

15.1.2 Council Committee Appointments

Purpose of Report	To appoint membership of council committees
Director	Chief Executive Officer
Author	Governance Officer
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	GF/17.14.1/6, 16.14.1/10, 16.14.1/22, 5.14.2/3, 17.14.1/4, 17.14.1/21, 16.14.1/20, 16.14.1/1, 17.14.1/11, 7.14.1/1, 18.14.1/2, 7.41.3/1
Strategic Plan Reference	Theme Five – Organisational Excellence Strategy 5.2 - Govern in a responsible way
Risk Assessment	Unlikely/Minor – Low
Budget Allocation 2018/19	NA
Request for Budget Variation	NA
Budget Spent to Date	NA
Attachments	<ol style="list-style-type: none"> 1. Beachport Boat Ramp Advisory Committee Charter 2. Beachport Recreation Centre Management Committee Charter 3. Greenrise Lake Management Committee Charter 4. Kalangadoo Riddoch Institute Management Committee Charter 5. Lake George Management Committee Charter 6. Lake McIntyre Management Board Charter 7. Rendelsham Community Hall Management Committee Charter 8. Tantanoola Institute Management Committee 9. Audit & Risk Committee

Summary

This report provides information on the Committees of Council that are currently in operation under the *Local Government Act 1999*.

The term of office for members on Council's Committees expired at the conclusion of the periodic election in November 2018. At the Ordinary Council meeting held 27 November 2018, Council, endorsed all the Council member positions to the various Committees leaving the Community vacancy positions of the various Committees to be filled as per the Charter's requirements. Following advertising and promotion of Community positions, nominations received for relevant positions are presented to Council for decision.

RECOMMENDATION

1. Pursuant to Section 41(3) of the *Local Government Act 1999* Council appoints:

Darryn Simon (Beachport Community Representative)

Peter Hill (Beachport Community Representative)

as members of the Beachport Recreation Centre Management Committee for a period

coinciding with the four-year term of Council, expiring 11 November 2022.

RECOMMENDATION

2. Pursuant to Section 41(3) of the *Local Government Act 1999* Council appoints:

Victoria Marshall (Penola Community Representative)

Peter Gibbs (Penola Community Representative)

Brendan Provis (Penola Community Representative)

Peter Bissell (Penola Community Representative)

Kevin Jarred (Penola Community Representative)

Graham Hinze (Penola Community Representative)

Norman Vaughan (Penola Community Representative)

as members of the Greenrise Lake Advisory Committee for a period coinciding with the four-year term of Council, expiring 11 November 2022.

RECOMMENDATION

3. Pursuant to Section 41(3) of the *Local Government Act 1999* Council appoints:

Leanne Young (Community Representative)

Nicholas Hunt (Community Representative)

Helen Juttner (Community Representative)

as members of the Kalangadoo Riddoch Institute Management Committee for a period coinciding with the four-year term of Council, expiring 11 November 2022.

RECOMMENDATION

4. Pursuant to Section 41(3) of the *Local Government Act 1999* Council appoints:

Darryl Cox (South East Amateur Fisherman's Association Representative)

Mark Fabris (South Australian Field & Game Association Representative)

James Pegler (Beachport District Development Association Representative)

Barry Brain (Local Landholder adjoining Lake George Representative)

Graeme Attiwill (Community Representative)

Iain Stewart (Community Representative)

Albert Hill (Community Representative)

as members of the Lake George Management Committee for a period coinciding with the four-year term of Council, expiring 11 November 2022.

RECOMMENDATION

5. Pursuant to Section 41(3) of the *Local Government Act 1999* Council appoints:

<u>Deirdre Tiddy</u>	(Community Representative)
<u>Stewart Pounsett</u>	(Community Representative)
<u>Rosey Pounsett</u>	(Community Representative)
<u>Angela Jones</u>	(Community Representative)
<u>Brian McIntyre</u>	(Community Representative)
<u>Noel Boyle</u>	(Community Representative)
<u>Sheila Boyle</u>	(Community Representative)
<u>Peter Halton</u>	(Council Engineering Services Department Representative)

as members of the Lake McIntyre Management Board for a period coinciding with the four-year term of Council, expiring 11 November 2022.

RECOMMENDATION

6. Pursuant to section 41(3) of the *Local Government Act 1999* Council appoints:

<u>John Elton</u>	(Community Representative)
<u>Randall Stiles</u>	(Community Representative)
<u>Sandra Stewart</u>	(Community Representative)
<u>Iain Stewart</u>	(Community Representative)
<u>Lynette Brooks</u>	(Community Representative)
<u>Edwin Hann</u>	(Community Representative)
<u>Llewellyn Wray</u>	(Community Representative)
<u>Garth Huppatz</u>	(Community Representative)
<u>Marjorie (Dawn) Williams</u>	(Community Representative)

as members of the Rendelsham Community Hall Management Committee for a period coinciding with the four-year term of Council, expiring 11 November 2022.

RECOMMENDATION

That Council:

7. Undertakes a review of the ongoing requirement for the Tantanoola Institute Hall Management Committee.
8. Advise the current nominee to the Tantanoola Institute Hall Management Committee that their nomination will be held in abeyance pending the outcome of the review.

RECOMMENDATION

9. That Council undertakes a review of the ongoing requirement for the Beachport Boat Ramp Advisory Committee.

RECOMMENDATION

10. Pursuant to Section 126 (2) of the *Local Government Act 1999* Council appoints:

_____ (Independent Member)
Michael Schultz

as member of the Wattle Range Audit & Risk Committee for a period coinciding with the four-year term of Council, expiring 11 November 2022.

Background & Analysis

The *Local Government Act 1999* (the Act) allows Council to establish Committees to:

- assist the Council in the performance of its functions (e.g. carry out a project, oversee works, manage or administer property, facilities or activities),
- inquire into and report to the Council on matters within the ambit of the Council's responsibilities,
- provide advice to the Council,
- exercise, perform or discharge delegated powers, functions or duties.

These are generally referred to as "*Section 41 Committees*", due to being established under section 41 of the *Local Government Act 1999*.

The Act states that Council may determine the membership of section 41 Committees and that they may include persons who are not members of the Council (section 41(3)). The Charter of each Committee outlines the purpose, functions, membership structure and procedures of the relevant Committee.

Members of a Committee hold office at the pleasure of the Council (section 41(5)).

Council must appoint a person as the presiding member or make provision for the appointment (section 41(4)). Committee charters do make provision for selection should Council wish to leave the decision to the Committees.

The establishment of a Committee does not derogate from the power of the Council to act in a matter (section 41(10)).

The term of office for members on each of these Committees coincides with the 4-year term of the Council and ended upon declaration of the November 2018 election results. At Council's meeting held 27 November 2018 Council appointed Council members to each section 41 Committee, including appointing the Mayor as an Ex-Officio member on each Committee.

