Committees of Management

Administration Manual
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1. Welcome by the Council

Dear Committee Member

On behalf of Council, I would like to take this opportunity to thank you for offering your time to serve as a member of one of Council’s special committees and to help 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.

This includes members of the various Section 86 Committees established by Council to assist with supporting the Greater Shepparton community. While the majority of these committees have responsibilities for management of Council’s halls and recreation facilities we also have a number of volunteers who serve on the Shepparton Show Me Committee who have responsibility for promoting the interests of the Shepparton business community.

Council is pleased to present this induction handbook which has been developed to provide you with an introduction to your role as a member of one of Council’s special committees.

We hope induction manual will be of benefit to you. However, if you have any suggestions for additional information that you would like to see in this manual please contact Council’s Committees Officer as we hope it will be a great resource for assisting you in your committee roles.

Thank you for your efforts on behalf of the community.

Cr Dennis Patterson
Mayor
on behalf of Greater Shepparton City Council

2. About this Manual

The Committee of Management Administration Manual (the Manual) has been developed to assist Section 86 Committees of Management, whose primary role is to manage facilities such as recreation reserves and public halls as well as the Shepparton Show Me Committee.

All Committees of Management 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. A copy of the Instrument of Delegation and Guidelines applicable to your committee is included at Appendix 7.

To assist Committees with meeting these guidelines, 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.
3. Contacting the Council

This manual and support resources are available on the Council’s website www.greatershepparton.com.au. Any questions relating to the operation of your Committee should be directed to the Committees Liaison Officer on (03) 5832 9897. The website also contains a contact list of other Council Departments and staff who can assist you with all other aspects of operation of your Committee such as grounds maintenance, buildings, insurance, finance and health regulations.

4. Membership, Roles and Functions

4.1 Section 86 Committees of Management

The Council generally deals with two types of Management committees that are responsible for the management of local sports facilities and public halls. These are:

1. Special Committees appointed by the Council under section 86 of the Local Government Act 1989 on both Council property and on Crown Land where Council is appointed by the Department of Sustainability and Environment as the managing body. These committees can also be referred to as Section 86 Committees of Management.

2. Committees of Management who are appointed by the Department of Sustainability and Environment directly.

Aside from the Special Committees appointed to manage local sports facilities and public halls, Council also has other Special Committees appointed under section 86 of the Act including the Shepparton Show Me Committee, the Development Hearings Panel and the Australian Botanic Gardens Shepparton Committee of Management.

Where the Council appoints a Special Committee, certain powers, functions, obligations and roles are assigned to that committee. Generally, special committees are responsible for the day to day management and administration of facilities. This manual has been prepared specifically for Council appointed committees.

4.1.1 Local Government Act 1989 (Section 86)

The following is extracted from section 86 of the Act:

(1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
   (a) Councillors;
   (b) Council staff;
   (c) Other persons;
   (d) Any combination of persons referred to in paragraphs (a), (b) and (c).

(2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.

(3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.

(4) A Council cannot delegate to a committee the following powers:
   (a) this power of delegation;
   (b) to declare a rate or charge;
   (c) to borrow money;
(d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
(e) to incur any expenditure exceeding an amount previously determined by the Council;
(f) any prescribed power.

(5) A Council may require a special Committee to report to the Council at intervals determined by the Council.

(6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

(7) A Committee that exercises the power, or performs a duty or function, of the Council that has been delegated to that committee under any Act is a special committee for the purposes of this Act.

4.1.2 Instrument of Delegation

An instrument of Delegation, detailing the powers and functions and the exceptions, conditions and limitations of each Committee, is signed and sealed under Council resolution.

An Instrument of Delegation specific to your committee forms part of this Manual: refer Appendix 7.

4.2 Responsibilities of Committee and Council

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Special Committee</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Committee Coordination</strong></td>
<td></td>
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<tr>
<td>Advertisement calling for Applications to join the committee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Appointment of Committee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Rules of Appointment and Instrument of Delegation to the Committee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Notify Council of Committee Membership Changes</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Formal Appointment / Rescission of Appointment</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Maintaining a Register of Interests</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Completing Primary and Ordinary Returns</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(Shepparton Show Me Committee and Development Hearings Panel Only)</td>
<td>✓ (Responsibility of individual members)</td>
<td></td>
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</table>

**Annual General Meeting**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Special Committee</th>
<th>Council</th>
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</thead>
<tbody>
<tr>
<td>Agenda Preparation and Distribution</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Request to Council to advertise Annual General Meeting</td>
<td></td>
<td>✓</td>
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<tr>
<td>Advertise Annual General Meeting</td>
<td></td>
<td>✓</td>
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<tr>
<td>Responsibility</td>
<td>Special Committee</td>
<td>Council</td>
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<tr>
<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>Election of Office Bearers</td>
<td></td>
<td>✓</td>
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<tr>
<td>Prepare and Present Annual Report</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Prepare and Present Annual Financial Report</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Take and Prepare Minutes</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Submission of Annual Report and Annual Financial Report to Council by 30 November each year</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Signing of Minutes, Annual Report and Annual Financial Report by Chair and Submission to Council Within 14 days of AGM.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Providing copy of minutes to Council within 14 days of the date of the meeting.</td>
<td>✓</td>
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</tbody>
</table>

