



HUON VALLEY COUNCIL

HALL MANAGEMENT COMMITTEE HANDBOOK



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WELCOME FROM THE HUON VALLEY COUNCIL

Dear Hall Management Committees,

On behalf of Council I would like to welcome you all as members of the hall management committees. Being part of a hall management committee can be a rewarding way to participate in our community. Council's community halls are venues where we can socialise, entertain and perhaps find a connection with our heritage.

We are interested in looking at opportunities to promote our halls as viable options as event venues, not only for the people of the Huon Valley but also for potential customers further afield. Please take the time to become familiar with this induction pack.

As a member of a hall management committee you are a volunteer for Council and this carries a level of responsibility, particularly in relation to the health and safety of you and your fellow committee members as well as the users of the hall.

Council values the work that hall management committees have carried out in the past and we look forward to working collaboratively with the new committees towards achieving beneficial outcomes for our Huon Valley Community.

We understand that new committee members or those taking on new roles may require some support to carry out their role. Please do not hesitate to contact Council and we will happily meet with you and your committee. We sincerely want to help make your job as easy as possible.

Thank you for your dedication and hard work, but above all your Community spirit.

Rebecca Stevenson

Director Community Services

QUICK TIPS FOR NEW COMMITTEES

CONFIRM ROLES

The first Committee meeting should be used to confirm the roles of each committee member and ensure that everyone understands their roles and responsibilities as part of the committee. It is a good opportunity to identify any required training, particularly in any of the Office Bearer roles (ie. Chairperson, Treasurer and Secretary).

SCHEDULE QUARTERLY MEETINGS

The Chairperson and Secretary are to create a schedule for the committee meetings. Committees are required to meet at least quarterly. The scheduled quarterly meeting dates are to be distributed to all committee members and a copy provided to Council's Community Liaison Officer by the end of February each year.

APPOINT HALL BOOKING PERSON

The Hall Booking System should be clearly understood by all members of the Committee and the first committee meeting will be an opportunity to appoint a Hall Booking Person if one has not already been appointed. The Hall Booking Person is responsible for all activities associated with hiring of the hall to community members. This includes:

- Taking all correspondence relating to the booking of the hall including telephone enquiries. The Booking Person is to be the sole point of contact between the Hirer and the Committee, in much the same way as the Liaison Person (see below) is with Council;
- Calculating the fees and charges for the hall using the Hall Hire Costing Sheet;
- Collecting the monies (including bond) from the Hirer on behalf of the Committee and completing the Application for Community Hall/Meeting Room Hire agreement;
- Ensuring the hirer has a key to the hall a minimum of one day prior to the event being held;
- Performing a condition inspection prior to the event being held and after the event (to ensure the hall's condition is the same as was evident before the hire) and recording the results on an inspection record;
- Returning the bond to the Hirer if the hall condition is satisfactory or, if not, organising any repairs or cleaning of the hall; and
- Collecting the keys from the Hirer.

Soon after the Committee’s AGM, the Booking Person is to submit to the Community Liaison Officer a record of the bookings made for the hall during the previous financial year. This enables Council to properly record the hall’s usage and utilisation.

APPOINT A LIAISON PERSON

Every hall management committee is to nominate a Council Liaison Person who is to be the sole point of contact between the Committee and the Council’s Liaison Officer unless otherwise noted under key dates below. They will require:

- An active email address which is accessed twice weekly
- Contact phone number
- Valid postal address

The identity of this person is to be noted in the minutes of the meeting and communicated to Council’s Community Liaison Officer.

TRAINING

Training requirements are to be documented in the minutes and passed onto Council’s Community Services. Upon receipt of the request Council will look at the available options for addressing these requirements.

