



## **SECTION 355 COMMITTEE HANDBOOK**

**June 2018**

## **Foreword**

Coolamon Shire Council acknowledges and appreciates the valuable contribution made by members of the community who serve and support the various Section 355 Committees of Council.

As with many other organisations, Coolamon Shire Council relies on volunteers to assist with the provision of services and facilities for the community. This Manual has been developed to support those volunteers, both new and old, who contribute to the communities of the Coolamon Shire.

The operation and responsibilities of Section 355 Committees of Council have been affected by numerous legislative changes in recent times. These changes, particularly in relation to work, health and safety and risk management have imposed significant increases in workload for both Council staff and Committee members.

This manual outlines the responsibilities and duties of Council, Committees and Committee Members whilst also providing general advice to Committees to support them in meeting the objectives that Council has delegated to them.

We wish to extend the thanks of Council and the Coolamon Shire Community at large for your volunteering efforts and look forward to working with the various Section 355 Committees in making the Coolamon Shire a great place to live, work and visit.



John Seymour  
**Mayor**



Tony Donoghue  
**General Manager**

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# 1. INTRODUCTION

## 1.1 General

Coolamon Shire Council is committed to ensuring that community facilities and services are available to meet the broad needs of the local community.

Council controls a large portfolio of community assets including halls, parks, gardens, reserves and sporting facilities. It is Council's intention with the appointment of Section 355 Committees to involve the community in the planning and management of these facilities. In addition to this, Council recognises the importance of consultation in relation to planning and providing broader "local government" services to the Shires communities.

## 1.2 What is a Section 355 Committee?

Section 355 of the Local Government Act 1993, allows a Council to exercise its functions through the establishment of a committee. The committee is then delegated specific responsibilities under Section 377 of the Local Government Act.

A number of different types of committees can be established including:

**Management Committees** – are primarily responsible for the care, control and management of community facilities.

**Advisory Committees** – are responsible for providing advice to Council on specific issues outlined in the Committee's objectives

**Specific Event Committees** – are responsible for the organising and conducting a specific event.

In legal terms, Section 355 Committees act on behalf of Council and Council is responsible for everything that Section 355 Committees do whilst acting in accordance with their constitutions. If Committee's act outside of their constitutions then the members may be liable for those actions.

## 1.3 Council Information & Contacts

### General Information

Phone	02 6930 1800
Fax	02 6927 3168
After Hours Emergency	1300 880 045
Email	<a href="mailto:council@coolamon.nsw.gov.au">council@coolamon.nsw.gov.au</a>
Website	<a href="http://www.coolamon.nsw.gov.au">www.coolamon.nsw.gov.au</a>
ABN	32 573 173 265

### Key Council Staff

Tony Donoghue	General Manager
Colby Farmer	Executive Manager, Development & Environmental Services
Tony Kelly	Executive Manager, Engineering & Technical Services
Courtney Armstrong	Executive Manager, Corporate & Community Services
Nyrelle Johnson	Employee and Public Relations Officer
Samantha Jennings	Finance Manager
Jessica Inch	Community Development Officer

### Councillors

Clr John Seymour (Mayor)	<a href="mailto:jseymour@coolamon.nsw.gov.au">jseymour@coolamon.nsw.gov.au</a>
Clr Bruce Hutcheon (Deputy Mayor)	<a href="mailto:bhutcheon@coolamon.nsw.gov.au">bhutcheon@coolamon.nsw.gov.au</a>
Clr Alan White	<a href="mailto:awhite@coolamon.nsw.gov.au">awhite@coolamon.nsw.gov.au</a>
Clr Jeremy Crocker	<a href="mailto:jcrocker@coolamon.nsw.gov.au">jcrocker@coolamon.nsw.gov.au</a>
Clr Steven Jones	<a href="mailto:sjones@coolamon.nsw.gov.au">sjones@coolamon.nsw.gov.au</a>
Clr Kerrilee Logan	<a href="mailto:klogan@coolamon.nsw.gov.au">klogan@coolamon.nsw.gov.au</a>
Clr Kathy Maslin	<a href="mailto:kmaslin@coolamon.nsw.gov.au">kmaslin@coolamon.nsw.gov.au</a>
Clr David McCann	<a href="mailto:dmccann@coolamon.nsw.gov.au">dmccann@coolamon.nsw.gov.au</a>
Clr Colin McKinnon	<a href="mailto:cmckinnon@coolamon.nsw.gov.au">cmckinnon@coolamon.nsw.gov.au</a>

