



*Guidelines for
Section 24 Special
Committees of Council*

Updated: 22 November 2022, Version 7 (Appendix A)

Decision No: 243/22



Table of Contents

1	Background	4
2	Roles.....	4
2.1	Committee Members	4
2.2	Councillor/s	4
2.3	Council Employees	5
3	Responsibilities	5
3.1	Committee Members	5
3.2	Chair	5
3.3	Secretary or Council Officer	6
3.4	Treasurer	7
4	Meeting Procedures.....	8
4.1	General Information.....	8
4.2	Notice of Meeting.....	8
4.3	Agenda.....	8
4.4	Minutes.....	9
4.5	Quorum	9
4.6	Urgent Meetings.....	9
4.7	Observers/Members of the Public	9
4.8	Appointment of Committee Members	10
4.9	Termination of Appointment	10
4.10	Alternate Member (Proxy).....	11
4.11	Council Direction.....	11
4.12	Sub-Committees	11
4.13	Conduct of Volunteer Committee Members.....	11
4.14	Conflict of Interest	12
4.15	Getting Help.....	13
4.16	Making Disclosures	13
4.17	Notification of Interest (knowledge of interest of another member).....	14
4.18	Exemptions	14
5	Public Liability Insurance.....	14
6	Risk Management and Workplace Health and Safety	15
7	Hire Agreement.....	16



7.1 Activity Conducted	16
7.2 Group Type.....	16
7.3 Frequency.....	16
7.4 Fee Charges	16
7.5 Public Liability Insurance	16
8 Emergency Information	16
8.1 Emergency Procedures in Council Buildings	16
9 Public Events	17
Appendix A: List of Section 24 Special Committees.....	18



1 Background

The *Local Government Act 1993* (“the Act”) provides Councils with the power to establish Section 24 Special Committees of Council to assist Council to carry out its duties. Council establishes Section 24 Committees to assist with the management of facilities and to carry out other functions on behalf of the Council. Section 24 Committees discuss issues, ideas, solutions and the progression of ideas with possible recommendations to Council, which is responsible for any final decisions. Please see appendix A for current list of Section 24 Special Committees of Glamorgan Spring Bay Council.

Section 24 Committees provide advice and recommendations to Council on a wide range of issues, including, but not limited to:

- Community needs
- Community concerns/ideas
- Maintenance requirements
- Facility improvements
- Safety issues
- Health programs
- Funding/grant opportunities
- Any matter that Council refers to a Section 24 Committee
- Any matter a Section 24 Committee deems is the business of Council and relates to the function of that Committee

2 Roles

2.1 Committee Members

The primary duty of a committee member is to assist with developing the best possible solutions for Council’s infrastructure, community services, user needs and programs by providing advice in respect to current and future requirements.

Committee members have an important role to play. They have a responsibility to actively contribute to meetings providing Council with additional perspectives, ideas and opinions.

Any Committee member can be elected as chairperson, deputy chairperson, secretary and treasurer.

2.2 Councillor/s

The role of the Councillor/s on a Section 24 Committee is to act on behalf of Council and in the best interests of the residents and ratepayers of Glamorgan Spring Bay. Councillors communicate between the elected members of Council and the Committee. Councillors need to be cognisant of the Local Government Act to ensure that all legislative requirements are met.



No more than two Councillors will be elected to a Section 24 Committee as Council representatives. However, any elected member may apply to be included as a Committee member in their own right, as an individual or as a representative of a group.

Local Government Elections are held every four (4) years in October, after which new Councillor representatives are elected to all committees at the first Council Meeting (or a Special Council Meeting) held after the declaration of the polls. However, at the end of each two (2) year period Councillor representation can be reviewed.

2.3 Council Employees

A Council Officer may be assigned to a committee to provide guidance to that committee on matters relating to operational elements, policy, historic information etc. Council employees are not members of the committee per se and therefore have no voting rights. Council may provide administrative support to committees that require it (e.g. NRM Committee, Marine Infrastructure Committee).

3 Responsibilities

3.1 Committee Members

It is the responsibility of a committee member to:

- Understand the aims and objectives, roles and responsibilities of the committee;
- Attend committee meetings or, if absence from a meeting is unavoidable, to inform the committee Chair in advance of their inability to attend;
- Arrive at meetings well prepared with respect to agenda issues;
- Participate fully through discussion of issues and general business;
- Undertake tasks requested by the Chair and/or the responsible Council Officer;
- Be objective when making decisions and to take account of all views;
- Not use abusive or threatening language during committee meetings;
- Debate agenda items in a constructive and informative manner;
- Observe confidentiality and discretion in dealing with the business and outcomes of the Committee;
- Accurately portray decisions passed by the committee;
- Declare interests and avoid any potential conflict of interest in committee affairs (see Item 4.15 in this document).

