

Section 355 Committee Guidelines

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Table of Contents

1. Introduction - What is a Section 355 Committee?	4
2. Federation Council Section 355 Committees	5
3. Purpose of these Guidelines.....	5
4. Instrument of Delegation	5
5. Role of Section 355 Committees	5
6. Composition and election of members	6
7. Obligations of Committee Members.....	7
8. Code of conduct obligations.....	7
9. Limitations of Powers	9
10. Meeting Procedure.....	11
11. Responsibilities of Section 355 Committees, Office Bearers and Council	13
12. Responsibility of Council	15
13. Vacation of office	17
14. Dissolution of a Section 355 Committee	17
15. Sustainability and planning for the future	17
16. Financial Management.....	18
17. Purchasing	20
18. Hire of Facilities	21
19. Risk Management.....	21
20. Events	21
21. Fraud and corruption	22
22. Volunteer Labour.....	23
23. Intellectual Property.....	23
24. Record Keeping.....	23
25. Use of Council Logo	23
26. Social Media	24

27. Privacy	24
28. Child Protection.....	24
29. Work Health & Safety.....	25
30. Council Policies.....	26
31. Key Contacts and Council information.....	28
32. Acknowledgements.....	29
33. Schedule of Changes & Amendments.....	29
Appendix A. Federation Council’s Section 355 Committees by Function	30

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1. Introduction - What is a Section 355 Committee?

Section 355 (b) of the NSW Local Government Act 1993 makes provision for Council to delegate certain functions to Committees to provide these on behalf of the Council.

Council may use this authority and appoint a Section 355 Committee to manage facilities or functions. The assistance and efforts of volunteers from the Federation Council community is essential to look after the many wonderful facilities and provide many of the programs and community events that are so valued by the community.

These Guidelines are designed to implement the requirements of the Local Government Act and other Acts, Regulations, and Guidelines to ensure Council and the 355 Committees are complying with legislation. Also importantly, they are designed to clearly outline in broad terms the roles and responsibilities of both Council, and the 355 Committee, to make it a truly effective and valuable partnership into the future.

Due to the varied functions that each Committee carries out, across many different areas and assets, separate delegation and terms of reference documents will be developed between the Council and each individual Committee which will outline in detail the implicit roles and duties of each Committee. Council will also develop over time, new user documents (that could take the form of leases, licenses, or agreements, depending on each circumstance) between Council and the many clubs and organisations that use the facilities and contribute greatly to their upkeep. This will be done in consultation with the Committees.

Section 355 Committees are formed to encourage active resident participation in Council decision making. The aim of each Section 355 Committee is to accurately reflect both the Council visions and aims, as they are informed by the Community, and to present current and future needs of the locality and asset where relevant, that they assist Council to provide to the community.

Section 355 Committees are required to be representative of the local community or interest groups 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, as is basic knowledge of meeting procedures and Councils code of conduct.

The benefit of the 355 Committee arrangement is that once appointed, Section 355 Committees are effectively a volunteer extension of Council. As a result, Section 355 Committees can access Council's professional staff and advisers and can take advantage of Council's purchasing and accounting services for support and advice where required and possible. Section 355 Committees may also be protected by Council's insurance arrangements in certain circumstances.

Committee members are required to adhere to Council's Code of Conduct, Code of Meeting Practice and other corporate governance policies. A Section 355 Committee member who acts outside the delegated function of the Committee, or 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 an investigation where warranted, and action as required and deemed necessary.

Section 355 Committees can access Federation Council policies on our [website](#) or by contacting Councils Governance Officer on 02 6033 8951. A summary of important Policies to the operation of a Section 355 Committee is included within this manual.

The [Local Government Act](#) (The Act) can be accessed [here](#). The relevant sections for Section 355 Committees are s.355 and s.377 of the Act.

2. Federation Council Section 355 Committees

Federation Council currently has several Section 355 Committees performing functions of council including management of halls and facilities, recreation grounds, event management and providing advisory services to council.

Councils Section 355 Committees and their delegated functions and members must be adopted by Council. This will normally occur during September and October each year.

Section 355 committees are listed at Appendix A

3. Purpose of these Guidelines

These guidelines provide guidance to Councils Section 355 Committees on their operation processes. It sets out the management responsibilities, the basic requirements for the functions and operations of community facilities and programs and clarifies Council's role in this partnership.

Each Committee must develop a Council approved ToR that will include:

- relevant references or guiding plans (Master Plans, Council Asset Plans etc).
- key definitions,
- current membership
- composition including skills, experience or interests of members
- quorum numbers and meeting notice periods,
- meeting dates,
- location and frequency,
- key contacts
- reporting requirements
- requirements for Annual General Meetings (AGM)
- requirements for nomination and election of new office bearers
- Decision making process and voting methods

The minutes of the AGM, are to be reported to the following Ordinary Council Meeting.

4. Instrument of Delegation

The means of establishing a committee as a Council Section 355 Committee is a legal document, called an Instrument of Delegation, that is formally approved by Council.

To provide Council and the Committee with the opportunity to reassess their needs and requirements on a regular basis, this Instrument of Delegation shall be reviewed every four (4) years, or more frequently as required.

5. Role of Section 355 Committees

It is the role of a Council appointed Section 355 Committee to act as a consulting, liaison, advisory, promoting and coordinating group for the management and development of the facility/activity, for the benefit of the community.

6. Composition and election of members

Council requires that Section 355 Committees consist of not less than six and not more than twelve members.

Committee members are to be appointed in accordance with these guidelines.

All Committee members must be appointed by Council. That is by way of the minutes of the AGM being sent to Council for endorsement at an ordinary Council meeting.

Membership is:

- (a) open to all interested citizens from the local community provided that they reside in the Council area, or
- (b) in the case of some specialist committees, by invitation.
- (c) to include representatives from the predominant user groups at the facility where relevant
- (d) minor user groups such as schools, spectators, community groups and service providers over 15 years of age.

In the case of most Committees, members are elected/appointed every 4 years (following the Council elections).

Members of Section 355 Committees are volunteers and therefore do not receive payment for services.

Each member or delegate is entitled to one vote.

