



**HUON VALLEY  
COUNCIL**

# **HALL MANAGEMENT 2019 COMMITTEE FORMS**

- Volunteer Registration Form
- Volunteer Code of Conduct and Safety Rules
- Volunteer Position Descriptions
- Hall Hire Form including Conditions, Costings Sheet and Risk Assessment
- Key Hire Form
- Committee Member Key Issue Record
- Standard Meeting Agenda (11a) & Annual General Meeting (11b) Templates
- Publication Approval Request Form
- Maintenance Request Form
- Financial Templates
- Terms of Reference

# VOLUNTEER REGISTRATION FORM

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Name: .....

Address: .....

Phone Number(s): .....

Email Address: .....

Volunteer Position: .....

Name of Committee: .....

Do you have an existing medical condition or injury that would affect your ability to perform the inherent requirements of the position (as outlined in the position description)

Yes  No

If you answered yes, please specify:

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

I confirm that the information provided in this form is true and correct:

Volunteer Signature: .....

Date: \_\_\_ / \_\_\_ / \_\_\_\_

# VOLUNTEER CODE OF CONDUCT

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## 1. Personal Behaviour and Responsibilities

As a Council volunteer you are expected to:

- (a) Be courteous to the people you are dealing with
- (b) Observe all health, safety and welfare issues to protect both yourself and others in the workplace or in private and public areas
- (c) Help to create an environment that is free of harassment and discrimination
- (d) Ensure that you comply with all relevant laws and Council Policies
- (e) Report any adverse behaviour or possible breaches of this Code to the Council Officer who is supervising your activities. Alternatively, you can report any matters to the General Manager

## 2. Responsibilities of Volunteers

Council volunteers must:

- (a) Be reasonable, just and honest in their actions and act in a non-discriminatory manner
- (b) Refrain from any form of conduct which could cause offence or embarrassment to the Council, fellow volunteers or members of the public
- (c) Act in accordance with the law and the Council's policies

## 3. Conflict of Interests

Conflicts of Interests exist when it is likely that a person could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their public duty.

If you have a conflict of interest in any area of your voluntary work with the Council we ask that you disclose it. A conflict of interest does not necessarily mean that you would be barred from carrying out your volunteering role. By declaring an interest and being open about the circumstances it allows others to understand your position and prevents criticism of you and/or the Council.

If you are unsure whether or not you have a conflict of interest please discuss your circumstances with your supervisor so the matter can be resolved.

## 4. Gifts or Benefits

As a volunteer you are likely to receive offers of gifts in return for the service you are providing. Such gifts are usually expressions of thanks from people who are grateful for the service you are providing knowing that you are working in a voluntary capacity. Mostly, these gifts are token in value (i.e. less than \$50 e.g. flowers, chocolates etc) and often given at Christmas.

Volunteers should not accept gifts or benefits that could appear to give someone an advantage. Cash incentives should not be offered to, or accepted by, a Councillor, staff member, volunteer or committee member under any circumstances.

If you are offered a gift that is more than token in value, you should politely refuse the offer. However, if circumstances make it difficult to refuse (i.e. it could cause offence or you do not receive it directly from the person) you should inform your supervisor immediately. A Gift and Benefit Declaration should be

completed and given to the Supervisor so that it can be entered into the Council's Gifts and Benefits Register.

#### **5. Use of Council Resources**

Volunteers often use Council resources (i.e. materials, equipment, motor vehicles) as they carry out their duties.

You should ensure that these resources are used effectively and economically and only for business associated with the particular work that you do.

#### **6. Confidential and Personal Information**

As a volunteer you may, from time-to-time, be given access to confidential information or documents which contain personal information.

Personal information is defined as any "information or opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion". This definition includes the names and addresses of individuals.

You must maintain the security of this information and not access, use or remove any information unless you are authorised to do so.

#### **7. Public Comment**

Volunteers may at some stage be contacted by the media for information or comment. 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 the media for a comment, please refer them to the Council's Media and Communications Officer.

