

HORSHAM RURAL CITY COUNCIL
INSTRUMENT OF DELEGATION
COMMUNITY HALLS COMMITTEE OF MANAGEMENT


Horsham Rural City Council (Council) delegates to the special committee established by resolution of Council and known as the Community Halls Committee of Management the powers, duties and functions set out in the Schedule, and declares that:

- (1) this Instrument of Delegation is authorised by a resolution of Council, passed on 4 September 2017 and
- (2) the delegation
 - (i) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - (ii) remains in force until Council resolves to vary or revoke it;
 - (iii) is subject to any conditions and limitations set out in the Schedule; and
 - (iv) is to be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of the Mayor,
Councillors and Citizens of the
Horsham Rural City Council was affixed to
this Instrument of Delegation on
4 September 2017 in the presence of:



.....Mayor

.....Chief Executive

HORSHAM RURAL CITY COUNCIL
INSTRUMENT OF DELEGATION
COMMUNITY HALLS COMMITTEE OF MANAGEMENT

SCHEDULE

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1. The Committee

The management and control of community halls (as defined in Section 20 of this schedule and hereinafter referred to as “community halls”, is hereby delegated to the committee of management known as the Community Halls Committee of Management (hereinafter referred to as “the Committee”).

2. Objectives

The Committee, on behalf of the Horsham Rural City Council (hereafter referred to as “Council”) is to:

- (a) Co-ordinate, manage, and develop for community benefit, council-owned halls identified within this Instrument,
- (b) Raise and contribute funds for and towards the expenses for objective (a) above,
- (c) Advise and liaise with Council and Council staff in relation to the achievement of the foregoing objectives and in the planning of works and programs for community halls.

3. Powers/Functions/Duties

The Committee shall be empowered on behalf of the Council to:

- (i) Establish Administrative sub-committees from the elected Committee of Management, for the purpose of managing the day to day operations and requirements of each of the community halls as defined in Section 20 and as depicted in Appendix 3,
- (ii) Establish individual bank accounts for each of the Administrative sub-committees,
- (iii) Act as a Forum for the sharing of information, ideas and knowledge regarding the management of community halls,
- (iv) Develop and present an annual plan of desired improvements for each of the community halls and proposed usage charges, for input to council’s budget process,
- (v) Liaise and consult with designated council officers and staff to provide strategic input into the usage and development of community halls.

The Administrative sub-committees shall be empowered on behalf of the Committee of Management to:

- (i) Implement recommendations regarding the hire, usage and maintenance of each community hall,
- (ii) Receive applications for the use of the community hall under the management of the relevant Administrative sub-committee and allocate times for the use of such halls amongst the member organisations, individuals or individual organisations,
- (iii) Adhere to Council’s policies that include but are not limited to: use of Council facilities, Human Rights, Records Management and Occupational Health and Safety,

- (iv) Raise funds, receive rental fees, admission charges, donations and any other contributions and expend same to carry out the objectives listed above,
- (v) Prepare and distribute publicity, promotional material or guidance and advice for the improved use of the community hall,
- (vi) Manage the finances and bank account for the relevant community hall.

4. Use of the Halls

- a) The halls may be used for appropriate recreation, leisure or sporting activities, exhibitions and entertainment, which are approved by the Administrative sub-committee, if each user pays the charges fixed in Section 9 of this Instrument,
- b) The Administrative sub-committees will ensure there is equitable allocation of use of their particular hall,
- c) The Administrative sub-committees may for good cause and in accordance with Council policies, recommend that a particular group be prohibited from using the relevant hall.

5. Powers Excluded

- a) The Committee or any of the Administrative sub-committees are not empowered to:
 - i) Borrow money external to council (including the issue of debentures and promissory notes);
 - ii) Incur any bank overdraft; or
 - iii) Carry out, or permit to be carried out, any act which would or would be likely to render Council's insurance policies invalid.
- b) The Committee or any of the Administrative sub-committees are not empowered to do any of the following things without the written approval of the Council:
 - i) Enter into a contract with a value exceeding \$10,000,
 - ii) Make alterations or additions to the Hall.
- c) The Committee or any of the Administrative sub-committees shall not issue any media releases relating to funding announcements without the approval of Council, and shall not issue any media releases critical of Council.