KEY DATES FOR THE MANAGEMENT COMMITTEE

Item	Due dates
Secretary to provide Hall Management Committee scheduled quarterly meeting dates to Council.	By last day of February each year
Treasurer to provide Council with Hall Management Committee Budget	By 31 March each year
Committee to provide Council with date of the Committee’s Annual General Meeting. <i>Note - To assist with administrating and scheduling annual general meetings we request that you hold them between 10 August and 15 September once Council has returned your financial statements.</i> It is recommended that the Hall Management Committee set the Annual General Meeting date at the start of the year and provide the date to Council as part of the scheduled quarterly meetings to be held.	By 1 July each year
Treasurer to provide Committee’s financial reporting to Council	By 15 July each year
Date of Annual General Meeting to be provided to Council	By 15 July each year

HUON VALLEY COUNCIL CULTURE STATEMENT

As a volunteer member of one of Council's Special Committees you are a representative of Council. At Council we have adopted the following Culture Statement for our organisation. We believe that this statement will serve as a sound foundation for the organisation heading into the future.

HUON VALLEY COUNCIL CULTURE STATEMENT

"The Huon Valley Council is committed to facilitating a workplace where employees experience a highly professional, rewarding and enjoyable work environment. We strongly believe in up-skilling our people to ensure they succeed.

We take a genuine interest in our people and care about their health and wellbeing both at work and outside of work. We afford employees flexibility where appropriate and allow employees the appropriate level of autonomy to do their job.

We perform our work with courtesy, honesty and respect. We reward those who work hard and achieve results. We have fun along the way and celebrate our achievements."

COMMITTEE TERMS OF REFERENCE AND VOLUNTEER CODE OF CONDUCT

The Council, by resolution, has appointed you all as members of a management committee to control and manage the operation of some of its public buildings and associated facilities (utilities room, BBQ shelters and public toilets).

The Management Committee is appointed by Council as a Special Committee of Council under *Section 24 of the Local Government Act 1993*.

VOLUNTEER CODE OF CONDUCT (ATTACHED)

The Volunteer Code of Conduct describes the expected level of behaviour for Council staff and volunteers.

COMMITTEE TERMS OF REFERENCE (ATTACHED)

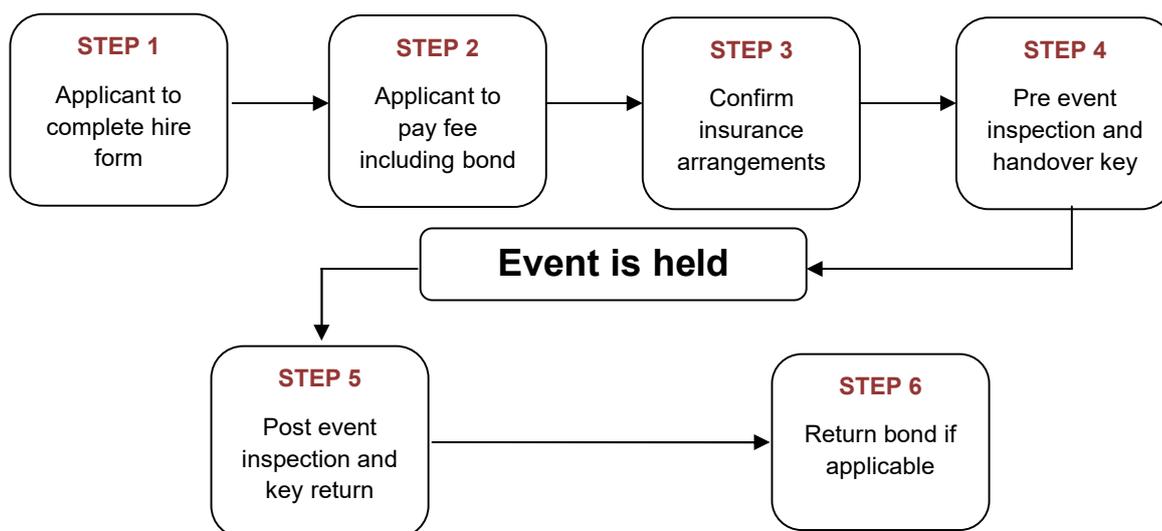
These are the approved governance parameters for the Management Committee. The Terms of Reference defines the duties of each member and the tasks that are to be performed during the term of service.

