3. Committee meetings

This chapter looks at:

* how committee meetings are conducted
* how committee decisions are made.

## 3.1 Meetings and decision policy

Your committee’s role is to manage, improve, maintain and control crown land ‘for the purposes for which it is reserved’. The purpose of committee meetings is for members to exchange information and views, consider issues, and make decisions that are in the public interest – that is, the best interests of managing the reserve on behalf of the Victorian community, in accordance with the committee’s accountability to the Minister and with good public sector practice.

Your committee should have a *Meetings and Decisions* policy in place that fulfils its legal obligations and complies with good public sector governance practice. To assist, DELWP offers:

* a model policy for small (category 3) committees. It is available from the [Committees of Management](http://www.delwp.vic.gov.au/committees) support module on DELWP’s governance website, on Board.
* a model policy suitable for large (category 1 and category 2) committees and other major DELWP agencies. It is available from the [Board Meetings and Decisions](http://www.depi.vic.gov.au/about-us/boards-and-governance/on-board-governance-guides-and-resources/meetings-and-decision-making) support module on [On Board](http://www.delwp.vic.gov.au/onboard).

Although each committee can decide its own meeting times, schedules and styles, these must be consistent with its legal obligations and good public sector governance practice, as set out in the relevant DELWP model policy.

## 3.2 Chair’s role at committee meetings

The chair presides at committee meetings or, if the chair is absent, a member appointed by the members who are present. This task includes ensuring that:

* the Register of Interests and all relevant policies are present at the meeting and readily accessible by members
* conflicts of interest are managed in accordance with committee’s policy on *Conflict of Interest*
* committee members treat one another with respect and courtesy and participate actively and constructively in each decision
* no decision is taken without the required quorum
* committee meetings run in an effective and timely manner.

Overall, the chair balances the need to ensure that each committee member has a fair opportunity to express their views and ask questions with the need to progress the meeting in a timely manner, taking into account the nature, complexity, and importance of the issue being discussed and decided, and all other relevant circumstances. All committee members have a duty to assist the chair in this process, and in ensuring that meetings and decisions occur in accordance with the committee’s policy.

If a dispute arises between members, the chair actively manages its resolution in accordance with the committee’s policy on Dispute Resolution.

## 3.3 Meeting schedule and agenda

Meeting schedule

Your committee’s *Meetings and Decisions* policy should set out how frequently the committee usually meets each year. Additional meetings can be arranged as needed. The aim is to meet as often as necessary for the good management of the reserve. For a large reserve, or a reserve that has seasonal fluctuations, such as a foreshore camping area, fortnightly or monthly meetings might be necessary. For small reserves, meetings might be every couple of months or every three to four months. DELWP usually recommends that at least three to four committee meetings occur annually.

The chair should set the meeting schedule in consultation with the other members of the committee. The schedule can be set at the beginning of the year or, alternatively, at the end of each meeting the committee can decide when the next meeting will be.

Meeting agenda

The agenda for each committee meeting is set by the chair in consultation with the other members of the committee and, if the committee has staff, with the executive officer or equivalent. For an agenda template, see later in this chapter.

Standing items at the start of the meeting

Certain ‘standing items’ should always occur at the start of a committee meeting:

* **Apologies** – who is unable to attend the meeting and has sent their apologies?
* **Quorum** – are enough committee members present, either in person or by remote attendance, for a valid decision? For details see ‘Quorum’, later in this chapter.
* **Agenda** – do any additions or changes need to be made to the agenda? The addition of new items is acceptable, but a proposed new item may need to be deferred to the next meeting, for example, if it is not urgent and the agenda is full or it is contentious and some members are absent. Depending on its strategic importance, a new item will either be added as a priority item early in the agenda or will be included in ‘other business’ towards the end of the meeting.
* **Register of interests** – do any committee members present need to update their entries in the *Register of Interests* to ensure that these are complete and correct? For details see ‘Conflict of Interest in the next chapter.
* **Conflict of interest** – does any committee member present have a conflict of interest with any item on the agenda and, if so, how will the committee decide to manage this in the public interest? For details see ‘Conflict of Interest’ in the next chapter.
* **Minutes of previous meeting** – are the minutes of the previous meeting accurate and confirmed? What is the progress of any actions arising from those minutes? For details see ‘Minutes’, later in this chapter.

