



**Schedule of  
Delegation of Authority  
and  
Operating Procedures**

**Burnie Community Safety Advisory  
Special Committee**

November 2011

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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**

The Burnie Community Safety Advisory Special Committee

## **Schedule 2**

### **1. Objectives of the Committee**

- 1.1. To advise Council on matters relating to community safety issues.
- 1.2. To achieve a greater focus on safety outcomes at a local community level.

### **2. The Committee Structure**

- 2.1 The Committee shall consist of representatives from each of the following organisations within the Burnie Municipal area.
  - Burnie City Council
    - Two Alderman
    - Community Development Officer
    - Youth Development Officer
    - Technical Officer
  - Tasmania Police
  - Neighbourhood Watch
  - Metro Tasmania
  - Dept. Health & Human Services
  - Dept. Infrastructure, Energy and Resources

- Burnie Senior Citizens
  - Disability Services and Support Organisation
- 2.2 The Committee's Chairperson will be the Alderman representing Burnie City Council.
- 2.3 A Council officer will undertake the role of Committee Secretary.
- 2.4 Members must have good communication skills, work well as a team and have good listening skills.

### **3. Terms of the Committee**

- 3.1 All positions on the Committee will become vacant bi-annually, or when the Committee is dissolved by the Council.

### **4. Roles and Responsibilities**

- 4.1 All Committee members will be expected to;
- 4.1.1 Be the contact point for members of Burnie community in regard to safety concerns and issues.
  - 4.1.2 Take their responsibilities seriously
  - 4.1.3 To attend Burnie Community Safety Advisory meetings regularly
- 4.2 The Burnie Community Safety Advisory Committee aims to give members of the Burnie Municipality a voice, which will be heard, listened and acted upon by the Committee.
- 4.3 The Burnie Community Safety Advisory Committee is to provide advice and make recommendations to Council on matters of Community Safety.
- 4.4 The Burnie Community Safety Advisory Committee are the link between the Burnie community and the organisations they represent.
- 4.5 The role of members is review strategic issues, discuss identified issues, suggest options for improvement and make recommendations to Council.

It is important the committee conducts business and activities in accordance with Council's Risk Management and Occupational Health and Safety policies and practices.

On some occasions, there may be a need for members to undertake research or produce documentation as part of their role.

## **5. Functions of the Committee**

5.1 To advise Council and to make recommendations to Council regarding safety matters.

## **6. Restrictions on Committee Powers**

6.1 The Burnie Community Safety Advisory 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

## 7. Committee Meeting Procedures

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

**7.2** ***Quorum:*** A Quorum of the Committee shall be a majority of members of the whole Burnie Community Safety Advisory Committee (i.e. 5 of the 12 members).

**7.3** 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.

**7.4** 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.

**7.5** ***Appointment of Acting Chairman:***

If Burnie City Council Alderman is not available for a meeting an Acting Chairman shall be chosen from those present at the meeting.

**7.6** ***Frequency of Meetings:***

Meetings of the Burnie Community Safety Advisory Committee are held on the last Friday of each month and will commence at 1.30pm and/or as determined by the committee in accordance with workloads.

**7.7** ***Attendance of Non Members:***

The committee may at its discretion, allow non member observers and advisors to attend meetings. This may be to exchange information, provide specialist advice or to consult with the committee.

**7.8** ***Notice of Meetings:***

**7.8.1** Notice of each Burnie Community Safety Advisory Committee meeting shall be given to each Committee member and the General Manager, at least seven (7) days in advance.

**7.8.2** Notice of the Annual General Meeting of the Burnie Community Safety Advisory Committee shall be published in a newspaper generally circulating in the Burnie area at least fourteen (14) days prior to such Annual General Meeting.

**7.9** The Burnie Community Safety Advisory Committee shall hold an Annual General Meeting by the 30th of June in each year.

## **8. Insurance**

### **8.1 *Management Committee Members and Voluntary Workers***

Council's personal accident and public liability insurance will 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 operation procedure may be amended at any time by Council.

## **10. Definitions**

**'Committee'** means the Committee as stipulated in Schedule One 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 delegate.

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