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| Chapter 4 – Committee meetings |
| This chapter looks at how to conduct meetings and make decisions. |

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# 4.1 Introduction

The purpose of committee meetings is for members to:

* exchange information and views
* consider issues
* make decisions that are in the public interest (the best interests of managing the reserve on behalf of the Victorian community).

Your committee is legally accountable to the Minister for all its decisions and actions. It also has a responsibility to act in the public interest, taking into account the needs of reserve users and the community.

# 4.2 Meetings and decisions policy

Your committee should have a *Meetings and decisions* policy. The policy needs to be consistent with your committee’s legal obligations and good governance practice. To assist, DELWP offers:

* A model policy for local committees is available from the [Committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website.
* A model policy suitable for major committees that manage reserves of regional or statewide significance is available from the [Board meetings and decisions](https://www2.delwp.vic.gov.au/boards-and-governance/meetings-and-decisions) support module on the department’s [On Board](http://www.delwp.vic.gov.au/onboard) website.

# 4.3 Chair’s role at committee meetings

The chair presides at committee meetings. If they are absent, the deputy chair presides. If no deputy chair is appointed/present, one of the members present acts as chair. This is decided by the committee members present.

The chair ensures that the meeting runs according to committee policy. This includes ensuring that:

* The Register of Interests and all relevant policies are available for use at the meeting.
* The standing items on the agenda about conflict of interest (see 4.6 and 4.8) and gifts, benefits and hospitality (see also 4.6) are properly dealt with.
* 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 and processes. For details see 4.10.
* Committee meetings are effective and run on time.

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. In doing so, they take into account:

* the nature, complexity and importance of the issue being discussed and decided
* all other relevant circumstances.

You have a duty to cooperate with the chair and other members to ensure that meetings occur in this way.

# 4.4 Dispute resolution

If a dispute arises between committee members, the chair manages its resolution. All members cooperate in this process. For further information see 5.7 ‘Dispute resolution’.

# 4.5 Schedule of meetings

Your committee’s *Meetings and decisions* policy should set out how often 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.

* More frequent meetings may be necessary during some periods, for example, if a camping reserve has seasonal fluctuations.
* A reserve with complex management needs may require frequent meetings, for example, monthly meetings.
* For most reserves managed by a local committee, meetings may only be needed every few months.

DELWP usually recommends that committee meetings are held at least three to four times in every 12-month period.

The chair sets the meeting schedule in consultation with the other members. The schedule can be set for the year in advance. Alternatively, at the end of each meeting the committee can choose the date for the next meeting.

# 4.6 Meeting agenda

The agenda for each committee meeting is set by the chair in consultation with the other members. If the committee has a reserve manager or equivalent, such as a CEO, the chair will usually also consult them.

## Agenda template

DELWP offers a **template** for a committee meeting agenda, which your committee can choose to use. It can be downloaded from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website. A copy is available at the end of this chapter, which you may find useful to read.

## Standing items at the start of the meeting

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

* **Apologies** – Who is unable to attend the meeting and has sent their apologies?
* **Quorum** – Are enough committee members present, in person or by remote attendance, for a valid decision? For details see ‘Quorum’ later in this chapter.
* **Changes to the agenda** – Do any changes need to be made to the agenda? If a proposed new item is not urgent and the agenda is full, or if it is contentious and some members are absent, the item may need to be deferred to the next meeting.
* **Gifts, benefits and hospitality** – Do any committee members present need to update their entries in the *Register of gifts, benefits and hospitality*?For details see ‘Gifts, benefits and hospitality’ in the next chapter.
* **Conflict of interest** – Does any member present need to update their entries in the *Register of Interests*? Does any member present have a conflict of interest with an item on the agenda? If so, has it been declared at the start of the meeting, *regardless of whether it is already entered in the register*? How will the committee manage the conflict? For details see 4.8 in this 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 on the agenda, followed by routine reports and other business.