Council staff are considered observers and advisors to the committee if they hold key roles within the building or facility that the S355 committee manages. They are allowed to participate in committee discussions and deliberations but do not have voting rights. Council may nominate staff as the Council liaison and/or to provide services such as professional advice.

6.1 Election of Office Bearers

The Committee members must elect from their members certain roles which must be undertaken. These will include:

- a) Chairperson / President (Mandatory)
- b) Deputy Chairperson (Optional)
- c) Secretary (Mandatory)
- d) Treasurer (Mandatory if managing funds)

The office bearers are to be elected at the Committee's Annual General Meeting and hold office for a period of twelve months or until their successors have been appointed.

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 reserves the right to appoint at least one of its Councillors to each Committee.

Members should be residents of the Federation Council Local Government Area (LGA), however in certain circumstances it may be pertinent to appoint members from outside the LGA. (for example where specialist skills are required).

In the absence of a Chair, including resignation and where no one is willing or able to Chair the meeting, the Mayor is by default the Chair of the Committee. The Mayor may delegate to another Councillor, staff or Committee member this role until a new Chair is appointed.

6.2 Term of appointment

Generally members will be appointed for a minimum of one year.

7. Obligations of Committee Members

- a) The Committee must submit a current list of all Committee members including the address and phone numbers to Council following nominations of the Committee and key roles within 7 days of any changes being made.
- b) Councillors will hold ordinary voting rights.
- c) To hold office and be a Committee member, all Committee members including new members must be formally appointed by Council before being able to vote or take part in the meetings of the Committee. This is by way of lodgement of the Annual General Meeting and any other meeting minutes where new members are proposed, with Council, and subsequent endorsement at a Council meeting.
- d) All Committee records are required to be kept according to State Records Act, 1998 and Council directives. Minutes of meetings must be forwarded to Council and to all Committee members with seven days from the date of the meeting.
- e) The Committee must demonstrate democratic decision making and respect for all Committee members.
- f) Committees who have delegations for the day to day operations of a Council facility/activity are to ensure such is properly covered by insurance, by notifying Council of any changes; for example the purchase of new equipment or in considering new activities.
- g) Meeting all responsibilities concerning Risk and Work Health and Safety (W H & S) in consultation with Council.
- h) Where a dispute or disagreement over a matter under consideration occurs within a Committee, a resolution of the majority of the Committee will determine the outcome. Where this is not possible, the Chairperson will have the casting vote. On such matters, the Committee should use formal meeting procedures and put a recommendation forward to vote on. This is either accepted and becomes a resolution, for Council to ultimately consider if it is outside of the Committee delegations, or defeated in which case the status quo remains, or a new resolution is carried successfully. For more information refer to Councils Code of Meeting Practice.

8. Code of conduct obligations

All Committee Members are responsible for complying with [Council's Code of Conduct](#). There are also General Conduct Obligations contained within the Code which are enforceable standards of conduct. The area of the Code of Conduct which will most likely affect Committee members is in respect to conflict of interests. A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

There are two kinds of conflict of interests, pecuniary (financial) interest and non-pecuniary interest. The Council's Code of Conduct places similar obligations on Committee members as it places on Councillors in relation to conflict of interests.

8.1 Pecuniary Interest

A "pecuniary interest" is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. Chapter 14 of the Local Government Act 1993 includes a framework for handling alleged breaches of the pecuniary interest provision of the Act. The Act is about openness, accountability and transparency in decision making by Councils. Where a "pecuniary interest" exists it is the responsibility of the Committee member:

- To disclose to the Committee meeting any pecuniary interest in a matter to be considered by the Committee or raised during the Committee meeting.
- To leave the meeting and be out of sight of the meeting and not to participate in discussion of that matter in which the member has a pecuniary interest while it is being considered by the meeting.
- Not to vote on the matter being considered by the meeting in which the member has a pecuniary interest. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

8.2 Non-pecuniary Interest

A "non-pecuniary" conflict of interest can arise when a Committee member has another involvement or interest which makes it difficult for them to remain impartial when involved in discussions and decision making. These can include the following situations:

- business or professional activities;
- employment or accountability to other people or organisations;
- membership of other community organisations or service providers;
- ownership of property or other assets.

The conflict may lead to:

- financial benefit, e.g. sale of goods or privileged knowledge (this would be a pecuniary interest);
- political benefit, e.g. gaining or losing electoral/community support; or
- personal benefit, e.g. career advancement or increased standing in the community.

8.3 Dealing with Conflicts of interest

If a potential conflict arises, it should be declared as soon as possible and must be recorded in the Minutes of the Meeting where such conflict is declared.

The potential actions that should be taken in relation to a significant non-pecuniary conflict of interest include:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict;
- b) have no involvement in the matter, by leaving the meeting and not taking part in any debate or voting on the issue. This should be recorded in the minutes.
- c) As a last resort it may be necessary for a Committee member to resign from the Committee where the nature of the conflict is so pervasive that the above actions are not appropriate methods of handling the conflict. Advice should be sought before taking this course of action.

Further advice can be obtained by contacting Council's Governance Officer. Council's Code of Conduct can be accessed on Council's web site.

8.4 Outside the Committee

Where individual citizens or groups of citizens disagree with a resolution of the Committee, these parties may refer their grievances to Council in writing for consideration. Where such notice in writing is referred to Council, Council will request a report on the issue from the Committee. Upon receipt of the report, Council officers will endeavor to liaise and mediate the matter with the parties. Council Officers may choose to involve a third-party mediator for a resolution. If there is no resolution, the matter will be referred to Council for resolution. Upon Council adopting a resolution, the details of Council's deliberations will be advised to the Committee and the individual citizen or group of citizens who referred the matter to Council.

8.5 Grievance Procedure

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

Step 1 Approach the person directly to discuss the issue if comfortable in doing so.

Step 2 The Committee member can approach the nominated Council contact or the Committee Chairperson for discussion and advice on how to best resolve the issue. This discussion should be treated as strictly confidential.

Step 3 If Step 2 does not help resolve the problem, then the issue should be notified to the nominated Council contact in writing.

