

Community Asset Committees Operations Manual

Table of Contents

1	Welcome by the Council	4
2	About this Manual	4
2.1	<i>Application of Manual</i>	5
3	Definitions	5
4	Exercise of Powers	5
5	Council Assistance and Support	6
5.1	<i>Information Session</i>	6
5.2	<i>Information Newsletters</i>	6
5.3	<i>Seminars and Workshops</i>	6
6	Functions and Responsibilities	6
6.1	<i>Committee Tiers</i>	7
6.1.1	Tier 1 Committees of Management	7
6.1.2	Tier 2 Committees of Management	8
6.1.3	Tier 3 Committees of Management	8
7	Governance and Good Management Practice	9
7.1	<i>Summary Table of Responsibilities</i>	9
7.2	<i>Starting a New Committee</i>	9
7.3	<i>Committee Decisions</i>	10
7.3.1	Referring Decisions to Council	10
7.4	<i>Handing Over To a New Committee</i>	10
7.5	<i>Early Ending of a Committee's Term</i>	11
7.6	<i>Dealing with Public Complaints</i>	11
7.7	<i>Dispute Resolution</i>	11
7.8	<i>Volunteer Management</i>	11
7.9	<i>The Victorian Ombudsman</i>	11
7.10	<i>Protected Disclosure Act 2012</i>	12
7.11	<i>Misuse of Position and Confidential Information</i>	12
7.12	<i>Record Keeping</i>	13
7.12.1	Public Records Act 1973	13
7.12.2	Freedom of Information Act 1982	14
7.12.3	Information Privacy Act 2000	15
7.13	<i>Register of Interests Returns</i>	15
7.14	<i>Dealing with the Media</i>	15
8	Committee Membership and Roles	15
8.1	<i>Summary Table of Responsibilities</i>	15
8.2	<i>Committee Membership</i>	16

8.2.1 Applying For Membership	16
8.2.2 Filling a Casual Vacancy	16
8.2.3 Cessation of Membership	17
8.2.4 Resignations	17
8.2.5 Removing a Committee Member	17
8.2.6 Removal for 'non-performance'	17
8.3 <i>Code of Conduct</i>	17
8.4 <i>Roles and Responsibilities of the Committee</i>	18
8.4.1 The Chairperson	18
8.4.2 The Secretary	19
8.4.3 Treasurer	19
8.4.4 Committee Members who are not office bearers	20
8.5 <i>Non-Members as Office Bearers</i>	20
8.6 <i>Sub Committees</i>	20
9 Meeting Procedures	20
9.1 <i>Summary Table of Responsibilities</i>	20
9.2 <i>Meeting Schedule</i>	21
9.3 <i>Notice to the Public</i>	21
9.4 <i>Apologies and Absences</i>	21
9.4.1 When the Chair is an apology or absent	21
9.5 <i>Quorum</i>	22
9.6 <i>Meetings Open/Closed Session</i>	22
9.7 <i>Addressing the Meeting</i>	22
9.8 <i>Making Decisions/Motions</i>	23
9.9 <i>Voting</i>	23
9.10 <i>Conflicts of Interest</i>	24
9.10.1 Keeping Good Conflict of Interest Records	25
9.10.2 Working through a conflict	25
9.10.3 Other Personal Interest	25
10 Ordinary Meetings	26
10.1 <i>Summary Table of Responsibilities</i>	26
10.2 <i>Member Duties</i>	26
10.3 <i>Meeting Schedule</i>	27
10.4 <i>Notice of Meeting / Agenda</i>	28
10.5 <i>Minutes</i>	28
11 Annual General Meetings	29
11.1 <i>Summary Table of Responsibilities</i>	29
11.2 <i>Member Duties</i>	29
11.3 <i>Notice of the Meeting</i>	30
12 Special Meetings	31

13 Finance	31
13.1 <i>Table of Responsibilities</i>	31
13.2 <i>Setting up a bank account</i>	32
13.2.1 <i>Electronic Banking</i>	32
13.2.2 <i>High Interest Bearing Accounts</i>	32
13.2.3 <i>Council access to Committee Accounts</i>	32
13.3 <i>Financial Reporting</i>	33
13.3.1 <i>Budget</i>	33
13.3.2 <i>Quarterly meetings</i>	33
13.3.3 <i>Annual Reporting</i>	33
13.3.4 <i>GST Returns</i>	33
13.4 <i>Purchasing</i>	34
13.4.1 <i>Quotation Rules</i>	34
14 Management of the Facility	35
14.1 <i>Summary Table of Responsibilities</i>	35
14.2 <i>Leases</i>	35
14.2.1 <i>Leases Negotiated by Council</i>	
14.3 <i>Building Maintenance</i>	35
14.3.1 <i>Control of White Ants in Buildings</i>	35
14.4 <i>External Facility Maintenance</i>	35
14.4.1 <i>Tree Management</i>	36
14.4.2 <i>Fire Prevention Works</i>	35
15 Use/Hire of the Facility	36
15.1 <i>Summary Table of Responsibilities</i>	36
15.2 <i>Insurance</i>	37
15.3 <i>Temporary Food Premises Information</i>	33
15.4 <i>Consumption of Liquor</i>	33
16 Insurance and Risk Management	33
16.1 <i>Summary Table of Responsibilities</i>	33
16.2 <i>Risk Management</i>	33
16.3 <i>Incident Reporting Procedure</i>	34
16.4 <i>Liability Insurance coverage</i>	34
16.5 <i>Security</i>	35
16.6 <i>Emergency Management Plan</i>	
16.7 <i>Post Incident Follow Up</i>	
17 Occupational Health and Safety	36
17.1 <i>Summary Table of Responsibilities</i>	36
17.2 <i>Occupational Health and Safety Pack</i>	33
17.3 <i>Emergency Management Procedures</i>	36
17.4 <i>First Aid</i>	36

17.5	<i>Fire Protection Equipment</i>	36
17.6	<i>Chemical Safety</i>	36
17.7	<i>Crisis/Disaster Management</i>	33
18	Other Useful Information	33
18.1	<i>Events Calendar</i>	33
18.2	<i>Valley Sport</i>	33
19	INDEX TO APPENDICES	33
19.1	<i>Appendix 1: Templates</i>	33
19.2	<i>Appendix 3: Forms and Guidelines</i>	33
19.3	<i>Appendix 1: Safety Pack</i>	33
19.4	<i>Appendix 4: Conflict of Interest Guide</i>	34
19.5	<i>Appendix 5: Information Privacy Policy</i>	34
19.6	<i>Appendix 6: Whistleblower Policy</i>	34
19.7	<i>Appendix 7: Instrument of Delegation and Guidelines</i>	34
19.8	<i>Appendix 8: Greater Shepparton City Council Local Law No. 2</i>	

1 Welcome by the Council

Greater Shepparton City Council (GSCC) would like to take this opportunity to thank you for offering your time to serve as a member of one of Council's committees and in helping to support your community. Greater Shepparton has a huge network of volunteers who give their time, expertise and energy to provide and develop community resources and to provide community support to groups and individuals.

GSCC values the important role that Community Asset Committees (CAC) have in assisting Council in the ongoing management and improvement of Council's facilities. As managers of community facilities, the CAC have various obligations to minimise risks to the public and to the physical assets on their facility.

The Community Asset Committees Operations Manual and associated templates have been developed to assist people who have been appointed to a CAC to ensure good practices and consistent and effective management of GSCC facilities.

2 About this Manual

All Community Asset Committees (CAC) act on behalf of Council and all decisions made are as if they were made by the Council.

The Council has introduced a set of guidelines to assist and direct Committees in their ongoing operation. These guidelines have been formally adopted by the Council and thus form the basic requirements and directions for Committees and Committee members to observe.

This manual outlines the statutory requirements and provides assistance in all areas of governance. This manual has been produced to provide additional explanatory notes and advice on where to seek support and resources relating to the requirements of the guidelines. This manual is a reference for all CAC members, all members should have a copy and a copy should be on hand at all meetings.

2.1 Application of Manual

This Manual has been adopted by the Greater Shepparton City Council (Council) for the guidance of the following 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

3 Definitions

“Act” means the *Local Government Act 2020*;

“Committee” means the Special Committee established by the Council under section 65 of the Act and named in the Instrument of Delegation;

“Council” means the Greater Shepparton City Council

“Facility” means the reserve / property and/or buildings as defined by the Instrument of Delegation

“Instrument” means the Instrument of Delegation, which is the power and authority delegated to a Committee by Council to manage the facility

“Manual” means this Operations Manual

4 Exercise of Powers

Greater Shepparton City Council by Instrument of Delegation delegates any of its functions, duties or powers under section 65 of the Act to Community Asset Committees.

This means that:

- Lawful actions of the Community Asset Committees are in effect actions of the Council.
- Community Asset Committees do not need to be incorporated under any other mechanism.
- Committees are protected by insurance applicable to Council.

Refer to the Community Asset Committees of Management Instrument of Delegation for more information. The Committee will have a signed and sealed copy that is a legally binding agreement between the Committee and Council; this forms part of this Manual.

5 Council Assistance and Support

Greater Shepparton City Council is committed to playing an important role in the ongoing guidance, support, training development and success of Committees. Providing up to date information to Committees and responding to requests and questions are key roles Council can play in ensuring the Committee can operate effectively and efficiently. This manual and support resources are available on the Council's website www.greatershepparton.com.au

5.1 Your Council contact

The Committees Liaison Officer should be Committees first point of contact with Council.

Linda Anderson Phone: (03) 5832 9895 Email: assetcommittees@shepparton.vic.gov.au

5.2 Information Session

Information sessions are held annually presenting Committees with relevant information and to outline any amendments to the Manual.

All members of Community Asset Committees are requested to attend the information session and Council strongly encourages the attendance of at least two members of each committee.

It is further recommended that each Committee, at its next meeting after the information session, includes a discussion on the information session, to ensure all Committee members are informed. Council will provide you with a written outline of this information session which can be circulated to every Committee member

5.3 Quarterly Newsletters

The Council will produce a Newsletter that will be forwarded on a quarterly basis. The newsletter will contain information relating to a range of issues pertinent to the management of recreation reserves and community facilities as well as information to assist you in the operation of your committee.