HALL BOOKINGS

The booking of the hall is a responsibility of the management committee. The Hall Hire Agreement is to be completed by all persons wishing to hire the hall. It does not need to be completed by the management committee for meetings. It is recommended that the Committee nominate a Booking Person as soon as possible and provide the name and contact number of the nominated Booking Person to Council. In the absence of a nominated booking officer, all Council enquiries relating to hall bookings will be referred to the relevant committee appointed Council Liaison Person.

The following steps are to be completed by the Hall Booking Person when hiring the hall.

HALL BOOKING PROCEDURE



General Hall Booking Information

1. Application for Hall/Room Hire Agreement or Form to be completed by the applicant
2. The total hall hire cost is to be determined by the Booking Person in accordance with the hall hire costing sheet. These fees and charges are set by Council each financial year and must be consistently applied to all hirers. The hire fees will comprise the following:

- **Hire cost** - (can either be hourly or daily and is determined by the class of the hall, the day, the period of hire and if trestles/chairs are required).

When the venue is hired for the purpose of conducting classes that contribute to either the health or wellbeing of the community, or are a not for profit organisation, the hirer may be charged under the Bonafide Community Groups rate. This is to be requested in writing to Director Community Services as Council retains the right to determine what is to be classified as contributing to the health and wellbeing of the community.

- **Insurance** - Does the activity to be carried out in the hall enable them to access Council's Public Liability Insurance Policy? If it does then an additional charge of \$30.00 will apply to the hall hire (refer to the section of this induction on insurance for additional information).

If the activity does not qualify, then the hirer will need to provide a copy of a relevant and current Public Liability Policy for the activity and it will need to be provided with the Hall Hire Agreement.

- **Bonds** - The hire fee will include a bond which is fully refundable at the completion of the hire, provided a post event inspection does not discover damage, mess or loss. The applicable bonds are detailed in the fees schedule. Receipts are to be provided for all hall transactions, including when receiving and refunding bonds.

3. Prior to a person taking possession of a hall key, the building is to be inspected by the Committee's Booking Person in the presence of the person that will be hiring the hall, so that both parties can witness the condition of the hall and so the Committee's Booking Person can communicate the expected standard that the hall will need to be left in when it is vacated.
4. Issue of key to hall hirer - a Key Hire Authorisation Form and Key Issue Record should be completed by the person hiring the hall. The Committee is to retain a copy of the Key Hire Authorisation Form in case the hirer loses the key. Hall hirers that lose a key will be responsible for replacing the key at their own cost. If no authorisation has been signed by the hirer and a key is lost, the replacement key cost will come from the Committee budget.

5. When the hall hire is complete, the hirer will contact the Committee to request a refund of the Cleaning Bond. The Booking Person is to inspect the premises to ensure there is no damage and the building has been cleaned after use.
6. If the building has been left in good order by the hall hirer the relevant bonds should be refunded by 5pm following the day of the hire. Record of the hire form and relevant insurance policy is to be stored with the Management Committee's Treasurer for submission to Council with the hall's end of financial year documentation.
7. If the hall has not been cleaned as a result of activities from a hire, the Booking Person is to notify the hirer that the bond will be withheld until a contract cleaner has cleaned the hall. Remaining funds from the cleaning bond will be refunded to the hirer. The hirer is to be given a copy of the invoice from the contract cleaner and a copy is to be retained and submitted to Council with the hall's financial records.
8. If the hall receives loss or damages as a result of activities from a hall hire, the Booking Person is to notify the hall hirer that the bond will be withheld until the matter is investigated by Council.

