. The Community Committee will carry out improvement works to the limit of its Improvement Budget in accordance with conditions within the manual covering purchasing and contracting.

Every contract must have the prior approval of Council prior to any commitment being made by the Community Committee and the appropriate funds voted by Council.

- Funds raised from hiring the facilities assist in the provision of maintenance and meet operating costs as well as provide for improvements to the facility.
- In hiring out these facilities, compliance is required with all applicable legislation including the following:
 - Environmental Planning and Assessment Act;
 - Local Government Act;
 - Liquor Act and Regulations;
 - Protection of Environment Act;
 - Safety Procedures (OH & S Act);
 - Work Cover Act;
 - Council's Insurance Policy;
 - Anti Discrimination Act (State);
 - Disabilities Discrimination Act (Federal);
 - Privacy and Personal Information Protection Act; and
 - Any other laws and regulations governing the conduct of the Committee are also to be complied with.

**APPLICATION FOR HIRE OF COMMUNITY FACILITY/ SPORTING OR
RECREATIONAL FACILITY**

NAME OF HIRER: _____

ADDRESS OF HIRER: _____

Home ph: _____ **Work ph:** _____

Mobile ph: _____ **E-mail:** _____

Name of Facilities to be Hired: _____

Purpose of use: _____

Space or rooms required: _____

Period of Hire:

Casual Hirers

Date/s of Function: _____

Time of use: _____

Please allowed time to set up prior to the function and cleaning after the function.

Permanent Hirers

Weekly

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1st week 2nd week 3rd week 4th week 5th week

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time of use: _____

Is there a cost charged to your groups users: Yes No

If yes how much: \$ _____

Contact Name: _____

Continued...

KEYS

Nominated person(s) to be responsible for keys.

PERSON 1

Name: _____

Address: _____

Phone: (P) _____

(B) _____

(M) _____

PERSON 2

Name: _____

Address: _____

Phone: (P) _____

(B) _____

(M) _____

We undertake to be responsible for payment of the fees and charges fixed by Council for hire of the facilities and for payment of any other charges arising out of the clubs/organisations hire thereof, in accordance with the rules and conditions applying to Hire of Halls and Community Centres, a copy of which has been supplied to us and which we agree shall apply to and form the basis of this application.

Date: _____ Signature: _____ Title: _____

Community Committee/Representative Title: _____

Name: _____

Date : _____

COMMUNITY/SPORTING AND RECREATIONAL FACILITIES: HIRE TERMS OF AGREEMENT

The Organisation/Group/Individual agrees with Tamworth Regional Council to use the Facilities and the Key to the Facilities on the following terms:

- To abide by the Rules and Conditions applying to the use of the Community Facility/Sporting or Recreational Facility
- Please read the accompanying conditions for hire carefully. If you do not understand any part of the document, please contact the Management Committee who will explain the details to you.
- To use the facility only for agreed time and purpose specified.
- Applications for hire must be made by persons over 18 years of age.
- To ensure the maintenance of good order at the facility during its use and to leave the facility on each occasion of use in a clean and tidy state.
- To disarm and arm the any security systems as required on entry and exit.
- To report any damage or break in to Council immediately it becomes aware.
- A copy of the key can only be made by Council
- Council has the right to refuse a booking without the necessity to give reason.
- Any request to change the Hiring Agreement form must be made in writing to the Management Committee.
- The Management Committee reserves the right to cancel the Agreement if:
 1. Payment is not made by the due date.
 2. Any significant change to the original intended purpose for the use of the facility occurs.
 3. Any breach of the Conditions of Hire.

I the hirer have read and understand the attached Terms and Conditions of Hire of the Tamworth Regional Council Community Facilities and Sporting and Recreational Facilities. I agree to be fully responsible for the payment of fees and charges and any additional charges arising out of hiring in accordance with the terms and conditions that have been supplied to me.

Print Name of Hirer: _____

Signature of Hirer: _____ Date: _____

Continued....

Office use only:

Hire Fee..... Receipt No: Date.....

Bond..... Receipt No: Date.....

Deposit Paid..... Date.....

Balance..... Date.....

Key Deposit: Receipt No: Date.....

Alcohol permit sighted YES / NO

Security Confirmation (if required) Company Name:

Company phone number:

Insurance policy attached: YES / NO Insurance policy Sighted: YES/NO

Key Issued Date.....Returned.....

Inspection Date:By.....

Bond Returned Date.....

Failure to return this form may result in the loss of your booking

CONDITIONS OF HIRE – COMMUNITY FACILITIES

The hirer must:

1. State precisely the type of activity to take place in the centre.
2. Under no circumstances enter any areas other than the section hired.
3. Adhere strictly to the hiring hours. Any additional item will be charged to the hirer and taken from your bond.
4. Notify police immediately if there is any threat of trouble.
5. Report any accidents or near accidents to Council Customer Service upon return of your key.
6. Ensure all windows and doors are locked when leaving the hall and where required, the alarm is activated.
7. All Council buildings and enclosed areas are smoke free zones.

Parking Noise and Surrounding Residents:

The centre is located in a residential area therefore it is expected that the surrounding residents be respected. The hirer is responsible for the preservation of good order during and following the hire of the centre.

1. Vehicles should not obstruct access to driveways or restrict parking in the street. Please use the car park provided.
2. All music and noise levels must be kept at an acceptable level and music must cease at midnight. The centre and car park must be clear by 1.00am.

Damage and Breakages:

The hirer is responsible for the full replacement cost of any damages or breakages to the building, its fittings and contents, and the surrounding grounds.

The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner the cost of inspection and replenishing will be deducted from the bond.

All breakages must be reported to the booking officer upon return of key.

Cleaning:

The building must be left clean and ready for the next user. This includes:

- Sweeping and mopping the floor. Any spills are to be mopped with warm water only.
- Wiping all benches and tables. No food or drink should be left in the refrigerator.
- Rubbish to be disposed on in the correct manner. Recycle where possible.
- Toilets to be cleaned, swept and mopped.
- Tables and chairs stacked and returned to the storeroom.
- The outside area, including the car park to be free of litter.
- Please report if the building was not found in a clean and tidy state.

Decorations:

Decorations are welcome at the centre however they should be secured to the hooks provided around the walls. Helium balloons are not permitted at the centre. Streamers and balloons must not be hung from the ceiling fans. NO smoke machines are allowed.

Smoking:

To restrict fire safety hazard and overcome hazards of passive smoking Council has adopted a non-smoking policy. As such no smoking is permitted inside Council's community facilities.

Public Liability Insurance:

Casual hirers are covered under Tamworth Regional Council's Public Liability Policy. However, regular hirers, including registered clubs, sporting clubs and corporate bodies are expected to carry sufficient insurance for their activity, this must be at least \$10 million public liability. A copy of this policy must be provided at the time of booking.

Inspection:

An inspection of the hall will be conducted within 48 hours of the function. Should any of the terms and conditions not be met the bond or part thereof shall be withheld.

Booking Confirmation and Bond:

Half (50%) of the total fee must be paid to confirm your booking. The balance of your fee and bond is to be paid seven (7) days prior to the booking date. The bond will be returned by cheque to you twenty-one (21) days after booking dependant on you having met the above terms and conditions.

Please ensure that you have read this carefully before signing the application form. Council reserves the right not to accept any booking that it considers inappropriate for the facility.

Please note that fees and charges are subject to change. Fees are generally reviewed 1st July each year.

CONDITIONS OF HIRE FOR SPORTING OR RECREATIONAL FACILITY

1. The individual playing field or area on a sportsground facility shall be clearly identified and rented separately, the Hirer agrees to have usage of the areas as prescribed in the hiring agreement, and use only that part of the facility for which a fee has been paid (*bookings for canteens, dressing rooms, halls etc. must be specified in the rental agreement*).
2. The hirer must state the nature and type of activity that is to take place and pay in accordance with the Schedule of Fees and Charges as adopted by Council.
3. The hirer undertakes that in connection with the use of the facility they will not permit or suffer anything to be done which is damaging, disorderly or offensive.
4. All hire fees, bonds and deposits are to be paid two (2) weeks in advance.
5. The hirer is required to give fourteen (14) days notice of cancellation otherwise full payment must be made.
6. A cleaning bond is to be lodged by each club, prior to the commencement of the hiring season.
7. The person or group using the sportsground shall be held responsible for the cleanliness of such area. Failure to leave grounds in a clean and tidy state will result in the forfeiture of the cleaning bond.
8. Should the grounds not be left in a proper manner by 9.00am the morning following the use of the grounds, the Committee in addition to claiming the cleaning bond may seek to recover costs from the offending hirer.
9. No vehicles are to be driven on the playing fields without prior approval of the Management Committee.
10. Sub rental by sporting bodies which have been allocated the use of a particular sporting facility is prohibited.
11. All users must maintain a Public Liability Insurance Policy for a minimum of Ten Million Dollars (\$10,000,000), endorsed to indemnify Council against any accident, injury, or damage resulting from or incidental to the hirers use of Council property or facilities. This cover is additional to any player or participant insurance that the Club may effect to specifically cover sporting injuries.
12. Council, any of its officers or Management Committee reserves the right to refuse any booking or to cancel a booking and shall no way be liable for any loss or damage suffered by the Hirer, or any firm or corporation supplying any article or service to the hirer, or otherwise in consequence of the exercise of this right.
13. A hirer or person nominated by the hirer may collect keys and sign the rental agreement (*must have letter of authorisation from the group*) at a time suitable to the Booking Officer.
14. Refundable deposits will be returned within two (2) weeks of the hired date, provided the facilities are left in a condition satisfactory to the committee and the key returned.
15. No additional keys may be cut by the hirer.

Continued...

16. Sporting bodies making application for seasonal use must nominate commencement and finishing dates. In addition dates for trials, competition and finals must be provided, together with training days and times.
17. All affiliated groups have priority use on their normal competition date, in their season.
18. Creosote or dieseline products are **not** to be used for permanent markings. Substances to be used for markings must be approved by Council's Parks Superintendent.
19. No animals are to be on the ground unless prior permission is given by the Management Committee and is not in contravention of Council's Ordinance signs.
20. The hirer must obtain Council's approval for the erection of any signs within or outside the facility, in accordance with Council's Advertising Policy.
21. The Committee is to be provided with a list of numbers of players/teams, towns of residence and age groups. This information is to be used by Council to develop future facilities.
22. All clubs are to supply the names and addresses (*including telephone numbers*) of their President, Secretary and delegates of their club to the Management Committee.
23. Groups who have a seasonal booking may seek permission from the Management Committee to leave goal posts etc. in position during their off season, subject to cricket requirements but should be removed promptly on request from the Management Committee.
24. Hirers must ensure they obtain the necessary Permits for their activity eg Liquor License, Fireworks Permit, Entertainment License etc.
25. There is No Smoking allowed in ANY Council buildings.

