



Community Asset Committees Induction Guide

INTRODUCTION

We want to introduce this Community Asset Committees' Induction Guide by firstly acknowledging and sincerely thanking you for making such an important contribution to the management of community facilities in Colac Otway Shire.

Community Asset Committee members willingly volunteer and apply their skills and experience to ensure that the provision of public halls, recreation reserves and sporting facilities contribute to the health and wellbeing of communities throughout Colac Otway Shire. Committee members manage these facilities so community groups and community members can meet, organise, play, read, exercise, socialise, practice their art and craft and undertake a myriad of other activities. This is a vital part of the fabric of local communities and contributes to creating a sense of place, belonging and supporting participation in community life.

Being a Community Asset Committee member is an important role with delegated responsibilities for effectively managing and maintaining local facilities. Council is committed to working in partnership with Community Asset Committees so that we harness the knowledge, skills and experience of local volunteers while providing information, support and assistance as required.

An important foundation for this partnership is providing information to Community Asset Committee members so that you:

- clearly understand your delegated responsibilities;
- can effectively meet your governance responsibilities; and
- can confidently manage and maintain the community asset.

This Induction 'guide' presents information regarding the roles and responsibilities of Community Asset Committee members and Committees in a Q & A (question and answer) format drawn from the inquiries that Committee members and the broader community have asked Council over several years.

Please take time to read and understand the information and resources that can assist you in your role. An induction training session will be arranged in person and or on-line to support you in your role and respond to questions you may have as a Community Asset Committee member.

If you have any questions related to the Induction information, please contact Colac Otway Shire's Governance Officer in the following ways:

- Phone: 5232 9400 at any time
- Email: Community Asset Committee link: CAC@colacotway.vic.gov.au

We wish you all the best in your role as a Community Asset Committee member and look forward to receiving your information, recommendations and reports on how you are going in managing these important community facilities throughout Colac Otway Shire.

Best wishes

Cr Chris Potter
Mayor

Anne Howard
Chief Executive Officer

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1. What is the purpose of community assets that are managed by Community Asset Committees?

Council provides community assets for the purposes of:

- a) Conducting a range of activities that enhance the health and wellbeing, physical activity, social interaction and cultural development of the community.
- b) Ensuring the equitable, fair and appropriate allocation of facilities whilst optimising use of the land, buildings and structures to maximise community benefit.
- c) Ensuring that the community assets and activities are accessible and inclusive for all.

2. Who establishes Community Asset Committees and appoints Committee members and under what authority?

In 2020, the State Government declared a new law, the *Local Government Act 2020* (the Act) that defines how Victorian local Councils are to act.

Section 65 of the Act requires the Council to establish Community Asset Committees (CACs) for the purpose of managing a community asset (typically a public hall and or a recreation reserve and or a sporting facility) and appoint members to these Committees.

Section 47 of the Act defines the roles of the Chief Executive Officer (CEO) of the Council in relation to Community Asset Committees. Council's CEO is responsible for delegating responsibilities to Community Asset Committee members.

3. Why has the Council established Community Asset Committees?

Council has formally resolved to establish, and appoint members to, Community Asset Committees to manage the following community assets:

1. Alvie Recreation Reserve
2. Apollo Bay Senior Citizens Centre
3. Barongarook Hall and Tennis
4. Beech Forest Hall
5. Beech Forest Recreation Reserve
6. Birregurra Public Hall
7. Carlisle River Recreation Reserve
8. Chapple Vale Public Hall
9. Cororooke Hall
10. Cressy Hall
11. Eurack Public Hall and Tennis Reserve
12. Irrewillipe Hall and Reserve
13. Kennett River Tennis Reserve
14. Larpent Hall
15. Lavers Hill Hall
16. Pirron Yallock Recreation Reserve
17. Stonyford Hall
18. Swan Marsh Hall and Tennis Reserve
19. Warncoort Tennis Reserve
20. Warrion Public Hall
21. Yeo Recreation Reserve.

4. What are the delegated roles and responsibilities of Community Asset Committees?

Council's CEO has formally declared the delegations for each Community Asset Committee member. Each Committee members' responsibilities are described in a document known as the 'Instrument of Delegation' (IoD). It is important for all Committee members to read and understand your delegated responsibilities. The IoD documentation includes:

- a) Instrument of Delegation to the Community Asset Committee members signed and dated by Council's CEO.
- b) Schedule of the Powers and Functions of the Community Asset Committee members.
- c) Annexure 1 listing the community assets that are to be managed by the Committee.
- d) Annexure 2 is a Community Asset Maintenance Schedule that describes the respective responsibilities of the Community Asset Committee and Council for maintaining the community asset.
- e) Annexure 3 is a list of the insured contents of any building that forms part of the community asset (where this is applicable).

This Induction Guide is designed to assist Committees carry out their delegated responsibilities in the management of the community asset. From time to time, Council's CEO will review delegations, in response to feedback from Committee members or when required by State Government legislation.

5. Who do Community Asset Committees report to at Colac Otway Shire Council?

There are two elements to this question. Under the *Local Government Act 2020*, the Council (Colac Otway Shire Councillors) have legal responsibility for establishing Committees and appointing members to Community Asset Committees, including any new appointment that arise from a resignation.

Under the *Local Government Act 2020*, Community Asset Committees are directly responsible to the Council CEO. The CEO has legal authority for three things:

- a) To formally delegate responsibilities to Community Asset Committees;
- b) To receive information from the Committees on their activities and management of the community asset; and
- c) To formally report annually to Council on the activities and performance of the Community Asset Committees.

6. When do Community Asset Committees have the power to act on their delegated roles and responsibilities?

Community Asset Committees can only exercise their delegated authority at a meeting of the Committee. This means that Committee members can only make decisions on actions when they are in a formal meeting. Individual members cannot make decisions independently of the Committee.

Committee members cannot take actions outside their delegated roles and responsibilities. It is important for Committees to formally appoint members to the specific roles of Chairperson, Treasurer and Secretary and ensure that these positions are supported by clear role statements.

In circumstances where the community asset is regularly used, Committees may decide to appoint a Committee member to other roles that take responsibility for particular activities such as bookings, asset maintenance and or fundraising.

All role statements should clearly define the responsibilities of each position.

It is recommended that each Committee use (or modify) the role statements provided at Attachment 1.