Step 4 If the matter remains unresolved, the Committee member may request the matter be referred to the Manager/Director of the department or other authorised officer for discussion. A further meeting between all parties should be held as soon as practicable.

Step 5 If the matter remains unresolved, the General Manager or their representative will provide the Committee member with a written response. The response will include, (if applicable) the reasons for implementing or not implementing any proposed remedy.

9. Limitations of Powers

9.1 Legislative Limitations

There are limits to the powers Councils are allowed to delegate to Committees under Section 355 of the Local Government Act 1993. Those which **cannot be delegated** to Committees include:

- employing staff
- the making of a charge;
- the fixing of a fee;
- the borrowing of money;
- the allocation of money for expenditure on other Council works, services or operations;
- the acceptance of tenders which are required under the Act to be invited by Council;
- a decision under Section 356 to contribute money or otherwise grant financial assistance to persons;
- the making of an application, or the giving of a notice, to the Governor or Minister;
- this power of delegation;
- any function under this or any other Act that is expressly required to be exercised by resolution of Council.

The exercise by the Committee of its powers and functions is subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council or in writing by the General Manager or his

representative to the Committee. The Committee will observe any rules and regulations made by Council, in relation to the facility or function under its care, management and control. If at any time the Committee is deemed to be functioning outside the limits of its powers, all powers may be revoked by written notice to the Committee signed by the General Manager or their representative.

9.2 Fees and Charges for Use of Council Facilities

The Local Government Act 1993 does not permit the delegation of the fixing of fees and charges for the use of a Council facility to a Committee. Fees and charges must therefore be fixed by Council at the same time that it reviews the resourcing strategy (usually January - March) for adoption and implementation by the next financial year.

A fee or charge set by Council cannot be waived by the Committee. Fees and charges can only be waived by Council. Section 355 Committees which manage facilities where fees and charges apply must provide their recommended fees and charges to Council during February each year so that they can be considered and included if accepted, in the ensuing year's resourcing strategy. Fees and charges are effective on a Council financial year basis from 1 July – 30 June each year. Current fees and charges are publicly available on Council's website.

9.3 Correspondence

The Committee is not permitted to forward official correspondence to government officials or government departments including the Governor-General, Prime Minister, Premier or government ministers. All official correspondence must be signed by the General Manager or their representative. This includes signing applications and acceptances in relation to grant funding.

9.4 Media

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

9.5 Employment of Staff

The Committee cannot employ any staff.

9.6 No Authority over Council Staff

Committee members/volunteers have no authority to direct a Council staff member to undertake or complete any task.

9.7 Contracting services or goods

Whilst Section 355 Committees are not authorised to engage contractors, it may be necessary for a preferred list of suppliers to be provided to enable urgent works to be undertaken (eg. Broken water pipe, gas leak etc.) In all cases the relevant contact staff member at Council must be advised prior to the remedial action taking place. Council may approve Standing Purchase orders at suppliers regularly used for minor purchases such as fuel and other consumables. The Terms of Reference for each committee will address this according to the committees purpose and functions.

9.8 Legal Status

Legally, the Committee is "Council" and any action which the Committee undertakes is Council's responsibility. Committees do not act in their own right and their actions are not legally independent of Council. Council delegates its authority to the Committee to act on Council's behalf and can withdraw the delegation if deemed necessary and as detailed in Section 13.

It should also be noted that individual committee members are considered to be *public officials* for the purposes of the [Public Interest Disclosures Act 1994](#) while engaged in Committee activities.

Committee members must not do anything or allow any person acting under its direction to do anything contrary to the interests of Council. For the purposes of this sub-clause this includes but is not limited to prohibiting the following:

- Acting contrary to any direction from Council, which includes a direction from the General Manager or the relevant Director or Manager.
- Acting contrary to Council's policies, whether as contained in the Section 355 Committee Guidelines or otherwise.
- Advising any person that they may have a legal right or action against Council or any Councillor, Council employee or Council contractor exercising a function of Council.
- Making any admission of liability or accepting liability on behalf of Council or the Committee.
- Acting contrary to Council's Code of Conduct.
- Acting outside the limits of the Committee's delegation.
- Acting or presenting the Committee as independent of Council.

10. Meeting Procedure

The Section 355 Committee should meet on a regular basis to discuss relevant business and make decisions affecting the facility or the event.

Councillors and staff at their discretion may attend meetings of a Section 355 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 Committee.

10.1 Quorum

A quorum will normally consist of members equal to the number half the Committee plus one. Should a quorum of members not be in attendance 30 minutes after the starting time, the meeting will be adjourned and rescheduled at a later date.

All meetings will be conducted in accordance with Federation Council's [Code of Meeting Practice](#) or adapted to suit, where it does not contravene any policy/code/regulation.

10.2 Agenda

An agenda is to be made available one week prior to the meeting of the Committee. The Agenda must be sent to all Section 355 Committee members.

10.3 Notice of meetings

Once appointed the Committee should agree to a schedule of meeting dates and times which can be circulated to Councillors and staff who may wish to attend.

Meetings may be rescheduled with a minimum of 2 weeks notice where necessary.

10.4 Frequency and number of meetings

There should be no less than four meetings held each year *including* the Annual General Meeting (AGM).

10.5 Minutes

Minutes of the matters discussed will be kept and a copy forwarded to all Committee members and to Council within 7 working days of the meeting date.

It is the responsibility of the Chairperson and the Secretary to ensure Minutes are accurate and to sign the minutes as being a true and accurate record. Minutes are considered to be a public document and those attending the meeting are consenting to their personal details (name) being publicly available. All motions and amendments as well as the results or actions must be recorded. A motion to confirm the acceptance of the minutes can only be moved and seconded by members who were in attendance at the meeting to which the minutes relate.

Any item requesting action by Council should be the subject of a separate letter addressed to the General Manager.

10.6 Content of minutes

Ordinary Meetings of the Committee are required to address correspondence, hiring of the facilities, finance matters (tabling of treasurer's report), organising of events, risk management and maintenance of the facility.

10.7 Extraordinary Meeting of Committee

An Extraordinary Meeting 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.