SUMMER (From 3rd Weekend in September to 2nd Weekend in March)

End of season games can be played during March with priority over Winter sports, where multi-purpose fields are involved, provided that the club hiring the field has a home ground advantage. No Association will have the right to allocate fields for semi finals or finals during the months of March or September, unless prior approval of the Management Committee or Council (whichever is applicable) is granted.

WINTER (From 3rd Weekend in March to 1st Weekend in September)

End of season games can be played during September with priority over Summer sports, where multi-purpose fields are involved. Pre-seasons training may commence from the first week in February but must be in accordance with the requirements of the Summer hirers end of season competition. No Association will have the right to allocate fields for semi finals or finals during the months of March or September, unless prior approval of the Management Committee or Council (whichever is applicable) is granted.

BUILDING MAINTENANCE RESPONSIBILITIES

INTRODUCTION

The day to day operation of a number of Council's buildings is under the care and control of S355 Committees. These committees are responsible for some maintenance and repair tasks.

The appended list of maintenance and repair tasks shows those tasks for which the S355 Committee is responsible and those for which Council is responsible.

INITIATING MAINTENANCE AND REPAIR WORK

Maintenance and repair work that is the sole responsibility of the S355 Committee may be undertaken by the committee without reference to Council. Other maintenance and repair work should be referred to Council's Corporate Buildings Coordinator on phone 6767 5492 who will attach a priority rating to the maintenance task and arrange for it to be carried out day by day labour or contact labour as soon as possible.

SPECIFIC MAINTENANCE WORKS AND CAPITAL IMPROVEMENT WORKS

Specific maintenance works are those works that are not included in a routine annual maintenance budget. These works may include interior and exterior painting, floor covering replacement, etc and are usually the funding responsibility of Council. However the S355 Committee may request Council to include such works in its annual maintenance budget for a particular year. The S355 Committee may also request Council to fund Capital Improvement Works. Requests for such works should be directed to the Corporate Buildings Coordinator by the middle of August each year.

ROUTINE INSPECTIONS

General inspection of buildings under S355 care and control will occur at six (6) month intervals.

An inspection of buildings by Council's Corporate Building Coordinator will be conducted annually.

The following table contains the split in building maintenance responsibilities:

DESCRIPTION	RESPONSIBILITY
Carpet cleaning	S.355
Fan Cleaning	S.355
Internal walls and ceiling cleaning	S.355
Light bulbs/tubes (indoor and outdoor)	Council
Marking and remarking of sports courts	S.355
Repair and replacement of tennis court net	S.355
Replacement of stove and oven elements	S.355
Tap washers and toilet cistern washers	S.355
Window cleaning	S.355
Cleaning leaf matter (Ground Only)	S.355
General housekeeping	S.355
Maintenance of air conditioning system	Council
Maintenance of door knobs, locks and fittings	Council
Maintenance of emergency exit doors	Council
Maintenance of fire extinguishers	Council
Maintenance of scheduled lawns and gardens	S.355
Maintenance of toilet hygiene facilities	Council
Exterior and internal painting	Council
Replacement of floor coverings	Council
Replacement of light fittings, switches and power outlets	Council
Replacement of stove	Council
Resurfacing sports courts	Council
Exterior paving	Council
Repair and replacement of boundary fences	Council
Repair and replacement of hot water system	S.355/ Council
Repair, clean and replacement of roofing, gutters and downpipes	Council
Repair electrical service and circuits	Council
Repair of sports court surface	S.355
Repair of tennis court surface	S.355
Water, sewerage and stormwater services	Council
Window and door assemblies	Council
Damage to internal structure and fittings, including windows – break and enter only	Council (Insurance)
Damage to internal structure and fittings , including windows – except break and enter	S.355
Removal of external graffiti	Council / S.355
Removal of internal graffiti	S.355

Note: S355 committees are responsible for the maintenance and repair of all fittings and consumables and for accidental breakages.

Council's relevant Standard Work Practice (SWP) should be followed when carrying out each maintenance procedure.

REQUISITION FOR MAINTENANCE

Application Number

Sportsgrounds Parks Buildings

Requested by: _____
(Management Committee)

Date: _____

Contact Person: _____

Phone/Fax _____

Location/Centre & Address: _____

Job Location: (eg ladies or gents toilet, kitchen etc) _____

Description of Work Required: _____

Job Number: _____ Signature: _____



Office Use Only:

Builder: _____

Plumber: _____

Electrician: _____

Others _____

Priority:

Routine ASAP Urgent Emergency

Comments: _____

Completed By: _____

Date: _____

HALL HIRE CHECKLIST

Location: _____

Date of Use: _____

Area	Before Hire	After Hire	Comments
Overall Cleanliness			
Toilets			
Floors, Floor Covering			
Walls			
Rubbish emptied and removed			
Furniture (tables/chairs) check all in good repair			
Stage and Equipment			
Doors, Locks etc			
Kitchen – check cupboards, floors, sink			
Fire fighting equipment			
Electrical - check switchboard			
Overhead fans			
Heating			
Plumbing – taps in toilet and kitchen areas etc			
Verandahs			
Pathways/stairs			

After Hire Comments:

Signatures:

<u>Hirer:</u> (before hire) _____ (after hire) _____	<u>Management Committee:</u> (before hire) _____ (after hire) _____
--	---

Allocation of Playing Fields

For regular hirers/users application must be submitted each year at least two months prior to the commencement of the season nominating the dates and times of use of the playing fields.

Where playing fields are not being fully utilised, an advertisement will be placed in the local press three months in advance calling for applications for the use of the playing fields for the coming season.

The closing date for all applications in (2) above is one month prior to commencement of the season.

Applications will be received by the Community Committee.

Allocations of the playing fields will be made according to the applications received with regular seasonal hirers given priority. No allocations will be made to clubs who fail to submit an application form. All applicants will be advised of allocations and payment of the appropriate charges which will be paid as follows:

25%	-	prior to commence of season
Balance months.	-	by equal monthly payments of 25% over the next three months.

Hire rights may be suspended until payment is received and a penalty prescribed in Council's adopted fees and charges applied for the period of payment unless prior arrangements for payment are made with the Community Committee.

Priority will be given to local sporting clubs who have the majority of its members residing in Tamworth Regional Council Area.

New clubs applying for fields must provide details of membership, club history, financial status and proposed use of the fields. Any special requirements must be requested on the application form and paid for in full prior to the use of allocated sporting field.

Where electricity is used the hirer is required to pay its proportion of the usage.

The Community Committee must be notified of any changes to the club's application within twenty one (21) days from the date of notification of field allocations. Clubs will be liable for payment for all fields allocated to them until the Community Committee is notified of the changes.

Use of the grounds is prohibited outside the times and days nominated by the club and approved by the Community Committee. The Community Committee retains the rights to hire fields outside times and days nominated by the clubs. The Community Committee must be notified as soon as possible of any special events including registrations, presentations, knockouts, State Competitions and Gala days etc.

Where an application is rejected by the Community Committee, the hirer shall be notified in writing with an explanation for the rejection.

Wherever possible only one (1) club will be allocated to each field on a seasonal basis. Where usage patterns on a particular field are low, the Community Committee may allocate two (2) or more clubs to that field with each club being considered as a hirer under the terms of these Conditions of Hire. Where regular hiring of field exists, additional hire will follow only after consultation with preferred hirer. Sub-rental by sporting bodies which have been allocated the use of a particular sporting field is prohibited.

Hire of Sporting Grounds by Schools

Schools must apply to the Community Committee for permission to use the field.

Teachers are to ensure that the grounds are left clean and tidy after use. Schools may incur a charge to clean up a sporting field and surrounds if left in an untidy state.

Schools are to ensure that they must have a Public Liability Insurance Cover of \$20 million prior to using the sporting facilities. Council requires that evidence be sighted by the Community Committee.

Individual clubs cannot accept bookings from schools.

Any misuse of sporting fields by schools is to be reported to Council and appropriate action will be taken by Council.

Safety Inspection Checklist

INSPECTION CHECKLIST & SUMMARY

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
FIRE				
Extinguishers in place, clearly marked for type of fire and recently serviced.				
Adequate direction notices for fire exits.				
Exit doors easily opened from inside.				
Fire instructions available and displayed				
Regular for drills carried out.				
Training sessions				
ELECTRICAL				
No broken plugs, sockets or switches.				
No frayed or damaged leads.				
Portable power tools in good condition.				
No temporary leads on floor.				
Emergency shut down procedures in place.				
No Strained leads				
GENERAL LIGHTING				
Adequate Illumination				
Good Natural lighting				
Good light reflection from walls and ceilings.				
No direct or reflected glare				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
Light fittings clean and in good condition				
Emergency lighting operable				
CHEMICALS				
MSDS for all chemicals				
Containers clearly labelled				
Do special storage conditions apply?				
FIRST AID				
Cabinets and contents clean and orderly				
Easy access to cabinets				
Employees aware of location of first aid cabinet				
Cabinet clearly labelled				
Adequate stocks				
FLOORS				
Clean surfaces, no cracks and holes				
Loose boards				
Grills cleaned regularly				
Oil and grease removed				
Entry across walkways kept clear				
No electrical leads across walkways				
Walkways adequately lit and clearly marked				
Unobstructed vision at intersections Stairs/Risers				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
OFFICE HAZARDS				
Filling systems stable				
Chairs and desks in good repair and suitable for intended purpose				
U workstations appropriate				
Use of soft pastel interior decorating				
Carpeting in office areas				
OFFICE HAZARDS				
Ventilation in enclosed offices				
Noise levels in enclosed offices				
Shelving height				
PERSONNEL				
Protective equipment in use				
Working alone – near traffic, open flames, electricity				
SITES				
Warning signs and flashing lights				
Facilities and/or control of traffic and pedestrians				
Perimeter/boundary fences or barriers				
ELECTRICAL POWER TOOLS				
Awareness of electrical hazards				
Compulsory monthly tagging of power tools				
Regular maintenance of power tools				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
On site checking of tools prior to using				
Requirement of earth leakage Circuit Breaker				
SMALL PLANT				
Observation of warning tags				
Training sessions on proper use				
Observing possible danger to passers by, children, onlookers				
Clear working area				
Erection of required signs				
Checking/securing the required guards				
SMALL PLANT				
Secure safety devices/valves etc. are functioning				
Observe the correct procedures for handling/lifting of heavy items				
Observe the correct procedure for fueling and keeping of fuel				
LARGE PLANT/MACHINERY				
Check and maintain machine in good working order				
Regular servicing and testing of units				
Erection of required signs				
Ensure amber revolving/flashing lights work				
Observe the applicable regulations and restrictions eg. Working under power lines				
Training and proper licensing of operators				

AREA OF INSPECTION	GOOD	SATISFACTORY	ACTION REQUIRED	
			IMMEDIATELY	TO BE SCHEDULED
Use only proper slings and ropes				
Ensure safety devices and warning barriers are in good working order				
Correct procedures are followed eg. Wearing seat belts, operating manner				
DEPOT				
Observe procedure for entering an area where an activity is taking place				
Observe restriction on the keeping of dangerous goods				
HAZARDOUS MATERIAL				
Understand the nature of hazardous materials				
Understand the procedures to handle dangerous goods				
SMALL PLANT				
Preserve safety of others				
Protective clothing/gear				
TRUCKS				
Safety of load				
Safe operating manner				
Check and maintain truck in good working order				

INSPECTED BY: _____ (NAME) _____ (SIGNATURE)

_____ (NAME) _____ (SIGNATURE)

DATE: ____ / ____ / ____

Inspection Summary

TAMWORTH REGIONAL COUNCIL OCCUPATIONAL HEALTH AND SAFETY

Location:

Date of Inspection:

Manager Responsible:

Areas Requiring Further Attention:

13)

14)

15)

16)

17)

18)

19)

20)

21)

22)

23)

24)



Section Seven - Events

This section applies to all Section 355 Committees that host an event within the Tamworth Regional Council area. Inadequate planning on behalf of an event organising committee can cost Council thousands of dollars and expose Council to a range of insurance risks.

