

McLaren Flat Recreation Ground Inc.

Regulations

As Amended 4/9/19

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DEFINITIONS AND ABBREVIATIONS

Important Note: Refer also to Definitions in the Constitution

Affiliate Member	- A Club that has use of the Recreation Grounds and is admitted as an Affiliate Member under the Constitution
AGM	- Annual General Meeting (refer to Constitution)
Annual Operating Plan	- A document containing the goals, activities and accountabilities, planned by the <i>Management Committee</i> for the year ahead
Association	- McLaren Flat Recreation Ground Inc
Bar Facilities	- The provision of liquor and associated beverages and snacks from the bar area.
CC	- Community Club
Community Club	- <i>MFRG Community Club</i> , a trading name of the MFRG used for community social activities.
Community Clubroom	- The shared community space located in the main facility
Constitution	- <i>MFRG Constitution</i>
Executive	- Chairperson, Vice Chairperson, and Secretary of the <i>Management Committee</i>
Management Committee	- The committee elected under the constitution
Members	- Unless otherwise specified, includes <i>Individual Members, Social Members, Affiliate Organisations</i> and the <i>Affiliate Organisation's Members</i> .
MFRG	- McLaren Flat Recreation Ground Inc.
Planning Calendar	- A schedule maintained by the <i>MFRG secretary</i> containing the <i>MFRG</i> management activities from the <i>Annual Operating Plan</i> .
RFGL subcommittee	- Risk, Finance, Governance and Licensing subcommittee
SMH	- Soldiers' Memorial Hall
Social Calendar	- A publication containing programmed entertainment, activities and events available to members and the wider community
Social Member	- Members of the <i>Community Club</i> ; or members of an <i>Affiliate Member</i> .
Sub-Committee	- A committee appointed by the <i>Management Committee</i> to assist in managing certain aspects of the facility
User Group	- The group of principle organisations using the facility
Volunteer Staff	- Persons engaged by <i>MFRG</i> or its delegate to undertake unpaid work activities
Working Group	- A group of people established by the <i>Management Committee</i> or <i>subcommittee</i> for a finite period to undertake specific tasks

CONTACT LIST

Current Approved MFRG Management Committee and Affiliated Members

Position	Name	Contact No	Email Address
Chairperson			chair@ mclarenflatrecreationground.com.au
Vice Chairperson			vicechair@ mclarenflatrecreationground.com.au
Secretary			secretary@ mclarenflatrecreationground.com.au
Chair Finance Treasurer			accounts@ mclarenflatrecreationground.com.au
Chair Operations			
Elected member			
Elected member			
Appointed member			
Appointed member			

Affiliate (Club Name)	Delegate Name	Contact No	Email Address
McLaren Flat Bowling Club			
McLaren Flat Netball Club			
McLaren Flat Table Tennis Club			
McLaren Flat Tennis Club			
McLaren Districts Cricket Club			
McLaren Districts Lions Club			
McLaren Districts Riding Club			
McLaren Districts Soccer Club			
Southern Districts Veterans & Ladies Cycling Club			

GOVERNANCE STRUCTURE DIAGRAM



- Voting (Affiliate Members)**
- McLaren Flat Bowling Club
 - McLaren Flat Netball Club
 - McLaren Flat Table Tennis Club
 - McLaren Flat Tennis Club
 - McLaren Districts Cricket Club
 - McLaren Districts Lions Club
 - McLaren Districts Riding Club
 - McLaren Districts Soccer Club & Ladies Cycling Club

- Non Voting Members**
- Social Members of Affiliate Groups
 - Social Members of Community Club
 - Volunteer Members

MANAGEMENT COMMITTEE

The MFRG *Management Committee* is made up of volunteers who oversee the management of the recreation ground.