10.8 Annual General Meeting process

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/activity for the following twelve (12) month period.

The Annual Financial Report will be presented to the Committee for adoption no later than 31 July to enable inclusion in Councils Financial Audit and Annual Report.

11. Responsibilities of Section 355 Committees, Office Bearers and Council

11.1 Chairperson

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

11.1.1 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.

11.1.2 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.
- Ensures volunteer sign in register completed and returned at the start of each Committee meeting for meetings and also for events or activities attended / performed by members.
- Keeps individuals and the meeting focused 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).
- Provides context and background information on items discussed.
- 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.

11.1.3 Leadership and support

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

They have a strong leadership role and need to be aware of key issues impacting on Council functions including: Government funding, Risk Management, budget and financial reporting, Council and community involvement and consultation.

The Chairperson conducts induction for new members of the Committee. This includes ensuring that Committee members are aware of and understand the following:

- Councils Code of Conduct.
- Councils Code of Meeting Practice.
- Councils corporate policies and processes and how to access these.
- How to implement Council's Risk Management requirements including, making available a copy of the Section 355 Committees Manual, presentation of Risk Assessment processes and
- Ensuring Volunteer Sign on/Sign off sheets are used for all activities by the Committee.

The Chairperson is the 'spokesperson' for the Committee.

11.1.4 Reports to Council

Committees of Council are responsible for a range of reports in order for Council to fulfil its legislative and risk requirements. These reports are outlined in Table 1. below.

Table1. Reports to Council

Activity	Description	Timeframe
Minutes of Meetings	Minutes of any Committee meetings are to be forwarded to the General Manager	Within 5 working days of the meeting date.
Volunteer Sign in / out sheets	Provided to Governance Officer following each meeting, event or activity performed by committee members.	Within 5 working days of the meeting date or event / activity undertaken.
Disclosure of Interest	The Chairperson or Secretary may be required to submit to Council the appropriate Disclosure of Interest forms/returns.	Within 5 working days following the Annual General Meeting.
Schedule of members	A schedule of members must be submitted to Council for insurance purposes and updated as changes occur.	By 1 st May annually and immediately as changes occur.
Annual report	The Chairperson is responsible for submitting a one page report to Council annually. This report must consist of a one page summary of the key achievements of the Committee for the financial year and where possible should be accompanied by a small selection of photographs to enable effective updates to be provided to the Community in relation to Councils Delivery Program and Operational Plan.	By 31 st July annually
Audit	An Audit is to be undertaken on an annual basis by an Auditor approved by Council.	Usually August each year.

11.2 Secretary

The Secretary also carries a great deal of responsibility and is often the first point of contact with the Committee.

11.2.1 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.

11.2.2 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.

11.2.3 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.

11.3 Treasurer

Accounting Records

The Treasurer is responsible for establishing an effective financial system for the Committee to maintain the following:

- Income and expenditure recorded in an excel spreadsheet or suitable cashbook
- Expenditure documentation
- Income documentation
- Monthly bank account reconciliations and providing necessary paperwork to Council for reimbursements
- Quarterly GST Reporting and Annual Reporting to Council (only if not using Council's bank account)
- Keeping records.

Please note: Council does not recommend that Section 355 Committee's keep their own bank accounts but will allow this subject to the requirements of this manual.

11.4 All Committee Members

All Committee members have a responsibility to:

Attend and participate in Committee meetings (Attendance at meetings and participation is vital to the effectiveness of the Committee).

- Being respectful of all other members of committee by:
- Being well prepared and on time for meetings
- Allowing others to speak and listening to others ideas and opinions
- Providing input in a non-judgmental manner and respectful manner
- Supporting the office bearers in conducting the meeting by adhering to the agenda and meeting processes, moving and/or seconding any motions as appropriate
- Taking on extra duties and tasks as needed (for example attendance at events, assisting in the Annual General Meeting, attending any relevant training).

12. Responsibility of Council

Council has a responsibility to ensure that community facilities operate in accordance with the Local Government Act 1993, Council policies and applicable Management Plans.

12.1 Maintenance of facilities

Council's responsibility is to ensure that its community facilities are maintained structurally and in safe repair.

Council is responsible for the maintenance work at the premises.

Where the management of the facility has been delegated to the Section 355 Committee by Council, the Committee has day to day responsibility for the facility, however Council maintains control over the facility and must be kept informed of any issues arising concerning the facility.

Guidance and advice should be sought from Council officers to establish the most effective partnership with Council for the maintenance of some facilities, or carrying out of functions in line with agreed processes.

12.2 Insurance

12.2.1 Building & contents insurance

The Council will insure buildings fixtures, fittings and contents that belong to Council. Equipment and other assets of users including motor vehicles are the responsibility of the user group.

12.2.2 Public liability

Council's cover extends to the Committee while the Committee is engaged in activities that are set out in the Instrument of Delegation. The cover does not extend to other bodies, whether incorporated or not, such as sporting clubs or other regular users of the facility.

12.2.3 Casual Hirers (Refer to Section 18)

Casual hirers of Federation Council Facilities must have a signed User Agreement Form in place to be covered under Council's Casual Hirers Liability Protection. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

Organisations/Groups must present to Council evidence of a current public liability policy with a minimum cover of \$20 million prior to approval of the application.

All contractors working on behalf of the organiser in any capacity will provide the hirer a copy of their current public liability policy (minimum cover \$20 million) prior to engaging in any activity in the facility. **It is the responsibility of the hirer to ensure that a copy of the policy is attached to the application.**

12.2.4 Notification

Committees must notify Council officers immediately that they become aware of any potential claim. Failure to notify insurers may prejudice insurance cover.

12.3 Training

Where deemed appropriate or requested by the Committee, Council will arrange training to advise members of the Executive of the Committee of the requirements of their roles and responsibilities.

13. Vacation of office

A person shall cease to be a member of the Committee if the:

- Committee is dissolved by Council.
- A member resigns from office by notification in writing to the Committee.
- A member is absent without leave from 3 consecutive meetings of the Committee.
- Council passes a resolution to remove the person from the Committee.
- Council may remove a person from the Committee due to a breach of Councils code of conduct.
- Member is convicted of a criminal offence under the *Crimes Act 1900*.
- Member is prohibited from managing a corporation under Corporations law.