Another important consideration for Community Asset Committees is to work out how frequently the Committee needs to meet. Council's expectation is that Community Asset Committees meet a minimum of three times each year (including your Annual Meeting). You will need to set your meeting dates and times based on the demands associated with effectively managing the community asset. It is recommended that you set your meeting dates and times each year at the Annual Meeting.

7. What assets do Community Asset Committees manage and what does this involve?

The 'Powers and Functions' section of the Instrument of Delegation (IoD) defines the specific assets (usually public halls and or recreation reserves or sports facilities) to be managed by each Community Asset Committee. The IoD explains the specific asset management activities that make up your Community Asset Committee's responsibilities that include:

- a) Convening meetings to make decisions about the management of the community asset.
- b) Overseeing the use, operation and maintenance of the asset.
- c) Monitoring health and safety risks.
- d) Collecting income through fees and charges.
- e) Banking and financial management.
- f) Making recommendations to the CEO regarding user fees and charges.
- g) Contracting services to support operations or undertake maintenance.
- h) Requesting Council assistance with more complex tasks and issues that arise.
- i) Conducting fundraising (as required) after seeking Council approval.
- j) Anything else within the roles and responsibilities.

Annexure 2 of the IoD defines the respective responsibilities of Council and the Community Asset Committees for managing and maintaining the community asset. This Community Asset Maintenance Schedule provides a table with three columns:

- Column A defines each asset management activity (listed in alphabetical order);
- Column B identifies the Committee's responsibilities for asset management and maintenance; and
- Column C identifies Council's responsibilities for asset management and maintenance.

This is an important document and one that all Committee members should spend time reading so that you can confidently meet your responsibilities and communicate with Council when assistance and support is required.

8. What are the Community Asset Committees required to do?

Each Community Asset Committee must meet the following set of requirements:

8.1 Community Asset Committees must establish a governance or committee structure and conduct meetings in a proper manner. This will require you to:

- a) Elect office bearers, that is, Chair, Secretary and Treasurer (and possibly other positions such as Booking Officer, Maintenance Officer, Vice-Chair and others).
- b) Notify Council in writing of any changes to the Office Bearers or other members on the Committee.
- c) Hold an Annual Meeting.
- d) Conduct at least three meetings each year.
- e) Advise Council of your meeting dates and times.
- f) Record all meeting decisions (refer Attachment 2).
- g) Distribute your meeting minutes in a timely fashion (within 14 days of the meeting) to Committee members and to Council.
- h) Formally endorse the meeting minutes at your next meeting.

8.2 All Community Asset Committee members must read and understand the Instrument of Delegation and this Induction 'Manual' and complete the Council's induction training. The training will cover the following three topics:

1. ***Introduction to Community Asset Committee roles and responsibilities*** – this will explain the roles and responsibilities of Community Asset Committees and their relationship and arrangements with Council and the CEO.
2. ***Good governance and accountability*** – this session will explain the 'how' Community Asset Committees can ensure the Committee practices good governance.
3. ***Creating a safe place for everyone*** – this session will explain the management of the community asset and 'how' to maintain safe practices for anyone using the community asset including CAC members, contractors and the community.

8.3 Community Asset Committees must make sure that any improvements to or maintenance of the community asset and any activities conducted at the facility:

- a) Are formally approved by Council where required.
- b) Meet appropriate standards and have relevant planning, building or other required approvals and or certifications.
- c) Are undertaken in a manner that includes Committee members, volunteers and contractors being informed about Workplace Health and Safety procedures before they set to work at the facility.
- d) Meet Child Safe Standards and that anyone involved in providing services is made aware of these Standards.

Council will provide information and support to enable Committees to ensure that all people using, volunteering or working at the community asset are aware of all requirements regarding Workplace Health and Safety and Child Safe Standards.

8.4 Community Asset Committees must complete all banking and financial transactions by:

- a) Establishing an account at a defined bank.
- b) Advising Council of the Community Asset Committee's bank account details.
- c) Having a minimum of two signatories for your Committee's bank account.

8.5 Community Asset Committees must purchase goods and services consistent with your delegated responsibilities and Council's 'procurement' policy and this means:

- a) Making sure all expenditure is directed to the operation, maintenance or improvement of the assets managed by the Community Asset Committee.
- b) Before the Community Asset Committee considers any purchase of goods or services, any Community Asset Committee member with a conflict of interest must declare this conflict of interest and not participate in the decision making, and this declaration must be recorded in the Community Asset Committee meeting minutes.
- c) Whenever purchasing goods and services, Community Asset Committees follow these 'rules':
 - For those items less than \$1,000 – use common sense and get the best price for these purchases / transactions. A minimum of one recorded verbal quotation supported by two Committee members and endorsed by the Committee at the proceeding Community Asset Committee meeting.
 - For any purchases of \$1,001 - \$5,000 – a minimum of two recorded verbal quotations and Committee approval prior to the acceptance of the quotation.
 - For more expensive purchases from \$5,001- \$20,000 – formal approval by Council's CEO is required. The Community Asset Committee must provide a minimum of two written quotations and a Committee meeting resolution endorsing the formal request to the Council CEO (complete and lodge Attachment 4).

Keep in mind:

- Follow these purchasing 'rules' and avoid breaking one project into lots of smaller purchases.
- If the Committee wants to suggest a local contractor to undertake a project or maintenance activities at the community asset, simply contact Council and communicate these details. Council will include this supplier / business when seeking quotations.

8.6 Community Asset Committees must demonstrate good financial management through:

- a) Meeting the Australian Accounting Standards and any other relevant regulations for financial management for each financial year. Please communicate with Council's Governance Officer by phoning 5232 9554 or via e-mail CAC@colacotway.vic.gov.au if you need advice on the application of this standard.
- b) Adopting the audited financial statements at the Community Asset Committees Annual Meeting.

8.7 Community Asset Committees must provide a number of documents and reports to the Council by specific dates:

- a) Committees are required to report to Council in two ways – in a timely manner as part of their regular activities and when necessary, to report urgently or as soon as possible following particular events (this is discussed in section 10 and supported by several attachments).
- b) Where a risk or emergency arises, timely communication from the Community Asset Committee to Council, will enable support to be provided to Community Asset Committee members, and the broader community as needed, and assist in addressing risks as soon as practicable.

8.8 Are there any actions that Community Asset Committees cannot undertake?

Yes. The delegated roles and responsibilities prohibit Committees from doing the following:

- a) Borrowing money.

