## **Attachment 4**

*Governance Rules Applying to CAC*

The following description of Governance Rules for Community Asset Committees is taken from Chapter 2, Part 3 of Surf Coast Shire Council’s Governance Rules. These are to be applied by Community Asset Committees when conducting their meetings.

## Governance requirements of Community Asset Committees

* The Committee Chair or a Committee delegate (such as the Secretary or other Committee member) is responsible for the keeping of Minutes on behalf of the Committee.
* The Community Asset Committee meeting minutes must record:
	1. Date, place and nature of the meeting.
	2. 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).
	3. Names of committee members that are present, or an apology.
	4. Names of members of Council officers present who were involved in the meeting.
	5. Disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Local Government Act.
	6. Every Motion and Amendment moved (including Procedural Motions).
	7. Outcome of every Motion moved (whether it is Carried, Lost or Lapsed).
	8. 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).
	9. 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.
	10. Details of any failure to achieve or maintain a quorum (more than 50% of CAC members present).
	11. 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 CAC Induction Information provides a template for recording Minutes of CAC meetings.*
* *Council can provide information and training to CAC Chairs and Committee Members to assist with presiding over meetings and successfully applying these Governance Rules to meeting procedures. Contact Council if you require assistance.*