6. Committee Membership

- a) The Committee shall comprise of:
 - i. Up to 15 community members representing each of the designated halls
 - ii. 1 Councillor
 - iii. 1 Council Officer

Ex-Officio: Council Officers from the Building Services Department, Grants Officer, Sport & Recreation, Community Development, Risk Management and others as required, will attend meetings from time to time for information and communication purposes.

- b) Members will be appointed to the committee in name, by Council resolution for a two year term. The Council shall, in making appointments, adopt the following approach:
 - i. Expressions of interest will be sought by way of a Public Notice in the local newspaper, selected media outlets and on the Council webpage,
 - ii. Applicants will be required to demonstrate direct involvement with the activities of the particular hall and/or the community surrounding the vicinity of the hall.
- c) All members of the committee may attend committee meetings, however there will only be a single representative who shall have voting rights from each of the community halls,
- d) If a community hall does not have any members attending a meeting, they can request prior to the meeting via email or in writing, that a proxy representative be entitled to vote at the meeting,
- e) The Council may from time to time remove from the Committee any member and appoint another person in place thereof,
- f) The Council shall, in filling a casual vacancy in the Committee, maintain the representation of interests referred to in Section 6 (a),
- g) The Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which the public Annual Meeting referred to in Section 7 is held,
- h) Administrative sub-committees will be formed under the direction of the Committee of Management and will be comprised of members with a direct interest and involvement with the relevant hall.

7. Meetings

7.1 Annual Meeting

- a) Council shall give notice of an annual meeting at least 21 days prior to the proposed meeting day. Council will insert a notice in a newspaper circulating in the area, and on Council website at least 14 days prior to the meeting.
- b) The Committee will hold an annual meeting between 1 July and 31 October each year on a date fixed by the Committee. At the annual meeting the Committee of will:
 - i) Receive reports from members regarding the activities of the previous year for each of the halls and the program of activities proposed for the coming year,
 - iii) Receive an annual financial summary of the operation of each of the community halls,
 - iv) Receive the minutes of the previous Annual Meeting,
 - v) Every second year, receive nominations for membership on the committee and forward these nominations to council for appointment,

c) Office bearers:

- i. The Councillor Representative on the committee shall be the Chairperson
- ii. Each of the Administrative Sub-committees will nominate their own chair person or any other roles as they deem necessary,
- iii. The council officer will be the minute taker and provide administrative support to the Committee.

7.2 Ordinary Meetings

- a) The Committee shall hold ordinary meetings during the year as deemed necessary,
- b) The council officer will liaise with the Chairperson in the calling of meetings and will give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven days prior to the meeting,
- c) If a member fails to attend at least two consecutive meetings of the Committee without tendering an apology, or without having had a proxy attend in accordance with clause 6 (b), the Committee may refer to Council for follow-up consequences.

7.3 Administrative Sub-committee Meetings

- a) Administrative sub-committee meetings will be determined by the Chair of the sub-committee and at least 7 days' notice will be given to the members,
- b) The number of meetings held each year is at the discretion of each of the Administrative sub-committees.

7.4 Meeting Procedures

- a) The quorum at any Committee or Administrative sub-committee meeting is a majority of members of the Committee or Administrative sub-committee who are eligible to vote. No business will be conducted by the Committee unless a quorum exists,
- b) All other meeting procedures should follow Councils "Meeting Procedure" P04/143 as referenced in Council Local Law No.1 Governance.