- b) Incurring a bank overdraft.
- c) Entering into a contract or incurring expenditure for an amount that exceeds the approved limits (\$20,000).
- d) Employing any person.
- e) Making additions or alterations or authorising any capital works to the asset without Council's written consent.
- f) Undertaking any works that require a planning or building approval without Council's written agreement.
- g) Taking any action that would render the Council's insurance policies invalid.

If you are unsure about any of these matters in relation to an action being considered by the Community Asset Committees, please contact Colac Otway Shire and talk to Council's Governance Officer by phoning 5232 9554 or via email at CAC@colacotway.vic.gov.au.

9. What are Community Asset Committees required to report?

There are two types of reporting for Community Asset Committees:

9.1 Regular reporting

- When doing normal business (this includes your meeting minutes, reporting financial transactions and making any formal request related to making larger purchases).
- When completing reports for your Annual General Meeting (this includes audited financial report and the annual recommendations regarding future fees and charges).

9.2 Reactive reporting

- When the Community Asset Committee identifies a specific incident or risk that Council needs to know about.
- When Council asks for some specific information from time to time.

Council will provide Community Asset Committees with forms or templates to make reporting simple.

All reporting requirements are summarised in the table below:

Regular Reporting	Event or Situation
As part of your regular CAC meeting	<ul style="list-style-type: none"> a) A Community Asset Committee meeting agenda and minutes template is provided as Attachment 2). b) Community Asset Committee meetings must meet governance standards and be conducted in a manner to record all decisions (as per Attachment 3). This includes: A record of all financial transactions - <ul style="list-style-type: none"> • Transactions up to \$1,000 – a minimum of one recorded verbal quotation supported by two Committee members and endorsed by the Committee at the proceeding Community Asset Committee meeting. • Transactions between \$1,001 - \$5,000 – a minimum of two recorded verbal quotations and Committee approval prior to the acceptance of the quotation. • Transactions \$5,001 - \$20,000 - formal approval by Council's CEO. A minimum of two written quotations and a Committee meeting resolution endorsing the formal request to the Council CEO (complete and lodge Attachment 4).

	<p>c) A report of 'Asset Usage' for the period since the previous Community Asset Committee meeting (as per Attachment 5).</p> <p>d) Any formal request seeking approval from the Council CEO to conduct fundraising (as per Attachment 6).</p> <p>e) If there is nothing to report, simply state 'NIL'.</p> <p>f) Your regular Community Asset Committee's meeting minutes must be forwarded to Council's Governance Officer within two weeks of your meeting.</p>
Every year	<p>a) <u>By 30 September each year</u> - submit to Council's Governance Officer, an annual report of the Community Asset Committee's performance and activities related to the Instrument of Delegation. This report is to include names of the current Office Bearers and other Committee members and their contact details in the annual report (as per Attachment 7) and Annual Maintenance Report referencing activities against Column B of the Community Asset Maintenance Schedule.</p> <p>b) <u>By 30 September each year</u> - submit to Council's Governance Officer, your Committees independently audited financial statements (Council will pay this fee).</p> <p>c) <u>By 30 September each year</u> - submit to Council's Governance Officer, an Asset Register Report listing the details of all assets - equipment, furniture, etc. (as per Attachment 8).</p> <p>d) <u>By 28 February each year</u> - submit to Council's Governance Officer, your Committees recommended fees and charges for the next financial year (complete and lodge Attachment 9).</p>

Reactive Reporting	Event or Situation
Immediately or as soon as possible	<p>a) Contact Council to report immediately any incident or potential incident relating to child safety.</p> <p>b) Contact Council to report immediately (within 2 working days), any 'near miss' (any event where someone may have been injured) or any incident causing injury to a Community Asset Committee member, member of the public, volunteer or contractor.</p> <p>c) Report and request any immediate or urgent maintenance issue by phoning Colac Otway Shire on 52329400 at any time or through Council's Community Asset Committee link: This should be done in any of the following situations:</p> <ul style="list-style-type: none"> Any breakages or damage to the asset or facility or equipment; Any malfunction or hazard deemed to be a risk; or Any abnormal damage to a recreation reserve, sporting facility playing surface or surrounds.
When necessary	<p>d) If there is any change to the Committees banking arrangements (complete and lodge Attachment 10).</p> <p>e) If the Committee is experiencing financial problems that will impact your Committees capacity to meet its responsibilities (complete and lodge Attachment 11).</p> <p>f) If the Committee wants to make a request to Council for new capital works or a maintenance proposal (complete and lodge Attachment 12).</p> <p>g) Whenever your Committee undertakes an asset improvement or maintenance activities, (complete and lodge Attachment 13) and whenever required, include copies of any planning or building approvals, certifications and/or warranties.</p>

	<p>h) If your Committee is unable to meet a delegated responsibility, (complete and lodge Attachment 14)</p> <p>i) On the request of Council's CEO, present an operating statement and statement of financial position of the Committee.</p> <p>j) Ensure that all volunteers that are involved in Committee activities are registered with Colac Otway Shire's Governance & Communications Unit via Council's Governance Officer (complete and lodge Attachment 15).</p>
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10. How are community assets to be used?

Community asset must be used in a manner that is consistent for the purposes of:

- Conducting a range of activities that enhance the health and wellbeing, physical activity, social interaction and cultural development of the community.
- Ensuring the equitable, fair and appropriate allocation of facilities whilst optimising use of the land, buildings and structures to maximise community benefit.
- Ensuring that the community assets and activities are accessible and inclusive for all.

This means that the Committee:

- a) Must hire out the community asset to community groups consistent with the Purpose of the Community Asset;
- b) Must make the community asset available for casual hire to community organisations, and private events where appropriate, where this does not interfere with the Purpose of the Community Asset or adversely affect the amenity of nearby neighbours;
- c) Must use and execute a standard User Agreement, or variation of, as approved by the CEO or their representative that includes an indemnity to be entered into with users of the community asset;
- d) Must ensure that any user/hirer has the appropriate public liability insurance;
- e) Must ensure and communicate that no alcohol is permitted to be sold at the community asset unless the relevant organiser has obtained a temporary or permanent Liquor Licence for any function or event. At Colac Otway Shire's request, a copy of the Liquor Licence must be provided. Any person behind a bar catering for these functions or events should display a Responsible Serving of Alcohol (RSA) Certificate or have it available for inspection at all times. Further information can be found at the Victorian Gambling and Casino Control Commission website at the following link – <https://www.vgccc.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/apply-liquor-licence>
- f) Must ensure and communicate that no smoking is permitted inside the community asset. The Committee must comply with the Tobacco Act 1987 including a 10 metres exclusion zone around playgrounds and during under 18 competitions;
- g) Must ensure and communicate that no gambling is permitted at the community asset.