13.1 Procedure for resigning from a committee

Notification of a resignation must be made to the committee in writing. Once received, the Committee should call for nominations and refer these to Council. Alternatively, Council may call for nominations as necessary.

13.2 Disqualification of a Committee Member

Where a Committee has resolved that a member is to be disqualified, the resolution must be recorded in the minutes and submitted to the General Manager within 7 days of the meeting. The member is not to be disqualified until the Committee resolution is confirmed by a resolution of Council.

14. Dissolution of a Section 355 Committee

Council may dissolve a Committee in certain circumstances including:

- Where a vote of 75% of members entitled to vote present at an Extraordinary Meeting convened to consider this option. This must then be adopted by Council.
- The Section 355 Committee shall be dissolved in the event of the membership dropping to less **than four (4)** persons, unless Council specifically resolves otherwise.
- Upon a resolution being passed in accordance with clause (a), (b) and (c);

All assets and funds of the Committee will, after payment of all expenses and liabilities, be handed over to Council.

The Secretary or Treasurer must forward all records (minutes, correspondence, financial records) to the Council immediately following a dissolution.

15. Sustainability and planning for the future

15.1 Management

Planning enables any organisation the best chance to grow and remain successful through the identification of key drivers and potential disablers. A useful tool for facilitating this process is a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). Doing this as a group or engaging someone to facilitate this, in close consultation with Council, will help the committee identify the things they hope to maintain and improve as well as any risks they need to mitigate. Completion of a SWOT analysis should conclude with a 3-5 year action plan detailing actions,

responsibilities, timelines and approximate cost. This plan will help Council to consider this, and plan for expenditure and improvements whilst enabling the Committee to remain focussed on its priorities.

15.2 Funding

Section 355 Committees may require ongoing support to carry out their functions. Whilst some support is allocated in Council budgets according to community priorities and needs, there is often the opportunity to attract new streams of funding through various grants. Most grants are made available through Commonwealth/state government or via sporting, tourism, recreation, environment, historical, social organisations and associations.

15.3 Grant Applications

All grant applications before being considered must be first discussed with the Council contact staff member, and ultimately signed by the General Manager or relevant Director prior to application. When preparing your application you will usually be required to submit evidence of a need and the proposed benefits. This information should link back to the Councils Delivery Program and Operational plan and may also be highlighted in the 3-5 year improvement plan. Masterplans also need to be considered where they exist for facilities. Major departures from these need to be consulted publicly and endorsed by Council.

Committees should consider the level of knowledge and skills that would best fit with their improvement plan and seek to establish these within the committee through training or recruitment and selection of committee members.

16. Financial Management

The Terms of Reference for each committee will outline the process for procurement according to the committees purpose and functions. Section 355 Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, Local Government Regulations and Accounting Standards and must be adhered to. Funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that Committee funds are used in the manner for which they were intended and that a clear and full disclosure of the Committee's financial activities is available.

In most cases Section 355 Committees will not have a separate bank account or any delegated authority to conduct purchasing on behalf of Council. Where Committees do not have banking functions, purchasing will be officially authorised by an approved Council officer in the form of an approved purchase order.

16.1 Oversight

The General Manager has the authority to direct Committees to process their financial records through the Council's financial system if he/she is of the opinion that this is a most appropriate method of recording those financial transactions.

16.2 Accounting

Council requires the following conditions to be met by all Section 355 Committees who wish to maintain their own bank account. Council does not recommend that Section 355 Committee's keep their own bank accounts but will allow this subject to the requirements of this manual.

- a) A Bank Account must be opened at any branch of a recognised financial institution within the Federation Council Local Government Area (LGA). The account will be in the name of the Federation Council Committee.
- b) All monies received by the Committee must be banked within 24 hours of receipt or as soon as practicable.
- c) The Committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.
- d) Information on income and expenditure must be kept either electronically (preferable) or hard copy. An excel spreadsheet or suitable accounting software should be used. If the accounts must be kept manually, a suitable cashbook, receipt book, bank deposit book will be maintained and kept up to date.
- e) Receipting: Preferably, payments are accepted via direct deposit into the Committee's bank account. Where cash or cheque are received, receipts, in the name of the Committee, will be issued for charges and other monies received and duplicates of receipts will be retained for audit.
- f) Purchasing: Payment should be made by EFT (electronic funds transfer) or, only when necessary, can be made by cheque. In every case evidence of the need for the payment is to be documented. A tax Invoice is required to be obtained and attached to payment records. A credit card receipt is not a Tax Invoice. Ensure receipts say 'Tax Invoice' and clearly show any GST charged. Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.
- g) The Committee may authorise its Chairperson, Secretary or Treasurer and one other person to sign on its behalf on the basis that two signatures are required for each payment.
- h) All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or an authorised officer of Council.
- i) A financial report summarising the income and expenditure and including a bank reconciliation be reported (where available), to each ordinary meeting of the Committee.
- j) An annual report of the financial affairs must be provided to Council. This report should include the Cashbook and bank reconciliations. All supporting documentation including bank statements, the deposit book and receipt books, and copies of all tax invoices that support payments made. This information should be submitted to Council by the third week of July each year.
- k) The Committee will be entitled to spend all monies raised in the management of the facilities under their control. These monies can only be expended strictly in accordance with conditions prescribed in these guidelines, by the Council, and their delegations, and only upon the facility/function of the Council for which the Committee has been constituted.

Keeping records

Committees are required to keep complete and accurate records. The following guidelines and procedures have been prepared to give members of Committees a greater understanding of the tasks they have undertaken. Steps required to keep complete and accurate records:

1. Open and maintain a bank account in the Committee's name.
2. Make as many payments as you can electronically (internet banking). Avoid paying cash.
3. Bank receipts promptly into the bank account.
4. Record details in the electronic income and expenditure record. Keep the record updated regularly – at least monthly.