**Regular General Meetings**

| Agenda Preparation and Distribution (As per agenda format approved by Council) | ✓                 |         |
| Conduct of meeting                                                          | ✓                 |         |
| Prepare and present monthly reports                                         | ✓                 |         |
| Prepare and present monthly financial reports                              | ✓                 |         |
| Take and prepare minutes                                                    | ✓                 |         |
| Signing of minutes by Chair and submission to Council within 7 days of adoption by the Committee. | ✓                 |         |
| Providing copy of minutes to Council within 14 days of the date of the meeting. | ✓                 |         |

**General Administration**

<p>| Inwards and outwards correspondence                                        | ✓                 |         |
| Filing and record keeping                                                   | ✓                 |         |
| Advertising of the facility                                                 | ✓                 |         |
| Publicity and promotion                                                    | ✓                 |         |
| Spokesperson and media liaison                                              | ✓                 |         |
| Community liaison                                                          | ✓                 |         |
| User group liaison                                                         | ✓                 |         |</p>
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<tr>
<th>Responsibility</th>
<th>Special Committee</th>
<th>Council</th>
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<tr>
<td><strong>Policy and Planning</strong></td>
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<tr>
<td>Policy recommendation</td>
<td>✔</td>
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<tr>
<td>Operational policy development</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Policy monitoring and enforcement</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Long term development planning (Master Plan)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td><strong>Financial Management</strong></td>
<td></td>
<td></td>
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<tr>
<td>Annual budget preparation/recommendation</td>
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<td></td>
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<tr>
<td>Submission of annual budget to Council for approval</td>
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<tr>
<td>Approval of annual budget</td>
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<td>✔</td>
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<tr>
<td>Monthly budget against actual monitoring</td>
<td>✔</td>
<td></td>
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<tr>
<td>Acceptance of quotes within delegated limits (eg. $2000)</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Acceptance of quotes outside delegated limits</td>
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<td>✔</td>
</tr>
<tr>
<td>Accounts payable</td>
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<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
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<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Fee setting, collection and retention – Buildings and property</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Auditing of Accounts at the end of each Financial Year</td>
<td>✔</td>
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<tr>
<td>Fee setting, collection and retention – Sports fields</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Submission of audited accounts to Council by 30 November each year</td>
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<tr>
<td>Sponsorship collection and retention</td>
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<tr>
<td>Grants and subsidies</td>
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<tr>
<td>Leases and licensing</td>
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<tr>
<td><strong>Booking Administration – Buildings and Property</strong></td>
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<td></td>
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<tr>
<td>Day to day administration</td>
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<td></td>
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<tr>
<td>Booking enquiries</td>
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<tr>
<td>Responsibility</td>
<td>Special Committee</td>
<td>Council</td>
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<tr>
<td>Setting of booking rules and user protocols</td>
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</tr>
<tr>
<td>Booking information</td>
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<tr>
<td>Booking approvals</td>
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<tr>
<td>Pre and post booking inspections</td>
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<tr>
<td>Fee collection</td>
<td>✓</td>
<td></td>
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<tr>
<td>Usage monitoring</td>
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**Booking administration – Sports fields**

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<td>Day to day administration</td>
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<td>Booking enquiries</td>
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<tr>
<td>Setting of booking rules and user protocols</td>
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<td>Booking information</td>
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<td>Pre and post booking inspections</td>
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<td>Fee collection</td>
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<tr>
<td>Usage monitoring</td>
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**Maintenance, Cleaning and Minor Improvements**

