

	<b>CHARTER #1</b>	Version:	1
	<b>Beachport Boat Ramp Advisory Committee</b>	Date Adopted:	11 November 2015
		Next Review Due:	November 2018

## 1. NAME

The name of the Committee shall be the Beachport Boat Ramp Advisory Committee (hereinafter called 'the Committee').

## 2. ESTABLISHMENT

1. The Beachport Boat Ramp Advisory Committee established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on Tuesday 14 July 2015 (Refer to Folio 6120; Item 13.).

## 3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED

The Beachport Boat Ramp Advisory Committee is a Committee charged with the responsibility of the provision of advice to Council in relation to the maintenance, operation, management and improvement of the boat ramp facilities and the immediate area in the Beachport township (hereinafter called "the purpose").

## 4. FUNCTIONS

The functions of the Committee shall be to undertake any action, as appropriate, in pursuance of the above purposes. Such actions will include, but not be limited to, the following:

1. To provide advice to Council in relation to the operation management and demand for the boat ramp facility in the Beachport township.
2. To carry out any research, investigation, survey or inquiry relative to the existing or proposed services, facilities or amenities within the ambit of the Committee purposes.
3. To consider the requirements of all users and others of the boat ramp facilities/area in the Beachport township.
4. To liaise and consult with persons, groups and organisations in relation to the quality of existing boat ramp facilities and their immediate environs, the operation, management and demand for boat ramp facilities in the Beachport township.
5. To actively promote and lobby for the provision of appropriate boat ramp facilities to service the needs of the local community and visitors to the region.
6. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes.
7. To recommend to Council the need to appoint a representative of an organisation or organisations as additional members to the Committee from time to time.
8. To carry out such other acts, and to do all such other things as are incidental to, or conducive to the attainment of the objects and the exercise of the powers of the Committee.

## 5. MEMBERSHIP

1. The membership of the Committee shall consist of up to seven (7) members, who shall be appointed by Council as follows:
  - a) Two (2) Council members appointed by the Council;

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- b) One (1) representative of the Beachport District Development Association (BDDA);
  - c) One (1) representative of the Professional Fisherman's Association.
  - d) One (1) representative whom is a recreational fisherman that uses the Beachport boat ramp; and
  - e) Two (2) representatives from the community.
2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coinciding with the four (4) year term of the Council.
  3. Any person appointed pursuant to sub clause (1) hereof shall cease to hold office if the organisation they represent goes into recess or is wound up or dissolved in accordance with the provisions of the Associations Incorporation Act 1985.
  4. Provided, however, that upon any person appointed pursuant to sub clause 5.1 hereof ceasing to hold office, a further person nominated by the respective organisation shall be appointed by the Council to fill the casual vacancy for the balance of the term of the person so ceasing to hold office.
  5. Each member of the Committee will undergo an induction once appointed, which will include (but not limited to) an explanation of the following matters:
    - 5.1. Committee Charter
    - 5.2. Risk Management, (Refer to Clause 19)
    - 5.3. Work Health Safety requirements, including the LGAMLS Claim Process (Refer to Clause 20).

## 6. REGISTER OF INTEREST

The provisions of Chapter 5; Part 4; Division 2 of the Local Government Act, 1999 do not apply to members of the Committee.

## 7. PRESIDING MEMBER

1. The Committee shall appoint a Presiding Member to be chosen by the members of the Committee from amongst their own number and shall hold office for such term as may be determined by the Committee.
2. The Presiding Member shall preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member who shall preside for that meeting or until the Presiding Member is present.

## 8. DUTIES OF THE PRESIDING MEMBER

The Presiding Member shall –

1. Call all meetings of the Committee in accordance with Clause 10;
2. Preside at all meetings of the Committee at which he or she is present and preserve order there at so that the business may be conducted in due form and with propriety;
3. Upon confirmation of the minutes sign them in the presence of the meeting; and

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4. Be an official spokesperson for the Committee.

## 9. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least three (3) times per year.
2. The Presiding Member may convene a special meeting of the Committee at his or her own volition and shall convene a meeting upon the written demand of at least two members of the Committee.
3. Subject to the provisions of Clause (4) hereof, notice of every meeting shall be given in writing to every member at least seven (7) days prior to such meeting. Notice shall be deemed to have been given a day following posting, or delivery of such notice. The notice shall contain the date, time and place of the meeting and the business to be transacted thereat.
4. The Presiding Member may call a special meeting of the Committee at any time provided that notice of such meeting shall be given to all members at least four hours before the commencement of the meeting.

## 10. QUORUM

No business shall be transacted at a meeting of the Committee unless a quorum is present. A quorum is ascertained by dividing the number of Committee members by two, ignoring any fraction resulting from the division, and adding one.

## 11. PROCEEDINGS OF MEETINGS

The Committee may determine the meeting procedures of the Committee.

Every meeting of the Committee shall be open to the public but, if the Presiding Member is of the opinion that a matter should be discussed in private, he or she may, after advising all present at such meeting of the reasons for forming such opinion and with the agreement of a simple majority of members present at the meeting, cause all persons not being representatives or officers or others attending at the Presiding Member's pleasure to withdraw from the meeting.

## 12. VOTING

All questions arising at a meeting of the Committee shall be decided by the majority of votes cast by Committee members present at such meeting.

Every member of the Committee shall have a deliberate vote at meetings of the Committee. In the event of an equality of votes, the Presiding Member shall have a casting vote in addition to his or her deliberate vote.

## 13. ADJOURNMENTS

The representatives present at any meeting may from time to time adjourn such a meeting.

If at any meeting there is not a quorum present within 30 minutes after the time appointed for the meeting or if, at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to a future meeting to be advised in the usual manner.

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#### 14. SECRETARY

- The Committee shall appoint one of its members to be the Secretary of the Committee.

#### 15. DUTIES OF THE SECRETARY

The Secretary shall;

- Be the public officer of the Committee;
- Attend all meetings of the Committee;
- Attend to all correspondence and deal with it as instructed by the Committee;
- Deal with the business referred by the Presiding Member of the Committee;
- Keep the minutes of all meetings of the Committee setting out all reports received and resolutions passed out other business transacted by the Committee and forward a copy to each member of the Committee and the Council;
- Keep such records as instructed by the Committee from time to time.

#### 16. NOTICE OF MEETING

The Committee shall present copies of their Notice of Meeting and Agenda in the format provided by Council to the Council no less than 3 clear days for information and consideration.

#### 17. MEETING MINUTES

The Committee shall present copies of their meeting minutes in the format provided by Council to the Council no more than 5 clear days for information and consideration.

#### 18. DIRECTION BY COUNCIL

The Committee is subject to the direction and control of the Council. A direction given by the Council must be in writing.

#### 19. RISK MANAGEMENT

The Committee shall comply with and adhere to Council's Risk Management Policy, Volunteer Code of Conduct and Volunteer Policy.

Council may undertake a risk assessment of a Committee event to ensure that all risks are reduced to a minimum and accounted for.

#### 20. INDEMNITY & WHS

- The Committee shall notify Council in all instances where –
  - A Committee Member is involved in an accident where they suffer an injury or an incident that could have resulted in an injury while undertaking a Committee task; or
  - A member of the public is involved in an accident where they suffer an injury or an incident that could have resulted in an injury in the vicinity of the Committee's responsible area.

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## 21. AMENDMENTS, ALTERATION AND ADDITIONS TO THE RULES

These rules may be amended, altered or added to by a resolution of the Council made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.

## 22. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	11/08/2015	Council	Adopted	Folio 6123; Item 11.2.6

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