If it is considered by the Committee that the loss or damage does not pose a risk to public health and safety and is minor in nature, the Committee is to collect imagery of the damage and complete a Maintenance Request Form. A copy of the notice should be forwarded to Council's Community Liaison Officer the next working day after the incident and the matter will be investigated. Hall hire under these conditions can continue.

If the Committee is of the belief that the damage to the hall presents a risk to public health and safety and the damage is identified during business hours, the Chairperson is to close the hall immediately and the Management Committee's Hall Liaison Person is to notify Council's Community Liaison Officer as soon as possible. Hall hire is not to continue until the matter is resolved to Council's satisfaction.

If the incident occurs outside of Council operating hours and the Committee is of the belief that the matter presents a risk to public health and safety, then the Chairperson is to close the hall immediately and notify Council's after hours call out Officer.

9. When Council completes its investigation the Committee will be notified of what action is to be taken with regards to the bond(s) and any expected closure times for the hall.
10. It is important to keep financial records of all transactions made with the hall hiring, including all fees received and refunds issued.

EMERGENCY PROCEDURES

In the event that there is an emergency at the hall requiring attendance from Emergency Services, the following procedure is to be followed:

1. Move to the hall's nominated Assembly Point.
2. If necessary telephone Emergency Services on 000 for attendance by Fire, Ambulance or Police.
3. After contacting the relevant Emergency Service, contact Council's after hour's service on (03) 6264 0300 and provide a brief description of the matter, your name and contact telephone number.
4. Remain at a safe location until contacted by the relevant Emergency Services person.
5. **ONLY IF SAFE** proceed to secure the hall by locking all of the hall's access doors.

Note that an emergency procedure guide must be displayed in a prominent place within the hall.

VOLUNTEERING

Hall Management Committee Members are classed as volunteers of Council. To ensure each member of the Committee understands their role within the Committee, a Position Description will be issued to each member soon after the appointment at the AGM.

No activities that involve high risk work can be carried out by members of the Committee or volunteers unless they have the appropriate accreditation. A list of the sorts of activities associated with high risk work is included in the Volunteer Safety Rules.

In the majority of cases much of the work deemed to be high risk will need to be carried out by accredited contractors, not committee members, as outlined in the Volunteer Safety Rules. At times members of the Committee may want to do work other than what is outlined in their position description. Prior approval must be sought in writing from the Council's Community Liaison Officer one month prior to the activity.

The Huon Valley Council relies on volunteers for many of the services it provides and is fortunate to have a strong network of volunteers who willingly give up their time to help our community.

If you are a volunteer acting on behalf of the Council you are in fact representing the Council. As such, we would ask that you commit to the standards that we uphold at the Huon Valley Council and perform your duties with honesty, integrity and fairness.

The Code of Conduct sets out the standards of behaviour expected of people who are associated with the Council as a volunteer.

The *Volunteer Safety Rules* set out the procedures and methods of works that must be followed by all volunteers to ensure a safe working environment is maintained and is included in the attachments of Committee forms.

The *Code of Conduct* and *Volunteer Safety Rules* are to be read and signed by each volunteer prior to any works commencing on Council grounds or buildings. A copy of the signed agreements is to be kept within the hall and must be supplied to Council's Community Liaison Officer upon request.

It is important that you read and understand the Code of Conduct and Volunteer Safety Rules to ensure that you know your rights and obligations prior to signing it.

THE SUPERVISOR

When volunteers are working on Council owned sites or assets, a Supervisor (nominated from within the Committee) must be available to provide guidance and clarification to ensure compliance with Council's procedures and policies.

For other activities, such as working bees that the Committee will coordinate and require volunteers, the following procedure for non-standard volunteer work will need to be followed.