11. Are there times when Council will require access to the community asset?

- a) On the request of the CEO, the Committee is required to provide access to all community assets for any emergency related purpose.
- b) Council officers, contractors or tradespersons are entitled to enter the community asset at all reasonable times, to inspect or make repairs and alterations as Council deems necessary for the safety, preservation and improvement of the community asset. Accordingly, where required, the Committee will be required to provide alarm codes and procedures (where relevant) to enable independent access to undertake these activities.

12. Who has responsibility for major works and alterations to the community asset?

- a) Capital improvements to the community asset such as extensions and/or renovations will occur at the Council's sole discretion, and funding or contributions will be subject to negotiation and agreement between the Council and the Committee on a project by project basis.
- b) Major works and alterations must be justified by information that shows short and long-term usage projections, community benefit, return on investment, ongoing/future maintenance requirements and cost projections (savings or increases). Approved works must align with the Council Plan, Council budget and asset management plans.
- c) The Committee must not make any alterations, additions or improvements (whether internal, external, structural or otherwise), or any extension or refurbishment to the community asset or construction of any further building, without first consulting with, and then obtaining prior written permission from the Council.
- d) In the event that written consent is granted for works to be undertaken by the Committee, all works shall be undertaken by Council approved contractors and tradespeople.
- e) The Committee must not install any equipment (including air-conditioning or sprinkler systems) or permanent exterior fixtures and fittings (including shade structures, blinds, security cameras etc.) without prior written permission from Council.
- f) Any additions, modifications or improvements made to the community asset remain the property and asset of the Council.

13. Does Council provide insurances to protect Committee members and other volunteers and facility users?

13.1 Community Asset Committee members

- a) Council indemnifies all members of the Community Asset Committees against any action, liability or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with the Instrument of Delegation.
- b) Committee members appointed under section 65 of the *Local Government Act 2020* are covered by the Council's Liability and Personal Accident policies when carrying out activities for and on behalf of the committee whilst acting within their delegated powers.

13.2 Volunteers

- a) All volunteers must be registered with Council. To register volunteers, Committees must complete and submit Attachment 15 to Council's Governance Officer. If you have any questions, please phone Council's Governance Officer on 5232 9554 or email CAC@colacotway.vic.gov.au
- b) Volunteers who are registered with Council and are undertaking activities that have been authorised by the Committee are covered by the Council's liability and personal accident policies whilst carrying out activities for and on behalf of the Committee.

13.3 User Groups and Hirers

- a) User Groups and Hirers of the community asset must have their own Public Liability cover in accordance with any hire or lease agreements.
- b) Please note that certain activities may need to be covered by separate insurance.

14.Does Council provide insurances to protect the community asset and its contents?

Council provides suitable insurance to cover all its buildings and some building contents. Unless otherwise provided for as a special condition in Annexure 3 of the Instrument of Delegation, the Committee must:

- a) Hold and maintain a contents insurance policy for any non-fixed items with a replacement value exceeding \$1,000 other than those items listed in Annexure 3 which will be insured by Council. Council may require evidence that insurance policies are current at any time.
- b) Immediately report to Council, all forms of damage to the community asset, for investigation and assessment for potential insurance claims. Incidents of damage include vandalism, burglary/theft and arson, impact, water damage, storm/lightning, accidental damage, fusion and/or fire.
- c) Immediately report to the police all incidents of damage that concern vandalism, burglary, theft and arson.
- d) Incidents that may give rise to a public liability claim must also be reported to Council.

15.What responsibilities do Community Asset Committees have for Occupational Health & Safety?

Risk management and Occupational Health and Safety must be a priority of the Committee to ensure the health and safety of committee members, users, volunteers and contractors.

- a) The Committee is responsible for Occupational Health & Safety and must ensure that all risks are appropriately managed to ensure that its members, hirers, the public and contractors are kept safe at all times. Workplace health and safety should be standing item on the committees meeting agenda.
- b) The Committee is responsible for ensuring that committee members, members of the public, volunteers and contractors are appropriately informed or inducted into Occupational Health and Safety procedures before using or undertaking work at the community asset.
- c) Council will ensure the Committee has received the necessary training and support to achieve its obligations under 14 a) and 20 b) above.
- d) Committees should contact Council if they need any information or support to fulfil their Occupational Health and Safety responsibilities.

16.How does Council support Community Asset Committees?

Council supports Committees in several ways:

- a) Provide Induction information to assist Committees to understand and confidently undertake their delegated responsibilities.
- b) Provide annual Induction training to all Committee members.
- c) Complete an annual Essential Safety Measures assessment and Compliance Audit of all facilities managed by Committees.
- d) Meet with a Committee representative/s to discuss the outcome of the annual Compliance Audit.
- e) Meet its responsibilities for asset management and maintenance (as listed in Annexure 2 of the IoD).
- f) Quickly respond to urgent asset management issues that present a risk.

If you have any questions, please contact with Colac Otway Shire's Governance Officer by phone, 5232 9554 or e-mail: CAC@colacotway.vic.gov.au

17. What can a Community Asset Committee do if it is struggling to meet its asset management responsibilities?

Council recognises that circumstances may arise where a Committee is unable to meet specific asset management or maintenance responsibilities or particular timelines for reporting. It is important for Committees to manage this proactively and seek assistance and formal agreement from Council's CEO or their representative regarding any changes to meeting a Committees delegated responsibilities.

It is expected that a Committees will meet all requirements unless the Committee submits a written request to the CEO to waive specified items (complete and submit Attachment 14 to Council's Governance Officer). A plan and new timelines for meeting this responsibility needs to be submitted with this formal request.

18. What can a Committee do if the Committee cannot resolve a problem or a dispute arises?

If the problem is between members of the Committee, then reach out to Council's Governance Officer. Council has staff who are well trained in problem solving who can assist in finding a positive way forward.

In the first instance, if you do have a disagreement, take a little time to stop and reflect on the issue and see if you can resolve the situation, as a Committee, through a second try and a different approach. Committees often have the ability and expertise to resolve their problems.

If that doesn't work, seek the involvement of Council's Manager Governance and Communications on 5232 9453 or e-mail marlo.emmitt@colacotway.vic.gov.au. Hopefully, the involvement of a more senior staff member will enable the Committee and or specific Committee members to find an agreed way of working together or a solution to the issue at hand.

