



GREATER SHEPPARTON CITY COUNCIL
COMMUNITY ASSET
COMMITTEE
OPERATIONS
MANUAL

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INTRODUCTION

Greater Shepparton City Council (Council) would like to take this opportunity to thank you for offering your time support your community as a member of one of Council's committees.

Council values the significant role Community Asset Committees (CAC) have in assisting with the ongoing management and improvement of Council's facilities. CAC have various responsibilities to assist with minimising risks to the public and to the physical assets that make up their facility.

The CAC Operations Manual has been developed to help people appointed to a CAC ensure good practices and consistent and effective management of facilities.

All CAC act on behalf of Council and all decisions made are as if made by the Council. Council provides a set of guidelines to assist and direct CAC in their ongoing operation. These guidelines form the basic requirements and directions for CAC and its members to observe.

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

This manual is relevant to the following CAC managed facilities:

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

DEFINITIONS

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

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

“Council” means the Greater Shepparton City Council

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

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

“Manual” means this Operations Manual

EXERCISE OF POWERS

Council by Instrument of Delegation delegates any of its functions, duties or powers under section 65 of the Act to CAC.

This means that:

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

Refer to the CAC, Instrument of Delegation for more information. The CAC will have a signed and sealed copy that is a legally binding agreement between the CAC and Council; this forms part of this manual.

COUNCIL ASSISTANCE AND SUPPORT

Council is committed to providing ongoing guidance, support, training, development and success of the CAC through Councils Committees Liaison Officer.

The Committees Liaison Officer can be contacted on:

Phone: (03) 5832 9895

Email: assetcommittees@shepparton.vic.gov.au

This manual and further support resources are available on the Council's website www.greatershepparton.com.au

Council is committed to providing a working environment for staff and volunteers that is free of all forms of violence and inappropriate behaviour. Our aim is to ensure fairness and equity in our organisation where the rights of individuals are upheld and everyone is treated with respect, fairness, equity and dignity. If you have any concerns around inappropriate behavior of Council staff, committee members or community, please contact Council for further advice.

INFORMATION SESSIONS, SEMINARS AND WORKSHOPS

A range of seminars and information sessions are held which present CAC with relevant information and outline any amendments to the manual.

All members of CAC are requested to attend the information session and Council strongly encourages the attendance of at least two members of each CAC. It is further recommended each CAC, at its next meeting after the information session, includes a discussion on the information session, to ensure all CAC members are informed. Council will provide a written outline of the information session which can be circulated to every CAC member.

FUNCTIONS AND RESPONSIBILITIES

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

- Control, manage and maintain the land and facilities in an efficient and effective manner, in the best interest of the Council, residents and users of the facilities within the boundaries specified in the Instrument of Delegation.
- Put in place procedures, rules and conditions of use necessary for the proper management of the facility.

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

COMMITTEE TIERS

A tiered structure for CAC reporting has been implemented to reflect the varying requirements.

[Community Asset Committees – Tier 1](#)

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

- Arcadia Recreation Reserve and Community Centre
- Caniambo Hall
- Dookie Memorial Hall
- Karramomus Hall and Recreation Reserve
- Tallygaroopna Memorial Hall
- Bunbartha Recreation Reserve
- Dhurringile Recreation Reserve and Community Centre
- Harston Hall
- Kialla District Hall
- Lemnos Recreation Reserve
- Murchison Community Centre
- Toolamba Recreation Reserve and Community Centre

Tier 1 CAC will meet one or all of the following requirements for this definition:

- have at least one seasonal sporting user
- sporting users
- incur an average amount of expenditure
- smaller venues with average maximum capacity for attendees and
- may have regular casual hirers

Tier 1 CAC must complete the following actions each year:

Action	Frequency
Ordinary meeting	Quarterly
Annual General Meeting	Annually
GST return	Annually
Budget	Annually
Submission of Committee approved hire paperwork	Annually
Finalise Annual Accounts	Annually

Community Asset Committees – Tier 2

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

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

Tier 2 CAC will meet one or all of the following requirements for this definition:

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

Tier 2 CAC must complete the following actions each year:

Action	Frequency
Ordinary meeting	Quarterly
Annual General Meeting	Annually
Finalise Annual Accounts for Auditing	Annually
Budget	Annually
GST return	Annually
Submission of Committee approved hire paperwork	Annually
Finalise Annual Accounts for Auditing	Annually

GOVERNANCE AND GOOD MANAGEMENT PRACTICE

Summary Table of Responsibilities – Governance and Good Management Practice

The below table summarises Governance and Good Management Practice:

Responsibility	CAC	Council
Appointment of Committee		✓
Rules of Appointment and Instrument of Delegation to the Committee		✓

Notify Council of Committee membership changes	✓	
Formal Appointment / Rescission of Appointment		✓
Election of Office Bearers	✓	
Conduct of meeting	✓	
Prepare and present reports	✓	
Take and prepare minutes	✓	
Submission of minutes to Council, within specified timeframes.	✓	
Spokesperson and Media Liaison	✓	✓
Community Liaison	✓	✓
User Group Liaison	✓	

STARTING A NEW COMMITTEE (CAC)

A new CAC is one that is recently established or reappointed by Council.

At its first meeting the CAC should elect a Chairperson. Office Bearers should also be elected and recorded in the minutes.

Each CAC needs:

- a Chairperson
- a Secretary
- a Treasurer

Larger CAC may also need a Deputy Chairperson, Assistant Secretary and Assistant Treasurer. Smaller CAC may combine the roles of Secretary and Treasurer into one position. A CAC can appoint other Office Bearers if it wishes, e.g. Bookings Officer. It is good practice for the role of Chairperson and Treasurer to be held by different CAC members, this minimises risk and supports good governance practices.