To assist the organising committee and Council in the planning and management of an event refer to **Council's Support Package for Managing an Event** at the end of this section. This document will assist your Committee in the planning of an event, activity, stall or function that will take place on or at Council facilities.

The following documents/guidelines have been prepared and it is crucial that the appropriate documentation and forms are completed correctly and sent to Council within the timeframes outlined. Failure to do so could result in Council and/or Council's insurance not covering the event and/or providing financial assistance to this event. Weekend Markets that are not part of a festival do not need to complete the event analysis form however Development Consent from must be obtained from Council and all Stall holders need to complete a **Registration Form for Events/Markets**. A copy can be found at the end of this section.

The following documents are included in this section:

1. Event Analysis
2. Traffic Management for a Special Event
3. Post Event Analysis
4. Registration Form for Events/Markets
5. Tamworth Regional Council – Support Package for Managing an Event

Guidelines to Remember

EVENT ANALYSIS



An event analysis is to be undertaken in the planning stages of the event. The form can be found at the end of this section. This form is to be returned to Council at least six (6) months prior to the start date of the event. All stall holders for events or weekend markets (with Development Application Approval) need to complete a Registration Form for Events/Markets.



REQUESTS FROM COUNCIL FOR ASSISTANCE

All requests for donations and/or funding to assist in hosting an event should be listed in the Event Analysis. Requests for assistance that have not been listed in the Event Analysis will not be considered. All Committees must examine the benefits of holding an event with the view of becoming self sustaining (no Council Cash Contribution) within three (3) years of the first event.

ROAD CLOSURES



An application form for Traffic Management for a Special Event will need to be completed by the organising committee prior to any road closures being considered. This information package is located at the end of this section. This form must be completed correctly to prevent delays in processing the application. If there are any questions or difficulties in completing this form please contact your Section 355 Coordinator.



Once the form has been completed it must be returned to Council at least four (4) months prior to the date of the event, it will be sent to the Tamworth Regional Local Traffic Committee for approval. The Traffic Committee will then recommend to Council the closure of the road/s and will go before the next Services and Infrastructure Committee Meeting of Council. Council will organise the signage and close the road on the approved day.

RISK ASSESSMENTS

Risk Assessments for Events must be undertaken by the Event Committee and submitted to Council three (3) months prior to the event.



POST EVENT ANALYSIS



The purpose of a Post Event Analysis is to evaluate the event and recognise and identify anything that was missed in the planning for the event so that the Event can be improved next time it is held. This form is to be completed and returned to Council no later than two (2) months after the event. This form can be found at the end of this section



Section 355 Community Committees

Event Analysis

This form must be completed and submitted to Tamworth Regional Council at least six (6) months before the event. Please direct any questions to your Section 355 Coordinator.

Committee Name:	
Contact Person:	Office/Title:
Telephone:	Facsimile:
Secondary Contact:	Telephone:

Name of Event:

Event Start Date:	Event Finish Date:
Event Occurrence: (Annually, Bi-Annually etc)	

Event Description:

	Continued next page....

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Cash Donation from Council
Amount Requested:
(Please detail below how this money will be expended.)

Event Budget	\$	Expenditure:	\$
Income:		Administration:	
Admissions:		Venue/Equipment Hire:	
Fundraising:		Marketing:	
Sponsorship:		Other Event Costs: (Please itemise all costs over \$500.00)	
State/Federal Grants:			
Council Contribution Requested:			
Other:			

Total:		Total:	

Other Comments:

Privacy Statement

Any personal information you have supplied to or is collected by the Council will only be collected, stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. The information supplied will assist Council in assessing your application. Failure to supply the information may result in delays and/or rejection.

Signature

I certify that all details supplied in this form are true and correct to the best of my knowledge and that the form has been submitted with the full knowledge and agreement of the committee.

Signature: _____ Date: _____



Tamworth Regional Council

Traffic Management for a Special Event Information Package

This information package contains:

Whole of Government <i>Traffic Management for Special Events</i> process	The process shows the steps taken to hold a Special Event. It defines the actions taken by the Event Organiser, Police, Local Council, the RTA and any other trust or authority involved in the event.
NSW Police <i>Notice of intention to hold a Public Assembly Schedule 1</i> form	Use this form to request Police approval to hold a public assembly.
Recommended <i>Transport Management Plan</i> template for a Special Event	Use this template to create your Transport Management Plan.

Special Event Classes

Class 1	Class 2	Class 3	Class 4
An event that impacts major traffic & transport systems	An event that impacts local traffic & transport systems	An event with minimal impact on local roads	Moving event under police control
Significant disruption to non-event community	Minimal impact on non-event community	No impact on non-event community	Impact varies from significant to minimal

This application form must be completed in full where applicable and received by Council no later than 3 months prior to the event taking place.

Tamworth Regional Council Contacts for event approvals is:

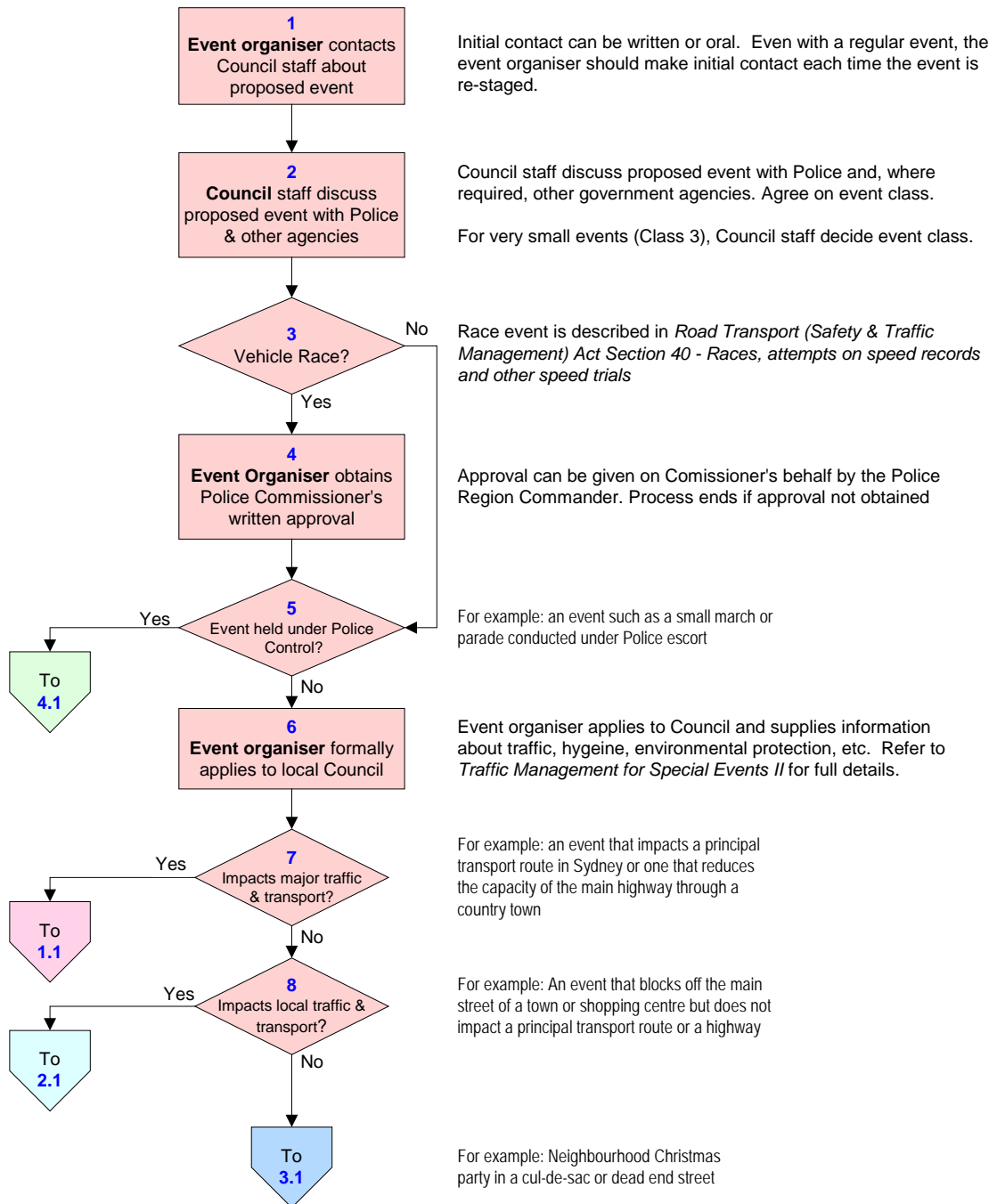
Traffic Management Officer

Craig Orvad

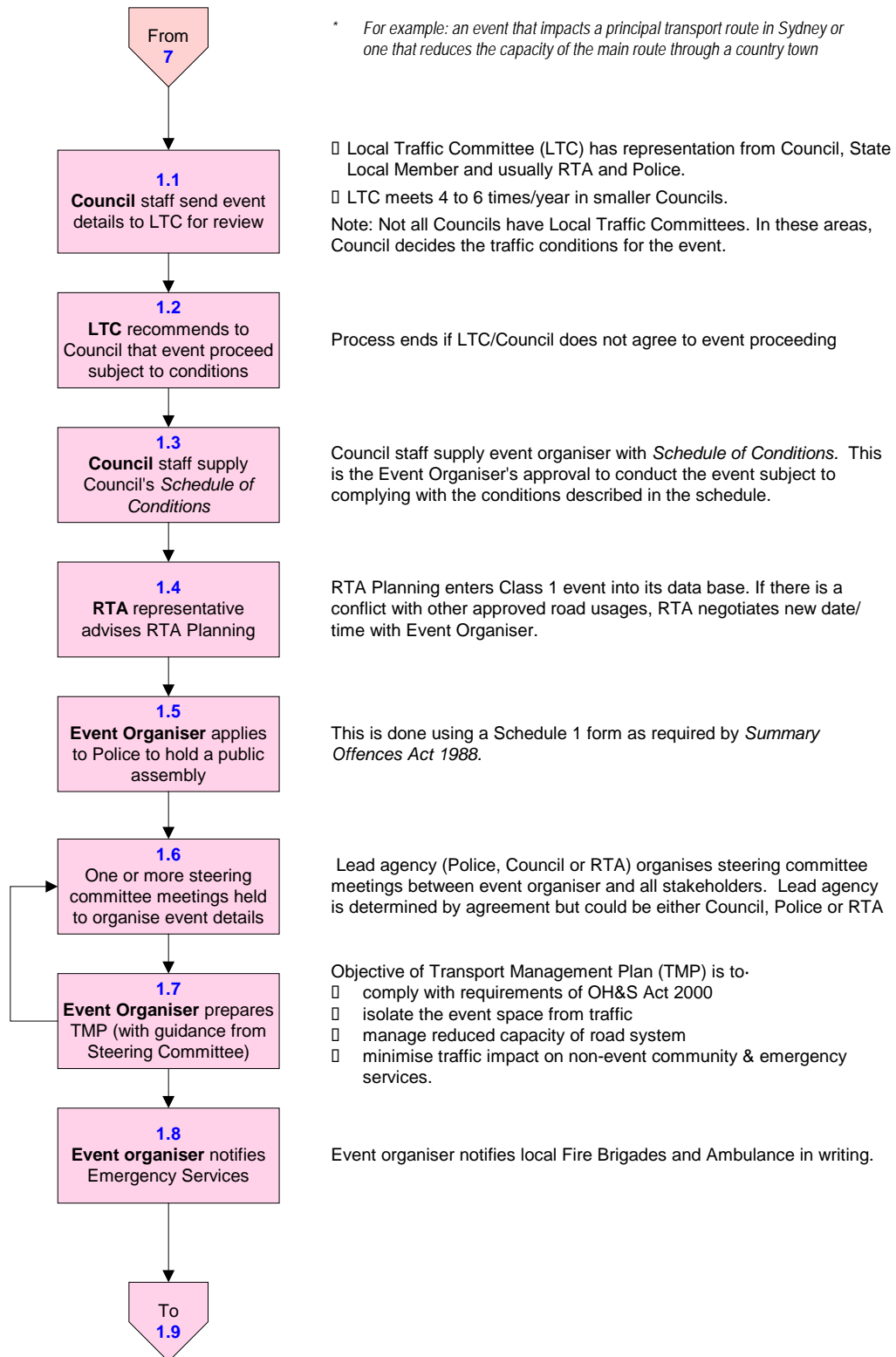
(02) 6767 5548

TRAFFIC MANAGEMENT FOR SPECIAL EVENTS

Whole of Government Process - Overview

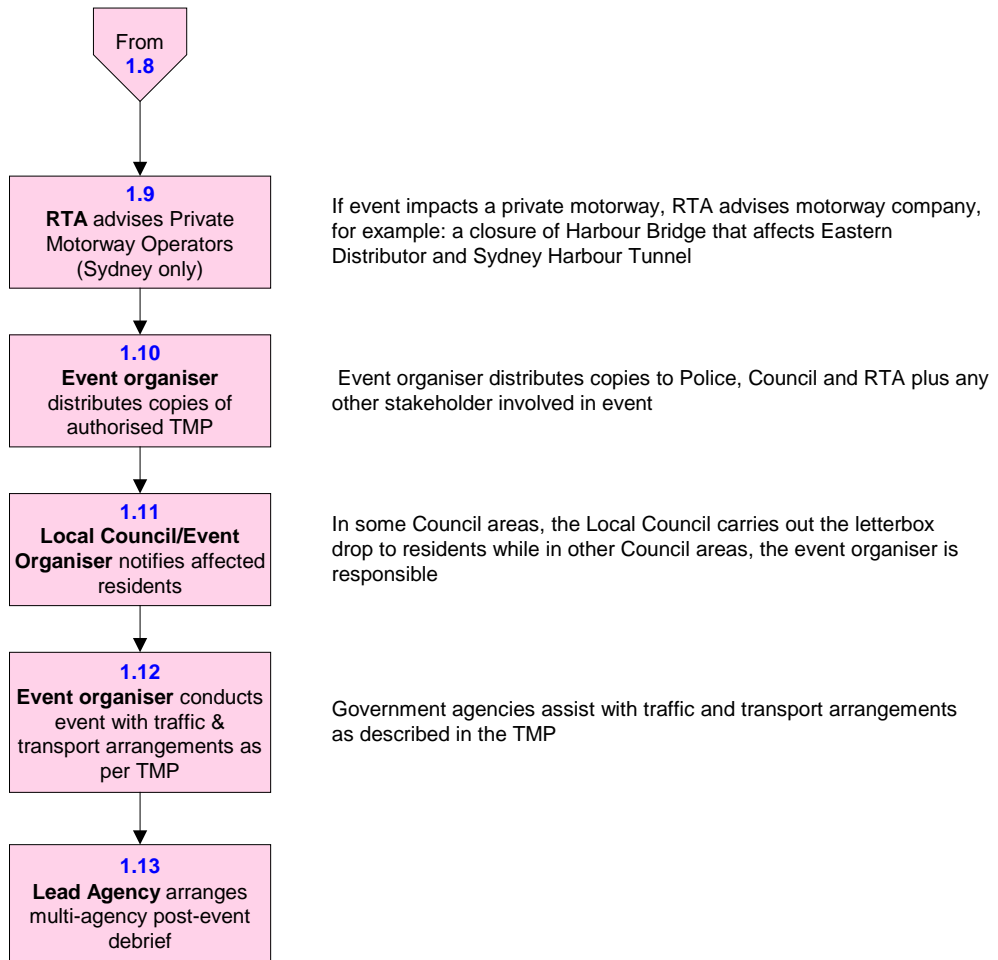


CLASS 1 SPECIAL EVENT PROCESS - Sheet 1 of 2
 Special event that impacts major* traffic and transport systems



* For example: an event that impacts a principal transport route in Sydney or one that reduces the capacity of the main route through a country town

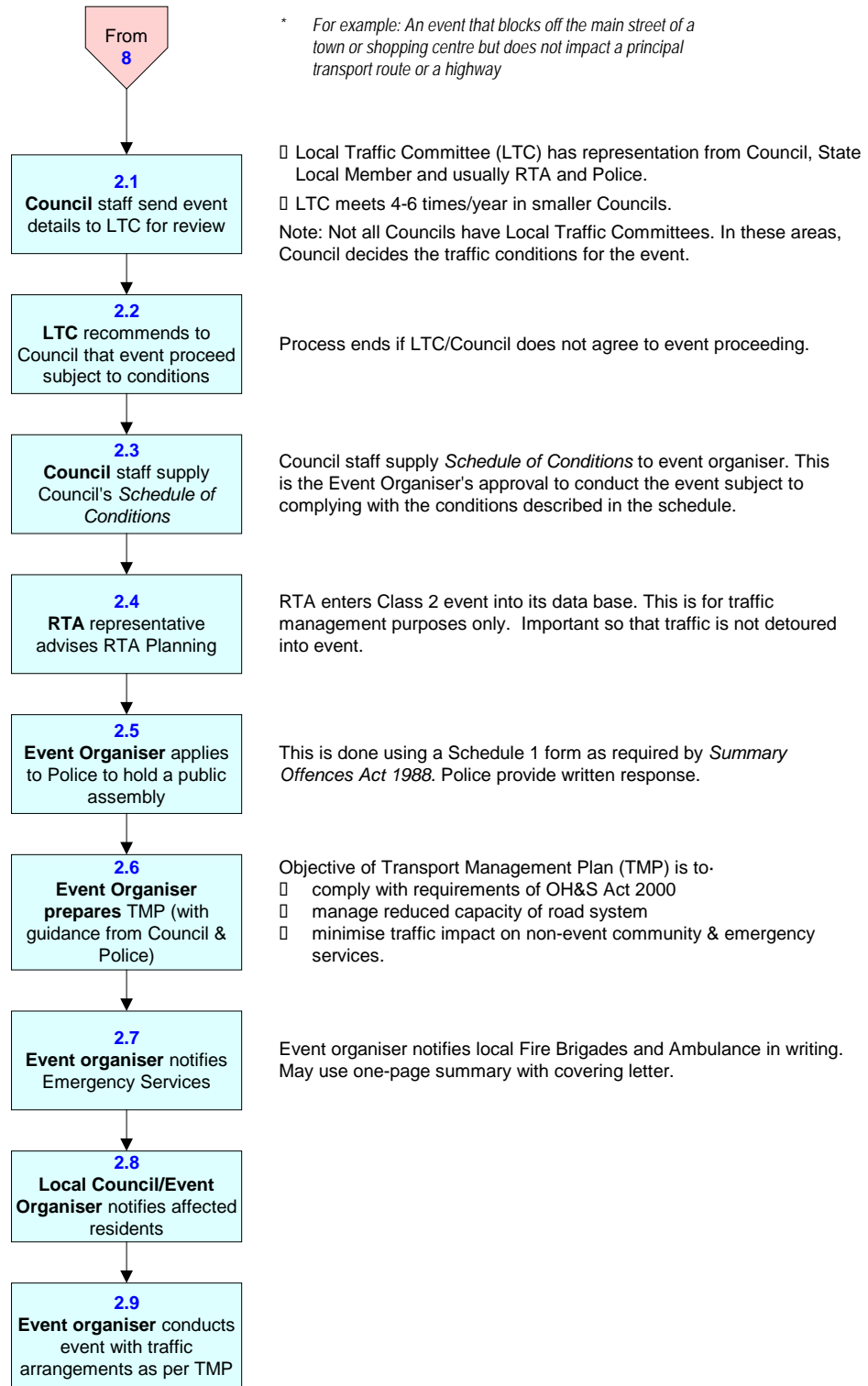
CLASS 1 SPECIAL EVENT PROCESS - Sheet 2 of 2
Special event that impacts major traffic and transport systems



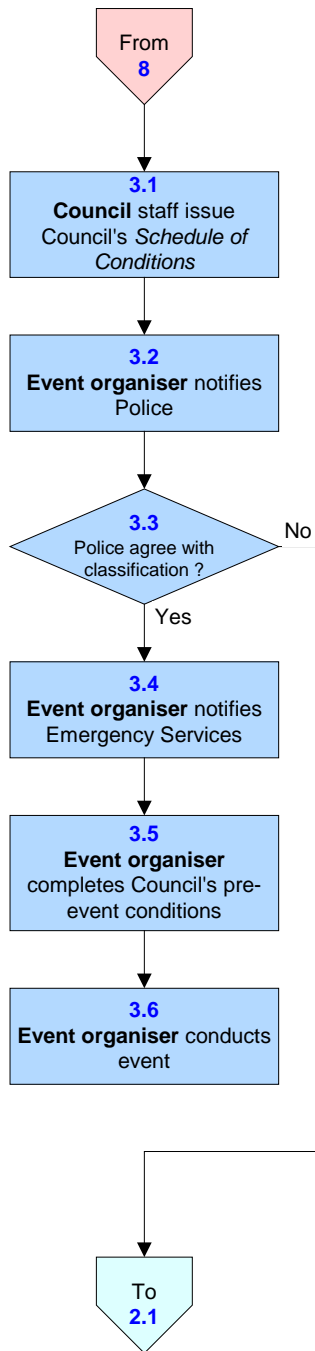
Note: Although each step occurs as described above, they may not necessarily be in the order described. In practice, several steps may occur in parallel

CLASS 2 SPECIAL EVENT PROCESS

Event that impacts local* traffic and transport systems



CLASS 3 SPECIAL EVENT PROCESS
 Event with minimal impact* on local roads
 (Available in some Local Government Areas¹)



* For example: a neighbourhood Christmas party in a cul-de-sac or dead end street

Schedule of Conditions describes Council's requirements that must be met before event can proceed². Because of their minimal impact on local traffic and transport systems, applications for Class 3 events may not need to go to Local Traffic Committee.