The meeting then proceeds with the priority items listed on the agenda, followed by routine reports and other business.

Priority and routine items

Overall, the business that a committee deals with at a regular meeting will be largely determined by its level of activity:

* **Priority items:** items of strategic significance, such as decisions on works to be undertaken on the reserve or progress reports on works that are underway, should be listed on the agenda before routine matters, such as regular reports, so that everyone is ‘fresh’ and there is sufficient time for discussion and decisions on priority items.
* **Routine items:** the basics that need to be covered at a meeting are the regular reports from the chair, treasurer and secretary (including correspondence sent and received). If the committee has an executive officer, reserve manager or equivalent, regular reports should also be received from them.

Sending out the meeting papers

The agenda and any related papers, including the draft minutes of the previous meeting, should be circulated at least five working days, and preferably ten, prior to the meeting. This is to ensure that there is reasonable time for each committee member to fulfil their obligation to:

* read all the materials
* consider the issues
* fully prepare for the meeting.

## 3.4 Attendance at committee meetings

Committee members

You are expected to attend all committee meetings. A minimum attendance of 75% is required unless good reason exists otherwise, for example, illness or family crisis. In these situations, the chair, secretary or other office bearer should be contacted to tender your apology, which will be recorded in the minutes.

If your committee is incorporated under the *Crown Land (Reserves) Act 1978*, you cease to be a committee member if you are absent without the committee’s permission for four consecutive meetings.

Remote attendance

Attendance in person at a committee meeting is preferable. However the committee may permit you to attend ‘remotely’, for example, via teleconference call or internet video link. If you wish to attend a meeting remotely, contact the chair beforehand to ascertain whether this is likely to be suitable. The committee’s decision whether to allow you to attend remotely is made at the start of the meeting. Permission should not be withheld unreasonably. On the other hand, remote attendance should not be your standard way of attending, unless good reason exists and it does not impede the proper functioning of the committee.

Regardless of any decision to allow you to attend remotely, if a document is tabled at the meeting to inform a proposed decision then, unless you can read (or be read) the document and properly comprehend it, abstain from the vote.

Nominees not permitted

You cannot nominate another person to attend a committee meeting on your behalf or to exercise any of your decision-making powers or rights as a committee member.

Invited guests

A non-committee member may only attend a committee meeting if invited by the chair or another member on behalf of the committee. The committee can choose whether its usual practise is to allow the public to attend meetings, with the right to close part or all of a meeting or to rescind this practise at any time, or whether its usual practice is that only committee members attend meetings unless guest(s) are specifically invited.

It is up to the committee to determine the item(s), or part thereof, which the invited guest may attend. A non-committee member must not participate in any committee discussions unless requested to do so by the chair and never takes part in any committee decision. This applies to both external guests and staff of the committee.

Staff

If your committee employs staff, then to assist the committee to maintain its independence, the chair should ensure that no staff member is present as ‘a matter of course’ during committee meetings and that there is a period of time during each committee meeting when no staff member is present.

Members of the public

Whilst some committees choose to allow members of the public to be present during certain items on the agenda:

* there is no public ‘right of entry’ to committee meetings for non-members;
* no external guest should be present during discussion and decision-making on confidential items, such as discussion on an employee’s salary and conditions. These should always be conducted in private (‘in camera’); the chair may advise external guests that, as a condition of attending the meeting, they must refrain from discussing any matters raised at the meeting with non-committee members;
* the committee may set other conditions for public participation in committee meetings (see below).

Public participation at committee meetings

Good relations with the local community are important. For this reason, the committee may decide to distribute information about its committee meetings, such as:

* how to arrange to attend a committee meeting;
* when permission to attend (part of) a meeting will usually be granted or refused – for example, the type of agenda items that are always discussed in private by the committee;
* how an external guest must conduct themselves at a committee meeting – for example, that as a condition of attending, they must act with courtesy and respect towards others; only take part in committee discussion if invited to by the chair; be silent or leave when instructed to do so by the chair; and never attempt to vote on any matter before the committee.