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<th>Responsibility</th>
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<tr>
<td>Maintenance of sports fields and public open space</td>
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<td>✓</td>
</tr>
<tr>
<td>Maintenance of specialised garden beds surrounding buildings</td>
<td>✓</td>
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</tr>
<tr>
<td>Minor maintenance and cleaning of buildings and structures</td>
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<td></td>
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<tr>
<td>Emergency major maintenance and repair</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Reporting of any incidences of damage to the facility to Council</td>
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<td>✓</td>
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<tr>
<td>Major maintenance and repair</td>
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<tr>
<td>Minor improvements</td>
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<td>Annual fire service equipment maintenance</td>
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<tr>
<td>Replacement of fire service equipment</td>
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<td>Essential services equipment maintenance</td>
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<tr>
<td>Replacement of essential services equipment</td>
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<td>Responsibility</td>
<td>Special Committee</td>
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<tr>
<td>Expenditure</td>
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<tr>
<td>Rubbish and waste collection for all buildings and structures</td>
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<tr>
<td>Rubbish and waste collection from sports fields and public open space</td>
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<tr>
<td>Water and sewer services and consumption charges for all buildings and structures</td>
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<tr>
<td>Irrigation Water Service and Consumption Charges</td>
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<td>✓</td>
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<tr>
<td>Power for all buildings and structures</td>
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<tr>
<td>Power for irrigation</td>
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<td>Gas (natural and bottled)</td>
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<tr>
<td>Contents insurance premiums</td>
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<tr>
<td>Building insurance excess</td>
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<tr>
<td>Public liability insurance premiums</td>
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<td>✓</td>
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<td>Administration, stationary and office equipment</td>
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<tr>
<td>Public lighting</td>
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<td>Telephone and communications</td>
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<td>Risk Management</td>
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<td>Occupational Health and Safety</td>
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<td>Risk Management Inspections</td>
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<td>Risk Management reports</td>
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<td>Essential services register update</td>
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<td>Emergency Management Plans</td>
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<tr>
<td>Incident Reports</td>
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</table>
4.3 Obligations of the Committee

The committee must:

- 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 November of each year. Please see Appendix 2 for the annual report template.
- 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.
- liaise with the Council and its staff to ensure continuing co-operation and 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 organisation 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.

4.4 Committee Membership

The size of Committees of Management will vary, but will provide for equitable representation of all user groups as well as community interest. As a general rule Committees will comprise of between five and 11 members representative of the local community, appointed by resolution of the Council. It may be possible for more people to be appointed to the committee subject to a resolution from Council.

Members will be appointed for a period of two 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 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.

A co-opt Application Form is available in Appendix 3.

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 newspapers such as the Tatura Guardian. At the time of advertising the Committees Liaison Officer will also liaise with the committee Chairperson to determine any additional advertising requirements, for example, flyers in the general store, notices in the school newsletter, etc.
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.

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.

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.

### 4.5 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.

Office bearers are also re-appointed each year at the committee’s Annual General Meeting.

#### 4.5.1 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:

- meetings are correctly convened in accordance with Local Law No. 2.
- 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.

4.5.2 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 done, 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.
4.5.3 Treasurer

The financial year shall be 1 July to 30 June of the following year and all accounting functions shall conform to the requirements of Australian Accounting Standards, the Act and relevant regulations. The Treasurer is responsible for keeping the Committee’s financial records in good order.

The main responsibilities of the treasurer are:

- maintaining a bank account with the Commonwealth Bank of Australia in the name of Greater Shepparton City Council and 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 by 30 November each year.
- preparing and returning quarterly GST returns.

4.5.4 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.

4.6 Resignation of Committee Members

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 of Management.

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.
4.7 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).

4.7.1 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.

4.8 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.
4.9 Dates to Remember

January
10\textsuperscript{th} - Biannual GST Statement (July-December) due to Council.

February
Capital Works request due to Council.

April – Annual Budget
30\textsuperscript{th} – Submission of Annual Budget for facility to Council.

July
10\textsuperscript{th} – Biannual GST Statement (January-June) due to Council.

July – September
Finalise financial year accounts and have them audited in preparation for adoption at the Annual General Meeting.

September – November
The Committee must conduct an Annual General Meeting between September and November each year.

November
30\textsuperscript{th} – Annual Report and Audited Financial Statements submitted to Council following AGM.

5. Governance

5.1 Meetings of Special Committees

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

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

The procedures for Special Committee meetings are similar to those for Council meetings, including arrangements for closing meetings to the public and the keeping of minutes.

5.2 Conflict of Interest

Section 86 Special Committees of Council must adhere to the conflict of interest provisions below by virtue of their structure and delegated authority from Council.

5.2.1 Background

In March 2012 Local Government Victoria published a concise Conflicts of Interest Guide for members of Council Committees. A copy of this guide is included in Appendix 4 for your reference. It is also available from the LGV website at:


There are procedures that must be followed by public officials when they have conflicts of interest. While the procedures vary, depending on the particular role and circumstance, they basically involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision making process or from the exercise of public duty.

The flowchart provided below may assist you to determine whether you have a conflict of interest that needs to be disclosed.

5.2.2 Disclosure of Conflict of Interest

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. This form can be found in Appendix 3.

Council officers and Council contractors are also required to disclose any direct or indirect interest they may have when providing a report or advice to the Council or to a special committee of the Council.
If you are new to conflict of interest or unsure about how it all works, it is recommended that you use the following five steps.

1. **Understand**
   What is conflict of interest about?

2. **Be aware**
   Are you a person to whom the rules apply?

3. **Be alert**
   Do you have a private or personal connection with the matter?

4. **Check the details**
   Is your personal connection a conflict of interest?

5. **Take the right action**
   How do you lawfully resolve the conflict?