Event organiser requests, in writing, Police approval from Local Area Command's traffic representative. If this is a public assembly, a Schedule 1 application under *Summary Offences Act 1988* is required. If the event is strictly private, the Schedule 1 application is not required but Police must still be advised.

Event organiser notifies local Fire Brigades and Ambulance in writing.

For example: obtaining consent of other residents or businesses

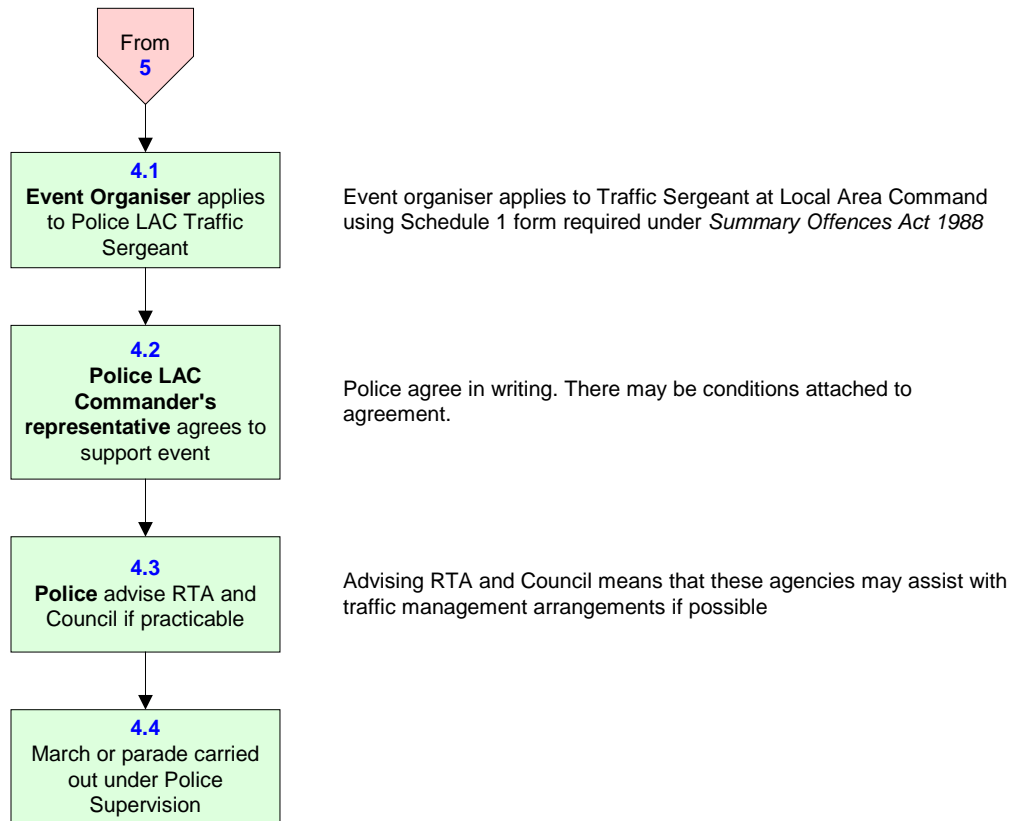
Event organiser conducts event in compliance with Council conditions.

NOTES:

- 1 The availability of this event class depends on each Council's Special Events Policy.
- 2 If this is a public gathering (and not a private gathering) the event organiser may be considered to be an employer under the *OH&S Act 2000*.

CLASS 4 SPECIAL EVENT PROCESS

Moving event under Police control*



* For example: an event such as a small march or parade conducted under Police escort (that is not a protest or demonstration)

1 Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold <i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is</p>

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(I) There will be (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:

.....
.....
.....

(II) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(III) The following number and type of animals will be involved in the assembly:

.....
.....

(IV) Other special characteristics of the proposed assembly are as follows:

.....
.....

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

.....
.....
..... Postcode.

Telephone No.

6

Signed

Capacity/Title

Date

2 Special Event Transport Management Plan

1 Event details

1.1 Event summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Start Time: Event Packdown Finish Time:

Event is off street on street - moving on street non-moving

1.2 Contact names

Event Organiser*

Phone: Fax: Mobile: E-mail:

Event Management Company (if applicable)

Phone: Fax: Mobile: E-mail:

Police

Phone: Fax: Mobile: E-mail:

Council

Phone: Fax: Mobile: E-mail:

Roads & Traffic Authority (if Class 1)

Phone: Fax: Mobile: E-mail:

**Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

1.3 Brief description of the event (one paragraph)

2 Risk Management - Traffic


- | | | | | |
|---------|---------|---------|--------------------------|---|
| CLASS 1 | CLASS 2 | CLASS 3 | 2.1 | <i>Occupational Health & Safety - Traffic Control</i> |
| | | | <input type="checkbox"/> | Risk assessment plan (or plans) attached |
| | | | 2.2 | <i>Public Liability Insurance</i> |
| | | | <input type="checkbox"/> | Public liability insurance arranged. Copy of Policy attached. |
| CLASS 1 | CLASS 2 | CLASS 3 | 2.3 | <i>Police</i> |
| | | | <input type="checkbox"/> | Police written approval attached |
| CLASS 1 | CLASS 2 | CLASS 3 | 2.4 | <i>Fire Brigades and Ambulance</i> |
| | | | <input type="checkbox"/> | Fire brigades notified |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | Ambulance notified |

3 Traffic and transport management

- | | | | | |
|--------------------------|--|---------|--------------------------|--|
| CLASS 1 | CLASS 2 | CLASS 3 | 3.1 | <i>The route or location</i> |
| | | | <input type="checkbox"/> | Map attached |
| | | | 3.2 | <i>Parking</i> |
| | | | <input type="checkbox"/> | Parking organised - details attached |
| | | | <input type="checkbox"/> | Parking not required |
| | | | 3.3 | <i>Construction, traffic calming and traffic generating developments</i> |
| | | | <input type="checkbox"/> | Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached |
| | | | <input type="checkbox"/> | There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes |
| | | | 3.4 | <i>Trusts and Authorities</i> |
| | | | <input type="checkbox"/> | This event uses a facility managed by a Trust or Authority; written approval attached |
| <input type="checkbox"/> | This event does not use a facility managed by a trust or Authority | | | |
| CLASS 1 | CLASS 2 | CLASS 3 | 3.5 | <i>Public transport</i> |
| | | | <input type="checkbox"/> | Public transport plans created - details attached |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | Public transport not required |
| | | | 3.6 | <i>Reopening roads after moving events</i> |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | This is a moving event - details attached. |
| | | | <input type="checkbox"/> | This is a non-moving event. |
| CLASS 1 | CLASS 2 | CLASS 3 | 3.7 | <i>Traffic management requirements unique to this event</i> |
| | | | <input type="checkbox"/> | Description of unique traffic management requirements attached |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | There are no unique traffic requirements for this event |
| | | | 3.8 | <i>Contingency plans</i> |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | Contingency plans attached |
| | | | 3.9 | <i>Heavy vehicle alternate routes</i> |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | Alternative routes for heavy vehicles required - RTA to arrange |
| | | | <input type="checkbox"/> | Alternative routes for heavy vehicles not required |
| CLASS 1 | CLASS 2 | CLASS 3 | 3.10 | <i>Special event clearways</i> |
| | | | <input type="checkbox"/> | Special event clearways required - RTA to arrange |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | Special event clearways not required |

4 Minimising impact on non-event community & emergency services

- | | | | | |
|---------|---------|---------|--------------------------|--|
| CLASS 1 | CLASS 2 | CLASS 3 | 4.1 | <i>Access for local residents, businesses, hospitals and emergency vehicles</i> |
| | | | <input type="checkbox"/> | Plans to minimise impact on non-event community attached |
| CLASS 1 | CLASS 2 | CLASS 3 | <input type="checkbox"/> | This event does not impact the non-event community either on the main route (or location) or detour routes |

- 
- 4.2 *Advertise traffic management arrangements*
- Road closures -advertising medium and copy of proposed advertisements attached
 - No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
 - No road closures or special event clearways - advertising not required
- 4.3 *Special event warning signs*
- Special event information signs are described in the Traffic Control Plan/s
 - This event does not require special event warning signs
- 4.4 *Permanent Variable Message Signs*
- Messages, locations and times attached
 - This event does not use permanent Variable Message Signs
- 4.5 *Portable Variable Message Signs*
- The proposed messages and locations for portable VMS are attached
 - This event does not use portable VMS

5 Approval

Approved by Event Organiser Date

Section 355 Community Committees

Post Event Analysis

This form must be completed and submitted to Tamworth Regional Council no later than two (2) months after the event. Please direct any questions to your Section 355 Coordinator.

Committee Name:	
Contact Person:	Office/Title:
Telephone:	Facsimile:
Secondary Contact:	Telephone:

Name of Event:

Event Start Date:	Event Finish Date:
-------------------	--------------------

Overall Event: (how did it go?)

Funding

Cash Donation from Council

Amount Received: \$

(Please detail below how this money was expended.)

Event Statement			
Income:	\$	Expenditure:	\$
Admissions:		Administration:	
Fundraising:		Venue/Equipment Hire:	
Sponsorship:		Marketing:	
State/Federal Grants:		Other Event Costs: (Please itemise all costs over \$500.00)	
Council Contribution Requested:			
Other:			
Total:		Total:	

Other Comments:

Privacy Statement

Any personal information you have supplied to or is collected by the Council will only be collected, stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. The information supplied will assist Council in assessing your application. Failure to supply the information may result in delays and/or rejection.

Signature

I certify that all details supplied in this form are true and correct to the best of my knowledge and that the form has been submitted with the full knowledge and agreement of the committee.

