



<Insert Reserve>

INSTRUMENT OF DELEGATION

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<Insert Reserve>

INSTRUMENT OF DELEGATION

1. THE COMMITTEE

- a) The management and control of <Insert Reserve> (hereinafter referred to as "the Reserve") is hereby delegated to the Committee of Management known as the <Insert Reserve> Committee of Management (hereinafter referred to as "the Committee").
- b) The provisions of this appointment shall be subject to law and in particular to the provisions of Section 86 of the *Local Government Act, 1989*. Where the Reserve is Crown Land in respect of which the Council is a Committee of Management the Committee shall comply with relevant provisions of the Crown Land (Reserves) Act 1978.

2. OBJECTIVES

The objectives of the Committee shall be the control and management of the Reserve and to act as a planning, promotion and management body for the development of the Reserve.

In particular, it should:

- a) Develop policies for management and operation of the Reserve. Where the Reserve is Crown Land such policies must be consistent with the purposes for which the land is reserved.

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- b) Encourage public interest and maximise involvement and participation of the community in the development of the Reserve.
- c) Act as an advisory and liaison body between the Council, the local community, clubs and organisations that use or are potential users of the Reserve.
- d) To engender a wide range of community, cultural and entertainment programs to give residents a choice of leisure-time activities.
- e) To provide for the effective financial control of the Reserve to meet the Council and Committee's objectives.

3. POWERS / FUNCTIONS / DUTIES

- a) In furtherance of its objectives, the Committee shall have, by delegation from the Council, the following powers, functions and duties:
 - i) Develop, approve, repeal and alter policies, procedures and rules necessary for the proper management of the Reserve, having regard to the objectives of the Committee and Council policy. Where Regulations are in force in respect of any Reserve being a Crown Land Reserve the Committee shall enforce and comply with such Regulations.
 - ii) Promote interest in the Reserve to maximise its use.
 - iii) Determine and schedule annual usage of the Reserve.
 - iv) Determine and collect the appropriate fees and charges necessary for the effective management of the Reserve.
 - v) Invite, receive and expend fees, donations, grants and endowments for the furtherance of its objectives.
 - vi) The Committee shall have the power to hold or sponsor functions, stalls and other fundraising means, within the constraints of the

budget to enhance the objectives of the Committee, with the written approval of Council.

- vii) Ensure that the Reserve is kept in a clean condition at all times and is used in a reasonable and lawful manner.
- viii) Maintain the highest level of cooperation and coordination with Council.
- ix) Require all users to abide by the conditions of use or any rules made by the Committee and Council, or any Regulations under the Crown Land (Reserves) Act 1978 which apply to the Reserve.
- x) Ensure compliance with Council's Local Laws and policies, and State and Federal Laws and report to Council any breaches that cannot be dealt with by the Committee.
- xi) In the case of a dispute that cannot be resolved by the Committee, the Committee will request Council to consider the matter and Council's decision shall be accepted as final.
- xii) Promptly report to the Council any property damage that occurs at the Reserve, or any abnormal damage to playing surfaces or surrounds or any other equipment.
- xiii) Promptly report to Council all incidents involving injury, loss or damage which may give rise to a legal claim, and any accidental or deliberate damage to the Reserve that may result in an insurance claim, and any incidents which result in injuries to staff or contractors.
- xiv) Adhere to current safety requirements and Acts and Regulations applicable to the management of the Reserve.
- xv) Establish and maintain such sub-committees as are deemed to be desirable from time to time to enable the Committee to function

effectively and efficiently carry out the delegations, objectives and functions herein contained but such Sub Committees have no authority to make binding decisions and may only make recommendations to the Committee of Management.

xvi) Recommend to Council on the development of future capital works and the provision of future facilities and amenities at the Reserve.

xvii) Be responsible for the maintenance and operation of the Reserve in accordance with Appendix 2.

xviii) Exercise such other powers and functions by direction of Council as may be necessary from time to time.

b) The Committee may request the Council to consider any recommendation from the Committee as to how the Committee structure and tenure might be amended to increase the efficiency and effectiveness of the Committee in managing the Reserve.

c) The Council or its Chief Executive Officer if authorised by delegation may from time to time amend Appendix 1 and 2 in consultation with the Committee.

