

GREATER SHEPPARTON CITY COUNCIL

# COMMUNITY ASSET COMMITTEE POLICY

Adopted by Council: Day Month Year

Next Review: Day Month Year



**COMMUNITY ASSET COMMITTEE POLICY**

<b>Code:</b>	X.X
<b>Version:</b>	1.0 (First number of changes for a major rewrite, second number of changes for a minor amendment)
<b>Business Unit:</b>	Community Wellbeing
<b>Responsible Officer:</b>	Committees Liaison Officer
<b>Approved By:</b>	Chief Executive Officer
<b>Adopted By:</b>	Council Day Month Year
<b>Next Review:</b>	Day Month Year

**DOCUMENT REVISIONS**

<b>Version #</b>	<b>Summary of Changes</b>	<b>Date Adopted</b>

## PURPOSE

*Under Section 65 of the Local Government Act 2020 (the Act) Council has the ability to establish Community Asset Committees and delegate certain powers, duties and functions of Council to that committee.*

*Greater Shepparton City Council currently has 17 Community Asset Committees, that have been delegated to manage a specific Council owned community facilities and recreation reserves.*

*This Policy establishes a framework for the management of those 17 committees who manage community facilities and recreation reserves and also provides guidance to Council officers that have responsibility for supporting and managing these specific types of committees.*

## OBJECTIVE

*To provide direction to Council officers in order to improve committee compliance with the requirements of the Act, other relevant legislation including their Instrument of Delegation.*

## SCOPE

*This policy determines how Council supports the operations of the Community Asset Committees. It relates to the establishment and ongoing operations of the following 17 Community Asset Committees:*

- Arcadia Recreation Reserve and Community Centre .
- Bunbartha Recreation Reserve
- Caniambo Hall .
- Central Park Recreation Reserve
- Congupna Recreation Reserve and Community Centre .
- Dhurringile Recreation Reserve and Community Centre .
- Dookie Memorial Hall
- Dookie Recreation Reserve and Community Centre .
- Harston Hall .
- Karramomus Hall and Recreation Reserve .
- Katandra West Community Facilities
- Kialla District Hall
- Lemnos Recreation Reserve .
- Murchison Community Centre .
- Tallygaroopna Memorial Hall .
- Tallygaroopna Recreation Reserve and Community Centre .
- Toolamba Recreation Reserve and Community Centre

## DEFINITIONS

Reference term	Definition
Community facilities	A facility used by the community, including halls and community centres, which is owned by Greater Shepparton City Council.

Council	Greater Shepparton City Council
Community Asset Committee	A committee established by Council under Section 65 of the <i>Local Government Act 2020</i> .
Instrument of Delegation	A document adopted by formal resolution of Council that outlines the functions, duties or powers of Council that have been delegated to the special committee.
Recreation reserve	Land reserved for the purposes of recreation, usually comprising sporting facilities and club rooms often with a variety of other structures including public shelters, seating, public toilets and playgrounds. For the purposes of this Procedure a recreation reserve is land which is owned by Greater Shepparton City Council.
The Act	Local Government Act 2020

## POLICY

*Please follow the below numbering system when describing the terms of this policy.*

### 1. Roles and Responsibilities

Council appointed Community Asset Committees, that are delegated the responsibility of managing community facilities and recreation reserves, will be supported by the Committees Liaison Officer.

The Committees Liaison Officer, for all these Community Asset Committees will:

- maintain a register for and ensure it remains up-to-date;
- maintain open channels of communications with committee members and where possible will attend at least one meeting of each committee each year, usually the Annual General Meeting;
- undertake committee member recruitment for committees;
- maintain the Community Asset Committees of Management Operations Manual and support the committees in meeting their delegated responsibilities;
- deliver a minimum of one education/training forum a year for committee members and provide additional training where deemed appropriate; and
- as required refer committee queries to staff in other Council departments and areas including, but not limited to, Parks, Sport and Recreation, Building Maintenance, Risk Management and Finance and Rates.

### 2. Instrument of Delegation

In accordance with Section 65 of the Act, Council has adopted Instruments of Delegation detailing the functions, duties and powers of Council that have been delegated to each Committee.

Responsible officers must ensure that 'Instrument of Delegation' are prepared on the appropriate templates provided by Council's Solicitors.

Review of delegations to be conducted in accordance with the requirements of the Act.

Revoking committee delegations may occur when a committee is unable to continue performing their responsibilities, or at a time deemed appropriate by Council. In such instances committee members will be notified of the disbanding of the Committee prior to council revoking their instrument and dissolving the Committee. Communities will be given an opportunity to respond to the proposed dissolution of a committee.

### 3. Appointment and Resignation of Committee Members

In accordance with Section 65 of the Act the CEO may appoint members to a committee and may at any time remove a member from a committee.

Community members wishing to be considered for appointment to a special committee must complete the appropriate application form and submit it to the Council for consideration.

All changes to Committee Memberships will be sent to the CEO for review and final approval.

#### RELATED POLICIES AND DIRECTIVES

- *Please list any related policies and directives in bullet form*

#### RELATED LEGISLATION

- *The Local Government Act 2020*

#### REVIEW

This Procedure will be reviewed within 12 months after a General Election by the Community Wellbeing Department.

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**Peter Harriott**

**Date**

**Chief Executive Officer**

#### ATTACHMENTS

*Example:*

**Appendix A: Community Asset Committees of Management Operations Manual**

**Attachment 1:**