5. Reconcile the bank account regularly –monthly or each time a bank statement is received and at the end of the financial year.
6. Retain supporting documentation or evidence of payments.
7. The Income Tax Assessment Act requires records to be retained for seven years. It is important to retain invoices and other supporting documentation and that these be provided to Council.

17. Purchasing

Under the Local Government Act, Council can assist Committees by purchasing goods to be used in association with the delegated function of the Committee. The benefit to the Committee is to utilise the purchasing power of Council to reduce costs. Where purchases are made that involve a significant amount of GST, Council can make the full payment of the Tax Invoice and the Committee reimburses the Council the invoiced amount less the GST, as Council can claim back the GST Input Credit.

17.1 Out of Pocket Expenses

A Committee member cannot incur out of pocket expenses without prior approval by the Committee. This approval and a monetary limit is required to be recorded in the meeting minutes. Tax Invoices for these out of pocket expenses e.g. fuel, stationery, telephone, are required to be presented to the Treasurer before reimbursement is made.

17.2 Goods and Services Tax

There is no requirement for a Section 355 Committee to obtain an ABN or to register for the GST.

Section 355 Committees are part of Federation Council. Therefore, it is Council's responsibility to ensure that GST on income derived by the Committees, and input tax credits on acquisitions made by the Committees, are properly recorded and included in the Council's Business Activity Statement. The Committee is undertaking activities under the banner of Council, with Council having delegated the appropriate authority under Section 355 and 377 of the Local Government Act 1993.

Council as an entity is required by law to have an Australian Business Number (ABN) and be registered for GST. This requirement means that this also applies to the finances relating to the Committees as they are carrying on a function on behalf of Council.

In this regard it is requested that Committees:

- a) Utilise the Australian Business Number of Federation Council being 30 762 048 084, showing this number on receipts and invoices issued.
- b) Apply GST to fees and charges for use of the facility where appropriate in accordance with Council's adopted fees and charges.
- c) Provide Council with a summary of revenue and expenditure at the end of each quarter during the financial year and the amount of GST collected on revenue and the amount of GST that can be claimed as input tax credits on expenditure.
- d) At the end of each quarter during the financial year if the GST amount collected on revenue exceeds GST input tax credits on expenditure then remit the difference to Council.
- e) At the end of each quarter during the financial year, if the GST amount collected on revenue is less than GST input tax credits on expenditure then Council will reimburse the Committee the difference. Council will then include the quarterly summary from the Committee in its Business Activity Statements lodged with the Australian Taxation Office.
- e) Financial records that relate to the GST calculations are to be kept for at least 7 years so these need to be passed in full to Council at the end of each year

18. Hire of Facilities

Conditions of hire for a Community Facility are outlined in the Council Agreement to Hire and must be adhered to. It is essential that the Hirer acknowledges these conditions and that a copy of the completed form is sent to Council.

18.1 Casual Hirer Insurance

When using Council's facilities casual hirers are covered under the Council's Insurance Policy. A casual hirer is a user that hires the facility on a one off occasion, for example a private family function.

Sporting clubs, incorporated bodies or associations of any kind are excluded and must by law have their own insurance. The completed casual hirer's agreement must be forwarded to Council for approval prior to use of the facility is allowed.

18.2 Contributions and Ownership

Sporting or Community groups wishing to contribute items for the permanent embellishment of the facility must write to Council offering to donate and identify any terms associated with the donation. Only Council can accept a donation. Separate user agreements may be required where clubs and Council agree on differing ownerships of materials and assets on the site.

Any items provided and any funds raised by the Committees are ultimately the property of Council, however, Council will ensure where possible these items and funds will be put into the development of the facility. Council is to be made aware of, and approve separately, any fund raising activities to ensure compliance with relevant fund raising legislation.

19. Risk Management

19.1 Risk Management Strategy

Council has adopted a Risk Management Policy and developed a Risk Management Plan that aim to prevent and minimise the adverse effects of risk to operations, services, finances and reputation. These plans are available from Council's website.

20. Events

As a Section 355 Committee, it is important to remember that Council is responsible for any activities undertaken by the Committee. Events are classified as being a high risk area. To effectively mitigate any event related risks, we ask that our Section 355 Committees work closely with us when considering an event to ensure that the event is well planned and safe for members of the community.

Council has an Events Management Manual and Approval process. Please contact Council to discuss and obtain approval for any events being ran by a section 355 Committee or events ran by others but on Council land.

20.1 Event Grants Program

For Committees who run events, Federation Council has established a grants program which aims to provide support to events that deliver economic, social or cultural benefits to the community. Grants open in August and close in September for the next year. Success applicants are announced in October. Event organisers must demonstrate how their event addresses the key selection criteria.

20.2 Event Sponsorship Program

The Event Sponsorship program provides the opportunity to develop sponsorship arrangements with organisations delivering events in the council area. A core focus of this program is supporting events that increase visitation and overnight stays in the region, which in turn will have significant economic impacts on the community. The programs guidelines and application form is available from Councils website.

20.3 Event Resources

Council has a number of resources to assist organisers of events and festivals, which can be found on Councils and include the following:

- Events – Festivals Application Form
- Risk Assessment Template
- Events and Festivals Guidelines
- Event-Management Plan Template
- Volunteer Register
- Volunteer Form

Assistance is also available from the Team Leader Community Development phone 02 6033 8974.

A thorough risk management plan must be provided prior to an event or any public gathering held on Council owned property or land, and submitted to Council for review a minimum of 3 months prior to being held for events not requiring council staff attendance and involvement. This will enable submission to Statewide Mutual (Councils insurer) for approval. Statewide Mutual require a minimum timeframe **of 6 weeks** for approval of the request. For events requiring Council staff involvement in the planning and preparation, this may be required to be submitted up to 3 months prior.

Compliance with this request is essential for an event to be adequately covered for insurance purposes and correct risk management strategies implemented. Failure to adhere to these timeframes may result in an event being cancelled if adequate cover cannot be obtained in time.

21. Fraud and corruption

Fraudulent or corrupt behavior is unacceptable, may constitute a criminal offence and may be prosecuted. Suspected fraud or corruption should be reported by Committee members to one of the following; the Director Corporate Services, General Manager or the Mayor. All members need to familiarise themselves with Councils Fraud Policy and Public Interest Disclosure policy which offers protection against reprisals for anyone performing official functions of council and making a disclosure against another public official.