COMMITTEE DECISIONS

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

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

At times, CAC may make decisions outside of their authority. Requests of this nature should be submitted to Council for approval prior to being implemented.

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

HANDING OVER TO A NEW COMMITTEE

The existing CAC has a responsibility to hand over to the incoming CAC as per below:

The outgoing Treasurer should:

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

The outgoing Secretary should:

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

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

The incoming CAC members should familiarise themselves with:

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

New CAC members are not formally appointed until approved by the Council CEO.

EARLY ENDING OF A COMMITTEE'S TERM

There are some circumstances under which a CAC may wish or be forced to relinquish its management responsibility before its term ends. Council may also revoke a CAC appointment at any time and either assume direct responsibility for the facilities management or appoint a new CAC.

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

DEALING WITH PUBLIC COMPLAINTS

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

For problems that prove more difficult to resolve, the CAC should contact Council, through Committees Liaison Officer.

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

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 the CAC. The Ombudsman will consult with the CAC and/or Council and attempt to resolve the complaint.

DISPUTE RESOLUTION

In the event of any dispute involving a matter relating to the functions of the CAC 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 should 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 Council Instrument of Delegation and the CAC Operations Handbook.

VOLUNTEER MANAGEMENT

Council's Public Liability Insurance covers Council appointed CAC members for any CAC initiated and approved works carried out on Council owned facilities and reserves.

If your CAC is holding an event or working bee, and volunteers are involved that are not Council appointed members of the CAC, they MUST complete a Volunteer Registration Form (form found in MyImpact) 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, Council's insurance policies do not cover CAC members or volunteers for works that require a qualified person, such as putting up a fence. The CAC would need to engage a qualified person to undertake this work.

CAC members or other members of the community may volunteer to do some work on a facility. The CAC 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 CAC. Prior to reimbursement, specific approval from the CAC is required and is to be recorded in the minutes of a constituted meeting.

CAC 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.

MYIMPACT – VOLUNTEERING SOFTWARE

Council uses MyImpact Page (Better Impact) to manage its volunteers. This software incorporates programs, information, documentation and associated applications. MyImpact will be used for all things CAC related. This can be accessed through your phone, computer or smart device.

What this means for you:

As an existing volunteer you will be able to:

- Log in and create your own profile
- Update contact details
- Access forms relevant to CAC
- Communicate with your Liaison Officer
- Log your volunteer hours
- Complete training

Please access the registration portal by the link below:

<https://app.betterimpact.com/Application?OrganizationGuid=e0bfd51d-ab67-4e5a-a42f-d4e5cbf02000&ApplicationFormNumber=1>

To assist you through the registration process, we have attached a comprehensive step-by-step guide, see the link below.

https://scribehov.com/shared/Creating_a_New_Account_for_Volunteer_Application_-_M17fuspQcSEKTFY32PO5g

PROTECTED DISCLOSURE ACT 2012

CAC 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. CAC are considered to be public bodies under the Act and therefore disclosures may be made about CAC members.

In order for the whistleblower to be protected, the disclosure is required to be in accordance with the Act.

MISUSE OF POSITION AND CONFIDENTIAL INFORMATION

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

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

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

(a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or

(b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years.

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

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

- (a) making improper use of information acquired as a result of the position the person held or holds; or
- (b) disclosing information that is confidential information; or
- (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
- (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
- (e) using public funds or resources in a manner that is improper or unauthorised; or
- (f) participating in a decision on a matter in which the person has a conflict of interest.

(4) This section—

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

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

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

Penalty: 120 penalty units.

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

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

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

RECORD KEEPING AND MANAGEMENT

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

- Correspondence sent or received by the CAC
- Meeting minutes
- Registration forms
- Financial records
- Hire agreements
- Conflict of interest forms

- Contracts and Service Agreements

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

Council requires CAC to submit copies of their records as advised within this manual. If the CAC is unsure about their requirements they should contact the Committees Liaison Officer.

Public Record Act 1973

Under the *Public Records Act 1973*, CAC's 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 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.

Managing records

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

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

Records created by the CAC must be maintained in a way that ensures 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 CAC, 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 records relating to CAC business has the status of a public record. This includes electronic records developed or received by a CAC member or CAC employee relating to CAC business.

Records disposal

As part of a CAC's record management function, CAC 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.

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 CAC, 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 a CAC keeps accurate administrative and financial records and is able to locate all documents in its possession. Any requests for CAC 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 CAC. The Team Leader Information Manager will consult the CAC before releasing any documents to the public.

Information Privacy Act 2000

The *Information Privacy Act 2000* requires CAC's 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.

DEALING WITH MEDIA ENQUIRIES

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

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

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

For assistance in dealing with the media, the CAC should contact the Committees Liaison Officer.

COMMITTEE MEMBERSHIP AND ROLES

Summary Table of Responsibilities – CAC Membership and Roles

Responsibility	CAC	Council
Advertisement calling for applications to join the committee		✓
Appointment of Committee		✓
Rules of Appointment and Instrument of Delegation to the Committee		✓

Notify Council of Committee Membership changes	✓	
Formal Appointment / Rescission of Appointment		✓
Election of Office Bearers		✓

COMMITTEE MEMBERSHIP

The size of CACs will vary and there is no minimum number of members required. CACs should provide for equitable representation of all user groups as well as community interest. Members will be appointed for a period of four years, but may be removed by the Council at any time. A member of the CAC shall be eligible for re-appointment at the expiration of their period of office.

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

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

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

APPLYING FOR MEMBERSHIP

Application forms are available in as follows:

- Initial application for appointment
- Application for appointment - members reapplying

Membership terms are four years, however Council may undertake a formal membership drive at any time.

Council will call for applications by way of a notice in the public notice section of the local newspaper before appointing community representatives to the CAC.