8. Finance

- a) The Committee will adopt 1 July to 30 June in each year as the financial year and all accounting functions will conform with applicable Accounting Standards, the Local Government Act 1989 and relevant regulations made under that Act,
- b) The Committee will operate individual bank accounts in the name of each of the Administrative sub-committees and in its own right if necessary, to exercise powers and function delegated by this Instrument,
- c) Each year, the financial accounts of the Committee and any Administrative sub-committees will be audited by Council,
- d) All money received by the Committee or by any Administrative sub-committee will be promptly deposited into the Committee's or Administrative sub-committees' bank account,

- e) Payments made by the Committee or its Administrative sub-committees shall be authorised with a minimum of two signatories,
- f) All money received by the Administrative sub-committees will be used for the maintenance and operations of the respective halls and any other expenses incurred by the Administrative sub-committee in its management of the hall,
- g) The Committee and/or the individual Administrative sub-committees may obtain an Australian Business Number (ABN),
- h) The Committee and/or the individual Administrative sub-committees shall determine if it wishes to register for the Goods and Services Tax (GST). The Committee and Administrative sub-committees must meet its own GST obligations and shall not purchase items in the name of the Horsham Rural City Council,
- i) The Committee and Administrative sub-committees may use its funds in accordance with the responsibilities of the Committee as outlined in Appendix 2. The funds may be used for the following purposes with respect to the relevant hall:
 - i) Purchase of plant, equipment, fittings and furniture for the hall;
 - ii) Maintenance and repair of buildings, fences and other improvements associated with the hall.
 - iii) Implementing programs and services as appropriate with the objectives of the hall;
 - iv) General administrative expenses of the Committee or Administrative sub-committee;
 - v) With the written consent of the Council, the erection of further amenities or alterations and improvements at the hall,
 - vi) Such other purposes as may from time to time be approved by the Committee or Administrative sub-committee in meeting its objectives.
- j) The Committee shall as required, make its minutes and all other papers or documents available for inspection or audit by the Council's auditor, or other municipal officers authorised by Council,
- k) Committee members representing Administrative sub-committees shall ensure that a financial report is presented at the annual meeting of the Committee.

9. Charges

The Committee shall at least once in each financial year recommend to Council a scale of charges for the use of the Halls.

10. Staff

- a) The Committee shall not employ staff without the written approval of the Council's Chief Executive. Should approval be granted, the Committee will be responsible for payment of all overheads associated with such employment, including all appropriate insurances,
- b) Any proposal by the Committee to employ staff will be submitted in writing to Council for consideration.

11. Reporting to Council

The Committee is responsible for ensuring the following:

- a) A copy of the draft unsigned, minutes is forwarded to Council within 14 days after each meeting,
- b) The Committee shall submit at its annual meeting a report including the annual summary of accounts. The Chairperson is responsible for ensuring that the report is lodged with Council by 30 November each year,
- c) Council must be advised in writing as soon as possible of the resignation of any member of the Committee,
- d) The Committee through the Administrative sub-committees will maintain a personal injury and loss/damage register and advise Council as soon as practical of any incidents which might give rise to legal proceedings,
- e) The Committee through the Administrative sub-committees shall, as soon as practical, report to Council any accidental and/or intentional damage to the halls,
- f) The Committee through the Administrative sub-committees shall, as soon as practical, report to Council any attempted and/or successful break-ins into halls.

12. Land and Buildings, Plant and Equipment

- a) Council retains the right to access the hall,
- b) The Committee through the Administrative sub-committees shall be responsible for the maintenance and operation of buildings, plant and equipment, as per Appendix 2,
- d) Where equipment or the building is damaged, the Committee may recoup such reasonable costs as are necessary to replace such equipment or maintain the building from the person or persons or group responsible for such damage but no legal proceedings shall be issued without the written approval of the Council,
- e) The Committee in association with Council staff shall conduct annual risk assessments of the halls and surrounding grounds,
- g) The Committee will submit to Council recommendations for alternations or additional buildings or for improvements to the halls generally.