4. USE OF THE RESERVE

a) The Reserve may be used for appropriate recreation, leisure or sporting activity including exhibitions and entertainment, which is approved by the Committee from time to time. Provided that each user shall pay to the Committee, without exception, the charges fixed pursuant to Clause 9 appropriate to the use.

b) The Committee shall without delay after taking office, establish a method of equitable allocation of use of the Reserve and shall invite applications from appropriate clubs, associations and organisations.

c) The Committee may for good cause, and subject to an instruction from the Council to the contrary, resolve that a particular group be prohibited from using

the Reserve. Should such a resolution be proposed, at least 45 days written notice shall be given to the Council of an intention to consider such a resolution.

5. POWERS EXCLUDED

- a) The Committee is not empowered to:
 - i) borrow money (including the issue of debentures and promissory notes);
 - ii) incur any bank overdraft; or
 - iii) carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid.
- b) The Committee is not empowered to do any of the following things without the written approval of the Council.
 - i) Enter into a contract with a value exceeding \$10,000.
 - ii) Make any alterations or additions to the Reserve.
- c) The Committee shall not issue any media releases relating to funding announcements without the approval of Council, or media releases critical of Council.

6. COMMITTEE AND OFFICERS

- a) The Committee shall comprise between five and twelve members. Members will be appointed by Council resolution for a 12-month term. The Council shall, in making appointments, usually adopt the following approach:
 - i) One representative identified by Council.
 - ii) A representative of each permanent user group¹ of the Reserve chosen by Council from nominations submitted to it by the user groups. A permanent user group will be requested to make one nomination.

¹ A group or organisation that uses the facilities at the Reserve on an ongoing basis for 2 hours or more per week or is permanently based at the Reserve and has an ongoing association with the Reserve and its operation.

- iii) Up to five Community Representatives chosen by Council after calling for registrations of interest from the community by way of a Public Notice in a local newspaper.
- b) At the request of a member of the Committee, the Council may, by resolution, or the Chief Executive Officer, if authorised by delegation, appoint a substitute representative who is entitled to attend and vote at meetings in the event of an appointed representative being unable to attend a meeting. The substitute representative cannot be an existing Committee member.
- c) The Council may from time to time remove from the Committee any member and appoint another person in place thereof.
- d) The Council shall, in filling a casual vacancy in the Committee, endeavour to maintain the balance of representation of interests referred to in clause 6(a).
- e) The Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which the Public Annual Meeting referred to in clause 7 is held.

7. MEETINGS

7.1. Public Annual Meeting

- a) The Committee shall appoint a Secretary who shall give notice of a Public Annual Meeting to Council at least 21 days prior to the proposed meeting day. Council will insert a Public Notice in a newspaper circulating in the area, at least 14 days prior to the meeting.
- b) The Committee shall hold a Public Annual Meeting between 1st July – 31st October each year on a date fixed by the Committee. The Public Annual Meeting shall:
 - i) Receive the Annual Report.

- ii) Receive a report on the programme of activities proposed for the coming year.
 - iii) Receive the audited Annual Financial Statement.
 - iv) Receive the minutes of the previous Public Annual Meeting.
 - v) Receive the Chairperson's Report of the Committee's activities of the past 12 months.
 - vi) Receive the Treasurers Report of the past 12 months.
 - vii) The Committee shall at its first meeting after the Public Annual 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.
- c) 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 or until they resign their office (whichever occurs first).

7.2. Ordinary Meetings

- a) The Committee shall hold at least four other meetings during the year on such dates as the Chairperson appoints.
- b) 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.
- c) If a member of the Committee fails to attend three consecutive ordinary meetings of the Committee without tendering an apology, or without having had the Council appoint a substitute member in accordance with clause 6(b), the Committee may recommend to Council the removal of the Committee member.