If a problem arises between the Committee and Council, always try to stay positive and keep front of mind that the Committee and Council are seeking to work together in the best interests of the local community. There are several steps that are all designed to resolve issues that may arise.

If the Committee is dissatisfied with communications with Council officers, they may discuss their concerns with the Manager Governance & Communications. If after these discussions with the Manager Governance & Communications, the Committee is still dissatisfied with that outcome they can then write to the CEO, Colac Otway Shire, PO Box 283, Colac, VIC 3250.

The CEO and the Community Asset Committee agree to endeavour to resolve any dispute arising in relation to this protocol in good faith.

19. How do we maintain communication with Council officers and who do Committee members contact if urgent matters arise or we have any questions related to our roles and responsibilities?

Council is keen to be an active partner and support Committees in undertaking their asset management roles and responsibilities.

Whenever possible, officers from Council's Governance & Communications Unit will attend the Committee's Annual Meeting each year. On request from the Committee, a Council officer will attend a Committee meeting to provide information and assist in addressing problems that may arise from time to time.

Committees do an excellent job in maintaining community assets. If you do encounter a maintenance issue that is Council's responsibility or you need information or advice on how best to meet your asset management responsibilities please communicate with Council's Governance Officer on 5232 9554 (business hours) or email CAC@colacotway.vic.gov.au

These communication channels are the most efficient methods and has the benefit for Committees that the request will be officially registered and recorded in Council's system, and the request will be then tasked to the officer responsible.

On the rare occasion you don't hear back within the nominated timeframe you will have a unique reference number to request more urgent attention, rather than an email misplaced or overlooked in a staff member's e-mail inbox.

20.What expectations does Council have regarding Committee members participating in Induction activities?

Given the importance of the Committee's role in managing highly valued community assets, Council expects Committee members to participate in Induction training activities that will be arranged annually.

From time to time there may be changes to the Local Government legislation that may have implications for Committees and this may necessitate Council to provide information or training to Committees.

Council will endeavour to 'package' this training so that it can be delivered efficiently and is working to enable this to be viewed on-line at a time that is convenient to Committee members.

21.What information is available to support CACs?

Council will assist Committees to operate effectively through providing regular information and annual Induction training, undertaking an annual compliance audit of the community asset and meeting with a Committee representative/s to discuss the outcome of the annual Compliance Audit and meeting its community asset maintenance responsibilities.

Council will provide a range of forms and templates referenced in and attached to this Induction Guide that are designed to assist your Committee operate confidently and efficiently.

INDUCTION INFORMATION

LIST OF ATTACHMENTS

The set of attachments to this Induction Information are designed to assist your Committee operate confidently and meet its governance obligations. The attachments include:

1. Role statements for Community Asset Committees positions (1A-1G).
2. Community Asset Committees meeting agenda and minutes template.
3. Meeting the Governance Standards applying to Community Asset Committees.
4. Community Asset Committees purchases between \$5,001- \$20,000 request to CEO form.
5. Community Asset Committees 'Asset Usage' report.
6. Community Asset Committees fundraising request to CEO form.
7. Community Asset Committees Annual Report template
8. Community Asset Committees Asset Register report.
9. Community Asset Committees fees and charges recommendation to CEO form.
10. Community Asset Committees change to banking information form.
11. Community Asset Committees financial assistance request form.
12. Community Asset Committees new capital works or maintenance request form.
13. Community Asset Committees asset improvements or maintenance report.
14. Community Asset Committees report to advise the CEO that it is unable to meet a delegated responsibility.
15. Community Asset Committees volunteer register form.

Attachment 1A – Community Asset Committees Chairperson / President Role Statement

The Chairperson/President has the main role to provide the principal leadership of the Committee and coordination of the Committee's delegated responsibilities.

The position of chairperson has several important roles and responsibilities that include:

- Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee.
- Building a strong sense of teamwork and collaboration between Committee members;
- Providing co-ordination, guidance and leadership to ensure the successful functioning of a committee.
- Ensuring that the delegated responsibilities and all statutory and administrative tasks required of the Committee are carried out.
- Developing the working relationships between the Community Asset Committee and the local community.
- Representing the goals, priorities and any concerns of the committee to Council or to other stakeholders.
- Chairing, facilitating and ensuring the conduct of efficient and effective committee meetings.

This meeting Chair function is a very important responsibility that involves:

- Working with the secretary to develop the content of Committee Meeting agendas.
- Having a good working knowledge of the Committee's Instrument of delegation (including statutory obligations, rules, procedures and roles of office bearers).
- Establishing and maintaining good control of meetings to ensure the agenda is relevant, decision making is informed and effective and meetings are completed in a timely manner.
- Ensuring that the meeting is inclusive and conducted in a manner that is respectful.
- Understanding and being confident in applying good meeting governance including being able to vote on any motion considered by the meeting and in the event of a tied vote, being able to exercise a second or casting vote.
- Being able to identify and delegate tasks across Committee members.

Attachment 1B – Community Asset Committees Secretary Role Statement

The Secretary is the primary administration officer of the Committee and often provides the communication link between the Committee and Council and the Committee and organisations and people using the facility or community asset.

The position of Secretary has several important roles and responsibilities that include:

- Establishing and communicating a regular Community Asset Committee meeting timetable.
- Preparing and distributing meeting agendas and advising of meeting details.
- Taking minutes of meetings and ensuring that minutes are distributed.
- Keeping all relevant records.
- Writing letters from the Committee and receiving and disseminating correspondence.
- Maintaining an up-to-date Committee contact lists.
- Fulfilling all statutory requirements of a Community Asset Committee as defined in the Council's Instrument of Delegation.
- Coordinating grant applications, newsletters, flyers and media releases when required.
- Preparing an Annual Secretary's Report at the Annual Meeting of the Committee.

Other relevant responsibilities are carried by all Committee members and include:

- Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee.
- Contributing to building teamwork and developing respectful relationships.
- Attending all Committee meetings and actively participating in decision making.
- Bringing to the Committee's attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.

Attachment 1C – Community Asset Committee Treasurer Role Statement

The Treasurer is the chief financial management officer of the Committee and needs to have an accurate understanding of the financial status of the Committee at all times. The treasurer needs to be well organised, possess a level of financial expertise and be aware of the information required for annual reporting.