If the committee wishes to encourage public participation, it can also distribute information about how this will typically occur, with a notation that these community engagement strategies are not binding on the committee. Possible strategies include inviting:

* deputations and petitions
* questions in writing from the public for consideration at the meeting
* questions ‘from the floor’ - for example, at the start of the meeting or during general business, with say, a limit of two questions per guest. If this occurs, the chair should ensure that it does not take over the agenda or ‘drain’ committee members before priority items are addressed. The chair should curtail or call a halt to questions if it threatens to do so.

Depending on the level of public interest in the management of a reserve, it is usually good practice to publish either or both:

* the annual meeting schedule, if it has been determined
* the date of, and arrangements for, the next committee meeting.

Public participation at AGM and elections

The public is always invited to an Annual General Meeting of the committee, which is a public event to report back to the community. For details, see later in this chapter. Similarly, if a committee is elected by the community, the election takes place at a public meeting. For details, see previous chapter.

## 3.5 Conflict of interest – standing item

Register of interests

Your committee should have a *Register of Interests* in which the interests of all members that may give rise to a conflict of interestare recorded. The chair brings the register to each committee meeting. At the start of the meeting, the chair asks for each member to confirm that their interests as recorded in the register are complete and correct. A member who has new interests that are not yet included in the register must declare them. The interests will be recorded in the minutes and the chair will arrange for them to be entered into the register. If there are no changes, the minutes will note that ‘all committee members present confirmed that their entries in the *Register of Interests* are complete and correct’. For details, see the ‘Conflict of interest’ in the next chapter.

Declarations of conflict of interest

In addition to checking that the *Register of Interests* is up-to-date (see above), at the start of each committee meeting the chair asks for all members present to declare any interest they have in relation to **any item on the agenda**. A member must declare any such interest *even if it is already recorded in the register*. The committee then decides how to manage the conflict. For example:

When Dan first joined the committee a year ago he recorded in the *Register of Interests* that he is coach of the local football team, which has a license to use part of the reserve. At its next meeting, the committee will consider an application by the club to extend the term of its license. Dan must declare his interest in this agenda item, formally reminding the other committee members that he is the team’s coach. The committee will then decide how to manage this ‘material’ (serious) conflict of interest.

The standard procedure for ‘material’ (serious) conflicts of interest is for the member with the conflict to leave the room for all discussion and decision-making on the issue. For details, including where a lesser option may be appropriate, see the next chapter.

## 3.6 Addressing the meeting

For small committees, the usual approach is for committee members to address other members directly during the meeting, to facilitate the exchange of ideas. However, the chair may decide to implement a more formal approach at times – for example, if discussion is becoming heated and members are not complying with the expected standards of conduct, the chair may direct that all remarks be addressed to him or her until further notice. Some committees, in particular, larger committees, adopt this more formal approach as the usual method of addressing the meeting.

The chair should provide any non-committee members who are present with clear directions as to whether they can participate in committee discussion and, if so, when and how. If guests must address the meeting through the chair, it may be appropriate that members also do so during this time.

## 3.7 Due consideration

As part of each member’s duty to exercise due care, diligence and skill, prior to making a decision the committee should:

* ascertain all relevant information
* objectively consider all relevant facts and criteria (and avoid irrelevant considerations)
* consider all relevant options
* understand the full strategic, financial, community and other implications of the proposed decision.

Each committee member should balance respect for the expertise of others with their own duty to speak up, ask questions, and ensure that the correct decision is made.

Advice and reports

The committee should ensure it has the information and advice needed to fulfil its role effectively. The reports that the committee receives, such as regular financial reports, must be suitable to its needs, in particular, contain all the relevant information in a way that is easy-to-read and understand. The format of reports should be reviewed periodically.

Courtesy and respect

Prior to a decision being made, there should be an appropriate opportunity for each member present to ask questions, express ideas, and offer opinions. It is a fundamental requirement that all committee members treat one another with courtesy and respect during this process, and at all other times in their role as a committee member. Whilst the chair has a key role in ensuring that this occurs, all committee members share this duty.

Each member must comply with the public sector values in section 7 of the *Public Administration Act 2004,* which are explained in the binding [Director’s Code of Conduct](http://vpsc.vic.gov.au/resources/directors-code-of-conduct-and-guidance-notes/) issued by the Victorian Public Sector Commission. Treating other members with respect is a requirement under section 7(1)(e) of that Act.

