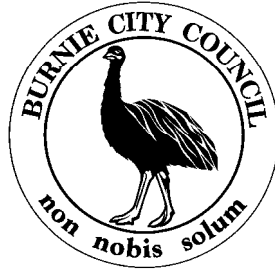


Burnie City Council



Schedule

of

Delegation of Authority

and

Operating Procedures

to

**PIONEER VILLAGE MUSEUM
Special Committee**

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Adopted: 20 April 2010
Min Ref.: 332

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

Clause 1. The name of the Special Committee shall be the:

PIONEER VILLAGE MUSEUM SPECIAL ADVISORY COMMITTEE

Schedule 2

Clause 1 Objectives of the Committee:

- 1.1 To support the development and operations of the Pioneer Village Museum so as to deliver a contemporary visitor experience and to ensure the preservation, conservation and curation of the Museum Collection.
- 1.2 To support the development of the Pioneer Village Museum as a centre for research into the history and heritage of the Burnie region.
- 1.3 To provide advice to Council on the marketing and promotion of the Museum and to strengthen linkages with other cultural and tourism areas within Council.
- 1.4 To encourage and strengthen the relationship between Council and community groups with an interest in the Museum and in the history and heritage of Burnie.

Clause 2. The Committee Structure:

- 2.1 The Committee shall consist of seven (7) members and a maximum of eight (8) members at any one time.
- 2.2 The Committee shall appoint a Chairperson at the Annual General Meeting.
- 2.3 The Committee will be made up of the following:-
 - One (1) Aldermen of the Burnie City Council
 - One (1) representative as appointed by the Burnie Historical Society
 - One (1) Representative as appointed by the Burnie Tourism Association

- One (1) Representative as appointed by the Burnie branch of the Tasmanian Family History Society Inc
 - One (1) person representing the Friends of the Museum
 - One (1) representative from the National Trust of Australia (Tasmania)
 - One (1) person representing the Burnie community
- 2.4 Council's Director of Community and Economic Development and the Museum Curator will attend the Committee in an ex-officio capacity.

Clause 3. Term of the Committee:

- 3.1 The position of the Community Representative will become vacant biennially and expressions of interest to appoint to the Committee will be advertised prior to the Annual General Meeting. The Director of Community and Economic Development and the General Manager will recommend the appointee utilising a pre-determined merit selection process for endorsement by Council.
- 3.2 The General Manager will confirm the representatives of Burnie Historical Society, Burnie Tourism Association, Tasmanian Family History Society Inc, Friends of the Museum and National Trust of Australia (Tasmania) biannually, prior to the Annual General Meeting, following a recommendation being provided by each of the relevant organisations.
- 3.3 Aldermanic representation will be confirmed following the conduct of the bi-annual local government elections.
- 3.4 Council will confirm the representatives appointed to the Committee at its first available meeting following the conduct of the Annual General Meeting of the Committee.

Clause 4. Functions of the Committee

- 4.1 To support Council in developing and achieving the aims and targets of the Strategic, Operational and Business Plans for the Pioneer Village Museum.
- 4.2 To act as an interface between the Pioneer Village Museum, the Burnie City Council and the wider community. The Committee will assist Museum staff by being a sounding board in the process of developing the Museum.

Clause 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
- Provide direction to staff
- Advertise for and/or appoint an employee or servant
- Conduct business and activities other than in accordance with Council's Risk Management and Occupational Health and Safety policies and practices.

Clause 6. Committee Meeting Procedures:

6.1 The Committee meetings shall be conducted as per Council's Meeting Procedure By-law.

6.2 Quorum:

A Quorum of the Committee shall be a majority of members being present. (ie eight (8) member committee five (5) need to be in attendance - six (6) member committee four (4) need to be in attendance).

6.3 Records of the meetings will be kept by the Director Community and Economic Development.

The Director will ensure that minutes of each meeting is kept which include at a minimum the following:

- 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:-
- 6.4.1 sent to Council for adoption of recommendations; and
 - 6.4.2 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 six (6) 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:
- 6.8.1 Notice of each Committee meeting shall be given to each Committee member at least seven (7) days in advance unless impractical to do so by reason of an urgent matter requiring a meeting be held more promptly.
 - 6.8.2 Notice of the Annual General Meeting of the Special Committee shall be published in a newspaper generally circulating in the Burnie municipal area at least fourteen (14) days prior to such Annual General Meeting.
- 6.9 The Committee shall hold an Annual General Meeting by the 30th of August in each year.

Clause 7. Insurance:

7.1 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 nominated voluntary workers attending meetings and other activities such as working bees which have the prior approval of the Committee.

Clause 8. Alteration to Delegation and Rules of Procedure:

- 8.1 This delegation and rules of procedure may be amended at any time by Council in consultation with the Committee.

Clause 9. Definitions:

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

'Council' means the Burnie City Council.

'Director' means the person appointed to the position of Director Community and Economic Development

'General Manager' means the General Manager of the Burnie City Council.