## **2. APPOINTMENT, DISSOLUTION & MEMBERSHIP OF COMMITTEES**

### **2.1 Appointment**

The appointment of a Section 355 Committee is at the total discretion of Council and is done so under Sections 355 and 377 of the Local Government Act 1993.

Each Committee must have a Constitution that contains the specific objectives that Council has delegated to it. The Constitution and any amendment to it have to be approved by Council.

### **2.2 Dissolution**

Council can dissolve a Committee at any time and for any reason.

Reasons that Council may dissolve a committee include:

- Council has decided to carry out the previously delegated function itself,
- The Committee is not acting within it's constitution
- The committee has become inoperable due to lack of membership or the committee has voted for Council to consider dissolution
- If the objectives of the committee are no longer relevant or required.

Once Council has passed a resolution for a committee to be dissolved, all net assets and funds held by the Committee are to be physically handed over to Council, together with all Committee records.

### **2.3 Membership**

Membership of the Committee is detailed in the Constitution of the Committee and *may* comprise of Councillors, representatives of community or sporting organisations or members of the public.

A committee's membership should reflect interested parties or community organisations that have an affiliation with the objectives of the Committee. A person's commitment to and willingness to be actively involved in the Committee is essential.

All Committee members must be appointed by Council to the Committee. Council will advise persons that nominate for a Committee and the Committee itself of all appointments that have been accepted by resolution by Council. Until such time as Council has confirmed membership, people cannot vote or take part in meetings of Committees.

Council will request on an annual basis, nominations and re-nominations for the membership of Committee. Committee is required to advise Council of any vacancy that may occur during the year and whether or not the Committee wishes that the vacancy be filled.

Members of Section 355 Committee are volunteers and therefore do not receive payment for services, but a Committee may approve payment for the reimbursement of out-of-pocket expenses.

The Committee will, from its own members, elect the office bearers provided for in the Committee's Constitution. 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.

## **3. RESPONSIBILITIES & DUTIES**

### **3.1 Responsibilities of Council**

Council's responsibility is to:

- Undertake the functions identified in Council's strategic and management plans through the most efficient and cost effective means, including through the appointment of Section 355 Committees;
- Ensure that it's community facilities are maintained structurally and in safe repair in accordance with Council's adopted Delivery Program and Operational Plan and are safe for use by the community;
- Ensure that community facilities operate in accordance with the *Local Government Act 1993*, Council policies and applicable Management Plans;
- Ensure that adequate property, public liability and personal accident insurance is in place with respect to Council's assets and activities.

### **3.2 Responsibilities of Committees & Members**

The Committee and it's members are responsible for:

- Undertaking the functions that have been delegated to the Committee by Council;
- Complying with the provisions of the Committee's Constitution; and
- Complying with Council's Code of Conduct.

### **3.3 Limitations of Powers**

There are a number of limits to the powers that Council can delegate to Committees under Section 377 of the *Local Government Act, 1993*. Those powers which can not be delegated to Committees include:

- The making of a charge;
- The fixing of a fee;
- The borrowing of money;
- The voting of money for expenditure on it's works, services or operations;



- The acceptance of tenders which are required under the Act to be invited by council (\$150,000 and over)
- 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;
- The power of delegation under Section 377 of the *Local Government Act 1993*
- Any function under the *Local Government Act, 1993* or any other Act that is expressly required to be exercised by resolution of Council.

In addition to this, Committees are also subject to such limitations and condition as may from time to time be imposed by law, specified by resolution of Council or in writing by the General Manager or their representative to the Committees. Committees will observe any rules and regulations made by Council, in relation to the facility or function under it's management and control.