Signature: _____ Date: _____

Section 355 Community Committees Registration Form for Events/Markets

Registration Form for: _____

Must be completed in black pen

(Event)

BUSINESS OR COMMUNITY ORGANISATION:	
ADDRESS:	
CONTACT NAME:	
PHONE:	FAX:
MOBILE:	EMAIL:
DESCRIPTION OF STALL/AMUSEMENT DEVICE (I.E. FOOD VENDOR)	

ENTRY FEES

Entry Fee: \$ _____ Please make cheques payable to: (Insert your 355 Committee)	ENTRIES CLOSE _____ (Date)	Complete the Registration Form & return together with: ■ Entry fee; & ■ Copy of Public Liability Insurance to: (Insert 355 Committee). Address: Ph: (Insert Phone Contact) Fax: (Insert Fax Number) Email: trc@tamworth.nsw.gov.au
---	--	---

PUBLIC LIABILITY INSURANCE

Copy of full and adequate Public Liability Insurance attached? **YES / NO** (If no-Committee to forward application to Council for consideration)

Certain conditions apply for entry into the (INSERT NAME OF EVENT) and all participants must adhere to these conditions of entry. I/we shall hereby adhere to the instructions and conditions from Tamworth Regional Council and its representatives. Exhibitors also indemnify Tamworth Regional Council and its representatives against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of anything done or omitted to be done by the hirer or arising out of any accident to or damage to or loss of the property or personal injury.

Signature: _____	Date: _____
Print Name: _____	

\$.00	Free <input type="checkbox"/>
Paid	/ /	
Rec No		
Issue per		

Please refer to conditions of entry on reverse...

CONDITIONS OF ENTRY & GUIDELINES FOR (INSERT NAME AND EVENT)

Insert any conditions or guidelines that may be appropriate for the event. (i.e. All vintage cars are to be registered)

Note: Some conditions can be obtained from a Risk Management Plan or from assistance of TRC Staff.



*SUPPORT PACKAGE FOR
MANAGING AN EVENT*

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1. MANAGING YOUR EVENT

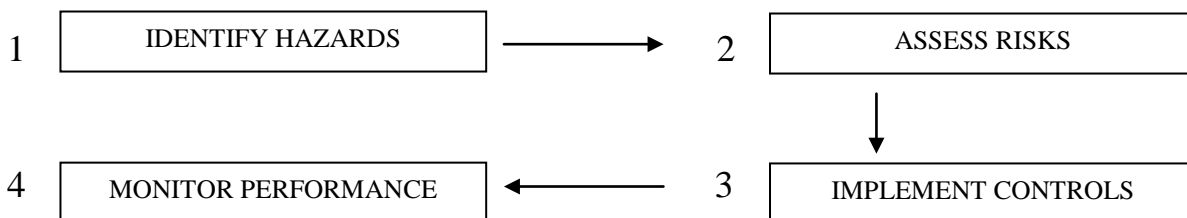
This **Support Package** (that forms part of Chapter 9 of the Section 355 Community Committees Operation Manual) is designed to assist the Section 355 Committees in the planning of an event, activity, stall or function that will take place on or at Council facilities. It is important that right from the start of the planning process, the Committee is aware of the need to manage and mitigate any risks undertaken in the conduct of the event. Whilst Council has public liability insurance, this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of the public, the participants and suppliers.

1.1 Why do we have to manage our Risk?

On-site safety at the event is paramount – the public expects to be able to enjoy the event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of and on-site at your event and work to implement solutions. Assistance in this area can be gained from Council’s Integrated Management Systems (IMS) Team. (Refer to Section 1.8. Page 6 for contact details).

1.2 What is Risk Management?

The basic principles of and processes in Risk Management are:-



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes in grounds or in footpaths;
- Marquee pegs in thoroughfares;
- Electrical leads on ground and untagged electrical equipment;
- Overcrowding in carparks or mixing vehicle and pedestrian traffic;
- Uneven stage floor or performance space;
- No hand washing facilities at food handling stalls.

These examples could be rectified with simple solutions. By early identification of hazards, risks can be minimised. It is your responsibility to ensure that you comply with Council’s Risk Management procedures and you complete the relevant paperwork.

1.3 So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. This process is designed to afford Council and the Committees the best possible documentation control/protection should an incident arise from an event. Whilst it will seem cumbersome for the first few times you undertake it, you will recognise the benefits and become more comfortable with it. This Package includes:

- **Pre-Event Safety Checklist** (Section 2. Page 7) – which asks you to consider a range of questions to help identify what is needed for the event you are organising. This checklist includes the matters you should consider regarding events on roads.
- **The Event – Things to Consider Guide** (Section 3. Page 10) – provides a guideline to matters that you should think about and address during your event planning.
- **Risk Management Plan (RMP)** (Section 4. Page 16) – this risk plan identifies relevant stakeholders who, through consultation, will assist you in identifying the hazards associated with each activity to be conducted for the event.

- **Site Induction Sheet** (Section 6. Page 24) – this sheet allows you to induct the event stakeholders into the relevant site, to identify the hazards/risks, and to familiarise them with Risk Management Plan strategies.

1.4 Planning and Programming

Careful planning is vital to make the event that you are organising a success. Developing a **Risk Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters, and your time and effort in planning is reflected in a quality event. Of course, the bigger the event the greater the management required. The **Event Planning Guide** (Section 3. Page 10) will assist you in this process. This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead;
- Establish a working group or committee if necessary and have named organiser(s) identified;
- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead, longer if you are planning a major event. This should also be coordinated through the Events & Marketing Division of Council;
- The Events & Marketing Division of Council can also assist with publicity, press releases, assistance with advertising through Tourism Tamworth and our Visitors Information Centre;
- Inform the Council and check if you need permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you seek Council's requirements at least three months before the proposed event;
- Book your venue/site 6-12 months ahead and confirm in writing;
- Check the availability of sound and light equipment, marquees etc;
- Book first aid, caterers, judges, compares, dignitaries and any other services 6 – 9 months ahead;
- If holding competitions send out schedules and rules 2 – 4 months ahead;
- Start looking for volunteers and staff 2 – 4 months ahead;
- Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the time scales involved;
- Apply for licences, consents, approvals, permits at least 3 – 4 months ahead, earlier if you can;
- Create other plans to achieve publicity and target sponsors;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.
- **Most importantly - Complete and submit the Event Analysis Form (Appendix 9.1) to Council four (4) months prior to the Event.**

1.5 What to do when things go wrong

Remember, as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court.

If an incident does occur at any event on Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were the risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember, careful planning and organisation will help ensure that your event is successful and above all else, safe.

1.6 Suggested Action from Here for Risk Assessment

- 1 Review the **Pre-Event Safety Checklist** (Section 2. Page 7) and the **Things to Consider Guide** (Section 3. Page 10).
- 2 Then use the **Event Planning Guide** to start the process of your Risk Management Plan. This requires considerable information to be sourced.
- 3 Look at your event and consult with all the stakeholders participating in the event.
- 4 Develop the **Risk Management Plan** after consultation with stakeholders. The plan should list all the pertinent hazards, risks involved, control measures taken to reduce that risk. This plan should be completed with consultation from Council's Integrated Management System (IMS) Team. (Refer to Item 1.8 for the IMS Team's contact details).
- 5 On the day, induct the organisers and relevant stakeholders by completing the **Site Specific OHS Induction Sheet**. This will identify the hazards/risks, and familiarize stakeholders with Risk Management Plan strategies as developed from the Risk Management Plan. This document is to be signed by all those attending the site induction.

1.7 Useful Publications

- Volunteer procedure from the Section 355 Community Committees Operation Manual.
- Tamworth Regional Council Integrated Management System (IMS) Manual. (Please contact Council's IMS Team to obtain a copy of the relevant section/s that relates to your event).

1.8 Further Information

Contact details for the Council IMS Team are as follows:

- Quality Officer on phone: 02 6767 5551
- Environmental Office on phone: 02 6767 5544
- Occupational Health & Safety Officer on phone: 02 6767 5422

2. PRE-EVENT SAFETY CHECKLIST

(tick box as required)

2.1 General Events

- Have the following key personnel been identified? Event Organiser, Safety Manager, Staff, Volunteers, Helpers?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, volunteers, suitable for prams and pushchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable volunteers?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?

- Do you have an emergency plan? Does it cover everything? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Is a Place of Public Entertainment licence required from the Council?
- Do you have insurance cover?
- Do you have a budget for this event?
- Are you collecting cash? If so, what cash procedures do you have in place?
- Are any additional services like extra street cleaning required from Council?
- Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food and drink you will be offering?
- You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information.
- Have you obtained the Temporary Food Permit?
- It is advisable that you have a system in place to cater for children who have been dislocated from their guardians. Depending on the size of the type/size of the event, a specific lost children service may be required. Contact the group for more details.
- Forward a copy of the Event/Hire Form to the local Police for their information.**

2.2 Events on Roads

In addition to the general safety checklist items, consideration should be given to organising events on roads. In all cases event participants must comply with **The Road Transport (Safety and Traffic Management) Act 1999**, and **The Australian Road Rules**. (Refer to Section 9 of the Section 355 Operational Manual for a copy of the Tamworth Regional Council's Traffic Management for a Special Event).

Consider the following:

- Timing. Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- Planning your route. Whenever possible your event should be held in a park, sports ground or on footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Don't use roads without proper footpaths or verges. Don't use roads where there are road-works as these can be dangerous.
- Events on local roads and/or highways require Council and NSW Police approval. Any event where the highway is involved must have written approval from the RTA.
- A briefing by the organiser of the event must be conducted prior to the event with all competitors and marshals being informed of their responsibilities and safety aspects for the event.

- ☐ Changes in the route. Make sure you obtain approval from Council for any changes to your route. Make sure that everyone taking part knows about the changes through the marshals or signs.

2.3 Further information

For further information contact Council's Manager Citizen Services on phone 02 6767 5557.

3. THE EVENT PLANNING GUIDE – THINGS TO CONSIDER

3.1 The Event Planning Guide

Use this Guide to assist you to cover all the various elements for a successful event. You may not need to use all the sections, eg if there is not going to be alcohol served then this section can be left blank. This Guide is intended to be used with the 'Take 5' Card (Section 3.15. Page 12) and the Planning Guide Checklist.

3.2 Risk Assessment

You must carry out and provide a written Risk Assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

Your event requires approval by Council to ensure the event is covered under Council's Public Liability and Volunteers Insurance. Extra insurance may be required to cover your event in the event of wet inclement weather - Council does not provide this type of insurance. Contact Council's Manager Citizen Services on phone 6767 5557 should you have any queries.

3.3 Staff/Volunteers

Ensure you have enough staff/volunteers for the size and type of your event. The number of volunteers you need will depend on several factors:

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use volunteers, while major events will often need professional staff hired for the occasion. All volunteers and staff must be properly trained and briefed.

