

Delegation of Authority and Rules of Operation

Burnie City Youth Council Special Committee



"Not for ourselves alone"



Document Management

Document Code: GL-CBS-SG-111
Document Approver: Council
Document Controller: Executive Manager Corporate Governance

	Date	Council Resolution Item Number	Version
Adopted	18 March 2008	Minute 592	V1.0
Amended	16 February 2010	Minute 1054	V2.0
Amended	16 April 2019	AO102-19	V3.0

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Pursuant to Section 24 of the *Local Government Act 1993* (as amended) the Burnie City Council hereby establishes a Special Committee as detailed in Schedule 1 and 2 below.

Schedule 1

1. Name of Special Committee

The name of the Special Committee shall be the:

Burnie City Youth Council Special Committee

Schedule 2

1. Objectives of the Committee

1.1. The objectives of the Committee are:

- To advise Council on matters relating to youth;
- To develop communication and leadership skills through participation in a formal forum setting; and
- For participants to become familiar with meeting procedures in a local government setting.

2. Committee Structure

2.1. Membership of the Committee shall be made up of:

- two Youth Councillors from each primary school in the Burnie Municipality; and
- two Youth Councillors from each high school (Year 7-10) in the Burnie Municipality; and
- two Youth Councillors from each post secondary school (Year 11-12) in the Burnie Municipality;

2.2. Up to two Council Officers will be ex-officio members. Ex-officio members are not entitled to vote at Committee meetings.

2.3. One Councillor will be appointed by Council as an ex-officio member. Ex-officio members are not entitled to vote at Committee meetings.

2.4. Council may appoint another Councillor as proxy for the appointed Councillor position.

2.5. An appointed Councillor proxy may attend any meeting in a non-voting capacity where the appointed Councillor is present.

- 2.6. The Committee shall elect a Youth Mayor, Senior Deputy Mayor and Junior Deputy Mayor at its first meeting of the calendar year.
- 2.7. The elected Youth Mayor will be the Chairperson of the Committee.
- 2.8. The role of Committee Secretary will be filled by a Council Officer.

3. Selection and Appointment of Committee Members

- 3.1. Council will invite nominations from each participating school in February each year.
- 3.2. Council will appoint Youth Councillors for the current calendar year period, ending 31 December.
- 3.3. The Youth Councillors are to possess:
 - A demonstrated interest in young people and current affairs in the Burnie municipality,
 - The ability to contribute opinions and ideas effectively and work well within a team.

4. Terms of the Committee Appointments

- 4.1. The Councillor position on the Committee will become vacant directly following the ordinary Council election, and a subsequent appointment shall be made by the Council for a period of two years. At the expiry of this term, a new appointment will be made by Council, for two years expiring directly following the next ordinary election. If a Councillor of the Committee resigns prior to the end of his/her term the Council will appoint a replacement at the earliest convenient time, for the balance of the term.
- 4.2. The ex-officio appointment of any Council Officer shall remain in place on an ongoing basis until the appointment is changed.
- 4.3. Youth Councillor positions are for a fixed term of the calendar year and may be reappointed. If a Youth Councillor retires, Council may appoint a replacement Youth Councillors for the remaining balance of the fixed term of that position.
- 4.4. The Youth Councillor positions on the Committee will become vacant annually at 31 December.
- 4.5. The General Manager has the power to end the term of a Youth Councillor.

5. Roles and Responsibilities of Members

- 5.1. To be able to listen and respect the views of others;
- 5.2. To attend Youth Council Meetings regularly;

- 5.3. To inform the appointed Council Officer of any invitations received to attend meetings, forums, or to give media interviews on any matter in their capacity as a member of the Youth Council;
- 5.4. To maintain confidentiality on matters of a sensitive nature or involving personal information;
- 5.5. When applicable, to declare an interest in any matter being considered by the Committee, in accordance with Part 5 of the *Local Government Act 1993*.
- 5.6. To hold and maintain a current registration in accordance with the *Registration to Work with Vulnerable People Act 2013* (appointed Councillors and Council Officers).
- 5.7. The role of Council Officer(s) on the Committee is to:
 - facilitate the youth council meetings,
 - to coordinate the year's program of meetings and any events,
 - to record minutes of the meetings
- 5.8. The role of the appointed Councillor on the Committee is to support the facilitation of meetings and provide insight into how local government operates.

6. Functions of the Committee

- 6.1. To discuss, consider and make recommendations to Council on relevant youth matters; and
- 6.2. To meet as a Youth Council and learn the processes that apply to local government in a meeting setting.

7. Meetings of the Committee

7.1. Meeting Procedures

- 7.1.1. Meetings will generally be conducted in accordance with the provisions of the *Local Government Meeting Procedures Regulations 2015* (or successive Regulations).

7.2. Quorum

- 7.2.1. A quorum will consist of the majority of total members, being one half plus one.
- 7.2.2. All members (excluding ex-officio members), shall have voting rights with decisions based on the principle of simple majority.

7.3. Meeting Frequency

- 7.3.1. Meetings of the Committee must be held at least four times per year.

7.4. Notice of Meetings

- 7.4.1. Notice of each meeting, shall be given to each Committee member at least seven days in advance.

7.5. Attendance at Meetings

- 7.5.1. All meetings of the committee shall be open to the public, but only appointed members will be entitled to vote.