***If at any time a Committee is deemed to be functioning outside the limits of it's powers, all powers may be revoked by written notice to the Committee signed by the General Manager or their representative.***

### **3.4 Duties of Office Bearers**

The duties of office bearers are as follows:

#### **Chairperson**

- To ensure the smooth running of Committee meetings in accordance with standard or adopted meeting practice
- To preside and regulate meetings, ensuring that all Committee members have an equal opportunity to speak and that adequate time is allocated for discussion and decision making
- To receive and put to the meeting for debate any motion that is brought before the committee
- To act as spokesperson for the Committee.

## **Secretary**

The Secretary is often the first point of contact with the Committee through correspondence and by phone. The Secretary's areas of responsibility include:

- To deal with incoming and outgoing correspondence and present it at Committee meetings for receipt or confirmation.
- To provide notices and agendas of Committee meetings to members
- To accurately record the minutes of each meeting and forward a copy of all minutes to Council and all Committee members.

## **Treasurer**

A Treasurer must be appointed where the Committee is responsible for the handling of funds. The Treasurer has the responsibility for keeping the financial records of the Committee. The duties of the Treasurer are:

- To be responsible for receipt of all monies payable to the Committee and give receipts for same.
- To keep correct accounts and books showing the financial affairs of the Committee
- To bank all monies received to the credit of the Council/Committee
- To make available an up-to-date financial statement (Treasurer's Report) for each meeting of the Committee including the submission of accounts for confirmation of payment.
- To close off the Committee's financial records at 30 June each year and submit a copy of the financial statements to the Annual General Meeting.
- To submit financial statements and GST Summary Returns as required to Council.

## **Committee Members**

All Committee members have important roles, both in the general duties of the Committee and at meetings. Attendance and participation in decision making at meetings is vital to the effectiveness of the Committee.

It is the responsibility of all Committee members to:

- Attend most Committee meetings
- Participate in meetings by being on time, sticking to the agenda, contributing to the discussion, being objective and listening to others' views and volunteering where required.

- Support the office bearers in carrying out their jobs
- Assist in organising the Annual General Meeting
- Attend and participate in any planning meetings that may be held
- Make sure the facility is being maintain and run smoothly

## 4. WORK, HEALTH & SAFETY

### 4.1 Work, Health & Safety Act

Council is required to comply with the provisions of the *Work, Health & Safety Act 2017* and *Work, Health & Safety Regulation 2011*. In complying with the Act, Council has a statutory responsibility to take appropriate measures to ensure that no person (including employees, volunteers, contractors or visitors to a Council workplace) suffers harm, or injury to their health and safety from the way in which Council conducts its activities.

Council has a duty to ensure that risks to health and safety at a workplace are identified, assessed, eliminated or controlled. “Workplace” means premises where people work and in particular includes:

- Any land, building or part of a building;
- Any vehicle
- Any tent or moveable structure

Council is committed to providing a safe and healthy work environment for all employees, volunteers and visitors to a Council workplace. It is acknowledged by Council that ensuring the highest possible standards of health and safety is an important responsibility which is shared by all managers, employees and volunteers.

Volunteers have a responsibility not to place themselves and others at risk through their activities. It is a condition of being accepted to undertake voluntary work that volunteers follow all reasonable directions in regard to ensuring a safe and healthy place to undertake the activity.

Council requires that volunteers observe the following procedures:

- Be aware of and comply with Council policies
- Participate where required in hazard identification risk assessments and adoption of risk controls;
- Follow the procedures issued by Council;
- Generate and maintain any records of activities as required;
- Use any Personal Protective Equipment (PPE) provided by Council as part of risk management procedures;
- Refrain from inappropriate behaviour which could place them or other persons at risk;
- Observe any safety signs;
- If uncertain as to the proper procedures, seek advice from the appropriate Council officer;
- Report to the appropriate Council officer any accidents, incidents or near misses which have, or could have, caused injury to a person or damage to property

Any questions about work, health and safety should be directed to Council’s Employee & Public Relations Officer.