#### **8. Alcohol and Drugs**

The Huon Valley Council requests that you do not carry out your duties while under the influence of alcohol or other drugs that could impair your ability or cause danger to the safety of yourself or others. In addition, the Council encourages a smoke free environment and cigarette smoking is not permitted in any Council building, Council vehicle or Council plant.

#### **9. Criminal History Check**

At the request of Huon Valley Council, you may be required to undergo a Child Safety Screening Check or National Police Check. The outcome of such checks can determine your continuance to perform work for the Council.

#### **10. Work Health and Safety**

Volunteers are responsible for ensuring they have read and understood all safety requirements, as noted in the Huon Valley Council's Volunteer Safety Rules, before commencing or undertaking work. Volunteers are also required to undergo a site induction with their Supervisor prior to commencing work.

## **11. Reporting Improper Conduct**

A volunteer or any member of the public who knows, or has good reason to suspect, improper or unfair conduct by any Council employee or other volunteer, should immediately report such conduct to their Supervisor or the General Manager.

## **12. Breaches of this Code**

Sanctions may be applied if this Code is breached. These sanctions will depend on the nature of the breach. They can vary from a warning through to a cessation of duties for a serious breach. Breaches of the law will be referred to the appropriate law authority.

## **13. Further Information**

If you have any queries or require further information about this Code, please contact your Supervisor.

**14.** All volunteers are responsible for ensuring they have read and understood all safety and other legal requirements, as noted in Huon Valley Council's 'Volunteer's Code of Conduct' form and 'Volunteer's Safety Rules' form, before commencing or undertaking work for the Council.

**15.** Volunteers must not commence work until they have checked in with the person in charge of the work area or until they have obtained information on any relevant site safety requirements.

**16.** All work must be conducted in a safe manner and comply with all legal/regulatory requirements.

**17.** No 'high risk' work is to be carried out without first seeking approval from the relevant Council Officer. High risk work is any work that:

- (a) involves a risk of a person falling more than 2 metres; or
- (b) involves, or is likely to involve, the disturbance of asbestos; or
- (c) involves drilling into a wall where live electrical wiring may be present; or
- (d) involves structural alterations or repairs that require temporary support to prevent collapse; or
- (e) involves the operation of mechanically powered plant i.e. chain saws, mowers, line trimmers; or
- (f) involves the demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure.

If a volunteer is unsure whether the work to be performed is 'high risk', they must speak to the relevant Council Officer.

**18.** Personal Protective Equipment (PPE) must be used/worn as appropriate to the area and work being performed. All PPE must comply with all legal/regulatory requirements at all times.

**19.** No equipment is to be repaired or maintained unless properly isolated, switched off, stopped and tagged. Electrical circuit breakers/switches in fuse boards must also be tagged/locked off when working on electric circuits/wired in equipment. Any equipment/materials found to be unsafe is to be tagged/labelled and reported as soon as practicable to the supervisor.