The position of Treasurer has several important roles and responsibilities that include:

- Maintaining appropriate accounts of all income and expenditure.
- Providing a treasurer's report at all General Meetings and at the Annual Meeting.
- Making details of all accounts available to the committee members if required.
- Maintaining a bank account in the name of the Committee (signatories to the account should be the Chairperson, Secretary and Treasurer, with any two to sign).
- Managing any term deposits held by the Committee.
- Attending to general banking activities including payment of accounts or invoices.
- Ensuring that all purchases of goods and services are consistent with Council's financial delegations.
- Managing petty cash.
- Collecting casual hiring fees and issuing invoices to organisations or individuals that regularly use or casually hire the facility. The Committee may determine that this responsibility is delegated to the Booking Officer or the Secretary.
- Ensuring the Committee's finances are correctly audited and presented as an annual financial report at the Annual Meeting.
- Maintaining an up-to-date list of building contents and equipment including their replacement values and submitting these to Council as required by the Instrument of Delegation.

Other relevant responsibilities are carried by all Committee members and include:

- Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee.
- Contributing to building teamwork and developing respectful relationships.
- Attending all Committee meetings and actively participating in decision making.
- Bringing to the Committee's attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.

Attachment 1D – Community Asset Committee Booking Officer Role Statement

When a community asset is hired out on a regular basis, it makes good sense to establish a Booking Officer position as a member of the Committee.

The position of 'Booking Officer' has a high level of contact with community organisations and members of the public interested in using or hiring the facility. This position has several important roles and responsibilities that include:

- Responding to all enquiries about the facility and meeting interested persons on site for facility tours prior to a booking.
- Having a good understanding of all fees and charges and how they apply to facility usage.
- Administering an up-to-date diary of bookings.
- Administering casual booking forms and ensuring all details are completed before the event.
- Taking regular bookings ensuring that any invoices sent out are an accurate reflection of the dates and times of usage. This task may be undertaken in collaboration with the Treasurer.
- Collecting deposits, fee balances, equipment hire charges and security bonds and receipting these accurately and appropriately. Again, this task may be undertaken with the Treasurer.
- Having a good understanding of and being able to effectively communicate the conditions of hire of the facility so that hirers can be clearly reminded of their responsibilities and can be notified if in default of their responsibilities. It is important for the Booking Officer to understand all matters that may impact on hiring conditions such as liquor licensing, planning regulations relevant for commercial hirers, venue finishing times, facility capacities to ensure there is no overcrowding and restrictions on venue numbers related to social distancing during a pandemic.
- Communicating and promoting the goals and standards related to use of the community facility such as Child Safety, inclusion and Workplace Health and Safety.
- Being aware of all contents and equipment at the facility and ensuring that anything used as part of the facility hire is maintained in good order and reporting to Council any damage to the facility that may be noticed during a post event inspection or reported by a facility user.
- Being responsible for issuing keys for casual use with a key being collected from a designated location (not within a private home) or arranging to open the facility for the hirer at a designated time.

Other relevant responsibilities are carried by all Committee members and include:

- Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee.
- Contributing to building teamwork and developing respectful relationships.
- Attending all Committee meetings and actively participating in decision making.
- Bringing to the Committee's attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.

Attachment 1E – Community Asset Committee Maintenance Officer Role Statement

Depending on the size of the facility and the frequency of hiring or use, the Maintenance Officer position has an important role in ensuring that the facility is well maintained and that any risk management matters that arise are reported to Council in a timely manner.

When a community asset is only used or hired infrequently, this role is often undertaken by the Secretary or Booking Officer.

The specific responsibilities of the Maintenance Officer include:

- Ensuring the buildings, contents and equipment are maintained to an appropriate standard by undertaking a regular inspection of the facility.
- Actioning any maintenance items that fall under the responsibility of the Committee's Instrument of Delegation.
- Ensuring that all purchases of goods and services are undertaken in a manner that is consistent with the Committee's financial delegations (in conjunction with the Treasurer).
- Communicating any maintenance issues or risk management concerns and related requests in a timely manner to the Governance Officer by calling 5232 9554 or emailing CAC@colacotway.vic.gov.au This is the most efficient method for both Committees and Council.
- Monitoring the status of these matters until they are completed.

Other relevant responsibilities are carried by all Committee members and include:

- Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee.
- Contributing to building teamwork and developing respectful relationships.
- Attending all Committee meetings and actively participating in decision making.
- Bringing to the Committee's attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.

Attachment 1F – Community Asset Committee Deputy Chairperson / Vice-President Role Statement

The Deputy Chairperson or Vice-President role is expected to 'shadow' that of the Chairperson and provide back-up support to the Chair whenever this is required or necessary. It is important for the person filling this position to have a good working knowledge of the Chairperson's role and responsibilities.

The Vice-Chair is expected to be able to stand-in for the Chairperson at short notice. This includes chairing meetings of the Committee when the Chairperson is unable to fulfil this responsibility.

Other than the stand-in functions, the Vice-Chairperson is expected to perform the roles and responsibilities of a General Committee Member that include:

- Being informed of and promoting the common purpose; shared goals; delegated responsibilities and current activities of the Committee.
- Contributing to building teamwork and developing respectful relationships.
- Providing support to the Chairperson, Secretary, Treasurer and other Committee Members with specific positions, as required.
- Attending all Committee meetings and actively participating in decision making.
- Bringing to the Committee's attention any opportunities for improvement and problems or issues concerning the facility or community asset.
- Undertaking tasks allocated or delegated at committee meetings as required.
- Contributing to meeting the delegated responsibilities of the Committee.

Attachment 1G – Community Asset Committee General Committee Member Role Statement

The roles and responsibilities of a General Committee Member include:

- Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee.
- Contributing to building teamwork and developing respectful relationships.
- Providing support to the Chairperson, Secretary, Treasurer and other Committee Members with specific positions, as required.
- Attending all Committee meetings and actively participating in decision making.
- Bringing to the Committee's attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.
- Undertaking tasks allocated or delegated at Committee meetings as required.
- Contributing to meeting the delegated responsibilities of the Committee.

