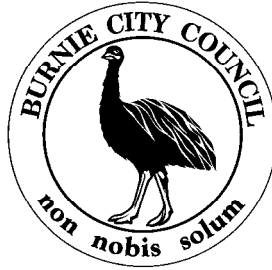


Burnie City Council



Schedule

of

Delegation of Authority

and

Operating Procedures

to

Burnie City Youth Council Special Committee

Adopted 18 March 2008
Amended 16 February 2010 Minute 1054

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Pursuant to Section 24 of the *Local Government Act 1993*, 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:-

The Burnie City Youth Council Special Committee

Schedule 2

1. **Objectives of the Committee:**

- 1.1. To advise Council on matters relating to youth.
- 1.2. For participants to become familiar with the concepts and procedures which relate to the operations of Local Government.

2. **The Committee Structure:**

- 2.1 The Committee shall consist of a maximum of 2 nominated members from each Primary and High school in the Burnie Municipal area and 4 members each from the Marist Regional College and Hellyer College.
- 2.2 The Committee shall elect a Youth Mayor, Senior Deputy Mayor and Junior Deputy Mayor and other officers as appropriate.

3. **Term of the Committee:**

- 3.1 All positions on the Committee will become vacant annually, or when the Committee is dissolved by the Council.
- 3.2 At the beginning of each school year requests will be provided for participating schools to nominate representatives to the Youth Council in accordance with section 2.2.

4. Functions of the Committee:

- 4.1 To advise Council and to make recommendations to Council regarding Youth matters.
- 4.2 To learn the workings of Local Government through active participation
- 4.3 To make minor purchases of consumables without the General Manager's approval up to a maximum of \$100.00 at any one time in accordance with budget allocations.

5. Restrictions on Committee Powers:

- 5.1 The Committee does not have the power to:
 - Impose fees, taxes, rates or charges
 - Rebate rates or charges
 - Make grants
 - Borrow money
 - Make a rate
 - Make a By-law
 - Execute a Deed
 - Sign a contract
 - Institute a legal proceeding
 - Call for tenders
 - Appoint an employee or servant (excepting honorary CEO and Secretary)
 - Sell land
 - Operate a Bank Account
 - Conduct business and activities otherwise than in accordance with Council's Risk Management and Occupational Health and Safety policies and practices

6. Committee Meeting Procedures:

- 6.1 The Committee meetings shall be conducted in accordance with the *Local Government (Meeting Procedures) Regulations 2005* and any relevant Policy that may be adopted by the Council.
- 6.2 *Quorum:*
A Quorum of the Committee shall be a majority of members of the whole Youth Council (i.e. 18 of the 34 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 tabled at the next appropriate meeting of Council at which any recommendations made will be approved or rejected by Council. The minutes of each Committee Meeting shall be provided to Council within 14 days following the conclusion of the meeting.
- 6.5 *Appointment of Acting Chairman:*
If the elected Youth Mayor or Senior Deputy Mayor or Junior Deputy Mayor is not available for a meeting an Acting Chairman shall be chosen from those present at the meeting.
- 6.6 *Frequency of Meetings:*
Meetings of the Youth Council must be held at least four times per year.
- 6.7 *Meetings open to the Public:*
All meetings of the Youth Council shall be open to the public.
- 6.8 *Notice of Meetings:*
- 6.8.1 Notice of each Youth Council meeting shall be given to each Committee member and the General Manager, at least seven (7) days in advance.
- 6.8.2 Notice of the Annual General Meeting of the Youth Council Special Committee shall be published in a newspaper generally circulating in the Burnie area at least fourteen (14) days prior to such Annual General Meeting.
- 6.9 The Youth Council shall hold an Annual General Meeting by the 30th of April in each year to coincide with the commencement of the school year and the appointment of officer bearers.

7. Financial Requirements:7.1 *Purchase Orders:*

No orders are to be drawn except for items of expenditure that has been authorised by the Youth Council within the limit specified.

7.2 *Signatories:*

The General Manager (or an Officer appointed by him) is to be a signatory on the Purchase Order of the Committee

8. Insurance:8.1 *Management Committee Members and Voluntary Workers:*

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. A register of volunteers must be maintained.

9. Alteration to Delegation and Rules of Procedure:

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

10. Purchasing by Special Committee:

The Special Committee is only to purchase goods and services using a Burnie City Council purchase order.

11. Definitions:

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

'*Council*' means the Burnie City Council.

'*General Manager*' means the General Manager of the Burnie City Council as appointed from time to time or his/her delegate.

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