**Dates and Documents – Quick Reference**

All communications (requests, submissions, applications etc…) relating to any Committee issue is to be directed to Council through the approved contact channels listed at Council Contact in this Manual.

**Financial Records**

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| --- | --- | --- |
| **Document** | **Due Date** | **Comment** |
| **Advice of proposed Fees and Charges** | 1 March | Refer to s 21(5) and s 22 |
| **Financials** | 31 July | Refer to Chapter 5, Financial Management |
| **Request for Expenditure** | 1 March | Refer to Appendix 13 for this template.  Refer to s 54 |

**Events**

The following documents, relating to Events, must be completed and returned to Council:

|  |  |  |
| --- | --- | --- |
| **Document** | **Due Date** | **Comment** |
| * Template for Planning an Activity * Application for Approval of Activity and Events; * Public Liability Certificate of Currency; * Traffic Management Plan; * Event Risk Management Plan; * Final Event Program * Volunteer Sign On/Off Register. | Six months prior to event  Two weeks after event. | Refer to Appendix 6 for this template.  Refer to Ch 10, pt 1  Refer to Ch 10, pt 2  Refer to Appendix 5 and Appendix 6.  Refer to Appendix 7 for a Risk Assessment Tool  Refer to s 15 and s 89  Refer to Appendix 9 for this template. |

**Annual General Meetings (AGMs)**

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| --- | --- | --- |
| **Before AGM** | | |
| **Document** | **Due Date** | **Comment** |
| **Notice of the AGM** | At least four weeks prior to AGM | An advertisement, **at least** 21 days prior to the Meeting, regarding the Notice of the AGM is to be placed by Council:   * In Our Council in the local newspaper; * On social media; and * On Council’s website. |
| **Agenda** | One week prior to AGM | To Council and all members. |
| **After AGM** | | |
| **Document** | **Due Date** | **Comment** |
| **Minutes** | Two weeks after AGM | Minutes endorsed by members to go to Council and all members. |
| **Nomination Forms** | Two weeks after AGM | All members of the community wishing to be elected / re-elected to the Committee are required to complete a Nomination Form prior to or at the AGM. Refer to Appendix 11. |
| **Key Register** | Two weeks after AGM | Refer to Appendix 1 and Appendix 12 for this template.  Refer to s 20 (1)(e) |
| **Members Register** | Two weeks after AGM | Refer to s 13 (13) and Appendix 11. |

**Other Documents Required To Be Forwarded To Council**

| **Document** | **Due Date** | **Comment** |
| --- | --- | --- |
| **Agreement with Hirers of Council Facilities** | Two weeks before hire date | Refer to s 111  Refer to Appendix 14 for this template.  Refer also to Appendix 12. |
| **Copies of Certificates of Currency, Responsible Service of Alcohol Certificates etc.** | Two weeks before working bee, event etc. | Includes any other information pertaining to the hire of Council facilities, WHS etc. |
| **Conflicts of Interest declaration form** | Two weeks after a meeting | Refer to Appendix 15 |
| **Facility Checklist and Inspection** | 15 March  31 October | Refer to ss 83-5 and Appendix 5 |
| **Fees and Charges** | 1 March | Refer to s 112 |
| **Notifications of major maintenance performed in the last 12 months** | 31 July | Refer to Appendix 2.  Refer to s 116 |
| **Ordinary Meeting Agendas** | One week prior to meeting | To Council and all members.  Refer to s 40 and Appendix 3.1 for the template. |
| **Ordinary Meeting Minutes** | Two weeks after meeting | To Council and all members.  Refer to s 40 of this manual and Appendix 3.2 for the template. |
| **Ordinary Meeting Treasurers Report** | Two weeks after | Refer to s 66 |
| **Public Incident Reports** | Within 24 hours of incident | Refer to Appendix 8 for this template.  Refer to s 88  **NOTE:** Verbal / Telephonic advice of incident must take place immediately. |
| **Request for upgrades or improvements of facilities** | 1 March | Refer to s 120 |
| **Volunteer Sign On/Off Register** | Two weeks after working bee, event etc. | This register is to be forwarded to Council at the completion of each activity.  Refer to Appendix 9 for this template.  Also refer to s 15 and s 89 |