The Constitution states that the positions are:

- Chairperson
- Vice Chairperson
- Secretary
- Chair Risk, Finance, Governance and Licensing (RFGL) Sub Committee
- Chair of Operations Sub Committee
- Two elected Committee Members
- Up to two Appointed Committee Members

Main roles and tasks:

- Set objectives, define policy, develop strategic direction and make decisions (See Part 3 "Objectives of the Organisation" in the Constitution)
- Maintain good governance and ethical standards in-daily activities
- Specify the delegation of the *Sub Committees*
- Ensure satisfactory leadership, planning, organisation control and succession
- Monitor the performance of sub-committees
- Monitor the performance of the *Association* against agreed goals
- Ensure current plans and actions provide for the organisations continuity
- Manage communication with members and other stakeholders including government, sponsors etc.
- Manage risks (i.e. statutory & contractual risks)
- Clearly identify responsibilities for Sub Committees and office bearers
- Ensure compliance with statutory laws
- Ensure conformance with the *Association's* and other external mandatory policies where applicable
- Emphasise and concentrate on long-term goals
- Undertake a regular review of the organisations finances

MANAGEMENT COMMITTEE ROLES

CHAIRPERSON

Objectives

- Provide strong, efficient and effective leadership for the *Association*
- Ensure the *Association* is run efficiently administratively, financially and socially to support activities conducted in the grounds
- Ensure the *Association* has clear goals and strategic direction in accordance with the *Objectives* of the association
- Provide support to the *Management Committee* members to ensure the efficient operation of the *Association*
- Provide a safe and enjoyable recreational environment for all *Association* members and ensure all activities are played in a safe and fair spirit

Responsibilities

- Ensure Sub Committee and committee members fulfil their responsibilities to the *Association*
- Preside at meetings of the *MFRG Management Committee*
- Report activities of the *MFRG* to the membership at the *Annual General Meeting*
- Assist other *Committee Members* in their duties as required
- Always looking forward ensuring that the *Association* meets its stated objectives

Relationships

- Reports to the *Members* of the *MFRG*.
- Acts or ensures his/her delegate acts in the best interests of the *Association* at external meetings.
- Collaborate with all office bearers, *Committee Members* and *Volunteer Staff*.

Accountability

The Chairperson shall be :

- Is accountable to the *Members*
- Provides a report on activities at each *Management Committee* meeting
- Seek ratification from the appropriate *Management Committee* members prior to committing the *Association* to any financial expenditure or action

VICE CHAIRPERSON

Objectives

- To assist the Chairperson in related matters across the *Association*
- To provide support to the *Executive* to ensure the *Association's* efficient operation

Responsibilities

- Ensure the effective and efficient operation of the *Association*
- Preside over meetings in the absence of the Chairperson
- Ensure that all volunteers are carrying out their duties as required
- Assist other *MFRG Committee Members* in their duties as required
- Undertake tasks at the request of the *Executive*
- Coordinate any sponsorship

Relationships

- Reports to the *Association Chairperson* and *Management Committee*
- Liaises with official *Association* suppliers & other key stakeholders
- Support all office bearers, *Committee Members* and *Volunteer Staff*

Accountability

- The Vice Chairperson is accountable to the Chairperson and *Management Committee*
- Provide a report on *Vice Chairperson* activities to each *Management Committee* meeting
- Seek ratification from the appropriate *Management Committee* members prior to committing the *Association* to any financial expenditure or action

SECRETARY

Objectives

- To ensure that appropriate administrative support is provided to the Chairperson, *Management Committee* and *sub committee's*
- To provide a "whole of Association" planning focus to ensure the overall efficient management of Association functions
- To manage business considered by the Association management committee
- To provide support to the *Management Committee* members to ensure the efficient operation of the Association