A committee member who is addressing the meeting should not be interrupted by another member. However the chair has the right to provide the member who is speaking with directions, for example, about the length of time being taken, speaking to the point, appropriate language, and so on. The chair can also provide directions to other members about refraining from interrupting, treating another member appropriately, and related matters.

## 3.8 Decision-making

Decisions must be valid and in the public interest

The committee must ensure that each of its decisions is:

* **valid**, including that it is consistent with:
* the committee’s role and powers
* quorum and voting requirements
* all applicable laws and procedures – for example, a contract may need to be in writing and, if your committee is incorporated, the common seal affixed.
* in the **public interest**, that is, the best interests of managing the reserve on behalf of the Victorian community, including that it is consistent with:
* government policy
* the public sector values, which require that all decisions of the committee be ethically sound and fair, including that each decision must be made in good faith, with honesty and integrity, without bias, in a financially responsible manner, and with a reasonable degree of care, diligence and skill. For details see the *Directors’ Code of Conduct*, which is available from your local DELWP regional office and can be downloaded from the [Committees of Management](http://www.delwp.vic.gov.au/committees) support module on On Board.

Quorum requirements

The minimum number of committee members (quorum) who must attend a committee meeting, in person or remotely, and **participate** in a decision for it to be valid is the ‘majority of the members for the time being in office’. In other words, half plus one of the committee – for example, a committee of six has a quorum of four.

If a quorum has not been obtained within 30 minutes of the scheduled start of the meeting, or other reasonable waiting period agreed by the committee, the chair will:

* postpone the meeting, or
* conduct the meeting, or part thereof, but defer all decisions to a subsequent meeting when a quorum is present.

It is important to note that there may be a quorum for some decisions at a meeting but not for others. If a member is unable to vote on a particular decision, the chair should check that a quorum still exists before the vote proceeds. Common reasons for a member being unable to vote on a particular decision include:

* the member is absent from the room due to a conflict of interest
* the member is attending the meeting remotely and must abstain because they cannot read (or be read) and properly comprehend a document that is tabled at the meeting to inform the proposed decision.

Sometimes, it will be necessary to defer a decision in relation to certain items on the agenda or to close the meeting early because a quorum cannot be maintained.

Proxy or absentee decision-making is not permitted

Proxy or absentee voting is not permitted. Only committee members who attend the meeting, in person or remotely, are part of the quorum.

Voting requirements

Each decision is made by formal vote. It is not appropriate, for example, for the chair to glance around the room and say words to the effect of ‘l think we are all in favour of that’.

A decision is determined by ‘the majority of votes of members who are present and voting on the question’. In the event of a deadlock, the chair or presiding member has a casting (second) vote.

Whilst it is vital for the committee to consult together as a team, each member must decide individually whether to agree with, or dissent from, a proposed decision, and make their choice known through their formal vote.

Decision process

A committee decision is made by the simple process of:

* a **motion** (proposed decision) being ‘moved’ by a member and ‘seconded’ by another member
* the chair checking that there is a **quorum** (see above) for a vote to occur on the proposed decision
* the motion being **passed** if the majority of members voting on the decision are in favour of it.

Any member may move or second a motion. This could be as simple as:

"I move that the treasurer’s report be accepted," says Bill Smith.

"I second the motion," says Lucy Tran.

If the motion is contentious, complex, or wordy, it is good practice for it to be written down and read out or circulated prior to voting, so that everyone is clear about what is to be decided.

After checking that there is quorum for the vote, the chair asks "All in favour?" (counts three raised hands). "All against?" (counts one raised hand). "The motion is carried."

## 3.9 Minutes of the meeting

Minutes are the formal, written record of a meeting. They must be kept for each committee meeting. The secretary of the committee records the minutes, or arranges for someone else to do so. The minutes must be an accurate record. They should be clear and succinct, with enough detail to enable a member who was not present to be informed of all decisions taken and actions arising, with a brief note of the key factors in the decision, but should avoid details of ‘who said what’. For a minutes template, with example wording, see later in this chapter.