During December and January Council has promoted all other Committee vacancies and sought nominations from the general public and relevant organisations. Council has undertaken advertising and promotion in the following ways:

- Newspaper Advertising
- Facebook Posts
- Information on Council's website
- Media Release
- Direct letter or email to former committee members
- Direct letter or email to organisations or groups of people with representation on committees
- Direct letter to local landholders in relation to Lake George Management Committee

Each respective section 41 Committee is listed in a table below that outlines membership vacancies and nominations received.

Beachport Boat Ramp Advisory Committee (Charter provided in Attachment 1)

Membership Structure	Person Appointed	Nominations Received	Term of Office Expiry
Council Member	Cr Peter Dunnicliff		Term coincides with four-year term of Council (expires November 2022)
Council Member	Cr Kevin McGrath		
Beachport District Development Association Representative	VACANT	*	
Professional Fisherman's Association Representative	VACANT	*	
Boat Ramp Recreational Fisherman Representative	VACANT	*	
Community Representative	VACANT	*	
Community Representative	VACANT	*	

* No nominations were received for the vacant positions on the Beachport Boat Ramp Advisory Committee.

Beachport Recreation Centre Management Committee (Charter provided in Attachment 2)

Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr Peter Dunnicliff		Coincides with four-year term of Council (expires November 2022)
Council Member	Cr Kevin McGrath		
Beachport Community Representative	VACANT	Darryn Simon	
Beachport Community Representative	VACANT	Peter Hill	
Beachport Community Representative	VACANT		
Beachport Primary School Principal	VACANT	*	
Beachport Primary School Council Inc Chairperson (or nominee)	VACANT	*	

* At the time of writing the report, Council had not received confirmation of the Beachport Primary School Principal or Beachport Primary School Council Inc Chairperson. When these are received the CEO can appoint these members to the committee under delegation (delegation ID 134136).

Greenrise Lake Advisory Committee (Charter provided in Attachment 3)

Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr Rick Paltridge		Coincides with four-year term of Council (expires November 2022)
Penola Community Representative	VACANT	Victoria Marshall	
Penola Community Representative	VACANT	Peter Gibbs	
Penola Community Representative	VACANT	Brendan Provis	
Penola Community Representative	VACANT	Peter Bissell	
Penola Community Representative	VACANT	Kevin Jarred	
Penola Community Representative	VACANT	Graham Hinze	
Penola Community Representative	VACANT	Norman Vaughan (Received late 3/2)	

Kalangadoo Riddoch Memorial Institute Hall Management Committee (Charter provided in Attachment 4)			
Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr Deb Agnew		Coincides with four-year term of Council (expires November 2022)
Community Representative	VACANT	Leanne Young	
Community Representative	VACANT	Nicholas Hunt	
Community Representative	VACANT	Helen Juttner (Received late 29/1)	
Community Representative	VACANT		
Community Representative	VACANT		
Community Representative	VACANT		
Community Representative	VACANT		

Lake George Management Committee (Charter provided in Attachment 5)			
Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr Peter Dunicliff		Coincides with four-year term of Council (expires November 2022)
Council Member	Cr Kevin McGrath		
Department for Environment, Water & Natural Resources (now Department for Environment & Water) Representative	VACANT	*	
South Eastern Water Conservation & Drainage Board Representative	VACANT	*	
Primary Industries SA (Fisheries) Representative	VACANT	*	
Minister's Nomination	VACANT	*	
South East Amateur Fisherman's Association Representative	VACANT	Darryl Cox	
South Australian Field & Game Association Representative	VACANT	Mark Fabris	
Beachport District Development Association Representative	VACANT	James Pegler	
Local Landholder adjoining Lake George Representative	VACANT	Barry Brain	
Community Representative	VACANT	Graeme Attiwill	
Community Representative	VACANT	Iain Stewart	
Community Representative	VACANT	Albert Hill	

*At the time of writing this report, Council had not received correspondence from the Minister (or their representative) regarding the following positions:

- The Department for Environment, Water & Natural Resources (now Department for Environment & Water) Representative;
- South Eastern Water Conservation & Drainage Board Representative;
- Primary Industries SA (Fisheries) Representative and
- Minister's Nomination

When these are received the CEO can appoint these members to the Committee under delegation (delegation ID 134136).

Lake McIntyre Management Committee (Charter provided in Attachment 6)			
Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr John Drew		
Council Member	Cr Moira Neagle		
Community Representative	VACANT	Deirdre Tiddy	Coincides with four-year term of Council (expires November 2022)
Community Representative	VACANT	Stewart Pounsett	
Community Representative	VACANT	Rosey Pounsett	
Community Representative	VACANT	Angela Jones	
Community Representative	VACANT	Brian McIntyre	
Community Representative	VACANT	Noel Boyle	
Community Representative	VACANT	Sheila Boyle	
Council Engineering Services Department Representative	VACANT	Peter Halton	

Rendelsham Community Hall Management Committee (Charter provided in Attachment 7)			
Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr Kevin McGrath		Coincides with four-year term of Council (expires November 2022)
Community Representative	VACANT	John Elton	
Community Representative	VACANT	Randall Stiles	
Community Representative	VACANT	Sandra Stewart	
Community Representative	VACANT	Iain Stewart	
Community Representative	VACANT	Lynette Brooks	
Community Representative	VACANT	Edwin Hann	
Community Representative	VACANT	Llewellyn Wray	
Community Representative	VACANT	Garth Huppertz	
Community Representative	VACANT	Marjorie (Dawn) Williams – (received late 29/1)	

Tantanoola Institute Management Committee (Charter provided in Attachment 8)			
Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Cr Sharon Cox		Coincides with four-year term of Council (expires November 2022)
Community Representative	VACANT	Susan Lines	
Community Representative	VACANT		
Community Representative	VACANT		
Community Representative	VACANT		
Community Representative	VACANT		
Community Representative	VACANT		
Community Representative	VACANT		

Membership of the Strategic Planning and Development Policy Committee and the Wattle Range Youth Development Foundation only consist of Council members and no community positions are available on these Committees.

The Audit & Risk Committee vacancy for an independent member was advertised and one nomination was received.

Audit & Risk Committee (Charter provided in Attachment 9)			
Membership Structure	Person Appointed	Nominations Received	Term of Office
Council Member	Mayor Des Noll		Coincides with four-year term of Council (expires November 2022)
Council Member	Cr Glenn Brown		
Council Member	Cr John Drew		
Council Member	Cr Graham Slarks		
Independent Member	VACANT	Michael Schultz (Received late 12/2)	

Where the number of nominations matches the number of vacancies, it is recommended appointing the respective person(s).