## Priority and routine items

**Priority items** are matters of strategic significance, for example, decisions and progress reports about works on the reserve. They should be listed on the agenda before routine items. That way, everyone is fresh and there is enough time to deal with them properly.

**Routine items** are the basics that need to be covered at each meeting, including regular financial and operational reports. The chair, treasurer and secretary report to each meeting. Reports should also be received from any subcommittees. Major committees with a reserve manager or executive officers, such as a CEO and chief finance officer, receive written reports from these officers at each meeting.

## 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 10, before 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.

# 4.7 Attendance at committee meetings

## Committee members

You are expected to attend all committee meetings. A minimum attendance of 75 per cent is required unless good reason exists otherwise, for example, illness or family crisis. In these situations, contact the chair, secretary or other office bearer to tender your apology. It will be then 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’ by any technological means that enables the committee to clearly and simultaneously communicate with one another. For example, remote attendance could be via conference call or internet video link, such as Skype.

If you wish to attend a meeting remotely, contact the chair beforehand to check if this is likely to be suitable. The committee’s decision whether to allow you to attend in this way is made at the start of the meeting. Permission should not be withheld unreasonably. However, 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.

**Important!**

If you are attending a meeting remotely and 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 person who is not a member of the committee may only attend a committee meeting if invited by the chair. Guests do not take part in committee discussion unless invited to do so by the chair and they never take part in any committee decision. This applies to external guests and to committee staff. The committee determines which item(s) or part item(s) the invited guest may attend.

### Staff

If your committee employs staff, the chair should ensure that no staff member is present as ‘a matter of course’ during committee meetings. This helps the committee to maintain its independence,

Example

A committee with a reserve manager may decide to set aside a period of time during each committee meeting for discussion without that person in the room.

### External experts

Sometimes, the chair will invite an external expert, for example, a conservation specialist, to take part in discussion about an item on the agenda. The chair should advise such guests that their attendance is conditional on them maintaining confidentiality about anything that happens or is discussed in the meeting.

### Members of the public

Good relations with the local community are important. However, there is no public ‘right of entry’ to committee meetings. Some committees allow members of the public to be present during committee meetings, or part thereof. It is up to your committee whether:

* It allows the public to be present. And if so, whether this is for part or all of the meeting and on a regular basis or specific occasions.
* It does not allow the public to be present at its meetings.

If members of the public are permitted to attend a meeting, the chair should advise them about the conditions of their presence, which include, for example:

* Act with courtesy and respect towards others.
* Only take part in committee discussion if invited to do so by the chair.
* Be silent or leave when instructed to do so by the chair.
* Never attempt to put any motion or vote on any matter before the committee.

No external guest should be present during discussion and decision making on confidential items, such as an employee’s salary and conditions.

If your committee wishes to encourage community engagement, a possible strategy is to publish details of its next meeting and inviting one or more of the following:

* written submissions
* questions in writing from the public for consideration at the meeting
* public attendance
* a period for questions from the floor with, say, a limit of two per guest. If this occurs, the chair should ensure it does not take over the agenda or ‘drain’ committee members before priority items are addressed. The chair can curtail the segment at any time.

For further information about encouraging community involvement see 2.9 ‘Engaging with the community’ and 15.10 ‘Encouraging volunteers’.

# 4.8 Conflict of interest – standing agenda item

It is essential that any interests you have that could be, or could be perceived as, a conflict of interest with your role as a committee member are recorded in the committee’s *Register of interests*.

In addition, if you have an interestin an item on the agenda, you must formally declare it at the start of the meeting, **even if it is already recorded in the register**. The committee will then determine how to manage the conflict in the public interest.

For details see 5.4 ‘Conflict of interest’.

Example

When Dan 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 licence to use part of the reserve. At the committee meeting that is about to begin, the committee will consider an application by the club to extend the term of its licence. 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 a material (serious) conflict 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 when a lesser option may be appropriate, see 5.4 ‘Conflict of interest’.