5.4 Seminars and Workshops

A range of seminars are held at various times of the year to develop the skills of Committees. These programs cover areas such as finance, planning, insurance and incorporation. They also provide a forum to share ideas and experiences. Notification of these seminars will be sent out via email or by post to the Committee Secretaries

6 Functions and Responsibilities

Key roles and functions required of the Committee are but not limited to:

- Control manage and maintain the land and facilities in an efficient and effective manner, in the best interest of the Council, residents and users of the facilities within the boundaries specified in the Instrument of Delegation.

- Put in place procedures, rules and conditions of use necessary for the proper management of the facility;
- These procedures, rules and conditions of use must be consistent with the objectives of the Committee stated in the Instrument of Delegation, these Guidelines and any policies of the Council;
- Report any breaches of rules, conditions of use and local laws, which cannot appropriately be dealt with by the Committee, to the Council.
- Provide a written report to the Council on the operation of the facility on an annual basis. This shall be deemed to be the annual report. The report must be sent to Council by no later than **30 April the year following your AGM**. An annual report template can be found at Appendix 1.
- Resolve conflicts where these occur in the requirements of the community using the facility.
- Convene or cause to be convened such meetings, forums, seminars or other activities as may be deemed of value by the Committee to meet or assist in meeting its objectives.
- Maintain the highest level of co-operation between the Council, the Committee and the local community to ensure continuing co-ordination of the facility.
- Ensure compliance with all Acts, regulations other legal requirements concerning safety at the facility.
- Not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid.
- Publicise and promote interest in the facility.
- Ensure that the facility is kept in a clean condition at all times and is used in a reasonable and lawful manner by organisations or individuals.
- Promptly report to the Council any breakage, damage or mechanical hazard which appears likely to give rise to a risk management issue or any abnormal damage to playing surfaces, surrounds or any other equipment.

6.1 Committee Tiers

A tiered structure for Committee reporting has been implemented to reflect the varying requirements of the Community Asset Committees. Committees are required to meet the minimum requirements specified below.

6.1.1 Tier 1 Committees of Management

The following facilities have been determined as a Tier 1 Facility:

- Arcadia Recreation Reserve and Community Centre
- Caniambo Hall
- Dookie Memorial Hall
- Karramomus Hall and Recreation Reserve
- Tallygaroopna Memorial Hall

Tier 1 Community Asset Committees will meet one or all of the following requirements for this definition:

- have no seasonal sporting users,
- incur a low amount of expenditure,
- smaller venues with low maximum capacity for attendees,
- rarely used by casual hirers;

Tier 1 Committees - must complete the following actions each year.

Action	Frequency
Ordinary Meeting	1 per Quarter
Annual General Meeting	Annually
GST Return	Annually
Budget	Annually

Submission of Committee approved hire paperwork	Annually
Finalise Annual Accounts for Auditing	Annually

6.1.2 Tier 2 Committees of Management

The following facilities have been determined as a Tier 2 Facility:

- Bunbartha Recreation Reserve
- Dhurringile Recreation Reserve and Community Centre
- Harston Hall
- Kialla District Hall
- Lemnos Recreation Reserve
- Murchison Community Centre
- Toolamba Recreation Reserve and Community Centre

Tier 2 Committees of Management incorporate most Community Asset Committees. They will meet one or all of the following requirements for this definition:

- have at least one seasonal sporting user,
- incur an average amount of expenditure,
- venues with average maximum capacity for attendees,
- regularly used by casual hirers;

Tier 2 Committees - must complete the following actions each year.

Action	Frequency
Ordinary Meeting	1 per Quarter
Annual General Meeting	Annually
Finalise Annual Accounts for Auditing	Annually
Budget	Annually
GST Return	Bi-Annually
Submission of Committee approved hire paperwork	Bi-Annually

6.1.3 Tier 3 Committees of Management

The following facilities have been determined as a Tier 3 Facility:

- Central Park Recreation Reserve
- Congupna Recreation Reserve and Community Centre
- Dookie Recreation Reserve and Community Centre
- Katandra West Community Facilities
- Tallygaroopna Recreation Reserve and Community Centre

Tier 3 Committees of Management will meet one or all of the following requirements for this definition:

- have year round seasonal sporting users,
- incur a high amount of expenditure especially relating to use e.g. bills,
- larger facilities with greater maximum capacities for attendance at events
- frequently used by casual hirers

Tier 3 Committees - must complete the following actions each year.

Action	Frequency
Ordinary Meeting	1 per Quarter

Annual General Meeting	Annually
Finalise Annual Accounts for Auditing	Annually
Budget	Annually
GST Return	Quarterly
Submission of Committee approved hire paperwork	Quarterly

7 Governance and Good Management Practice

7.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 7 Governance and Good Management Practice:

Responsibility	Committee	Council
Appointment of Committee		<input type="checkbox"/>
Rules of Appointment and Instrument of Delegation to the Committee		<input type="checkbox"/>
Notify Council of Committee Membership Changes	<input type="checkbox"/>	
Formal Appointment / Rescission of Appointment		<input type="checkbox"/>
Election of Office Bearers	<input type="checkbox"/>	
Conduct of meeting	<input type="checkbox"/>	
Prepare and present reports	<input type="checkbox"/>	
Take and Prepare Minutes	<input type="checkbox"/>	
Submission of Minutes to Council, within specified timeframes.	<input type="checkbox"/>	
Spokesperson and media liaison	<input type="checkbox"/>	<input type="checkbox"/>
Community liaison	<input type="checkbox"/>	<input type="checkbox"/>
User group liaison	<input type="checkbox"/>	

7.2 Starting a New Committee

A new Committee is a committee recently established or reappointed by Council.

At its first meeting the Committee should elect a Chairperson. Office bearers should also be elected, recorded in the minutes and the secretary should inform the Council of these details.

Each Committee needs:

- a Chairperson
- a Secretary
- a Treasurer

Larger Committees may also need a deputy Chairperson, assistant secretary and assistant treasurer; smaller Committees may combine the roles of secretary and treasurer into one position. A Committee can appoint other office bearers if it wishes e.g. bookings officer. It is good practice for the role of Chairperson and treasurer to be held by different Committee members, this minimises risk and supports good Governance practices.

7.3 Committee Decisions

Matters being discussed at meetings are usually determined by a majority vote of those members present. If there is an equal number of votes the Chairperson may exercise a second or casting vote to resolve the matter.

7.3.1 Referring Decisions to Council

The significant characteristic of a CAC is that it is authorised to make decisions of the Council through a delegated power. An instrument of delegation, approved by Council, specifies the types of decisions the Committee are authorised to make.

At times Committees may make decisions that are outside of their authority, these should be submitted to Council for approval prior to being implemented.

In the event of any unresolved dispute arising, the matter shall be submitted to the Council in writing and any decision made thereon by the Council shall be final.

7.4 Handing Over To a New Committee

The existing Committee has a responsibility to hand over to the incoming Committee; some of these responsibilities include the following:

The outgoing treasurer should:

- balance the books and have them verified
- provide copies of any business plans and financial reports prepared over the Committees term
- advise the incoming Committee of any committed funds
- organise the changeover of bank account details
- advise the Australian Taxation Office of the incoming Committee's contact details, if applicable
- advise service providers (e.g. gas and water) of the incoming Committee's contact details, and
- hand over the books to the incoming Committee

The outgoing secretary should:

- hand over all correspondence, including the minute books and all copies of these guidelines
- provide copies of all management plans or statements, and corresponding performance reports, prepared by the Committee over its term
- provide all details to the incoming Committee of any contracts (e.g. leases, licences or any other contracts for services), and
- notify Council of new officer bearers and Committee membership

The outgoing Chairperson should ensure that the handover is completed in a timely and professional manner, and that the incoming Committee is adequately briefed.

The incoming Committee members should familiarise themselves with:

- their responsibilities, both as Committee and as individual Committee members by reading these guidelines, and
- the particulars of the facility they have been appointed to manage

New Committee members are not formally appointed until approved by Council.

7.5 Early Ending of a Committee's Term

There are some circumstances under which a Committee may wish, or be forced, to relinquish its management responsibility before its term ends. Also, the Council may revoke a Committee's appointment at any time and either assume direct responsibility for the facility's management or appoint a new Committee.

In these instances the Committees Liaison Officer will work through the process and requirements dependant on the situation with the outgoing Committee.

7.6 Dealing with Public Complaints

At some stage a Committee may receive a complaint from a member of the public about something it did or did not do. Most of these complaints will be resolved fairly easily and to everyone's satisfaction. Remember that the complaint, decisions, actions of the Committee in response and whether the person was satisfied with the outcome should be recorded.

For problems that prove tougher to resolve, the Committee should contact the Committees Liaison Officer.

Committees need to be aware that sometimes members of the public may take their concerns to Council, their Member of Parliament or the Ombudsman if they feel that a Committee has not dealt with them adequately.

7.7 Dispute Resolution

In the event of any dispute involving any matter relating to the functions of the committee or any member of a user group of the facility, all parties must make reasonable attempts to promptly resolve the dispute between the parties. In the event that the parties fail to resolve a dispute either party shall notify Council. Council reserves the right to manage or resolve the dispute in any reasonable manner.

Notwithstanding the existence of a dispute, all parties shall continue to perform their duties in accordance with the Greater Shepparton City Council Instrument of Delegation and the Community Asset Committees Administrative Handbook.

7.8 The Victorian Ombudsman

The Victorian Ombudsman investigates complaints about administrative actions by government agencies and public Authorities. Members of the public may complain to the Ombudsman about decisions of Committees. The Ombudsman will consult with the Committee and/or Council and attempt to resolve the complaint.

7.9 Volunteer Management

Council's Public Liability Insurance covers Council appointed Community Asset Committee members for any Committee initiated and approved works carried out on Council owned facilities and reserves. If your committee is holding an event or working bee, and volunteers are involved that are not Council appointed members of the committee, they MUST complete a Volunteer Registration Form in order to be covered by Council's Insurance Policy. The completion of the form will provide cover for up to one year. This form must be completed properly and returned to Council prior to the event. Please note that Council's insurance policies do not cover committee members or volunteers for works that require a qualified person, such as putting up a fence. The committee would need to engage someone qualified to undertake this work.

Every Council depends on the generosity of its volunteers. It is vital that Council provides its volunteers with the appropriate support, education and acknowledgement. Committee members or other members of the community may volunteer to do some work on a facility. The Committee may choose to reimburse volunteers for out of pocket expenses, but any additional payment will turn that volunteer into an employee. Volunteers must submit a tax invoice detailing out of pocket expenses to the Committee. Prior to reimbursement, specific approval of the Committee is required to be recorded in the minutes of a properly constituted meeting.