## 5. RISK MANAGEMENT

### 5.1 Risk Management and Committee Activities

Risk management is a method of taking preventative and precautionary measures to avoid or minimise injury, loss or damage, to either persons or property. Risk management is NOT an additional function. It is NOT something you do AFTER planning an activity. It is PART OF THE PROCESS of planning an activity.

Volunteers conducting activities on behalf of Council in Council-owned facilities or on Council-controlled land are required to comply with Council's risk management procedures. It is Council's duty to ensure that volunteers and members of the public are safe at all times whilst on Council property, and following the correct risk management procedures will help to enable this.

### 5.2 The Risk Management Process

There are five basic steps in the risk management process:

1. Identify the risk/hazard – what could happen/go wrong? What is the facility being used for? Is the facility suitable for that purpose? When doing the risk assessment look up, look down, look left, look right, look back, look front to identify the risks.
2. Assess the risk/hazard – what is the likelihood of the risk occurring and the consequences if it does. How bad could it be?
3. Decide on the controls – is the risk low, medium or high? The rating will determine the course of action to be taken to “control” the risk.
4. Implement controls – there is a hierarchy that needs to be considered when determining appropriate risk treatments:
  - a. Eliminate – always the first option (e.g. by removing, relocating or not doing)  
*If not possible . . .*
  - b. Substitute -
  - c. Isolate – to make sure no one is at risk (e.g. use barricades)
  - d. Minimise – by engineering means (e.g. construct, demolish, redesign)
  - e. Minimise – by administrative means (e.g. warning signs, instructions)
  - f. Personal Protective Equipment (PPE) – this does not replace any of the above and is the last line of defence. It is very important that the correct PPE is used.

Consider the treatment options and choose the best to be implemented, then rate the risk again to see if the selected treatments have reduced the severity of the risk. If not, are there other treatments that could be considered?

5. Monitor and review – make sure the treatment works. Ensure that the treatment itself has not created another risk. Can it be improved?

Enquiries about risk management should be directed to Council's Employee & Public Relations Officer.

## 6. INSURANCE

### 6.1 Insurance held by Council

Council is required to hold insurance policies to cover its liability as a consequence of its business activities. Policies that relate to volunteers and their activities include:

- Public Liability Insurance
- Persons Accident Insurance
- Property Protection Insurance.

#### 6.1.1 Public Liability Insurance

Council's Public Liability Insurance covers damage or injury to the public as a result of an act or omission of an act by Council due to negligence. In this instance "Council" means employees, councillors, Committee members and volunteers.

Public liability claims often end up in court and it is most important that accurate details are taken down immediately after an incident/accident. This information may be used in court and the volunteer involved called upon as a witness.

Council's insurer determines all insurance claims. Committee members must **NEVER ADMIT LIABILITY**.

#### 6.1.2 Personal Accident Insurance

Council's Personal Accident Insurance covers Council employees, Committee members and volunteers for bodily injury incurred while carrying out activities on behalf of Council that result in death or disablement. Personal Accident Insurance does not cover loss of income.

Personal accident cover provides **limited** benefits to committee members where **accidental** death or injuries are suffered in the course of their duties for the committee. The policy does not cover medical costs.

Committee members and volunteers, who are not committee members, must sign in and out on the Volunteer Register each time they undertake volunteer activities. This is necessary in order to record the hours the volunteer works to ensure insurance cover in the event of an accident or injury occurring while carrying out duties on behalf of Council.

#### 6.1.3 Property Insurance

It is Council's responsibility to ensure that all its properties and assets are adequately insured.

Property Insurance covers damage but is subject to the policy's terms, conditions and exclusions and each claim carries an excess (the amount not covered by the insurer).

Burglary and malicious damage incidents **MUST** be reported to the Police immediately upon discovery and a Police Report Number and the name of the Police Officer recorded.

All incidents, regardless of value, must be reported to Council.

It should be noted, that volunteers' personal items are not covered by Council's insurance whilst the volunteer is undertaking volunteer activities.

## **6.2 Insurance Required by Casual Hirers**

### *6.2.1 Casual Hirers Insurance*

Council has available a Public Liability Insurance Policy for casual hirers who do not have their own insurance and who wish to hire a Council facility as a one-off or on a casual basis.