# 4.9 Due consideration

Your committee has a duty to exercise a reasonable degree of **care, diligence and skill** when making decisions. Before making a decision, your committee should:

* find out all the 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

Your committee should ensure it has the information and advice necessary to fulfil its role effectively. Reports to the committee, such as regular financial reports, should be suitable for its needs. They should contain all the relevant information in a way that is easy-to-read and understand. As a committee, review the format of reports periodically. Just because a report has always been done a certain way, does not mean that it should continue to be so.

## Courtesy and respect

Before a decision is 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. While the chair has a key role in ensuring that this occurs, all committee members share this duty.

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, keeping to the point and appropriate language. The chair can also provide directions to other members about refraining from interrupting, treating another member appropriately and related matters.

# 4.10 Decision making

## Decisions must be valid and in the public interest

The committee must ensure that each decision it makes 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
* consistent with **government policy** and any Ministerial directions issued to the committee
* **ethically sound and fair**. This includes being 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. Act according to the [Code of Conduct for Directors of Victorian Public Entities](https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/).

## Quorum requirements

A **quorum** is the minimum number of members who must be present at a meeting, in person or remotely, and take part in making a decision for it to be valid. The quorum required in sections 14B and 15 of the Crown Land (Reserves) Act 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 there is no quorum within 30 minutes of the scheduled start of the meeting, or other reasonable waiting time agreed by the committee, the chair will:

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

It is important to remember 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.

The most common reason for a member being unable to vote on a particular decision is if they are absent from the room due to a conflict of interest.

Sometimes, it will be necessary to defer a decision on certain items 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 formalvote**.** 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’. Under sections 14B and 15 of the Crown Land (Reserves) Act, 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.

While 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.

### 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 there is a quorum (see previous page) for a vote to occur
* the motion being passed if the majority of members voting 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.

It is good practice for the motion to be written down. This is particularly important if it is contentious, complex or wordy. The motion is then read out or circulated prior to voting. This ensures 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.’

# 4.11 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 on the committee 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. Briefly note the key factors in a decision but avoid details of ‘who said what’.

## Minutes template

DELWP offers a **template** for minutes of a committee meeting, which your committee can choose to use. It can be downloaded from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website. A copy is available at the end of this chapter, which you may find useful to read.

## What to record in the minutes

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 that each agenda item commences and finishes
* details of standing items, in particular, **conflict of interest** and **gifts, benefits and hospitality**.

Decisions

* each committee decision, including the exact wording of the motion
* a brief note of the 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, for example, due to a conflict of interest
* if a member present is unable to vote on a particular decision, for example, due to a conflict of interest, confirmation that a quorum still exists for that decision
* any action items flowing from the decision; who is responsible for completing them; and any timelines.

Other matters may also need to be included in the minutes from time to time, such as a guest speaker.

The draft minutes should be sent to the chair for review, preferably within a few days of the meeting, and then to the other committee members. Include the page number and meeting date on each page.

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.*

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 and contemporaneous record (record made at the time) that 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*. For details see 6.7 ‘Record keeping’.

An outgoing committee must hand the minutes of its meetings to the incoming secretary. Other record keeping requirements also apply. For details see 3.9 ‘Outgoing committee – hand-over process’.

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

As with other documents produced by the committee, such as the *Register of interests*, committee minutes are a public document. However, this does not mean that they are automatically ‘open to the public’. For example, the minutes may contain information that is commercial-in-confidence.

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 1982*. If this occurs, the committee can contact the department. DELWP can provide advice and assist your committee to assess whether its minutes are exempt from disclosure.

# 4.12 Other requirements and good practice

## Confidentiality and proper use of information

Any information you receive in your role as a committee member must only be used for proper purposes.

* You must not use the information to gain advantage for yourself or anyone else or to cause detriment to the management of the reserve.
* You must keep the information confidential.

This is an ongoing requirement, **even after you leave the committee.**

## Notifying the department of major risks

If the committee decides that there is a major risk to the effective management of the reserve, the chair must notify the local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations).

