



## A.7 NOMINATIONS FOR APPOINTMENT TO COMMITTEE

<b>Which venue committee are you applying for:</b> _____			
Applicants Name:			
Personal Address:			
Email:		Telephone:	
<p><b>Sutherland Shire Council Policy and Guidelines Acknowledgement</b></p> <p>The Volunteer Management Committee operates, pursuant to Sections 355 and Section 377 of the Local Government Act, 1993, as a committee of Council and provides the service on Council's behalf. Volunteer Management Committees represent the delegated interests of Council in the community. Volunteer Management Committees are expected to discharge responsibilities in a transparent and impartial manner in accordance with governing law, policy and procedure. Volunteer Management Committees are expected:</p> <ul style="list-style-type: none"> <li>• To manage the Community venue (being an asset of the Sutherland Shire Council) for the benefit of the broader community.</li> <li>• To ensure the hirers of community hall cater for the recreational, social, educational and welfare needs of residents.</li> <li>• To maximise use of the hall by encouraging a range of diverse programs which are culturally rich and provide active and passive recreation opportunities</li> <li>• To facilitate community development by encouraging participation and networking within the local community.</li> <li>• To ensure equitable access for residents in terms of social, physical and financial availability.</li> <li>• To act in a transparent manner and ensure all decision making is based on fact without prejudice</li> <li>• To meet all legislative obligations associated with the functions delegated to the Volunteer Management Committee</li> </ul> <p><i>Under the Local Government Act, all committee members and officers, must comply with Council policies and guidelines. Please review and initial your acknowledgement of the below list of core documents related to management of Sutherland Shire Council community venues.</i></p>			
Please review the below list of documents and initial your acknowledgement of those documents			
<b>Document</b>	<b>Initials</b>	<b>Document</b>	<b>Initials</b>
Handbook for Volunteer Committees 2010		Venue Hire Terms and Conditions	
Code of Conduct for Committee Members		Incident and Reporting Investigation and Corrective Actions Guidelines	
Code of Conduct for Council Staff (required for all officer roles)		CSG 15 Contractor Management Guidelines	
Disclosure of Interest Annual Written Return		Alcohol and Other Drugs Procedures	
Sutherland Shire Council Procurement Policy		Privacy and Personal Information Act	
<p><b>What role are you applying to undertake on the committee?</b></p> <p><input type="checkbox"/> Chair   <input type="checkbox"/> Treasurer   <input type="checkbox"/> Secretary   <input type="checkbox"/> General representative   <input type="checkbox"/> Other: _____</p> <p><i>See delegations for executive Officer roles on Page 3, 4 or 5.</i></p>			
<p><b>What is your interest in volunteering for this venue management committee?</b></p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p><b>List any organisation or group that you are a member of who hire the venue:</b></p> <p>_____</p> <p>_____</p>			
<p><b>If any, please list any other committee members who are affiliated with those organisations?</b></p> <p>_____</p> <p>_____</p>			

Do you have any relationship (personal or professional) relationship with any other members of the committee?	YES / NO
If yes, outline the relationship: _____ _____ _____	
<b>Declaration:</b>  I, _____, in my application to be part of the _____ volunteer management committee, understand my obligations as part of the committee and agree to uphold all the requirements of this role and the standards, policies and guidelines required by Sutherland Shire Council in providing this service to the community.  Signature _____ Date _____	
<b>COUNCIL USE ONLY</b>	
In accordance with the provisions of s 378 of the Local Government Act, 1993 (NSW) the CEO of Sutherland Shire Council here by  delegates to _____ of the _____ whilst appointed by Sutherland Shire Council (the 'Council') or until such time as the delegation is revoked by the CEO, to exercise and perform on behalf of the Council, the following, powers, authorised, duties and functions which have been delegated to the CEO by the Council pursuant to s 377 of the Local Government Act, 1993 (NSW), subject to and direction given to the CEO by the Council or Mayor, and subject to any exemption noted below to which delegation is made.	
Signed	Signed
<b>Carmelo Pesce Mayor</b>	<b>Manjeet Grewal CEO</b>
<b>1. ROLE OF COMMITTEE</b> Each member of the Management committee has responsibility for the care, control and management of the venue including: <ul style="list-style-type: none"> <li>• day to day operation of the venue;</li> <li>• maintenance and cleaning, so that the venue is clean and presentable for use;</li> <li>• ensure all hirers are signed parties to the appropriate Hire Agreements;</li> <li>• ensure hire fees and bonds are paid in accordance with Council's adopted Schedule of Fees and Charges published annually on 1st July in each year;</li> <li>• compliance to Workplace Health and Safety Act 2011 and Regulations;</li> <li>• compliance to Council's Risk Management Policy;</li> <li>• compliance with written and oral direction from Sutherland Shire Council and its officers;</li> <li>• management of receipts and payments in line with statutory requirements and Council's policy, including provision of a monthly Business Activity Statement;</li> <li>• keep and provide to Council up to date lists of facility users and utilisation rates;</li> <li>• generate sufficient funds to cover the cost of maintenance, furniture and equipment;</li> <li>• recommend to council appropriate fees and charges for venue hirers, which are then considered by Council and set each financial year;</li> <li>• record keeping (including minutes of meetings, committee members and contacts, maintenance of effective committee structure and regular meetings); and</li> <li>• meet at least quarterly unless otherwise approved or directed by Council.</li> </ul> <u>Appointment of employees, officer or members</u> No appointment, contract or agreement to any role whether paid or volunteer is to be made without approval from Council.  <u>Observation of Council policy</u> The committee will observe all policy, rules, regulations and direction made by the Council in relation to the management of the facility under their control, or in relation to the committee's undertakings as a committee appointed by Council. committee members will report any breaches of regulations, policies, guidelines or services to Council.	