Attachment 2 – Community Asset Committee Meeting Agenda and Minutes Template

Agenda / Minutes of the		Community Asset Committee	
Committee Members		Date:	
Present		Time Commenced	-
Apologies		Time Concluded	
Council Officers attending		Venue:	
Nature of Meeting:		Quorum Failure time	
Conflict of Interest Declarations:	CAC Members:		
	Council Officers:		
Arrivals and departures during meeting:	CAC Members:		
	Council Officers:		
That the minutes of previous meeting of the XX CAC held on XX date be adopted	Moved: Seconded: Outcome:		
Business Arising from Previous Minutes	Any actions stemming directly from the minutes of the previous Community Asset Committee meeting		
Secretary Report Correspondence	In:		
	Out:		
Treasurers Report	This should include a record of all financial transactions.		
That the Treasurer's report be accepted.	Moved: Seconded: Outcome:		
That the XX CAC approve the proposed purchase of XX for \$YY from provider ZZ.	Moved: Seconded: Outcome:		
Workplace health and safety/risk management	Identify any risk management issues and proposed action		
General Business			

Attachment 3 – Meeting Governance Standards applying to Community Asset Committees

- Community Asset Committees can only meet when there is a quorum (50 per cent plus one of the Committee).
- The Committee Chair will Chair the meeting. In their absence the Deputy Chair will Chair the meeting. If there is no deputy Chair, the Committee will resolve to appoint a Chairperson to Chair that meeting.
- The Committee Chair or a Committee delegate (such as the Secretary or other Committee member) is responsible for the keeping of meeting minutes on behalf of the Committee. Community Asset Committee role statements will guide who is responsible.
- The Community Asset Committee meeting minutes must record:
 - a) Date, place and nature of the meeting.
 - b) Time the meeting commenced and concluded. There must also be a record of the arrivals and departures of Committee members, during the course of the meeting including for any temporary departures such as for a conflict of interest (see item 5 below).
 - c) Names of Committee members that are present, or an apology.
 - d) Names of Council officers present at the meeting.
 - e) Disclosure of a conflict of interest made by a Committee member or Council officer in accordance with the *Local Government Act 2020*.
 - f) Every Motion and Amendment moved (including Procedural Motions).
 - g) Outcome of every Motion moved (whether it is Carried, Lost or Lapsed).
 - h) Where a division is called, the names of every committee member and the way their vote was cast (For or Against and if they Abstained).
 - i) When requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion. Keep in mind that those who Abstain from voting are taken to have voted against the motion.
 - j) Details of any failure to achieve or maintain a quorum (a quorum is maintained when there is more than 50 per cent of Committee members present).
 - k) Any other matter, which the Committee Chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes.

PLEASE NOTE:

- *The Community Asset Committee Induction Information provides a template for recording Minutes of Committee meetings.*
- *Council can provide information and training to Committee Chairs and Committee Members to assist with presiding over meetings and successfully applying these Governance Standards to meeting procedures. Contact Council's Governance Officer if you require assistance.*

Attachment 4 - CAC purchases between \$5,001-\$20,000 request to CEO form

Details of proposed purchase

Name of goods or services to be purchased	
Brief description of goods or services to be purchased	
Price of goods or services	\$

Preferred supplier details

Name of preferred supplier	
ABN	
Address	

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Attachments

<input type="checkbox"/>	Extract of Community Asset Committee meeting minutes formally requesting Colac Otway Shire's CEO to approve this purchase between \$5,001 - \$20,000.
<input type="checkbox"/>	Attach a minimum of two written quotes.

Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 5 – Community Asset Usage report

Community Asset Committee	Committee Name	Period covered by this report	Date from – Date to
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User Group Name	Group Type	Estimated Attendance	Type of Use (regular or casual)	Frequency	Total Attendance

Issues arising from Bookings Officer for this period:

Actions taken in response to issues arising:

Booking Officer Name		Signature		Date	
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Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 6 – Community Asset Committee fundraising request to CEO form

Fundraising activity details

Title of proposed fundraising activity	
Brief description of proposed fundraising activity	
Timing of fundraising activity	
Location of fundraising activity	

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Attachments

<input type="checkbox"/>	Extract of Community Asset Committee meeting minutes formally requesting Colac Otway Shire CEO to approve this fundraising activity.
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Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 7 – Community Asset Committee Annual Report

Community Asset Committee	Committee Name	Period covered by this report	Date from – Date to
Key Activities or Projects in the year:			
<ul style="list-style-type: none"> 			
Highlights of the year:			
<ul style="list-style-type: none"> 			
Challenges:			
<ul style="list-style-type: none"> 			
Future projects or opportunities:			
<ul style="list-style-type: none"> 			

Community Asset Committee endorsement

Name	
Position	Chairperson
Community Asset Committee Name	
Signature	
Date	

Please complete this Annual Report and attach the audited financial statement for the financial year. Please submit to Council's Governance Officer at:
CAC@colacotway.vic.gov.au by 30 September.

Attachment 8 – Community Asset Register report

Community Asset Name		Financial year	2022-2023
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Asset description – include model no.	Serial no.	Quantity	Individual value (\$)	Total value (\$)	Purchase date	Disposal date

Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 9 – Community Asset Committee Fees & Charges Recommendation to CEO form

Recommended fees and charges

Summary of current fees and charges	
Recommended fees and charges	
Financial year	

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Attachments

<input type="checkbox"/>	Extract of Community Asset Committee meeting minutes formally recommending new fees and charges to the Colac Otway Shire's CEO.
--------------------------	--

Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 10 – Community Asset Committee Change to Banking Information form

Previous banking information

Account name	
BSB	
Account number	
Signatory 1	
Signatory 2	

New banking information

Account name	
BSB	
Account number	
Signatory 1	
Signatory 2	

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au.

Attachment 11 – Community Asset Committee Financial Assistance Request form

Financial assistance request details

Purpose of the financial assistance	
Explain why the Committee is unable to meet its financial commitments	
Identify any steps the Committee has taken to addressing its current financial challenges	
Describe the Committee's plans to meet its future financial commitments	

Community Asset Committee endorsement

Name	
Position	Treasurer
Community Asset Committee Name	
Signature	
Date	

Attachments

<input type="checkbox"/>	Extract of Community Asset Committee meeting minutes formally requesting Colac Otway Shire's CEO to provide financial assistance.
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Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 12 - CAC New Capital Works or Maintenance Request form

Details of requested capital works or maintenance

Title of project	
Brief description of the capital or maintenance project	
Describe the benefits that will be realised through the project	
Identify any risk management issues that will be addressed through the project	

Project finances

Estimated cost of project	\$
Identify any non-Council funding sources and amounts	
Funding request from Council	
Financial year	

