



Plan of Management  
for  
Equestrian Centre  
Management Committee

Inverell Shire Council  
2023

## Document Control Page

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Committee

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# Plan of Management

## Equestrian Centre Management Committee

### 1 Administration

- The Committee shall be known as the Equestrian Centre Management Committee, referred to as ‘the Committee’.
- The Committee is established by Council under Section 355 of the Local Government Act.

#### 1.1 Area

- a) **Name:** Cameron Park Equestrian Centre
- b) **Description:** Part of Reserve 79584, for Public Recreation & including Cameron Park.
- c) **Definition:** Part Lot 1 DP1140913, Parish of Inverell

(Note: Throughout this Plan of Management this area is referred to as the “Designated Area”).

- d) The Council was appointed Trustee from 10<sup>th</sup> May 1957.
- e) A map of the Designated Area is shown at **Appendix 1**.

#### 1.2 Objectives

The purpose of the Committee is to undertake the following functions:

- a) To promote equestrian sports.
- b) To provide recreational opportunities in a safe environment.
- c) To provide a venue that can be used to educate participants in equestrian sports.
- d) To promote the use of the designated area and other existing facilities (eg Inverell Showground and Racecourse) by various equestrian sporting participants.

- e) To maintain and ensure the safety of users of the area and the Public.
- f) To preserve the amenity of the area.

## **2 Key Responsibilities**

The Committee shall:

- a) determine the conditions relating to public access to the Designated Area.
- b) Raise funds for the maintenance and development of the facilities through fees or charges set by Council on recommendations by the Committee.
- c) Expend funds to maintain all facilities, fencing and arena surface to ensure the safety of users.
- d) Act in accordance with the guidelines issued by Council.
- e) Act as an advisory body to Council on equine sports and equine facilities as requested.

## **3 Management**

### 3.1 The Council

- a) All policies relating to the objectives and operations of the designated area shall be made by Inverell Shire Council.
- b) Council shall not be obliged to act on any recommendation made by the Committee.

### 3.2 The Committee

- a) The care, control and management of the designated area, and the expenditure of such money as provided by the Council, shall be the responsibility of the Committee.

### 3.3 Membership

- a) The Committee shall comprise six (6) members of the public plus one (1) Council representative.
- b) Council shall appoint the members of the Committee.

### 3.4 Term

- a) The Committee shall be appointed for a four (4) year period commencing in the December following the Ordinary election of Council.
- b) The Committee members shall hold office until the next Committee is appointed by Council.

### 3.5 Office Bearers

- a) The Committee shall have three (3) Office Bearers:
  - Chairperson
  - Secretary
  - Treasurer
- b) The Office Bearers shall be elected by the Committee from the six (6) community members.
- c) The term of office for Office Bearers shall be one (1) year. Office Bearers can be reappointed by the Committee for a further 12 month term.
- d) The responsibilities of the Office Bearers is shown in **Appendix 2**.

### 3.6 Meetings

- a) The Committee may determine its own meeting times and procedures.
- b) Committee members are subject to Council's Code of Conduct.
- c) Committee members must declare real or perceived conflicts of interest at the start of each meeting.

## 4 **Operation**

The Committee may determine any matter relating to the operations of the Equestrian Centre, including but not limited to the following:

### 4.1 Access

- a) **Public Access:** Establish conditions of access to the Designated Area and may restrict access to certain areas in the interest of safety and protection of the environment.
- b) **Activities:** Activities permitted at the Centre will be restricted to equestrian activities unless otherwise agreed by the Committee (eg Trade Fairs).
- c) **Signage:** The appropriate signage to be erected at the Centre in accordance with Council and State regulations and be in clear view of the Public.
- d) **Security:** Maintain security of the facilities constructed on the designated area.

- e) **Risk Management:** carry out scheduled inspections of all assets within the Designated Area.

## 4.2 Facilities

### a) **Building and Structures**

Construct building and structures that complement the activities held at the Centre.

Note: Any buildings or structures proposed to be constructed are to be subject to a Development Application and to be constructed utilising materials as approved by the General Manager. When the building or structure is completed, advice should be forwarded to the General Manager in order that Council can arrange insurance coverage for the newly constructed building or structure.