**Disclosure at Meetings**
The process for disclosure of conflicts of interest is basically the same as for a Council meeting.
- Both the type of interest and the nature of the interest must be disclosed, and
- Disclosures in meetings must be made immediately before the matter is considered.

A committee member who will not be at the meeting may give his or her written disclosure to either the Chair of the Committee or to the Council CEO. If the Chair receives a written disclosure, he or she must give it to the Council CEO. This should be done as soon as practicable.

**Abstaining at Meetings**
A committee member with a conflict of interest must leave the committee meeting for the duration of discussion on that matter.

The conflict of interest and the fact that the Committee member left the meeting must be recorded in the minutes.
EXAMPLE

The special committee that manages use of the local hall is to consider a request from a stamp collectors club to hold a stamp fair. Person VT is a member of the stamp club and a member of the special committee. He also has a conflict of interest in the matter.

When the matter comes up at a meeting, Person VT announces:

“I have a conflict of interest in this matter.
“I have an indirect financial interest because I will probably have a stall at the fair.
“As required by the Local Government Act, I will leave the meeting while the matter is considered”.

He leaves the meeting and waits outside until he is called in by the chair after the decision has been made.

The type of conflict of interest, and the fact that Person VT left the room are recorded in the minutes.

EXAMPLE

The Council’s planning committee is considering a planning scheme amendment from Person FG. Councillor RX, who is on the committee, has a conflict of interest.

As the Councillor’s interests involve a person whose privacy may be adversely affected, she advises the CEO, in writing before the meeting, that she has a conflict of interest as a result of an indirect financial interest, because the applicant owes her money.

When the matter comes up in the meeting, the Councillor states:

“I will be abstaining from this matter because I have a conflict of interest. “I have an indirect financial interest and have disclosed the nature of the interest in writing to the CEO. This includes issues of privacy affecting another person.”

The Councillor leaves the meeting for the entire period that the matter is considered and resolved.

The minutes record the disclosure and the abstention but not the nature of the interest.

Council’s Declaration of Interests Registration Form is available in Appendix 3 and should be used to submit the details of the conflict of interest. This form must be completed and submitted to Council with the minutes of the meeting.

5.2.3 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.

Under section 79B of the Act, 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.

Unusual
As the definitions of conflict of interest are now more expansive, and much clearer, it should be relatively rare for Councillors or members of special committees to need to use the provisions of section 79B (Conflicting Personal Interest).

5.2.4 Register of Interests Returns

The Act requires additional disclosures of interest. Councillors, nominated officers and committee members are required to lodge regular interest returns in which they disclose particular types of interests, including properties owned in the municipality, offices held and companies in which they own shares.

The members of the Shepparton Show Me Committee and the Development Hearings Panel must lodge a Register of Interest return twice per year, within 40 days of 30 June and 31 December. New committee members are required to complete a Primary Return within 30 days of becoming a member, following which, the above ongoing timeframe applies for Ordinary Returns.

Members of all other Section 86 Committees of Management are exempted from being required to submit Register of Interest returns pursuant to section 82(2A) of the Act. However, they must include Conflict of Interests as the first order of business on every Committee Meeting agenda.

It is important to note that an exemption from the duty to lodge a return is not an exemption from the responsibility to disclose a conflict of interest.

Register of Interest Returns will be sent by Council to those members who need to complete them. Should further information be required on completion and return of Interest Returns a Register of Interests Guide, Primary and Ordinary Returns published by Local Government Victoria can be made available to you.

Failure to lodge a primary or ordinary return, or to make the required disclosures in a return, can also lead to an investigation and possible Court action.
5.2.5 Misuse of Position and Confidential Information

Section 76D (Misuse of Position) and section 77 (Confidential Information) of the *Local Government Act 1989* also apply to members of Section 86 Special Committees.

**Misuse of position (Extract from Section 76D of the Local Government Act 1989)**

(1) A person who is, or has been, a Councillor or member of a special committee must not misuse his or her 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 or both.

(2) 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 special committee include—

(a) making improper use of information acquired as a result of the position he or she held or holds; or
(b) disclosing information that is confidential information within the meaning of section 77(2); or
(c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E; or
(d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
(e) using public funds or resources in a manner that is improper or unauthorised; or
(f) failing to disclose a conflict of interest as required under this Division.

(3) 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 special committees; and
(b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

**Confidential information (Extract of Section 77 of the Local Government Act 1989)**

(1) A person who is, or has been, a Councillor or a member of a special committee, must not release information that the person knows, or should reasonably know, is confidential information.

(2) For the purposes of this section, information is **confidential information** if—

(a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
(b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
(c) subject to subsection (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.

(3) Confidential information referred to in subsection (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless subsection (2)(a) or (2)(b) applies to the information.

5.3 Duty of Care

Under Common Law, owners and managers must prevent members and visitors from being exposed to potentially harmful situations.

It is imperative that Committees of Management acknowledge that they have a duty of Care to all participants attending their facility and that the Committee of Management is active in ensuring that the playing and social environments are as safe as reasonably possible.

Social activities within a sporting community play an important role. Committees need to remember that whilst patrons are attending such functions, they again have a responsibility to provide a safe environment.

Committees and clubs need to be aware of their legal obligations, specifically those relating to the serving of alcohol and providing a smoke free environment.

5.4 Volunteer Management

Council’s Public Liability Insurance covers Council appointed Section 86 Committee members for any Committeeinitiated 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 such as putting up a fence. The committee would need to employ 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.
5.5 Record Keeping

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 Section 86 Committees of Management:
- submitting records as required as per the Committees of Management Administration Manual; and
- making full and accurate records of the business of its Committee, and storing these Committee records responsibly in a readily accessible and secure place.

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

All vital records of the Committee that are essential to its function should be identified and special care taken to prevent their loss or damage. If appropriate, such records should be duplicated, with the original forwarded to Council and copies retained by the Committee.

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.


5.5.1 Public Records Act 1973

Under the Public Records Act 1973, Committees of Management 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.

5.5.2 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 Committee of Management’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.

5.5.3 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.
5.6 The Victorian Ombudsman and Whistleblowers Legislation

5.6.1 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.

5.6.2 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 Committee of Management 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. This document is currently undergoing revision and once it has been revised and formally adopted by Council, a copy will be provided to all committees to update your manuals.

6. Finance

6.1 Finance

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).

The Committee must ensure that all accounting functions of the Committee conform to the requirements of Australian Accounting Standards, the Local Government Act 1989 and relevant regulations.

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 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 1989. Specific contracts shall not exceed the value set out in the Instrument of Delegation without Council consent.

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.
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 or any other authorised Committee member.

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.

The Committee must forward to the Council an annual report including an annual statement of accounts for audit purposes bearing the auditor’s certificates. The Chairperson of the Committee shall be responsible for ensuring that the report is lodged with the Council by 30 November each year.

6.2 Setting up a Bank Account with the Commonwealth Bank of Australia

All Section 86 Committees are required to have a bank account with the Commonwealth Bank of Australia (CBA). This account must be in the joint name of Greater Shepparton City Council and the committee, for example “Greater Shepparton City Council – Tallygaroopna Recreation Reserve Committee of Management”

Steps to be undertaken:
1. Account Authority Form is required. This can be obtained from the Committees Liaison Officer.
2. Signatories from the committee have to be determined and then they must sign the form.
3. The 100 point check is done through Council’s Manager Finance and Rates at Council via a meeting that is set up to scan identification – The Manager Finance and Rates is a verifying officer for CBA at Council and can be contacted via the Committees Liaison Officer.
4. Council will then sign the form
5. Council will submit the form to CBA for setting up of the account.

Type of account is a Cheque Account bearing interest.

6.3 High Interest Bearing Accounts

From time to time committees may wish to put some of their funds into a high interest bearing account such as a term deposit. This must be arranged through Council who will assist with sourcing the most appropriate account. The result may be that the account is with a financial institution other than the Commonwealth Bank of Australia. Any such accounts will be in the joint name of Council and the Committee.

Committees who currently have surplus funds stored in a high interest bearing account must contact Council when their current term expires to arrange for a review prior to rolling the funds over for another term.
6.4 GST Returns and Invoicing

The Committee by definition under the Local Government Act 1989 is part of Council. 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.

The Council requires the Committee to complete a quarterly GST return and send it to the Council by the 10th July and the 10th January each year. These returns would cover the preceding 6 month period.

As a reminder, please ensure all committee members are aware that as a section 86 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.

Section 86 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. ie. If 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 on a half yearly basis (January and July).

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

6.5 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 most Section 86 Committees (excluding the Shepparton Show Me Committee and the Development Hearings Panel) 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 his delegated authority, or by resolution of the Council.

A project or 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. A Project Application Form is available in Appendix 3.
6.5.1 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 (eg. $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.

7. Meetings

7.1 Annual General Meetings

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:
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.

7.2 General Meetings

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

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 in accordance with Local Law No. 2.

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.

7.3 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 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.

7.4 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.

7.5 Meeting Procedures

The purpose of holding Committee meetings is to assist to effectively manage the facility.

Committees of Management are required to have:
- a General Meeting at least every three months, or more frequently if desired
- an Annual General Meeting annually between September and November each year.

Each Committee should use the meeting procedures detailed below and be aware of the need to notify the community about meetings to ensure that statutory requirements are met.

Committee Meetings must be conducted in accordance with the requirements of Local Law No. 2. Committees have, however, been exempted from the need to comply with Parts A-C of the Local Law. A copy of the Local Law is provided in Appendix 8.

7.5.1 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.

As highlighted at 7.4 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. Members of the public may request copies of agendas from Council.
7.5.2 Quorum

The quorum required for a Special Committee meeting will be 50 per cent + 1 of the members currently appointed to the committee.

Inability to obtain or maintain a quorum

If 30 minutes after the scheduled starting time of a meeting, a quorum has not been obtained, or at any time during the meeting if a quorum cannot be maintained, the chairman will decide to:
- adjourn the meeting, or 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 to a subsequent meeting when a quorum is present for reconsideration and/or ratification.

7.5.3 Motions

A motion before a meeting of the Committee is to be determined as follows:
- each member of the Committee who is entitled to vote is entitled to one vote
- unless the procedures of the Committee otherwise provide, voting must be by show of hands;
- the motion is determined by a majority of the vote; and
- if there is an equality of votes, the Chairperson has a second vote. This second votes does not necessarily need to be the same as their initial vote.

7.5.4 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 the Annual Report
- Adoption of the Annual Financial Statement
- Monthly/Quarterly Finance Report
- 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.

A motion before a meeting of the Committee is to be determined as follows:
- A quorum must be present at the meeting.
- Each member appointed to the Committee is entitled to one vote and must vote.
- Voting must be by a show of hands. The Chair calls first for those in favour of a motion and then for those opposed to a motion, and then declares the result to the meeting.
- The motion is determined by the majority of the votes.
- In the event of a tied vote, the Chair has a casting vote.
7.5.5 Addressing the Meeting

Generally, Committee members addressing the meeting must direct their remarks through the Chair. A Committee member addressing the meeting shall not be interrupted by any other member, except that the Chair has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken, etc).

7.5.6 Minutes

Keeping of Minutes

Minutes shall be kept of the proceedings at all meetings. After confirmation of the minutes, they must be signed by the Chairperson of the meeting at which they are confirmed. The original signed copies of all minutes are to be provided to Council at or immediately following the Annual General Meeting each year.

The committee must record in the minutes of each meeting:
- the date, time and place of each meeting
- the names of those present and the names of those who tendered an apology
- the arrival and departure times of members, including any temporary departures during the course of the meeting
- all declarations of an interest or conflict of interest of a Committee member
- every motion and amendment moved, including the mover (and seconder) of any motion or amendment
- the outcome of every motion put to the vote
- any other matter that the Chair thinks should be recorded to clarify the intention of the meeting or reading of the minutes.

Confirmation of Minutes

The minutes of the committee meetings must be:
- provided to the Committees Liaison Officer with 7 days following the meeting
- circulated to each Committee member
- presented to the next meeting for confirmation (the motion endorsing the minutes of a previous meeting should only be moved and seconded by members who actually attended that meeting)
- signed by the Chair after confirmation.

The Secretary should keep a minute book that will be passed on to the incoming secretary at the end of the Secretary’s term. In the longer term, the minute books must be stored and archived in accordance with the Public Records Act 1973.

A template and completed example of Committee Meeting Minutes is contained at Appendix 2.

A copy of all minutes of meetings of Section 86 committees are required to be provided to Council. It is only necessary to send one copy of the minutes to Committees Liaison Officer, who will then distribute to appropriate Council officers and Councillors. Signed copies of all minutes are to be provided to the Committees Liaison Officer at the Annual General Meeting so that they can be stored in Council’s Electronic Document Management System.
7.5.7  **Public Participation**

In principle, Committee meetings are open to the public. The form of public participation at any Committee meeting is at the discretion of the Committee. The public can take part in discussions only at the invitation of the Chairperson, but cannot propose motions or vote. The committee is allowed to exclude visitors from confidential issues it must discuss.

The Committee may resolve that a meeting be closed to members of the public ONLY 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.

7.5.8  **Referring Decisions to Council**

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

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.

7.5.9  **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. The Chairperson shall be a member of all subcommittees.
8. Management of the Facility

8.1 Use/Hire of the Facility

There are a variety of people/organisations that are able to utilise the facility. Use of the facility may be either on a seasonal or a casual basis. Everyone that uses the facility must complete a Booking Form and Hire Contract and read the conditions of use policy. They must also have Public Liability Insurance. Casual users who do not have the appropriate cover may be able to purchase the Council’s Blanket Cover Policy. Such an application would need to comply with the restrictions outlined in the policy document which is available in Appendix 9.

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.

8.1.1 Facility Hire Application – Casual Users

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

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

A copy of the Seasonal User Application is available in Appendix 3.

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.

8.2 Building Maintenance

Completion of the Building Maintenance checklist is necessary to help meet requirements from Council’s Insurer. A copy of the form is available in Appendix 3.

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 within 7 days. If you require further information on this matter please contact the Committees Liaison Officer.

8.3 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.

8.4 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 maintenance of any trees on the facility that may overhang a boundary.

8.5 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.
8.6 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 defacto 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.

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.

8.7 Emergency Management Plan

The aim of the Emergency Management Plan is to enable the optimum coordinated response of all residents to any given emergency point, in the shortest possible time to minimise the loss of life and/or injury to persons and to minimize the damage to property.

A laminated A3 size copy of the Emergency Action Guide and the Evacuation plan is required to be displayed in a visible location in the facility, (if you currently do not have an Emergency Action Guide please notify the Committees Liaison Officer immediately).

8.7.1 Emergency Management Procedures

The Committee of Management will ensure that the Emergency Action Guide and Evacuation Plan is reviewed annually during the AGM.

All users need to be familiar with the emergency management procedures for the facility.

First Aid

Section 21 of the Occupational Health and Safety Act 2004 requires an employer, to “provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health” and “to provide adequate facilities for the welfare of employees at any workplace...”. Adequate facilities may include appropriate first aid facilities and suitably trained persons. It is the responsibility of the Committee to ensure appropriate first aid facilities, including first aid kits, are provided, including signage. The location of the first aid kit is to be noted on the evacuation plan.

The contents of first aid kits should be reviewed on a regular basis to ensure that items have not passed their use by dates and to replace any items which have been used.

A First Aid Kit checklist form is included in Appendix 3. This should be completed on a quarterly basis to confirm that all required items are available. It is suggested that Committees could make this a standard action to be undertaken immediately before or after your quarterly Ordinary committee meeting.
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.

Training of Personnel
Personnel need to be familiar with site emergency procedures through information relayed via a committee meeting. In some instances it is appropriate to conduct an evacuation exercise annually to test accuracy of the processes implemented.

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. Appropriate fire fighting equipment on hand to deal with these chemicals.

Post Incident Follow Up
A process needs to be in place to notify Worksafe Victoria where necessary. Nominated Committee personnel need to investigate the incident and determine control methods to be implemented to ensure repeat incidents do not occur.

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.

8.8 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.
8.9 Occupational Health and Safety

An 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 1 to this handbook.
8.10 Insurance

8.10.1 Types of Liability Insurance coverage

Members of Committee of Management appointed under section 86 of the Local Government Act 1989 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 Section 86 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.

The following ARE 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.
8.11 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 Plant, Asset and Public (PAP) Incident Report Form is provided in Appendix 3 and 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 OHS Incident/Near Miss/Hazard Form contained within Appendix 1 is to be used.

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.

8.12 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 Committees of Management Administrative Handbook.
8.13 Dealing with Public Complaints

At some stage, a Committee may receive a complaint from a member of the public about something it did or didn’t do. Most of these complaints will be resolved fairly easily and to everyone’s satisfaction.

Remember that the complaint, decision, 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.

8.14 Facility Improvement Plan

A Facility Improvement Plan outlines the Committee’s aspirations for the use and development of the facility. This plan should include longer term goals as well as short term goals. Having longer term goals may assist to enable funding requirements to be incorporated into Council budget processes. Committees of Management should constantly seek to identify and review potential improvements of the facility.

The Plan will detail what the Committee intends to do to develop the facility:
- What are we trying to achieve?
- How will we achieve it?, and
- How will we know if we are achieving our objectives?

Council officers will work with the Committee to assist in developing the Facility Improvement Plan.

Committees of Management shall not carry out or authorise capital works, extensions, additions or materially alter the building or surround without prior approval from Council. Irrespective of whether the facility is on Council or Crown land, proposed capital upgrades of assets must be referred to, and approved by Council. Permits, where required, must also be obtained by the committee, through Council’s Building Services Department, via the Committees Liaison Officer.

Funding sources for works could include:
- Council contributions (not including quarterly funding)
- In kind contributions (labour and/or materials)
- Direct fundraising
- Financial contributions from hire fees; and/or
- Grants and contributions from external sources

Committees also have the option to apply for funding under Council’s:
- Our Sporting Future Funding Program
- Community Matching Grants Scheme

Where a Capital Works proposal requires funding from sources other than Council the application for funding should be prepared by the user group and/or Committee and submitted by the committee. Funding through the Victorian Government’s Sport and Recreation Grants, Business Victoria Grants or Community Development Grants are all auspiced through the Council.
8.14.1 Identifying and Prioritising Works to be Undertaken

As part of the Facility Improvement Plan, Committees of Management can undertake the process of identifying and prioritising works to be undertaken at their facility.

The Committee of Management Project Application Form may be used. Council will consider, evaluate and prioritise all requests received from Committees. Those selected will then be referred for consideration for inclusion in Council’s future budget(s).

A Sample Committee of Management Project Application Form is contained in Appendix 2.

9. Other Useful Information

9.1 Information Session

Information sessions will be held annually to provide Committees with relevant information and to outline the annual amendments to the Manual.

All members of Section 86 Committees of Management are requested to attend the information session and Council strongly encourages the attendance of at least one member of each committee.

It is further recommended that each Committee, at its next meeting after the information session, includes a discussion on the Manual update and information session, to ensure all Committee members are informed.