Where it is deemed appropriate to do so, advertisements will also be placed in other local publications. At the time of advertising, the Committees Liaison Officer will also liaise with the CAC Chairperson and Secretary to determine any additional advertising requirements, for example, flyers in the general store, notices in the school newsletter, etc.

Additional members are able to join the CAC during a term. An application form is included in the software program My-Impact. This must be completed and returned to the Committees Liaison Officer at Council so 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 CAC and therefore the applicant does not have formal voting rights until Council have passed a resolution appointing the new member.

Once approved the CAC member will need to complete a volunteer OHS induction. The link is below.

<https://linksafe.com.au/greatershepparton-volunteer/>

FILLING A CASUAL VACANCY

A casual vacancy on a CAC should be filled if:

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

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

RESIGNATIONS

A member of the CAC may resign their position at any time.

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

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

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

REMOVING A COMMITTEE MEMBER

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

CAC positions can become vacant for any of these reasons:

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

Removal for 'Non Performance'

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

If this issue arises, the first step should be for the Chair or whole CAC 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 CAC members should contact the Committees Liaison Officer for further direction and advice.

CODE OF CONDUCT

Members of delegated CACs are bound by the intent and scope of Council's Code of Conduct. CAC members are required to act appropriately in their role to ensure public resources are used prudently for public interest and as representatives of Council. This includes acting in good faith, with integrity, exercising impartiality, treating others with respect and exercising due care and diligence when conducting their CAC role.

ROLES AND RESPONSIBILITIES OF THE COMMITTEE

CAC members hold various positions within the committee and undertake a variety of roles and responsibilities.

At busier facilities many CACs choose to elect a bookings officer to handle all of the bookings for the facility they manage. If your CAC does not have a Bookings Officer these functions can be shared by other office bearers.

Office bearers are appointed each year at the committee's Annual General Meeting, as well as at the first meeting of a new committee. All CAC positions are volunteers and therefore members are **unpaid** for duties performed in their CAC role. A CAC **must not** make a payment in any form to a person for duties performed in their CAC position.

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

The Chairperson

The Chairperson is the principal leader and has overall responsibility for the CACs administration.

The main responsibilities of the Chairperson are:

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

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

- A quorum is present for all decisions
- Meeting decisions are recorded by form of minutes
- Maintaining order, and
- The meeting is conducted keeping the discussion focused on the business of the meeting, clarify points and ensure 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 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 CAC 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.

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 seven days prior to the date of the meeting.
- Keeping CAC 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 CAC and/or where necessary writing and dispatching outwards correspondence required by the committee. A report listing all incoming and outgoing correspondence, along with progress reports on any works being conducted should be presented to CAC meetings.
- Taking and recording minutes of all meetings and distributing copies to CAC members.
- Preparing minutes and other associated documents, distributing copies to CAC members and providing a copy of the minutes to Council.
- Liaising with the Chair between meetings so the business of the CAC 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 CAC records.

The Treasurer

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

The main responsibilities are:

- Maintaining the CAC's bank account in the name of the CAC, which the Chairman, Secretary and Treasurer (and any other members as nominated by the CAC) shall be signatures, with any two to sign.
- Banking money received as soon as practical after receipt.
- Paying accounts as authorised by the CAC.
- Providing original tax invoices, receipts, cheque butts, bank statements and all other supporting documentation to Council.

- Reporting at each CAC meeting by presenting a simple financial report and bank reconciliation statement.
- Ensuring 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 CAC.
- Monitoring revenue and expenditure
- Ensuring accurate financial records are maintained
- Ensuring copies of all bank statements are forwarded to Council including term deposits
- Ensuring a copy of the audited annual accounts are submitted to Council following the AGM by the specified date.
- Preparing and returning yearly GST returns.

Committee Members who are not Office Bearers

CAC members should work with the office bearers to achieve the best outcome for the CAC.

The main responsibilities of CAC 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.

Non Members as Office Bearers

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

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

Sub Committees

The CAC 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 CAC. The Chairperson shall be an ex-officio member of all sub-committees. Sub-committees shall only be established by resolution of the CAC and shall only carry out those functions stated in such resolution and the members of the sub-committee do not have any voting rights.

MEETING PROCEDURES

There is no compulsory format for meetings. Agenda templates are provided by Council to enable CAC to meet all their reporting requirements. There is flexibility for CAC's meeting processes.

SUMMARY TABLE OF RESPONSIBILITIES

Summary Table of Responsibilities – Meeting Procedures

Responsibility	CAC	Council
Advertisement calling for applications to join the CAC		✓
Appointment of CAC		✓
Rules of appointment and Instrument of Delegation to the CAC		✓
Notify Council of CAC membership changes	✓	
Formal appointment / Rescission of appointment		✓
Election of Office Bearers		✓

MEETING SCHEDULE

Each CAC is free to decide meeting times and schedules. CACs should be meeting as often as necessary to ensure good management of the facility.

Council requires the CACs meet at minimum quarterly on such dates the Chairperson or Committee determines.

NOTICE TO THE PUBLIC

The Chairperson of the CAC 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 prior to each meeting.

The dates for the CAC's meetings will be set each year as part of the business conducted at the Annual General Meeting. It is expected these dates will be provided to the Committees Liaison Officer so they can be made available on Council's website. If a change is required 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 the website can be updated.

Council will assist with arranging the public notice for Annual General Meetings. CAC 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.

APOLOGIES AND ABSENCES

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

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

When the Chair is an apology or absent

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

QUORUM

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

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

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

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

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

MEETINGS OPEN/CLOSED SESSION

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

The CAC may resolve a meeting be closed to members of the public 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 CAC considers would prejudice the Council or any person; or
- a resolution to close the meeting to members of the public.

If the CAC 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 CAC (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.