## 2. DELEGATIONS OF CHAIRPERSON

### Role Requirements

- With the Secretary resolve an agenda for each meeting of the committee
- To chair meetings of the committee at least four times a year and ensure that a quorum is present
- To apply the code of conduct during meetings
- To act consistently with the delegation and responsibilities of the committee and Council
- To ensure all requirements of the committee are met in regard to management of the venue in line with Council requirements
- To make any required representations of the committee to Council
- To act consistently with the delegation and responsibilities of the committee and Council

### Administration of Hire Agreements

Where authorised by the committee to execute hire agreements for the occupation of the venue specified above having a term of 1 year or less where the consideration is less than \$25,000 per annum and where the transactions generally or specifically are authorised by Council's adopted fees and charges.

### Bonds, deposits and refunds

- To return surety deposits and performance bonds either cash or bank guarantee, taken in respect to any hire agreement in respect to the hire of the community venue on behalf of the Council.
- To approve with the Treasurer or Secretary of the venue refunds in respect of all overpayments or credit adjustments arising from the operations of community venue which are not legitimately due to Council.

### Correspondence

To respond to correspondence that in the opinion of the CEO does not require consideration of the Council and to sign all correspondence as nominated by the Director Shire Services as follows:

- Concerning individual hire agreements; and
- Carrying out of works of under \$1000 in value where procurement guidelines have been followed.

The following correspondence shall not be signed or sent:

- Correspondence to councillors, members of Parliament or solicitors
- Representation to the community contrary to the Committee being separate to Council;
- Admitting liability for any incident; and
- Accepting any quotations or contracts for works, materials or services having a value of greater than \$1000.

### Payment of accounts and invoices

To check the amounts and calculations in accounts or invoices submitted to the committee under any contract or agreement by suppliers of goods and services and determine whether the money claimed in those accounts or invoices is proper in respect of the relevant contract or agreement and if so pay, to the monetary limit as stated in the Clause "Purchase of Goods, Works and Services", in this Delegation the relevant account or invoice or so much of it as is determined to be proper.

To act as co-signatory of cheques where delegated by the committee.

### Operations and services

To carry on the regular operations and services of the venue within the sums voted by the Committee for expenditure therein within the Budget allocation for which you have responsibility that is not subject to any contract or agreement for the purchase of goods, works and services, and to check the amounts and calculations in those accounts or invoices and pay the relevant account or invoice.

To engage contractors only where the contractor provides a compliant WHS system to the committee and the contractor has been inducted onto the site.

### Purchase of goods, works and services

To obtain quotations and to authorise the purchase of goods, works and services (excluding consultants) and to incur expenditure for goods, works and services subject to:

- Expenditure not exceeding \$1,000 (excluding Goods and Services Tax if applicable) in any one transaction; and
- Funds for such expenditure having been authorised by the Committee for the operational activities of the hall.

This Clause does not authorise the delegate to execute any agreements or contracts on behalf of the Council other than individual service agreements or contracts having a value of less than \$1000.

### Term of appointment

To not exceed 12 Months. Positions to be vacated, nominated by Committee and appointment by Council at each AGM.

### 3. DELEGATIONS OF TREASURER

#### Role Requirements

- To manage bank accounts on behalf of the committee
- To submit Business Activity Statements for the Hall to Council every month
- To manage and store the financial records of the committee including the filing of bank statements and receipts
- To submit a financial report on the accounts of the hall committee to each meeting of the committee
- To act as booking officer for the committee in the absence of the Secretary unless specifically delegated to another member of the committee
- To prepare a balance sheet and annual report at the close of the financial year
- To co-operate with audits undertaken by Council or its appointed auditor
- To act consistently with the delegation and responsibilities of the committee and Council

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#### 4. DELEGATIONS OF SECRETARY

##### Role Requirements

- To record the minutes, including motions carried or lost, of meetings of the committee
- To distribute copies of the draft minutes to the committee and to Council
- To record disclosures of interest during meetings
- To manage and store the records of the committee including and filing of hire agreements.
- To act as a booking officer unless specifically delegated to another member of the committee
- To write and receive on behalf of the committee in accordance to the resolutions of the committee subject to the specific limitations below
- To act consistently with the delegation and responsibilities of the committee and Council

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