Committees have a duty of care to all volunteers to provide a safe working environment, as would be provided to an employee or contractor. At the same time, it is the volunteer's obligation to take ownership of their own personal safety and the safety of others.

A copy of the Volunteer Registration Form is attached at Appendix 3. Please note that when completing this form the nominated Council representative is the Committees Liaison Officer. An online volunteer induction program will be introduced over the next few months and Committees will be informed of the details once it is operational.

7.10 Protected Disclosure Act 2012

Committees also need to be aware of the *Protected Disclosure Act 2012*. The Act protects people (known as whistleblowers) who come forward with a disclosure about improper conduct by public bodies. Committees are considered to be public bodies under the Act and therefore disclosures may be made about Community Asset Committee members.

In order for the whistleblower to be protected, the disclosure is required to be in accordance with the Act. A copy of Council's Whistleblower Policy is attached at Appendix 6.

7.11 Misuse of Position and Confidential Information

Section 123 (Misuse of Position) and section 77 (Confidential Information) of the *Local Government Act 1989* also apply to members of Community Asset Committees.

Misuse of position (Extract from Section 123 of the Local Government Act 2020)

(1) A person who is, or has been, a Councillor or member of a delegated committee must not intentionally misuse their position—

- (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or*
- (b) to cause, or attempt to cause, detriment to the Council or another person.*

Penalty: 600 penalty units or imprisonment for 5 years.

(2) An offence against subsection (1) is an indictable offence.

(3) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include—

- (a) making improper use of information acquired as a result of the position the person held or holds; or*
- (b) disclosing information that is confidential information; or*
- (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or*
- (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or*

- (e) *using public funds or resources in a manner that is improper or unauthorised; or*
- (f) *participating in a decision on a matter in which the person has a conflict of interest.*

(4) *This section—*

- (a) *has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of delegated committees; and*
- (b) *does not prevent the institution of any criminal or civil proceedings in respect of that liability.*

Confidential information (Extract of Section 125 of the Local Government Act 2020)

(1) *Unless subsection (2) or (3) applies, a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff, must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.*

Penalty: 120 penalty units.

(2) *Subsection (1) does not apply if the information that is disclosed is information that the Council has determined should be publicly available.*

(3) *A person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff, may disclose information that the person knows, or should reasonably know, is confidential information in the following circumstances—*

- (a) *for the purposes of any legal proceedings arising out of this Act;*
- (b) *to a court or tribunal in the course of legal proceedings;*
- (c) *pursuant to an order of a court or tribunal;*
- (d) *in the course of an internal arbitration and for the purposes of the internal arbitration process;*
- (e) *in the course of a Councilor Conduct Panel hearing and for the purposes of the hearing;*
- (f) *to a Municipal Monitor to the extent reasonably required by the Municipal Monitor;*
- (g) *to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;*

7.12 Record Keeping

Community Committees are responsible for maintaining a variety of official records these include:

- Correspondence sent or received by the Committee
- Meeting Minutes
- Registration forms
- Financial records
- Hire Agreements
- Conflict of Interest forms
- Contracts and Service Agreements

Community Asset Committees have obligations for record keeping under three acts: the *Public Records Act 1973*, the *Freedom of Information Act 1982* and the *Information Privacy Act 2000*.

Council also requires Committees to submit copies of their records as advised within this Manual. If the Committee is unsure about their requirements they should contact the Committees Liaison officer.

7.12.1 Public Records Act 1973

Under the *Public Records Act 1973*, Community Asset Committees are public bodies as they manage an asset on behalf of the Council and therefore must store, archive and dispose of certain records in accordance with the Act. Once records are stored, they are regarded as public information that may be made available to the public but only under the provisions of the *Public Records Act 1973*, the *Freedom of Information Act 1982* and the *Information Privacy Act 2000*.

Guidelines for Storing Public Records

The Public Record Office Victoria (PROV) is the state's archives authority; it was established under the *Public Records Act 1973*. PROV regulates the disposal and management of public records. It also identifies records worthy of preservation as state archives and makes arrangements for their preservation in perpetuity. PROV takes custody of records no longer required for current administrative purposes and provides access to records released for public inspection.

PROV holds records created by government departments and authorities, the state's courts, municipalities, schools, public hospitals and other public authorities, including committees of management.

Managing records

The records of a committee, however old, are public records. Each committee is required to store and maintain its records in a manner that is consistent with general record management practice. This involves:

- making full and accurate records of the business of its committee
- storing committee records responsibly in a readily accessible and secure place.

Records created by the committee must be maintained in a way that ensures that they are secure from tampering or inadvertent access while at the same time being easily identified, located and retrieved by those permitted to do so.

All vital records of the committee, such as minutes, contracts, etc. that are essential to its function must be identified and special care taken to prevent their loss or damage. Copies of these documents should be sent to the Committees Liaison Officer to be stored in Council's electronic document management system

Managing electronic records

Any electronic record related to committee business has the status of a public record. This includes electronic records developed or received by a committee member or committee employee relating to committee business.

Records disposal

As part of a committee's record management function, committees should identify and dispose of any records no longer in use. Assistance in determining what records this applies to is available from Council's Team Leader Information Management who can be contacted via the committees Liaison Officer.

7.12.2 Freedom of Information Act 1982

Under the *Freedom of Information Act 1982* (FOI), the community has the right to access documents and other information generated or held by a Committee, whatever form they may be in (electronic, written, e-mail, fax, etc), including:

- correspondence (letters and emails)
- minutes of meetings
- financial records
- contracts
- file notes (handwritten and typed), and
- maps, drawings, photographs and audio.

It is important that a committee keeps accurate administrative and financial records, and is able to locate all documents in its possession.

Any requests for a Community Asset Committee’s documents under the FOI Act should be forwarded as soon as possible to Council’s Team Leader Information Management for processing as a decision must be made on that request within 45 calendar days after it is received by the committee. The Team Leader Information Manager will consult the Committee before releasing any documents to the public.

7.12.3 Information Privacy Act 2000

The *Information Privacy Act 2000* requires that Committees handle any personal information in a secure and responsible manner and manage the information in accordance with a set of 10 Information Privacy Principles (IPPs). For further detail regarding the 10 IPPs refer to the website for Privacy Victoria and the Office of the Victorian Privacy Commissioner. A copy of Councils Information Privacy Policy is attached at Appendix 5 for your reference.

7.13 Dealing with Media Enquiries

The Committee may use a variety of media platforms to promote the use of their facility. These could include print media such as local newsletters, newspapers or posters. The Committee may also use social media platforms such as Facebook to promote their facility however, a social media plan must be completed in line with the Committees required reporting structure.

The Committee shall not issue any media releases relating to funding announcements without the approval of Council, or media releases critical of Council.

At no time when engaging with any media platform should the Committee present themselves as Council or issue any media releases, or social media posts critical of Council.

For assistance relating to dealing with the media the Committee should contact the Committees Liaison Officer.

8 Committee Membership and Roles

8.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 8 Membership, Roles and Functions:

Responsibility	Special Committee	Council
Advertisement calling for Applications to join the committee		☐
Appointment of Committee		☐
Rules of Appointment and Instrument of Delegation to the Committee		☐
Notify Council of Committee Membership Changes	☐	
Formal Appointment / Rescission of Appointment		☐
Election of Office Bearers		☐

8.2 Committee Membership

The size of Community Asset Committee will vary, a minimum of five members are required on each Committee. Committees should provide for equitable representation of all user groups as well as community interest. Members will be appointed for a period of four years (but may be removed by the Council at any time). A member of the committee shall be eligible for re-appointment at the expiration of his or her period of office.

The Council has resolved to exempt members of the Committee, who are not Councillors, from the obligation to submit a register of interests.

The Committee may co-opt as many additional members as it sees fit, but:

- no such co-option will take effect until the Council has passed a resolution appointing the co-opted person as a member of the Committee, and
- no such co-opted members shall have any voting rights at Committee meetings.

8.2.1 Applying For Membership

Application Forms are available in as follows:

- Initial Application for appointment
- Application for Appointment- members reapplying

Membership terms are 4 years however, Council will undertake a formal membership drive every two years.

The Council will call for applications from interested community members by way of a notice in the public notice section of the Shepparton News before appointing community representatives to the Committee. Where it is deemed appropriate to do so, advertisements will also be placed in other local publications. At the time of advertising the Committees Liaison Officer will also liaise with the committee Chairperson and Secretary to determine any additional advertising requirements, for example, flyers in the general store, notices in the school newsletter, etc.

Additional members are able to join the committee during the term of a committee. An application form is included in Appendix 3. This must be completed and returned to the Committees Liaison Officer at Council so that a report can be presented to Council to formally appoint the new member. The appointment is not official until Council resolves to appoint that applicant to the committee and therefore the applicant does not have formal voting rights until Council have passed a resolution appointing the new member.

8.2.2 Filling a Casual Vacancy

A casual vacancy on a Committee should be filled if:

- there is more than 12 months of the Committee's term remaining
- the Committee can no longer function or perform its duties, e.g. the Committee has less than five people or a quorum no longer exists
- the committee wishes to fill the vacancy, or
- the Council wishes to fill the vacancy.

The candidate who fills the vacancy is appointed only for the remaining period of the current term of the Committee.

Vacancies are filled in the same way as the original appointment was made. Person(s) wishing to nominate as Committee members are required to complete the application form and submit to Council. Council will then coordinate the appointment process.

8.2.3 Cessation of Membership

Notwithstanding anything else contained herein, a Committee member who is absent from three consecutive committee meetings without approval of the Committee shall cease to be a member of the Committee.

8.2.4 Resignations

A member of the Committee may resign his/her position at any time.

If a member resigns from the Committee then Council must be notified so that a report can be prepared for Council to formally rescind that person's membership. It is the responsibility of the Committee to submit to Council any changes to Committee representatives so that Council approval can be obtained. All persons appointed to the Committee shall be subject to the initial and continued approval of Council. To ensure that Council can maintain an accurate member database, it is important that Council be advised of any changes to member contact details.

Members who decide to resign from an office bearer position but not from the Committee must forward a letter of resignation to the Council and the Committee, which must be accepted and recorded in the minutes. In all cases a resigning office bearer must hand over all committee records to the Committee.

