

K.Kelly Notes.

GOSFORD TENNIS CLUB INTEGRITY SUB -COMMITTEE MEETING:

Held at the Gosford RSL Club, West Gosford.

DATE: 23/04/18. Commenced: 5:48 pm.

ATTENDEES: Rob Eldridge, Kathryn Kelly, Chris Lees, Alex Silcock.

1. Clarification of Roles within sub committee: Alex Silcock Chair.
Kathryn Kelly note-taker.
2. Alex stated that there needs to be a written document from the Committee stating what is required from the Integrity Sub Committee. He also stated that this sub committee needs to not dwell on past proceedings, but needs to look to the future and the establishment of best governance.
3. Discussion relating to scope of the subject matter.
 - Legal issues
 - Corporate Governance
 - Association policies.
4. Corporate Governance, Constitution, Policy. Discussing contracts etc. not applicable.
5. The sub-committee are to be responsible for recommendations only to the Association for ratification by the management committee
6. Alex: Motion: Subject matter limited to Corporate Governance, Association Policy and Procedures, and Constitutional reform.
 - (Definition of Policy and Procedures: Refers to the day-to-day operations of the GTC.)Moved Alex/ Sec: Rob. Passed.

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7. Ideas were brainstormed regarding recommendations to the Association and Alex read information supplied by Rob for discussion. Copy of recommendations to be forwarded by Alex from Rob to rest of sub-committee (not available when compiling these notes).
8. Discussion related to priorities of sub-committee.
 - Constitution needs to be 1st priority. Corporate Governance 2nd, Day to day policies 3rd.
 - A Constitution that complies plus additional documents relating to Governance, Rules and Regulations.
 - Scope: Corporate Governance, Constitution and Association Policies and Procedures. An addendum to the Constitution should consist of Policy and Procedures, Corporate Governance, Additional information.
9. Recommendation: That the integrity committee reviews and updates the current constitution, to be presented to the main committee for their consideration.
 - Sub Committee members to compile information on first five headings of outline submitted by Kathryn for the Constitution. Then send to Kathryn for it to be formatted for next meeting's discussion.
10. Alex will report to the Association regarding the sub-committee meeting on 7th May.
11. Next sub committee meeting: 21st May. 6:45 pm. Gosford RSL.

As there was no formal delegation of power or functions by the Management Committee, the primary purpose of the first meeting was to determine and clarify the remit of the Integrity Sub-committee (ISC). We also brainstormed some issues that it was thought may fall within the scope of the ISC, and talked about whether any of this should be included in a new constitution. It was decided that altering the constitution of the Association should be a priority.

Breadth

The scope of the subject matter within the ambit of the ISC was discussed. It can be difficult to define and constrain subject matter for consideration because there will inevitably be overlaps. Therefore, any attempt to set limits on breadth will be imperfect. The proposed subject matter for the ISC is the following:

- Corporate governance;
- Association policies (including the day to day operations of the business); and
- Constitutional reform.

It was acknowledged that in the future, an extension of subject matter to include 'legal issues' could be contemplated. However, the ISC will not consider legal issues at this stage.

Depth

This is the limit on the actions that the ISC can take (i.e. what can it actually do?). It was agreed that the ISC only has power to make recommendations to the Management Committee. The Management Committee at a Committee Meeting must decide whether to ratify and implement the recommendations.

Priority

We prioritised the subject matter in the following order from highest to lowest importance: 1) constitutional reform; 2) corporate governance; 3) association policies.

Recommendations

We make the following recommendations to the Management Committee:

- 1) That the subject-matter within the scope of the ISC be limited to the three spheres of: a) constitutional reform; b) corporate governance; b) association policies.
- 2) That the integrity committee reviews and updates the current constitution, to be presented to the main committee for their consideration.

Attachments

Also attached are Kathryn's notes and potential issues for consideration by the ISC submitted by Rob.

Issues submitted by Rob for potential discussion by the Integrity Sub-committee

- A Policy and Procedures manual for the GDTA/ GTC and changes to the constitution
- Committee member induction including required reading, Working with Children Check etc. Signed register of completion.
- NDA or other for of CA for committee members.
- Complaints process including forms, response opportunities etc. Need to address not only Member complaints but also responsibilities as a business operator to our employees.
- Document storage guidelines.
- Document to outline the protections in place for committee members and volunteers working at the centre i.e. OHS, workers comp, insurances
- Obligation to disclose documents and information provided to a committee member relating to GDTA business.
- Guidelines of how a breach of our standards is handled? Who's responsibility will it be? Penalties etc.
- Code of conduct for Committee and business operations.
- A hierarchy of information; what information takes priority in a meeting like we had the other night and how is it determined? Corporate govt
- Guidelines for donations policy