ADDRESSING THE MEETING

For more formally run CACs, all CAC members addressing the meeting must direct their remarks through the Chairperson. A CAC member addressing the meeting shall not be interrupted by any other member. The Chairperson has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken, etc.).

MAKING DECISIONS/MOTIONS

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

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

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

“I second that motion,” says Jane Doe.

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

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

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

JS/JD

CARRIED

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

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

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

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

VOTING

All members of each CAC have voting rights, except for any co-opted members.

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

- Noting of apologies

- Adoption of reports and financial statements
- Election of Office Bearers
- Expenditure committals over \$100.

Meeting procedures must 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.

CAC members should vote by a show of hands. The Chairperson calls first for those in favour of a motion and then for those opposed to a motion. The motion is determined by the majority vote and the Chairperson declares the result to the meeting.

Each member appointed to the CAC is entitled to one vote and must vote. In the event of a tied vote, the Chairperson may exercise a casting vote; this second votes does not necessarily need to be the same as their initial vote. Unless otherwise prohibited by the Act, each member of the Committee present must vote.

MEETING ELECTRONICALLY

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

DECISIONS VIA EMAIL

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

CONFLICTS OF INTEREST

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

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

Council has developed a form to be completed by a CAC member who identifies they have a conflict. Please see link below:

[Conflict of Interest Form](#)

<https://greatershepparton-councillor-forms-governance.app.oneblink.io/forms/18920>

[Conflict of Interest Policy](#)

https://greatershepparton.com.au/assets/files/documents/our_council/council_documents/policies/governance/Conflict_of_Interest_Policy_27.POL6_Version_1_2_.PDF

A 'conflict of interest' is when a person has to make a decision on an issue in which they have – or are perceived to have – a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental or tenure arrangement.

For example, a local builder on a CAC would have a pecuniary interest in any building contracts let by the CAC for which he or she had tendered.

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

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

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

- Acknowledge they exist
- Be open and transparent in managing them both within and outside the Committee.

Keeping good Conflict of Interest Records

Keeping good public records is crucial for a CAC so they are open and transparent in managing conflicts of interest. The CAC minutes must record how conflicts of interest were handled.

For example, a CAC member who is a builder declares he has a conflict of interest on an agenda item regarding a building contract to be discussed.

The minutes must record:

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

Private interest should not be confused with specialist knowledge, which is not a conflict of interest.

For example, a member who is a builder, but who is not tendering for a job, would have useful specialist knowledge.

Working through a Conflict of Interest

To declare a conflict of interest a CAC member should complete the Conflict of Interest Disclosure Form.

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

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

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

Generally, a CAC member with a conflict of interest will not take part in discussion or voting on that particular issue. However, to maintain a quorum the member(s) may have to take part.

Listed below is what should be recorded when members with declared conflicts of interest must take part in the discussion and decision making:

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

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

Other Personal Interest

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

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

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

A member of a CAC 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.

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 CAC may consent to your application and it cannot unreasonably withhold its consent. If the CAC 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 CAC, 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.

ORDINARY MEETINGS

Summary Table of Responsibilities – Ordinary Meetings

Responsibility	CAC	Council
Advertisement calling for applications to join the committee		✓
Appointment of Committee		✓

Rules of appointment and Instrument of Delegation to the Committee		✓
Notify Council of Committee membership changes	✓	
Formal appointment / Rescission of appointment		✓
Election of Office Bearers		✓

Summary Table of Responsibilities – Members Duties at an Ordinary Meeting

Member Type	Prior to a meeting	At a meeting
Chairperson	Complete a quarterly summary report. This report is to be sent to the Secretary so it can be circulated to the CAC with the agenda.	Oversee the meeting. Present the quarterly report. Sign the minutes from the previous meeting once endorsed.
Treasurer	Prepare the quarterly financial report. Send this report to the Secretary so it can be circulated to the CAC with the agenda.	Present the quarterly report
Secretary	Prepare the agenda according to the template and circulate to CAC members with reports attached. Receive apologies - if the quorum is not met Secretary should contact the Chair to discuss rescheduling the meeting	Record meeting minutes. Delegate actions.
All Members	Where possible submit an apology to the Secretary for any upcoming meetings, with enough notice to establish a quorum prior to the meeting. Read through agenda and reports prior to meeting.	Vote on motions. Participate in discussions and facility planning/ management

MEETING SCHEDULE

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

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

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

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

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

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 CAC members can nominate items of business to be included on the meeting agenda.

CACs are required to use the standard agenda template, included in the software program MyImpact. CAC members should receive the agenda, reports to be considered at the meeting and minutes from the last meeting at least 48 hours, although preferably one week, before the meeting. A copy of the agenda must be submitted to the Committees Liaison Officer.

Once the agenda has been sent to CAC members, the order of business for that meeting, or the addition or deletion of items from the order of business, may only be altered by resolution of the committee.

At the start of the meeting the Chairperson usually asks:

- (a) if there are other items of business any member wishes to be added to the agenda, and
- (b) if any member wishes to change the order of the agenda.

The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting may decide to refer such items to a subsequent meeting of the Committee.

Reasonable notice of meetings should also be provided to the public. Council will advertise committee meetings, in the CACs Council area on its website.

MINUTES

Minutes are a formal written record of a meeting and must be kept for all meetings of the CAC. Minutes are a permanent record of the CAC's decisions and proceedings.

At a minimum the minutes should record:

- Time the meeting started and finished
- Location of the meeting
- Names of the Committee members present
- Apologies received

- Conflicts of Interest declared
- List of all items of business considered
- Exact wording of any motions moved, including the name of the mover and seconders, and the mover and seconder of any amendments to the motion
- Results of consideration of any motions carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the CAC, or any guest speakers

Minutes are to have all pages numbered and the date of the meeting. The Secretary should keep a minute book that is passed to the incoming Secretary at the end of the CAC's term. As CACs are public bodies, minute books must be stored and archived in accordance with the Public Records Act.