## Traditional Owner acknowledgement

It is good practice for your committee to acknowledge the Traditional Owners of the land at the start of each meeting. Your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations) can assist with appropriate wording.

* If the Traditional Ownership of the land on which a committee meeting or event is taking place is **clear**, the Acknowledgement of Country is:

‘Our (*type of event*) is being held on the traditional lands (or country) of (*name of the Traditional Owner group*) and we wish to acknowledge them as Traditional Owners. We would also like to pay our respects to their Elders, past and present [and the Elders from other communities who may be here today].’

* If the Traditional Ownership of the land is **not clear**, the Acknowledgement of Country is:

‘We acknowledge the Traditional Owners of the land (or country) on which we are meeting. We pay our respects to their Elders, past and present [and the Elders from other communities who may be here today].’

## Annual general meetings

Most committees hold an Annual General Meeting (AGM). This is different from a regular committee meeting. An AGM is a public meeting where the committee reports back to its community. The agenda for an AGM usually includes the following:

* The committee ratifies the minutes of the previous AGM.
* The chair reports on the committee’s activities over the past 12 months (or since the last AGM was held).
* The treasurer presents a financial report.
* The committee outlines proposed activities for the next 12 months or term in office. This may include seeking the community’s views on those plans.
* Time is set aside for members of the public to ask questions of the committee. However, this is not a forum for taking motions from the floor or voting on proposals.
* If the community is due to ‘elect’ a new committee for approval by the Minister or their delegate, this usually takes place at the end of the AGM. This generally occurs every three years.

Advertise the AGM to the extent that is appropriate for your committee’s reserve. Advertisements can be placed in newspaper(s), public noticeboards, post, email and/or social media.

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

### Template agenda

DELWP offers a **template** for an AGM agenda, which your committee can choose to use. It can be downloaded from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website. A copy is available at the end of this chapter, which you may find useful to read.

# 4.13 Other guidance and resources

For further information see:

* The [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website.
* The Victorian Public Sector Commission [website](https://vpsc.vic.gov.au/). See chapter 5.4 ‘[Contributing to board meetings](https://vpsc.vic.gov.au/html-resources/welcome-to-the-board/5-how-your-board-operates/)’ in the publication [Welcome to the Board](https://vpsc.vic.gov.au/resources/welcome-to-the-board/).

Information is also available to committees through your local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations).

# 4.14 Electronic copy

An electronic copy of this document is available from the DELWP website ([www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committees)).

# 4.15 Template – committee meeting agenda

If your committee chooses to use the template below for a committee meeting agenda, it can be downloaded from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website.

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

|  |  |
| --- | --- |
| No. | **Item (for decision, noting, recording, endorsing, etc.)** |
| 1. | **Opening formalities** |
| 1.1 | Opening and welcome, including Acknowledgement of Country |
| 1.2 | Apologies |
| 1.3 | Confirmation of quorum |
| 1.4 | Confirmation of agenda (including any proposed additions) |
| 2. | **Register of gifts, benefits and hospitality** |
|  | Members confirm that their entries in the register are complete and correct or agree to update their details. |
| 3. | **Register of interests** |
|  | Members confirm that their entries in the register are complete and correct or agree to update their details. |
| 4. | **Conflict of interest** |
| 4.1 | Declarations: Members declare any interest (private interest or duty to another organisation) concerning any item on the agenda. |
| 4.2 | Management: Committee determines (i) whether the conflict is ‘material’ (serious) and (ii) how it will be managed. |
| 5. | **Minutes of previous meeting** |
| 5.1 | Endorse minutes of previous meeting, noting any amendments. (Only members who were present can endorse.) |
| 5.2 | Actions arising: Review the progress of actions arising from the previous minutes. |
| 6. | **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.’] |
| 7. | **Priority item B** – [*insert title*] |
|  | [As above] |
| 8. | **Reports and operational matters** |
| 8.1 | [Insert – e.g. Chair’s report(dated XXX) – attached] |
| 8.2 | [Insert – e.g. Treasurer’s report, including financial report (dated XXX) – attached] |
| 8.3 | [Insert – e.g. Secretary’s report, including correspondence sent and received (dated XXX) – attached] |
| 9. | **Other business** |
|  | Items not on the agenda can be raised for discussion, subject to the chair’s permission. |
| 10. | **Next meeting** |
|  | Decide or confirm the date, time, and location of next meeting. |
| 11. | **Meeting adjourns** |
|  | Meeting closes. |