Members who resign from the Committee should aim to give a reasonable amount of notice so that, if necessary, a new member can be recruited. The Committee must advise Council of any member resignation so that Council can coordinate the process of rescinding the appointment of the resigning member.

8.2.5 Removing a Committee Member

The Council can remove a member from a Committee at any time, but this power is rarely used.

Committee positions can become vacant for any of these reasons:

- A Committee member is absent for three consecutive meetings without the Committee's approval
- A Committee member becomes bankrupt
- A Committee member is convicted of a serious offence, or
- A Committee member becomes incapable of performing Committee duties (for example chronic illness).

8.2.6 Removal for 'non-performance'

It is a difficult and subjective judgement to make that a fellow Committee member is 'not performing' or not carrying out their Committee duties satisfactorily.

If this issue arises, the first step should be for the Chair or whole Committee to discuss the matter with the member concerned. Often this will resolve the issue, with either the member accepting that more is required of him/her or the member resigning.

If the poor performance continues and the member is reluctant to resign, the other Committee members should contact the Committees Liaison Officer for further direction and advice.

8.3 Code of Conduct

Members of delegated Committees are bound by the intent and scope of Council's Code of Conduct. Committee members are required to act appropriately in their role to ensure that public resources are

used prudently for the public interest and as representatives of Greater Shepparton City Council. This includes, acting in good faith, with integrity, exercising impartiality, treating others with respect and exercising due care and diligence when conducting their Committee role.

Refer Appendix X (Code of conduct) for additional information

8.4 Roles and Responsibilities of the Committee

Committee members hold various positions within the Committee and undertake a variety of roles and responsibilities. At its first meeting, a Council officer (usually the Committees Liaison Officer) will attend the meeting to conduct the election of office bearers.

Each committee requires a:

- Chair
- Secretary, and
- Treasurer.

Larger committees may also need a deputy Chair, assistant secretary and assistant treasurer and can elect other office bearers if they wish to do so. Smaller committees may combine the role of the secretary and treasurer into one position. It is good practice for the roles of Chair and Treasurer to be held by different Committee members from an audit viewpoint.

Many committees choose to elect a bookings officer to handle all of the bookings for the facility that they manage, at busier facilities this is a good practice to implement; if your Committee does not have a Bookings Officer these functions can be shared by other office bearers.

Office bearers are appointed each year at the committee's Annual General Meeting, as well as at the first meeting of a new committee (*See 7.2 Starting a new Committee*).

Committees maybe unable to fill all office bearer positions, at the very least per the Instrument of Delegation a Chair is required to be appointed. If committees are unable to fill the other vacant positions they should contact the Committees Liaison Officer to discuss how they plan to distribute the workload of other positions, or seek advice on how positions may be combined.

8.4.1 The Chairperson

The Chairperson is the principal leader and has overall responsibility for the committee's administration.

The main responsibilities of the Chairperson are:

- Chairing meetings of the committee
- Being well informed of all committee activities
- Being aware of the future directions and plans of members
- Having a good working knowledge of the delegation and guidelines
- Managing committee meetings
- Managing the Annual General Meeting
- Being a supportive leader of all committee members
- Ensuring that planning and budgeting is carried out in accordance with the wishes of the members
- Managing discussion and avoiding members dominating and/or excluding others.

Specifically, during meetings, the Chair is responsible for ensuring:

- A quorum is present for all decisions
- Meeting decisions are properly minuted
- Maintaining order, and

- The meeting is conducted while keeping the discussion focused on the business of the meeting and to clarify points and ensure that everyone understands the decisions being considered.

The Chair may vote on any motion considered by the meeting and in the case of a tied vote, the Chair has a casting vote. This means that the Chair gets a second vote and does not need to vote the same way they voted initially.

If the Chair is absent from any meeting, the Deputy Chair (if one has been appointed) will fill the role for that meeting. Should both the Chair and Deputy Chair be absent from any meeting the Committee may temporarily appoint another of its members to act as the Chair. Appointment of the acting chair must be undertaken by voting with the mover, seconder and outcome of the decision being recorded in the minutes.

8.4.2 The Secretary

The secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

The main responsibilities are:

- Arranging the meetings and preparing the Agenda at least 7 days prior to the date of the meeting.
- Keeping Committee members properly informed by sending them notices of meetings, copies of agendas, correspondence, reports, etc. as required.
- Receiving all incoming correspondence, if required, bring it to the attention of the Committee and/or where necessary writing and dispatching all outwards correspondence required by the Committee. A report listing all incoming and outgoing correspondence, along with progress reports on any works being conducted should be presented to Committee meetings.
- Taking and recording minutes of all meetings and distributing copies to Committee members.
- Preparing minutes and other associated documents, distributing copies to committee members and providing a copy of the minutes to Council.
- Liaising with the Chair between meetings so the business of the Committee is attended to and, in consultation with the Chair, to call special meetings as required.
- Carrying out follow-up action which arises from the business of meetings.
- Organising and delegating tasks.
- Maintaining all committee records.

8.4.3 Treasurer

The Treasurer is responsible for keeping the Committee's financial records in good order.

The main responsibilities of the treasurer are:

- Maintaining the Committee's bank account in the name of the Committee of which the chairman, secretary and treasurer (and any other members as nominated by the committee) shall be signatures, with any two to sign.
- Banking money received as soon as practicable after receipt.
- Paying accounts as authorised by the Committee.
- Providing original tax invoices, receipts, cheque butts, bank statements and all other supporting documentation to Council.
- Reporting at each Committee meeting by presenting a simple financial report and bank reconciliation statement.
- Ensuring that annual financial statements are prepared and audited prior to adoption at the Annual General Meeting

- Presenting a financial report to the Annual General Meeting.
- Preparing the annual budget
- Undertaking financial reporting as per the Annual Reporting requirements provided to each Committee.
- Monitoring revenue and expenditure
- Ensuring that accurate financial records are maintained
- Ensuring that copies of all bank statements are forwarded to Council including term deposits
- Ensuring that a copy of the audited annual accounts are submitted to Council following the AGM by the specified date.
- Preparing and returning quarterly GST returns.

8.4.4 Committee Members who are not office bearers

Committee members should work effectively and efficiently with the office bearers to achieve the best outcome for the Committee.

The main responsibilities of committee members are:

- Attending all meetings and actively participating in decision making
- Assisting to manage the facility
- Bringing to the committee’s attention any identified problems or issues
- Actively participating in committee activities and business.

8.5 Non-Members as Office Bearers

Community Asset Committees may find it useful to appoint someone who is not a Committee member, but has relevant skills, to undertake particular tasks such as bookkeeping and secretarial work. In some cases this will be a volunteer, in other cases the Committee may engage a local accountant or bank manager to keep the books and act as the Committee’s custodian.

Whenever a non-committee member is undertaking tasks on behalf of the Committee there should be a clear contract or service agreement outlining what is being provided and required timelines.

8.6 Sub Committees

The Committee may form sub-committees from among its members for the purpose of recommending on matters, provided that no decision may be acted upon until adopted by the full Committee. The Chairperson shall be an ex-officio member of all sub-committees. Sub-committees shall only be established by resolution of the Committee and shall only carry out those functions stated in such resolution and the members of the sub-committee do not have any voting rights.

9 Meeting Procedures

There is no longer a compulsory format for meetings, agenda templates are provided by Council to enable Committees to meet all their reporting requirement. However, there is now greater flexibility regarding meeting processes. Please consult with the Committees Liaison Officer if you have any questions

9.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 9 Meeting Procedures:

Advertisement calling for Applications to join the committee		☐
Appointment of Committee		☐
Rules of Appointment and Instrument of Delegation to the Committee		☐
Notify Council of Committee Membership Changes	☐	
Formal Appointment / Rescission of Appointment		☐
Election of Office Bearers		☐

9.2 Meeting Schedule

Each Committee is free to decide meeting times and schedules. Committees should be meeting as often as necessary to ensure good management of the facility. **Council requires that the Committee meet at minimum quarterly on such dates that the Chairperson or Committee determines.**

9.3 Notice to the Public

The Chairperson of the Committee must provide reasonable notice to the public of meetings of the Committee. This may be by publishing annually a schedule of meetings, or publishing a notice of meeting just prior to each meeting.

The dates for the committee's meetings will be set each year as part of the business conducted at the Annual General Meeting. It is expected that these dates will then be provided to the Committees Liaison Officer so that they can be made available on Council's website. If a change is required to be made to a previously set meeting date then all committee members must be notified of the new date and details provided to the Committees Liaison Officer so that the website can be updated accordingly. Council will assist with arranging the Public Notice for Annual General Meetings. Committees should contact the Committees Liaison Officer who will assist by placing a Public Notice in the classifieds section of the relevant newspaper(s) and a notice on Council's website

9.4 Apologies and Absences

When a committee member is unable to attend a meeting an apology should be sent to the Committee Secretary prior to the meeting where possible. This is a good practice as the secretary will then be able to establish whether a quorum will be present at the meeting and contact the Chairperson to establish further action if required.

A Committee member who is absent from three consecutive committee meetings without approval of the Committee shall cease to be a member of the Committee.

9.4.1 When the Chair is an apology or absent

If the Chairperson is an apology, or absent, the Deputy Chair will fill the role. If the Committee does not have a Deputy Chair, a temporary Chair will be elected for the duration of the meeting. This process should be recorded in the meeting minutes.

9.5 Quorum

A quorum is the minimum number of members of the Community Asset Committee who must be present in order for the Committee to make decisions (a majority) (half the membership + 1).

If, thirty minutes (or some other time generally agreed by the Committee as appropriate) after the start of the meeting a quorum has not been obtained, the Chairperson will decide to:

- postpone the meeting, or
- conduct the scheduled business of the Committee, but refer all decisions and motions to a subsequent meeting when a quorum is present for reconsideration and/or ratification

If, at any time during the meeting a quorum cannot be maintained, the Chairperson will decide to:

- close the meeting and refer any unfinished business to a subsequent meeting, or
- continue to conduct the scheduled business of the Committee, but refer all decisions and motions made with no quorum present to a subsequent meeting when a quorum is present for reconsideration and/or ratification.

9.6 Meetings Open/Closed Session

The Committee must ensure that its meetings are open to members of the public. Therefore, visitors should be able to attend meetings if they wish. They can take part in discussions only at the invitation of the Chairperson, and cannot propose motions or vote.