Responsibilities

- Ensure a *Public Officer* is appointed annually for the Association
- Establish Ensure a *Planning Calendar* of improvements, compliance and maintenance events for the financial year
- Provide a coordinating and support role for Association *Sub Committees* and *Working Groups*
- Formulate the annual *Operating Plan* and manage its ongoing administration
- Provide secretarial support to the *Management Committee*
- Maintain an accurate copy of the *Constitution & Regulations* of the Association
- Maintain an accurate list of memberships of the Association in accordance with the Constitution. Administration of non-voting membership is delegated to the *Operations Subcommittee*.
- Maintain a complete record of all activities of the Association
- Be familiar with the rules of the Association and provide governance advice to the Chairperson, *Management Committee* and *Sub Committees* as required
- Prepare minutes of all *Management Committee* and *General Meetings* of the Association and distribute in accordance
- Receive all correspondence directed to the Association
- Prepare and send correspondence in accordance with the direction of the Chairperson and *Management Committee*
- Report activities of the organisation to the membership at the Annual General Meeting
- Support other Committee members in their duties as required
- Undertake tasks at the request of the Chairperson, *Management Committee* or *Sub Committee's*

Relationships

- Reports to the *Management Committee*
- Liaises with the *Executive*
- Liaises with *Sub Committee's* and *Working Groups*

Accountability

- The Secretary is accountable to the Chairperson and the *Management Committee*
- Provide a report at each *Management Committee* meeting

- Seek ratification from the appropriate *Management Committee* members prior to committing the *Association* to any financial expenditure or action

TREASURER

Objectives

- To oversee all financial related matters across the *Association*
- To provide support to the *Association* Chairperson
- To provide support to the *Management Committee* to ensure the *Association's* efficient operation

Responsibilities

- Ensure the effective and efficient operation of the *Association* in relation to financial, risk governance and licensing matters
- Chair the Monitor and report on matters of Risk, Finance, Governance and Licensing. Sub Committee
- Develop an annual Calendar of Governance and Licensing Key Dates
- Assist other committee members in their duties as required
- Promote the concept of financial risk management across all areas of the *Association*
- Undertake tasks at the request of the Chairperson, *Management Committee*
- Ensure the organisation can facilitate payroll and other necessary day-to-day transactions.
- Coordinate the audit process
- Oversee the preparation of accurate financial records and subsequent reporting to the *Management Committee*

Relationships

- Reports to the *Association* Chairperson and *Management Committee*
- Supports all volunteers in relation to money matters
- Liaises with official *Association* suppliers & other key stakeholders

Accountability

- To the *Association* members, Chairperson and *Management Committee*
- Provide a report on the financial operations to *Management Committee* meeting
- Seek ratification from the appropriate *Management Committee* members prior to committing the *Association* to any financial expenditure or action

BAR MANAGER – APPOINTED

Objective

- Provide bar facilities to patrons when access to the bar is required
- To ensure a safe and comfortable environment for Association members through the implementation of the *Responsible Management of Alcohol* policy
- Ensure that bar operations are managed efficiently within budget requirements
- To provide support to the *Management Committee* (and or delegates **i.e. Operations Subcommittee**) to ensure the efficient operation of the Association's bar facility.

Responsibilities

- Ensure *Bar Facilities* are provided for all licensed functions and events in line with the *Social Calendar* and as otherwise required.
- Utilise, coordinate and oversee bar staff and volunteers to ensure operational efficiency and achieve acceptable standards of service
- Ensure adherence to MFRG policies and standards, including; licensing, hygiene, safety and financial requirements of bar operation.
- Upholding a professional relationship with patrons that is consistent with the objectives of the MFRG
- Manage the sale of liquor in accordance with the provisions of the Liquor Licensing legislation including the acquisition and display of required licences
- Account for all purchases and sales of liquor
- Ensure sufficient bar supplies are available to meet the needs of all Association members and visitors
- Implement the *Responsible Management of Alcohol* policy.
- Assist other *Management Committee* members in their duties as required
- Undertake tasks at the request of the Chairperson, *Management Committee*
- Coordinate Bar Services with the Function and Events **Group Coordinator**

Relationships

- Reports to the Operations Sub Committee
- **Communicate, consult and cooperate with the Function & Events and Maintenance Groups Chairperson of Operations Sub Committee**
- Liaises with suppliers and other key stakeholders

Accountability

The Bar Manager:

- Is appointed by the *Management Committee* **following a recommendation from the Operations Sub Committee**
- Shall report to the **Operations Sub Management Committee**
- **Must provide a report to each Operations Sub Committee meeting**
- Must **comply with the policies and procedures of the association seek ratification from the Operation Sub Committee prior to committing the organisation to any financial expenditure or action**

FUNCTIONS & EVENTS COORDINATOR – APPOINTED

Objective

- Uphold the objectives of MFRG by facilitating and promoting recreation, sporting and social activities for the benefit of members and the broader community.
- To provide support to the Management Committee or delegated Sub Committee to ensure the efficient operation of the organisation
- To establish, maintain and publish a Social Calendar to provide a range of appropriate entertainment for all organisation members and to enhance the appeal of the organisation to the wider community

Responsibilities

- Coordinate a working group to program and organise social events for the organisation
- To manage all booking enquiries for the organisation
- Prepare, maintain, publish and promote a calendar of social events (Social Calendar) in line with the role objectives
- Ensure that all social events held are at least cost neutral to the organisation
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Chairperson, Executive or Sub Committee

Relationships

- Reports to the operations Sub Committee
- Liaises with all relevant members and any person responsible for and/or running events at the MFRG
- Liaises with official organisation suppliers and other key stakeholders
- Collaborate with the Bar Manager for events requiring Bar Facilities.

Accountability

- Is appointed by the Management Committee following a recommendation from the Operations Sub Committee and
- The Functions & Events Coordinator is accountable to the Operations Sub Committee
- The Functions & Events Coordinator shall seek ratification from the Management Committee for the implementation and updating of the Social Calendar once it has been endorsed by the Operations Sub Committee. This shall include financial arrangements
- Provide a report to each Operations Sub Committee meeting

SUB-COMMITTEES

SUB-COMMITTEES AND WORKING GROUPS ROLE

For efficient and effective use of time and expertise, *Working Groups* or *Sub Committees* may be established under the auspices of the *Management Committee*.

A *Working Group* is usually established for a finite period to undertake specific tasks, whereas a *Sub Committee* is generally required on an ongoing basis and forms part of the essential governance responsibilities e.g. finance, risk.

A *Sub Committee* is authorised by the *Management Committee* through specific Terms of Reference.

Recommended Terms of Reference for Sub-Committees and Working Groups:

- The *Sub Committee* chairperson is an elected position from within the *Management Committee*
- *Sub Committees* generally meet separately to do some of the ground work for the Committee, e.g. draft resolutions, review documents, gather and assess information to take back to the *Management Committee*
- The elected chairperson of the *Sub Committee*, who is part of the *Management Committee*, will chair the *Sub Committee*
- The *Sub Committees* reports to the *Management Committee*
- The decision-making power should be maintained at *Management Committee* level
- *Sub Committees* would generally meet no less than quarterly, however this will be decided by the *Sub Committee* depending on its responsibilities at that time
- *Sub Committees* need to comprise of people with the relevant skills
- The *Management Committee* must specify the minimum number of members of each *Working Group* that each *Sub Committee* can determine the minimum quorum number.
- A minimum quorum of a *Working Group* will be at least four

RISK, FINANCE, GOVERNANCE AND LICENSING SUB-COMMITTEE

The Risk, Finance, Governance and Licensing (RFGL) Sub-Committee ensures that the risk, financial interests and governance of the Association are protected and enhanced.

Reporting to the Management Committee, the RFGL subcommittee monitors and implements management practices in accordance with the requirements of the Constitution (including Section 8 Records and Accounts) and general principles of strong corporate governance.

The Sub-Committee is appointed by the Management Committee and meets at least twice a year.

Due to the nature of the work conducted at an operational level, the RFGL Sub-Committee may recommend that a number of specialised roles are created such as:

- Assistant Treasurer
- Risk Manager
- Bar Manager (joint recommendation with Operations Sub-Committee)
- Property Coordinator
- Council Liaison

This Sub-Committee will work closely with other officers of the organisation to ensure the good governance of the Association.

