



COUNCIL COMMITTEE CHECKLIST

The Committee Checklist is a snap shot of areas covered in the Council Committee Framework. It has been developed to assist Council Committees as a quick reference guide to information necessary to successfully support your committee and the valuable work that you do. Please always review this Checklist with your Staff Delegate.

COUNCIL'S COMMITMENT TO YOUR COMMITTEE

Committee has an appointed Councillor Delegate

Staff Delegate is the point of contact between the Committee and Council

Your Staff Delegate is required to attend a minimum of three meetings per year including the Annual General Meeting

Our Committee's Staff Delegate contact details are:

TERMS OF REFERENCE

- The Committee has an adopted Terms of Reference (ToFR)
- The Committee is operating within the Terms of Reference

DOCUMENTATION

- The Committee has an asset register for insurance purposes and it is reviewed at the AGM
- The Committee has an annual risk assessment and it is reviewed at the AGM
- Committee Letterhead/logo reflects the Snowy Valleys Council branding

COMMITTEE MEMBERSHIP

- The Committee is made up of not less than three and no more than twelve members (excluding additional community volunteers)
- A Chairperson/President, Treasurer and Secretary have been elected
- All Committee members and volunteers are registered and inducted volunteers of Council
- Committee member nominations forms are reported to Council

COMMITTEE MEETINGS

- The Committee is meeting on a regular basis – not less than 3 times per year, or as per the Terms of Reference
- A quorum (50% plus 1) is present at all meetings
- Appropriate notice is given for meeting dates
- Business on the agenda is openly discussed
- Correspondence and minutes are recorded
- Minutes including the Treasurers report and recommendations are reported to Council as soon as possible following each meeting

FINANCIAL MANAGEMENT

- Committee bank account name is identical to the name contained in the Committee's Terms of Reference
- All expenditure is in accordance with Council's procurement policy and a tax invoice has been obtained for all expenditure and prior to making any payment for goods or services
- Payments are electronic. Cash payments are not permitted.
- All goods and services provided by the Committee have been invoiced to the recipient.
- Electronic receipts are preferred. Cash receipts are banked within two (2) business days either via Council's customer service team or into a Committee's bank account. All cash payments received are acknowledged by an appropriate receipt.
- Snowy Valleys Council's ABN (53 558 891 887) is shown on all receipts and invoices issued by the Committee
- GST is applied to all invoices issued and in accordance with Council's Fees and Charges schedule.
- Committee is operating under Council's Australian Business Number (ABN)
- GST paid and collected is reported to Council's Finance Team on a quarterly basis
- All income and expenditure is recorded electronically or manually and financial transactions and records are reconciled monthly and provided to Council quarterly.
- An annual report of financial affairs is provided to Council by 31 July each year
- All committee out-of-pocket expenses have prior approval by the Committee Executive

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EVENT MANAGEMENT

- All event enquiries referred to Staff Delegate for approval and insurance requirements
- Attendance registers are used for all activities undertaken by the committee and forwarded to the Staff Delegate.

FACILITIES MANAGEMENT

- Recommendations for repairs or maintenance clearly recorded in Committee minutes
- Facilities are maintained in a state of reasonable repair and do not present hazards to users
- Emergency exit routes are always kept clear.
- Exit doors not barred or locked at any time while the facilities are in use.
- All facility exits are identified by an illuminated exit sign and inspected by a qualified contractor.
- Facilities are supplied with fire and safety equipment and information on how to use.

NOTES: