

1. INTRODUCTION

The aspirations of the community for the future of their surrounds are embodied in the local planning scheme, service club activities, sporting and recreation club business plans, Chamber of Commerce activities, local interest groups, schools, annual festivals and events, to name a few. Committees should be familiar with these when developing plans for their facility.

Day to day, community involvement can be encouraged by having Committee meetings open to the public, reporting activities in the local newspaper, encouraging attendance at the Annual General Meeting, and encouraging involvement in activities such as working bees. The Committee of Management Resource Manual has been prepared to assist people who have been appointed to a Golden Plains Shire Section 86 Committee of Management. The manual is relevant to both current and new members of the Committee. The manual has been prepared to:

- Provide an overview of the good practices and operational issues of a Section 86 Committee of Management; and
- Provide context and good work practices for the effective management of Golden Plains Shire facilities.

The contribution by local Committee members has benefited the community in a variety of ways, environmentally, socially and economically. Overwhelmingly the experiences that volunteers bring to these Committees are positive, both for themselves and for the organisations that they are serving.

The community is a Committee of Management's main client group. A good relationship with the community is an important part of ensuring that a facility is used, enjoyed, appreciated and developed by all.

Individual members of the community may also have specific information that Committee members lack, such as knowledge of local flora, fauna, cultural significances and history or recreation needs.

The level of community involvement with the Committee and facility will be guided in part by the type of facility, its activities and uses. For example, a major development or activity may require information sessions, workshops, public meetings and surveys with the community, or a minor development may involve the Committee and Council working together.

There are, however times when problems occur and things go wrong. The consequences of these adverse conditions depend on the type of problem, its severity and the length of time that it has been allowed to manifest. The most destructive consequence can be that an organisation has to close its doors, but less severe consequences may still cause hurt and distress.

It is important to note that issues that often arise for a Committee are predictable and most often avoidable.

1.1 Purpose of the Manual

The purpose of the Committee of Management Resource Manual has been arranged to provide an overview to good governance and operational issues for members of a Committee of Management, whether starting out on a Committee or as a long term member.

The Manual acknowledges:

- The responsibilities of Special Committees of Council (or Section 86 Committees);
- The skills and resources required to ensure the successful operation of community facilities; and
- The need for greater support from Council.

Further support and assistance with any matter is available from the Community Services Department of the Golden Plains Shire Council.

1.2 How to use this Manual

It is recommended that all Committee members take the opportunity to read through this Manual to determine what it covers. At a minimum, read the Table of Contents to get an overview of the areas covered so that you are able to refer to that information when required.

Make sure all Committee members know that the Committee has this Manual as a reference.

Committee members should become familiar with the contents of this Manual and refer to it when the group is discussing particular issues or when there is a need to clarify particular roles and responsibilities. Therefore, the Manual should be on hand at all Committee meetings.

Take advantage of opportunities to attend workshops and seminars that will be offered by the Golden Plains Shire Council and other organisations to assist existing and new Committee members to understand and adapt to roles on the Committee of Management.

1.3 Instrument of Delegation

“Instrument of Delegation” is the term used to describe the power and authority delegated to a Committee of Management by the Golden Plains Shire Council to control “the reserve”.

Under Section 86 of the Local Government Act (1989) 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”. This is called an Instrument of Delegation. They, (the Committee) like Council, must keep records which are required by the Local Government Act, namely minutes of meetings and appropriate financial records. Golden Plains Shire delegates its authority under Section 86 of the Local Government Act.

This means that:

- Lawful actions of the Section 86 Committees are in effect actions of the Council;
- Section 86 Committees do not need to be incorporated under any other mechanism; and
- Committees are protected by insurance applicable to Council.

The Instrument of Delegation clearly defines the power and responsibility of a Section 86 Committee of Management, and Council, including:

- The objectives of the Committee;
- Powers / functions and duties;
- Meeting procedures;
- Financial management;
- Reporting to Council; and
- How Committee members are appointed.

Refer to the Section 86 Committee of Management, 'Instrument of Delegation' document for more information. The Committee will have a signed copy that is a legal binding agreement between the Committee and Council.

1.4 Why Committees?

By organising a group of interested people into a Committee, tasks such as managing facilities or organisations can be tackled effectively by:

- Sharing information;
- Sharing and developing ideas;
- Sharing the work load;
- Representing member organisations;
- Planning; and
- Stimulating thought.

Most importantly, Committees make it possible for various views and interests to be considered before making decisions.

The size of a Committee of Management differs. Some detail contained in these guidelines may be onerous and unnecessary for smaller Committees. Smaller Committees should use common sense to continue meeting their responsibilities to minimise effort and risk, without being overwhelmed by detailed requirements that would apply to larger Committees.



1.5 Council's Recreation Department

A Council liaison person from the Recreation Department is assigned to each Committee of Management to support and assist the Committee in their operations.

Recreation Department

Program description: "Creating healthy, vibrant and connected communities through working with local Committees of Management to develop a range of recreational facilities and activities". Please refer to Section 7, Form 1 - Council Contact Details for further information.



Harrison Reserve, Enfield

Key Tasks

- Identify priority recreation planning projects;
- Work with relevant Committee of Management to ensure effective management preceding to construction of new or upgraded facilities;
- Support the Works Unit with community liaison during the recreation facility construction phase;
- Support the development of community based Committees of Management;
- Construction of community facilities, including hall, paths and trails, recreation reserves and pavilions, sporting facilities and playgrounds; and
- Implement Council's Planning documents.