The minutes of a meeting should be endorsed at the following meeting as being a true and accurate record. The motion endorsing the minutes of a previous meeting can only be moved and seconded by members who actually attended. Upon endorsement of the previous meetings minutes, the Chairperson should sign the minutes. Once signed by the Chairperson, they must not to be altered.

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

ANNUAL GENERAL MEETINGS

The CAC shall hold an Annual General Meeting (AGM) on a date fixed by the Chairperson. AGMs are held between September and November each year. They may occur after this date if discussed and agreed to prior with the Committees Liaison Officer. AGMs should be held no later than the end of February. This allows time to submit the Committee's Annual Report and Audited Financial Statement to Council by 30 April each year.

The business of the Annual General Meeting shall be:

1. set meeting dates for the coming year
2. confirm minutes of previous AGM
3. receive and adopt the annual report
4. receive and adopt the Audited Annual Financial Statement
5. confirm fees and charges for the coming year
6. review Maintenance Grant
7. review the Facility Improvement Plan
8. review the Emergency Management Plan
9. review User Agreements
10. review of Certificates of Currency – public liability and contents insurance
11. undertake a Building Maintenance Assessment checklist
12. review contents inventory.
13. 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.

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.

Summary Table of Responsibilities – Annual General Meetings

Responsibility	CAC	Council
Confirm AGM date and time	✓	
Advertise AGM		✓
Notify Council of Committee membership changes	✓	
Formal Appointment / Rescission of appointment		✓
Election of Office Bearers		✓

Summary Table of Responsibilities – Member Duties at an Annual General Meeting

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

NOTICE OF MEETING

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

SPECIAL MEETINGS

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

the request by the three Committee members shall contain a statement of the purpose of the meeting.

The meeting must be held on date and time as set 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 the date, time and venue of the meeting can be published on Council's website.

SETTING UP A BANK ACCOUNT

CACs may have a bank account with any bank of their choosing. This account shall be in the name of the Committee and under the ABN of Council, as specified in the Instrument of Delegation.

CACs can select an account that best suits their purposes. The account requires two authorised signatures for all payments. CACs should check with their chosen financial institution regarding the process for becoming an authorised signatory.

Any change of bank account signatories must be endorsed by Council. This stipulation must be advised to the CAC's banking institution for existing accounts and upon set-up of any new account. For further information, please contact the Committees Liaison Officer on 5832 9895.

FINANCE

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

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

Summary Table of Responsibilities – Financial Management

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

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

ELECTRONIC BANKING

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

HIGH INTEREST BEARING ACCOUNTS

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

COUNCIL ACCESS TO COMMITTEE ACCOUNTS

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

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

FINANCIAL REPORTING

The CAC must ensure all accounting functions of the CAC align with Council financial practices. An Annual Report is presented to the Council CEO for the previous financial year which comprises of Financial Revenue Expense Report and Bank Statements.

BUDGET

The CAC 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).

QUARTERLY MEETINGS

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

ANNUAL REPORTING

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

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

GST RETURNS

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

Please ensure all CAC members are aware that as Community Asset Committee of Council, your committee should be:

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

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

If a payment is due to be made to the Australian Tax Office the CAC should submit the GST return to Council, who will then forward an invoice to the CAC for payment.

If a refund to the CAC is due then Council will refund the amount owing.

Subject to the consent of Council, the CAC 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 CAC, policies of Council and the budget.

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

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

PURCHASING

The CAC 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 CACs this limit is set to \$2,000. CACs are also not authorised to make any alterations or additions to any buildings or grounds that are part of the facilities managed by the CAC and to check the panel of Council suppliers when arranging quotes.

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

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

QUOTATION RULES

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

Procurement Threshold (Ex GST)	Procurement Methodology
>\$1000 - \$10,000	One written quotation. This methodology is appropriate only where purchases are one-off.
\$10,001 - \$50,000	Obtain at least two written quotations, one of which must be sought from a Local Business unless it is not possible to do so. (for example, where suppliers are unable to be sourced from the local market).
\$50,001 - \$200,000	<p>Low Risk Projects Obtain at least three written quotation, one of which must be sought from a local business unless it is not possible to do so (for example, where suppliers are unable to be sourced from the local market)</p> <p>High risk purchases/projects This is subject to a risk and complexity assessment. Where the project or service is complex or requires a detailed specification and contract to sufficiently detail the work and minimize risk, a formal Request for Quotation process should be taken.</p>

\$200,001 +	Public Request for Tender process following which a Contract is to be entered into with the successful tenderer. High risk purchases/projects Probity Plan required
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CACs can only authorise works up to the value of their delegated limit (\$2,000). Any works outside of this delegation must be procured in accordance with these guidelines and a recommendation referred to Council for final decision.

MANAGEMENT OF THE FACILITY

Summary Table of Responsibilities – Facility Management

Responsibility	CAC	Council
Leases	✓	✓
Fire Prevention Works		✓
Building Maintenance Checklist	✓	
Facility Maintenance	✓	✓

LEASES

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

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.

BUILDING MAINTENANCE CHECKLIST

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

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

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

MAINTENANCE GRANTS

All facilities receive a form of minor maintenance grant each year to assist with ongoing maintenance at their facilities. Committees have the responsibility to spend the minor maintenance grant within the financial year.

Building Maintenance requires a record of maintenance on the facility each financial year. The Committee can record the previous financial year's maintenance expenditure on the Maintenance Form listed in the MyImpact Volunteer Software Program and forward to the Committees Liaison Officer.