13. Insurance

- a) Public Liability Insurance shall be provided by Council to members of Administrative sub-committees to cover the sub-committee's activities in managing the halls. Public liability insurance applies while sub-committee members are acting within the scope of their duties for and on behalf of Council, subject at all times to the terms and conditions of Council's Liability policy,

- b) Building insurance shall be provided by Council under Council's industrial Special Risk Insurance Policy,
- c) Insurance of contents owned or provided by the Administrative sub-committees, shall be the responsibility of, and managed through the Administrative sub-committees. Administrative sub-committees shall ensure contents are insured against fire, burglary and other perils. User groups are responsible for insuring their own contents. Council may provide contents insurance on request at a nominal fee,
- d) Administrative sub-committees shall ensure each user group provides evidence of Public Liability insurance cover,
- e) Administrative sub-committee will ensure casual users not covered under Council's occasional use policy, provide evidence of Public Liability insurance cover. Council may provide Public Liability insurance on request at a nominal fee.

14. Licensing Provisions

The sale and supply of alcoholic beverages must comply with relevant Liquor Licensing requirements, and be in accordance with any rules laid down by the Committee and/or Council.

15. Review

Within 12 months of a Council election, review the Instrument of Delegation for the Community Halls Committee of Management. Consider and evaluate both the existence and purpose of the Special Committee of Management and the existence and purpose of the administrative sub-committees and the subsequent detail of the Instrument.

16. Revocation

- a) Notwithstanding Clause 15, this Instrument of Delegation may be revoked at any time by Council. Factors relevant to the issue of revocation include whether, in the view of Council, the Committee is managing the halls in the best interest of user groups, the community and the Council, or if Council policy or strategic direction alters significantly.
- b) In the event of revocation, the Chairperson shall, no later than the date upon which revocation takes effect, arrange for:
 - i) a financial statement to be prepared, audited and presented to Council;
 - ii) the Committee's bank account to be closed and the balance paid to Council;
 - iii) all keys to the halls to be returned to Council.

17. Dissolution

- a) The Committee or Administrative sub-committee may separately disband. This would occur by either each member of relevant Administrative sub-committee resigning or by members of the Committee of Management resigning. Resignation is by written notice provided to Council.
- b) In the event of dissolution, the Chairperson of the relevant committee shall, no later than the date upon which such dissolution would become effective, arrange for:

- i) a financial statement to be prepared, audited and presented to Council;
- ii) the Committee's bank account to be closed and the balance paid to Council;
- iii) all keys to the hall to be handed over to Council.

18. Communications

Appendix 1 forms the basis of communication between the Committee / Administrative sub-committees and Council.

19. Correspondence

Unless otherwise stated, all correspondence with Council is via the Executive Assistant to the Director Corporate Services.

20. The Halls

The Halls comprise the following:

Dadswell's Bridge Hall	Western Highway, Dadswell's Bridge Vic 3385
Hamilton Lamb Memorial Hall	13 Kalkee Rd, Horsham Vic 3400
Jung Hall	28 Baker St, Jung Vic 3399
Laharum Hall	1586 Northern Grampians Rd, Laharum Vic 3401
Mitre Hall	1429 Natimuk Frances Rd, Mitre Vic 3409
Natimuk Community Centre (NC2)	60 Main St, Natimuk Vic 3409
Natimuk and District Soldiers' Memorial Hall	Main St, Natimuk Vic 3409
Sailors' Home Hall	2472 Blue Ribbon Rd Murra Warra, Vic 3401
Taylor's Lake Hall	2032 Horsham-Lubeck Rd, St Helen's Plains Vic 3401
Telangatuk East Hall	278 Dunstan's Rd, Telangatuk East, Vic 3401

and as depicted in Appendix 3.

APPENDIX 1 – COMMUNICATIONS

Horsham Rural City Council is committed to working in an open and harmonious way with the community. As such Council will:

- a) Seek to manage service delivery to meet the expectations of the community within the resources available; and
- b) Be open and transparent in its dealings with the community.