### b) **Surface**

Ensure the surface of the arena is levelled and top dressed with sand or other suitable materials to provide for the maximum safety of users.

### c) **Fencing**

Erect and maintain suitable fencing around the boundary of the designated area.

## 4.3 Finance

### a) **Expenditure**

- (i) Expend funds for the maintenance and improvement of the Designated Area.
- (ii) May make requests to Council for a financial contribution to assist the Committee in carrying out its approved activities.
- (iii) Books, records and accounts shall be kept under a system approved by the General Manager.

### b) **Income**

- (i) Ensure all income received by the Committee is paid into a suitable bank account approved by the General Manager.
- (ii) Prepare and submit an estimate of income and recommended fees to the Council by 15th March of each year.

### c) Reporting

- (i) Prepare a report to Council in July of each year, on the following;
- Income received
  - Expenditure incurred
  - Supporting documentation
  - Improvements made to the Reserve
  - Any other matters the Committee wishes to raise with Council

#### 4.4 Environment

Ensure that any development of the Designated Area:

- a) Is consistent with the overall plan of management;
- b) Does not cause unnecessary environmental disturbance;
- c) Creates minimal environmental impact on the designated area and other operations within the area; and
- d) Is consistent with the status of the area.

#### 4.5 Maintenance

##### a) **Building and Structures**

Maintain all buildings and structures erected on the designated area.

##### b) **The Grounds**

Maintain the areas around the facilities including the mowing of these areas.

#### 4.6 Development Projects

- a) Prepare a masterplan for the incremental development of the facilities on the Designated Area.
- b) Make application for Federal and State grants subject to Council approval.

#### 4.7 Summary of Responsibilities – Committee

- a) **Appendix 3** records the operational responsibilities of the Committee.



## 5 Council Responsibilities

With respect to the operations of the Centre, Council shall:

### 5.1 Insurance - Property

Be responsible for arranging appropriate insurance coverage for any building or facility on the designated area and for meeting the cost of this insurance.

### 5.2 Insurance – Public Liability

Be responsible for arranging Public Liability insurance to cover members of the Committee and Volunteers engaged in the maintenance and development of the Designated Area.

Note: This policy does not cover those approved Council Committee members and volunteers when running or taking part in events held on the designated area.

The Committee shall be responsible for ensuring that all organisations that hire the designated area have the appropriate insurance cover(s).

### 5.3 Operating Grant

Determine if an annual allocation of funds by Council to the Committee is required.

### 5.4 Noxious Weeds

Control noxious plants at the Centre.

### 5.5 The Grounds

Mow the areas not maintained by the Committee.

Note: These areas to be determined after consultation between Council and the Committee.

### 5.6 Summary of Responsibilities

- a) **Appendix 3** records the operational responsibilities of Council.
- b) **Appendix 4** records the activities that Council's appointed representative will undertake.

## **6 Review**

The Committee shall in September each year:

- a) review the operation of the Plan of Management or other documents relating to the Designated Area and make recommendations, as required, to Council for consideration.
- b) submit to Council a program of development projects for the year commencing January 1<sup>st</sup> next.

Note: The Council shall review the objectives and policies at least every four (4) years and shall review the operation of the Designated Area annually on receipt of the recommendations of the Committee.

## **7 Consultation with Users**

- 7.1 The Committee may consult with users of the facilities at the Centre, on any matter that the Committee determines.
- 7.2 The frequency of the consultation with users shall be determined by the Committee.

MAP OF DESIGNATED AREA



**OFFICE BEARER RESPONSIBILITIES**

<b>Chairperson</b>
Preparing the agenda in consultation with secretary.
Chairing meetings in accordance with Council's Code of Meeting Practice and agreed Terms of Reference i.e. required notice of a meeting is given and quorum is present.
Ensures all decisions are recorded within delegated framework and that any decisions requiring council approval are noted and referred to council for a decision.
Represents / advocates on behalf of the Committee and its work.
Ensure all conflicts of interest are noted and disclosures by members of any pecuniary interest or conflicts of interest are received and submitted to Council.
Providing a one-page report to council annually by 31 July. The report must include a summary of key achievements of the Committee for the financial year (with photos where possible).
<b>Secretary</b>
To provide notice and agenda of meetings to Committee Members and Council.
Dealing with all incoming and outgoing correspondence.
Tabling all correspondence at Committee Meetings for appropriate action.
Accurately recording minutes of each meeting and forwarding all minutes to the General Manager and all members of the Committee.
<b>Treasurer</b>
Receipt of all moneys payable to the Committee and issuing receipts for same.
Keep correct accounts and books showing the financial affairs of the Committee.
Bank to the credit of the Committee all moneys received.
Submit financial statements at each Committee meeting.
Submit accounts for approval of payment by the Committee at each meeting.
Prepare and submit quarterly GST returns to Council (if applicable).
Prepare and submit financial records to Council for annual audit (July each year).
Submit recommended budget including fees & charges to Council by 15 March each year.