GENERAL MAINTENANCE GUIDELINES FOR COUNCIL ASSETS

Item Description	Community Asset Committee	Council
Site Conditions		
Fences	To inspect and carry out minor repairs to ensure fences are in good condition and structurally sound as per Quarterly Facility Inspection Checklist	Repair or replace as prioritised by Council
Gates	To inspect and carry out minor repairs to ensure gates are in good condition and structurally sound as per Quarterly Facility Inspection Checklist	Repair or replace as prioritised by Council
Signage	To inspect and ensure signs are clear and legible and structurally sound	Repair or replace as prioritised by Council
Internal roads	Contribution to cost of materials	Repair or replace as prioritised by Council
Car parks	No responsibility	Repair or replace as prioritised by Council
Playgrounds	Report any damage to equipment to Council. Keep soft fall to recommended depth of 220mm	Repair or replace as prioritised by Council
Light towers / Flag poles	To ensure light towers/flag poles are in good condition and in good working order, repairs for all ongoing maintenance	
Drainage	Contact Council to discuss	Repair or replace as prioritised by Council
Trees	Clean up fallen limbs and debris	Tree management as deemed necessary
Building Elements		
Structural stability	Visual inspection to determine any obvious defects	Building inspection, repair or replacement as prioritised by Council
Doors (External) Doors (Internal)	Visual inspection to determine any obvious defects. Regular cleaning and all repairs	Replacement as deemed necessary
Windows / Glass	Visual inspection to determine any obvious defects and regular cleaning	Replacement as deemed necessary
Walls (External)	Visual inspection to determine obvious defects. Regular cleaning and repairs	Replacement as prioritised by Council

Walls/Ceiling (Internal)	Visual inspection to determine any obvious defects. Regular cleaning and repairs. Note – damage caused by foreseeable misuse at User Group expenses	Replacement as prioritised by Council
Floor surfaces and coverings	Carpets – Regular cleaning and maintenance, including 6 monthly steam cleaning Timber Floors – Inspected and resealed as required	Replacement as prioritised by Council. Contribution required from Committee/user groups
Roof	Minor maintenance, ie. replace broken tiles, repair leaks etc.	Replacement as prioritised by Council
Eaves	Regular cleaning and maintenance and all repairs.	Replacement as deemed necessary
Guttering	Regular cleaning and maintenance and all repairs	Replacement as deemed necessary
Drainage	Keep drains clear of foreign objects and clear when blocked. Carry out general maintenance	Replacement as prioritised by Council
Curtains / Blinds	Regular cleaning, repair and replacement	
Lighting (internal)	Replace globes. Also replace fittings in the event of damage caused by inappropriate behaviour (eg. Balls)	Replacement as deemed necessary
Lighting (external)	Replace globes. Also replace fittings in the event of damage caused by inappropriate behaviour (eg. Balls)	Replacement as deemed necessary
Electrical Panel Wiring Electrical fittings Light switches Power points Hot water system Air conditioning Heating	Repairs and replacement	Replacement as prioritised by Council Testing and Tagging of electrical items.
Building alterations	Document the specific needs of the building relating to any requests to Council for alterations. Cost of all works related to alteration	Assess all requests submitted and, if approved, ensure satisfactory completion
Vandalism	Report to Council and repair damage. 50:50 contribution for Council insurance excess of \$2,000.	Council to assist where deemed necessary
Keys/Locks	Responsible for providing Council a copy of all current keys and the protection of keys issued by Council.	Maintain a secure key register and offer access to restricted system for Committees wishing to upgrade the Committees key system.
Floodlights	Total responsibility for purchase, installation, utility costs, repairs and maintenance	Assist with Grant applications for replacement projects

Security system	Purchase, installation, service and maintenance	Assist with grant applications for replacement projects
Plumbing and fixtures	Costs of internal/external repairs	Replacement as prioritised by Council
Painting	Internal painting if damaged through general use	Repaint as prioritised by Council
Building (external)	General maintenance and repairs	Replacement as prioritised by Council
White Ant Inspection	Cost of white ant inspection	Treatment of white ant infestation and repair of any damage caused by white ants, subject to available Council funds.
Health and Amenities		
Kitchen	Regular cleaning, maintenance and repairs	Replacement as prioritised by Council
Toilet	Regular cleaning, maintenance and repairs	Replacement as prioritised by Council
Food handling and storage areas	Comply with the requirements of the <i>Food Act 1984</i> and Food Standards Code	No responsibility
Hygiene	Keep all areas in a clean and hygienic state	No responsibility
Emergency Equipment		
Exit doors Signs Emergency lighting	Regular inspection and maintenance including replacement of batteries	Replacement as required
Fire detectors Alarms	Regular inspection and replacement of batteries	Replacement as required
Fire extinguishers	To inspect and report damage and report when discharged	Annual maintenance and replacement due to age and refill as required.
Fire hose reel	To report any damage	Regular inspection and replacement as required
Fire hydrants	To report any damage	Regular inspection and replacement as required
Emergency power Emergency lighting	Repairs and maintenance	No responsibility
First Aid	Ensure appropriate first aid facilities and equipment are available	No responsibility
Evacuation plan	Ensure accurate evacuation plan is in place and publicised	Assist committees with the development of plan for facilities
Services		

Electricity supply Gas supply Water supply	Payment of all bills	No responsibility
Communications	Payment of all bills, servicing, replacing and repairing when required	No responsibility
Septic Sewerage	General maintenance and repairs	Replacement as prioritised by Councils Capital Works Program
Playing Arena Surface Conditions <i>as per quarterly Facility Inspection Checklist</i>		
Grassed areas	Regular mowing and watering to ensure safe playing surfaces. Repair and maintenance to ensure ovals and reserves are safe and risk free.	Replacement as prioritised by Council's Capital Works Program. Support external funding applications
Netball courts Tennis courts	Regular cleaning including annual pressure washing	Replacement as prioritised by Council's Capital Works Program. Support external funding applications
Wicket areas	Ensure wicket areas are maintained to a safe standard to suit playing conditions	Replacement as prioritised by Council's Capital Works Program
Sprinklers	Inspection to ensure sprinklers are working prior to start of season of use and an inspection every 3 weeks during season of use	Replacement as prioritised by Council's Capital Works Program. Support external funding applications

CONTROL OF WHITE ANTS IN BUILDINGS

CACs 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.

