

Committee of Management	Title	First Name	Surname
Cape Paterson Hall Committee of Management	Mr	Tony	Quinlan
Cape Paterson Hall Committee of Management	Ms	Ann	Barnes
Cape Paterson Sports Facility Committee of Management	Mr	Howard	Jensen
Cape Paterson Sports Facility Committee of Management	Ms	Dawn	Jensen
Cape Paterson Sports Facility Committee of Management	Mr	Wayne	Skate
Cape Paterson Sports Facility Committee of Management	Ms	Sara	Skate
Cape Paterson Sports Facility Committee of Management	Mr	Stephen	Blanch
Corinella Community Hall Committee of Management	Mr	Bruce	Pryor
Corinella Community Hall Committee of Management	Ms	Barbara	Oates
Corinella Community Hall Committee of Management	Ms	Paula	Clarke
Corinella Community Hall Committee of Management	Ms	Jo	Huckett
Corinella Community Hall Committee of Management	Ms	Barb	Dann
Corinella Community Hall Committee of Management	Mr	Peter	Tait
Coronet Bay Reserves Committee of Management	Mr	Greg	Noakes
Coronet Bay Reserves Committee of Management	Ms	Sue	Quartermain
Coronet Bay Reserves Committee of Management	Mr	Peter	Thick
Coronet Bay Reserves Committee of Management	Mr	Des	Burgess
Coronet Bay Reserves Committee of Management	Mr	Stephen	Russell
Coronet Bay Reserves Committee of Management	Mr	Mel	Gration
Dalyston Hall Committee of Management	Mr	Peter	Dawson
Dalyston Hall Committee of Management	Mrs	Lorna	Dawson
Dalyston Hall Committee of Management	Mr	Stephen	Kennedy
Dalyston Hall Committee of Management	Mrs	Annette	Kennedy
Dalyston Hall Committee of Management	Ms	Dot	Slade
Dalyston Recreation Reserve Committee of Management	Mr	Brian	Allan
Dalyston Recreation Reserve Committee of Management	Mr	Fred	Angarane
Dalyston Recreation Reserve Committee of Management	Mr	Robert	Carmichael
Dalyston Recreation Reserve Committee of Management	Mr	Hans	Kamphuis
Dalyston Recreation Reserve Committee of Management	Mr	Kelvin	Simpson
Dalyston Recreation Reserve Committee of Management	Mr	Paul	Dunlop
Dalyston Recreation Reserve Committee of Management	Mr	Joshua	Kilgour
Dalyston Recreation Reserve Committee of Management	Mr	Rohan	McRae

Glen Alvie Recreation Reserve Committee of Management	Mr	Neil	Bowman
Glen Alvie Recreation Reserve Committee of Management	Ms	Barbara	Bowman
Glen Alvie Recreation Reserve Committee of Management	Mr	Neville	Chapman
Glen Alvie Recreation Reserve Committee of Management	Ms	Barbara	Luke
Glen Alvie Recreation Reserve Committee of Management	Mr	Peter	McLaren
Glen Alvie Recreation Reserve Committee of Management	Mr	Peter	Toole
Glen Alvie Recreation Reserve Committee of Management	Mr	Colin	Willmott
Glen Alvie Recreation Reserve Committee of Management	Mrs	Sandra	Ware
Glen Alvie Recreation Reserve Committee of Management	Mr	Murray	Wilson
Glen Forbes Community Recreation Reserve Committee of Management	Mr	Roger	Bailey
Glen Forbes Community Recreation Reserve Committee of Management	Mr	David	Blum
Glen Forbes Community Recreation Reserve Committee of Management	Mr	Peter	Brown
Glen Forbes Community Recreation Reserve Committee of Management	Ms	Bronwyn	Jourdian
Glen Forbes Community Recreation Reserve Committee of Management	Mr	Terry	Watson
Kernot Hall & Reserve Committee of Management	Mr	Pat	Russell
Kernot Hall & Reserve Committee of Management	Ms	Jan	Pettenuzzo
Kernot Hall & Reserve Committee of Management	Ms	Barb	Stewart
Kernot Hall & Reserve Committee of Management	Ms	Lisa	Huitson
Kernot Hall & Reserve Committee of Management	Mr	Frank	Garry
Kernot Hall & Reserve Committee of Management	Mrs	Gay	Garry
Kernot Hall & Reserve Committee of Management	Ms	Julie	Johnston
Kernot Hall & Reserve Committee of Management	Mr	Mark	Rowe
Kernot Hall & Reserve Committee of Management	Ms	Joan	Kerr
Kernot Hall & Reserve Committee of Management	Mr	Allan	Kerr
Kernot Hall & Reserve Committee of Management	Ms	Sally	Blackney
Kernot Hall & Reserve Committee of Management	Ms	Diane	Dunn
Kernot Hall & Reserve Committee of Management	MR	Rob	Parsons
Krowera Hall Committee of Management	Ms	Robyn	Edmonds
Krowera Hall Committee of Management	Ms	Lois	McNaughton
Krowera Hall Committee of Management	Ms	Annemieke	McGrath
Krowera Hall Committee of Management	Ms	Sally	Gammaldi
Krowera Hall Committee of Management	Ms	Ros	Uren
Krowera Hall Committee of Management	Mrs	Gay	Garry
Krowera Hall Committee of Management	Ms	Carole	Santin
Krowera Hall Committee of Management	Ms	Debbie	Gilbert