**20.** All portable electrical appliances are to be tested and tagged in accordance with AS 3760.

21. No portable electrical power tools or equipment are to be operated unless through a portable industrial quality ELCB/RCD unit - for all inside and outside work.
22. Volunteers must be aware of relevant emergency procedures in the work area.
23. Smoking is NOT PERMITTED in any Huon Valley Council building, plant, vehicle or in any area where second hand cigarette smoke will affect others.
24. Volunteers must follow all directions (written, verbal, signs) and observe all safety requirements advised by the nominated supervisor in charge of the work area. If at any time a volunteer feels that the work or the environment in which they are working is unsafe, they should cease work and discuss the matter with the supervisor or a delegated person.
25. Volunteers must provide their supervisor with the Material Safety Data Sheets (MSDS) for any chemicals or hazardous substances brought on to any Council premise. This does not include chemicals that can be purchased over the counter for common domestic use. Flammables such as 2 stroke fuel must be contained in a labelled container suited for the storage of such fuel.
26. All incidents and injuries (including minor and near misses), equipment breakages/failures and chemical/hazardous substances spills must be immediately reported to the supervisor in charge.
27. Volunteers must not enter any work area or use any equipment for which they are not authorised or competent to operate.
28. Volunteers are not to give instructions or directions to any Huon Valley Council employee or other persons on the premises unless authorised to do so.
29. Volunteers must be mindful of Huon Valley Council employees and other persons around the area you are working:
  - (a) do not leave material/equipment laying around
  - (b) reduce any tripping hazards
  - (c) pay attention to housekeeping
  - (d) display all necessary warning signs
30. On completion of any work, or when leaving a worksite, Volunteers must ensure the work area is left in a safe and secure manner, displaying any appropriate warning signs and ensuring all work is completed in accordance with any applicable job documentation/specifications and Huon Valley Council requirements.
31. Unauthorised supply, possession or consumption of alcohol or illegal drugs in/on any Huon Valley Council worksite or work area, or working under their influence, is prohibited.

I acknowledge that I have received, read and understand the Volunteer Code of Conduct and Safety Rules

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
VOLUNTEER NAME VOLUNTEER SIGNATURE DATE

# VOLUNTEER POSITION DESCRIPTION

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<b>VOLUNTEER POSITION</b>	Hall Management Committee Member
<b>WORK LOCATION</b>	Council Hall and Immediate Surrounds
<b>REPORTS TO</b>	Manager Community Development
<b>LENTH OF ENGAGEMENT</b>	October 2018 to November 2019
<b>HOURS OF ENGAGEMENT</b>	As directed by the Manager Community Services

<b>PURPOSE</b>	Assist with the operational management and daily operations of a Huon Valley Council owned hall in accordance with the Hall Management Committee's Terms of Reference.
<b>POSITION RESPONSIBILITIES</b>	Participation in committee meetings at the hall General administration tasks associated with administering the hall including the processing of hall bookings Cleaning duties including dusting, window cleaning, vacuuming, sweeping, mopping and rubbish removal Lifting and moving items of furniture including chairs and tables Changing light bulbs located at or under 2.4m Light gardening duties including weeding and planting
<b>VOLUNTEER RESPONSIBILITIES</b>	Comply with Council's Volunteer Code of Conduct and Safety Rules Perform all work in a safe manner to ensure the safety of self and others - this includes not performing any work considered 'high risk' as described in the Volunteer Work Health and Safety Guidelines Comply with Council's Volunteer Work Health and Safety Guidelines Comply with the Management Committee's Terms of Reference
<b>ESSENTIAL REQUIREMENTS</b>	Strong verbal communication skills Ability to work as part of a team Basic administration skills Physical capacity to undertake manual labour within the scope of responsibilities. Demonstrated commitment to safe work practices.

**Volunteer Name** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Manager Community Services** \_\_\_\_\_

**Signature of Manager Community Development** \_\_\_\_\_

**Date** \_\_\_\_\_



#### **A. Event Details** (To be completed by the Applicant)

Date of Application			
Surname / Club / Org			
Given Names			
Address			
Contact methods	Business phone		
	Private phone		
	Mobile		
	email		
Name of Hall			
Date of Hiring	From:		To: <input type="text"/>
Time of Hiring	From:		To: <input type="text"/>
Type of function			
No. of People attending			
Do you need tables and chairs?	____, If yes, how many? ____ tables ____ chairs		
Other equipment required?			
Will Alcohol be served?			
Do you have public liability Insurance?	If yes, please send a copy to the Booking Officer.		
comments or questions			