7.6. Appointment of Acting Chairperson

- 7.6.1. If the elected Youth Mayor is not available for a meeting, the Senior Deputy Mayor or the Junior Deputy Mayor shall undertake the role of Acting Chairperson.

7.7. Records to be kept by the Secretary

- 7.7.1. The Secretary shall keep minutes of each meeting, detailing
- The time, date and place of each meeting;
 - Those present;
 - An accurate record of any motion indicating the mover and seconder and indicating the word 'Carried' or 'Lost' after each motion.
- 7.7.2. The unconfirmed minutes of each meeting shall be provided to Council within fourteen days following the conclusion of the meeting. Where recommendations are made by the Committee, the Council Officer shall include a report explaining any specific recommendation for Council consideration. Minutes of the Committee meetings will be included in a report to the next ordinary meeting of Council.
- 7.7.3. The minutes of each meeting shall be confirmed at the subsequent meeting of that Committee.

8. Restrictions on Committee Powers

- 8.1. The Committee does not have the power to:
- (a) Impose fees, taxes, rates or charges
 - (b) Rebate rates or charges
 - (c) Apply for grants
 - (d) Make grants
 - (e) Borrow money
 - (f) Make a rate
 - (g) Make a By-law
 - (h) Execute a Deed

- (i) Sign a contract
- (j) Institute a legal proceeding
- (k) Call for tenders
- (l) Provide direction to staff
- (m) Advertise for and/or appoint an employee or servant (except honorary office-bearers)
- (n) Sell land
- (o) Operate a bank account
- (p) Undertake lobbying unless expressly authorised by Council
- (q) Issue correspondence or media releases from the Special Committee without the co-signature of the Mayor
- (r) Conduct business and activities otherwise than in accordance with Council's Risk Management and Workplace Health and Safety policies and practices.

9. Remuneration

9.1. The Committee members are voluntary workers, and no remuneration will be provided to Committee members.

10. Reporting Requirements

10.1. Not applicable.

11. Financial Requirements

11.1. Where the Committee has an applicable budget within Council's accounts:

- 11.1.1. The Committee must operate through the Council's bank account upon which payments may be made and into which all monies received shall be paid as soon as possible after receipt thereof.
- 11.1.2. Purchase orders may only be drawn and expenditure may only be authorised by an employee of Council with the relevant financial delegation for the Committee's expenditure.

12. Insurance

12.1. Committee Members are covered under the terms and conditions of Council's Public Liability and Personal Accident policies provided they are acting within the scope of their functions as a member of the Special Committee as listed in Clause 5

Roles and Responsibilities of Members and Clause 6 Functions of the Committee, and within the requirements of Clause 13 Safety and Risk Management.

- 12.2. Council insures its buildings, fittings and fixtures against fire, flood and damage. The Committee is to advise user bodies leaving their property in Council's buildings to take out separate insurance cover to cover those goods and chattels, including stock in trade sold by user groups.

13. Safety and Risk Management

13.1. All Youth Councillors appointed by Council are considered volunteers in a workplace and must work within the scope of the functions and responsibilities described at Clause 5 Roles and Responsibilities of Members, and Clause 6 Functions of the Committee.

13.2. All Committee Members must complete an induction process that covers both:

- the Roles and Responsibilities of Special Committee Members, and
- a site specific induction relevant to this Committee

13.3. All Committee Members undertaking tasks for the Committee must be appropriately qualified and trained for the tasks which they are performing, as set out in the scope of functions listed at Clause 6 Functions of the Committee.

14. Secretariat and Support

14.1. The Council will provide the Committee with the necessary secretariat support to allow the Committee to function effectively.

14.2. The Director Community and Economic Development will be available to provide information for the Committee.

15. Alteration to Delegation of Authority and Rules of Operation

15.1. This Delegation of Authority and Rules of Operation may be amended at any time by Council resolution.

16. Definitions

16.1. 'Committee' means the Burnie City Youth Council Special Committee as stipulated in Schedule 1 of this document.

16.2. 'Council' means the Burnie City Council.

16.3. 'Councillor' means an elected member of Burnie City Council.

16.4. 'Youth Councillor' means a member nominated by a Burnie school and appointed to the Committee by Council.

- 16.5. 'Committee Member' means a member of the committee, regardless of being a member of the community, an employee or a Councillor.
- 16.6. 'Council Officer' means the Burnie City Council employee appointed by the General Manager as an ex-officio member to support this Committee as amended from time to time.
- 16.7. 'Director Community and Economic Development' means the Burnie City Council employee appointed to this position or a similar position if amended from time to time.
- 16.8. 'General Manager' means the General Manager of the Burnie City Council as appointed from time to time.
- 16.9. 'Mayor' means the Mayor of the day at Burnie City Council.

17. Timeframes

Responsibility	Frequency	Scheduled Date
All Youth Councillor positions declared vacant (clause 4.3)	Annually	December
Seek nominations (clause 3.1)	Annually	February
Council Report to recommend appointments (clause 3.2)	Annually	February
New appointments become effective (clause 3.2)	Annually	February
Committee to elect a Youth Mayor, Senior Deputy Youth Mayor and Junior Deputy Youth Mayor (clause 2.6)	Annually at first meeting	March
Induction for any new Youth Councillors (clause 13.2)	Annually	March
Appointment of Councillors (clause 4.1)	Every two years (coinciding with ordinary Council elections every four years)	November 2018 November 2020 November 2022
Minutes to Council (clause 7.7.2)	Within 14 days after every Committee Meeting	Following each Committee Meeting