These activities and initiatives will contribute to achieving the strategic objectives specified in Council Planning by undertaking general maintenance of all Council owned and controlled land, buildings and facilities and supporting communities that undertake these activities on behalf of Council.

1.6 Relationship between Council and Committees

The Golden Plains Shire Council is committed to playing an important role in the ongoing guidance, support, training, development and success of all Committees of Management. Providing up to date information to Committees and adequately responding to Committee requests and concerns are important roles of Council in ensuring that Committees can continue to successfully and efficiently carry out their role in the operation and management of facilities under the delegation of Council.

Suggested strategies that can assist Committees of Management in developing a good relationship with Council include:

- Building a positive relationship with your Councillors and Council officers;

- Keep the contact details of the Committee up to date. Any changes to contact details of a Committee member or the details of new members added to the Committee need to be forwarded as soon as possible to Council via the relevant Council representative; and
- Attendance at relevant Council meetings, events or training sessions.

1.7 Reporting to Council

As per the 'Instrument of Delegation' the Committee shall be responsible for ensuring the following:

- A copy of the minutes shall be forwarded to Council within 14 days after each meeting;
- The Committee shall submit at its Annual General Meeting an Annual Report including the Audited Annual Statement of Accounts bearing the Auditor's Certificate where applicable under Clause 8(c). The Chairperson shall be responsible for ensuring that the report is lodged with Council by 31 October each year;
- The Committee shall forward a copy of the Seasonal User Agreement and two samples of one-off hire agreements (being the form of agreements intended to be used by the Committee) to Council by 31 October each year;
- Council must be advised in writing as soon as possible of the resignation of any member of the Committee;
- The Committee shall conduct site risk assessments at least annually to ensure a safe environment. The Committee shall provide copies of these inspections to Council;
- The Committee shall monitor its effective financial control through the preparation of a written budget for the ensuing year and forward the budget to the Chief Executive Officer of Golden Plains Shire Council no later than the 31 May in each year;
- The Committee shall maintain a personal injury and loss/damage register and advise Council as soon as practical of any incidents which might give rise to legal proceedings;
- The Committee shall report to Council any accidental and/or intentional damage to the Reserve as soon as practical;
- Committee shall report to Council any attempted and/or successful break-ins into buildings located on the Reserve as soon as practical; and
- The Committee shall comply with the provisions of the Occupational Health and Safety Act 2004. In particular, the Committee shall report to Council's Risk Management Officer all incidents which result in injuries to staff or contractors within 24 hours of the incident.

1.7.1 Notifying Council of New Committee Members

The Committee must notify Council in writing of any new members nominated by the Committee of Management to ensure that they will be covered by Council's Public Liability Insurance.

Community representatives shall be appointed by calling for Registrations of Interest from the

community by way of a Public Notice in a local newspaper. Should more than five nominations be received, Council shall determine the Community representatives. Any vacancy caused by the resignation of the Council representative, shall only be filled by Council.

Where more than 12 user groups exist, Council shall determine the composition of the Committee. Any additional or new 'Permanent User Group' shall be offered the opportunity to have one voting representative on the Committee, subject to appointment by Council. The Committee shall be responsible for nominating to Council a candidate to fill any vacancy that occurs on the Committee. Where the resigning member holds the position as a representative of the 'Permanent User Group' of the Reserve, the replacement member must be nominated by that 'Permanent User Group'. The person who fills the vacancy, after the appointment by Council, shall hold office until the next Annual General Meeting or until they resign their office (whichever occurs first).

1.7.2 Election of Committee and Office Bearers

The Committee shall hold an Annual General Meeting every 12 months.

Office Bearers shall hold office until the commencement of the first meeting after the date upon which the Council makes its annual appointment of Committee members as envisaged by (Clause 6, Instrument of Delegation) or until they resign their office, whichever occurs first.

The Committee shall at its first meeting after the Annual General Meeting appoint from its own members, office bearers to the positions of Chairperson, Secretary, Treasurer and any other positions determined by the Committee as being necessary for the efficient functioning of the Committee.

1.8 Information Sessions for Committees

Council is a resource for information and advice on a range of topics or issues and can assist Committees on request. Alternatively, Council can point a Committee in the right direction.

Council will introduce a number of training / information sessions for Committees of Management and its user groups. These sessions will assist Committees in skill and professional development, while also providing an opportunity to liaise with Council staff.

1.9 Contacts

Committees of Management should contact Council's Community Recreation Officer to:

- Advise Council's Community Recreation Officer annually of the contact details of the Committee members;
- Discuss any matters regarding the Instrument of Delegation with Council's Community Recreation Officer;

- Inform Council's Community Recreation Officer on any application that the Committee of Management may apply/plan for; and
- Identify an elected Officer Bearer (i.e. Chairperson or Secretary) to be the liaison person between the Committee of Management and Council's Community Recreation Officer.

Committees of Management should contact Council's Community Projects Engineer to:

- Raise with Council's Team Leader – Community Projects Engineer any concerns or matters relating to maintenance schedules and programs.

Committees of Management should contact Council's Chief Executive Officer to:

- Refer any requests for major capital works or projects to Council's Chief Executive Officer.

For further information please contact:

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2 Pope Street

(PO Box 111)

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Phone: (03) 5220 7111

Fax: (03) 5220 7100

Email: enquiries@gplains.vic.gov.au

Website: www.goldenplains.vic.gov.au



Inverleigh River Walk, Inverleigh