	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 co-ordinate 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.

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GF/16.14.1/10	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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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.

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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.

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14. 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.

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

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