The Committee may resolve that a meeting be closed to members if the meeting is discussing any of the following:

- personnel matters
- the personal hardship of any resident or ratepayer
- industrial matters
- contractual matters
- proposed developments
- legal advice
- matters affecting the security of Council property
- any other matters which the Committee considers would prejudice the Council or any person; or
- a resolution to close the meeting to members of the public.

If the Committee resolves to close a meeting to the public, the reason must be recorded in the minutes of the meeting.

Suggestions on managing public participation include:

- allowing question time at the start of any meeting
- accepting questions in writing for consideration either at the start of the meeting or as part of general business, and
- encouraging deputations and petitions.

Attendees can ask questions of the committee (only in the time set aside in the meeting to do so), but it is not a forum for taking motions from the floor or voting on proposals. These actions can only be undertaken by the Committee members and any such business should be held over to the next regular meeting.

9.7 Addressing the Meeting

For more formally run Committees, all Committee members addressing the meeting must direct their remarks through the Chairperson. A Committee member addressing the meeting shall not be

interrupted by any other member, except that the Chairperson has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken, etc.).

9.8 Making Decisions/Motions

Each decision of the Committee should be made by a formal vote, even if everyone agrees and recorded in the minutes.

Decisions are made by passing motions. Any Committee member may move a motion and the Chairperson accepts the motion for consideration. This could be as simple as:

“I move that the Treasurer’s report be accepted,” John Smith moves.

“I second that motion,” says Jane Doe.

The Chairperson says: “All in favour.” (Counts six raised hands) “All against.” (Counts no raised hands) “the motion is carried.”

The minutes will record the wording of the motion, who moved it, who seconded it, whether it was CARRIED or LOST

MOTION:

“That the Treasurer’s report be accepted as presented”

JS/JD

CARRIED

Committees may have motions that are more complicated and contentious arising from their discussions on how to proceed with a project or manage their facility. In such cases, it may be useful for the motion to be written down and read out or circulated prior to voting so that everyone is clear about what is being decided.

If a vote is tied, the Chairperson has a second or casting vote.

A Committee can only make decisions (i.e. move and pass motions) if a quorum of its membership is at the meeting.

Any decision of the Committee, which the Committee does not have delegated power to implement, cannot be implemented until approved by the Council.

9.9 Voting

All members of each Committee have voting rights on the Committee, except for any co-opted members.

It is expected that a Committee will abide by normally accepted meeting procedures where decisions of the committee involve the following matters of business:

- Noting of Apologies
- Adoption of Reports and financial Statements
- Election of Office Bearers
- Expenditure Committals over \$100.

Normally accepted meeting procedures include the recording of the motion wording, the names of the mover and seconder of the motion and whether the motion was carried or lost. This information must be included in the Minutes of the meeting.

Committees should vote by a show of hands. The Chairperson calls first for those in favour of a motion and then for those opposed to a motion, the motion is determined by the majority vote and then declares the result to the meeting. A quorum must be present at the meeting; each member appointed to the Committee is entitled to one vote and must vote. In the event of a tied vote the Chairperson may exercise a casting vote; this second votes does not necessarily need to be the same as their initial vote.

Unless otherwise prohibited by the Act, each member of the Committee present must

vote. **9.10 Meeting electronically**

Committees may meet using electronic platforms such as Zoom or Skype. These meeting details should still be made available to the public, and Council should be notified that they are occurring. Minute should be taken and sent through to Council per the usual requirements.

9.10.1 Decisions via email

Sometimes Committees will need to make decisions on short notice. In such instances if a meeting with a quorum cannot be convened the Secretary may circulate the proposed motion to the membership via email. The motion should be discussed and voted on using the reply all function and the conversation kept in lieu of minutes.

9.11 Conflicts of Interest

Community Asset Committees of Council must adhere to the conflict of interest provisions below by virtue of their structure and delegated authority from Council.

All members of Special Committees are subject to the conflict of interest rules in regard to their participation on those committees.

Greater Shepparton City Council has developed a form to be completed by a Committee member who identifies that they have a conflict. Once completed the form should be submitted to the Committee and included as part of the Committee meeting minutes.

A 'conflict of interest' is when a person has to make a decision on an issue in which they have – or are perceived to have – a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental or tenure arrangement. For example, a local builder on a Committee of Management would have a pecuniary interest in any building contracts let by the Committee for which he or she had tendered.

A conflict could be interest based; for example, a Committee member who is a member of the local football club would have a conflict of interest in a decision to lease part of the facility to the football club.

A simple way to manage this problem is to excuse the affected Committee members from discussion and voting on issues where they have a conflict of interest. Often, people will leave the room once they have declared their conflict. However, this is not always practical, particularly since it could mean that the Committee no longer has a majority of voting members present (a quorum).

The key factors in dealing with conflicts of interest are to:

- Acknowledge that they exist

- Be open and transparent in managing them both within and outside the Committee

9.11.1 Keeping Good Conflict of Interest Records

Keeping good public records is crucial for a Committee being regarded as open and transparent in managing conflicts of interest.

The Committee minutes must record how conflicts of interest were handled. For example, a Committee member who is a builder declares he has a conflict of interest on the next agenda item, a building contract to be discussed.

The minutes must record:

- what the conflict was
- if the Committee member left the room (at what time he left/returned and at what stage of the discussion)
- the result of the discussion and the decision made

Private interest should not be confused with specialist knowledge, which is not a conflict of interest. For example, a member who is a builder, but who is not tendering for a job, would have useful specialist knowledge.

9.11.2 Working through a conflict

If in attendance of the meeting make full disclosure of the nature of their interest immediately prior to the matter being considered. To declare a conflict of interest a committee member should complete the Conflict of Interest Disclosure Form.

While the matter is being discussed and before a vote is taken remove themselves from the meeting room, advise the Chairperson what they are doing and remain outside until the vote is completed.

If not in attendance then advise the Chairperson in writing disclosing the nature of the interest. All declarations of conflicts of interest must be recorded in the minutes of the meeting and the Conflict of Interest Disclosure Form must be forwarded to Council.

Generally, a Committee member with a conflict of interest will not take part in discussion or voting on that particular issue. However, to maintain a quorum the member(s) may have to take part. Listed below is what should be recorded when members with declared conflicts of interest must take part in the discussion and decision making:

- The decision in the minutes
- Which members have a conflict and what they are
- How each member voted
- Why the Committee believes it has made the most appropriate decision

If in attendance of the meeting make full disclosure of the nature of their interest immediately prior to the matter being considered

9.11.3 Other Personal Interest

Conflicting personal interest (Not applicable if you have a conflict of interest)

There may be a time when you have a connection with a matter that is not a conflict of interest but you still don't think you should vote on the matter.

For example, you may have a close friend who is being considered for work on behalf of the committee and you don't think it is appropriate to vote on the matter.

A member of a special committee can seek the consent of the committee to abstain from the relevant decision if he or she considered that his or her personal interest may conflict with his or her public duty.

Process

If you consider you have a personal interest that is in conflict with your public duty AND you do not have a conflict of interest as defined in the Act, you may apply to the committee to be exempted from voting.

You must make this application immediately before the matter is considered and you must give reasons for your application.

The committee may consent to your application and it cannot unreasonably withhold its consent. If the Committee gives its consent, you must act as if you have a conflict of interest and leave the meeting.

As an application of this type will require a vote by the committee, you will have a conflict of interest in the decision, so you must do the following:

After giving the reasons for your application, you must state you have a direct interest in the decision because it directly affects your obligations and then leave the meeting.

- If your application to abstain from voting is approved, you stay outside the meeting until the consideration and voting on all issues relating to the matter are concluded; or
- If your application to abstain from voting is not approved, you return to the meeting and participate in the consideration and voting on the principle matter.

10 Ordinary Meetings

10.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 10 Ordinary Meetings:

Responsibility	Special Committee	Council
Advertisement calling for Applications to join the committee		☐
Appointment of Committee		☐
Rules of Appointment and Instrument of Delegation to the Committee		☐
Notify Council of Committee Membership Changes	☐	
Formal Appointment / Rescission of Appointment		☐
Election of Office Bearers		☐

10.2 Member Duties

The Below table summarises what each member of the Committee should do to prepare for an ordinary meeting.

Member Type	Prior to a meeting	At a meeting
Chairperson	<ul style="list-style-type: none"> Complete a quarterly summary report, to be sent out with Agenda. This report is to be sent to the Secretary so it can be circulated to the committee with the agenda. 	<ul style="list-style-type: none"> Oversee the meeting Present their quarterly report Sign the minutes from the previous meeting once endorsed
Treasurer	<ul style="list-style-type: none"> Prepare the quarterly financial report Send this report to secretary so it can be circulated to the committee with the agenda. 	<ul style="list-style-type: none"> Present their quarterly report
Secretary	<ul style="list-style-type: none"> Prepare the Agenda according to the template, and circulate to committee members with reports attached. Agenda and reports should be circulated according to timeframes in section 10.2 Receive apologies- if the quorum will not be met, the Secretary should contact the Chair to discuss rescheduling the meeting 	<ul style="list-style-type: none"> Record meeting minutes Delegate actions
All Members	<ul style="list-style-type: none"> When possible submit an apology with the Secretary for any upcoming meetings, with enough notice to establish a quorum prior to the meeting Read through agenda and reports prior to meeting 	<ul style="list-style-type: none"> Vote on motions Participate in discussions and facility planning/ management

10.3 Meeting Schedule

The Committee shall hold at least four meetings during the year on such dates as the Chairperson appoints and notifies Council of these dates.

Meeting dates for the coming year are to be set during the Annual General Meeting so that they can be published on Council's website. Dates are subsequently able to be changed subject to notification being sent to Council's Committees Liaison Officer so that the website can be updated accordingly.

Quarterly Ordinary Meetings should occur between the following dates and report on the preceding quarter:

Meeting Quarter	Reporting Period	Additional reminders for meeting
1 July to 30 September	1 April to 30 June	Prepare for AGM, set date.
1 October to 31 December	1 July to 30 September	Meeting MUST be separate from AGM
1 January to 31 March	1 October to 31 December	Budget should be prepared
1 April to 30 June	1 January to 31 March	Final Budget approval

If Committees are meeting more frequently than this, they should contact the Committees Liaison Officer to review agenda and reporting templates so that adjustments can be made for their circumstances.