The minutes should include:

* Attendance and quorum
* committee members attending, apologies, and confirmation of a quorum
* if a committee member leaves the room during the meeting, for example, due to a conflict of interest, the agenda item(s), or part thereof, for which they are absent
* any non-committee members attending and the agenda item(s), or part thereof, for which they are present.
* Agenda items
* the time each agenda item commences and finishes
* details of standing items, in particular, confirmation or updating of the Register of Interests and recording of any conflicts of interest with items on the agenda and how they will be managed. For details of what needs to be included about the register and conflicts of interest, see next chapter.
* Decisions
* each committee decision, including the exact wording of the motion. (The members moving and seconding the motion can also be recorded if the committee so chooses.)
* a brief note of key factors in the decision, avoiding details of ‘who said what’
* the vote, including who votes in favour, who dissents, and who abstains and why they abstain   
  (e.g. due to a conflict of interest or due to the member attending remotely and a lengthy document being tabled at the meeting for consideration which he/she cannot read (or be read) and properly comprehend)
* action items, if any, flowing from the decision; who is responsible for completing each action; and any relevant timelines.

Other matters may also need to be included in the minutes from time to time (e.g. if the committee decides to take a question on notice from a member of the public or to receive a deputation, or there is a guest speaker).

The draft minutes, with page number and meeting date on each page, are sent to the chair for review, preferably within a few days of the meeting, and then to the other committee members. The minutes are endorsed by the committee, with any necessary amendments, at the next meeting. *Only members who were present at a meeting can endorse the minutes of that meeting.*

Once the minutes have been endorsed as a true and accurate account of the meeting, they are signed and dated by the chair at the bottom of each page on behalf of the committee. Once signed, they are a formal record and must never be altered.

The minutes and related papers (including copies of any documents tabled at the meeting) must be retained as an enduring record of the committee’s decisions. They must be stored and archived in accordance with the *Public Records Act 1973,* because committees of management are public bodies. For details see ‘Record keeping’ in chapter 5.

An outgoing committee must hand the minutes of its meetings to the incoming secretary. Other record keeping requirements also apply. For details, see ‘Outgoing committee – hand over process’, in the previous chapter.

Minutes are a public record but are not automatically open to the public

As with other documents produced by the committee, for example, the *Register of Interests*, committee minutes are a public document. However, this does not mean they are automatically ‘open to the public’. Unless the committee agrees, a member of the public who wants to see the minutes would need to lodge an application under the *Freedom of Information Act*. If this occurs, the committee can contact the department, which can provide advice and assist the committee to assess whether the minutes are exempt from disclosure.

## 3.10 Other requirements and good practice

Confidentiality and proper use of information

Any information that a committee member receives in their role must only be used for proper purposes. It must not be used to gain advantage for the member, or any other person, or to cause detriment to the management of the reserve. It must also be kept confidential, even after the member resigns or otherwise leaves the committee.

Notifying the department of major risks

If the committee decides that there is a major risk to the proper management of the reserve, the chair is required to notify the local regional office of DELWP.

Traditional owner acknowledgement

Committees are encouraged to acknowledge the traditional owners of the land at the start of each meeting. Your local DELWP regional office can assist with appropriate wording.

Annual general meeting (AGM)

The AGM is a public meeting where the committee reports to its community. Whilst not required by the *Crown Land (Reserves) Act 1978*, it is good practice to report back to the community. Such a ‘report back’ includes:

* ratification of the previous AGM's minutes
* a chair’s report on the committee’s activities of the past 12 months
* presentation by the treasurer or secretary of financial statements for approval
* an outline of the committee’s proposed activities for the next 12 months, which may also include seeking the community’s approval of those plans.

Committees should advertise the AGM in advance by some or all of the following methods: in local newspapers, on public noticeboards, by post, by an email to users of the reserve.

Committee members should receive the agenda, reports and minutes from the last AGM at least five business days, and preferably ten, before the meeting.

Members of the public can attend the AGM and can ask questions of the committee in the time set aside in the meeting to do so. But it is not a forum for taking motions from the floor or voting on proposals. These actions can only be undertaken by committee members and any such business should be held over to the next regular meeting.

For an AGM agenda/minutes template, see later in this chapter.