Newhaven Hall Committee of Management	Mr	Noel	Street
Newhaven Hall Committee of Management	Mrs	Patricia	Street
Newhaven Hall Committee of Management	Mrs	Molly	Downing
Newhaven Hall Committee of Management	Mrs	Marjorie	Powell
Newhaven Hall Committee of Management	Mss	Shirley	Stewart
Newhaven Hall Committee of Management	Ms	Gayle	Rowden
Newhaven Hall Committee of Management	Ms	Dagmar	Mellman
Pioneer Bay Reserve Committee of Management	Mr	Simon	Mumby
Pioneer Bay Reserve Committee of Management	Ms	Zena	Benbow
Pioneer Bay Reserve Committee of Management	Mr	Eric	Hornsby
Pioneer Bay Reserve Committee of Management	Ms	Kim	Maughan
Pioneer Bay Reserve Committee of Management	Ms	Pat	Vandenwaeyenberg
Rhyll Hall and Reserve Committee of Management	Ms	Helen	Dennis
Rhyll Hall and Reserve Committee of Management	Mr	Ron	Gough
Rhyll Hall and Reserve Committee of Management	Mr	Charlie	Guy
Rhyll Hall and Reserve Committee of Management	Mr	Bill	Overton
Rhyll Hall and Reserve Committee of Management	Ms	Sophie	Maddigan
Rhyll Hall and Reserve Committee of Management	Ms	Lois	Green
Rhyll Hall and Reserve Committee of Management	Ms	Marion	Wood
Rhyll Hall and Reserve Committee of Management	Mr	John	Jansson
Rhyll Hall and Reserve Committee of Management	Mr	Frank	Maiolo
Rhyll Hall and Reserve Committee of Management	Ms	Mary-lu	Burt
Surf Beach Community Park Committee of Management	Ms	Jacquie	Chambers
Surf Beach Community Park Committee of Management	Mr	Ben	Cavender
Surf Beach Community Park Committee of Management	Ms	Meg	Humphrys
Surf Beach Community Park Committee of Management	Mr	Robert	Hayes
Surf Beach Community Park Committee of Management	Ms	Maria	Pecora
Surf Beach Community Park Committee of Management	Mr	Gavan	O'Connor
Pound Creek Recreation Reserve Committee of Management	Mr	Peter	Vanzuyden
Pound Creek Recreation Reserve Committee of Management	Mr	Alan	Price
Pound Creek Recreation Reserve Committee of Management	Mr	Ivan	Smith
Pound Creek Recreation Reserve Committee of Management	Mr	Neil	Smith
Pound Creek Recreation Reserve Committee of Management	Mr	Julian	Walker
Pound Creek Recreation Reserve Committee of Management	Mr	David	Walker

Bass Coast Shire Council Instrument of Delegation (Special Committees)

Bass Coast Shire Council (**Council**) delegates to the special committees established by resolution of Council passed on 20 March 2019 and known as the following Special Committees (“**the Committees**”)

- Cape Paterson Hall
- Cape Paterson Sports Facility
- Corinella Public Hall
- Coronet Bay Hall and Reserve
- Dalyston Hall
- Dalyston Recreation Reserve
- Glen Alvie Recreation Reserve
- Glen Forbes Recreation Reserve
- Kernot Hall and Reserve
- Krowera Hall
- Newhaven Hall
- Pioneer Bay Reserve
- Rhyll Hall and Reserve
- Surf Beach Community Park
- Pound Creek Recreation Reserve

the powers and functions set out in the Schedule, and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on 20 March 2019;
2. The delegation:
 - 2.1 Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 Remains in force until Council resolves to vary or revoke it; and
 - 2.3 Is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. All members of the Committee will have voting rights on the Committee.
4. The members of the Committee pursuant to s 81 (2A) of the Act, are exempted from being required to submit a primary return or ordinary return.