- d) The Chairperson of the Committee must provide reasonable notice to the public of meetings of the Committee.

7.3. Special Meetings

- a) The Chairperson may call a special meeting by giving notice to all Committee members in the manner prescribed hereunder or shall 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 by the Chairperson or the request by the three Committee Members shall contain a statement of the purpose of the meeting. The meeting will be held on such date and time as fixed by the Chairperson.
- b) In cases where the Chairperson calls a meeting in response to a request, the meeting shall be held within 21 days of receiving such request. The Chairperson shall arrange for two clear days notice of the meeting to be given to all Committee members in writing. No other business shall be transacted at that meeting except that specified in the Notice.

7.4. Meeting Procedures

- a) The quorum at any Committee meeting shall be a majority of members of the Committee. No business shall be conducted by the Committee unless a quorum exists.
- b) Committee members shall have one vote. If there is an equal division of votes upon any question the Chairperson or substitute Chairperson at such meetings shall in addition to his/her own vote as a member of the Committee have a second or casting vote except when voting on the election of a Chairperson.
- c) A motion before a meeting of the Committee is to be determined as follows:
 - i) Each member of the Committee is entitled to one vote;

- ii) Unless otherwise prohibited by the Local Government Act 1989, each member of the Committee present must vote;
 - iii) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
 - iv) The motion is determined by a majority of the vote;
 - v) If there is an equality of votes the Chairperson or substitute Chairperson has a second, or casting vote.
- d) The Chairperson shall be elected from the members of the Committee at the first meeting of the Committee following the Public Annual Meeting for a period of 12 months, expiring at the commencement of the like meeting in the subsequent year.
- e) The Chairperson shall take the chair at all meetings at which he/she is present. Should the Chairperson be absent for any meeting, a substitute Chairperson shall be elected for that meeting from the members present by those same members.
- f) The Chairperson shall ensure that the Minutes of each meeting are submitted to the next meeting for confirmation.
- g) After the minutes have been confirmed, the Chairperson or substitute Chairperson must sign the Minutes and certify that they have been confirmed.
- h) If a member of the Committee has a pecuniary interest in any matter, the member must disclose the nature of that interest at the meeting at which the matter is discussed. The member may choose to remain in the room in which the meeting is being held during discussion on the matter, may take part in any discussion, but must not move or second any motion relating to the matter and must abstain from voting. A member of the Committee will not be deemed to

have a pecuniary interest solely because of the member's membership of a user group.

- i) Any meeting or special meeting of the Committee must be open to members of the public.
- j) The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
 - i) Contractual matters;
 - ii) Proposed development;
 - iii) Legal advice;
 - iv) Any other matters which the Special Committee considers would prejudice the Council or any person;
- k) The Committee shall comply with Council's Local Law, "Processes of Municipal Government Local Law No 1" as it relates to special committees of Council.

8. FINANCE

- a) The Committee shall adopt 1 July to 30 June in each year as the financial year and all accounting functions shall conform with applicable Accounting Standards, the Local Government Act 1989 and relevant regulations made under that Act.
- b) The Committee shall open a bank account in the name of the Committee to exercise powers and functions delegated by this Instrument.
- c) If the income of the Committee in any given financial year is greater than \$5,000 (excludes Council's Community Grants Program) the accounts shall be audited to the satisfaction of the Council, and the Committee shall meet all costs associated therewith.