## 3.11 Template – agenda for committee meetings

This template is from DELWP’s model policy on *Meetings and Decisions* for small (category 3) committees. Large (category 1 and 2) committees should use the template from DELWP’s model policy for major agencies.

|  |
| --- |
| *[insert name of committee]*  Agenda - committee meeting |
| Date and time [and, if applicable, also insert meeting no.] |
| Location |

|  |  |
| --- | --- |
| No. | **Item (for decision, noting, recording, endorsing, etc.)** |
| 1. | **Opening Formalities** |
| 1.1 | Opening and Welcome |
| 1.2 | Apologies |
| 1.3 | Confirmation of quorum |
| 1.4 | Confirmation of agenda (including any proposed additions) |
| 2. | **Register of interests** |
|  | Members confirm that their entries in the register are complete and correct (or update their details). |
| 3. | **Conflict of interest** |
| 3.1 | Declarations - committee members declare any interest (i.e. private interest or duty to another organisation) in respect to any item on the agenda. |
| 3.2 | Management – the committee determines (i) whether the conflict of interest is ‘material’ (serious) and (ii) how it will be managed. |
| 4. | **Minutes of previous meeting** |
| 4.1 | Endorse minutes: endorse minutes of previous meeting, noting any amendments. (Only members who were present can endorse.) |
| 4.2 | Actions arising: review the progress of actions arising from the previous minutes. |
| 5. | **Priority item A** – [*insert title, e.g.* **Shelter shed**] |
|  | Description:[Insert– e.g. ‘Need for minor repairs to the shelter shed on the reserve, including repainting.’] |
| 6. | **Priority item B** – [*insert title*] |
|  | [As above] |
| 7. | **Reports and operational matters** |
| 7.1 | [Insert – e.g. Chair’s report(dated XXX) - attached] |
| 7.2 | [Insert – e.g. Treasurer’s report - including financial report (dated XXX) - attached] |
| 7.3 | [Insert – e.g. Secretary’s report – including correspondence sent and received (dated XXX) - attached] |
| 8. | **Other business** |
|  | Items not on the agenda can be raised for discussion, subject to the chair’s permission. |
| 9. | **Next meeting** |
|  | Decide or confirm the date, time, and location of next meeting. |
| 10. | **Meeting adjourns** |
|  | Meeting closes. |

## 3.12 Template - minutes of a committee meeting

This template is from DELWP’s model policy on *Meetings and Decisions* for small (category 3) committees. Large (category 1 and 2) committees should use the template from DELWP’s model policy for major agencies.

|  |
| --- |
| *[insert name of committee]*  Minutes - committee meeting |
| Date and time [and if applicable, also insert the meeting no.] |
| Location |
| Chair(or presiding member) |
| Committee members present  [List committee members in attendance. If a member is absent for any item(s), or part thereof, record this beside their name. If they attend remotely, note this also (e.g. teleconference)] |
| Invited guests present (if any)  [List any invited guests in attendance. Record the item(s), or part thereof, they are present for. If they attend remotely, note this (e.g. teleconference).] |
| Apologies  [List names and any relevant titles – e.g. chair.] |

