

Delegation of Authority and Rules of Operation

Burnie Regional Museum Special Advisory Committee



"Not for ourselves alone"



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Contents

Schedule 1	4
1. Name of Special Committee.....	4
Schedule 2	4
1. Objectives of the Committee	4
2. Committee Structure.....	4
3. Selection and Appointment of Committee Members.....	5
4. Terms of the Committee Appointments	5
5. Roles and Responsibilities of Members	6
6. Functions of the Committee	6
7. Meetings of the Committee	6
8. Restrictions on Committee Powers.....	7
9. Remuneration.....	8
10. Reporting Requirements	8
11. Financial Requirements.....	8
12. Insurance	8
13. Safety and Risk Management.....	9
14. Secretariat and Support	9
15. Alteration to Delegation of Authority and Rules of Operation.....	9
16. Definitions	9
17. Timeframes.....	11

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. Name of Special Committee

The name of the Special Committee shall be the:

Burnie Regional Museum Special Advisory Committee

Schedule 2

1. Objectives of the Committee

1.1. The objectives of the Committee are to:

- To promote and contribute to the aims of Council's Community Strategic Plan in relation to Burnie's history and heritage;
- To support the development and operations of the Burnie Regional Museum so as to deliver a contemporary visitor experience and to ensure the preservation, conservation and curation of the Museum Collection,
- To support the development of the Burnie Regional Museum as a centre for research into the history and heritage of the Burnie region,
- 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,
- 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.

2. Committee Structure

2.1. The Committee shall consist of at least six members and a maximum of eight members at any one time.

2.2. Membership of the Committee shall be made up of:

- one Councillor appointed by Burnie City Council,
- one Community Member representing the Burnie Historical Society,
- one Community Member representing the Burnie Chamber of Commerce and Industry,
- one Community Member representing the Burnie branch of the Tasmanian Family History Society,

- one Community Member representing the Friends of the Museum,
 - one Community Member representing the National Trust of Australia (Tasmania), and
 - one Community Member representing Education, and
 - one Community Member from the Burnie community, and
 - up to an additional two Community Members from the Burnie community where above representative vacancies cannot be filled.
- 2.3. One Council Officer will be an ex-officio member. Ex-officio members are not entitled to vote at Committee meetings.
- 2.4. With the exception of Burnie City Council which is subject to clauses 2.5 and 2.6, each named organisation in clause 2.2 will be entitled to nominate a proxy for their Community Member. Such a proxy may only attend when their Community Member is not present at the meeting, and they will be entitled to vote.
- 2.5. Council may appoint another Councillor as proxy for the appointed Councillor position.
- 2.6. An appointed Councillor proxy may attend any meetings in a non-voting capacity where the appointed Councillor is present. The appointed proxy is only entitled to vote when the appointed Councillor is not present.
- 2.7. The Committee shall elect a Chairperson at the first meeting after 1 July each year.
- 2.8. The role of Committee Secretary will be filled by a Council Officer.

3. Selection and Appointment of Committee Members

- 3.1. Council will call for nominations from each organisation represented in clause 2.2 Committee Structure, every two years leading up to 1 July.
- 3.2. Council will undertake a formal expression of interest process for Community Members representing the Burnie community every two years, leading up to 1 July.
- 3.3. Council will appoint Community Members for a two year period, commencing 1 July.
- 3.4. The Community Members are to possess:
- A general interest in cultural heritage and museums;
 - A strong understanding of Burnie's history and cultural heritage.

4. Terms of the Committee Appointments

- 4.1. The Councillor position on the Committee will become vacant directly following the ordinary Council election, and a subsequent appointment shall be made by the Council for a period of two years. At the expiry of this term, a new appointment will be made by Council, for two years expiring directly following the next ordinary

election. If a Councillor of the Committee resigns prior to the end of his/her term the Council will appoint a replacement at the earliest convenient time, for the balance of the term.

- 4.2. The ex-officio appointment of a Council Officer shall remain in place on an ongoing basis until the appointment is changed.
- 4.3. Community Member positions are for a fixed term of two years and may be reappointed. If a Community Member retires, Council may appoint a replacement Community Member for the remaining balance of the fixed term of that position.
- 4.4. The Community Member positions on the Committee will become vacant every two years on 30 June.
- 4.5. The General Manager has the power to suspend the term of the Chairperson or a Community Member.

5. Roles and Responsibilities of Members

- 5.1. To maintain confidentiality on matters of a sensitive nature or involving personal information;
- 5.2. When applicable, to declare an interest in any matter being considered by the Committee, in accordance with Part 5 of the *Local Government Act 1993*.

6. Functions of the Committee

- 6.1. To support Council in developing and achieving the aims and targets of the Strategic, Operational and Business Plans for the Burnie Regional Museum;
- 6.2. To act as an interface between the Burnie Regional Museum, the Burnie City Council and the wider community, and to assist the Museum staff by being a sounding board in the process of developing the Museum.

7. Meetings of the Committee

7.1. Quorum

- 7.1.1. A quorum will consist of the majority of total members, being one half plus one.
- 7.1.2. All members (excluding ex-officio members), shall have voting rights with decisions based on the principle of simple majority.

7.2. Meeting Frequency

- 7.2.1. Meetings of the Committee must be held at least six times per year.

7.3. Notice of Meetings

- 7.3.1. Notice of each meeting, including special meetings, shall be given to each Committee member at least seven days in advance unless impractical to do so by reason of an urgent matter requiring a meeting to be held promptly.

