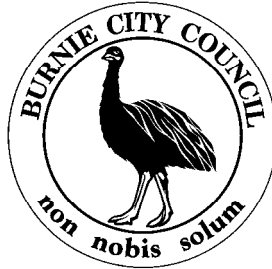


Burnie City Council



Schedule

of

Delegation of Authority

and

Operating Procedures

to

**Burnie Sports Centre
Special Committee**

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Apopted 17 August 2004 Min Ref 483

Amended 21 September 2004 MinRef 526A

Amended 21 March 2006 Min Ref 57

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:

Burnie Sports Centre Special Committee

Schedule 2

1. Objectives of the Committee:

- 1.1. To manage the functions and operation of the Burnie Sports Centre.
- 1.2 To promote the use of the Facility and to maximise its viability.
- 1.3 Market the Centre to new users and to investigate opportunities and arrangements for new activities.
- 1.4 To establish a five year maintenance programme for the Centre.
- 1.5 To establish an annual maintenance programme for the Centre.
- 1.6 To review all current user arrangements including user fees and charges and to implement new arrangements and fees.
- 1.7 To investigate and recommend a new management structure and operational procedures to take effect from July 2005.

2. The Committee Structure:

- 2.1 The Committee shall consist of nine (9) members.
- 2.2 Membership of the committee shall be made up of:-
 - 2.2.1 Two (2) Burnie City Council Aldermen;
 - 2.2.2 Maximum of three (3) employees of the Burnie City Council: and.
 - 2.2.3 Four (4) community members appointed by Council to represent all users of the Centre.

- 2.2 The Committee shall elect or appoint a Chairman, Secretary and a Treasurer or Chairman and Secretary/Treasurer.
- 2.3 An Office-bearer appointed by the Committee (as opposed to an Office-bearer elected by the Committee) shall not be a member of the Committee.

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 manage the day to day operations of the Centre.
- 4.2 To develop an operating budget for the Centre.
- 4.3 To attract new users and activities.
- 4.4 To review and set fees for activities associated with the Centre.
- 4.5 To plan for and put in place strategies to attract additional sources of funding from grants and other sources.
- 4.6 To develop and implement a building maintenance and development programme.
- 4.7 To increase accountability to Council and the Community.

5. Restrictions on Committee Powers:

- 5.1 The Committee does not have the power to:
 - Impose taxes, rates/charges
 - Rebate rates or charges
 - Make grants
 - Borrow money
 - Make a rate
 - Make a By-law
 - Execute a Deed
 - Sign a contract \$5,000 without prior approval of the Council
 - Institute a legal proceeding
 - Call for tenders without prior approval of the Council.
 - Advertise for and/or appoint an employee or servant unless approval has been
 - given by the General Manager
 - Sell land

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. four (4) 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 confirmed at the subsequent meeting of that Committee.

6.5 Records to be kept by Committee Treasurer:

The Committee Treasurer shall keep or arrange to be kept 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 Time of Meetings:

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

6.8 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.

6.10 Notice of Meetings:

6.10.1 Notice of each Committee meeting shall be given to each Committee member and the General Manager 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.

7. Financial Requirements:

7.1 Income & Expenditure:

7.1.1 The Committee must operate through the Council's bank account upon which cheques may be drawn and into which all monies received shall be paid as soon as possible after receipt thereof.

No cheques are to be drawn on the Council's bank account except for the payment of expenditure that has been authorised by the Special Committee.

7.2 Financial Reporting and Planning:

7.2.1 The financial year of the Committee shall be from the 1st of July to the 30th June.

7.2.2 The Committee shall prepare or arrange to be prepared financial statements for the previous financial year and plans (budget) for the commencing financial year and lodge same with the General Manager by the 30th July in each year.

7.2.3 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.

7.2.4 The Council shall approve, amend and approve or refuse to approve the statements/plans as lodged.

7.2.5 The financial statements of the Committee shall be audited within the annual audit of the Burnie Council.

8. Insurance:

8.1.1 Buildings:

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

The Committee should advise user bodies leaving their property in Council's buildings to take out separate insurance cover for those goods and chattels. In some instances, with the consent of Council the insurance of user groups' property may be arranged within the Council's insurance policies.

8.1.2 Other Facilities:

Council's other basic facilities are covered by public liability insurance. Council's insurance does not extend to cover participants in sporting events or other public events. The Committee should advise user bodies that separate insurance should be taken out against any injuries or damages caused by such activities.

8.1.3 Stock in Trade:

Council's insurance does not extend to covering stock sold by user groups from Council's premises. Separate insurance cover is required to be taken out by user groups.

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

8.1.5 Restriction on Employment of Casual Workers:

Committees should use extreme caution when wishing to employ any casual worker, as the insurance ramifications may be significant. Therefore, workers must not be employed without the prior express written approval of the General Manager.

8.1.6 The Committee must sight each year a Certificate of Currency for Sporting Public Liability Insurance held by the Sporting Bodies that use the Grounds and Facilities

9. Alteration to Delegation and Rules of Procedure:

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

10. Definitions:

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

'Council' means the Burnie Council.

'General Manager' means the General Manager of the Burnie Council as appointed from time to time.

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