Where nominations received have not filled all vacancies, the respective Committee pages on Council's website will continue to alert the Community to the vacancies. Council may wish to consider the membership & structure of Committees through a review process, in particular the Beachport Boat Ramp Advisory Committee and Tantanoola Institute Management Committee given their lack of nominations.

The Act and *Local Government (Procedures at Meetings) Regulations 2013* set out a number of procedural requirements that section 41 Committees need to operate in accordance with. Many of the Committee Charters are inconsistent with the legislative requirements. Where these inconsistencies are present, the legislation will always take precedence over the Charter.

All Charters are due for review. As a matter of good governance, it is recommended that a review is undertaken of each Committee's Charter, with Committee members considered a key stakeholder in a review process as per Council's Community Engagement Policy.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigating Action
That Committee appointments are not executed in accordance with relevant legislation.	Unlikely	Minor	Low	Undertake process in accordance with Act, charter and relevant policies.

Policy Considerations

Community Engagement Policy
 Council Member Allowances and Benefits Policy
 Volunteer Code of Conduct (2.12)
 Volunteer Policy (2.11)

Financial Implications

Councillors (not including Deputy Mayor) who are appointed as the presiding member of a section 41 Committee (not including prescribed Committees) are entitled to an allowance (sitting fee) of \$170 per meeting, limited to \$1,020 per annum (Remuneration Tribunal Determination).

Legislative Implications

Local Government Act 1999 SA

Local Government (Financial Management) Regulations 2011

Local Government (Procedures at Meetings) Regulations 2013

Local Government (Members Allowances & Benefits) Regulations 2010

Refer to <https://legislation.sa.gov.au/> to view the applicable legislation.


Environmental/Sustainability Impacts

There are no known environmental or sustainability impacts related to these matters.

Communication and Consultation

Vacancies were advertised as reported above. Council's website has a section dedicated to Committees of Council. Each Committee with vacancies contained a banner drawing attention to the vacancies until the close of nominations.

Committee members will receive formal correspondence regarding their nomination and successful nominees will also receive an induction pack.

 Wattle Range COUNCIL	CHARTER #1	Version:	1
	Beachport Boat Ramp Advisory Committee	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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GF/16.14.1/7	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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	CHARTER #1	Version:	1
	Beachport Boat Ramp Advisory Committee	Date Adopted:	11 November 2015
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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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 Wattle Range <small>COUNCIL</small>	CHARTER #1	Version:	1
	Beachport Boat Ramp Advisory Committee	Date Adopted:	11 November 2015
		Next Review Due:	November 2018

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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 Wattle Range COUNCIL	CHARTER #1	Version:	1
	Beachport Boat Ramp Advisory Committee	Date Adopted:	11 November 2015
		Next Review Due:	November 2018

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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 Wattle Range COUNCIL	CHARTER #1	Version:	1
	Beachport Boat Ramp Advisory Committee	Date Adopted:	11 November 2015
		Next Review Due:	November 2018

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/7	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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	CHARTER #2	Version:	4
	Beachport Recreation Centre Management Committee	Date Adopted:	9 June 2015
		Next Review Due:	November 2018

1. NAME

The name of the Committee shall be the Beachport Recreation Centre Management Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

1. Established in terms of the Joint Use Agreement between the Minister of Education, Employment and Training and the then District Council of Beachport, dated 19th May, 1993 (herein after referred to as "the agreement") and contained in the Schedule to this Charter.
2. The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934 on 16th November, 1999 (Refer to Folio 1364; Item 9.1.2)
3. The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3565; Item 1.17).
4. The Committee was further reviewed by the Council pursuant to Section 41 of Act on 10th August 2010 (Refer to Folio 4421; Item 11.1.6).
5. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 10th February 2015 (Refer to Folio 5664; Item 11.2.5).
6. The Committee was further reviewed and amended by the Council pursuant to Section 41 of the Act on 9th June 2015 (Refer to Folio 5710; Item 11.2.4).

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED


The Committee shall be formed for the purpose of managing, operating and administering on behalf of the Council, the use of the Beachport Recreation Centre and its facilities (hereinafter referred to as the Premises) as defined in the agreement for the Beachport Community in accordance with the terms and conditions contained within the agreement (refer to Section 4.1 of the agreement).

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 carry out any research, investigation, survey or inquiry relative to the facilities and amenities provided at the Beachport Recreation Centre.
2. To consider, and advise Council of the requirements of all users of the Beachport Recreation Centre.
3. To liaise and consult with persons, groups and organisations in relation to the operation of the Beachport Recreation Centre.
4. To actively promote the use of the Beachport Recreation Centre and do all in its power to have its facilities fully utilised.
5. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes.

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6. 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.
7. 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. POWERS


The Council pursuant to Section 44 (1)(b) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Grounds operation within the limits of the Halls budget as adopted by the Council.
2. Establish, alter, vary or amend any fees and any charges for the use of the Hall and facilities.
3. Authorise the purchase of materials, as appropriate, and required for the Halls operation.
4. With the written approval of Council the Committee may employ and/or contract such staff as is deemed necessary for the functions of the Committee.
5. To employ, engage or retain professional advisers, if required.
6. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Hall and improvements.
7. To make and have control over all bookings for the hire, use and utilisation of the Hall and its facilities.
8. To operate in accordance with the provisions of any Regulations, as adopted by the Council.
9. To set the fees for the hiring of the said Premises by members of the Beachport Community PROVIDED THAT all hire fees shall be approved by the Council in writing; and
10. To promulgate such rules of behaviour as it deems necessary to ensure that any user of the Premises will do or permit to be done in the Premises anything which in the opinion of the Committee may be or become a nuisance or annoyance or which may cause damage to the Premises and the equipment therein or to any member of the public.

6. MEMBERSHIP

1. The membership of the Management Committee shall comprise seven (7) persons being from time to time:-
 - a) Two (2) representatives nominated by the Council;
 - b) Three (3) representatives nominated by the Beachport Community;
 - c) The Principal for the time being of the Beachport Primary School; and
 - d) The Chairperson (or nominee) of the Beachport Primary School Council Inc.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/17.14.1/6	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #2	Version:	4
	Beachport Recreation Centre Management Committee	Date Adopted:	9 June 2015
		Next Review Due:	November 2018

2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident 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, or if that person ceases to be a member of the organisation they represent.
4. Provided, however, that upon any person appointed pursuant to sub clause (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:
 1. Committee Charter
 2. Risk Management, (Refer to Clause 21)
 3. Occupation Health Safety and Welfare requirements, including the LGAMLS Claim Process (refer to Clause 22).

7. 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.

8. 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.

9. 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
4. Be an official spokesperson for the Committee.

10. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least four (4) times per year.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/17.14.1/6	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range <small>COUNCIL</small>	CHARTER #2	Version:	4
	Beachport Recreation Centre Management Committee	Date Adopted:	9 June 2015
		Next Review Due:	November 2018

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 four (4) 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.

