

**Burnie City Council**



**BURNIE**  
CITY COUNCIL

**Schedule**

of

**Delegation of Authority**

and

**Operating Procedures**

For

**Upper Natone Reserve**

**Special Committee**

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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:**

Upper Natone Reserve Special Committee

### **Schedule 2**

**1. Objectives of the Committee:**

- 1.1. To manage the operation of the Upper Natone Reserve.
- 1.2. To promote the use of the above facility and to maximise its viability.

**2. The Committee Structure:**

- 2.1 The Committee shall consist of at least seven (7) members and not more than nine (9) members.
- 2.2 The Committee shall elect or appoint a Chairman, Secretary and a Treasurer or Chairman and Secretary/Treasurer.

**3. Term of the Committee:**

- 3.1 All positions on the Committee will become vacant annually, or when a new Committee is appointed by Council.

**4. Functions of the Committee:**

- 4.1 To regulate the use of all facilities and ensure compliance with Burnie City Council Public Reserves By-Law No 8 of 1999.
- 4.2 To ensure all facilities are kept in a properly maintained condition with specific attention to:
  - 4.2.1 Mowing of grassed areas.
  - 4.2.2 Cleaning of public toilets and barbeques.
  - 4.2.3 Removal of refuse.
  - 4.2.4 The repair of minor damage to the facility occasioned by fair wear and tear and other improvements as may be necessary from time to time.

- 4.3 To advise the Council of any works the Committee considers necessary.
- 4.4 To make recommendations to Council regarding the maintenance and improvement to the Reserve.
- 4.5 To ensure the Lease Agreement between the Burnie City Council and Forestry Tasmania is complied with.
- 4.6 To make minor purchases of consumables without the General Manager's approval up to a maximum of \$100.00 at any one time.

**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 proceedings
  - Call for tenders
  - Appoint an employee or servant
  - 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 as per Council's Meeting Procedure By-law.

6.2 Quorum:

A Quorum of the Committee shall be a majority of members i.e. five (5) 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 Records to be kept by Committee Treasurer:
- The Committee Treasurer shall keep accurate records of all receipts and expenditure in a format acceptable to the General Manager.
- 6.6 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.
- 6.7 Frequency of Meetings:
- Meetings of the Committee must be held at least four times per year.
- 6.8 Meetings open to the Public:
- All meetings of the Committee shall be open to the public.
- 6.9 Notice of Meetings:
- 6.9.1 Notice of each Committee meeting shall be given to each Committee member, the General Manager, and the public at least seven (7) days in advance.
  - 6.9.2 Notice of the Annual General Meeting of the Special Committee shall be published in a newspaper generally circulating in the Burnie area at least 14 days prior to such Annual General Meeting.
- 6.10 The Committee shall hold an Annual General Meeting by the 30th of August in each year.

## **7. Financial Requirements:**

### **7.1 Purchase Orders:**

- 7.1.1 The Committee may operate a Council Purchase Order account. No orders are to be drawn on the Committee's Purchase Order account except for items of expenditure that has been authorised by the Special Committee.

### **7.2 Signatories:**

- 7.2.1 Orders drawn on the Committee's Purchase Order account shall be signed by any two of the following officers:
- 7.2.1.1 Where the position of Secretary and Treasurer are held by different persons, the Chairman, Secretary and Treasurer.
- 7.2.1.2 Where the position of Secretary and Treasurer is held by the same person, the Chairman, Secretary/Treasurer and one other Committee member.
- 7.2.2 The General Manager (or an Officer appointed by him) is to be a signatory on the Purchase Order account of the Committee.

### **7.3 Financial Reporting and Planning:**

- 7.3.1 The financial year of the Committee shall be from the 1st of July to the 30th June.
- 7.3.2 The Committee shall prepare financial statements in a form approved by the General Manager for the previous financial year and lodge same with the General Manager by the 14th July in each year.
- 7.3.3 The financial statements and plans shall be in the format attached to this document.

Namely:

1. Statement of Receipts and Payments for period ending 30th June.
2. Operational Budget for the forthcoming year.
3. Five Year Plan.

- 7.3.4 The Council shall approve, amend and approve or refuse to approve the statements/plans as lodged.
- 7.3.5 The financial statements and plans, as approved or refused shall be tabled at the Annual General Meeting of the Committee which is to be held by the 30th August of each year.
- 7.3.6 The financial statements of the Committee shall be audited within the annual audit of the Burnie City Council.

## **8. Insurance:**

8.1.1 Buildings:

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

The Committee shall advise user bodies leaving their property in Council's buildings to take out separate insurance cover for their goods and chattels.

8.1.2 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 delegate.

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