Casual hirers are defined as those using a Council facility no more than a total of 10 times over any twelve month period for one-off events such as birthday parties, weddings, receptions, christenings, etc.

**Excluded from Council's casual hirers policy** are all incorporated bodies, sporting clubs, associations of any kind and commercial entities (businesses). These exclusions are determined by Council's insurer, not Council.

## **6.3 Insurance Required by all Other Hirers/User Groups**

### *6.3.1 Public Liability Insurance*

All incorporated bodies, sporting clubs, associations of any kind and commercial entities (businesses) **MUST** have their own Public Liability Insurance with a minimum cover of \$20 million dollars, noting Council as an "interested party" on the policy. A copy of the hirer's Public Liability Insurance Certificate of Currency must be obtained prior to approving the hire to ensure that appropriate cover is in place.

### *6.3.2 Workers Compensation Insurance*

If the hirer has employees that will be assisting with activities during the hire of the Council facility it must have Workers Compensation Insurance of Sickness and Accident Insurance if a sole trader. A copy of the hirer's Certificate of Currency must be attached to the User Agreement for Council facilities before the hire is approved.

### *6.3.3 Volunteer Insurance*

If the hirer has volunteers that will be assisting with activities during the hire of the Council facility, it must also have Volunteer insurance. A copy of the hirer's Certificate of Currency must be attached to the User Agreement for Council Facilities before the hire is approved.

#### *6.3.4 Property Insurance*

Equipment belonging to hirers such as sports clubs, playgrounds, etc. is not covered by Council's insurance Policy and such groups must be advised to obtain their own cover for such items if stored at the facility.

#### *6.3.5 Insurance required by Contractors of the Hirer*

Any additional services or contractors engaged by the hire, e.g. to install stage or lighting equipment, caterers, operators of amusement devices, must have a minimum of \$20 million Public Liability Insurance. A copy of the contractor's Certificate of Currency must be attached to the User Agreement for Council Facilities before the hire is approved.

### **6.4 Insurance Required for Fundraising and Community Events**

Committees may wish to conduct fundraising and community events.

Each activity must be endorsed by Council and Council's insurer to ensure that insurance cover is extended to the activity and the Committee members organising/participating in the activity. The event may attract an additional premium which will need to be met by the Committee. Council and Council's insurer also need to be notified of all activities and participants involved in the event.

If the fundraising involves other community groups in, for example a fete situation where each group has a stall to sell goods, then each group is responsible for their own Public Liability Insurance (minimum cover \$20 million).

### **6.5 Notification of Potential Claim**

Any matter or incident that may give rise to a claim against Council must be reported to Council as soon as possible. This will ensure that investigations and remedial actions can be undertaken to prevent further occurrences and protect Council's interests.

The Committee may receive notification of an incident either verbally, in writing, by telephone or by observation. Once the Committee becomes aware of a potential claim it must notify Council **by the next business day**. If Council does not notify its insurer of a claim which it could reasonably have known about, indemnity may be denied.



## 7. MEETINGS

### 7.1 General

Committees should meet on a regular basis to discuss relevant business and make decisions. Regular meetings ensure that necessary tasks are attended to promptly and provide an ongoing accountability to both Council and the community. The aim is to meet as often as is necessary for the good management of the Committee and its delegated responsibilities.

An agenda is to be sent out to all Committee members and Councillor representatives at least one week prior to the meeting.

Minutes of the matters discussed will be kept and a copy forwarded to all Committee members and Council.

As the Committee has responsibilities to both Council and the community, a reasonable degree of formality is required. This however, does not mean that meetings should be burdensome. It is important that meetings are pleasant and conducted in an open and friendly manner that encourages the participation of all members.

### 7.2 Notice of the Meeting & Agenda

A Notice of meeting, typically incorporated with the agenda, is circulated at least one week prior to the meeting. The agenda is a short document that sets out the business to be dealt with at the meeting.

Refer to *Template: Ordinary Meeting Agenda Template* for an example of how an agenda should be set out and what it should contain.