- d) All monies received from hire fees, rental and charges shall be promptly deposited in the Bank Account by the Committee. All payments shall be made by cheque signed by two of the three principal office bearers. All monies received by the Committee shall be applied to the maintenance and operations of the Reserve and any other expenses which may be incurred by the Committee in its management of the Reserve.
- e) The Committee shall obtain an Australian Business Number (ABN). The Committee shall determine if it wishes to register for the Goods and Services Tax (GST). The Committee must meet its own GST obligations and shall not purchase items in the name of the Golden Plains Shire Council.
- f) In pursuing its objectives and functions the Committee shall commit only those monies which are:
- i) within the approved annual budget for the Reserve;
 - ii) grants obtained for specific projects applied in the operation of the Reserve;
 - iii) obtained from other sources from time to time for use at the Reserve.
- g) The Committee may use its funds in accordance with the responsibilities of the Committee of Management as outlined in Appendix 2. The funds may be used for the following purposes:
- i) toward the purchase of plant, equipment, fittings and furniture for the provision of the Reserve;
 - ii) the maintenance and repair of buildings, fences and other improvements associated with the Reserve;
 - iii) to implement programs and services as appropriate with the objectives of the Reserve;
 - iv) general administrative expenses of the Committee;

- v) with the written consent of the Council, the erection of further amenities at the Reserve or alterations and improvements thereto; and
 - vi) such other purposes as may from time to time be approved by the Committee in meeting its objectives.
- h) The Committee shall make its minute book and all other papers or documents available for inspection or audit by the Council's auditor, an inspector of municipal administration or other municipal officers authorised by Golden Plains Shire Council.
- i) The Treasurer shall ensure that a Financial Report is included in the agenda of each meeting of the Committee.
- j) The Committee may advance an amount up to one hundred dollars (\$100.00) to the Secretary for the purpose of change or petty cash and such payments shall be recouped into the account referred to in Clause 8d) hereof. The Committee must approve payments in excess of \$500.00 for Secretarial purposes.

9. CHARGES

The Committee shall at least once in each financial year (in conjunction with the preparation of its budget to be prepared under Clause 10c) fix a scale of charges for the use of the Reserve.

10. BUDGET

The purpose of the budget is to assist the Committee to monitor the finances and maintain effective financial control.

- a) The Committee shall prepare a budget for the ensuing year and forward a copy prior to its adoption to the Chief Executive Officer of Golden Plains Shire Council by 30 May each year.

- b) The budget shall be adopted by a motion of the Committee no later than 30 June each year. Council retains the right of veto or right to amend the budget.
- c) In preparing the budget, the Committee shall ensure that the budget adequately provides funds to meet its responsibilities as required in clause 8g), and does not generate an accumulated deficit.
- d) The Committee shall not incur expenditure where it believes it will be unable to meet those commitments as they fall due.
- e) As a minimum, the budget shall include the following:
 - i) A list of budgeted income from all sources for the year.
 - ii) A list of budgeted expenses for the year, and
 - iii) The opening and closing budgeted bank balance.

11. STAFF

- a) The Committee shall not employ staff without the written approval of the Chief Executive Officer of the Golden Plains Shire Council. Should written approval be granted, the Committee shall be responsible for payment of all overheads associated with such employment, including all appropriate insurances.
- b) Any proposal by the Committee to employ staff shall be submitted in writing to Council for consideration.

12. REPORTING TO COUNCIL

The Committee shall be responsible for ensuring the following:

- a) A copy of the minutes shall be forwarded to Council within 14 days after each meeting.
- b) The Committee shall submit at its Public Annual 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.

- c) 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.
- d) Council must be advised in writing as soon as possible of the resignation of any member of the Committee.
- e) 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.
- f) 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.
- g) *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.
- h) The Committee shall report to Council any accidental and/or intentional damage to the Reserve as soon as practical.
- i) The Committee shall report to Council any attempted and/or successful break-ins into buildings located on the Reserve as soon as practical.
- j) 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.

NOTE: *Refer to Committee of Management Resource Manual for Templates.

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13. LAND AND BUILDINGS, PLANT AND EQUIPMENT

- a) Council retains the right to access the Reserve. The Committee shall provide copies of all keys to the facility at the Reserve.
- b) The Committee shall seek approval for the changing of locks or installation of security systems.
- c) The Committee shall be responsible for the maintenance and operation of buildings, plant and equipment, as per Appendix 2.
- d) Where equipment or the building is damaged, the Committee may recoup such reasonable costs as are necessary to replace such equipment or maintain the building from the person or persons or group responsible for such damage but no legal proceedings shall be issued without the written approval of the Council.
- e) The Committee shall conduct site inspections that include risk assessments. The inspections may be incorporated into end of year inspections, which shall be reported to Council.
- f) Specific items of building maintenance shall be included in the annual budget.