The Common Seal of Bass Coast
Shire Council was hereto affixed in the presence of:

.....Chief Executive Officer

Dated

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the facility (conferred by Section 86 of the *Local Government Act 1989*), and for those purposes:

- a) To ensure fairness in access and use of **(Hall/Reserve)**.
- b) To ensure **(Hall/Reserve)** and surrounds are clean and presentable and ensure maintenance of buildings, furniture and fittings.
- c) To ensure Council are informed of developments and improvements.
- d) To be a point of contact for the public with respect to the operation of the **(Hall/Reserve)**.
- e) The power to set dates, opening and closing times at **(Hall/Reserve)**.
- f) The power to negotiate uses of the facility.

Administration

1. Provide Council with a financial report each quarter and submit GST calculation sheets annually.
2. Provide minutes of every meeting as per Section 93 of the *Local Government Act 1989*.
3. Provide an annual report to be submitted to Council and include information on bookings, injuries/accidents, maintenance, improvements undertaken and future requirements and other matters considered relevant by the Committee. The Annual report should be submitted after the Committee has held its annual general meeting (AGM).

Maintenance

1. Capital works, repairs and maintenance responsibility is divided between the Council and Committee.
2. Any capital works and projects must be approved by Council before applying for grants or seeking other forms of funding. Capital works includes any major structural changes or additions to a building or landscape.
3. Committees have the authority to undertake minor repairs up to the value of \$5000. Consent must be gained from Council for any expenses above this. Works must be carried out by qualified personnel, relative to the task being performed. All certificates of compliance must be forwarded to Council on completion.
4. Maintain a register of key holders and provide this to Council.

Risk management/Insurance

Committees of Management will ensure;

1. The Hall/reserve is maintained in a manner that meets all Workcover and Occupational Health and Safety Regulations.

2. Hazards, incidents and/or near misses are addressed through direct action and/or reporting of the hazard/incident and/or near miss to Council.
3. Each Committee must maintain a volunteer register containing name, address, type of activity performed and times of work.
4. New volunteers will be inducted to the site using the volunteer induction checklist.

Finance

Committee funds shall be used only towards meeting the aims and objectives of the Committee.

The Committee:

1. May set its own user fees, membership fees and entrance fees for the facility.
2. Can seek and receive grants of up to \$5000 without seeking approval from Council.
3. May operate bank accounts which are to be held in the Committees name. All monies received by the Committee must be paid into this account. Council must have the ability at all time to access details of the committee bank accounts.
4. Is responsible to pay all utility, municipal and water charges incurred in operating the Hall/Reserve.
5. Cannot borrow money other than advances from the Council.
6. May not expend in excess of \$15,000 per financial year without Council approval.
7. May not expend more than \$5,000 on any single purchase without Council approval.
8. Cannot sponsor any event or program with a budget in excess of \$1000.
9. Can pay the Council any sums of money for agreed works undertaken by the Council for the Committee.

Contractors

The Committee does not have the power to enter into contracts other than those for administrative functions and engaging of short term special purpose entertainers, facilitators and guest speakers. Such persons shall be deemed 'contractors', not employees of the Council. Such contractors shall have relevant insurance cover relating to their engagement.

Committee Structure

The Committee will comprise of no less than 4 members with a suggested limit of 9 members who are officially appointed by the Council.

Office bearers for the following; President, Vice President, Secretary, Treasurer and booking officer positions shall be appointed at the Annual General Meeting. The Committee shall have the power to engage non-voting volunteers for a specific purpose or period.

The Council may remove, reform or amend membership at its discretion.

Vacancy

Where a vacancy occurs, the Committee may submit nominations to the Council for appointment for filling the vacancy for the duration of the remaining term of office. The Council may choose to fill the vacancy or call for public nominations.