Council will:

- Assist the Committee in the development and implementation of capital works and significant maintenance programs,
- Assist Committee with identifying funding opportunities,
- Assist Committee with annual maintenance schedules and programs,
- Respond to requests/letters from the Committee within fifteen working days,
- Advise Committee within 24 hours of any decisions of matters that will restrict or impinge on the use of their facilities,
- Provide the Committee with a list of designated Council Officers authorised to be the contact person for specific matters and concerns,
- Meet with Committee formally once per year to discuss matters of interest and concern to both parties,
- Explain any decisions that affect the Committee in respect to maintenance and capital works,
- Advise the Committee of the results of the maintenance inspections,
- Assist the Committee with the development of media releases,
- Provide training to assist the Committee as required.

Committees of Management will:

- Advise Council's Executive Assistant to the Director of Corporate Services of the contact details of Committee members,
- Discuss any matters regarding the Instrument of Delegation with Council's Executive Assistant to the Director of Corporate Services,
- Raise with Council's Building Assets and Maintenance Officer any concerns or matters relating to maintenance schedules and programs,
- Liaise with Council's Grant's Officer on any funding application that the Committee of Management may apply/plan for,
- Refer any requests for major capital works or projects to Council's Chief Executive,
- Not obstruct Council contractors or Council staff when carrying out their duties at any of the halls.

If the Committee is dissatisfied with communications they may discuss their concerns with the Director Corporate Services on 5382 9785. If after these discussions with the Committee of Management is still dissatisfied with that outcome they can then write to the: Chief Executive, Horsham Rural City Council, PO Box 511, HORSHAM, VIC, 3402.

APPENDIX 2 – ROUTINE MAINTENANCE RESPONSIBILITIES

- Definitions:**
- Maintain** Clean, keep in good condition, inspect, service, repair and maintain to standard.
- Replace** Replace with new or of equivalent condition.
- Undertake** Carry out a specific activity.

- Qualifications:**
1. Prior to commencing any building works, a representative of the Committee must contact the council – 5382 9727
 2. No major works are to be undertaken without the written approval of Council.
 3. Work undertaken by the Committee must be in accordance with Australian Standards and where required, completed by a registered tradesperson.
 4. Committee is to provide public liability for non-delegated operations.
 5. Misuse by users would require them to rectify and undertake the repair at their expense.
 6. Unless otherwise stated, this document refers only to Council fixtures and fittings.

ASPECT	COMMITTEE	COUNCIL	COMMENTS
Structural			
External Wall Frames		Maintain / Replace	
Internal Wall Frames		Maintain / Replace	
Sub-Floor		Maintain / Replace	
Roof Frame		Maintain / Replace	
Floors	Maintain	Replace	
Roofing			
Cladding		Maintain / Replace	
Guttering		Maintain / Replace	
Downpipes		Maintain / Replace	
Wall Cladding			
External Cladding		Maintain / Replace	
Internal Cladding	Maintain	Replace	Includes painting, replacing damaged tiles, woodwork, etc.
Ceiling			
Plaster	Maintain	Replace	
Suspended Ceiling	Maintain	Replace	
Acoustic Tiles		Maintain / Replace	
Windows			
External – Frames	Maintain	Replace	
External - Glazing	Replace	Replace	Committee to replace any windows broken by user groups, including private hires. Council responsible for other repairs.
External – Flywire Screens	Maintain / Replace		
External - Operation	Maintain / Replace		
Internal – Frames	Maintain	Replace	
Internal - Glazing	Replace		
Internal - Operation	Maintain / Replace		