22. Volunteer Labour

Where projects involve volunteers it is essential that details are provided to Council's insurers. As a minimum, an estimate of numbers and details of the project must be provided to Council officers to ensure the project is covered by and noted on the appropriate policy.

Volunteers must not commence work on any project without first completing a site induction and signing the volunteer registration form. These forms should be forwarded to Council immediately following completion.

Any potential claim must be reported as soon as possible together with all relevant documentation. Council officers are responsible for notifying Council's insurer. The officers, or the insurer, may require further investigation.

The NSW Children's Guardian regulates the employment of children under 16 years of age. If it is necessary to engage child volunteers (eg. For youth committees/family events). This will only be permitted where there is:

- written consent of the parent or guardian of the child
- proper supervision of the child, and
- valid Working with Children (WWC) checks held by those supervising or working with children (for more information see Not-for-profit Law's fact sheet on Working with Children Checks for NSW Community Organisations on the Recruitment page of the Information Hub).

23. Intellectual Property

Council acknowledges that Section 355 Committees will require access to Council intellectual property from time to time to enable efficient management of its assets and functions. Furthermore it may be necessary for new resources and intellectual property to be developed throughout the period of management or tenure. At all times Council remains the owner of any such property created by Committee members in the course of their committee work.

The Committee has a responsibility to protect Council intellectual property including databases, copyrights, registered designs, trademarks, and patents. To preserve the integrity of Councils intellectual property it is not permitted to copy or supply any such material without the express permission of Council.

24. Record Keeping

The State Records Act requires that public officials must keep full and accurate records which document their activities and decisions and reasons for decisions. For the purposes of this section a record is defined as recorded information in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept of evidence of such activity. (AS ISO 15489 replaces 4390-1996). All such records must be kept secure against unauthorised access, alteration, loss or theft, and destruction for a period of seven years, after which time they may be archived by Councils Records Officer.

25. Use of Council Logo

Councils logo must only be used with approval from Council in accordance with Councils Use of Logo policy. **(Needs to be developed and hyperlink inserted – currently in Media Policy and Protocols)** Please refer to Attachment XX for a copy of the Use of Council Logo policy.

26. Social Media

Council has a [Social Media Policy](#) which informs Council staff, Section 355 Committee members and Council volunteers of the requirements when engaging in the use of social media. The policy aims to:

- ensure the effective utilisation of social media channels to communicate with residents and visitors.
- clearly identify the roles and responsibilities of an Administrator, Council staff and volunteers in respect to their use of social media.
- support a proactive approach to Council's communication activities

Only authorised social media officers may post content or comment on behalf of Federation Council via official social media platforms.

A member of a Section 355 Committee should at all times be mindful that their personal use of social media and comments made regarding Council and the community can be perceived as an official comment of Council and as such, can impact on the image and reputation of the organisation. Council's Code of Conduct applies to the use of Social Media.

Generally, when using social media staff should:

- Take measures to ensure personal comments are not perceived as official comments.
- Not disclose confidential information relevant to their role.
- Act lawfully.
- Not post defamatory, disrespectful or deliberately misleading comments.

Please refer to Attachment XX for a copy of the Social Media Policy.

27. Privacy

Council's Privacy Management Plan outlines our commitment to our customers in relation to the protection of personal information and commercially sensitive information. All committee members have a responsibility to ensure that any information to which they may be privy in the conduct of their committee business must not be used for any other purpose other than that for which it is collected in accordance with the *Privacy and Personal Information Protection Act 1998 (NSW)* (PPIP Act) and the *Health Records and Information Privacy Act 2002 (NSW)* (HRIP Act). is subject to Council's privacy requirements.

28. Child Protection

Federation Council is a local government authority and considered a **public authority** (Section 5 1(g1) *Ombudsman Act 1974*) which requires us to have systems for preventing reportable conduct and handling [reportable allegations and convictions](#). ((S 25A(1) of the *Ombudsmans Act 1974*) arising through the course of an employee's work.

It is the responsibility of those seeking volunteer work that primarily involves direct contact with children where contact is not directly supervised to complete a declaration saying whether or not they are a Prohibited Person when applying for child related employment. It is an offence to apply for volunteer employment that involves unsupervised contact with children.

Volunteers must immediately report any volunteer – related allegations involving abuse of a young child or young person to the General Manager or Human Resources Advisor.

Other Council Policies

Council has a number of other policies and requirements that may impact on community committees. These are briefly summarised below. A full range of Council policies can be obtained from Councils Governance Officer by phoning 02 6033 8951.

29. Work Health & Safety

29.1 Induction and Training

The Occupational Health & Safety Act 2000 requires Council to ensure that volunteers have the skills and training necessary to carry out their activities without risk of harm to themselves or others. Council will provide access to relevant training, including safe work practices and emergency procedures, to increase understanding of workplace hazards and strategies to avoid injury.

Volunteers will attend induction training to inform them of the occupational health and safety requirements that apply to them whilst they are on Council premises or carrying out Council activities and the consequences of not complying with Council workplace policies as outlined below:

29.2 Working with Children Permits, Qualifications and other Licences

Members of Council Committees should ensure that where work is being carried out that requires specific licences, permits or qualifications that these are current.

Any Committee member or volunteer who as part of their Committee activities, is primarily involved in direct contact with children where that contact is not directly supervised, are required to undergo a Working with Children Check. To determine who is required to complete a Working with Children Check, the Commission publishes Guidelines which are available on line at on the Working with Children Check website www.kids.nsw.gov.au.

Any activity requiring use of vehicles or plant and equipment will also require appropriate licences to be in place for the member or volunteer engaged to drive.

Other examples might include Police Checks, chainsaw operation, working at heights/confined spaces, CPR or First aid (Is there any likelihood of these being needed) etc.

Copies of should be kept on record for any projects being implemented and relevant person's.