Name of Group	RISK, FINANCE, GOVERNANCE AND LICENSING SUB COMMITTEE
Functions	<p>Responsibilities are:</p> <ul style="list-style-type: none"> • Advise on compliance with all MFRG risk management issues arising from funding agreements • Identify and coordinate the management of any risks to the organisation • Oversee the development of a <i>Risk Management Strategy</i> that addresses contractual, financial and statutory compliance • Monitor compliance with this <i>Risk Management Strategy</i> once established • Conduct or arrange for the conduct of appropriate internal and external audits of finances • Review the results of any internal audits • Review all transaction processes including; cash handling, purchasing, payroll, and bank reconciliation as required • Assists the treasurer to prepare annual audit • Assists the treasurer to compile and review the organisation's budget • Develop an annual <i>Calendar of Governance and Licensing Key Dates</i> • Identifies, reviews and recommends implementation of selected programs, policies and procedures, including external programs such as 'StarClub', where they are deemed relevant and consistent with MFRG objectives • Address any other issues as directed by the <i>Management Committee</i>
Chairing	The <i>Sub Committee</i> chairperson will chair the sub-committee meeting and shall have a deliberative vote

<p>Frequency of Meetings and Quorum</p>	<ul style="list-style-type: none"> The RFGL Sub Committee will meet as often as is required to fulfil its obligations and as directed by the MFRG Management Committee A quorum for the Sub Committee will be: When the total number of approved members is an even number – 50% of its approved members plus 1 When the total number of approved members is an odd number – 50% of the approved members, rounded up to the nearest whole number. (Amended 5/6/19) A quorum of a Working Group will be four (4) All members of Sub Committee will have one vote on any decisions within the subcommittee All decisions of the Sub Committee are to be founded on MFRG Objectives, (not on individual interests)
<p>Record of Meetings</p>	<ul style="list-style-type: none"> Minutes are required for every Sub Committee and Working Group meeting. A committee member will be appointed/volunteered to record and distribute minutes Minutes of each Working Group will be distributed within one week of the meeting to all Sub Committee members The minutes of the Sub Committee will be distributed within one week to the MFRG Management Committee secretary for inclusion in the Management Committee paper records
<p>Reporting Mechanism</p>	<ul style="list-style-type: none"> The chair of the RFGL Sub Committee will provide a report to the MFRG Management Committee and Operations Sub committee The chair of the RFGL Subcommittee will work with the chair of the Operations Subcommittee on cross related matters.
<p>Functions and Delegated Authority</p>	<p>The Sub Committee will be provided with a delegated authority allowing it to manage within the approved budgets</p> <p>All decisions made by the Sub Committee must be ratified at the next Management Committee</p>
<p>Membership and Appointment</p>	<ul style="list-style-type: none"> All Committee members must be a member of the MFRG either as a non-voting member or an Affiliate Club Member Members are appointed by the Management Committee

OPERATIONS SUB COMMITTEE

The Operations Subcommittee ensures that the day to day activities of the association are fulfilled, protected and enhanced. This includes the operations of the Community Club activities.

The Management Committee appoints the Sub Committee to ensure the objectives of the organisation are met, including;

- Promote, recreation, sporting and social activities
- Identify commercial opportunities, including sponsorship and marketing, as are appropriate to further the interests of the affiliate clubs and its members
- Manage, maintain, and improve the facility
- Promote the health and safety of members and all other participants

This Sub Committee will work closely with other officers of the association.