7.4. Attendance at Meetings

- 7.4.1. All Councillors are welcome to attend any meeting of the Committee, but only appointed members will be entitled to vote.

7.5. Appointment of Acting Chairperson

- 7.5.1. If the elected Chairperson is not available for a meeting, they may delegate the role of Chair to another Committee Member, otherwise an Acting Chairperson shall be chosen from those present at the meeting.

7.6. Records to be kept by the Secretary

- 7.6.1. The Secretary shall keep minutes of each meeting, detailing
- The time, date and place of each meeting;
 - Those present;
 - An accurate record of any motion indicating the mover and seconder and indicating the word 'Carried' or 'Lost' after each motion.
- 7.6.2. The unconfirmed minutes of each meeting shall be provided to Council within fourteen days following the conclusion of the meeting. Where recommendations are made by the Committee, the Council Officer shall include a report explaining any specific recommendation for Council consideration. Minutes of the Committee meetings will be included in a report to the next ordinary meeting of Council.
- 7.6.3. The minutes of each meeting shall be confirmed at the subsequent meeting of that Committee.

7.7. Records to be kept by Treasurer

- 7.7.1. Not applicable.

8. Restrictions on Committee Powers

- 8.1. The Committee does not have the power to:
- (a) Impose fees, taxes, rates or charges
 - (b) Rebate rates or charges
 - (c) Apply for grants
 - (d) Make grants
 - (e) Borrow money

- (f) Make a rate
- (g) Make a By-law
- (h) Execute a Deed
- (i) Sign a contract
- (j) Institute a legal proceeding
- (k) Call for tenders
- (l) Provide direction to staff
- (m) Advertise for and/or appoint an employee or servant (except honorary office-bearers)
- (n) Sell land
- (o) Operate a bank account
- (p) Undertake lobbying unless expressly authorised by Council
- (q) Issue correspondence or media releases from the Special Committee without the co-signature of the Mayor
- (r) Conduct business and activities otherwise than in accordance with Council's Risk Management and Workplace Health and Safety policies and practices.

9. Remuneration

- 9.1. The Committee members are voluntary workers, and no remuneration will be provided to Committee members.

10. Reporting Requirements

- 10.1. Not applicable

11. Financial Requirements

- 11.1. Not applicable

12. Insurance

- 12.1. Committee Members are covered under the terms and conditions of Council's Public Liability and Personal Accident policies provided they are acting within their scope of their functions as a member of the Special Committee as listed in Clause 5 Roles and Responsibilities of Members and Clause 6 Functions of the Committee, and the requirements of Clause 13 Safety and Risk Management.

- 12.2. Council insures its buildings, fittings and fixtures against fire, flood and damage. The Committee is to advise user bodies leaving their property in Council's buildings to take out separate insurance cover to cover those goods and chattels, including stock in trade sold by user groups.

13. Safety and Risk Management

- 13.1. All Community Members appointed by Council are considered volunteers in a workplace and must work within the scope of the functions and responsibilities described at Clause 5 Roles and Responsibilities of Members, and Clause 6 Functions of the Committee.
- 13.2. All Committee Members must complete an induction process that covers both:
- the Roles and Responsibilities of Special Committee Members, and
 - a site specific induction relevant to this Committee
- 13.3. All Committee Members undertaking tasks for the Committee must be appropriately qualified and trained for the tasks which they are performing, as set out in the scope of functions listed at Clause 6 Functions of the Committee.

14. Secretariat and Support

- 14.1. The Council will provide the Committee with the necessary secretariat support to allow the Committee to function effectively.
- 14.2. The Director Community and Economic Development will be available to provide information for the Committee.

15. Alteration to Delegation of Authority and Rules of Operation

- 15.1. This Delegation of Authority and Rules of Operation may be amended at any time by Council resolution.

16. Definitions

- 16.1. 'Committee' means the Burnie Regional Museum Special Advisory Committee as stipulated in Schedule 1 of this document.
- 16.2. 'Council' means the Burnie City Council.
- 16.3. 'Councillor' means an elected member of Burnie City Council.
- 16.4. 'Community Member' means a member of the community appointed to the Committee by Council.
- 16.5. 'Committee Member' means a member of the committee, regardless of being a member of the community, an employee or a Councillor.

- 16.6. 'Council Officer' means the Burnie City Council employee appointed by the General Manager as an ex-officio member to support this Committee as amended from time to time.
- 16.7. 'Director Community and Economic Development' means the Burnie City Council employee appointed to this position or a similar position if amended from time to time.
- 16.8. 'General Manager' means the General Manager of the Burnie City Council as appointed from time to time.
- 16.9. 'Mayor' means the Mayor of the day at Burnie City Council.

17. Timeframes

Responsibility	Frequency	Scheduled Date
Seek nominations or EOI (clause 3.1)	Every two years	April / May
Council Report to recommend appointments (clause 3.3)	Every two years	June
All Community Member positions declared vacant (clause 4.4)	Every two years	30 June
New appointments become effective (clause 3.3)	Every two years	1 July
Committee to elect a Chairperson (clause 2.6)	Every year	July
Induction for any new members (clause 13.2)	Every two years	July / August
Appointment of Councillors (clause 4.1)	Every two years (coinciding with ordinary Council elections every four years)	December
Minutes to Council (clause 7.6.2)	Within 14 days after every Committee Meeting	At least six times per year according to meetings held