ASPECT	COMMITTEE	COUNCIL	COMMENTS
Doors			
External – Door Integrity		Maintain / Replace	
External – Door Hardware	Maintain	Replace	
External – Locks / Keys		Maintain / Replace	Committee shall be issued two keys. Further keys may be requested and will charged rate set by Council. All locks must be on Council’s Master system.
Internal – Door Integrity	Maintain / Replace		
Internal – Door Hardware	Maintain / Replace		
Internal – Locks / Keys		Maintain / Replace	All locks must be on Council’s Master system.
Water			
Main to Meter		Maintain / Replace	
Meter to within Building		Maintain / Replace	
Usage Charges	Undertake		All costs for internal use in buildings – see also re grounds
Internal Minor Maintenance	Maintain		Copies of all Certificates of Compliance must be provided to Council within one week of date of issue.
Backflow Prevention Servicing		Maintain / Replace	
Water Tanks	Maintain	Replace	When part of the building infrastructure. Copies of all Certificates of Compliance must be provided to Council within one week of date of issue.
Water Tanks / Pumps	Maintain	Replace	When part of the building infrastructure. Copies of all Certificates of Compliance must be provided to Council within one week of date of issue.
Minor Fixtures	Maintain / Replace		Such as taps, washes, etc. Copies of all Certificates of Compliance must be provided to Council within one week of date of issue.
Major Fixtures	Maintain	Replace	Such as toilet suites, etc.
Stormwater		Maintain / Replace	To point of legal discharge.
Septic System	Maintain		Includes emptying and cleaning
Septic System		Replace	
Wastewater	Maintain	Replace	
Electricity / Communication			
Supply Mains		Maintain / Replace	
Electricity Meters		Maintain / Replace	
Distribution Board		Maintain / Replace	

ASPECT	COMMITTEE	COUNCIL	COMMENTS
Internal Wiring		Maintain / Replace	
Telephone Line to Building		Undertake	
GPO Outlets	Maintain / Replace		Copies of all Certificates of Electrical Safety must be provided to Council within one week of date of issue.
Usage Charges	Undertake		
Testing and Tagging		Undertake	Council Owned
Testing and Tagging	Undertake		Committee Owned
Gas			
Supply Mains		Maintain / Replace	
Usage Charges	Undertake		
Lighting			
Internal – Fixture		Maintain / Replace	
Internal - Lamp Replacement		Replace	Committee to report any lights out to Council.
Internal – New	Undertake		Copies of all Certificates of Electrical Safety must be provided to Council within one week of date of issue.
External – Fixture		Maintain / Replace	Attached to building.
External - Lamp Replacement		Replace	Committee to report any lights out to Council.
External – New	Undertake		Copies of all Certificates of Electrical Safety must be provided to Council within one week of date of issue.
Carpark and Surrounds		Maintain / Replace	Committee to report lights out to Council.
Essential Services			
Annual Compliance Audit		Undertake	
Annual Compliance Certificate		Undertake	
Path of Egress Inspections	Undertake		Ensure that all paths to an exit are kept clear at all times. Ongoing
Fire Extinguishers		Maintain / Replace	Council owned building. Annual inspection and replacement when required
Fire Extinguishers	Maintain / Replace		When not in a council owned building
Fire Blankets	Maintain / Replace		
Hose reels		Maintain / Replace	
Emergency Exit Signs	Maintain	Replace	Maintain – Report Globe Replacement
Fire and Smoke Detectors		Maintain / Replace	Hard Wired Only
Fire and Smoke	Maintain / Replace		Battery Powered Only