11. 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.

12. 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.


13. 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.

14. 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/17.14.1/6	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #2	Version:	4
	Beachport Recreation Centre Management Committee	Date Adopted:	9 June 2015
		Next Review Due:	November 2018

15. SECRETARY

1. The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Committee.
2. In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

16. 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 and resolutions passed out 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.

17. 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.

18. 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.

19. ANNUAL REPORT

The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st August following each operating year.

20. 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.

21. 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/17.14.1/6	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #2	Version:	4
	Beachport Recreation Centre Management Committee	Date Adopted:	9 June 2015
		Next Review Due:	November 2018

22. INDEMNITY & OHS&W

The Committee shall notify Council in all instances where –

- a) 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
- b) 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.

23. AMENDMENTS, ALTERATIONS 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.

24. 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	10 February 2015	Council	Adopted Amendment	Folio 4421; Item 11.2.5
4	9 June 2015	Council	Adopted Amendment	Folio 5710; Item 11.2.4

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/17.14.1/6	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #2	Version:	4
	Beachport Recreation Centre Management Committee	Date Adopted:	9 June 2015
		Next Review Due:	November 2018

SCHEDULE


Joint Use Agreement between
the Minister for Education and Child
Development

and the

Wattle Range Council

18th November, 2014

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/17.14.1/6	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #3	Version:	6
	Greenrise Lake Advisory Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

1. NAME

The name of the Committee shall be the Greenrise Lake Advisory Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

1. The Greenrise Lake Advisory Committee is a Committee established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934.
2. The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3566; Item 1.22)
3. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 7th November 2006 (Refer to Folio 3759; Item 11.1.5.2)
4. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 10th August 2010 (Refer to Folio 4421; Item 11.1.6)
5. The Committee was further reviewed and dissolved by the Council pursuant to Section 41 of the Act on 21st January 2014 (Refer to Folio 5257-5258; Item 12.2.3)
6. The Committee was re-established by Council pursuant to Section 41 of the Act on 10th June 2014 (Refer to Folios 5297-5298; Item 12.2.3)
7. The Committee was further reviewed and amended by the Council pursuant to Section 41 of the Act on 25th November, 2014 (Refer to Folio 5641; Item 3)
8. The Committee was further reviewed and amended by the Council pursuant to Section 41 of the Act on 10th February, 2015 (Refer to Folio 5665; Item 11.2.6)

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED


The Greenrise Lake Advisory Committee is a Committee charged with the responsibility to coordinate and develop the Greenrise Recreation area and lake in accordance with the Greenrise Lake Management Plan. (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 consider, and advise Council of the requirements of all users of the Greenrise Recreation area and lake.
2. To liaise and consult with persons, groups and organisations in relation to the operation, use and development of the Greenrise Recreation area and lake.
3. To actively promote the use of the Greenrise Recreation area and lake.
4. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes.
5. 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/10	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #3	Version:	6
	Greenrise Lake Advisory Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

6. 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 Management Committee shall comprise eight (8) persons being
 - a) Seven (7) persons nominated by the Penola Community and;
 - b) one (1) Elected Member appointed by Council.
2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident 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, or if that person ceases to be a member of the organisation they represent.
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.

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 PRESIDING MEMBER

The Presiding Member shall –

1. Call all meetings of the Committee in accordance with Clause 9;
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
4. Be an official spokesperson for the Committee.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/10	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #3	Version:	6
	Greenrise Lake Advisory Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

9. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least four (4) 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 four (4) 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 one more than half the members, if there is an even number of members, or a majority of the whole number, if there is an uneven number of members, is present.

11. 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.

12. 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.

13. 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.

14. SECRETARY

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/10	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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CHARTER #3

Greenrise Lake Advisory Committee

Version: 6

Date Adopted: 10 February 2015

Next Review Due: November 2018

1. The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Committee.
2. In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

15. 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 and resolutions passed out 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.

16. MEETING MINUTES

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

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 made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.

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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	21 January 2014	Council	Reviewed	Folio 5257-5258; Item 12.2.3
4	10 June 2014	Council	Adopted	Folio 5297-5298; Item 12.2.3
5	25 November 2014	Council	Adopted Amendment	Folio 5641; Item 3
6	10 February 2015	Council	Amended	Folio 5665; Item 11.2.6

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/10	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #4	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.
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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #4	Version:	2
	Kalangadoo Riddoch Institute Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

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.

11. CALLING OF MEETINGS

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

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	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #4	Version:	2
	Kalangadoo Riddoch Institute Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

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.

16. MEETING MINUTES

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #4	Version:	2
	Kalangadoo Riddoch Institute Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

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	

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #5	Version:	5
	Lake George Management Committee	Date Adopted:	13 October 2015
		Next Review Due:	November 2018

1. NAME

The name of the Committee shall be the Lake George Management Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

1. The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934 on 17th November, 1998 (Refer to Folio 790; Item 12.3.2)
2. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 8th November 2005 (Refer to Folio 3565; Item 1.18).
3. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 12th December 2006 (Refer to Folio 3776; Item 7.1.3).
4. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 10th August 2010 (Refer to Folio 4421; Item 11.1.6).
5. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 25th November 2014 (Refer to Folio 5641; Item 12.1.4).
6. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 12th May 2015 (Refer to Folio 5695; Item 11.2.9).
7. The Committee was further reviewed by the Council pursuant to Section 41 of the Act on 13th October 2015 (Refer to Folio 6141; Item 11.2.16)

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED

The Lake George Management Committee is a management authority charged with the responsibility of the care, protection, management, operation and improvement of Lake George and environs (herein called 'the Lake') situated at Beachport.

4. FUNCTIONS

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

1. Regularly survey the use and condition of the biological resources in Lake George.
2. Monitor the use and condition of the terrestrial resources around Lake George.
3. Carry out erosion control and rehabilitation works as necessary.
4. Ensure lake water level manipulation does not lead to degradation of the lake ecology.
5. Fully investigate the environmental effects of any future developments at Lake George prior to project commencement.
6. Maintain and improve public access to the waterfront.
7. Subject to the environmental suitability of the site, establish car parks, boat ramps and signposts at strategic locations to provide access at popular areas.
8. Locate campsites in strategic areas that are:
 - a) environmentally acceptable

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- b) administratively suitable.
- 9. Manage the Five Mile Drift area for intensive use by recreational day visitors.
- 10. Erect toilet facilities at selected sites of intensive use.
- 11. Maintain existing shack accommodation.
- 12. Control the use of motorbikes and four wheel drive vehicles by:
 - a) maintaining defined tracks
 - b) undertaking a public awareness campaign
 - c) erecting strategic barriers and fencing
- 13. Control lake water levels so water sports are not disadvantaged from low lake levels.
- 14. Investigate the feasibility of dredging a navigation channel between lake sub-basins.
- 15. Recognise duck hunting as a valid recreational activity at Lake George.
- 16. Maintain the number of active commercial net fishing licences for Lake George at the current allocation of three.
- 17. Review any changes to marine scale fishing regulations that apply to Lake George to recognise the unique conditions at Lake George.
- 18. To provide input and consultative response to development proposals at Lake George and environs should require statutory development approvals.
- 19. Support investigations into capital developments adjacent the Beachport township and Lake George.
- 20. To clearly delineate the boundary between private land, public land and the Conservation Park.
- 21. To consider the purchase of private land that is subject to significant demand for public usage.
- 22. To recommend the most appropriate tenure for land that is currently leased, licensed or held as unallotted Crown land.