10.4 Notice of Meeting / Agenda

Prior to any meeting a notice of meeting, typically including the agenda is prepared. This is a document that states the date, time and place of the meeting and sets out the business to be dealt with at the meeting. Usually the secretary, in consultation with the chairperson, prepares the agenda, but all Committee members can nominate items of business to be included on the meeting agenda.

Committees are required to use the standard agenda template, included at Appendix 2. Committee members should receive the agenda, including any reports to be considered at the meeting, and minutes from the last meeting at least 48 hours, and preferably one week, before the meeting. A copy of the agenda must also be submitted to the Committees Liaison Officer.

Once the agenda has been sent to Committee members, the order of business for that meeting, or the addition or deletion of items from the order of business, may only be altered by resolution of the committee. At the start of the meeting the Chairperson usually asks (a) if there are other items of business that any member wishes to be added to the agenda, and (b) if any member wishes to change the order of the agenda. The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting may decide to refer such items to a subsequent meeting of the Committee.

As highlighted at 9.3 above, reasonable notice of meetings should also be provided to the public. Council will advertise committee meetings, in the Special Committees of Council area on its website.

10.5 Minutes

Minutes are a formal, written record of a meeting and must be kept for all meetings of the Committee. At a minimum the minutes should record:

- Time the meeting started and finished
- Location of the meeting
- Names of the Committee members present
- Apologies received
- Conflicts of Interest declared
- List of all items of business considered
- Exact wording of any motions moved, including the name of the mover and seconders, and the mover and seconder of any amendments to the motion
- Results of consideration of any motions carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the Committee, or any guest speakers

The minutes should enable a Committee member not present at the meeting to be informed of all actions and decision arising and the reasons for those actions and decisions.

Every page of the minutes should be numbered, and bear the date of the meeting.

Minutes are a permanent record of the Committee's decisions and proceedings. The secretary should keep a minute book that will be passed on to the incoming secretary at the end of the Committee's term. In the longer term the minute books must be stored and archived in accordance with the Public Records Act because Committees of Management are public bodies.

The minutes of a meeting should be endorsed at the following meeting as being a true and accurate record. The motion endorsing the minutes of a previous meeting should only be moved and seconded by members who actually attended.

Upon ratification of the previous meeting's minutes, the Chairperson should sign the minutes.

Once endorsed by the signing of the Chairperson, they should not be altered.

All meeting minutes need to be submitted to Council’s Committees Liaison Officer within fourteen (14) days of the meeting.

11 Annual General Meetings

The Committee shall hold an Annual General Meeting on a date fixed by the Chairperson. Most AGMs will be undertaken between September and November each year. However they may occur after this date if discussed and agreed to prior with the Committees Liaison Officer. All AGMs should be held no later than the end of February to allow time to submit the Committee’s Annual Report and Audited Financial Statement to Council by 30 April each year.

The business of the Annual General Meeting shall be:

1. receive the annual report
2. receive a report on the programme of activities proposed for the following year
3. receive and adopt the annual financial statement, and
4. elect office bearers to the positions of Chairperson, Secretary, Treasurer and other positions determined by the Committee as being necessary for the efficient functioning of the committee.
5. confirmation of fees and charges for the coming year
6. setting of ordinary meeting dates for the coming year
7. development/review of the facility improvement plan
8. emergency management plan review
9. review of seasonal user agreements
10. building maintenance assessment
11. contents inventory
12. certificates of currency – public liability and contents insurance.

A copy of all minutes that have been confirmed and signed since the previous AGM must be provided to the Committees Liaison Officer at each AGM.

The Secretary (via the Committees Liaison Officer at the Greater Shepparton City Council) shall give notice of the Annual General Meeting by way of a notice in the public notice section of the most appropriate local newspaper circulating in the area.

An example of an agenda for an AGM is contained in Appendix 2.

11.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 11 Annual General Meetings

Responsibility	Special Committee	Council
Confirm AGM date and time	☐	
Advertise AGM		☐
Notify Council of Committee Membership Changes	☐	
Formal Appointment / Rescission of Appointment		☐
Election of Office Bearers		☐

11.2 Member Duties

The Below table summarises what each member of the Committee should do to prepare for an Annual General Meeting.

Member Type	Prior to a meeting	At a meeting
Chairperson	<ul style="list-style-type: none"> Complete Annual report and send to the Secretary to be circulated with the AGM paperwork 	<ul style="list-style-type: none"> Oversee the meeting Present their annual report Sign the minutes from the previous meeting once endorsed
Treasurer	<ul style="list-style-type: none"> Arrange for financial reports to be audited 	<ul style="list-style-type: none"> Present the audited financial statements
Secretary	<ul style="list-style-type: none"> Confirm date and time of AGM with Council, the Chair and the Treasurer should be contacted to ensure all relevant documentation will be completed prior to the meeting Receive meeting apologies Prepare AGM Documents (meeting agenda, minutes from the previous AGM, Annual report, Treasurers report, and audited financial statement) 	<ul style="list-style-type: none"> Record meeting minutes Delegate actions
All members	<ul style="list-style-type: none"> When possible submit an apology with the Secretary for any upcoming meetings, with enough notice to establish a quorum prior to the meeting Read through agenda and reports prior to meeting 	<ul style="list-style-type: none"> Vote on motions Participate in discussions and facility planning/ management

11.3 Notice of the Meeting

The secretary shall give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven clear days prior to the meeting

The Committee shall hold an Annual General Meeting on a date fixed by the Chairperson. It is expected that this will be undertaken between September and November each year in order to coincide with the requirement to submit the Committee's Annual Report and Audited Financial Statement to Council by 30 November each year.

The business of the Annual General Meeting shall be:

13. receive the annual report
14. receive a report on the program of activities proposed for the following year
15. receive and adopt the annual financial statement, and
16. elect office bearers to the positions of Chairperson, Secretary, Treasurer and other positions determined by the Committee as being necessary for the efficient functioning of the committee.
17. confirmation of fees and charges for the coming year
18. setting of ordinary meeting dates for the coming year
19. development/review of the facility improvement plan
20. emergency management plan review
21. review of seasonal user agreements
22. building maintenance assessment
23. contents inventory
24. certificates of currency – public liability and contents insurance.

A copy of all minutes that have been confirmed and signed since the previous AGM must be provided to the Committees Liaison Officer at each AGM.

The Secretary (via the Committees Liaison Officer at the Greater Shepparton City Council) shall give notice of the Annual General Meeting by way of a notice in the public notice section of the most appropriate local newspaper circulating in the area.

An example of an agenda for an AGM is contained in Appendix 2.

12 Special Meetings

The Chairperson may call a Special Meeting on his or her own initiative and must call a special meeting forthwith upon receiving from any three (3) members of the Committee a written request that such a meeting be so called. The notice of the meeting by the Chairperson and the request by the three Committee members shall contain a statement of the purpose of the meeting.

The meeting must be held on such date and at such time as fixed by the Chairperson, provided that, in cases where the Chairperson calls a meeting in response to a request, the meeting shall be held within 21 days of the Chairperson receiving such a request.

The Chairperson shall arrange for notice of the meeting to be given to all Committee members. No other business shall be transacted at that meeting except as specified in the notice.

If a Special Meeting is called then it is expected that the Committees Liaison Officer will be notified so that the date, time and venue of the meeting can be published on Council's website.

13 Finance

All monies received by the Committee must be paid promptly into the bank account referred to in the Schedule to the Instrument of Delegation. Money must only be able to be drawn from that account on the signature of any two of the following office bearers:

- Chairperson
- Secretary
- Treasurer
- Any other authorised Committee member.

13.1 Table of Responsibilities

The below table summarises responsibilities as outlined in Section 13 Finance:

Financial Management	Committee	Council
Annual budget preparation/recommendation	☐	
Submission of annual budget to Council for approval	☐	
Approval of annual budget		☐
Monthly budget against actual monitoring	☐	
Acceptance of quotes within delegated limits (eg. \$2000)	☐	

Acceptance of quotes outside delegated limits		<input type="checkbox"/>
Accounts payable	<input type="checkbox"/>	
Accounts receivable	<input type="checkbox"/>	
Accounting	<input type="checkbox"/>	
Fee setting, collection and retention – Buildings and property	<input type="checkbox"/>	<input type="checkbox"/>
Auditing of Accounts at the end of each Financial Year	<input type="checkbox"/>	
Fee setting, collection and retention – Sports fields	<input type="checkbox"/>	<input type="checkbox"/>
Submission of audited accounts to Council by 30 April following your AGM	<input type="checkbox"/>	
Sponsorship collection and retention	<input type="checkbox"/>	
Grants and subsidies	<input type="checkbox"/>	

13.2 Setting up a bank account

Community Asset Committees may have a bank account with any bank of their choosing. This account shall be in the name of the committee, as specified in the instrument.

Committees can select the account type which best suits their purposes. However, they should be mindful that the account chosen must require two authorised signatures for all payments. Committees should check with their chosen financial institution regarding their process for becoming an authorised signatory. However, most banks will require photo ID and a copy of the minutes showing the Committee authorising that person.

13.2.1 Electronic Banking

Committees are able to use electronic banking provided that the account requires all payments to be authorised by two separate Committee members. Committees should be mindful of changes to associated account fees when choosing an account for electronics banking.

13.2.2 High Interest Bearing Accounts

Previously these were managed in conjunction with Greater Shepparton City Council. Committees can now self-manage these accounts. However, account statements must be submitted to Council in line with the Committee's reporting structure.

13.2.3 Council access to Committee Accounts

Council's Committees Liaison Officer shall be granted access to view Committees accounts. This will help ensure timely payment of things like GST Returns and Maintenance Grants.

For further information please contact the Committees Liaison Officer on (03) 5832 9895.

13.3 Financial Reporting

The Committee must ensure that all accounting functions of the Committee conform to the requirements of Australian Accounting Standards, the Act and relevant regulations.

13.3.1 Budget

The Committee must ensure the effective financial control of the Committee, including the submission of an annual budget to Council for consideration and approval by 30 April in each year (for each financial year beginning on 1 July and ending the following 30 June).

13.3.2 Quarterly meetings

A report which reflects the current financial position of the Committee shall be presented to each meeting of the committee and provided to Council as part of the minutes of that meeting.

13.3.3 Annual Reporting

The Secretary/Treasurer of the Committee must present an operating statement and statements of financial position at the conclusion of each financial year for presentation to the Annual General Meeting of the Committee.