| **Start time** | **No.** | **Item** | **Actions arising** (if any) who is responsible; due date |
| --- | --- | --- | --- |
| *[Insert]* | 1. | **Opening formalities** |  |
|  | 1.1 | The meeting was opened by the chair. |  |
|  | 1.2 | Apologies as listed above. |  |
|  | 1.3 | Confirmation of quorum: [Insert – e.g. ‘There being X committee members present the required quorum of Y is satisfied.’] |  |
|  | 1.4 | The committee confirmed the agenda [Insert if applicable: ‘with the following changes …’] |  |
| *[Insert]* | 2. | **Register of interests** |  |
|  |  | All committee members present affirmed that their entries in the Register of Interests are complete and correct [*Insert if applicable:* ‘subject to the following additions/changes:’ *then set out or attach any additions/changes*] |  |
| *[Insert]* | 3. | **Conflicts of interest** |  |
|  |  | ‘The committee noted that there were no conflicts of interest (real, potential or perceived) in relation to any item on the agenda.’  OR, if a conflict of interest is declared, record:   * who declared the conflict; * a description of the interest and conflict ($ value does not need to be recorded); * the committee’s decision on whether the conflict is ‘material’ (serious); and * the committee’s decision on what action will be taken to manage the conflict. |  |
| *[Insert]* | 4. | **Minutes of previous meeting** |  |
|  | 4.1 | The committee endorsed the minutes of the previous meeting [*insert meeting date and/or number*] as complete and accurate. [Insert if applicable: ‘subject to the following amendments …’] |  |
|  | 4.2 | [Insert – e.g. ‘The committee noted the current status of the actions arising from the previous meeting’.] |  |
| *[Insert]* | 5. | **Priority item A** – [*insert title, e.g.* **Shelter shed**] |  |
|  |  | **Description**  [Insert – e.g. ‘Need for minor repairs to shelter shed on the reserve, including repainting.’]  **Key factors**  [Briefly note key factors in the committee’s decision. Avoid details of ‘who said what’’.  – e.g. ‘The condition of the shelter shed is deteriorating. It also looks unsightly. Boards are starting to fall off and it needs repainting. Unless minor repairs occur soon, the shed is likely to require more extensive repairs within a few months and may become hazardous. It would also be preferable to fix it before winter’.]  **Decision/outcome**  The committee voted that [Insert - e.g.‘A working bee will be held on 1 March. It will be organised by X and Y in consultation with other committee members. Z will seek donations of paint from the local hardware store and elsewhere.’]  **- Voting in favour:** *[Insert names of members voting in favour**OR insert* ‘All’]  **- Voting in dissent:**[Insert names of members voting in dissent (and, if requested, briefly note key factors material to their decision here or above in ‘key factors’) OR insert ‘Nil’*]*  **- Abstained from vote:** [Insert if applicable – e.g. ‘As a result of a conflict of interest, X was absent for all discussion and decision-making on this item’ OR ‘X abstained from the vote on the basis that he was attending remotely and was unable to satisfactorily read or be read Y document, which was tabled at the meeting and was relevant to the decision’.]  *[The member moving/seconding the motion can also be recorded if the committee so chooses.]* |  |
| *[Insert]* | 6. | **Priority item B** – [*insert title*] |  |
|  |  | [As above.] |  |
| *[Insert]* | 7. | **Reports and operational matters** |  |
|  | 7.1 | [Insert – e.g. Chair’s report(dated X)]  Key factors: [Briefly note, avoiding details of ‘who said what’ - e.g. ‘No changes to the report as written’.]  Decision/outcome: [Insert – e.g. ‘The committee noted the Chair’s report.’] |  |
|  | 7.2 | [Insert – e.g. Treasurer’s report - including financial report (dated X)]  [‘Key factors’ and ‘Decision/outcome’ as above.] |  |
|  | 7.3 | [Insert – e.g. Secretary’s report – including correspondence sent and received (dated X)]  [‘Key factors’ and ‘Decision/outcome’ as above, including decisions in relation to correspondence. List correspondence in and out.] |  |
| *[Insert]* | 8. | **Other business** |  |
|  | 8.1 | *[Insert title* and brief description]  Key factors: *[Briefly note, depending on whether for decision, noting, etc.* Avoid details of ‘who said what’.*]*  Decision/outcome: [Insert, depending on whether for decision, noting, etc.] |  |
|  | 8.2 | [As above] |  |
| *[Insert]* | 9. | **Next meeting** |  |
|  |  | The next meeting is as follows: [insert date, time, and location.] |  |
| *[Insert]* | 10. | **Meeting Adjourns** |  |
|  |  | The meeting was closed by the chair. |  |

## 3.13 Template - annual general meeting (AGM)

The following templates are for an annual general meeting of the committee:

Agenda for an AGM

|  |
| --- |
| **AGENDA – Annual General Meeting**  *[insert name of committee]*  Meeting for the financial period of 1 July [year] to 30 June *[insert year]*  Meeting date: *[insert]*  Meeting time: *[insert]*  Location: *[insert]*  List of present members of the committee: *[insert]*  Contact for enquiries: *[insert name and contact details for enquiries about the AGM]* |

|  |  |
| --- | --- |
| **Item** | **Responsible person** |
| 1. Welcome | Chair |
| 2. Apologies | Secretary |
| 3. Minutes of last annual general meeting |  |
| 4. Annual management report | *[usually presented by the chair]* |
| 5. Annual financial report | *[usually presented by the treasurer]* |
| 6. Election of new committee (including, if applicable, reappointments) |  |
| 7. Thanks to outgoing committee of management |  |
| 8. Other business |  |
| 9. Close of meeting |  |

Minutes for an AGM

The minutes of an AGM will follow the same items as the agenda template.