5. POWERS

The Council pursuant to Section 41 (2d) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Lakes operation within the limits of the Committees budget as adopted by the Council.
2. Authorise the purchase of materials, as appropriate, and required for the Committees operation.
3. The Committee may with the consent and approval of the Council, employ/contract, such staff as is deemed necessary for the functions of the Committee and such persons employed by the Committee shall be deemed employees/contractors of the Council, the work to be performed, hours of work and weekly rates of pay and the date from which employment commenced to be approved by the Council.
4. To employ, engage or retain professional advisers, if required.

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5. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Lake, its buildings and improvements.
6. To operate in accordance with the provisions of any Regulations, as adopted by the Council.

6. MEMBERSHIP

1. The Committee shall consist of up to thirteen (13) members, who shall be appointed as follows:-
 - a) One (1) representative of the Department for Environment, Water and Natural Resources;
 - b) One (1) representative of the South Eastern Water Conservation & Drainage Board;
 - c) One (1) representative of the Primary Industries SA (Fisheries);
 - d) One (1) representative of the South East Amateur Fisherman's Association.
 - e) One (1) representative of the South Australian Field and Game Association
 - f) One (1) representative of the Beachport District Development Association
 - g) One (1) representative of the local landholders adjoining Lake George
 - h) Two (2) Council members appointed by the Council
 - i) Three (3) representatives from the Community, and
 - j) One (1) representative nominated by the Minister, in consultation with the Council, and appointed by the Council.
2. The Committee members to be appointed under sub-clause 1(a) – (c) shall be made upon nomination to the Minister for Sustainability, Environment and Conservation, and appointed in writing by the Minister to the member and the Council.

 The Committee members appointed under sub-clause 1(d) – (i) shall be made upon nomination to the Council, and appointed in writing by the Council to the member and the Minister for Sustainability, Environment and Conservation.

 The Committee members to be appointed under sub-clause 1(j) shall be made upon nomination to the Minister for Sustainability, Environment and Conservation, in consultation with the Council, and appointed in writing by the Council to the member and the Minister.
3. Any person appointed pursuant to sub clause 1(h) hereof shall hold office only whilst such person is appointed by the Council. Upon any person so appointed ceasing to hold office, a further person 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.
4. Subject to sub-clause 3 hereof the Committee shall be appointed for a term coincident with the four (4) year term of the Council.
5. The Committee shall have the power to appoint a replacement for any casual vacancy which arises during the four year period (except the person appointed pursuant to sub clause 1 (d) – (i)), subject to the approval of the Council.

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6. Each member of the Committee will undergo an induction once appointed, which will include (but not limited to) an explanation of the following matters:

1. Committee Charter
2. Risk Management, (Refer to Clause 22)
3. Work Health & Safety requirements, including the LGAMLS Claim Process (Refer to Clause 23).

7. 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.

8. 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.

9. 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
4. Be an official spokesperson for the Committee.

10. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least four (4) 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 four (4) 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.

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11. 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.

12. 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.

13. 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.

14. 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.

15. SECRETARY

1. The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Committee.
2. In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

16. 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;

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4. 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;
5. Keep such records as instructed by the Committee from time to time.

17. 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.

18. 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.

19. ANNUAL BUDGET

The Committee shall each year prepare its annual estimated of the amount of moneys required for the running of the Lake during the financial year ending on 30th June next and to submit them to the Council by 20 December.

The estimates shall show;

- a) proposed capital expenditure;
- b) a detailed proposed operating expenditure;
- c) proposed income from all sources;
- d) proposed scale of fees and charges.

20. ANNUAL REPORT

The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st July following each operating year.

21. 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.

22. 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.

23. INDEMNITY & WH & S

1. The Committee shall notify Council in all instances where –

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- a) 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
- b) 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.

24. AMENDMENTS, ALTERATIONS 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.

25. 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	12 December 2006	Council	Amended	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	25 November 2014	Council	Adopted Amendment	Folio 5641; Item 12.1.4
4	12 May 2015	Council	Adopted Amendment	Folio 5695; Item 11.2.9
5	13 October 2015	Council	Adopted Amendment	Folio 6141; Item 11.2.16

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 Wattle Range COUNCIL	CHARTER #6	Version:	3
	Lake McIntyre Management Board	Date Adopted:	12 June 2012
		Next Review Due:	November 2018

1. NAME

The name of the Board shall be the Lake McIntyre Management Board (hereinafter called 'the Board').

2. ESTABLISHMENT

1. The Board is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934 on 8th September, 1997 (Refer to Folio 127; Item 6.1.4.3)
2. The Board was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3564; Item 1.11).
3. The Board was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 10th August 2010 (Refer to Folio 4421; Item 11.1.6).
4. The Board was reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 12th June 2012 (Refer to Folio 4766; Item 11.1.1).

3. PURPOSE FOR WHICH THE BOARD IS ESTABLISHED


The Lake McIntyre Management Board is a management authority charged with the responsibility of the care, protection, management, operation and improvement of the Lake McIntyre Reserve at Section 185, hundred of Mount Muirhead (hereinafter called the 'the Lake').

4. FUNCTIONS

The functions of the Board 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 carry out any research, investigation, survey or inquiry relative to the existing or proposed services, facilities or amenities within the Lake.
2. To consider, and advise Council of the requirements of all users of the Lakes facilities.
3. To review the existing services and facilities provided at the Lake, and to keep them under review, including the fees and charges.
4. To liase and consult with persons, groups and organisations in relation to the operation of the Lake.
5. To actively promote the use of the Lakes facilities.
6. To regularly report to, and consult with, the Council on the progress and performance of the Board and the Lakes operation.
7. To ensure that all users of the Lake abide by any by-laws, regulations or rules applicable within the Lake, and to advise the Council in respect of any suggested laws, regulations or rules, or amendments to any existing by laws, regulations or rules applicable to the Lake's operation.
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 Board.