### 7.3 Minutes

Minutes of all committee meetings must be kept and forwarded to all Committee members and Council for notation.

The Chairperson is required to sign the minutes of a meeting as a true record of the proceedings. The minutes must record all motions and amendments put to the meeting and the results.

A motion to confirm the minutes at the next meeting of the Committee can only be moved and seconded by a person in attendance at the meeting to which the minutes relate.

Refer to *Template: Minutes Template* for an example of how minutes should be set out and what they should contain.

## **7.4 Annual General Meeting**

A distinct Annual General Meeting is to be held by each committee every year. The main objectives of an Annual General Meeting is to report of the Committee's activities for the year past and to elect new office bearers for the coming year.

All committees are requested to hold their Annual General Meetings in July/August each year.

## 8. FINANCIAL MANAGEMENT

### 8.1 General

Extreme care must always be taken when dealing with financial matters as Council is required to comply with strict financial requirements of the *Local Government Act 1993*. Council's Finance manager is responsible for the financial affairs of Council and will act as the direct contact point for Committee Members to seek advice and guidelines for the Committee to follow.

Importantly, payments made outside the authority of the Committee may be recovered personally from Committee Members.

Before any Committee handles any money it must seek approval from Council to open an account with cheque drawing facilities in the name of the Committee.

### 8.2 Books of Accounts

If a Committee has delegated authority in its Constitution to raise or receive funds, then it will need to maintain the following:

- **Cheque Book including Expenditure Documentation**  
The Cheque book should be kept by the Treasurer and should only be drawn on with the joint signatures of either the Chairperson or the Secretary. All payments must be made by cheque except for any petty cash accounts. All cheques drawn must have supporting documentation. These should be kept in order noting the cheque number and date of payment for easy reference. All cheques drawn must be authorised by the Committee. The Committee wherever possible should authorise the expenditure of money prior to the expenditure being incurred. All payments must be entered in the Cash Book
- **Receipt Book**  
The receipt book must have a fixed duplicate and be sequentially numbered as well as bearing the Committee's name, Council's name and Council's ABN. Record the receipt number in the cash book and on the bank deposit slip. Where an error is made on a receipt, both the original and duplicate should be cancelled and retained in the receipt book and a new receipt issued.
- **Cash Book**  
The Cash Book is the Committee's record of what money is received and spent and how much cash is on hand at any one time. Receipts and payments must be on separate pages with relevant details allowing easy cross referencing to the receipt book, the cheque book and the accounts paid.
- **Bank Deposit Book**  
This book is supplied by the Committee's bank and is where all income is recorded for deposit into the Committee's account.

- Bank Reconciliation

A bank reconciliation should be one each month and included in the Treasurer's report to the Committee

### **8.3 Petty Cash**

A Committee may operate a petty cash account. A petty cash float should not exceed \$100.00 at any time and only payments less than this amount may be made from petty cash.

Petty cash would normally be reserved for secretarial and administration expenses and it is expected the Treasurer would keep petty cash under lock and key at all times.

All payments out of petty cash should be supported by the necessary documentation.

### **8.4 Goods and Services Tax**

As Section 355 Committee are legally Council, Council's Australian Business Number (ABN) and Goods & Services Tax (GST) registration applies.

To enable Council to correctly account and report to the Australian Taxation Office regarding its GST obligations, Committees are required to produce quarterly GST statements for inclusion in Council's Business Activity Statements.

The majority of income generated by Committees will include a GST component. Interest on term deposits and working accounts and non-specific donations do not include GST, but the hire of buildings, proceeds from raffles and stallholder fees generally do.

Where GST expenses are incurred by a Committee in excess of any GST received from payments, Council will accept the cost of the net GST payable by the Committee. If a Committee is due for a net refund of any GST, council will refund this amount direct to the Committee.

In order to ensure the correct amount of GST is either claimed or paid, tax invoices in relation to expenditure and income must be obtained and kept by the Treasurer.

Refer to *Template: GST Reporting Template* for an example of how income and expenditure should be reported on.

Further information and guidance in relation to the GST Reporting requirements can be obtained from Council's Finance Manager.