9.2 Information Newsletters

The Council will produce a Special Committees 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.

9.3 Seminars and Workshops

Many seminars are held at various times of the year to develop the skills of Special 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 workshops will be sent out via email or by post.

9.4 Leisure Sporting Index

The Leisure Services department compiles a list of known sporting groups within the Greater Shepparton Region and this is available on request. This directly aims at providing a comprehensive list with contact details so that contact points can be established between sporting clubs. Alternatively you may access the Leisure Services Directory online by accessing Council’s website at www.greatershepparton.com.au.

9.5 Use of Contractors

Greater Shepparton City Council, Indigo Shire Council, Benalla Rural City, Shire of Strathbogie Council, City of Wodonga Council, Alpine Shire Council, Rural City of Wangaratta Council and Moira Shire Council have collaborated to develop and implement an Online General OHS Induction Course.
This standardised induction course is designed for contractors who may be engaged to perform work at any site controlled by or on behalf of any council participating in the North East Council Contractor Induction program. This course will advise contractors of the legislative and expected safety requirements and standards when performing works for participating Councils.

This process can be achieved by having contractors complete Council’s General OHS Online Induction Course. As part of Councils OHS Policy, all contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any worksite controlled by or on behalf of, any of the above Councils are required to successfully complete the Online Contractor Induction Course prior to works. The course takes about 20-30 minutes. Being online, courses can be completed using a standard Web Browser.

Committees of Management must ensure the contractor they are using has been inducted. All inducted Contractors are included on Council’s Contractor Supplier List. As this list is a large and changing document, please contact your Council contact to obtain a contractor from the current list.

**Instructions:**

2. Enter the Course Code – necci101
3. Press the Start Course button and follow instructions

At the end of the course the contractor or their employees will receive an email with an attached Certificate/ID which must be cut out and signed. This completed card must be carried and available if requested within any Council work site.

**NOTE:**
Please note that a No Induction Card, No Entry policy will be applied to all work sites.

### 9.6 Council’s Funding Assistance Policies and Guidelines

The Minor Leisure Facilities Funding Program has been established to assist Community organisations with the implementation of small to medium sized facility development projects.

The scheme will accommodate projects requiring a contribution from Council of up to, but not exceeding $10,000.

All applications for funding assistance will be assessed as per the Council’s Minor Leisure Facilities Funding Assistance Program guidelines.

The funding application and consideration procedure is conducted in three stages:

#### Stage One
- Request for assistance received by Council
- Council staff meet on site with potential applicant body to discuss project
- Where it is considered by Council staff that a project will satisfy Council funding policy and priorities, the applicant body will be provided with a funding assistance application form.
Stage Two
- All projects are assessed against Council’s Funding Guidelines three times per year. Closing dates for each of the assessment periods are 31 August, 30 November and 28 February, (Please note dates may change with application closing the last day of the above mentioned months).

Stage Three
- Notification of outcome, preparation and signing of funding agreements (if required) for approved projects.
- Commencement of project.
- Project Progress Summaries to be submitted to Council (if required).
- Final evaluation reports to be provided to Council.

9.7 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.

9.8 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 can be made with Council’s Health Department by telephoning (03) 5832 9731.
9.9 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: http://goulburnvalley.sportslink.org.au/
INDEX TO APPENDICES

Appendix 1: Safety Pack

Includes the following forms and templates:
- First Aid Treatment Record Book
- First Aid Kit Check List
- Emergency Identification Assessment
- Emergency Drill Report Checklist
- Workplace Inspection Checklist
- Event Organisation Safety Checklist/Risk Assessment
- OHS Risk Assessment Form
- Chemical Register Template
- Incident/Near Miss/Hazard Report Form
- Incident/Near Miss/Hazard Register
- Induction Handout for Contractors 3 Fold
- Contractor General Online Induction Course Letter
- Hot Works Permit

Appendix 2: Templates

- Annual Report Template
- Agenda Template – Annual General Meetings
- Agenda Template – Ordinary Meetings
- Budget Template
- Invoice Template
- Minutes Template – Annual General Meetings
- Minutes Template – Ordinary Meetings
- Statement of Income and Expenditure Template
- Letterhead Template
- GST Return Form (Biannual)

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 – Community Representative
- Co-Opt Member Nomination Form
- Booking Form – Casual Users
- Conditions of Use – Casual Users
- Contract – Casual Events
- Booking Form – Sports Fields & Pavilions – Seasonal Users
- Conditions of Use – Seasonal Users
- Contract – Seasonal Use
- 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
- Plant, Assets & Public (PAP) Incident Report Form...
• Complaint Form
• Volunteer Registration Form

Appendix 4: Conflict of Interest Guide
Appendix 5: Information Privacy Policy
Appendix 6: Whistleblower Policy
Appendix 7: Instrument of Delegation and Guidelines
Appendix 8: Greater Shepparton City Council Local Law No. 2