The Committee must forward to the Council an annual report including an annual statement of accounts for audit purposes bearing the auditor's certificates. This report should be sent out as part of the attachments with the AGM agenda; however, the Chairperson of the Committee shall be responsible for ensuring that the report is lodged with the Council by 30 April following an AGM.

13.3.4 GST Returns

The Australian Tax Office has ruled that Committees cannot have a separate ABN or separate registration for GST, the committee must use Council's ABN 59 835 329 843 when issuing tax invoices for hire/use of facility.

As a reminder, please ensure all committee members are aware that as Community Asset Committee of Council, your committee should be:

- charging GST for any goods and services the committee provides via a tax invoice
- remitting any GST received by the committee to Council
- claiming any GST paid by the committee from Council.

Community Asset Committees are required to charge GST (10%) on revenue received such as rental and hire fees and are able to claim the GST portion on expenditure incurred.

When compiling the GST return please ensure that the previous GST payment or refund is not included in the next quarterly return. i.e. you receive a return of \$240 please do not enter this amount into the income or expenditure area of your return.

If a payment is due to be made to the Australian Tax Office then a cheque for that amount payable to Council is to be included with the GST Return. If a refund to the committee is due then Council will refund the amount owing to the Committee.

If you have any queries please contact the Committees Liaison Officer.

Subject to the consent of the Council, the Committee shall have the power, on behalf of the Council, to raise funds, solicit and receive donations and secure government grants, in accordance with the objectives of the Committee, policies of Council and the budget.

The Committee shall have the power, on behalf of the Council, to hold or sponsor functions, stalls and other fundraising means, within the constraints of the budget, to enhance the objectives of the Committee.

The Committee may pay, from funds received the cost of minor maintenance, electricity, water charges or gas used, honorariums, petty cash and secretarial expenses as the Committee determines.

13.4 Purchasing

The Committee is not authorised to Purchase goods and services or enter into a contract or procure works exceeding the amount set out in their Instrument of Delegation. For Community Asset Committees this limit is set to \$2,000. Committees are also not authorised to make any alterations or additions to any buildings or grounds that are part of the facilities managed by the Committee.

When Committees wish to incur expenditure above their delegated limit and/or make any alterations or additions to any buildings, they must get approval from Council. This would be at the discretion of the nominated Council officer, either by way of a letter from the Chief Executive Officer, who can authorise under their delegated authority, or by resolution of the Council.

A projector purchase, regardless of the cost, may require a Project Application Form to be completed and/or a Permit (Planning, Building or Environmental Health). This is particularly important where there is a perceived risk.

13.4.1 Quotation Rules

Council's Procurement Policy set out the rules governing purchasing and the process around obtaining quotes. All purchases must be undertaken in accordance with these guidelines, irrespective of whether the purchase is within the Committee's authorised financial delegation. The quotation rules are set out below but a complete copy of Council's Procurement Policy can be provided to the Committee on request.

Less than \$500	Best value purchase (no quote required)
\$500 to less than \$5,000	1 verbal quote must be obtained
\$5,000 to less than \$25,000	2 verbal quotes must be obtained
Goods and Services - \$25,000 to less than \$150,000	3 written quotes must be obtained
Works \$25,000 to less than \$200,000	3 written quotes must be obtained
Goods and services More than \$150,000	Formal advertised contract (goods and services, needs Council approval)
Construction works More than \$200,000	Formal advertised contract. Needs Council approval.

Committees can only authorise works up to the value of their delegated limit (\$2,000). Any works outside of this delegation must be procured in accordance with these guidelines and a recommendation referred to Council for final decision.

A sample Verbal Quotation File Note form is contained in Appendix 3. This form should be used whenever quotes are being requested and should be kept on file as a record.0

14 Management of the Facility

14.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 14 Management of Facility

Responsibility	Special Committee	Council
Leases	☐	☐
Fire Prevention Works		☐
Building Maintenance Checklist	☐	
Facility Maintenance	☐	☐

14.2 Leases

The Committee may enter into contracts, leases or rental agreements on behalf of the Council associated with the management of the Facility with the consent of Council and subject to any requirements of the *Local Government Act 2020*. Specific contracts shall not exceed the value set out in the Instrument of Delegation without Council consent.

14.3 Fire Prevention Works

Facilities in rural areas may need to carry out fire prevention works prior to the summer months. As a first step, Council's Municipal Fire Prevention Officer should be contacted via the Committees Liaison Officer.

14.4 Building Maintenance Checklist

Completion of the Building Maintenance checklist is necessary to help meet requirements from Council's Insurer.

If the inspections are undertaken in the prescribed manner, insurance premiums can be reduced because Council's level of exposure to risks is minimised.

The building maintenance forms should be completed every year and returned to Council with AGM paperwork. If you require further information on this matter please contact the Committees Liaison Officer.

14.5 Facility Maintenance

Committees are responsible for all minor maintenance at their facilities. Best practice is that minor maintenance would be automatically considered to be all works up to a value of \$2,000. However, if a Committee is unsure they can always contact the Committees Liaison Officer for advice.

14.5.1 Maintenance Grants

All facilities receive a form of maintenance grant each year to assist with ongoing maintenance at their facilities. While Council appreciates that some facilities may seek to save this for larger projects, it should be noted that such work would usually be the responsibility of Council.

Therefore, best practice is for committees to spend at least 75% of their maintenance funding annually.

For more information contact the Committees Liaison Officer.

14.5.2 Control of White Ants in Buildings

Committees must be active in their control of white ants. If a Council asset is found to have white ant infestation contact must be made with Council as soon as possible. Council will then negotiate repairing the damage, subject to Council's budgetary provision. Contact must be made with the Committees Liaison Officer who will refer the report on to Council's Building Maintenance team.

14.5.3 Tree Management

The Committee is responsible for ensuring trees do not interfere with any electric power lines that run through or into the facility, even if no power from that line is used by the facility. This applies only to distribution lines (i.e. ordinary lines) and not transmission lines (i.e. the large steel structures carrying high-voltage lines).

A Committee is also responsible for the monitoring any trees on the facility that may overhang a boundary.

If the Committee notes that trees require pruning – they should contact Council's Committees Liaison Officer.

15 Use/Hire of the Facility

There are a variety of people/organisations that are able to utilise the facility. Everyone that uses the facility must complete a Booking Form and Hire Agreement and read the conditions of use policy. They must also have Public Liability Insurance. Users who do not have the appropriate cover may be able to purchase the Council's Blanket Cover Policy.

15.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 15 Use/Hire of the Facility

Responsibility	Hirer	Special Committee	Council
Insurance	☐	☐	☐
Food Safety	☐		
Consumption of Liquor	☐		
Booking Condition		☐	☐
Booking Forms	☐	☐	☐

15.2 Insurance

Note: Incorporated bodies and clubs which are required to have insurance as part of their club registration cannot apply to use Council's blanket cover policy.

A letter of contract must be sent out to the hirer once they have returned the booking form to confirm details. Hirers that do not have public liability insurance are not able to use the facility.

All Casual users of a facility must complete a Facility Hire Booking Form. A copy of the Casual Users Facility Hire Booking Form is available in Appendix 3.

Public Liability Insurance must be carried by each user and a Current Certificate of Currency that is valid for duration of the hire of the venue, must be attached to the application. Users who do not have their own public liability insurance may be eligible to utilise public liability insurance through Council's Casual Hire Public Liability Scheme. Council's Casual Hire Public Liability Insurance Scheme is not available for organisations, incorporated bodies and clubs that are required to have their own insurance as part of the organisation registration. Coverage is determined by the insurance company in the event of a claim. Council does not guarantee insurance coverage in the event of a claim.

Council's insurance policies from 1 July – 30 June each year. As part of the renewal process Council will write to you requesting details about numbers of insurance cover requests you have received from casual hire bookings. These figures are used to determine the share of the insurance premium that needs to be charged to your committee. Once these figures have been obtained Council will invoice the committee for the amount owing.

There are numerous exclusions to the insurance coverage provided by Council's policy. If there is an insurance claim in relation to any of the following activities, insurance IS NOT available through Council's policy.

Claims relating to the following activities are excluded from insurance

- Festivals and markets
- Fireworks
- Sporting activities
- Music concerts
- Grandstands
- Entertainers and performers
- Subcontractors
- Security Personnel
- Child molestation
- Products liability for children's toys
- Acts of terrorism
- Electronic data
- Amusements (including but not limited to children's rides, animal rides, miniature trains and inflatable recreational equipment e.g. jumping castles)
- Events where admission fee is charged

All user groups who have facilities located on a Reserve must complete a User Agreement.

Each user group MUST hold their own public liability and contents insurance and a current Certificate of Currency that is valid for the term of the agreement must be attached to the agreement.

Once the initial agreement has been completed and submitted to Council, user groups must further provide Public Liability and Contents Insurance Certificates of Currency annually.

15.3 Temporary Food Premises Information

Greater Shepparton City Council recognises that the sale of food from temporary food stalls is a successful method of raising funds for community organisations and further promotes the work performed by these organisations. It is also recognised that commercial food businesses also operate very profitable temporary food premises as a result of low overheads and the ability to trade amongst a transient and captive crowd.

Any person who sells food must meet the *Food Act 1984* requirements including the registration of the food premises. This includes food sold from temporary food premises. The management of food safety risks from temporary food premises is different to that of fixed food premises.

For further information contact Council's Committees Liaison Officer.

15.4 Consumption of Liquor

All facility users are required to comply with the Liquor Licencing Laws.

Exemptions have been granted by resolution of Council pertaining to Council's Consumption of Liquor permits.

Please contact the Committees Liaison Officer for further information.

Insurance and Risk Management

15.5 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 16 Insurance and Risk Management

Responsibility	Special Committee	Council
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Incident Reporting	<input type="checkbox"/>	
Incident Follow-up		<input type="checkbox"/>
Liability Insurance Coverage		<input type="checkbox"/>
Contents Insurance	<input type="checkbox"/>	
Security	<input type="checkbox"/>	

15.6 Risk Management

Risk Management Policies/Procedures should identify hazards within your facility and help deal with and prevent further risk and injury to user groups, spectators and the general community.

Council encourages committees and clubs to be proactive in their approach to risk management rather than reactive.