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 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
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1. NAME

The name of the Committee shall be the Rendelsham Community Hall Management Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

- 1 The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934.
- 2 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3564; Item 1.16).
- 3 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 11th August 2010 (Refer to Folio 4421; Item 11.1.6).
- 4 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 10th February 2015 (Refer to Folio 5666; Item 11.2.10).

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED


Rendelsham Community Hall Management Committee is a management authority charged with the responsibility of the care, protection, management, operation and improvement of Rendelsham Community Hall located at Lot 76, 77 and 78, Julia Moore Street, Rendelsham (hereinafter called the 'the Hall')

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 carry out any research, investigation, survey or inquiry relative to the facilities and amenities provided at the Hall.
2. To consider the requirements of all users of the Hall, including (but without limiting the extent of this clause) patrons, hirers, artists and staff.
3. To liaise and consult with persons, groups and organisations in relation to the operation of the Hall.
4. To actively promote the use of the Hall and do all in its power to have its facilities fully utilised.
5. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes and the Halls operation.
6. To ensure that all users of the Hall abide by any by-laws, regulations or rules applicable within the Hall, and to advise the Council in respect of any suggested laws, regulations or rules, or amendments to any existing by laws, regulations or rules applicable to the Halls operation.

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7. 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. POWERS


The Council pursuant to Section 41 (2d) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Halls operation within the limits of the Halls budget as adopted by the Council.
2. Establish, alter, vary or amend any fees and any charges for the use of the Hall.
3. Authorise the purchase of materials, as appropriate, and required for the Halls operation.
4. The Committee may with the consent and approval of the Council, employ/contract, such staff as is deemed necessary for the functions of the Committee and such persons employed by the Committee shall be deemed employees/contractors of the Council, the work to be performed, hours of work and weekly rates of pay and the date from which employment commenced to be approved by the Council.
5. To employ, engage or retain professional advisers, if required.
6. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Hall, its buildings and improvements.
7. To make and have control over all bookings for the hire, use and utilisation of the Hall and its facilities.
8. To operate in accordance with the provisions of any Regulations, as adopted by the Council.

6. MEMBERSHIP

1. The Committee shall consist of up to ten (10) persons, who shall be appointed by Council following an invitation for public nominations for Committee members from the community being:-
 - a) Nine (9) persons from the community; and; and
 - b) One (1) elected member appointed by Council.
2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident 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, or if that person ceases to be a member of the organisation they represent.
4. Provided, however, that upon any person appointed pursuant to sub clause (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. The Committee shall have the power to co opt additional members, with the approval of the Council, for any specific purpose.

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6. Each member of the Committee will undergo an induction once appointed, which will include (but not limited to) an explanation of the following matters:

- 6.1 Committee Charter
- 6.2 Risk Management, (Refer to Clause 22)
- 6.3 Occupation Health Safety and Welfare requirements, including the LGAMLS Claim Process (refer to Clause 23).

7. 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.

8. 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.

9. 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
- 4. Be an official spokesperson for the Committee.

10. CALLING OF MEETINGS

- 1. The Members of the Committee shall meet at least four (4) 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 four (4) 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.

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11. 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.

12. 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.

13. 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.

14. 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.

15. SECRETARY


1. The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Committee.
2. In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

16. DUTIES OF THE SECRETARY

The Secretary shall;

1. Attend all meetings of the Committee;

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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 and resolutions passed out 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.

17. 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.

18. 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.

19. ANNUAL BUDGET

The Committee shall each year prepare its annual estimated of the amount of moneys required for the running of the Hall during the financial year ending on 30th June next and to submit them to the Council by 30th April.

The estimates shall show;

- a) proposed capital expenditure;
- b) a detailed proposed operating expenditure;
- c) proposed income from all sources;
- d) proposed scale of fees and charges.

20. ANNUAL REPORT

The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st July following each operating year.

21. 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.

22. 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.

23. INDEMNITY & OHS&W

The Committee shall notify Council in all instances where –

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

- a) 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
- b) 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.

24. AMENDMENTS, ALTERATIONS 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.

25. 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	10 February 2015	Council	Amended	Folio 5666; Item 11.2.10

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #6	Version:	3
	Lake McIntyre Management Board	Date Adopted:	12 June 2012
		Next Review Due:	November 2018

5. POWERS


The Council pursuant to Section 41 (2d) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Lakes operation within the limits of the Lake's budget as adopted by the Council.
2. Establish, alter, vary or amend any fees and any charges for the use of the Lake.
3. Authorise the purchase of materials, as appropriate, and required for the Lakes operation.
4. The Committee may with the consent and approval of the Council, employ/contract, such staff as is deemed necessary for the functions of the Committee and such persons employed by the Committee shall be deemed employees/contractors of the Council, the work to be performed, hours of work and weekly rates of pay and the date from which employment commenced to be approved by the Council.
5. To employ, engage or retain professional advisers, if required.
6. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Lake, its buildings and improvements.
7. To make and have control over all bookings for the hire, use and utilisation of the Lake and its facilities.
8. To operate in accordance with the provisions of any Regulations, as adopted by the Council.

6. MEMBERSHIP

1. The membership of the Management Board shall comprise seven (7) persons being from time to time:-
 - a) Seven (7) representatives nominated by the Community; and when requested by the Management Board to attend the meeting;
 - b) Two (2) representatives nominated by the Council; and
 - c) One (1) representative from the Council's Engineering Services Department.
2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident 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, or if that person ceases to be a member of the organisation they represent.
4. Provided, however, that upon any person appointed pursuant to sub clause (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. The Board shall have the power to co opt additional members, with the approval of the Council, for any specific purpose.
6. Each member of the Committee will undergo an induction once appointed, which will include (but not limited to) an explanation of the following matters:

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 5.14.2/5	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #6	Version:	3
	Lake McIntyre Management Board	Date Adopted:	12 June 2012
		Next Review Due:	November 2018

1. Committee Charter
2. Risk Management, (Refer to Clause 21)
3. Occupation Health & Safety requirements, including the LGAMLS Claim Process (Refer to Clause 22).

7. 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 Board.

8. PRESIDING MEMBER

1. The Board shall appoint a Presiding Member to be chosen by the members of the Board from amongst their own number and shall hold office for such term as may be determined by the Board.
2. The Presiding Member shall preside at all meetings of the Board 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.

9. DUTIES OF THE PRESIDING MEMBER

The Presiding Member shall –


1. Call all meetings of the Board in accordance with Clause 10;
2. Preside at all meetings of the Board 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
4. Be an official spokesperson for the Board.

10. CALLING OF MEETINGS

1. The Members of the Board shall meet at least four (4) times per year.
2. The Presiding Member may convene a special meeting of the Board at his or her own volition and shall convene a meeting upon the written demand of at least two members of the Board.
3. Subject to the provisions of Clause (4) hereof, notice of every meeting shall be given in writing to every member at least four (4) 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 Board 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.