TREE MANAGEMENT

The CAC 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 CAC is also responsible for the monitoring any trees on the facility that may overhang a boundary. If the CAC notes trees require pruning – they should contact Council's Committees Liaison Officer.

USE / HIRE OF THE FACILITY

All user groups who use facilities located on Council land must complete a User Event Booking Application Form and Risk Assessment Form at least eight weeks prior to an event, where possible.

Community Liability Cover – Hirers Liability

Each user group MUST hold their own Public Liability Insurance cover for a minimum of \$20 million. Users who do not have the appropriate cover may be able to purchase Council's Blanket Cover Policy. The intention of this policy is to cover uninsured hirers, provided the number of hires does not exceed 52 times per annum. If the user is eligible, Council will invoice the Public Liability Insurance to the user to pay before the event.

Insurance is only provided to the hirer of the facility for the duration of such hire. Insurance is not provided to any other participants / performers / contractors that may be involved in the hire activity. (e.g. a band engaged for a wedding reception).

It is the hirer's responsibility to ensure these other parties have their own public liability insurance in place.

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.

Event Booking Application Form Link

<https://greatershepparton-risk-and-assurance-risk-and-assurance.app.oneblink.io/forms/21906>

Regular & Seasonal Booking Application Form Link

<https://greatershepparton-community-community.app.oneblink.io/forms/22865>

INSURANCE

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

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

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

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

- The activities of private entities, independent community or service groups, CACs 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 CAC member 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 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 CAC will be responsible for the cost of repairs. However, if the damage is structural the cost will usually be covered by Council, this will be confirmed by Council.

If a claim is being processed Council will pay the excess amount. Council's insurance policies commence from 1 July – 30 June each year.

Risk Management

Risk Management Policies/Procedures should identify hazards within your facility and help deal with and prevent further risk/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.

CAC needs to ensure its facilities are safe for all users. A facility may meet safety standards for its intended use, but be unsafe for de facto uses and activities that by default it attracts.

The CAC should work to reduce unauthorised access to their facilities. A CAC 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. If a person is injured entering the site, even though they are (strictly speaking) trespassing, they can sue the committee if the injury has been caused by the negligence of the CAC or its members or volunteers.

Any CAC facility that is to be closed for a period should be secured. The emphasis in this type of security is to prevent theft and minimise unauthorised use of a facility or area.

Reporting an Incident

In the event of an incident i.e. personal injury or property damage, CACs must report the incident to Council as soon as practicable after they occur and follow Council's incident and claims procedures. All incidents should be managed in sensitive and professional manner and in accordance with Council's claim management procedures.

Council Officers will facilitate the process for the CAC to complete an Incident Report Form. The use of a standard form ensures all necessary information is gathered and a record of the investigation is maintained. To minimise risk, a near miss that has the potential to cause issue, but does not actually result in an incident should also be reported to Council.

Where a serious or potentially serious incident occurs, it must be reported immediately by telephone to Council, followed by a written report. A detailed investigation may be carried out by Council. CAC members are required to cooperate fully with any incident investigation.

Property Insurance

All buildings, (regardless of who originally built and paid for them), located on Council-owned or controlled land under the responsibility of a committee, are covered by Council property insurance for defined events.

Property Insurance Claims

In the event of an incident please report the details to Council immediately. In the event of damage, a completed claim form is required, with a photo of the damage, police report (if required) and any payment receipts.

Responsibilities

Below is a summary of how break ins and damage to the facility are currently handled.

- Check the facility regularly and identify if there has been a break in.
- Establish if the intruder is still on site.
- Contact the police (takes about 20 minutes to lodge the report over the phone.)
- Meet the police back on site once they are available as this is what the police request (this can take over 3 hours)
- In the case of a broken window contact a glazier after hours sometimes requiring many phone calls and then wait for a call back.(this can take many hours)
- Then meet the glazier on site to show them the damage.
- Return to the facility at the completion of the repair to lock up.

For any Afterhours Break-ins and/or Damage

- A member of your CAC should contact the Councils after hours person on 5832 9700 and advise of the alleged incident.
- Police will then be contacted, this can be done by the CAC member to follow up, if time permits or request Council to follow up with the police and arrange the repairs in accordance with Council processes.

Building Contents

CACs are required to keep all Council owned properties under the committees control safe and secure. Committees are responsible for insuring their own contents.

TEMPORARY FOOD PREMISES INFORMATION

Council recognises the sale of food from temporary food stalls is a successful way which community organisations can raise funds and promotes the work performed by these organisations.

It is also recognised commercial food businesses operate very profitable temporary food premises as a result of low overheads and the ability to trade amongst a transient and captive crowd.

Commercial food businesses, not for profit organisations, community groups and individuals who sell food to the public, even if it is for one day, must meet the *Victorian Food Act 1984* requirements, including registration/notification of the food premises.

A not for profit organisation or a community group includes any incorporated or unincorporated body or association that is not carried on for the purposes of profit or gain to its individual members, and is by the terms of its constitution, prohibited from making any distribution (whether by money, property or otherwise) to its members. This would include community groups where the money raised from the sale of food does not go to an individual, but is given to the community organisation to support that not for profit or community organisations ongoing work for the community it represents.