14. INSURANCE

- a) Public Liability Insurance shall be provided by Council at Council's expense to cover the Committee's activities in managing the Reserve, whilst acting within the scope of their duties for and on behalf of Council, subject at all times to the terms and conditions of Council's CMP liability policy.
- b) Building Insurance shall be provided by Council at Council's expense under Council's Industrial Special Risk Insurance Policy.
- c) Insurance of contents owned or provided by the Committee, shall be the responsibility of the Committee. The Committee shall ensure that contents are adequately insured against fire, burglary and other perils. User groups shall be

responsible for insuring their own contents. Council may provide contents insurance on request at a nominal fee.

- d) The Committee shall ensure that each user group provide evidence of Public Liability Insurance cover.
- e) With the exception of equestrian centres, the Committee shall ensure casual users provide evidence of Public Liability Insurance cover. Council may provide Public Liability Insurance on request at a nominal fee.
- f) At equestrian centres, the committee shall permit casual users to access the facilities without Public Liability Insurance cover provided casual users abide by the Committee's and Council's protocols for casual use.

15. LICENSING PROVISIONS

- a) The consumption of alcoholic beverages at the Reserve shall be in compliance with the appropriate liquor and planning laws and regulations and the rules laid down by the Committee and Council.

16. REVOCATION

- a) This Instrument of Delegation may be revoked at any time by Council. Factors relevant to the issue of revocation include whether, in the view of Council, the Committee is managing the Reserve in the best interest of user groups, the community and the Council; or if Council Policy or strategic direction alters significantly.
- b) In the event of revocation, the Chairperson shall, not later than the date upon which revocation takes effect, arrange for:
 - i) a financial statement to be prepared, audited and presented to Council;
 - ii) the Committee's bank account to be closed and the balance paid to Council;

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- iii) all keys to the Reserve to be handed over to Council.

17. DISSOLUTION

- a) The Committee may, at any meeting, agree to disband by each member resigning by notice in writing given to the Council, and hand over its responsibilities to Council.
- b) In the event of dissolution, the Chairperson shall, not later than the date upon which such dissolution would become effective, arrange for:
 - i) a financial statement to be prepared, audited and presented to Council;
 - ii) the Committee's bank account to be closed and the balance paid to Council;
 - iii) all keys to the Reserve to be handed over to Council.

18. COMMUNICATIONS

Appendix 1 shall form the basis of communication between the Committee and Council.

19. THE RESERVE

The subject Reserve comprise the following:

The whole of the Reserve known as **<Insert Reserve, Address & Crown Allotment>**

<Insert Map of Reserve>

The COMMON SEAL of GOLDEN PLAINS SHIRE)
was hereunto affixed)
in accordance with Instrument of Delegation)

Dated: _____ in the presence of:)

Signed: _____ Date: _____

Rod Nicholls, Chief Executive Officer

Signed: _____ Date: _____

<Insert Name>, Chairperson, <Insert Reserve> Committee of Management

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APPENDIX 1 – COMMUNICATIONS

Golden Plains Shire is committed to working in an open and harmonious way with the community. As such Council will:

- c) Seek to manage service delivery to meet the expectations of the community within the resources available; and
- d) Be open and transparent in its dealings with the community.

This protocol seeks to define how Golden Plains Shire and the Committees of Management of Council facilities will communicate.