11. QUORUM

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 5.14.2/5	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #6	Version:	3
	Lake McIntyre Management Board	Date Adopted:	12 June 2012
		Next Review Due:	November 2018

No business shall be transacted at a meeting of the Board 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 an uneven number of members, is present.

12. PROCEEDINGS OF MEETINGS

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

13. VOTING

1. All questions arising at a meeting of the Board shall be decided by the majority of votes cast by the community members of the Board present at such meeting.
2. Every member of the Board shall have a deliberate vote at meetings of the Board. In the event of an equality of votes, the Presiding Member shall have a casting vote in addition to his or her deliberate vote.

14. 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.

15. SECRETARY


1. The Board shall appoint a Secretary to be chosen by the members of Board from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Board.
2. In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

16. DUTIES OF THE SECRETARY

The Secretary shall;

1. Attend all meetings of the Board;
2. Attend to all correspondence and deal with it as instructed by the Board;
3. Deal with the business referred by the Presiding Member of the Board;

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 5.14.2/5	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #6	Version:	3
	Lake McIntyre Management Board	Date Adopted:	12 June 2012
		Next Review Due:	November 2018

4. Keep the minutes of all meetings of the Board setting out all reports received and resolutions passed out other business transacted by the Board and forward a copy to each member of the Board and the Council;
5. Keep such records as instructed by the Board from time to time.

17. 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.

18. MEETING MINUTES

The Board 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.

19. ANNUAL BUDGET

The Committee shall each year prepare its annual estimated of the amount of moneys required for the running of the Lake during the financial year ending on 30th June next and to submit them to the Council by 30th April.

The estimates shall show;

- a) proposed capital expenditure;
- b) a detailed proposed operating expenditure;
- c) proposed income from all sources;
- d) proposed scale of fees and charges.

20. ANNUAL REPORT

The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st July following each operating year.

21. DIRECTION BY COUNCIL

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

22. 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.

23. INDEMNITY & OHS&W

1. The Committee shall notify Council in all instances where –

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GF/ 5.14.2/5	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #6	Version:	3
	Lake McIntyre Management Board	Date Adopted:	12 June 2012
		Next Review Due:	November 2018

- a) 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
- b) 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.

24. AMENDMENTS, ALTERATIONS 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.

25. 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	12 June 2012	Council	Adopted Amendment	Folio 4766; Item 11.1.1

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 5.14.2/5	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #8	Version:	3
	Tantanoola Institute Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

1. NAME

The name of the Committee shall be the Tantanoola Institute Hall Management Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

1. The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934.
2. The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3564; Item 1.13); 10th August 2010 (Refer to Folio 4421; Item 11.1.6); 25th November, 2014 (Refer to Folio 5641; Item 12.1.4 – 9) and 10th February, 2015 (Item 11.2.11).

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED

Tantanoola Institute Hall Management Committee is a management authority charged with the responsibility of the care, protection, management, operation and improvement of Tantanoola Institute Hall located at Lot 113, Railway Terrace West, Tantanoola (hereinafter called the 'the Hall').


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 carry out any research, investigation, survey or inquiry relative to the facilities and amenities provided at the Hall.
2. To consider the requirements of all users of the Hall's facilities.
3. To liaise and consult with persons, groups and organisations in relation to the operation of the Hall.
4. To actively promote the use of the Hall and do all in its power to have its facilities fully utilised.
5. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes and the Halls operation.
6. To ensure that all users of the Hall abide by any by-laws, regulations or rules applicable within the Hall, and to advise the Council in respect of any suggested laws, regulations or rules, or amendments to any existing by laws, regulations or rules applicable to the Halls operation.
7. 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. POWERS

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GF/16.14.1/20	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #8	Version:	3
	Tantanoola Institute Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

The Council pursuant to Section 41 (2d) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Halls operation within the limits of the Halls budget as adopted by the Council.
2. Establish, alter, vary or amend any fees and any charges for the use of the Hall.
3. Authorise the purchase of materials, as appropriate, and required for the Halls operation.
4. The Committee may with the consent and approval of the Council, employ/contract, such staff as is deemed necessary for the functions of the Committee and such persons employed by the Committee shall be deemed employees/contractors of the Council, the work to be performed, hours of work and weekly rates of pay and the date from which employment commenced to be approved by the Council.
5. To employ, engage or retain professional advisers, if required.
6. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Hall, its buildings and improvements.
7. To make and have control over all bookings for the hire, use and utilisation of the Hall and its facilities.
8. To operate in accordance with the provisions of any Regulations, as adopted by the Council.


6. MEMBERSHIP

1. The membership of the Management Committee shall comprise eight (8) persons being from time to time:-
 - a) Seven (7) representatives nominated by the Community including (but without limiting the extent of this clause) local service clubs, community and charitable organisations, schools and like organisations and groups and the general public.
 - b) One (1) elected member appointed by Council.
2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident 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, or if that person ceases to be a member of the organisation they represent.
4. Provided, however, that upon any person appointed pursuant to sub clause (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. The Committee shall have the power to co opt additional members, with the approval of the Council, for any specific purpose.

7. 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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 Wattle Range COUNCIL	CHARTER #8	Version:	3
	Tantanoola Institute Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

8. 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.

9. 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
4. Be an official spokesperson for the Committee.

10. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least four (4) 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 four (4) 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.


11. 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.

12. 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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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	Tantanoola Institute Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

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.

13. 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.

14. 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.

15. SECRETARY

1. The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Committee.
2. In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

16. 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 and resolutions passed out 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.

17. MEETING MINUTES

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/20	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #8	Version:	3
	Tantanoola Institute Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

18. ANNUAL BUDGET

The Committee shall each year prepare its annual estimated of the amount of moneys required for the running of the Lake during the financial year ending on 30th June next and to submit them to the Council by 30th April.

The estimates shall show;

- a) proposed capital expenditure;
- b) a detailed proposed operating expenditure;
- c) proposed income from all sources;
- d) proposed scale of fees and charges.

19. ANNUAL REPORT

The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st July following each operating year.

20. 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.

21. AMENDMENTS, ALTERATIONS 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	10 February 2015	Council	Amended	Folio 5667; Item 11.2.11

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/20	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #12	Version:	2
	Wattle Range Council Audit and Risk Committee	Date Adopted:	27/11/2018
		Next Review Due:	November 2022

1. COMMITTEE NAME

The name of the Committee shall be the Wattle Range Council Audit and Risk Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

The Wattle Range Council Audit and Risk Committee is a Committee established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 126 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on Tuesday 14th March 2006 (Refer to Folio 3633; Item 11.1.18) and reviewed on Tuesday 13th February 2007 (Refer to Folio 3805; Item 11.1.2) reviewed on Tuesday 17th June 2015.