29.2.1 Food Handling

A person selling food or operating stalls and outlets used for selling food, produce, fruits and vegetables or pre-packaged food for human consumption, is deemed to be a food business'. Not-for-profit operations are not excluded. A 'food business' is required to sell safe and suitable food in accordance with the provisions of the NSW Food Act 2003. Copies of the Act (particularly [Food Safety Standards](#) 3.1.1, 3.2.2 and 3.2.3) are available on the Food Standards Australia New Zealand (www.foodstandards.gov.au) or the NSW Food Authority's website (www.foodauthority.nsw.gov.au).

29.3 Alcohol and Other Drugs

Federation Council maintains a 0.00% blood alcohol content level and a drug-free policy for all employees including contractors and volunteers while at work or on duty. This includes at committee meetings.

29.4 No Bullying and Harassment

Council believes all its workers, volunteers and others should be able to work in an environment free from bullying and all forms of harassment. Bullying is repeated, unreasonable behaviour directed towards a worker, or group of workers, that create a risk to health and safety.

Council encourages all its workers, volunteers and others to report bullying and harassment in the workplace.

29.5 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 out in the open.

The N.S.W Smoke Free Environment Act 2000, has been amended to include the prohibition of smoking in all enclosed public places. Smoking is also prohibited in certain outdoor public places including but not limited to:

- a) within 10 metres of children's play equipment.
- b) swimming pool complex.
- c) a spectator area at a sports ground or other recreational reserve being used for an organised sporting event.
- d) bus stop or platform of passenger railway or light rail station
- e) commercial outdoor dining area
- f) taxi rank where persons queue or gather
- g) within 4 metres of a pedestrian access point to a building.

29.6 Sun Protection Policy

Council has a Sun Protection Policy which requires all Council employees, volunteers, and engaged contractors to take due care in protecting their skin from the sun/ultra violet light. The Committee is therefore required to ensure this policy is followed by Committee Members who are engaged on Committee business or engaged contractors working on the facility.

30. Council Policies

Members of Section 355 Committees are bound by all Laws, Legislation, Regulations and Policies as employees of Federation Council. Additional Policies that Section 355 Committees could find as a useful resource are located on the [Federation Council](#) website:

Alcohol and Other Drugs Policy (awaiting adoption)

Business Ethics Policy

Child Protection Policy

Code of Conduct

Code of Meeting Practice (Model)

Complaints Handling Policy and Guidelines

Federation Council - Section 355 Committee Guidelines

3/07/2018 9:07 AM

Reference: 16/28254

Version No: Draft

Page 26

Contractor Management Guide (Not updated for Federation council)

Delegations of Authority (from GM to Staff) Policy

Fraud Control Policy

Gifts and Benefits Policy

No Bullying and Harassment Policy

Pesticide Notification Plan, 2006

Privacy Management Plan

Procedures for the Administration of the Model Code of Conduct

Procurement Policy and Guidelines

Public Interest Disclosures Policy

Risk Management Policy

Section 355 Committee Policy

Social Media Policy

Festivals and Events Policy

Event and Festivals Guidelines

Volunteer Management Process

Volunteer Policy

Will add TRIM refs when all finalised/adopted

31. Key Contacts and Council information

31.1 Council staff

Position	Contact person	Phone	Email

31.2 Council offices

Corowa Civic Centre	100 Edward Street, Ball Park, Corowa 2646	02 6033 8999	Mon – Fri 8.30am – 5.00pm council@federationcouncil.nsw.gov.au
Urana office	30-32 William Street, Urana 2645	02 6930 9100	Mon – Fri 9.00am – 5.00pm mail@urana.nsw.gov.au
Howlong Community Resource Centre and Library	59 Hawkins Street, Howlong NSW 2643	02 6026 5055	Tuesday to Friday 10am - 1pm Tuesday and Wednesday 2pm to 5pm Saturday 9.00am to 11.30am
Mulwala Library and Council Office	71 Melbourne Street, Mulwala NSW 2647	03 5744 3439	Tuesday to Thursday 10am to 1pm and 2pm to 5pm Saturday 10am to 12noon

After Hours Emergency:

1800 11 00 88 (Please note that the After Hours Emergency number should only be used for emergency situations. All other contact should be made during normal business hours).

32. Acknowledgements

Council acknowledges the work of Bellingen Shire Council, Clarence Valley Council, Tamworth Regional Council and Hilltops Council in the preparation of this document.

33. Schedule of Changes & Amendments

Version	Date	Changes / Amendments
Version 1	23/03/2017	New document for Federation Council

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Appendix A. Federation Council's Section 355 Committees by Function

Halls and Facilities Management

- Boree Creek Community Facilities Committee
- Oaklands Hall Committee** (Incorporated in Oaklands Town Improvement Committee)
- Oaklands Town Improvement Committee** (Incorporating Oaklands Hall Committee, Oaklands Recreation Ground Committee, Oaklands War Memorial Baths and Gardens Committee)
- Morundah Community Committee
- Rand School of Arts Committee (Rand Hall)
- Rand Recreation Ground Management Committee
- Rand Town Improvement Committee
- Urana Court House and Historical Committee
- Urana Soldiers Memorial Hall Committee (Same as Urana War Memorial Swimming Pool Committee??)

Recreation Ground

- Colombo Creek Recreation Reserve Management Committee
- Lonsdale Reserve Committee
- Lowe Square Committee
- Oaklands Recreation Ground Committee** (incorporated in Oaklands Town Improvement Committee??)
- Oaklands War Memorial Baths and Gardens Committee** (Oaklands Swimming Pool)
- Urana Victoria Park Recreation Ground Management Committee

Swimming Pools

- Urana War Memorial Swimming Pool Committee

Event Management

- Federation Tourism
- National Federation Festival Committee Festival of Dance

Advisory Committee

- Corowa Friends of the Library
- Mulwala Friends of the Library
- Corowa Arts and Culture Advisory Committee
- Daysdale Advisory Water Trust
- Corowa District Health Social and Community Support Committee
- Community Safety Committee and Corowa Drug Action Team
- Urana Ski and Aquatic Centre Committee
- Urana Progress Association (incorporating the Urana Arts and Historical Committee) (Urana Courthouse)