Name of Group	OPERATIONS SUB COMMITTEE
<p>Functions</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • All bookings at Community Club (CC) and Soldiers Memorial Hall (SMH) • All catering and Bar facilities at CC & SMH • All maintenance on common buildings including cleaning at CC & SMH • All common grounds maintenance • All security across the MFRG • Administration of non-voting Social & Volunteer membership
<p>Membership and Appointment</p>	<ul style="list-style-type: none"> • All Committee members must be a member of the MFRG either as a non-voting member or an Affiliate Club Member • A Sub Committee member will chair any additional Working Group that may be created as detailed below • The Operations Sub Committee may convene separate Working Groups to manage its responsibilities For example, Working Groups may be convened for: <ul style="list-style-type: none"> o Bar/stock/bookings management o Catering incl. kitchen and stock o Grounds Maintenance o Building maintenance incl. cleaning & security • The Sub Committee chairperson will be a member of the MFRG Management Committee. Their appointment will be managed within the MFRG constitution • The committee members will not have a set term and be eligible to remain for as long as they are actively fulfilling their responsibilities and contributing

	<ul style="list-style-type: none"> • There will be a maximum number of members on the Sub Committee of 10 • Social Members – Community Club shall have the right to vote for the appointment of 5 representatives on the Sub Committee • There will be no limit on the members of the Working Group committees
Chairing	The Sub Committee chairperson will have a deliberative vote
Frequency of Meetings and Quorum	<ul style="list-style-type: none"> • The Sub Committee and Working Groups will meet monthly to fulfil their obligations and as directed by the MFRG Management Committee who may be seeking information/reports. • A quorum for the Sub Committee will be: When the total number of approved members is an even number – 50% of its approved members plus 1 When the total number of approved members is an odd number – 50% of the approved members, rounded up to the nearest whole number. (Amended 5/6/19) • A quorum of a Working Group will be four (4) • All members of either the Sub Committee or Working Group will have one (1) vote on any decisions • All decisions of the Sub Committee are MFRG focused, not based on individual interests
Record of Meetings	<ul style="list-style-type: none"> • Minutes are required for every Sub Committee and Working Group meeting. A committee member will be appointed/volunteered to record and distribute minutes • Minutes of each Working Group will be distributed within one week of the meeting to all Sub Committee members • The minutes of the Sub Committee will be distributed within one week to the MFRG Management Committee secretary for inclusion in the Management Committee paper record
Reporting Mechanism	<ul style="list-style-type: none"> • The chair of the Operations Sub Committee will provide a monthly report to the MFRG Management Committee • The chair of any working group will be a member of the Operations Sub Committee and report to the Sub Committee each meeting
Functions and Delegated Authority	<p>The Sub Committee will be provided with a delegated authority allowing it to manage within the approved budgets</p> <p>All decisions made by the Sub Committee must be ratified at the next Management Committee</p>

USER GROUP FORUM

The purpose of a *User Group Forum* is to allow the *Management Committee* to discuss the future needs of the association with the people who use the facility. This may include user group updates, issues or strategic ideas to progress the objectives of the *Association*.

People entitled to attend these forums are detailed in Clause 6.14 of the Constitution.

MEMBERSHIP RULES

The Management Committee is responsible for managing membership in accordance with the Constitution.

There are two categories of membership; Voting and Non-Voting. The definition each type of membership is contained in the Constitution.

Voting Members:

Affiliated Members (Affiliated Organisations) are entitled to vote at AGM and Special General Meetings.

Voting membership is limited to one nominated representative from each Affiliated Organisation who are sanctioned to use the facilities of the Association.

The intention is to ensure that no single user demographic can take control of the *Association*.

The Secretary of the Management Committee is responsible for administration of the Voting membership.

Non-Voting Members

Non-Voting membership is afforded to individuals (e.g. Social/Volunteer); and members of the affiliates to ensure they have access to use the facilities and clubrooms in order to undertake their activities.

These people are afforded the rights and privileges outlined in the Constitution, however, they are not entitled to vote at an AGM or Special General meeting.

The Operations Subcommittee is responsible for the administration of non-voting memberships.