3.2 Chair

The Chairperson is responsible for adhering to the agenda, while encouraging full and balanced participation by all members. Where the Chair is not available, members present will appoint the Chair for the meeting.



The Chairperson's overall responsibilities are to:

- Open, facilitate and close meetings;
- Welcome members and thank people for attending and for any work done outside the meetings;
- Ensure meetings conclude at the scheduled finishing time or before;
- Keep the discussion focused on the business of the meeting and making sure that the important things get done first and other things are held over, if necessary.
- Liaise between the Committee and outside bodies;
- Act as a representative of the Committee if this is needed, making sure to express only the view of the Committee, not personal ones;
- Ensure there is a quorum present;
- Encourage full and balanced participation/debate by all the members and that committee members act appropriately and respectfully towards others;
- Be sensitive about any differences of opinion that arise and try to help resolve these; to ensure that the Committee can continue to work effectively together;
- Clarify points that have been made and sum-up discussions to bring them to a close if necessary, to ensure everyone understands the decisions being considered;
- Coordinate the actions to be progressed so that they are shared as equally as possible and still get completed;
- Adjourn the meeting if necessary;
- Control the voting process;
- Sign the Minutes;
- Inform the Council of any resignations of Committee members;
- Declare and enforce closed session requirements when confidential matters are to be discussed;
- Ensure all views are submitted to Council when a consensus cannot be reached on an issue.

3.3 Secretary or Council Officer

It is the Secretary (or in some instances a Council Officer) who takes the minutes and maintains the documents of a Section 24 Committee including details of membership, correspondence and any other documentation regarding the operations of the Committee. The Secretary also needs to provide Council with a copy of all relevant information.

Key secretarial tasks include

- Providing support to the Chairperson to ensure meetings run smoothly;
- Sending out notices of the date, time and place for each Committee meeting;
- Preparing the agenda for each meeting, in consultation with the Chairperson;
- Opening all mail addressed to the Committee and reading the mail before each meeting to summarise important information;
- Keeping an accurate record of members and Committee members to show who is entitled to vote and to receive notices;
- Preparing a list of visitors and apologies for the Chairperson;
- Ensuring that minutes are kept and that these are distributed to members and Council;



- Being a contact person for new members;
- Ensuring all correspondence is dealt with appropriately.

A few useful tips follow to help make taking minutes a little more manageable:

- Record the names of those present and those who have sent their apologies. If it is easier for you, you can circulate a list for people to record their own names.
- Make sure that reports to be delivered to the meeting by the Treasurer, Secretary and any sub-committees or working groups are in writing as these can then be attached to the rest of the minutes as an accurate record of what was reported to the meeting.
- At the start of the next meeting, the minutes should be confirmed as a true and correct record of what took place and be signed by the Chairperson. Try not to read the previous minutes word-for-word at the start of the meeting, as it is time consuming.
- Record all decisions reached, for example, "It was decided not to recommend the purchase of a security system to Council until September".
- Record the exact wording of all motions put, including who put the motion, who seconded the motion and whether the motion was carried or defeated, for example, Alice Smith/John Jones "That the Treasurer's Report be accepted." Carried.
- Record any action agreed to be taken by members of the Committee, for example, "Peter Smith agreed he would bring a list of local suppliers of pine bark to the next meeting."
- Minutes should be impartial, not representing just one person's view.

3.4 Treasurer

This section is relevant to Section 24 Special Committees who manage finances.

The Treasurer is the custodian of the Committee's funds and it is important that these are managed in accordance with this document.

The Treasurer has a range of financial responsibilities including:

- Preparing and presenting the annual budget;
- Managing financial transactions for the Committee;
- Ensuring all fees and charges are accounted for;
- Sending out accounts and paying bills;
- Maintaining an accurate record of all income and expenditure;
- Providing the Committee with a report each meeting about the current financial situation;

The following documents are to be provided each financial year:

- Bank statements for the financial year.
- Copies of your bank statements for the 12 month period, this includes operating accounts and term deposits.
- Cheque butts, receipt books and deposit books.
- Invoices paid (crossed when paid with reference to cheque number, amount paid, date paid).
- Cash book and bank reconciliations.



- Balance sheet (if applicable).
- Chair's report (or summary of committee's actions during the year).
- Copies of all meeting minutes including evidence of approval of payments and financial reports.
- Copies of audit certificates/report (if available).

Please Note: As a committee constituted by Council, it is a requirement to provide Council with detailed and accurate financial records of the committee's activity during the financial year. These should be provided to Council's General Manager no later than the end of the 2nd week of July in any given year. Council is required to reflect the financial activity of committees in its consolidated accounts records. Committees should aim to apply sound bookkeeping practices to ensure compliance with requirements.

4 Meeting Procedures

4.1 General Information

Committees must have a Chairperson and Secretary with some requiring a Treasurer or a Secretary/Treasurer. All Committees have a Terms of Reference outlining purpose, roles and responsibilities, reporting and other requirements. Any new Terms of Reference or changes to Terms of Reference must be referred to Council for consideration and endorsement.