3.4 Communication

You must have a reliable method of communication in place for the event. It is essential for volunteers and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

3.5 Evacuation

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.

3.6 First Aid

You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

3.7 Fire Safety Arrangements

You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

3.8 Security

You must ensure any special security measures are in place; for example, if you have VIPs at your event, or large amounts of cash. The Police can advise you on this issue.

3.9 Barriers

There are many different types of barriers. Some barriers can only be used if you have trained and experienced volunteers who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

3.10 People with Disabilities

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

3.11 Signs

You must provide clear direction and information signs at your event. Consideration of the need for multilingual signs may be needed depending on the event and clientele.

Any temporary signs on public land (like footpaths, parks, road verges) will need to be approved by the Council. Remember to give plenty of time for this matter as approval can not be assumed nor can it be dealt with immediately.

3.12 The Environment

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

3.13 Facilities

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages).

3.14 Law

You must comply with all laws and regulations at all times.

3.15 'Take 5' Card

The 'Take 5' Card should be used when conducting any event – this will assist with the identifying of any Hazard or Risk associated with the event. Details of Hazards and Risks should then be documented on the Risk Management Plan.

Hazard & Risk Management Cycle

1 IDENTIFY THE HAZARD*

2 ASSESS THE RISK

3 DECIDE & GAIN AGREEMENT ON CONTROL MEASURES & ACTION REQUIRED

4 IMPLEMENT MEASURES & ACTION

5 MONITOR & REVIEW

REPEAT CYCLE IF NECESSARY



Tamworth Regional Council
January 2007

“TAKE 5”

“Take 5” minutes to assess the HAZARDS in the workplace and RISKS associated with the task to be undertaken. If you change the task or place of work then a RE-ASSESSMENT is required.



*Is there a SRA or SWP for this activity?



*Am I wearing the correct and appropriate PPE?



* Will I be using chemicals?
* Is there an MSDS onsite?



* Is this a confined space?
* Do I have a confined space entry permit?



*Am I at risk from electrical hazards?
* Look up, look down!



* Could I get caught, jammed or crushed?

Tamworth Regional Council
January 2007



* Could I slip, trip or fall?



*Where is the first aid station located and who are the first aiders at the work site?



*Am I following correct manual handling techniques?



*Where are the emergency exits and assembly points?



*Night Work - Do I have the correct PPE, warning lights / signage?



* Do I have a traffic control plan?
* Pedestrian access?



* Is there a risk that someone might fall into a hole / trench?



* Environmental controls (erosion, wastewater, dust, noise etc) in place?



*Am I at risk of falling, working over water / people?
*Harness / fall safety equipment required?



* Are appropriate licenses/tickets held for this task?



*Where are the fire extinguishers located?



* Report all accidents, incidents and/or fix-it issues.

Consult your Supervisor or IMS staff if further information is required.

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January 2007

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January 2007

3.16 Planning Guide Checklist

Check the following and tick the appropriate box: A=Applicable; NA=Not applicable					
	A	NA		A	NA
Paperwork			Public Matters		
Contractor Toolbox Meeting Record and Risk Assessment completed (attach copies)	<input type="checkbox"/>	<input type="checkbox"/>	Crowd control measures in place	<input type="checkbox"/>	<input type="checkbox"/>
Licences of Operation	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate clothing for staff (hot/cold/visibility)	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Usage & Material Safety Data Sheets completed	<input type="checkbox"/>	<input type="checkbox"/>	Loud hailer available	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
Specialist certificates required (eg Traffic Control Management, Confined Spaces)	<input type="checkbox"/>	<input type="checkbox"/>	Entry controlled	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
Food handling approvals sighted	<input type="checkbox"/>	<input type="checkbox"/>	Fire fighting equipment	<input type="checkbox"/>	<input type="checkbox"/>
Activities			Site		
Electrical equipment tagged	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Plan, provisions for parking (attach copy or Traffic Control Plan No.....)	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment (provided and worn)	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian access at site for slips, trips, falls	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit available	<input type="checkbox"/>	<input type="checkbox"/>	Site amenities, toilets, fresh water	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is adequate for activity	<input type="checkbox"/>	<input type="checkbox"/>	General site conditions, security	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Protection (attach plan if applicable), air water, litter and noise	<input type="checkbox"/>	<input type="checkbox"/>	Correct signs on site	<input type="checkbox"/>	<input type="checkbox"/>
Noise control/dust control	<input type="checkbox"/>	<input type="checkbox"/>	Adequate protection and fencing to site	<input type="checkbox"/>	<input type="checkbox"/>
Condition of plant and guards on all machinery	<input type="checkbox"/>	<input type="checkbox"/>	Utilities identification (underground & overhead) including irrigation	<input type="checkbox"/>	<input type="checkbox"/>
Ladders (good condition and properly secured)	<input type="checkbox"/>	<input type="checkbox"/>	Adequate ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling and lifting equipment	<input type="checkbox"/>	<input type="checkbox"/>	Rubbish disposal	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders and equipment in order and comply	<input type="checkbox"/>	<input type="checkbox"/>	Material storage	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures, eg fire, explosion, civil disturbance, lost child, etc	<input type="checkbox"/>	<input type="checkbox"/>	Presence of hazardous materials (eg asbestos)	<input type="checkbox"/>	<input type="checkbox"/>
Insurances sighted			COMMENTS/CONTROL MEASURES:		
Public Liability	<input type="checkbox"/>	<input type="checkbox"/>			
Professional Indemnity	<input type="checkbox"/>	<input type="checkbox"/>			
Workers Compensation	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			

4. RISK MANAGEMENT PLAN

4.1 Introduction

Brief of the event name, how long it's been operation and what date it will be held.

The (EVENT NAME) has been operating for a number of years and will be held on/ from (DATE)

4.2 Background

Brief of area in which event will be held and what the event is hoping to achieve (ie major fundraiser) and estimated attendees to event.

The (TOWN/ VILLAGE) is a township located within Tamworth Regional Council's Local Government area and is situated (NUMBER) kms (DIRECTION) of Tamworth and has a population of (NUMBER).

4.3 Stakeholders

Make 2 lists of Key Stakeholders and Other Stakeholders for the Event.

The key stakeholders are:

- Tamworth Regional Council
- Tourism Tamworth
-

Other stakeholders are: (EXAMPLE only)

- Residents
- Shop/Business Owners
- Public
- Media
- Charitable Organations
-

Communication and consultation with stakeholders is essential in the risk management of events.

4.4 Context

The risk analysis focuses primarily on the Health and Safety of persons attending the (EVENT NAME).

4.5 Potential Risks in Event Management

Berlonghi (1990) categorises the main areas of risk in event management as follows:

Administration (business and organisational structure, administration offices, paid and volunteer staff, finances and accounting, legal issues eg. Sponsorship, contracts, performer/participant contracts, media contracts, liability, negligence, permits and licenses, agreements with local Councils, government agencies etc.).

Marketing and public relations (sponsorship, marketing, public relations, media coverage, television coverage and production crews, programs etc.)

Health and safety (loss prevention program, facility survey, fire safety, fireworks and pyrotechnics, medical services, concessions and food services, sanitation and maintenance, equipment and decorations, animals etc).

Crowd management (crowd movement and seating, ushering, alcohol sales and consumption, use of illegal drugs, crowd conditions and stimuli, controversies, noise control, signage, services for the disabled and older people, lost and found, PA system etc.).

Security (security plan, hiring private security, policing, private security training and briefing, the command post, access control, crowd control, riots, arrests, incident reporting, demonstrations, evacuation procedures etc.).

Transport (parking, transport services, traffic control, public transport etc.).

(Source – Risk Management Guidelines for events – Australia Day Council of New South Wales)

4.6 Risk Analysis

4.6.1 Risk Definition & Classification

The Risk analysis methodology used is consistent with AS 4360:2004 and was conducted by determining the Chance/Likelihood (Table 4.7.2) and Impact/Consequence (Table 4.7.3) of that risk occurring prior to control measures being put in place. A risk rating is then applied from the Risk Matrix (Table 4.7.4) and treatment options can be prioritized in accordance with the level of risk.

Once control measures are identified the process is repeated to determine the residual risk remaining.

4.6.1.1 Measures of Chance/Likelihood

Rating	Description and indicative probability
Almost Certain	<ul style="list-style-type: none"> Expected to occur in most circumstances.
Likely	<ul style="list-style-type: none"> Will probably occur in most circumstances
Possible	<ul style="list-style-type: none"> Might occur at some time
Unlikely	<ul style="list-style-type: none"> Not likely to occur in most circumstances
Rare	<ul style="list-style-type: none"> May occur only in exceptional circumstances

4.6.1.2 Measures of Impact/ Consequence

Rating	Description: Human Life and Health
Insignificant	<ul style="list-style-type: none"> No Injuries or fatalities Small number or no people displaced and only for a short duration
Minor	<ul style="list-style-type: none"> Small number of injuries but no fatalities. First Aid Treatment required Some displacement of people (less than 24 hours)
Moderate	<ul style="list-style-type: none"> Medical treatment required but no fatalities. Some hospitalisation Localised displacement of people who return within 24 hours
Major	<ul style="list-style-type: none"> Fatality. Extensive injuries. Significant hospitalisation. Large number displaced more than 24 hours
Catastrophic	<ul style="list-style-type: none"> Multiple fatalities. Large number of severe injuries. Extended and large numbers requiring hospitalisation.