PROCEDURE FOR NON STANDARD VOLUNTEER WORK

Four forms need to be completed for non-standard volunteer work as follows:

1. **Volunteers Risk Assessment Form** - To be completed by the organiser of the event and approved by Council's Community Liaison Officer
2. **Volunteers Code of Conduct** - All volunteers are to read, or have read to them, and each volunteer is to sign, the Volunteer Code of Conduct
3. **Volunteers Safety Rules** - All volunteers are to read, or have read to them, and each volunteer is to sign, the Volunteer Safety Rules
4. **Volunteers Position Description** - All volunteers are to read, or have read to them, and each volunteer is to sign, the Volunteer Position Description

COUNCIL / COMMITTEE COMMUNICATION

Understand the role of the liaison person - The role of the Committee's Council Liaison Person has proved to be an important role within management committees. The liaison person maintains and distributes the Council's communications to the Committee and the Committee's communications to Council. It is important that the Liaison person conveys information as directed by Council to the Committee in a timely manner.

General correspondence regarding the hall can be made directly to Council's Community Services from the Liaison person, preferably via email. Alternatively we are happy to receive requests in writing. Please do not make any requests verbally as these are hard to track and may be 'lost in translation'.

Copies of committee meeting minutes are to be emailed through to hvc@huonvalley.tas.gov.au and marked to the attention of the Community Liaison Officer (**please do not send minutes direct to an officers personal email address**).

At times there may be circumstances whereby clarification is required regarding roles and responsibilities within committees. In such circumstances, please raise these issues as matters with the Chair and the Committee's nominated Council liaison person, who will then forward these matters onto Council's Community Liaison Officer if clarification is required.

COMMUNICATION TO MEDIA

Committee members may at some stage be contacted by the media for information or comment about Council. Although you are free to comment on matters as an individual, the Council requests that you do not make any statements where it could be inferred that you are speaking on behalf of the Council or expressing its views or policies.

If you are contacted by any member of the media regarding a Council matter, please refer them to Council's Media and Communications Officer.

GRIEVANCES

The Volunteer Code of Conduct provides a direction for Committee members regarding the action that is to be taken regarding grievances with Council, other committee members or matters regarding the management committee.

HALL MANAGEMENT COMMITTEE SUGGESTIONS

To lodge a hall management suggestion, the Committee is required to firstly approve the suggestion at a general meeting and then this suggestion is to be forwarded to Council's Community Liaison Officer. All suggestions will be assessed and responses issued when a decision is made in relation to the matter.

INCIDENT NOTIFICATION

Incidents at a community hall where there is an injury or near miss are to be reported to Council immediately by:

- email: hvc@huonvalley.tas.gov.au
- Ph: 6264 0300

Some more serious incidences are required to be reported to WorkSafe Tasmania within strict time frames: these are called Notifiable Incidents. The relevant legislation that governs safety in the work place in Tasmania is the *Work Health and Safety Act 2012* (the Act) and *Work Health and Safety Regulations 2012* (the regulations).

EVENTS

An event, also known as a public event, includes any performance, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance, publicly advertised lecture or other similar entertainment for the public. It does not include religious services or ceremony unless Council considers it necessary.

Events will require special Council consent. Notification of Community Events in the Huon Valley can be completed online at <http://www.huonvalley.tas.gov.au/events/>

If the Committee is unsure as to whether an activity would be classed as an event, an enquiry may be made to Councils Community Liaison Officer on (03) 6264 0300.

EVENT ADVERTISING

Council may, on request, help to promote your event in a number of ways. Free media opportunities include:

- Council Facebook page
- Council newsletters
- Community notice boards
- Council website

INSURANCE

There are a number of insurance covers that may apply to using and hiring a hall. The two most common are public liability insurance and products liability insurance.

Committee members are covered with Council’s public liability insurance for the hall and immediate surrounds if they are operating in the capacity of a committee member and within their established bounds of their Volunteer Position Description. Committees that would like to produce a product and sell the product to other persons will require their own products liability insurance policy.

COUNCIL HALL MANAGEMENT COMMITTEE MEMBERS

WHAT IS COVERED UNDER THE COUNCIL?