**Please read the following pages and sign the Acceptance on the last page.**

**Please send this form to the Booking Officer who will get back to you with Costs for your approval.**

**B. Fees and Charges** (To be completed by the Booking Officer)

Is the proposed activity covered by Council's Public Liability Cover? \_\_\_

If no, has a Certificate of Currency been provided? \_\_\_

Is and Insurance Levy applicable? \_\_\_, If yes, what is the amount? \_\_\_

<b>Time</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
Days (Mon to Thu)			
Days (Fri to Sat)			
Hours (Mon to Thu)			
Hours (Fri to Sat)			
<b>Equipment</b>			
Trestles			
Chairs			
Projector			
<b>Bonds</b>			
Cleaning Bond			
Alcohol Bond			
<b>Discount</b>			
Community Group etc			

Council's Public Liability Insurance

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Grand Total

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Any Specific Conditions or Comments

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## **C. Conditions of Hall / Meeting Room Hire**

The Council grants the hire of Hall / Meeting Room subject to the following conditions:

### **1. APPLICATION**

The right to use the Hall/Meeting Room is subject to the Council/Hall Management Committee receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, the application must include the personal undertaking by an office bearer of the club.

### **2. SECURITY BOND**

A security bond as required by Council shall be paid by the hirer at the time of booking as a guarantee of fulfilment of these conditions, and as security against damage to the building or any fittings and furniture contained therein, and for any cleaning arranged by the Council/Hall Management Committee resulting from the hirer's use of the premises. The hirer shall be liable on demand by the Council to pay any further amount in excess of such bond to meet the full cost of such damage or cleaning. If there is no breach of the conditions of usage or damage to the building or any fittings and furniture therein or abnormal cleaning the deposit will be returned within 1 week of the use of the premises.

### **3. HIRE FEES**

Hire Fees shall be as determined by the Council on an annual basis.

### **4. CANCELLATION OF BOOKING**

Any cancellation of a booking for the hire of the premises shall be made at least 24 hours prior to the date of the function otherwise half the hire fee may be forfeited to the Council/Hall Management Committee.

### **5. INSURANCE**

The hirer shall take out and keep current during the period of hire a public liability insurance policy insuring for a sum of not less than twenty (20) million dollars, insuring against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the hirer or both arising out of or in relation to the hiring arrangement. Proof of this policy must be by way of a Certificate of Currency, which must be annexed to this agreement, and form part of the agreement. A Council held public liability insurance policy may be made available to jointly cover the hirer but not in all circumstances. The availability of Council's public liability insurance policy cover is dependent on the activity that will be carried out within the Premises. If a hirer is eligible for the cover they may access it up to a maximum of 12 uses throughout the year and at a cost of \$30 per use.

### **6. ACTS AND REGULATIONS**

The hirer will comply with all Acts, Regulations and By-laws and obtain any required permits where applicable relevant to the activity being undertaken as part of this application.

### **7. PERMISSION TO OCCUPY**

The right conferred on the hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall confer on a regular hirer the right to exclusive possession and the Council may at its discretion allow other individuals and groups to have casual use of the premises.

## **8. ASSIGNMENT**

Hirers that are granted permission to use the Hall/Meeting Room shall not assign the right of use to any person, organisation or body.

## **9. DETERMINATION**

If the hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions the Council may terminate the permission to use the premises and the hirer shall immediately vacate the premises and the security deposit shall be forfeited to the Council.

## **10. THEFT**

Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

## **11. REFUSAL TO GRANT HIRE**

It shall be at the discretion of the Council to refuse to grant the hire of the Hall/Meeting Room in any case and, notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid, the Council shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

## **12. GOOD ORDER**

The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the premises throughout the whole duration of the period of use. No spitting, obscene or insulting language or disorderly behaviour or damage to property shall be permitted in any part of the premises. Smoking is not permitted in any Council building.

## **13. CLEANLINESS**

The hirer is responsible for leaving the premises in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter. Any cost incurred by Council in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.

## **14. DAMAGES**

(a) The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged. (b) The hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.

## **15. SIGNAGE**

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent of the Council.

## **16. DISPUTES**

In the event of any dispute or difference arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of Council thereon shall be final and conclusive.