## **8.5 Annual Financial Reports**

The financial year for each Committee will be from the 1<sup>st</sup> July to the 30<sup>th</sup> June each year. A fixed accounting period for all Committees is required to ensure that the Committee's financial year falls in line with Council's financial year.

Within one month after the 30<sup>th</sup> June each year, Committees that have financial responsibilities must prepare financial statements including:

- A statement showing all income received and payments made by the Committee during the financial year ended.
- A list of all assets under the Committee's control at the end of each financial year, and any liabilities.
- A bank reconciliation
- A bank statement at the 30<sup>th</sup> June each year indicating the amount of funds held by the Committee in their bank account.

A copy of all financial statements must be submitted to Council after they have been formally adopted by the Committee.

**XYZ COMMITTEE**

*Insert time, date & place of meeting*

**AGENDA**

- 1. Apologies**
- 2a. Minutes of the previous meeting**
- 2b. Business arising from those minutes**
- 3. Correspondence – inward and outward**
- 4. Treasurer's report (if required)**
- 5. *List specific items of business that are to be discussed at the meeting***
- 6. General business**
- 7. Date of next meeting**

**XYZ Committee**  
**Minutes of the meeting held at ??? on dd-mm-yyy**

***Meeting commenced at ??***

**BUSINESS:**

- 1) Apologies
- 2)
  - a. Confirmation of Minutes of the Meeting held ??.
  - b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Correspondence
- 4) Treasurer's Report
- 5) Specific Business
- 6) General Business
- 7) Next Meeting

**PRESENT:** *List the members present*

**IN ATTENDANCE:** *Separately list anyone else in attendance*

**1) APOLOGIES**

*List any apologies received*

**RESOLVED** on the motion of ?? and seconded by ?? that the apologies of ?? be accepted.

**2a) CONFIRMATION OF MINUTES OF THE MEETING HELD dd-mm-yy**

*A motion should be moved to adopt these. The resolution from that motion should be set out here. The resolution should include any changes that the meeting resolved to make to those minutes.*

**RESOLVED** on the motion of ?? and seconded by ?? that the Minutes of the Meeting held **dd-mm-yy** as circulated be confirmed and adopted.

**2b) MATTERS ARISING OUT OF THE MINUTES**

*Deal with any matters that were to be completed since the last meeting or that have arisen from items in those minutes.*

**3) CORRESPONDENCE**

*All items of correspondence should be listed here under the headings "inward" and "outward". There should be a motion accepting the correspondence which should include any decisions the meeting may have made regarding any of the correspondence.*

**4) TREASURERS' REPORT**

*This should include:*

- *The balance of the Committee's bank account as at the last report;*
- *All transactions on that account since the last report;*
- *The balance of the account as at the date of preparation of the report, which should not be more than 7 days prior to the date of the meetings;*
- *A bank reconciliation*

*There should be a motion to accept the Treasurers' Report*

**RESOLVED on the motion of ?? and seconded by ?? that the Treasurers' Report be confirmed and adopted.**

**6) SPECIFIC BUSINESS**

*There is no need to record any discussion on any item of business, but it can be done so if preferred. If the meeting wishes to make a decision on any matter raised, that decision should be framed as a motion and put to the meeting. All motions must have a mover and a seconder.*

**7) GENERAL BUSINESS**

*Any member may raise any matter relevant to the Committee in general business. If any decision is to be made on any matter raised, a motion must be framed and put to the meeting.*

**8) DATE AND VENUE OF NEXT MEETING**

*A date should be set for the next meeting*

**Meeting closed at ??**



[illegible]

COOLAMON SHIRE COUNCIL - SECTION 355 COMMITTEE			
EXPENDITURE STATEMENT			
for the period ??? - ???			
NAME OF COMMITTEE:			
Expenditure	Total Expenditure	GST Component of Total Expenditure	
Expenditure with No GST in Price (GST-free purchases, purchases from suppliers with no ABN)			
Total Expenditure with No GST in Price	0.00	0.00	
Expenditure with GST in Price			
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
Total Expenditure with GST in Price	0.00	0.00	
Total Expenditure	0.00	0.00	