Council will:

- Assist Committees of Management in the development and implementation of capital works and significant maintenance programs.
- Assist Committees of Management with identifying funding opportunities.
- Assist Committees of Management with maintenance schedules and programs annually.
- Wherever possible take immediate action to resolve problems and issues the Committee of Management raise. Should you request a response, we will return telephone call requests within three working days and reply to letters and emails within 14 working days.
- Advise Committees of Management of any decisions or matters that will restrict or impinge on the use of their facilities within 24 hours of the decision.
- Provide Committees of Management with a list of designated Council Officers authorised to be the contact person for specific matters and concerns annually.
- Meet with Committees of Management formally once per year to discuss matters of interest and concern to both parties.
- Explain any decisions that affect Committees of Management in respect to maintenance and capital works.
- Advise the Committee of Management of the results from the maintenance inspections.
- Assist Committees of Management with the development of media releases.
- Provide annual training to assist the Committee of Management.

Committees of Management will:

- Advise Council's Community Recreation Officer annually of the contact details of the Committee members and any changes that may occur within this period.
- Discuss any matters regarding the Instrument of Delegation with Council's Recreation officers.
- Raise with Council's Community Projects Officer any concerns or requests regarding oval maintenance.
- Raise with Council's Building and Facilities Assets Officer any concerns or requests for maintenance. If you have requested and not received a response within 3 working days for phone calls or 14 working days for emails and letters, please contact Council's Team Leader – Community Projects Engineer.
- Inform Council's Community Recreation Officer on any funding application that the Committee of Management may apply/plan for.
- Refer any requests for major capital works or projects to Council's Chief Executive Officer.
- Not seek to obstruct Council contractors or Council staff when carrying out their duties at the Reserve.
- Identify an elected Officer Bearer (i.e. Chairperson or Secretary) to be the liaison person between the Committee of Management and Council officers.

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If Committees of Management are dissatisfied with communications they may discuss their concerns with the Manager, Community Development, 5220 7111. If after these discussions the Committee of Management is still dissatisfied with that outcome they can then write to the: Chief Executive Officer, Golden Plains Shire, PO Box 111, BANNOCKBURN VIC 3331.

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APPENDIX 2 – ROUTINE MAINTENANCE RESPONSIBILITIES

The following table outlines existing maintenance responsibilities for Council and the Committee of Management (COM).

A general condition for all maintenance projects is that no fixtures, alterations or additions may be made without written consent of Council. Safe Work Method Statements (SWMS) should be completed for all maintenance activities that involve risk of injury.

All contractor/s engaged by the Committee of Management must meet Council's internal OHS requirements through evidence of adequate insurances and demonstrating safe work method practices.

All associated sub-contractors will need to have the appropriate qualifications. The principle contractor will be required to provide a list of all subcontractors and their qualifications to Council prior to the commencement of maintenance works. Council will record these details on file.

ITEM	COM RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Furniture and Fixtures		
1. Heating Fixtures	Payment of all gas and electricity bills, servicing, replacing and repairing when required.	No responsibility.
2. Ceiling Fans and Air Conditioning Units	Purchase, installation, servicing, replacing and repairing when required.	No responsibility.
3. Curtains and Blinds	Purchase, installation, cleaning and maintenance.	No responsibility.
4. Doors (including cupboard doors and door fittings).	Regular cleaning, repair/replacement of internal doors.	Repairs on all external doors. Council manage security risk.
5. Goal Posts, Nets and Padding	Purchase installation and maintenance.	No responsibility.
6 Clubroom Equipment as provided by user groups	Responsible for installation, servicing and maintenance.	Inspections as required under legislation
7. Other Permanent Fixtures	Regular cleaning of all fixtures and repair/replace if due to foreseeable misuse.	No responsibility.
Building/Structural		
8. Building Alterations	For determining and documenting the specific needs of the building relating to any requests to Council for building alterations	For assessing all requests submitted and if approved by Council, ensuring satisfactory completion of work by the responsible parties.
9. Ceiling	Repairs due to foreseeable misuse.	Major repair and/or replacement due to structural faults and age.
10. Floor Surfaces and Coverings	Purchase, installation, cleaning and maintenance.	No responsibility.
11. Walls and Floor	Cleaning and repair if damaged through foreseeable misuse.	Structural maintenance.
12. Glazing	To keep clean and replace internal and external breakages.	Council will assess insurance claims as per section 14 of the Instrument of Delegation 'Insurance'.
13. Roofs and Gutters	No responsibility.	All maintenance and repair as per Council's asset renewal program.
14. Skylights	No responsibility.	All maintenance and repair as required.