Public Liability		Product Liability	
✓	Hall and Surrounds - if operating in the capacity of a committee member	X	Producing products to sell - third party cover required
✓	Market - if held by the committee (hire agreements need to be in place between the committee and the marketeers).		

**Please Note: Products Liability Insurance is not available to a third party

CASUAL HALL HIRERS

WHAT IS AVAILABLE UNDER THE COUNCIL PUBLIC LIABILITY INSURANCE

Every person hiring a hall will need public liability insurance, whether they have their own insurance for the activity or they access Council’s casual user public liability insurance policy.

Public Liability		Product Liability	
✓	Hall and Surrounds for <u>suitable</u> activities (see list below) a fee of \$30 can be paid to be covered by the Council policy. (A market can be included if only Council owned equipment and infrastructure is used.)	X	Producing products to sell – third party cover required
X	Market where stall holders use their own equipment		
X	Contractors, subcontractors, products liability, sexual and/or child molestation, professional indemnity, grandstand and temporary seating (above one level), fireworks, amusements, security personnel, participation at formal sports or contests, rock/pop concerts, etc.		

The Booking Person will need to determine whether the person applying to hire the hall is covered for the required insurance. In the event of a Market, if it is being held by a Hall Management Committee their public liability is covered by Council insurance but each stall holder may need their own insurance or cover their own liability, which will be reflected in the indemnity clause of the Hall Hire Agreement.

If the Market is being held by third party Council's public liability insurance can be used by paying the set fee. This will provide public liability insurance for loss or damages caused by Council owned equipment/infrastructure, with a number of limitations as it does not cover contractors, subcontractors, products liability, sexual and/or child molestation, professional indemnity, grandstand and temporary seating (above one level), fireworks, amusements, security personnel, participation at formal sports or contests, rock/pop concerts, etc.

Equipment or infrastructure that is used in/for a market that is **not** owned by Council is **not** covered by Council's public liability insurance. Stall holders should be encouraged to have their own insurance where possible. However, market organisers/coordinators after conducting a risk assessment may still consider the level of risk involved as acceptable in allowing a stall holder and their equipment into a market and permit them to participate in the event without insurance. If this is the case the stall holder should be made aware that they will carry the responsibility for any liability issues that may arise and this should be noted in a written agreement between the stall holder and the organiser/coordinator.

If the Booking Officer is unsure about whether Council's insurance policy will cover a proposed activity then the Booking Person is encouraged to contact Council's Community Services Unit to seek clarification.

PUBLIC LIABILITY INSURANCE

Explanation: Public liability insurance covers the risk to the public from an injury caused through negligence on the part of the owner or occupier of the premises.

The policy does not exclude a market. However, there may be some gaps in that if a claim arose out of a product or other specific action where there is no cover. The policy may respond to cover the general public liability aspects of a market/garage sale such as trip and fall, but not if tents or trestles, etc blow over and/or other similar events or where stall holders are using their own equipment.

Position: The Council holds public liability insurance for its buildings and land. This does not extend to third parties running a market/garage sale.

Comment: Stall holders may agree to carry the risk themselves in which case a risk assessment should be conducted and, if agreed, will be reflected in the indemnity clause of the Hall User Agreement or, in the case of a third party, a written agreement between the stall holder and the market organiser/coordinator.

GENERAL INSURANCE INFORMATION

The \$30 insurance fee is to be retained by the Committee and clearly shown in the Committee's financial records as income. The Committee is to retain copies of the Hall Hire Agreements and submit them with the Committee's end of financial year records with copies of insurance policies (if relevant) from each hall hire.

If the Committee decides that a hirer will require their own insurance policy for an activity then the Committee member is to be satisfied that the policy will cover the proposed activity. The onus is on the hall hirer to provide clarification to the Booking Officer as to whether the proposed activity is covered by the relevant insurance policy.