FoodTrader is a state-wide registration database for anyone selling food from a temporary and mobile food premises. To register, visit - <https://foodtrader.vic.gov.au/>.

Once you have created an account and are registered with Greater Shepparton City Council, you need to Lodge a Statement of Trade for the date and location of the event.

Not for Profit and community groups can operate up to 3 temporary food stall community events per year without any fees. Commercial food business and individuals can operate 1 temporary food stall community event without any fees. Any more than this, such as selling food online, will require a yearly registration fee.

The management of food safety risks from temporary food premises is different to that of fixed food premises. The Victorian Food Act 1984 has a classification scale based on food safety risk.

Class 4 being the sale of very low risk foods such as a sausage sizzle. There is no fee for this type of activity.

- shops and stalls with packaged cakes (excluding cream cakes and raw egg), bottled jams or honey
- simple sausage sizzles at stalls, where the sausages are cooked and served immediately. This means sausages, sauce, onions and bread. (This does not include hamburgers or other high risk foods).
- sale of uncut fruit and vegetables at farmers markets or by greengrocers (whether retail or wholesale)
- wine tasting
- tea and coffee

Class 3 food handling activities are usually shelf stable low risk packaged foods.

- biscuits, nuts, cereals, jams etc if removed from packaging.
- pre-packaged high risk food including cakes with cream fillings, or meals (eg lasagne) or pies/sausage rolls. These items are required to be manufactured, and packed in a premises registered as a Class 2 Food Premises prior to sale from the Class 3 Premises.
- barbeques including hamburgers, other meats or eggs cooked and served immediately.

Class 2 food handling activities include ready to eat dishes that must be kept under temperature control either below 5°C or above 60°C.

- salads, sandwiches, smoothies and fresh juice made on site.
- casseroles, curries etc which are cooked and held hot, or cooked, cooled and reheated.

For more information about the Food Act Classification System, visit - <https://www.health.vic.gov.au/food-safety/food-business-classifications>

Registration fees are determined based on the Class of food premises. If you are selling food that falls into a class 2 or 3 food premises, registration is required. Please contact Council's Environmental Health Department via Committee Liaison Officer to make an application for registration.

To find out if you or any of your food handlers need to undertake any basic food handler training, need a Food Safety Supervisor, or Food Safety Program, visit - <https://www.health.vic.gov.au/food-safety/introducing-standard-322a-food-safety->

[management-tools and discuss this with Council’s Environmental Health Officers on 5832 9731.](#)

CONSUMPTION OF LIQUOR

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

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

OCCUPATIONAL HEALTH AND SAFETY

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 CAC must not admit any liability. Where a serious or potentially serious incident occurs, it must be reported immediately to Council, followed by a written report. A detailed investigation will be carried out by Council. CAC members are required to cooperate fully with any incident investigation

A “Property Damage Incident Report” Form found in the MyImpact Volunteer software program 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.

Where an injury occurs to a CAC member or registered volunteer while undertaking their duties, the Committees Liaison Officer will follow-up. All incidents need to be handled sensitively and as soon as possible after they occur.

Any incident occurring on a Council owned or managed property involving either personal injury or property damage must be reported to Council using the Incident/Near Miss/Hazard Form, found in the MyImpact Volunteer software program.

All claims reported to Council will be considered on a “Without Prejudice” basis. The acceptance of a completed claim form by Council in no way infers negligence on the part of Council or binds Council to provide compensation. Before Council is obliged to pay compensation for any injury, loss or damage suffered, it must be established if the injury, loss or damage was caused through negligence on part of Council, or employees or agents of the Council.

Summary Table of Responsibilities – OHS

Responsibility	CAC	Council
Emergency Management Procedures		✓
First Aid		
Fire Protection Equipment		✓
Chemical Safety	✓	✓

Crisis/Disaster Management	✓	✓
Occupational Health and Safety Pack	✓	✓

EMERGENCY MANAGEMENT PROCEDURES

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

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

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

FIRST AID

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

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.

CHEMICAL SAFETY

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

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

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Council require all volunteers to operate according to the OHS policies and procedures in the below link.

Managing health and safety as part of day-to-day operations ensures CAC meet their legal obligations without the cost and effort of establishing additional systems. It demonstrates to your volunteers you value their help and commitment and are serious about their health and safety.

The Safety Pack includes information about the following and can be accessed through the below link and through the software program MyImpact.

<https://greater-shepparton.com.au/council/council-documents/ohs-procedures>

- | | |
|---|---|
| <input type="checkbox"/> Asbestos Management | <input type="checkbox"/> OHS Contractor Management |
| <input type="checkbox"/> Electrical Safety | <input type="checkbox"/> Smoke Free Workplaces |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Working at Heights |
| <input type="checkbox"/> Emergency Preparedness | <input type="checkbox"/> Working During Extreme Weather |

- Hazardous Substances and Chemical Use
- Incident and Near Miss Reporting Procedure
- Needle Stick/Bodily Fluids Safety
- Permit Activities Work in Confined Spaces and Hot Works
- Working without Support Systems

CAMPING PERMIT

Camping on Council land, public places and private land in the Council municipality is regulated by Council.

Temporary Camping Permit

To apply for a permit to temporarily camp, please complete the Temporary Camping Permit Application form found on the GSCC website under camping. Return the completed application to Council at least 28 days prior to the permit being required.

<https://greaterShepparton.com.au/council/local-laws/environment-and-agriculture/camping>

CRISIS/DISASTER MANAGEMENT

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

EVENTS & TRAINING CALENDAR

The Council maintains calendars of events and training 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.

<https://greaterShepparton.com.au/whats-happening/events>

<https://greaterShepparton.com.au/whats-happening/community-training>



CONTACT US

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