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Committee focus

WELCOME TO THE FIRST COMMITTEE FOCUS NEWSLETTER!

As Committees and Council approach the implementation of the Redefining Community Committees project, bi-monthly newsletters will be delivered to your inbox! If you have any specific items you would like addressed, please feel free to contact me. ~Rebecca

Redefining Community Committees

A project team has now been assigned to work on the implementation of the project. Lead by Council’s Corporate Management Team and Manager Administrative Services, Rebecca Tappert; we can now inform that the Project Officer role will be filled by Craig Grocke on secondment from Regional Development Australia—Barossa.



Craig will be based at the Nuriootpa Council office 3 days a week and will soon be visiting all Committees to assist them with defining what the groups objectives are; what they are interested in and what they want to achieve that will in turn inform how the groups will evolve.

Its important to remember that the decision on how to evolve and what to evolve into is in your hands! Once the group has determined what model they wish to operate under in the future, the next steps will be to work through constitutions (for the formal groups), insurance requirements and the allocation or commitment of reserve funds.

Timelines for the project are for most Committees to complete transition by the end of 2015.

Council Elected Members and staff are committed to strive for successful outcomes for volunteers, facilities, events, townships, business and efficiencies in process.

If you have any questions, concerns or comments, please contact Rebecca Tappert at rtappert@barossa.sa.gov.au or 8563 8454.

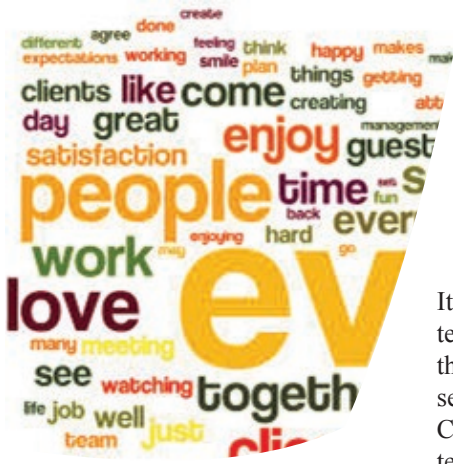


OF COMMUNITIES



Incident Reporting

- It is important for Committees to notify Council of incidents that occur in and around our facilities or during the preparation or running of events that volunteers are involved in.
- The information recorded helps Council staff manage potential claims, complete accurate and timely record keeping and apply trend based analysis that could inform maintenance or upgrade requirements.
- A Template is available and will be emailed to all Chairpersons and caretakers.
- Please table at your next meeting to raise awareness for all Committee members.



Event Management

Council is committed to supporting and growing community capacity to host successful events.

Event Management Policy

In August 2014, Council endorsed an Event Management Policy to assist event organisers with the planning, management and expectations for running events and provide administrative guidance to Council staff and Committees help events run smoothly .

We know that paperwork can be a burden but for simple events, the completion should take less than an hour. Events are defined in a hierarchy with larger scale events attracting higher due diligence requirements to protect event organisers, the public, volunteers and Council.

High impact events have also been defined as involving utilisation of a Council facility that is not its intended primary purpose. Motor sports, agricultural shows, horse or stock on recreational ovals, camping and high foot traffic events all fit in this category. To ensure the protection of Council assets and that money is available if unforeseen damage occurs, a bond will be payable by the event organisers of these events.



Rebecca Tappert

Manager Administrative Services
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It is important for Committees to ensure that they play their part in the event assessment process or notify Council's customer service team to assist with these requirements for all events held in Council facilities.

Tools and Templates

Two Event Application Form have been developed to provide to event organisers to complete for approval to be granted for use of Council facilities.

There is a comprehensive form for larger scale events and a more concise form for events that do not involve road closures, amusement devices, security, fireworks, animals or the erection of structures.

Each Committee chairperson and caretaker (where applicable) has been provided with these templates via email. Please note that should you wish, Council's customer service team are able to help organise the approval process complete on your behalf. We understand that volunteers can find the process over the top but the intention is to protect us all if unfortunately things don't go according to plan.

Bookings Diary

Each Committee that runs a facility that is available for hire needs to ensure that all bookings are recorded in a Bookings Diary. This will ensure that we can measure how well our facilities are being used by the public and assist with trends around usage, maintenance and potential future upgrades. It also allows for the audit of usage and fees if required.

It is important for Committees to ensure that they play their part in the event assessment process or notify Council's customer service team to assist with these requirements for all events held in Council facilities.

REBECCA TAPPERT

If your Committee hasn't used a Bookings Diary, unsure about what kind of things to record or it isn't up to date, feel free to contact me for support on how to improve or develop one.

Or if you would prefer to talk through how Council's Customer Service team can take care of your bookings, please also contact me.



NEW COUNCIL: Re-establish Committees



The start of each new term of Council requires elected members to re-establish Section 41 Committees under the Local Government Act (1999). Each committee has had an opportunity to review the Terms of Reference document that guides how the committee operates.

On December 16, Council will endorse all existing Committees to enable them to function until the Redefining Community Committees project is implemented.

Chairpersons will have received an email requiring each Committee to update its Authorised Agents; those members that are empowered to sign purchase orders on behalf of and by order of the Committee.

Chairpersons also need to ensure that all Committee volunteers have signed a Volunteer Registration Form to ensure they are insured.

Please get your updates and forms back to Rebecca Tappert as soon as possible.