# 4.16 Template – minutes of a committee meeting

If your committee chooses to use the template below for the minutes of a committee meeting agenda, it can be downloaded from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website.

|  |
| --- |
| *[insert name of committee]*  Minutes – committee meeting |
| Date and time [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 item(s), record this beside their name. If they attend remotely, note this also e.g. video call] |
| Invited guests present (if any)  [List any invited guests in attendance. Record the item(s), or part item(s), 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 gifts, benefits and hospitality** |  |
|  |  | ‘All committee members present affirmed that their entries in the *Register of gifts, benefits and hospitality* are complete and correct [*Insert if applicable:* except for XXX, who agreed to provide up-to-date details without delay:’ |  |
| *[Insert]* | 3. | **Register of interests** |  |
|  |  | ‘All committee members present affirmed that their entries in the *Register of interests* are complete and correct [*Insert if applicable:* except for XXX, who agreed to provide up-to-date details without delay.’ |  |
| *[Insert]* | 4. | **Conflicts of interest** |  |
|  |  | ‘The committee noted that there were no conflicts of interest (real, potential or perceived) concerning 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]* | 5. | **Minutes of previous meeting** |  |
|  | 5.1 | 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 …’] |  |
|  | 5.2 | [Insert – e.g. ‘The committee noted the current status of actions arising from the previous meeting’.] |  |
| *[Insert]* | 6. | **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’.  Example:  ‘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’.]  *[The member moving/seconding the motion can also be recorded if the committee so chooses.]* |  |
| *[Insert]* | 7. | **Priority item B** – [*insert title*] |  |
|  |  | [As above.] |  |
| *[Insert]* | 8. | **Reports and operational matters** |  |
|  | 8.1 | [Insert – e.g. Chair’s report(dated X)]  Key factors: [Briefly note. Avoid details of ‘who said what’.  Example:  ‘No changes to the report as written’.]  Decision/outcome: [Insert – e.g. ‘The committee noted the Chair’s report.’] |  |
|  | 8.2 | [Insert – e.g. Treasurer’s report - including financial report (dated X)]  [As above.] |  |
|  | 8.3 | [Insert – e.g. Secretary’s report – including attached list of correspondence sent and received]  [As above. Include any decisions about correspondence.] |  |
| *[Insert]* | 9. | **Other business** |  |
|  | 9.1 | *[Insert title* and brief description]  Key factors: *[Briefly note.* Avoid details of ‘who said what’.*]*  Decision/outcome: [Insert, depending on whether for decision, noting, etc.] |  |
|  | 9.2 | [As above] |  |
| *[Insert]* | 10. | **Next meeting** |  |
|  |  | The next meeting is as follows: [insert date, time, and location.] |  |
| *[Insert]* | 11. | **Meeting Adjourns** |  |
|  |  | The meeting was closed by the chair. |  |

# 4.17 Template – Annual general meeting (AGM)

If your committee chooses to use the template below for an AGM agenda, it can be downloaded from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP website.

## Agenda for an AGM

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| --- |
| **AGENDA – Annual General Meeting**  *[insert name of committee]*  Meeting for the financial period of 1 July [*insert 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, including Acknowledgement of Country. | 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. Questions from the floor | Chair |
| 7. Election of new committee (including, if applicable, reappointments) |  |
| 8. Thanks to outgoing committee of management |  |
| 9. Other business |  |
| 10. Close of meeting |  |

## Minutes for an AGM

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

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