



POLICY STATEMENT

SECTION 355 COMMITTEE POLICY

POLICY ADOPTED: 4 February 2015

Introduction

This policy confirms the delegated authority of Council's Section 355 Committees and outlines their functions and operations.

The Council cannot perform all the tasks necessary to provide a high standard of services and facilities for the community and the volunteers in the Shire provide an invaluable service to the community. Council has a responsibility to protect the health and safety of these volunteers, but also has legislative requirements to oversight the operation of volunteer committees, especially in regard to financial recording and reporting and comply with taxation rulings.

Legislative Basis

Local Government Act 1993

The Local Government Act 1993, Section 24 – Provision of goods, services and facilities and carrying out of activities, states the following:

“A council may provide goods, services and facilities, and carrying out activities, appropriate to the current and future needs within its local community and of the wider public, subject to this Act, the regulations and any other law”.

Delegation of Function

Under the Local Government Act 1993 Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

Under Section 355 of the Local Government Act 1993 a function of a council may be exercised:

- “(a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a Voluntary Regional Organisation of Councils of which the councils concerned are members), or

(e) by a delegate of the council (which may, for example, be a Voluntary Regional Organisation of Councils of which the council is a member).”

Committees and Delegations

Council's Section 355 Committees and their delegations are outlined below

Barmedman Community Centre

- The care, control and management of the Barmedman Community Centre being both the hall and the property formerly the Court House, Barmedman.
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.

Barmedman Sports and Recreation Committee

- The care, control and management of the Barmedman Sport and Recreation Ground
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee

- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

Barmedman Tidy Towns Committee

- To submit entries for Barmedman in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Barmedman by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Barmedman.

Mirrool Silo Kick Challenge Committee

- To make recommendations to council in relation to works and programs to improve and enhance the amenity of Mirrool.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Mirrool by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Facilitate and co-ordinate the various sections of our community
- Promotion of Mirrool and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Mirrool and District.
- To retain, promote and where possible upgrade business in Mirrool and District.

- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the communities services and amenities

Ungarie Showground, Racecourse and Recreation Reserve Committee

- The care, control and management of the Ungarie Showground, Racecourse and Recreation ground
- To recommend charges, subject to Council approval, for the use of the facilities
- Collect any charges and fees fixed by Council for the use of the facilities, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facilities were originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

Ungarie Advancement Committee

- To make recommendations to council in relation to works and programs to improve and enhance the amenity of Ungarie
- To research and publish the history of Ungarie and District
- The care, control and management of the Ungarie Museum
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council

- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.
- To carry out works to beautify Ungarie by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Facilitate and co-ordinate the various sections of our community
- Promotion of Ungarie and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Ungarie and District.
- To retain, promote and where possible upgrade business in Ungarie and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the communities services and amenities

Ungarie Retirement Village

- To promote and undertake or assist in promoting and undertaking benevolent assistance for aged, frail and disabled persons and their spouses, together with such other persons as may be approved from time to time by the Australian Government irrespective of creed, class or colour, and without in any way limiting the generality of the foregoing provision, shall have the power to do or to assist in doing any or all of the following things, namely:
 - To establish and maintain living units, hostels and/or nursing homes for the accommodation and care of aged, frail and disabled persons;
 - To provide benevolent relief to aged, frail and disabled persons by establishing and maintaining a club or clubs;
 - To promote and assist the general good of all aged, frail and disabled persons in the Bland Shire Council Local Government area by assisting the work of statutory authorities and voluntary organisations engaged in respect of such persons in providing facilities for physical

and mental recreation, developing physical improvement, furthering health and comfort, relieving poverty, distress or sickness, or in pursuing any objects which are benevolent.

- To promote the above purposes by co-operation with other authorities and organisations and to that end bring together representatives of the authorities and organisations engaged in the furtherance of the above purposes or any of them.
- To assist any benevolent body or bodies in the furtherance of the above purposes or any of them.
- To promote and carry out or assist in promoting and carrying out surveys relating to the needs of aged, frail and disabled persons and to arrange for forwarding to the proper authorities and organisations the relevant facts regarding such cases and causes of distress as it appears to be within the power of those authorities and organisations to alleviate.
- To arrange for or join in arranging or providing for the holding of exhibitions, meetings, lectures and classes in furtherance of the objects of the Association or any of them.

Weethalle Tidy Towns Committee

- To submit entries for Weethalle in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Weethalle by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Weethalle.

Weethalle Recreation Ground Committee

- The care, control and management of the Weethalle Recreation Ground.
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.

- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

West Wyalong Tidy Towns Committee

- To submit entries for Wyalong/West Wyalong in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Wyalong and West Wyalong by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Wyalong and West Wyalong.

Wyalong School of Arts and Hall Committee

- The care, control and management of the Wyalong School of Arts and Wyalong Hall
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility in accordance with Council's Code of Management and to the satisfaction of the General Manager
 - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
 - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.

- Arrange the repair and maintenance of the grounds and building, either by voluntary labour or otherwise.

Financial Support

Financial Support for Council's Section 355 Committee is subject to annual budget allocations and is outlined in Council's Donations Grants Policy

Requirements

Section 355 Committees are required to comply with and adhere to the procedures, polices and requirements outlined in Council's Section 355 Committee manual.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate, Community & Development Services		
EDRMS Doc. ID	453391		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
15 April 2008	0	11/4/08	
4 February 2015			February 2020

Related Council Policy / Procedure
<i>Bland Shire Council Code of Conduct</i>