

Quick Use Guide

All information contained in section 1 through to 9 of the guidelines is applicable to all council committees. The following sections are applicable to only some.

Templates

Agenda – how to set out an agenda for meetings

Minute – guide how to take minutes of meetings.

Risk Management – used for activities and events, the risk management template aims to identify risks and put in place elimination and mitigation strategies

Event Management – A guide for events organised by the special committee

Council Forms

Volunteer Registration Form – All committee members are required to complete a volunteer registration form.

If a community member is assisting in a committee activity/project/or undertaking work on behalf of the committee they will need to complete the volunteer registration form.

Facility Inspection – A checklist for facility users to complete once they have finished using a council facility. This form needs to be provided to all groups who hire council facilities.

Reserve/Sport Ground Pre Activity Inspection – This form is to be completed prior to any organised activity occurs on a council owned reserve or sport ground. This includes training and matches.

Declaration of Interest – Committee members with an interest in a committee item to be discussed must complete this form to declare that interest.

Code of Conduct – Committee members must abide by the code of conduct.

Application for Facility Hire – When hiring a council facility this form must be completed by the hiring organisation. If the organisation does not have their own insurance, and are not a sports club, they may apply to Council for causal public liability insurance.

Incident Report Form – To be completed when an incident or accident occurs at a Council owned facility