The insurance documentation for an activity or product should provide the following information:

- Name of insurance company
- Type of cover (i.e. public liability/products liability)
- Value of cover
- Period of the cover (commencement date to closing date)
- Details of the activity/product that the insurance covers

The minimum public liability insurance / products liability cover is to be twenty (20) million dollars.

FINANCIAL REPORTING

The Management Committee shall provide the Council with its annual financial statement by 15 July each year, detailing transactions for the preceding financial year. These will form part of Council's overall financial statements which have strict guidelines set by the Auditor General.

The annual financial statement must be reconciled to the bank statement and provided with copies of the following documents:

- All ledgers (if electronic, please submit printed copies)
- Copy of bank reconciliations
- Invoices
- Receipts
- Bank Statements (covering the full financial year)
- Cheque book
- Copies of hire agreements

The annual financial statement is to be subject to audit by appropriately qualified Council officers.

On completion of the audit by the Council Accountant a financial statement will be provided to the Committee for review. The statement must be signed by the Chairperson and Treasurer of the Committee. Financial statements and budgets will be publicly available upon request.

BUDGETS

The Management Committee shall provide the Council with a proposed budget for the ensuing financial year by 31 March each year detailing the required financial support from the Council.

The budget shall specify the proposed expenditure for the ensuing year including costs associated with major works and detail of funds anticipated to be received as income from sources other than the Council.

Expenditure by the Management Committee shall be restricted to the operational, maintenance and development expenses of the facility for which the Committee is responsible.

OUTGOINGS

The Management Committee, having received an annual allocation from the Council, will assume full responsibility for costs associated with the following:

- Electricity
- Water and sewerage charges imposed by Tas Water
- Cleaning
- Maintenance of the interior of building
- Maintenance of grounds surrounding the exterior of the hall as agreed with the Council on an annual basis
- Maintenance of exterior of the hall as agreed with the Council on an annual basis

LIMITATIONS OF AUTHORITY

The Management Committee, in undertaking its function of managing the hall, shall not have power to undertake any of the following:

- Borrow money
- Make a rate or by-law
- Execute a deed or sign a Contract
- Institute legal proceedings
- Enter into sponsorship arrangements

GST (GOODS & SERVICES TAX)

Great care should be taken to identify and separate the GST and non GST items. This is the source of many errors. Accuracy in this area is essential to get true amounts from the Payables and Receivables Systems to calculate the annual GST return for the Committee.

For audit purposes and to comply with GST rules, when an invoice does not quote an ABN (Australian Business Number) the supplier must complete a *Statement by Supplier Form* to explain the reason they are exempt from GST. A copy of this form is available from the Australian Taxation Office Website at <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

COUNCIL'S PAYMENT POLICY

1. A firm or person should supply you with a tax invoice and their ABN. If they fail to supply both of these items law requires the Huon Valley Council to deduct 46 per cent of the value from the cheque as Withholding Tax. The Huon Valley Council must remit this amount to the Australian Taxation Office with its Annual Payroll Return.
2. If the supplier presents you with a tax invoice they are required to add 10 per cent GST to the invoice which the Committee must pay. This is only applicable where the supplier is GST compliant and has registered for GST with the Australian Taxation Office.
3. When a supplier presents a Tax Invoice with an ABN and the supplier is not registered for GST this invoice must state that it is GST Exempt. Suppliers earning less than \$80,000.00 per annum are not required to register for GST.
4. If a person does not have an ABN and is providing a service to the Committee a Statement by Supplier Form is required to be completed and attached to the Invoice.

TAX INVOICES

Tax invoices for taxable supplies must include:

- The Australian Business Number (ABN) of the entity issuing it
- The GST – inclusive price of the taxable supply
- The words “Tax Invoice” stated prominently
- The date of issue of the tax invoice
- The name of the supplier
- A brief description of each item supplied
- When the GST payable is exactly 1/11th of the total price, the invoice must state, “the total price includes GST”, or the GST amount

For persons that have been appointed to the position of Treasurer of the Committee and who require guidance on how to be a Treasurer it is recommended that an appointment is made with Council's Finance Department on (03) 6264 0300 so that some training may be provided on the requirements of the role.