### General Council/Committee Responsibilities - Summary

Note: The list below is a standard list of responsibilities for the Council/Committee. Items to be selected as applicable and to be reviewed by Council Staff and Committee.

Responsibilities	Council	Committee
<b>Governance / Safety / Risk</b>		
Approve annual operatory Budget each year and determine if a financial contribution from Council is required.		✓
Attend most Committee Meetings	✓	✓
Participate in meetings – This involves: Reding all agenda papers; Being on time; Sticking to the agenda; Contributing to the discussion where appropriate; Being objective, listening to other’s views; volunteering to do some of the necessary tasks required.		✓
Support the office bearers in carrying out their roles.	✓	✓
Ensure the safety of the patrons, contractors and volunteers.	✓	✓
Supervise volunteers and keep a volunteer register.		✓
Comply with Councils policies and all relevant legislation.	✓	✓
Provide input to the overall management of the facility / Committee function.		✓
Comply with Councils adopted fees and charges, Work, Health and Safety and other legislation relevant to the operations of the facility.	✓	✓
Signage – In consultation with Council	✓	✓
Ensure Security of the Building and Other Assets.		✓
<b>Capital Works / Major Improvements</b>		
Provide recommendations to Council for function improvements and /or upgrades to the facilities.		✓
Assist with the implementation of development plans for Name of reserve or facility as relevant and any associated capital projects.		✓
<b>Day to Day Facilities Management / Minor Maintenance</b>		
Clean facilities (Wet and dry areas).		✓

Replace consumables. (Light globes, toilet paper, cleaning supplies).		✓
Mow reserve grounds.	✓	✓
Water reserve grounds.		✓
Control Weeds and apply pesticide and fertilisers.	✓	
Carry out scheduled inspection of all assets.	Quarterly	Weekly
Report all maintenance and repair issued to Inverell Council.		✓
Obtain quotes for works where needed.		✓
Undertake minor repairs and replacement of worn or broken items. <i>Minor works is defined as a sensible or practical repair on a like for like basis for the continuance of preservation, protection, repair and to upkeep, day to day maintenance. All volunteers must have appropriate certification where required and wear appropriate PPE (Personal Protective Equipment).</i>		✓
Provide information for Council website where applicable. E.g. Schedule of meetings.		✓
Ensure equity of access to the facilities for the local community.	✓	✓
<b>Event Managements / Promotion / Fundraising / Activities</b>		
Plan and undertake approved fund-raising activities as required and in accordance with Council's event management policies.		✓
Identify Relevant grand funding opportunities for council consideration.	✓	✓
May construct buildings and structures that complement the activities conducted at the designated area.	✓	✓
Scope projects and submit finding applications on behalf of Council.		✓
Determine what activities may be conducted in the designated area.		✓
Maintain Arena surface in a safe condition		✓
Erect and maintain suitable boundary fencing.		✓

**Council Representative Responsibilities**

<b>Staff Responsibilities</b>
Liaise with the Chair and other office bearers as required to progress matter related to the Committee.
Provide advice on matters of the council business relating to the function as delegated to the Committee.
Ensure a copy of the minutes are saved in Council's Record Management System.
Ensure a report to council is submitted with approved minutes and any recommendations noted.
Ensure actions as decided at the meeting are followed up and monitored for action and completion.
Monitor and provide advice regarding any major issues and risks identified (Rating of Moderate or above must be reported and managed as per our Risk Framework).
Consult with relevant staff on any issued concerning the operation / governance of the Committee.
Assist in undertaking General Committee Responsibilities as noted in Schedule 3.