

DERWENT VALLEY COUNCIL

SPECIAL COMMITTEE POLICY




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| Adopted by Council: Date: 26/10/2009 Decision No: 140/09 | Review Date: October 2014 |
| Signed by: Stephen Mackey General Manager |  26/10/09 |

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INTRODUCTION AND PURPOSE

This policy outlines the procedures that are to apply to Special Committees established by Council.

SCOPE

This policy applies to all Special Committees of Council.

DEFINITIONS

A Special Committee of Council may be established from time to time for a specific purpose such as the management of a Council resource or to provide advice to Council. The establishment of Special Committees is provided for in Section 24 of the *Local Government Act 1993*.

POLICY PROVISIONS

Derwent Valley Council's vision is:

"...for a vibrant Derwent Valley community that enjoys a safe and healthy environment, economic wellbeing and quality lifestyles that takes into account cultural and heritage values"
(Strategic Plan 2005-2010)

Council will establish and support Special Committees with the goal of providing an opportunity for the Derwent Valley community to be involved in areas that impact upon their lifestyles.

The objectives of Special Committees established to manage a Council asset will be as follows:

- To manage and develop Council's asset for the benefit of the whole community;
- To co-opt additional committee members with observer status only (ie, no voting powers) to assist on an "as required basis" with special projects;
- To elect a Chairperson and Secretary/Treasurer from its own membership;
- To determine its own meeting schedule;

- To make decisions necessary to achieve the goals of the Committee specific to its delegated functions;
- To expend monies in accordance with those amounts allocated with Council's budget for this committee's purposes;
- To confirm its own minutes;
- To provide Council with an Annual Report.

Special Committees established for purposes other than the management of a Council asset will have additional objectives specific to their purpose.

1. Roles and Responsibilities

1.1 Council

- May provide funding for the activities of the Special Committee;
- Provide advice and guidance to the Committee;
- Determine the composition of the Committee;
- Nominate one or more Councillors to form part of the Committee;
- Appoint members of the Committee;
- Support the activities of the Committee.

1.2 Councillors

- Support and participate in Special Committees as required.

1.3 Committee

- If appropriate, present an operational budget for the facility to Council by 30 April each year;
- If appropriate, provide an annual report on the progress of the Committee by August 31 each year;
- Maintain and develop the facility to a suitable standard for safe and hygienic use by the public;
- Advise Council of any major maintenance required that is beyond the scope of the Committee;
- Report vandalism or damage to Council for insurance purposes;
- Encourage use of the facility within the community;

- Conduct Committee meetings in accordance with the *Local Government (Meeting Procedures) Regulations 2005*;
 - Ensure that meetings are only conducted when a quorum (the majority of members) is present;
 - Keep minutes of each meeting and forward the same to Council;
 - Keep financial records;
 - The Committee shall determine the frequency of meetings, but it shall be no less frequently than quarterly;
 - In the absence of the Chairperson, an acting Chairperson is to be appointed by the Committee;
- 1.4 Conduct an Annual General Meeting (AGM) by 30 June each year including:
- Call for nominations for the Committee;
 - Elect Committee members and officer bearers;
 - Advise Council of the outcome of the ballot to elect Committee members and office bearers;
 - Ensure the AGM is open to members of the public.
- 1.5 Cheques are to be signed by two office bearers.

2. Special Committees Established by Council

- 2.1 Committees established to manage assets:
- Lachlan Reserve
 - Historical Information Centre
 - Molesworth Recreation Reserve
 - Bushy Park Swimming Pool
 - Boyer Oval Management
 - Derwent Valley Sport and Recreation Centre Management
 - New Norfolk Swimming Pool Management
 - Tynwald Park Development

3. Other Committees

- Derwent Valley Access Advisory
- Environmental Management
- Derwent Valley Youth Future Action Team (D'FAT)
- Tidy Town