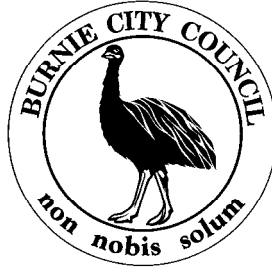


**Burnie City Council**



**Schedule**

**of**

**Delegation of Authority**

**and**

**Operating Procedures**

**to**

**Youth Making Changes Around Burnie (YMCAB)  
Special Committee**

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**Adopted: 16 February 2010**  
**Min Ref.: 1054**

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 shall be the:-

### **Youth Making Changes Around Burnie (YMCAB) Special Committee**

## **Schedule 2**

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

- 1.1. To advise Council on matters relating to youth.
- 1.2. For participants to become familiar with the concepts and procedures which relate to the operations of Local Government.
- 1.3. To work on community projects and youth focused events.

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

- 2.1. Advertised in local paper to attract 16 to 25 year olds. Letter also sent to Youth Groups throughout Burnie.

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

- 3.1. All positions on the Committee will become vacant annually, or when the Committee is dissolved by the Council.
- 3.2. At the beginning of each school year.
- 3.3. The Chairman of the Committee is rotated throughout the year (to enable all members to experience the role of Chairperson and the managing of a meeting

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

- 4.1. All (YMCAB) members will be expected to;
  - 4.1.1. Show an interest in all young people and current affairs in the Burnie Municipality
  - 4.1.2. Be able to listen and respect the views of his/her peer group
  - 4.1.3. Take their responsibilities seriously.

- 4.1.4 To attend YMCAB meetings regularly.
- 4.2 The YMCAB aims to give young people in the Municipality a voice, which will be heard and listened to by the Council, other statutory bodies and other agencies that provide services for young people.
- 4.3 To collect the views of other young people through links with schools, youth groups and clubs.
- 4.4 The Spokesperson is the Chairman of the YMCAB.
- 4.5 Any invitation which the YMCAB members receive in regards to attending meetings, forums, interviews given privately or by the media must inform the Burnie City Council's Youth Development Officer before the event.

**5. Functions of the Committee:**

- 5.1 To advise Council and to make recommendations to Council regarding Youth matters.
- 5.2 To learn the workings of Local Government through active participation and consultation.
- 5.3 To make minor purchases of consumables without the General Manager's approval up to a maximum of \$100.00 at any one time in accordance with budget allocations.

**6. Restrictions on Committee Powers:**

- 6.1 The Committee does not have the power to:
  - Impose fees (other than event entry 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
  - Conduct business and activities otherwise than in accordance with Council's Risk Management and Occupational Health and Safety policies and practices

**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 YMCAB.
- 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 Chairperson:*  
The role of Chairperson will be on a rotational basis, thus providing each member with the opportunity to Chair a meeting throughout the calendar year.
- 7.6 *Frequency of Meetings:*  
Meetings of the YMCAB must be held at least four times per year.
- 7.7 *Meetings open to the Public:*  
All meetings of the YMCAB shall be open to the public.
- 7.8 *Notice of Meetings:*
- 7.8.1 Notice of each YMCAB 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 YMCAB 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 YMCAB shall hold an Annual General Meeting by the 30th of March in each year to coincide with the commencement of the school year and the appointment of officer bearers.

**8. Financial Requirements:**8.1 *Purchase Orders:*

No orders are to be drawn except for items of expenditure that has been authorised by the YMCAB within the limit specified.

8.2 *Signatories:*

The General Manager (or an Officer appointed by him) is to be a signatory on the Purchase Order of the Committee

**9. Insurance:**9.1 *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.

**10. Alteration to Delegation and Rules of Procedure:**

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

**11. Purchasing by Special Committee:**

The Special Committee is only to purchase goods and services using a Burnie City Council purchase order.

**12. 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.