4.6.1.3 Risk Matrix

	Impact / Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

Legend:

E: Extreme Risk
H: High Risk
M: Moderate Risk
L: Low Risk

Immediate action required
Prioritisation of actions required by Senior Management.
Management responsibility must be specified
Manage by routine procedures

4.6.2 (EVENT NAME) Risk Analysis (EXAMPLE of a completed Risk Analysis)

Activity	Hazard	Chance/ Likelihood	Impact	Level of Risk	Residual Risk	Control Measures
Street Stalls	Electrocution	Possible	Major	Extreme	High	<ul style="list-style-type: none"> - All electrical leads and appliances to have current certification and testing tags (refer Market Stall Registration Form – Appendix 9.4 of Operation Manual). - All electrical leads to be off the ground and not exposed to water
	Fire/ explosion from gas cylinders and/ or cooking facilities	Possible	Major	Extreme	High	<ul style="list-style-type: none"> - All gas cylinders to have current inspection stamp - Fire fighting equipment to be readily accessible - Cooking facilities to be located away from flammable materials. (eg: hay bails)
	Food Poisoning	Unlikely	Moderate	Moderate	Moderate	<ul style="list-style-type: none"> - Stall holders must comply with Australian National Food standards and health regulations.
	Public Injury from stall holder vehicles	Possible	Major	Extreme	High	<ul style="list-style-type: none"> - Stall holders to abide by setup and set down times as per registration form.
Waste Disposal	Public Health	Unlikely	Minor	Low	Low	<ul style="list-style-type: none"> - Additional waste disposal bins to be provided - Waste disposal bins to be cleared daily - Stall holders to keep sites rubbish free.
Public Health & Safety	Insufficient First Aid/ medical provision	Unlikely	Moderate	Moderate	Moderate	<ul style="list-style-type: none"> - SES controllers available as first aid personnel - St Johns ambulance officer in attendance - First Aid post established and erect signage
	Crowd Behaviour – resulting in injury to public	Rare	Minor	Low	Low	<ul style="list-style-type: none"> - Alcohol free zone - Police presence - Traffic Controllers
	Adverse Weather Conditions – resulting in injury or ill health	Possible	Minor	Moderate	Moderate	<ul style="list-style-type: none"> - Postpone / Cancel event if required.
	Traffic incidents – resulting in injury to public	Rare	Major	High	Moderate	<ul style="list-style-type: none"> - Traffic Management Plan - CBD closed to normal vehicle traffic - Media releases - Traffic Controllers - Police presence - Erect Detour Signs and install barricades as per traffic management plan
	Insufficient Toilet facilities	Likely	Insignificant	Moderate	Low	<ul style="list-style-type: none"> - Utilise amenities at public school, CWA building and public toilets in parks - Display map of available public toilets

Closure of town centre to traffic	Access & egress for emergency services	Possible	Moderate	High	Moderate	<ul style="list-style-type: none"> – SES controllers available as first aid personnel – Police controller in attendance – Police are to take control in all emergencies and co-ordinate with other emergency services as required – Traffic Management Plan attached
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4.6.3 Risk Factors Identified prior to Control Measures

The following risk factors were identified and are ranked from Extreme to Low:-

Extreme:

High:

Moderate:

Low:

EXAMPLE – information obtained from the Risk Analysis (Section 4.6.2) list and Control Measures (Section 4.6.1).

Extreme:

- Electrocutation
- Fire/ Explosion from gas cylinders and/or cooking facilities
- Public Injury from stall holder vehicles

High:

- Access and Egress for emergency services
- Traffic incidents resulting in injury to public
- Injury to public from steam engine display

Moderate:

- Insufficient First Aid / medical provision
- Adverse weather conditions resulting in injury or ill health
- Insufficient toilet facilities
- Food Poisoning

Low:

- Crowd Behavior
- Waste Disposal

4.7 Control Measures

Control measures are determined as per Table 4.6.2.

(Source: Safe & Healthy Mass Gatherings Manual – Emergency Management Australia)

EXAMPLE – information obtained from Table 4.6.2

Electrocutation

- All electrical leads and appliances are to have current certification and testing tags.
- All electrical leads are to be off the ground and not exposed to water.

Fire & Explosioin from Gas Cylinders / cooking facilities

- All gas cylinders to have current inspection stamp.
- Fire fighting equipment to be readily available eg: extinguishers.
- Cooking facilities to be located away from flammable materials eg: hay bails, etc.

Public Injury from stall holder vehicles

- Stall holders to abide by setup and setdown times as per registration form.

Access & Egress for Emergency Services

- Provide designated areas for emergency vehicles and have SES staff maintain clear access, egress areas for these points.
- Provision of SES controllers.
- Police controller in attendance.
- Police are to take control in all emergencies and co-ordinate with other emergency services as required.

Traffic Incidents

- Implementation of Traffic Management Plan.
- CBD area closed to normal vehicle traffic.
- Media releases to advise changed traffic conditions Provision of Traffic Controllers.
- Police presence.
- Erect detour signs and barricades in accordance with Traffic Management Plan.

Adverse Weather Conditions

The unpredictability of the weather may result in heat cold weather, storms, strong winds etc. The event is held late in early April, hence the weather conditions are likely to be moderate.

If adverse weather such as storms, strong winds or heavy rain appear to be imminent, or if there is flooding or storm water remaining, the following controls should be implemented:

- Postpone or cancel the event if required
- Provision of announcements to advise crowd of storm events

Insufficient First Aid / Medical Assistance

- SES controllers to be available as first aid personnel
- St Johns ambulance officer in attendance
- First Aid Post established and signage erected

Important considerations in the establishment of medical aid posts are as follows:

- Medical aid posts should be clearly sign-posted from all directions;
- Medical aid posts should be clearly identified;
- Medical aid posts should be clearly marked on maps of layout;
- The position should be known by police and other event personnel;

The number of first aid posts required would depend on what first aid room facilities are available. Every venue should have at least one room where there is power and running water.

(Source: Safe & Healthy Mass Gatherings Manual – Emergency Management Australia)

Market Stall booking and registration form

To maintain the safety of stall holders and the attending crowd, rules and regulations should be clearly stated on the entry form.

- Stall holders must comply with Australian National Food Standards and health regulation.
- All electrical leads and appliances to have current certification and testing tags
- Stall sites are to be kept clean, tidy and rubbish free.
- Set up and setdown times.

4.8 Conclusion

4.8.1 Consultation

Consultation is essential in the risk management of events. It is critical that communication and consultation of this risk management plan is undertaken with the key stakeholders, particularly police and other emergency services prior to adoption. A pre event consultation meeting should be arranged with the key stakeholders.

4.8.2 Briefing Meeting

A briefing meeting should be held for key stakeholders to cover conditions of entry, instructions, rules and regulations. This should include documentation of the briefing and recording attendance at the meeting.

4.8.3 Debriefing Meeting

Soon after the event, a debriefing meeting should be held with the key stakeholders to get feedback on the (EVENT) and to identify 'what went right' and 'what went wrong', so as to plan for the following year. The debriefing meeting should be documented.

4.8.4 Directors Acknowledgment

This Management Plan has been developed by (STAFF MEMBER, POSITION) at Tamworth Regional Council, in consultation with the (COMMITTEE NAME).

I, **Stephen Bartlett, Director of Corporate and Governance** at Tamworth Regional Council acknowledge these matters have been identified, assessed and have been subjected to risk analysis in the Risk Management Plan for the (NAME OF EVENT).

Sign: _____ Date: _____

5. ATTACHMENTS

5.1 Attachment A: (ie Program)

5.2 Attachment B: (ie Application Forms – i.e. Road Closures)

5.3 Attachment C: Traffic Management Plan including Site Map

Site Specific Induction Form

*(to be completed prior to the **employee/ contractor/ volunteer** commencing work on any site and must be completed each time there is a major change to the work activity or at least annually for maintenance works)*

Location of Worksite:

Description of Work to be Completed:

Identify Technical Officer, Team Leader and other employees.

Identify worksite.

- Site safety rules and policies discussed (eg. drugs and alcohol, smoking, location of amenities etc).
- Site access, layout and security.

All inductees have received and understand:

- An explanation of their roles and responsibilities.
- "Take 5" Card.

Safe Work Environment.

- Identify and explain appropriate Standard Work Practices and Standard Risk Assessments.

Please provide a list of the SWP's and SRA's discussed with employee(s) in the table below.

Standard Work Practices	Standard Risk Assessments

- Outline procedures for reporting hazards and risks in the workplace.
- Identified areas for storage of chemicals/hazardous substances in the workplace.
- Identify and explain MSDS and where they are located in the workplace.
- Personal protective equipment supplied and discussed.
- Identify and explain provisions for traffic control and/or pedestrian access (as required).

Emergency Response Procedures.

- Identify co-workers accredited in first aid and location of first aid equipment.
- Outline how to report environmental incidents and where forms are located.
- Outline how to report accidents, incidents and near-misses and where forms are located.
- Identify evacuation procedures and muster points.
- Identify emergency contact list (as listed in Supervisor's Folder).

Responsibilities.

- Does the employee/contractor/volunteer understand their roles and responsibilities?
- Does the employee/contractor/volunteer understand the expectation of contributing to a safe work environment?
- Appropriate and current tickets have been sighted for all operators of plant and equipment.
- Ensure employee/contractor/volunteer is aware of their environmental responsibilities (eg. reporting incidents, waste disposal, erosion control, spill clean-up).

Questions. Invite questions from employee/contractor/volunteer.

COMMENTS:

I, as Site Supervisor (or delegate), have provided a site induction to all persons on this site, as listed below, and discussed all points as listed on the previous page.

Name:	Signature:	Position:
--------------	-------------------	------------------

I, the undersigned, agree that I have been provided with a site induction, and understand all points as discussed.

Name of Employee (<i>Please print</i>)	Employer (<i>eg TRC</i>)	Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Council Policies

HEALTH

The good health of all the participants using Council's facilities is paramount. All efforts are to be made to identify any areas of the facility which may endanger health and have these areas rectified as soon as possible.

Inspections by Council staff will be carried out on a periodic basis, however, the Community Committee must ensure there is no risk to the health of the users of the facility.

In order to reduce the risk of health problems associated with the operation of Council's facilities the following guidelines should be adhered to:

Food Preparation

- Food preparation and eating areas are to be kept in a clean and hygienic condition.
- Food is to be maintained at a temperature above 60° or below 5°C.
- Ensure soap and disposable hand towels/hand dryers are available.
- Good personal hygiene is to be practiced by those handling food.
- Avoid unnecessary handling of food with bare hands – use tongs and forks.
- Ensure that cooked and raw food is stored separately to prevent cross contamination.
- Cooking utensils and equipment are to be kept clean.
- The necessary steps are to be taken to keep the food preparation and eating areas free of pests and vermin.
- New facilities or alterations to food preparation area should comply with Council's Food Premises Code.

Toilets and Showers

Toilets and showers are to be kept in a clean and hygienic condition.

Effluent Disposal

- No primary treated effluent should be discharged to the surface of the ground.
- Effluent disposal systems must be managed and maintained in a way that does not create a public health risk or pollute any water courses.
- Septic tanks should be desludged every 3 to 5 years.
- All approvals issues for effluent disposal systems should be adhered to.

WASTE DISPOSAL

Sportsgrounds

Council will supply a limited number of fixed garbage bins at the facility in accordance with the annual rates and charges on the associated property.

The removal of waste from the fixed bins will be the responsibility of Council. The provision of larger removable bins and commercial waste bins is the responsibility of the Community Committee unless otherwise agreed to by Council. Commercial waste bins can be arranged through Council from Council's Waste Management Contractor.

Public Halls

The supply of waste containers and the removal of waste is the responsibility of the Community Committee.

Commercial 240 litre mobile garbage bins or larger commercial waste bins can be arranged through Council from Council's Waste Management Contractor.

Public Place Recycling

Council in consultation with Community Committees will be pursuing the provision of recycling facilities for the public within sportsground and public halls.

NO SMOKING

Council has resolved that all buildings and vehicles/plant are to be "Smoke Free" and as such the Committee is required to enforce this Resolution and ensure that all smoking is carried in the open.

Amendment Record

Please note that amendments have been made to this document/ forms detailed below. This table will be updated every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

Revision Number	Clause/ Page/s	Description	Approved By	Issue Date
0	All	Original Issue	Robert Charlesworth	April 2012