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15. Painting	Internal painting if damaged through foreseeable misuse or on an as needs basis.	External painting as per Council's Asset Management System.
16. Building External	All external maintenance.	Structural or weather proofing maintenance as per Council's Asset Management System.
17. Scoreboards and Coaching Boxes	Purchase, installation and maintenance costs. Application to Council for installation approval.	No responsibility.
18. Hard Courts - Underlying Structure	No responsibility.	Maintenance as per Council's Asset Management System. Repair of structural defects as assessed by Council.
Electrical		
19. Electrical Wiring and Fittings in buildings	Repair and replacement due to foreseeable misuse. Secure a certificate of compliance and forward to Council for all electrical works arranged.	All building wiring from main supply to and including the switchboard, power points, switches and light fittings.
20. Tested and Tagged Electrical Appliances	Annual test and tagging of all electrical appliances.	No responsibility.
21. Training Lights (Lamps)	Purchase of parts, globes and fittings. Payment of utility costs and repairs.	Provision of 1 x crane hire and electrical technician per facility per annum with timing to be negotiated with Committee of Management.
22. Indoor Stadium Lights (Lamps)	Purchase of parts, globes and fittings. Payment of utility costs and repairs.	Provision of 1 x crane hire and electrical technician per facility per annum with timing to be negotiated with Committee of Management.
23. Light Globes and Fittings (external building fittings)	Responsible for enhancements.	Replacement and maintenance when required.
24. Light Globes and Fittings (internal)	Responsible for enhancements. Replacement of globes up to 2 metres height off the ground, including the completion of a Safe Work Method Statement (SWMS).	Replace light globes over 2 metres height off the ground and repair faulty fittings as determined by Council.
Fire Services – Emergency Safety		
25. Fire Services (Extinguishers, hose reels, hydrants, booster systems, alarms)	To fill extinguishers when discharged. Arrange annual inspection of extinguishers by local CFA and forward invoice and copy of inspection results to Council.	For maintenance cost of fire services and replacement due to age.
26. Essential Services	Induction of facility users. Compliance with building code and Certificate of Occupancy (Varies depending on structure). Costs associated with compliance to be approved by and forwarded to Council.	For maintenance cost of Essential Services and replacement due to age.
Security/Vandalism		
27. Vandalism (internal, where break in occurs)	Reporting to Council and Police. Cost for repairs/replacement of user owned fixtures.	Council will assess insurance claims as per section 14 of the Instrument of Delegation 'Insurance'
28. Vandalism (external)	Reporting vandalism including graffiti to Council and Police.	Repairs as determined by Council (copy of police report required).
29. Keys & Locks (compatible with Council's Master Key System)	Responsible for keys issued by Council and maintaining a site specific key register.	Purchase, install and maintain external locks.
30. Security System	Purchase, installation, service and maintenance. To be compatible to Council's Master Key System and provide Council with a key / code.	No responsibility.

