

## Community Asset Committee Responsibilities Planner

This checklist has been prepared to assist RCOW Community Asset Committees (CAC) comply with their obligations under the Local Government Act. 2020 (Vic). If you require any further assistance with any of the compliance requirements please contact Community & Recreation on 03 5722 0888 or via [recreation@wangaratta.vic.gov.au](mailto:recreation@wangaratta.vic.gov.au)

### Annual General Meeting

Each year committees need to hold an AGM by 31 August. This is to involve the wider community, report on the previous year's activities and finances and to elect officers to the Committee. These meetings need to be advertised for at least 30 days beforehand and should be planned well in advance.

Each Year	When	Details
Advise Annual General Meeting (AGM) date	90 days prior to meeting	Advise Community & Recreation Team of planned AGM date
Advertise AGM	1 month prior to meeting	Send details to RCOW on nominated form. RCOW will advertise AGM date on behalf of the CAC. Each CAC should also advertise the meeting locally, including a link to the form for nominations.
Committee Member Nominations	Prior to AGM	Where possible send nomination forms to Community & Recreation <a href="mailto:recreation@wangaratta.vic.gov.au">recreation@wangaratta.vic.gov.au</a> prior to the meeting, however nomination forms can also be received at the AGM. <u>All</u> nominations to go to Council for endorsement
Hold AGM	By 31 August each year	This must be held annually and should be seen as an opportunity to involve the wider community in the management of the reserve/hall
Elect Executive Committee (office bearers)	At AGM	Election of: <ul style="list-style-type: none"> <li>- Office bearers e.g. (President, Secretary, Treasurer) are usually elected annually at the AGM even though the terms of the committee members are for up to three years.</li> </ul>
<b>Reports</b> Presidents Report Financial Report	At AGM – but should be submitted to secretary at least 1 week beforehand to be circulated to existing committee.	Present to committee: <ul style="list-style-type: none"> <li>- The President's report should detail the year that was. This should include:               <ul style="list-style-type: none"> <li>o Details of facility bookings and usage for the year</li> <li>o Set a schedule of committee meeting dates for the coming financial year</li> </ul> </li> <li>- Annual financial year finance report</li> <li>- Any other officer or other committee reports from the year can also be included, i.e. – the Football/Netball Club can also submit a report to the CAC on their year.</li> </ul>
Minutes of AGM	Within 30 days of AGM.	These must be circulated to the committee, members and Council. They must include: <ul style="list-style-type: none"> <li>- Minutes of the meeting</li> <li>- All reports from the meeting, including all financial reports</li> </ul>

Please email all documents to [recreation@wangaratta.vic.gov.au](mailto:recreation@wangaratta.vic.gov.au) Within 30 days of your Annual General Meeting.

## Financial Requirements

Committees all have financial responsibility for their hall/reserve. This includes regular reporting to the Committee at ordinary meetings, as well as annual reporting to the Committee and to Council.

Annual financial report	Prior to AGM – Must be sent to Committee	Present to committee: <ul style="list-style-type: none"> <li>- This report is to be presented at the AGM and must include a summary of the CAC financial situation and future, as well as details of all financial transactions and accounts from the year. Explanations for any large expenditures or losses should also be included</li> </ul>
Annual Financial report and financial review	Within 30 days of AGM.	Submit to Council: <ul style="list-style-type: none"> <li>- Deliver all financial documents to Customer Service RCOW addressed to Finance</li> </ul>
Financial review	Within 60 days of receipt	Council: <ul style="list-style-type: none"> <li>- To review financial documents and raise any issues with CAC and advise Community and Recreation;</li> <li>- Submit any GST refunds as applicable; and</li> <li>- Finance contact CAC, financials left at RCOW Customer Service awaiting collection</li> </ul>
Financial Limitations		<ul style="list-style-type: none"> <li>- Note tenders/spending over \$5000 need Council approval;</li> <li>- Grant applications over \$5000 need to be approved by Council</li> <li>- Send approval requests to recreation@wangaratta.vic.gov.au</li> </ul>

## Ordinary Meetings

Committees should have regular meetings throughout the year to discuss the operation of the facility, strategic directions and other issues. Finances should be reviewed at each meeting. There should be no less than four regular meetings each year, in addition to the AGM. It is recommended that the schedule of meetings for the coming year is decided at the AGM and provided to Council with the annual report.

Groups that use the facility regularly can be invited to these meetings either as a delegate or observer to report and provide feedback.

Ordinary Meeting Agenda	1 week prior to meeting	Submit to Committee members and to Council: <ul style="list-style-type: none"> <li>- Agenda for meeting</li> <li>- Any reports to be tabled at that meeting, including Finance</li> </ul>
Changes to Meeting		<ul style="list-style-type: none"> <li>- Provide RCOW with any changes to ordinary meeting dates as soon as reasonable</li> </ul>
Minutes of Ordinary meetings	Within 30 days of all meeting	Submit to Committee members & Council
New Committee Members	As soon as possible	New Committee nominations can be taken at any point and will be endorsed at a Council meeting once a quarter. Nominees can still attend meetings before that endorsement, but without voting rights. Nominees being re-elected maintain their voting rights until that endorsement.