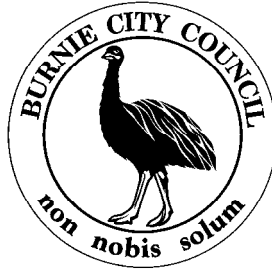


Burnie City Council



Schedule

of

Delegation of Authority

and

Operating Procedures

to

**Burnie Australia Day
Special Committee**

Adopted

21 March 2006

Min Ref 63

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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. The name of the Special Committee shall be the:

Burnie Australia Day Special Committee

Schedule 2

1. Objectives of the Committee:

- 1.1. To arrange and manage the Burnie Australia Day Ceremony/celebrations in Burnie.
- 1.2 To award the Burnie Australia Day awards.
- 1.3 To promote Australia Day in Burnie.

2. The Committee Structure:

- 2.1 The Committee shall consist of twelve (12) members.
- 2.2 Membership of the committee shall be made up of:-
 - 2.2.1 One (1) Burnie City Council Alderman;
 - 2.2.2 The General Manager or his Representative;
 - 2.2.3 The musical coordinator of the Australia Day celebrations;
 - 2.2.4 Two (2) representatives of the Victoria League;
 - 2.2.5 One (1) representative Burnie Chamber of Commerce;
 - 2.2.6 One (1) representative for Council's Youth Committees;
 - 2.2.7 Two (2) representatives from Service Clubs in Burnie; and
 - 2.2.8 Three (3) community members appointed by Council.

- 2.2 Unless declined the Chairman of the Committee will be the appointed Alderman. If declined the Committee will elect or appoint a Chairman.
- 2.2 The Committee may also elect or appoint a Vice-Chairman and Secretary.
- 2.3 An Office-bearer appointed by the Committee (as opposed to an Office-bearer elected by the Committee) shall not be a member of the Committee.

3. Term of the Committee:

- 3.1 All positions on the Committee will become vacant biennially and expressions of interest to appoint to the Committee will be advertised prior, or when a new Committee is appointed by Council.
- 3.2 Advertisements seeking expressions of interest for appointment to the Committee must be placed in the Advocate newspaper prior to any appointments being made.
- 3.2 Council will appoint the Committee Members at its first available meeting following the Council Elections.

4. Functions of the Committee:

- 4.1 To manage the day-to-day operations of the Burnie Australia Day celebrations.
- 4.2 To develop an operating budget for the Burnie Australia Day celebrations.
- 4.3 To manage nominations and selection processes for the Burnie Australia Day Awards.
- 4.4 To manage the Council's operating budget and to expend fund accordingly.
- 4.5 To plan for and put in place strategies to attract additional sources of funding from grants and other sources.

5. Restrictions on Committee Powers:

- 5.1 The Committee does not have the power to:
 - Impose taxes, rates/charges
 - Rebate rates or charges
 - Make grants
 - Borrow money

- Make a rate
- Make a By-law
- Execute a Deed
- Sign a contract \$5,000 without prior approval of the Council
- Institute a legal proceeding
- Call for tenders without prior approval of the Council.
- Advertise for and/or appoint an employee or servant unless approval has been given by the General Manager
- Sell land

6. Committee Meeting Procedures:

6.1 The Committee meetings shall be conducted in accordance with the Local Government (Meeting Procedures) Regulations 2005.

6.2 Quorum:

A Quorum of the Committee shall be a majority of members. i.e. seven (7) members.

6.3 Records to be kept by Committee Secretary.

The Committee Secretary shall keep minutes at each meeting detailing:

- Those present
- An accurate record of any motion indicating the mover and seconder and
- including the word 'Carried' or 'Lost' after each motion.
- The time, date and place of each meeting.

6.4 The minutes of each meeting shall be confirmed at the subsequent meeting of that Committee.

6.5 Appointment of Acting Chairman:

If the elected Chairman is not available for a meeting an Acting Chairman shall be chosen from those present at the meeting.

6.6 Time of Meetings:

Meetings of the Committee must be held at least four (4) times per year.

6.7 Committee minutes to be provided to Council:

The minutes of each Committee Meeting shall be provided to Council within fourteen (14) days following the conclusion of the meeting.

6.8 Notice of Meetings:

Notice of each Committee meeting shall be given to each Committee member and the General Manager at least four (4) days in advance unless impractical to do so by reason of an urgent matter requiring a meeting be held more promptly.

7. Financial Requirements:

7.1 Income & Expenditure:

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.

7.2 Financial Reporting and Planning:

The financial year of the Committee shall be from the 1st of July to the 30th June.

8. Insurance:

8.1.1 Buildings:

Council insures its buildings, fittings and fixtures against fire, flood and damage.

The Committee should advise user bodies leaving their property in Council's buildings to take out separate insurance cover for those goods and chattels. In some instances, with the consent of Council the insurance of user groups' property may be arranged within the Council's insurance policies.

8.1.2 Other Facilities:

Council's other basic facilities are covered by public liability insurance. Council's insurance does not extend to cover participants in sporting events or other public events. The Committee should advise user bodies that separate insurance should be taken out against any injuries or damages caused by such activities.

8.1.3 Stock in Trade:

Council's insurance does not extend to covering stock sold by user groups from Council's premises. Separate insurance cover is required to be taken out by user groups.

8.1.4 Management Committee Members and Voluntary Workers:

Where requested, Council's personal accident and public liability insurance may be extended to cover Committee members and/or voluntary workers attending meetings and other activities such as working bees which have the prior approval of the Committee.

8.1.5 Restriction on Employment of Casual Workers:

Persons must not be employed without the prior express written approval of the General Manager.

9. Alteration to Delegation and Rules of Procedure:

This delegation and rules of procedure may be amended at any time by Council.

10. Definitions:

'Committee' means the Committee as stipulated in Schedule 1 of this document.

'Council' means the Burnie Council.

'General Manager' means the General Manager of the Burnie Council as appointed from time to time.

'Mayor' means the Mayor of the day of the Burnie Council.