## **17. LIMITATIONS OF HIRE**

By signing this application, the Hirer acknowledges that this agreement specifically relates to the Area Being Hired described in Details of Booking in Schedule 1. If the Hirer wishes to hire additional rooms, including for an event that is to be held on the same date and time as the original hire, additional fees must be paid and a separate agreement must be entered into and approved by the Council/Hall Management Committee.

## **18. COMMUNICATION**

All correspondence regarding any issue associated with the hire agreement, including the practical application of the agreement (the Hire itself), is to be between the Hirer as mentioned within this application and the Booking person responsible for the building. At no time, except for reasons of emergency or imminent danger are any persons other than the Hirer and Booking person to enter into correspondence of any nature with parties outside of this agreement.

## **PERSONAL**

### **PERSONAL INFORMATION PROTECTION STATEMENT**

The personal information requested on this form is being collected by the Council for the purpose(s) of processing applications for community hall and / or meeting room hire and will be used for that/those primary purpose(s). The intended recipients of the information are Council Officers, data service providers engaged by Council from time to time / any other agent or contractor of Council. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. Failure to provide this information will result in your application not being able to be processed. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and you may make application for access or amendment to your information in writing to the General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.

## D. Acceptance

I \_\_\_\_\_ of \_\_\_\_\_

hereby make application for the premises set out in the Schedule to this application for the day and the times specified in the Schedule. **I acknowledge having received and read a copy of the Conditions of the Hall/Meeting Room Hire and undertake to be bound by and comply with these Conditions in every respect.**

I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the conditions of the Hall/ Meeting Room Hire, and that the activity for which the hall is hired is covered by a current public liability policy covering a value of twenty (20) million dollar value of cover.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Booking Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## E. What happens next?

1. We will send you a Tax Invoice for the amount payable before the event, including the refundable Bond.
2. On payment we will meet at the Hall to check the facilities and give you the keys
3. After the event we will check the facilities, you will return the keys and, all being well we will refund the Bond.



**EVENT RISK ASSESSMENT**

EVENT	LOCATION	DATE

**RISK ASSESSMENT TEAM MEMBERS (*Print Name*)**


**APPROVAL AND SIGN OFF** (*By signing and approving this document I have reviewed this Risk Assessment and all reasonably practicable controls available have been put in place for this task*)

<b>Low &amp;</b>	<b>Moderate Risk</b>	Residual Risk Rating between 1 - 11	Event Organiser	<i>Print Name:</i>	<i>Sign</i>
<b>High Risk</b>		Residual Risk Rating between 12 - 19	Department Manager	<i>Print Name:</i>	<i>Sign</i>
<b>Extreme Risk</b>		Residual Risk Rating between 20 - 25	Department Director	<i>Print Name:</i>	<i>Sign</i>



## EVENT RISK ASSESSMENT

### RISK MATRIX

Lookup details: User selects one CONSEQUENCE and one LIKELIHOOD (result is determined automatically)

	CONSEQUENCE				
	1 Minor First Aid Injury \$0 - \$1K	2 Medium Medical Treatment Injury \$1K - \$20K	3 Serious Restricted Work Injury \$20K - \$50K	4 Major Lost Time Injury \$50K - \$1M	5 Catastrophe Fatality >\$1M
A – Almost Certain > 1 per week (>25%)	<b>MODERATE</b> 11	<b>HIGH</b> 16	<b>EXTREME</b> 20	<b>EXTREME</b> 23	<b>EXTREME</b> 25
B – Likely 1/week – 1/month (10 - 25%)	<b>MODERATE</b> 7	<b>HIGH</b> 12	<b>HIGH</b> 17	<b>EXTREME</b> 21	<b>EXTREME</b> 24
C – Possible 1/month – 1/year (1-10%)	<b>LOW</b> 4	<b>MODERATE</b> 8	<b>HIGH</b> 13	<b>HIGH</b> 18	<b>EXTREME</b> 22
D – Unlikely 1/year – 1/10 years (0.1- 1%)	<b>LOW</b> 2	<b>LOW</b> 5	<b>MODERATE</b> 9	<b>HIGH</b> 14	<b>HIGH</b> 19
E – Rare 1/100 years (0.1%)	<b>LOW</b> 1	<b>LOW</b> 3	<b>LOW</b> 6	<b>MODERATE</b> 10	<b>HIGH</b> 15







# Key Borrow Form

Hirer Name: .....