Application for Membership

Affiliate Members (as prescribed in the constitution) must:

- Be directed to the Secretary and in a form approved by the Management Committee
- Contain full particulars of the name and address and contact details of the applicant
- Enclose a copy of their constitution and regulations, Certificate of Incorporation; (add List of Members, Committee Members, Public and Product Liability Insurance Certificate of Currency)
- Contain any other information prescribed by the Management Committee

All other Memberships (as prescribed in the constitution) must:

- Be in writing directed to the Operations Subcommittee Management Committee in a form prescribed from time to time, from the applicant or its nominated representative and lodged with the Association
- Accompanied by the appropriate fee

Fees

Category	Annual Fee 2018	Joining Fee (one off)
Affiliate Members		
Social – Affiliate Member		
Social – Community Club		
Volunteer Members		

Refund of Membership Fees

- a. Membership fees or subscriptions paid by the discontinued member may be refunded on a pro-rata basis to the member upon discontinuance
- b. An application for refund is to be submitted to the *Management Committee* for a decision

DISCIPLINE AND DISPUTE RESOLUTION PROCESS

Complaints

- Will be handled in accordance with the *Discipline and Dispute Resolution* requirements of the *Constitution*
- A complaint may be lodged in any case in which it is claimed that any member of the *MFRG* has committed a breach of, or has failed to comply with, the Provisions of *The Association* or inappropriate behaviour
- Complaints must be lodged in writing to the Secretary of the *MFRG*
- The Secretary will notify all members of the *Management Committee* and the alleged party within forty eight hours of receiving any complaint and arrange with them for a hearing to be held within fourteen days of such a complaint being received.
- The *Management Committee* may establish a *Complaints Sub Committee*
- Persons required to attend the hearing of a complaint will be given not less than three days written notice of the date, place and time of such hearing. The notice will be sent out by the Secretary of *The Association* with a copy of the complain
- A written explanation of the decision will be sent to all parties involved as soon as possible after the decision has been made
- The *Complaints Sub Committee*, if called will inform the *Management Committee* of the decision
- Any Club or person upon whom a penalty has been inflicted, will, if not satisfied with the decision of the *Complaints Sub Committee*, have a right to appeal from such decision to the *Management Committee* which may, if it thinks fit, obtain a ruling on the matter from an independent arbiter. Any such appeal must be lodged in writing with the Secretary of *The Association* within five days of receiving notice of the decision

Reporting Inappropriate Behaviour

- Behaviour that contravenes the codes of conduct should be reported to the *Secretary* (or *Chairperson* if necessary).

Member Protection Policy including Child Safe Practices

- The *Member and Patron Protection Policy* is available on the *Association* web site: e.g. www.mclarenflatinfo www.mclarenflatrecreationground.com.au
- The *Association* takes very seriously all facets of the *Member Protection Policy*
- The legal requirements pertaining to *Child Safe Practices* are to be adhered to very carefully by all members

WORK HEALTH SAFETY POLICY

This policy shows our commitment to

- our workers' (including volunteers) health and safety
- removing or reducing risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations
- ensuring all work activities are done safely
- a collaborative approach to identify and solve health and safety issues with our workers
- continuously improving work health and safety by addressing hazards and reviewing outcomes

As the Person Conducting a Business or Undertaking (PCBU), we must:

- ensure our responsibilities under the Work Health and Safety Act 2012 are met
- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways for workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections
- ensure this policy and all safe work procedures are kept up-to-date

Our workers (including volunteers) must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace incidents or hazards to their supervisor
- not wilfully interfere with or misuse items or facilities provided

Our visitors and contractors must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy and procedures

BOOKINGS AND EVENTS GROUP

Text as per appended recommendations of 2019 Organisational Review .

MEMBERSHIP GROUP

Text as per appended recommendations of 2019 Organisational Review .

MAINTENANCE GROUP

Text as per appended recommendations of 2019 Organisational Review .

HISTORY OF AMENDMENTS

Motion 5/6/2019 – Clarification of Quorum requirements (when subcommittees comprise of an odd number of approved members) using the same definition provided in the Constitution. [Filed as "Version 9"]

Motion (TBA) – Organisational restructure: Deletion of two subcommittees and amended roles. Minor amendment to referenced parts. Addition of new delegated functional groups. [Filed as "Version 10"]