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED

The Wattle Range Council Audit and Risk Committee is a Committee charged with the responsibilities of undertaking the functions detailed in section 126 of the Local Government Act 1999, namely reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; liaising with the council's auditor and reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis. (Hereinafter called "the purpose").

4. ROLE OF THE COMMITTEE

4.1 Financial reporting


- 4.1.1 The Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.
- 4.1.2 The Committee shall review and challenge where necessary:
- The consistency of, and/or any changes to, accounting policies;
 - The methods used to account for significant or unusual transactions where different approaches are possible;
 - Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
 - The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
 - All material information presented with the financial statements

4.2 Internal controls and risk management systems

The Committee shall:

- Keep under review the effectiveness of the Council's internal controls and risk management systems; and

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7.14.1/1	Public	Corporate Services	Director Corporate Services	4
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 Wattle Range COUNCIL	CHARTER #12	Version:	2
	Wattle Range Council Audit and Risk Committee	Date Adopted:	27/11/2018
		Next Review Due:	November 2022

- Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management.
- Note that it is important that the Audit Committee understands the business of the Council to appreciate the risks it manages on a daily basis, and to ensure that there are appropriate management plans to manage and mitigate those risks. This will include insurance matters, financial reporting, legal and regulatory compliance, business continuity, and statutory compliance. This can be facilitated by discussions with the internal and external auditors and by presentations by management on how business risks are identified and managed.

4.3 Whistle blowing


The Committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial recording or reporting or other matters. The Committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

4.4 Internal audit (if applicable where a Council has a separate internal audit function)

The Committee shall:

- Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
- Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards. Note that this may include the review of the areas that have been identified for review and the frequency of review.
- Monitor whether the function of internal audit has adequate standing and is free from management or other restrictions. Whilst internal audit focuses on a Council's systems and procedures, it is important that the internal auditor retains her or his independence and is not subject to any influence from management or Council that impedes her/his ability to report objectively.
- Review all reports on the Council's operations from the internal auditors; Note that the reports to the Audit Committee need not be the detailed reports that are presented to management for their review. Ordinarily a high level review report is all that is required detailing the work undertaken, the findings and management response.
- Review and monitor management's responsiveness to the findings and recommendations of the internal auditor, and where appropriate, meet the "head" of internal audit (internal or outsourced) at least once a year, without management being present, to discuss any issues arising from the internal audits carried out. In addition, the head of internal audit shall be given the right of direct access to the Principal Member of the Council and to the Presiding Member of the Committee.

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 Wattle Range COUNCIL	CHARTER #12	Version:	2
	Wattle Range Council Audit and Risk Committee	Date Adopted:	27/11/2018
		Next Review Due:	November 2022

4.5 External audit

The Committee shall:

- Develop and implement a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter; Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.
- The Committee shall oversee the selection process for new auditors and if an auditor resigns the Committee shall investigate the issues leading to this and decide whether any action is required;

4.5.1 Oversee Council's relationship with the external auditor including, but not limited to:

- Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
- Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
- Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
- Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
- Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
- Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality procedures;


4.5.2 Meet as needed with the external auditor.

- The Committee shall meet the external auditor at least once a year, with or without management being present; to discuss the external auditor's report and any issues arising from the audit;
- Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;

4.5.3 Review the findings of the audit with the external auditor, including but not be limited to, the following;

- A discussion of any major issues which arose during the external audit;
- Any accounting and audit judgements; and
- Levels of errors identified during the external audit.

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- Review the effectiveness of the external audit
- 4.5.4 Review any representation letter(s) requested by the external auditor before they are signed by management;
- 4.5.5 Review the subsequent audit management letter from the external auditor and management's proposed response, by the Council, to the external auditor's findings and recommendations in that audit management letter.


4.6 Reporting responsibilities

The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed.

5. MEMBERSHIP

1. The Committee shall consist of five (5) members, who shall be appointed by Council as follows: -
 - a) The Mayor.
 - b) One (1) person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of an audit committee.
 - c) Three (3) Elected Members appointed by Council.
2. Any person appointed pursuant to sub clause 1 hereof shall be appointed for a term of four (4) years to coincide with the Council's general elections or other such term determined by the Council.
3. Council shall invite nominations from the public from persons with appropriate experience for appointment to the Committee pursuant to sub clause 1 (b) hereof.
4. Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required (by the conflict of interest provisions in the Act) not to vote, each member must vote on every matter that is before the Committee for decision. However, other individuals *such as the Chief Executive Officer, Director of Corporate Services, Manager Financial Services and if applicable the heads of risk, compliance* normally would attend any meeting as observers and/or be responsible for preparing papers for the Committee. In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public. The agenda and minutes of the Committee meetings, subject to any items that are discussed in confidence under Section 90 of the Act and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.
5. Council's external auditors and internal auditors (if applicable) may be invited to attend meetings of the Committee.
6. Appointments to the Committee from among the Elected Members of Council shall be for a period of up to four years, or until the end of the term of the Council. Independent member(s) of the Committee shall be appointed for a period of up to four years commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council.

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6. REGISTER OF INTEREST

The provisions of Chapter 5; Part 4; Division 2 of the Local Government Act, 1999 do 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 9;
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.

9. CALLING OF MEETINGS


1. The Members of the Committee shall meet at least four (4) times per annum.
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 sub-clause (4) hereof, notice of each meeting, confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than (3) clear days before the date of the meeting. Supporting papers shall be sent to Committee members (and to other attendees as appropriate) at the same time.
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

The quorum necessary for the transaction of business shall be 50% of the number of members of the Committee plus one or a specified number. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

11. PROCEEDINGS OF MEETINGS

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The meeting procedures of the Committee shall be in accordance with the provisions of the Local Government (Procedures at Meetings) Regulations 2013.

12. SECRETARY

The Chief Executive Officer (or their nominee) shall be the Secretary of the Committee.

13. MEETING MINUTES

The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedures at Meetings) Regulations 2013.

Minutes of Committee meetings shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council for information and consideration and will (as appropriate) be available to the public.

14. 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.

15. OTHER MATTERS


The Committee shall:

- Have access to reasonable resources in order to carry out its duties;
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
- Give due consideration to the Act and regulations made under the Act;
- Make recommendations on co-ordination of the internal and external auditors;
- Oversee any investigation of activities which are within its charter; and
- Oversee action to follow up on matters raised by the external auditors;
- At least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

16. AMENDMENTS, ALTERATIONS 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.

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17. 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	14/03/2006	Council	Adopted	Folio 3633; Item 11.1.18
2	13/02/2007	Council	Reviewed	Folio 3805; Item 11.1.2
3	17/06/2015	Council	Reviewed	
4	27/11/2018	Council	Name amended from Wattle Range Council Audit Committee to Wattle Range Council Audit and Risk Committee	Folio 7984; Item 13.1.4.1

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