Strong communication channels are also needed to be in place between individual clubs and the facility's Committee of Management. Safety and Injury Prevention will be at its strongest if all user groups are working towards providing a safe environment.

A Hazard Reporting Form is available as part of the Safety Pack attached in Appendix 1 and this should be used in the identification and reporting of potential or existing hazards.

The following flow chart examines how the Hazard Reporting Forms deal with potential risks.

15.7 Incident Reporting Procedure

In the event of an incident please report the details to the Committees Liaison Officer within 2 working days of the date of the incident. The Committee first and foremost must not admit any liability.

A "Property Damage and Incident Report" Form is provided must be completed and submitted to the Committees Liaison Officer whenever an incident occurs which involves any of the following:

- Damage to Vehicles & Registered Plant (includes members of the public vehicles)
- Damage to Property & Unregistered Plant (Includes members of the public property)
- Personal Injury to Members of the Public.

Please note that where an injury occurs to a Committee Member or registered volunteer while undertaking their duties the Committees Liaison Officer will follow-up.

All incidents need to be handled sensitively and as soon as possible after they occur. No one can anticipate whether an incident will develop into litigation so all incidents should be managed in a professional manner.

Any incident occurring on Council owned or managed property involving either personal injury or property damage must be reported to Council using the Incident/Near Miss/Hazard Form which is available in the Safety Pack at Appendix 1. The use of a standard form ensures all the necessary information is gathered, in a logical fashion and a record of the investigation is maintained.

All claims reported to the Council will be considered on a "Without Prejudice" basis. While the Council sympathises with anyone suffering an injury or sustaining a loss, the acceptance of a completed claim form by the Council in no way infers negligence on the part of the Council or binds the Council to provide compensation.

Before the Council is obliged to pay compensation for any injury, loss or damage suffered, it must be established that the injury, loss or damage was caused through negligence on part of the Council, or employees or agents of the Council.

The proof required to establish negligence can be onerous and quite often, you will be better served seeking compensation through your own household, motor vehicle or medical insurance if you have it as, in most cases, proof of negligence will be not required.

If you require any further information regarding insurance please do not hesitate to contact Council's Team Leader Risk Management via the Committees Liaison Officer.

15.8 Liability Insurance coverage

Members of the Committee of Management are covered under Council's insurance program for the following:

- Public Liability, Products Liability and Professional Indemnity Insurance cover for Committee members and committee appointed volunteers

- The activities of officially constituted and properly authorised Council Community Asset Committee members while performing their management role.
- Personal Accident Insurance cover for Committee members and Committee appointed volunteers.
- Public Liability and Products Liability Insurance for uninsured private hirers of Council owned or controlled buildings.
- Events under the control of the Committee occurring on land or buildings owned or controlled by Council or a delegated Committee of Management.
- Registered volunteers organised and acting under the direct control of Council or a Council established Committee of Management.

This coverage is subject to the proviso that the member(s) was/were acting in accordance with the Instrument of Delegation.

What is not covered by Council's public liability insurance?

- The activities or events under the control of independent bodies, such as sporting bodies who occupy Council owned or controlled land or buildings; and
- The activities of private entities, independent community or service groups, Committees not established by Council, sporting bodies and any other groups using the Reserves and facilities. These groups must carry their own public liability insurance.
- Volunteers and members of working bees conducted by sporting clubs or other users.

In the event of an incident involving a Committee of Management that could result in an insurance claim, the usual investigations will be conducted. Whether or not Council's insurer accepts liability will depend on the outcome of the investigation and the specific circumstances surrounding the incident.

Council's insurers are entitled to enforce the conditions that apply to Council's insurance policies and there is NO GUARANTEE that any claim will be supported if there has been any breach of any of the policy conditions.

Where a claim is under Council's current excess amount the Committee will be responsible for the cost of repairs. However, if the damage is structural the cost will be covered by Council.

If a claim is being processed then Council will pay the excess amount.

15.9 Security

A Committee needs to make sure its facilities are as safe as possible for all types of users. A facility may meet safety standards for its intended use, but be unsafe for de facto uses and activities that by default it attracts. If a person is injured undertaking such activities, even though they are (strictly speaking) trespassing, they can sue the committee if the injury has been caused by the negligence of the Committee or its members or volunteers.

Additionally, the Committee should work to reduce unauthorised access to their facilities

Similarly, a Committee may unwittingly create what is known as an "attractive nuisance" and has an obligation to ensure others cannot enter the site after hours and injure themselves. Any Committee facility that is to be closed for a period should also be secured. The emphasis in this type of security is not to prevent theft, but to minimise unauthorised use of a facility or area outside supervised times.

16 Occupational Health and Safety

16.1 Summary Table of Responsibilities

The below table summarises responsibilities as outlined in Section 16 Occupational Health and Safety

Responsibility	Special Committee	Council
Emergency Management Procedures		☐
First Aid		
Fire Protection Equipment		☐
Chemical Safety	☐	☐
Crisis/Disaster Management	☐	☐
Occupational Health and Safety Pack	☐	☐

16.2 Emergency Management Procedures

The Council will maintain up to date Emergency Action Guides and Evacuation plans for all facilities.

The Committee of Management will ensure that a copy of Emergency Action Guide and the Evacuation Plan is displayed at the facility and that a copy is included with all hire agreements. The Emergency Action Guide and Evacuation Plan should be reviewed annually during the AGM; the Committee will advise council of any changes to the building etc. which may impact this.

All users need to be familiar with the emergency management procedures for the facility, and a copy should be included when sending out hire forms.

16.3 First Aid

First Aid kits may be kept and maintained by Committees, however it is the responsibility of facility users to ensure they have adequate supplies and trained personal according to their event.

16.4 Fire Protection Equipment

Fire protection equipment such as fire extinguishers, fire blanket and/or fire hose reels are required at each facility. Council will arrange the testing of fire extinguishers and inspection of fire equipment on a 6 monthly basis.

16.5 Chemical Safety

Chemicals stored on site must be kept in manufacturer-supplied containers, labelled and stored in a safe manner in accordance with legislative requirements. Council maintains Safety Data Sheets (SDS) for chemicals stored at all our facilities. A list of chemicals stored on site will be requested by Council – it is the Committees responsibility to notify Council if anything changes, and reminders will be sent out from time to time.

Council will advise if any special actions are required with the storage and use of these chemicals. Appropriate firefighting equipment should also be on hand to deal with these chemicals.

16.6 Crisis/Disaster Management

If a crisis or disaster occurs, the Committee should immediately report the crisis to the appropriate local authorities, including Council. A crisis situation could be major fire, serious injury or death, or similar. Council will then be able to provide advice to help manage the crisis.

16.7 Occupational Health and Safety Pack

A Safety Pack has been developed to assist Committees to meet their obligations in relation to Occupational Health and Safety requirements. The safety pack aims to assist you to reduce accidents and the human and economic costs of work related injuries or illness. The Safety pack also includes a number of tools (ie. checklists and forms), a key element in an effective OH&S Program.

In the final sections of the Safety Pack you will also find a range of Fact Sheets which may be used to inform committee members and volunteers.

Managing health and safety as part of the day-to-day operations will make sure your committee meets its legal obligations without the cost and effort of establishing additional systems. It also demonstrates to your volunteers that you value their help and commitment and are serious about their health and safety. This can contribute to higher satisfaction and volunteer retention.

The Safety Pack is included as Appendix 3 to this handbook; it includes information about the following:

- Asbestos Management
- Electrical Safety
- First Aid
- Emergency Preparedness
- Hazardous Substances and Chemical Use
- Incident and Near Miss Reporting Procedure
- Needle Stick/Bodily Fluids Safety and Worker Immunisation
- OHS Contractor Management
- Smoke Free Workplaces
- Working at Heights
- Working During Extreme Weather
- Permit Activities Work in Confined Spaces and Hot Works
- Working without Support Systems

17 Other Useful Information

17.1 Events Calendar

The Council maintains a calendar of events held within the City of Greater Shepparton. If you have an event that you would like published in this calendar you can submit details via Council's website at http://www.greatershepparton.com.au/events/suggest_event.html.

There are no charges associated with adding your event to the Events Calendar.

17.2 Valley Sport

Valley Sport is a not for profit regional sporting body established to assist communities by providing opportunities for participation in sport and active recreation.

Our Objectives are to:

- provide effective leadership, advice and assistance to sport and recreation organisations.
- strengthen linkages between clubs, local councils, schools and other groups.

- promote the social, health and economic benefits of sport and recreation.
- increase the community's level of participation in sport and active recreation.

Potential Uses:

- Access to funding information
- Assistance with funding submissions
- Strategic and business planning
- Responsible Serving of Alcohol courses
- Risk Management Policies and Procedures
- Letters of Support
- Advice and Assistance.

ValleySport can be contacted at:

Street Address: Shepparton Sports Stadium - 120 Numurkah Road, Shepparton Vic 3630

Postal Address: PO Box 1361 Shepparton 3632

Ph: 5831 8456

Fax: 5831 2597

Email: valleysport@valleysport.net.au

Website: www.valleysport.net.au

18 INDEX TO APPENDICES

18.1 Appendix 1: Templates and Forms

- Annual Report Template
- Agenda Template – Annual General Meetings
- Agenda Template – Ordinary Meetings
- Budget Template
- Minutes Template – Annual General Meetings
- Minutes Template – Ordinary Meetings
- Statement of Income and Expenditure Template
- GST Return Form

18.2 Appendix 2: Safety Pack

Includes the following forms and templates:

- Emergency Identification Assessment
- Workplace Inspection Checklist
- OHS Risk Assessment Form
- Incident/Near Miss/Hazard Report Form
- Induction Handout for Contractors 3 Fold
- Contractor General Online Induction Course Letter

18.3 Appendix 3: Forms and Guidelines

- General Maintenance Guidelines for Council Assets
- Community Liability Pack – Information Relating to Insurance Cover for Casual Users of Council Facilities
- Application Form
- Co-Opt Member Nomination Form
- Bookings Forms and Hire Agreement
- Surrounds and Pavilions Condition Assessment
- Contents Inventory List

- Building Maintenance Checklist
- Verbal Quotation File Note Form
- Capital Works Request Form
- Conflict of Interest Disclosure Form

18.4 Appendix 4: Conflict of Interest Guide

18.5 Appendix 5: Information Privacy Policy

18.6 Appendix 6: Whistleblower Policy

18.7 Appendix 7: Instrument of Delegation and Guidelines