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Attachments

<input type="checkbox"/>	Extract of Community Asset Committee meeting minutes formally requesting Council support for the project.
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Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 13 – Community Asset Committee Asset Improvement / Maintenance Report

Details of the capital works or maintenance undertaken (new form for each project)

Title of project	
Brief description of the capital or maintenance project	
Date completed	

Compliance information

1. Council statutory planning permit	
<input type="checkbox"/> Required and received (attach details)	<input type="checkbox"/> Not required
2. Council building permit	
<input type="checkbox"/> Required and received (attach details)	<input type="checkbox"/> Not required
3. Qualified tradesperson certification	
<input type="checkbox"/> Required and received (attach details)	<input type="checkbox"/> Not applicable
4. Goods warranty	
<input type="checkbox"/> Received (attach details)	<input type="checkbox"/> Not applicable

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au

Attachment 14 – Community Asset Committee report form to advise the CEO that it is unable to meet a delegated responsibility

Details of the delegated responsibility

Identify the specific responsibility that the Committee cannot meet	
Explain why the Committee is unable to meet its delegated responsibility	
Identify any steps the Committee has taken to meet this responsibility	
Describe the Committee's plans to meet this responsibility in the future	

Community Asset Committee endorsement

Name	
Position	Chairperson
Community Asset Committee Name	
Signature	
Date	

Attachments

<input type="checkbox"/> Extract of Community Asset Committee meeting minutes formally requesting Colac Otway Shire's CEO to waive the delegated responsibility.
--

Please return completed form to Council's Governance Officer by email at CAC@colacotway.vic.gov.au or via post, or hand deliver to the Customer Service Centre, Rae Street Colac.

Attachment 15 – Volunteer Registration request

[insert Community Asset Committee name] Community Asset Committee - Volunteer Registration Form

To be completed by the Community Asset Committee Volunteers

Name: _____

Address: _____

Phone No: _____

Being a member of: _____

The purpose of the Committee is: _____

The Community Asset Committee thanks you for contributing your services as a volunteer, for the period dated **from** ____ / ____ / 20____ **to** ____ / ____ / 20____.

As a volunteer of our Community Asset Committee the following conditions apply:

1. No payment will be made to you by the Community Asset Committee
2. The task you have volunteered for is: _____
3. Your Community Asset Committee President is: _____
4. You will only be covered for Public Liability Insurance while you are assisting the Community Asset Committee in the abovementioned clearly defined Community Asset Committee activity, and while your assistance is approved/controlled and/or known by the Community Asset Committee.
5. While acting as a volunteer, a limited personal accident insurance will be affected by the Community Asset Committee subject to the terms and conditions of the policy. Ambulance is not included as part of this policy and each volunteer should maintain their own personal ambulance cover.
6. Should any injury occur to you while you are acting as a volunteer of the Community Asset Committee you must notify the President immediately, or as soon as practicable.
7. Any incident, in which injury or property damage to other parties may rise, must be reported immediately or as soon as practical to the President.
8. Under the Occupational Health and Safety Act 2004, you must follow all established practices, procedures and instructions of the Community Asset Committee which apply to the tasks you have volunteered to perform.
9. You are expected to perform the tasks you have volunteered to perform with all due care, skill and diligence.

Please answer by circling chosen response:

- | | | |
|---|-----|----|
| 1. Do you have your own transport? | Yes | No |
| 2. Do you have a current drivers licence? | Yes | No |
| 3. Do you have Comprehensive Motor Vehicle Insurance Cover? | Yes | No |
| 4. Do you have Ambulance Cover? | Yes | No |

5. Do you have any medical condition that may affect your volunteer work? Yes No
6. If yes, what steps are you going to take to manage this when volunteering?
-

Please read:

The personal information requested on this form/document is be collected for the Community Asset Committee's Insurer. The personal information will be used solely by the Community Asset Committee for the primary purpose for which it was collected or a purpose the person would reasonably expect. The person providing the information understands that the personal information provided is for the purpose of obtaining Public Liability Insurance coverage and that they may apply to the Community Access Committee for access to and/or amendment of the information. Requests for access and or correction should be made to the Community Asset Committee President.

Emergency Contact Details

Name: _____

Contact Number: _____

Relationship: _____

I confirm that I have read and understand the abovementioned conditions and the information sheet, and will provide the documents listed below PRIOR to commencing.

Volunteer signature: _____ Date: ____/____/____

If under 18 Parent/Guardian Name: _____ Ph no: _____

Parent/guardian signature: _____ Date: ____/____/____

Project Manager: _____ Date: ____/____/____
signature

DOCUMENTS REQUIRED:

The following completed documents MUST be completed and submitted to your President PRIOR to commencing your volunteer work:

- | | |
|--|--------------------------|
| National Police check request form (or police check result issued in past six months) | <input type="checkbox"/> |
| Working with Children Check* | <input type="checkbox"/> |
| Signed Employee/Volunteer Code of Conduct agreement (after reading the Employee/Volunteer Code of Conduct) | <input type="checkbox"/> |
| Privacy Act Agreement Clause | <input type="checkbox"/> |
| Child Safe Standards Code of Conduct (after reading the Child Safe Standards policy) | <input type="checkbox"/> |

***As a volunteer of the Community Asset Committee you are required to have a valid Working with Children Check. If you do not have a current Working with Children Check please visit www.workingwithchildren.vic.gov.au and apply for a free volunteer check online.**

Community Asset Committee Volunteer Information

Insurance Information for Volunteers

➤	Volunteer workers who are registered with the Community Asset Committee are covered within the terms and condition of the Public Liability Insurance policy for third party personal injury or damage to property caused by an occurrence in connection with the Business of the Community Asset Committee.
➤	Ambulance cover is not included under the personal accident policy cover provided to Community Asset Committee volunteers. Volunteers should maintain their own personal ambulance cover.
➤	Volunteers should note that the Council does not pay insurance costs for private vehicles. Community Asset Committee will not cover costs incurred by volunteers driving uninsured vehicles.
➤	If volunteers wish to take helpers (e.g. Friends or relatives) to assist with volunteer duties, these individuals must also be registered with Community Asset Committee to be covered by Public Liability Insurance, refer to President.
➤	Volunteer parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk. Refer to President.
➤	<p>Please contact the President immediately should any of the following incidents occur while you are volunteering for the Community Asset Committee:</p> <ul style="list-style-type: none"> • You suffer any injury. • Any incident occurs in which injury or property damage occurs to other parties (Third Parties). • A third party reports to you that they were injured or their property was damaged.