Hirer Postal Address:.....

Hirer Contact Phone Number: .....

I accept the responsibility for the key(s) issued to me as well as understand and accept the following terms and conditions of borrowing keys:

- a) Requests for replacement of lost keys will attract an additional charge;
- b) Details of changes in possession of any keys(s) is to be given to the Hall Management Committee within 24 hours with an explanation;
- c) Under **no** circumstances are the keys to be loaned to any club, association, organisation, school or persons. The responsibility rests with the person nominated in the key holders section

Hirer Signature: .....

Committee Member Name:.....

Committee Member Signature:.....

Date: .....

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## KEY RETURN

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member Name: \_\_\_\_\_



**<Insert hall name here> Hall Management Committee**

**Agenda for Standard Meeting**

Notice is given that the next meeting of the <insert Hall name here> Hall Management Committee will be held at <insert hall name here> Hall at <insert time here> on <insert date here>.

1. Present
2. Apologies
3. Declaration of Interest
4. Confirmation of Meeting Minutes
5. Financial Statement/Treasurer's Report
6. Safety (Injuries, Safety, Incidents)
7. Business **Arising**
  
- Other **Business**

**Next Meeting**

The next meeting of the <insert hall name here> Hall management committee is scheduled to be held on \_\_\_\_\_ at \_\_\_\_\_

8. Closure

# PUBLICATION APPROVAL REQUEST FORM

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This is an application for approval of your proposed media release only.

## PUBLICATION BEING REQUESTED

- |               |                          |                             |                          |           |                          |
|---------------|--------------------------|-----------------------------|--------------------------|-----------|--------------------------|
| Advertisement | <input type="checkbox"/> | Flyer A5                    | <input type="checkbox"/> | Poster A4 | <input type="checkbox"/> |
| Brochure      | <input type="checkbox"/> | Council Connections         | <input type="checkbox"/> | Poster A3 | <input type="checkbox"/> |
| Media release | <input type="checkbox"/> | Other (please specify)..... |                          |           | <input type="checkbox"/> |

## PUBLICATION DETAILS

Responsible officer (Unit Coordinator): \_\_\_\_\_

Hall Management Committee: \_\_\_\_\_

Name of item and brief description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time: \_\_\_\_\_ Location of event: \_\_\_\_\_

Contact name to be publicised for additional Information: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact email for additional Information (if applicable): \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## ***For Council Use Only***

\_\_\_\_\_

Recommending Officer: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Department Manager: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Approved by Communications and Media: \_\_\_\_\_ Date \_\_\_\_\_

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# MAINTENANCE REQUEST FORM

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Date of application:

---

Hall Name:

---

Action required:

---

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Requested By:

---

Contact:

Contact Ph Number:

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*Council Use Only*

Request Approved / Not Approved

Approving Officer Name:

---

Approving Officer Position:

---

Job number:

---

Date Approved:

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## FINANCIAL TEMPLATES

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**<Name of Hall Here>**

### **Proposed Budget for Financial Year ended June 2016**

<b>Income</b>	<b>Proposed Budget</b>	
HVC Allocation	\$	-
Facility Hire	\$	-
Bank Interest Received	\$	-
Fundraising	\$	-
Donations	\$	-
Sundry Income	\$	-
Additional Income	\$	-
Additional Income	\$	-
Additional Income	\$	-
Additional Income	\$	-
<b>Total Expected Income</b>	<b>\$</b>	<b>-</b>
<b>Expenditure</b>		
Cleaning & Supplies	\$	-
Advertising & Promotion	\$	-
Repairs & Maintenance	\$	-
Electricity	\$	-
Equipment	\$	-
Bank Charges	\$	-
Sundry Expenses	\$	-
Additional Expenses	\$	-
Additional Expenses	\$	-
Additional Expenses	\$	-
Additional Expenses	\$	-
<b>Total Expected Expenditure</b>	<b>\$</b>	<b>-</b>
<b>Total Surplus/(Deficit)</b>	<b>\$</b>	<b>-</b>
<b>Funds available</b>		
Bank Balance @ 30 June 2014	\$	-
Recurrent Budget Surplus	\$	-
<b>Total Funds available</b>	<b>\$</b>	<b>-</b>
<b>Capital Expenditure &amp; Improvements</b>		
Project 1	\$	-
Project 2	\$	-
Project 3	\$	-
<b>Total non recurrent Maintenance/Capital Projects</b>	<b>\$</b>	<b>-</b>
<b>Total Surplus/(Deficit)</b>	<b>\$</b>	<b>-</b>

**HUON VALLEY COUNCIL**  
**<NAME OF HALL HERE>**  
**STATEMENT OF RECEIPTS AND PAYMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2015**

RECEIPTS		PAYMENTS	
	\$		\$
Opening Balance	\$ -		
HVC Allocation	\$ -	Cleaning & Supplies	\$ -
Facility Hire	\$ -	Advertising & Promotion	\$ -
Bank Interest Received	\$ -	Repairs & Maintenance	\$ -
Fundraising	\$ -	Electricity	\$ -
Donations	\$ -	Equipment	\$ -
Sundry Income	\$ -	Bank Charges	\$ -
		Sundry Expenses	\$ -
		Closing Balance	\$ -
	<u>\$ -</u>		<u>\$ -</u>

**Funds on Hand are Represented by:**

<Bank Details Here> Account Number <Number Here>

\$ -

Petty Cash

\$ -

**Outstanding Debtors**

Invoice 1000

\$ -

**Unpresented Cheques**

Cheque 2000

\$ -

\$ -

**Signed:** \_\_\_\_\_ (PRESIDENT)

**Signed:** \_\_\_\_\_ (TREASURER)

I have reviewed the Statement of Receipts and Payments for the year ended 30 June 2015.  
 In my opinion the Statement fairly presents the transactions for the <Name of Hall Here>

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<Council Officer>

<Position>

Huon Valley Council

40 Main Street, Huonville

## Bank Reconciliation

Hall: \_\_\_\_\_

Bank Statement Date: \_\_\_\_\_

Opening Balance from Bank Statement: \$ \_\_\_\_\_

Deposit		
Date:	Amount:	Description:
	\$	
	\$	
	\$	
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	\$	
	\$	

Withdrawal		
Date:	Amount:	Description:
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	\$	
	\$	
	\$	

Pending Balance from Bank Statement: \$ \_\_\_\_\_

Closing Balance from Bank Statement: \$ \_\_\_\_\_

## Bank Reconciliation

Hall: \_\_\_\_\_

Bank Statement Date: \_\_\_\_\_

Opening Balance from Bank Statement: \$ \_\_\_\_\_

Deposit		
Date:	Amount:	Description:
	\$	
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	\$	

Withdrawal		
Date:	Amount:	Description:
	\$	
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	\$	
	\$	

Pending Balance from Bank Statement: \$ \_\_\_\_\_

Closing Balance from Bank Statement: \$ \_\_\_\_\_

**Opening Hours:**

Monday to Friday  
8.20am to 5.00pm

**Website:**

[www.huonvalley.tas.gov.au](http://www.huonvalley.tas.gov.au)

**Ph:** (03) 6264 0300

**Fax:** (03) 6264 0399

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HUONVILLE TAS 7109

**Post:**

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PO Box 210  
HUONVILLE TAS 7109

**e-mail:**

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or

[community@huonvalley.tas.gov.au](mailto:community@huonvalley.tas.gov.au)