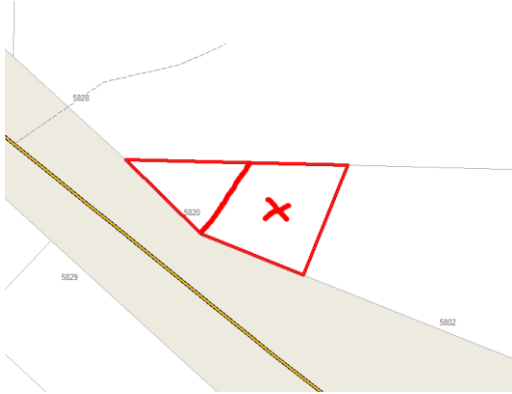
ASPECT	COMMITTEE	COUNCIL	COMMENTS
Detectors			
Security System		Maintain / Replace	If system already installed.
Asbestos Audits		Undertake	
Mechanical Plant			
Air Conditioner - Split System	Maintain	Replace	Copies of inspection Certificate provided to Council within one week of date of issue.
Air Conditioner – Wall	Maintain	Replace	
Heaters	Maintain	Replace	
Fans	Maintain / Replace		
Hot Water Systems	Maintain	Replace	Copies of inspection Certificate must be provided to Council within one week of date of issue.
Floor Coverings			
Carpet	Maintain / Replace		
Vinyl	Maintain / Replace		
Timber	Maintain / Replace		
Tiles	Maintain / Replace		
Window Coverings			
Curtains / Drapes / Blinds	Maintain / Replace		
Roller Shutters	Maintain	Replace	
External Awnings	Maintain	Replace	
Painting			
External	Maintain	Undertake	Council to repaint as per asset management cycle (only if required)
Internal	Maintain / Undertake		Painting no less than every seven years.
Cleaning			
External Walls	Undertake		
External Windows	Undertake		
Internal Windows	Undertake		
Internal Floor Coverings	Undertake		
Cleaning of Toilets / Buildings	Undertake		
Litter	Undertake		
Graffiti – External (Minor)	Undertake		For example, “tagging”
Graffiti – External		Undertake	For example, extensive spray painting
Graffiti – Internal	Undertake		
Vandalism Rectification	Undertake		
Rubbish Removal		Undertake	Committee to place in appropriate receptacle and position for pick up by Council.
Trade Waste	Undertake		If required.
Pest Control			
Termites		Undertake	Annual Inspection

ASPECT	COMMITTEE	COUNCIL	COMMENTS
Termites		Undertake	Annual Treatment
Rodents	Undertake		For example, mice and rats
Any other pests	Undertake		For example, ants, possums, spiders
Fit Out			
Stove / Rangehood	Maintain	Replace	
Fridge	Maintain / Replace		
Fixtures / Fittings	Maintain / Replace		
Internal Cupboards	Maintain / Replace		
Fixtures and Fittings in Change Rooms	Maintain / Replace		
Signage			
Council Corporate Signage		Maintain / Replace	
Site Specific Signage	Maintain / Replace		Must be approved by Council.
Miscellaneous			
Public Liability		Undertake	Council will cover basic public liability however some high risk events will require the committee to have their own cover. Contact Council's HR & Risk co-ordinator to discuss options.
Uninsured Hall Hirers		Undertake	Numbers of events are negotiated on an annual basis
Insurance - Buildings		Undertake	
Contents Insurance		Undertake	Council's equipment, fixtures, and fittings.
Contents Insurance	Undertake		Committee's equipment, fixtures, and fittings.
Site Inspection	Undertake	Undertake	Complete inspection and report to Council every 12 months.
Fencing	Maintain	Replace	
Shade Structures	Maintain / Replace		
Shade Structures		Undertake	Safety Inspections
Garden Areas (Associated with Buildings)			
Maintain Garden	Undertake		
Water Charges	Undertake		
Lawn Maintenance / Mowing	Undertake		
Dangerous Tree Inspection / Removal		Undertake	Committee to report any tree they reasonably consider to be dangerous to Council.
Driveways / Parking Areas	Undertake		Minor Maintenance only. Valued under \$5,000.
Driveways / Parking Areas		Undertake	Major Maintenance only. Valued over \$5,000.

ASPECT	COMMITTEE	COUNCIL	COMMENTS
Sports Playing Fields			
Lawn Mowing / Ground Maintenance	Undertake		Council will provide an annual budget allocation to assist with these costs.
Water Charges	Undertake		Council will provide an annual budget allocation to assist with these costs.
Fixtures and Equipment	Maintain / Replace		For example, Tennis Nets, Netball Poles / Rings, Nets, Fencing Around Facilities.
Playing Surface - General Maintenance	Undertake		For example, line-marking, surface patching, etc.
Playing Surface - Renewal	Undertake	Undertake	Joint responsibility
Playing Fields - Lighting Maintenance	Maintain / Replace		Usage Charges, replacement of globes and fixtures
Playing Fields - Lighting renewal /upgrade	Undertake	Undertake	
Playground Equipment – Installation	Undertake	Undertake	
Playground Equipment	Maintain		
Barbecues - Installation	Undertake	Undertake	
Barbecues - Maintenance	Maintain		