PROCUREMENT

The following rules apply to the Committee for purchases:

- All payments above \$500 are to be authorised by resolution of the Committee
- All payments are to be made via cheque or electronic means
- Expenditure above the value of \$2,000 is to be referred to Council's Community Services for approval
- Items between the value of \$10,000 and \$30,000 will have written quotes
- Items valued at \$30,000 or above will have three written quotes.

KEY DATES AND TIMINGS FOR THE TREASURER

TIMING	ACTIVITY	NOTES
Ongoing	Record keeping	Maintain Management Committee's financial records - purchases, income and keep evidence of such records.
15 March	Budget	Create Management Committee's budget for the ensuing financial year and submit to Council by 15 March.
15 July	Financial statement and records	Prepare Annual Financial Statement and submit with the other required financial information to Council by 15 July.
Within 7 days	Statement of receipts and payments for year end	After Council assesses the Committee's Financial Statement and records it will issue a statement of receipts and payments for year end. This needs to be signed by the relevant members of the Committee and returned to Council within seven (7) days.

Council has a template for financial recording that needs to be followed by the Committee's Treasurers. Hard copy and Windows Excel files of these documents are available and will be provided at the Treasurer's request.

BUILDING MAINTENANCE

Standard non-urgent hall maintenance matters such as blocked gutters that come to the attention of the hall management committee can be referred to Council via a Maintenance Request Form. Some ongoing maintenance items that the Committee may wish to carry out but of which are outside of the Committee member's Position Description may still be able to be carried out by the Committee members under certain conditions. Further information regarding this can be sought from Council's Community Services.

Urgent maintenance matters during business hours can be referred to Council's Community Services Unit on (03) 6264 0300.

Urgent matters out of business hours can be referred to Council's after hour's emergency line on (03) 6264 0300. This will require you to state the nature of the matter and provide your name and contact telephone number.

SECURITY

All locks and keys are to be on the Council key security system with keys being provided by the Council as required. The secretary is required to provide Council with a list of all key holders on an annual basis, or in the event of a change in key holder.

Damage to building - The secretary shall provide immediate advice to the Council of any major damage to the hall whether accidental or by vandalism or where major maintenance is required.

OFFICE BEARERS GUIDE

CHAIRPERSON

The role of the Chairperson must ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made carried and carried out. The Chairperson of the Management Committees shall be nominated by the Nominated Members and the appointment is to be confirmed by the Council. The Management Committee may appoint a Deputy Chairperson from amongst its members. In the absence of a Chairperson and Deputy Chairperson (if appointed), an Acting Chairperson shall be elected by the Members present at any duly properly constituted meeting for the purpose of presiding over that meeting.

SECRETARY'S GUIDE

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. In summary, the Secretary is responsible for:

- Ensuring meetings are effectively organised and minuted
- Maintaining effective records
- Administration

The Secretary shall provide a copy of the Minutes to Council within 14 days of the meeting being held and can be email to hvc@huonvalley.tas.gov.au

TREASURER'S GUIDE

The Treasurer shall keep accurate records of the financial transactions off the Committee in the prescribed format and attend to all the financial affairs of the Committee. The Treasurer shall issue a receipt for all monies received on behalf of the Committee. The annual financial statements must be reconciled to the bank statement and provided with copies of:

- All ledgers (hard copies and electronics)
- Copy of bank reconciliations
- Invoices
- Receipts
- Bank statements (01 July to 30 June)
- Cheque books used between the above period
- Copies of all hire agreements

The annual financial statement is to be subject to audit by qualified Council officers and will released back to the Committee on completion of the audit.

Opening Hours:

Monday to Friday
8.20am to 5.00pm

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