 Wattle Range COUNCIL	<b>CHARTER #4</b>	Version:	2
	Kalangadoo Riddoch Institute Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

## 1. NAME

The name of the Committee shall be the Kalangadoo Riddoch Institute Management Committee (hereinafter called 'the Committee').

## 2. ESTABLISHMENT

The Kalangadoo Riddoch Institute Management Committee is a 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 14th September 2004 (Refer to Folio 3137; Item 14.7.4).

## 3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED

The Kalangadoo Riddoch Institute Management Committee is a Committee charged with responsibility for the care, protection, management, operation and improvement of the Kalangadoo Riddoch Institute located at Allotment 113 Town of Kalangadoo, Hundred of Grey. (hereinafter called "the purpose").

## 4. FUNCTIONS


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

1. To manage & operate the Kalangadoo Riddoch Institute building & facilities to meet the reasonable needs of the Kalangadoo & District Community.
2. To appoint, coordinate and supervise volunteers engaged in the development and operation of the Institute.
3. To fix and regularly review hire fees for the Institute.
4. 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 purpose.
5. To operate within the limits of the annual budget allocation approved by Council and ensure that all Institute Income and Expenditure is managed in accordance with Council policies through Council's accounts.
6. To actively investigate and exploit external sources of funding to contribute to the development of the Institute, including government grants, donations and sponsorship.
7. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purpose.

## 5. MEMBERSHIP

1. The Committee shall consist of up to seven (7) members, who shall be appointed by Council following an invitation for public nominations for Committee members from the community and one (1) elected member to be appointed by Council.
2. Any person appointed pursuant to sub clause 5.1 hereof shall be appointed for a term of four (4) years to expire with the Council's periodic election.

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3. Provided, however, that upon any person appointed pursuant to sub clause 5.1 hereof ceasing to hold office, Council may appoint a person to fill the casual vacancy for the balance of the term of the person ceasing to hold office.

## 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 11;
2. Preside at all meetings of the Committee at which he or she is present and preserve order 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
4. Be an official spokesperson for the Committee.

## 9. SECRETARY


1. The Committee will appoint a person from among their own number who will be the Secretary of the Committee.

## 10. DUTIES OF THE SECRETARY

The Secretary shall;

1. attend all meetings of the Committee;
2. attend to all correspondence and deal with it as instructed by the Committee;
3. deal with the business referred by the Presiding Member of the Committee;
4. keep the minutes of all meetings of the Committee setting out all reports received, resolutions passed and other business transacted by the Committee and forward a copy to each member of the Committee and the Council;
5. keep such records as instructed by the Committee from time to time.

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## 11. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least once every three (3) months.
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.

## 12. QUORUM

No business shall be transacted at a meeting of the Committee unless, one more than half the members if there is an even number of members, or, a majority of the whole number if there is a uneven number of members, is present.

## 13. PROCEEDINGS OF MEETINGS

1. The meeting procedures of the Committee may be determined by the Committee.
2. 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.


## 14. VOTING

1. 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.
2. 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.

## 15. ADJOURNMENTS

1. The representatives present at any meeting may from time to time adjourn such a meeting.
2. 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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## 16. MEETING MINUTES

The Committee shall present copies of their meeting minutes to the Council for information and reference.

## 17. 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.

## 18. AMENDMENTS, ALTERATIONS AND ADDITIONS TO THE RULES

These rules may be amended, altered or added to by a resolution of the Council.

## 19. 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	14 September 2004	Council	Adopted	
2	10 February 2015	Council	Reviewed	

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