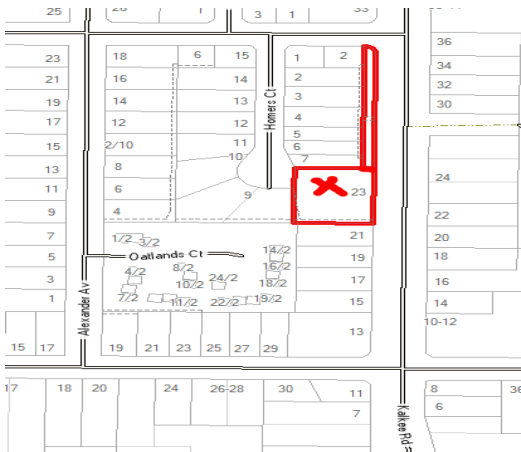
APPENDIX 3 – PLAN

Dadswells’ Bridge Hall – 5820 Western Highway, Dadswell’s Bridge



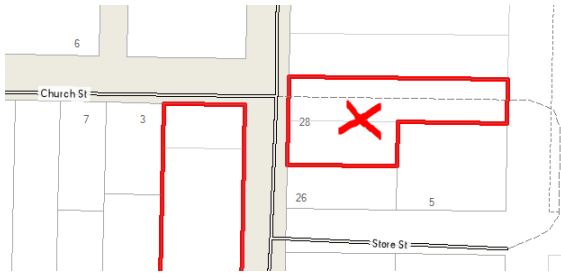
Note: Committee responsibility is for a section (shown as x) of the identified area

Hamilton Lamb Memorial Hall – 13 Kalkee Rd, Horsham



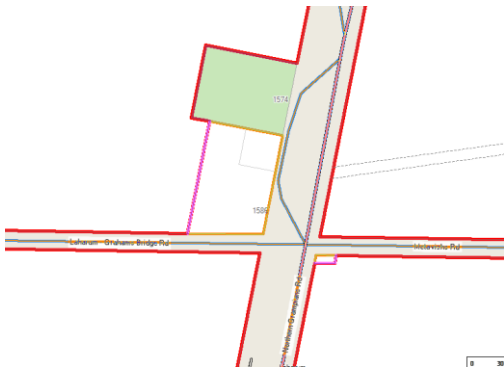
The Committee is responsible for the area marked in red – but not the verge along Kalkee Rd.

Jung Hall – 28 Baker St, Jung



Note: the Committee is responsible for the area (shown as x) – but not the park.

Laharum Hall – 1586 Northern Grampian’s Rd, Laharum



Note: The Committee is responsible for the area outlined by red.

Mitre Hall – 1429 Natimuk Frances Rd, Mitre



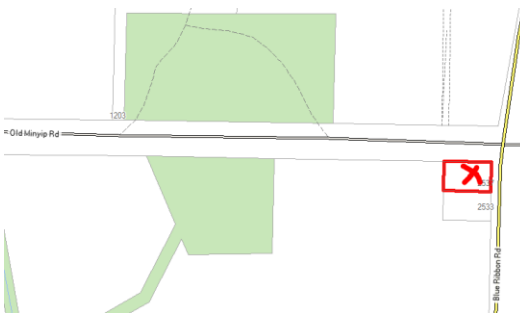
Natimuk Community Centre (NC2) – 60 Main St, Natimuk



Natimuk and District Soldiers' Memorial Hall – Main St, Natimuk



Sailors' Home Hall – 2472 Blue Ribbon Rd, Murra Warra



Taylor's Lake Hall – 2032 Horsham-Lubeck Rd, St Helen's Plains



Telangatuk East Hall – 278 Dunstan's Rd Telangatuk

