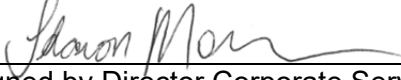


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Procedure documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire Intranet to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

1 PURPOSE

This section provides information to members of Section 86 (special) committees about their responsibility to report to Council.

2 SCOPE

All members of special committees should be aware of the committees' reporting requirements.

3 REPORTING REQUIREMENTS

Special committee reporting requirements are outlined in the Local Government Act 1989 (the Act), the Local Government (General) Regulations 2015 (the Regulations) which support the Act and the Instrument of Delegation developed for each committee.

Reporting to Council is important and is designed to satisfy Council that committees are undertaking their duties to “act for and on behalf of Council” in a responsible way, and that they are acting for and in the best interests of the community that they represent.

Council’s internal audit function assessed the management of special committees by Council in April 2013 and recommended that committees be instructed to provide an annual report of operations of the committee for Council’s information.

3.1 The Act requirements

Section 86(5) of the Act states that “Council may require a special Committee to report to the Council at intervals determined by the Council.”

This provides Council with discretion over what information and at what intervals Council would like Section 86 committees to report.

3.2 The Regulations requirements

The Regulations are made under section 243 of the Local Government Act 1989. They exist to support requirements made in the Local Government Act 1989.

Regulation 12 outlines documents to be made available for public inspection by Council. Section 12(c) states that Council must make available for public inspection minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential within the meaning of section 77(2) of the Act.

Every Instrument of Delegation includes the requirement that minutes of meetings be forwarded to Council within 14 days of the meeting.

3.3 Instrument of delegation requirements

Council has developed a standard template for all special committee Instruments of Delegation. In that template there is a section titled “Reporting Requirements”.

The following table includes the standard items included in the template (although some items do not relate to all committees):

Source	Action	Due date
The Act	Provide a copy of all minutes of meetings	Within 14 days of the meeting
Delegation	Arrange for audit of Financial Statements	Must be available for Annual General Meeting
Delegation	Hold Annual General Meeting	Within 90 days of end of financial year
Delegation	Provide copy of minutes of Annual General Meeting	Within 14 days following the meeting
Delegation	Provide certified copy of audited Financial Statements (if completed externally)	Within 30 days of receipt
Delegation	Provide paperwork to enable auditing of financials by council	Within 30 days of end of financial year
Delegation	Provide an estimate of the number of hiring's and types of each event for insurance purposes.	By 1 May each year
Delegation	Recommend proposed hire fees to Council	By end of November annually
Delegation	Submit “Usage of Public Hall's/Facilities” form	Every January and July
Delegation	Submit casual hirer agreement payments and forms	Every January and July
The Act	Provide a listing of all members of the Committee to be appointed by Council	Within 14 days after the Annual General Meeting

Exemption from some of the reporting requirements have been built into the Instruments of Delegation under a section titled “Exemptions specific to this committee”.

4 REVIEW

The Director Corporate Services will review this procedure for any necessary amendments no later than 1 year after adoption of this current version.