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Plumbing/Irrigation/Toilets		
31. Plumbing and Fixtures	Maintenance of all plumbing fixtures including reticulated hot water systems and hot water units for tea/coffee making (e.g. billie/zip boilers). Consult with Council as to whether a repair or replacement is required.	Replacement or renewal of reticulated hot water system/s will be determined by Council on failure only.
32. Plumbing Waste Pipes and Drains	Keep clear of foreign objects and clear if blocked. Monitor and undertake septic tank pump out as required.	Renewal of septic system will be determined by Council.
33. Irrigation Maintenance	Minor adjustments of sprinkler heads (i.e. spray pattern, maintaining surrounds of heads). Reporting malfunctions to Council and undertaking pre-seasonal inspections of irrigation system before use.	All irrigation piping from main supply, control system and distribution infrastructure. Repairs where required, including sprinkler heads.
34. Storm Water Drain Maintenance	No responsibility.	All maintenance as required.
35. Public Toilets	Cleaning of reserve-only use toilets.	Cleaning to an approved schedule those toilets designated as Shire 'public toilets'. Maintenance and repairs as required for public toilets.
36. Reserve only use / Internal Toilets	Maintenance, cleaning and minor repairs.	Major repairs as determined by Council.
Food Handling/Hygiene/Cooking Equipment		
37. Hygiene	To keep all areas in a clean and hygienic state.	No responsibility.
38. Food Handling Areas and Equipment	To comply with the relevant Health Acts and maintain such equipment required under the Health Act.	No responsibility.
39. Stoves, Cooking Equipment and Grease Traps	Keep clean and maintain in operable condition. Cost of repairs. Maintain grease traps in accordance with manufacturers recommendation.	No responsibility.
40. Exhaust Fans	Keep clean and maintain in operable condition. Cost of repairs.	No responsibility.
Oval Maintenance/Synthetic & Artificial Surfaces		
41. Line Marking of Sports Fields	Purchase and application (non-toxic and non-permanent materials only).	No responsibility.
42. Management of Watering Sports Ovals	Responsibility for coordination and management of watering ovals (including cost).	Responsible for investigating alternative water management systems and providing advice where required on watering regimes/schedules
43. Mowing of Designated Sporting Ovals	No responsibility (exception Lethbridge and Meredith Recreation Reserves).	All oval mowing (exception Lethbridge and Meredith Recreation Reserves).
44. Fire Prevention Mowing of Reserves	Mowing/whipper snipper around buildings and garden beds.	All other fire prevention mowing at Reserves.
45. Oval Surfaces (fertilise, aeration and weed spray)	No responsibility.	As per Councils Asset Management System (within program resources).
46. Oval Top Dressing	Clubs to repair pot holes identified by pre-usage inspection. Report issues to Council.	Minor, localised top dressing once per year as per Council's asset management system (within program resources).
47. Synthetic / Artificial Sports Surfaces	Seek Council approval for appointment of contractors and pay for pressure washing and cleaning of surfaces.	Approve and supervise contractors. Council to undertake all resurfacing works.
Utilities		
48. Payment of Utility Costs i.e gas, electricity, telephone, water (including	Cover all costs including supply and security arrangements of gas bottles.	No responsibility.

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ovals)		
Cricket Pitches		
49. Covering and Un-Covering of Cricket Pitches (Soil)	Levelling of soil during the season to maintain safety. Undertake the works to cover/uncover pitch using Council supplied materials.	Supplying materials for Committee to Cover/Uncover pitch between seasons.
50. Covering and Un-covering of Cricket Pitches (Covers)	Monitor and report any damage of covers to Council.	Council to arrange removal/application of approved cricket pitch covers with applicator.
51. Synthetic Cricket Wickets (including training nets)	Maintenance and replacement of synthetic surface material including removal of grit, sand, grime and rubber fleck.	No responsibility.
Car Parks/Roads/Playgrounds Other Reserve Maintenance		
52. Grading of Unsealed Entrance Roads and Car Parks — Sealed	No responsibility. Reporting hazards to Council.	Council responsible for maintenance.
53. Maintenance of Council Approved Bike Parks, Skate Parks and Playgrounds.	No responsibility.	All maintenance as per Councils Asset Management System.
Other Reserve Maintenance		
54. Fences	All fence maintenance.	No responsibility.
55. Trees	Landscaping and vegetation planting/maintenance. Reporting dangerous limbs/trees to Council.	All assessment, safety and removal as required (within program resources).
56. Advertising Signs	Purchase, installation and maintenance costs. Application to Council for installation approval. Annual risk assessment and repair of signs.	Assessment and approval of all requests submitted. No further responsibility.
57. Rubbish	Picking up of rubbish within managed area. Placement of bins at collection point and all costs associated with additional bins.	Emptying of rubbish bins as per Council's waste management policy.
58. Control of weeds and pest animals	Take all reasonable steps to control declared weeds and pest animals	No responsibility.

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