



GREATER SHEPPARTON CITY COUNCIL COMMUNITY ASSET COMMITTEE POLICY

Effective: 23 September 2025



COMMUNITY ASSET COMMITTEE POLICY

Version:	2.0
Business Unit:	Community Wellbeing
Responsible Officer:	Committees Liaison and Project Officer
Adopted By:	Council on 23 September 2025
Next Review:	23 September 2029

1. PURPOSE

Under Section 65 of the Local Government Act 2020 (the Act) Greater Shepparton City Council (Council) has the ability to establish Community Asset Committees and delegate certain powers, duties and functions of Council to those committees.

Council has established Community Asset Committees, that are delegated to manage a specific Council owned community facilities and recreation reserves.

This Policy outlines the roles and responsibilities of Council in establishing, and dissolving Community Asset Committees; along with supporting Community Asset Committees to meet their delegated responsibilities.

2. OBJECTIVE

The objective of this policy is to ensure Council and Community Asset Committee compliance with the requirements of the Act, relevant legislation, and Instruments of Delegation.

Council's delegation of responsibilities to Community Asset Committee's aims to:

- empower the community to manage and drive improvements for their local assets*
- build capacity for community to contribute to decision making in their own communities*
- increase usage and accessibility of local facilities.*

3. SCOPE

This policy determines how Council supports the establishment, operations and dissolution of Community Asset Committees, who have been delegated responsibilities in accordance with the Act.

4. DEFINITIONS

Reference term	Definition
Community facilities	A facility used by the community, including halls and community centres, which is owned by Greater Shepparton City Council.
Council	Greater Shepparton City Council
Community Asset Committee	A committee established by Council under Section 65 of the <i>Local Government Act 2020</i> .
Instrument of Delegation	A document adopted by formal resolution of Council that outlines the functions, duties or powers of Council that have been delegated to the special committee.
Recreation Reserve	Land reserved for the purposes of recreation, usually comprising sporting facilities and club rooms often with a variety of other structures including public shelters, seating, public toilets and playgrounds. For the purposes of this Procedure a recreation reserve is land which is owned by Greater Shepparton City Council.
The Act	Local Government Act 2020
Gender Equity	Fairness and justice in the distribution of benefits and responsibilities on the basis of gender.
Intersectionality	The ways in which different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation.

5. POLICY

5.1 Establishing a Committee

In accordance with Section 65 of the Act, Council can establish Community Asset Committees and delegate certain powers, duties and functions of Council to that committee to manage specific Council owned community facilities and recreation reserves.

In order to establish a Community Asset Committee, there must be a demonstrated benefit to Council and community, which may include:

- empowering the community to manage and drive improvements for local assets
- building capacity for community to contribute to decision making in their own communities
- increasing usage and accessibility of local facilities.

5.2 A Community Asset Committee is established through a Council resolution, including adoption of an Instrument of Delegation and the subsequent appointment of committee members. Appointment and Resignation of Committee Members

In accordance with Section 65 of the Act, Council's Chief Executive Officer (CEO) may appoint members to a committee and may at any time remove a member from a committee.

Community members requesting appointment to a Community Asset Committee must complete the appropriate application form and submit it to the Council Officers for consideration by the CEO.

Resignations of Community Asset Committee members must be submitted to Council Officers in writing, for noting by the CEO.

5.3 Instruments of Delegation

Council has adopted Instruments of Delegation, in line with Section 47 of the Act, detailing the functions, duties and powers of Council that have been delegated to each Community Asset Committee. These Instruments of Delegation also specify the monitoring and reporting requirements of the Community Asset Committees.

In managing a community asset, Community Asset Committees must comply with the requirements of the Instrument of Delegation. Delegations will be reviewed in accordance with Section 11 of the Act, or earlier as determined by Council's Chief Executive Officer.

5.4 Responsibilities of Council

In support Community Asset Committees, Council will:

- maintain a register of approved Community Asset Committee members;
- maintain open channels of communications with committee members and where possible will attend at least one meeting of each committee each year, usually the Annual General Meeting;
- advertise Community Asset Committee's Annual General Meetings to the general public;
- undertake committee member recruitment for committees;
- maintain the Community Asset Committees of Management Operations Manual and support the committees in meeting their delegated responsibilities;
- deliver a minimum of one education/training forum a year for committee members and provide additional training where deemed appropriate;
- refer committee queries to staff in other Council departments and areas as required; and
- remove or reduce barriers to participation by promoting gender equity, intersectionality and diversity when forming the Community Asset Committee.

5.5 Dissolution of a Committee

Revoking a Community Asset Committees delegations may occur when a committee is unable to continue performing their responsibilities, or at a time deemed appropriate by Council. In such instances, committee members will be notified of the dissolution of the Community Asset Committee prior to Council revoking their Instrument of Delegation. Community will be provided with an opportunity to respond to the proposed dissolution of a committee.

6. RELATED POLICIES

- *Greater Shepparton City Council, Council Plan 2021 - 2025*

7. RELATED LEGISLATION

- *The Local Government Act 2020*

8. REVIEW

This procedure will be reviewed within 12 months after a General Election by the Community Wellbeing Department.

DOCUMENT REVISIONS

Version #	Date Adopted	Date Effective
1.0	Policy first drafted and adopted	17 August 2021
2.0	Policy reviewed and adopted	23 September 2025