The newly elected Committee is responsible for determining when meetings are convened. To ensure the effectiveness of committees, Council has determined a minimum number of meetings per year (See Appendix A - *Special Committees*). This will allow for a reasonable and regular timeframe for issues to be discussed in a timely manner.

For committees that are required to hold Annual General Meetings, these should occur during the month of July or as soon as possible thereafter in accordance with this document. If appropriate, meetings should be held throughout the municipal area.

4.2 Notice of Meeting

A minimum of seven (7) days notice is required to be provided to committee members detailing date, time and location.

A notice of meeting is to be advertised in the local newspapers/newsletters and/or Council noticeboards and on the Council web-site at least seven (7) days prior to the meeting.

4.3 Agenda

The Agenda is to be provided to all committee members a minimum of seven (7) days prior to the meeting. Circulating the agenda to members before the meeting lets people know what is to be discussed.



4.4 Minutes

It is essential to have a correct record of the proceedings of a meeting. The minutes serve as a general record and attendance register; in the case of later doubt or dispute, they are a legally acceptable reference.

Not everything discussed needs to be recorded. Note key points, agreed actions, summary of issues and any decisions made (see Item 3.3 for more detailed guidelines on taking minutes).

Individual recommendations or dissent from recommendations will only be recorded at the specific request of a member.

Where there is a split vote, all views should be submitted to Council.

A copy of the draft Minutes will be distributed to committee members no more than fourteen (14 days) after each meeting. Council is to be provided the approved Minutes from a committee meeting as soon as possible after that meeting to appear on the next Ordinary Meeting of Council Agenda.

It is the responsibility of the Councillor representative to write a short report to Council after each committee meeting for Council's information and to be placed on the next Ordinary Meeting of Council Agenda.

4.5 Quorum

A quorum will be half the number of members (rounded down if uneven number) plus one e.g. for a 7 member committee a quorum would be 4. If a quorum is not present a Committee meeting cannot proceed.

4.6 Urgent Meetings

If an urgent meeting is necessary, the Committee Chair is required to provide the notice of the meeting and the agenda at least five (5) days prior to the meeting date. Details of the meeting will be advertised in a prominent location on Council's web-site. Where possible, the notice of meeting is to be advertised in the local newspaper/ newsletter and/or Council noticeboards and be open to the public unless deemed closed by the Chair.

4.7 Observers/Members of the Public

All committee meetings will be open to the public.

Observers are not permitted to make comment or engage in the meeting without being requested by the Chair.



4.8 Appointment of Committee Members

All Committee members are appointed by Council following an expression of interest process with responses from individuals or interest groups.

Expressions of interest (EOI) will be by public advertisement in local newspapers/newsletters, on Council's website, Council noticeboards, via direct contact with those who can provide expertise and by other methods deemed appropriate. An EOI form will be given to prospective committee members to provide, for example, contact details, skills, interests, any potential conflicts of interest and reasons for wanting to join a specific Section 24 Special Committee of Council.

The Council has the final responsibility for determining the membership. As a general rule committees should abide by minimum and maximum numbers as outlined in Appendix A Special Committees. If a large number of expressions of interest are received for any given Section 24 Committee that exceeds the recommended number of committee members, the Councillor representatives on that committee, the Mayor or Deputy Mayor (if the Mayor is not available) and the Council Officer will review the expressions of interest and the terms of reference. This will determine the individuals to be accepted based on skills, interests and expertise relevant to the committee.

4.9 Termination of Appointment

A Committee member may resign by giving written notification to the Chair.

If a member is unable to fulfil their responsibilities they should resign to allow the Council to appoint a member who can meet the commitment required.

Appointments may also be terminated by the Council for a variety of reasons including misbehaviour, inefficiency or incompetence.

Any action by a member that demonstrates their unwillingness or inability to comply with the obligations and responsibilities of committee membership, as outlined in this document, may be grounds for termination of appointment.

An appointment may also be terminated if:

- (i) the member without reasonable excuse fails to disclose a conflict of interest; or
- (ii) the member is absent from two (2) consecutive meetings of the Committee without informing the Chair of an official apology.

If there is a dispute between members of the committee or another party which is unresolved, the Chairperson must notify the General Manager.

- (i) The General Manager may nominate an independent negotiator or staff member with appropriate skills to help resolve the dispute.
- (ii) If the dispute remains unresolved then this matter will be brought to Council to make a decision.

The final decision reached is binding on all parties to the dispute.



4.10 Alternate Member (Proxy)

The Council will not appoint alternative members. It is important that committees have a stable membership to ensure continuity and consistency in decision-making and advice.

4.11 Council Direction

The Council may from time to time direct the committee to consider certain issues, seek submissions from the relevant body or individuals or provide specific recommendations back to Council.

4.12 Sub-Committees

A committee may establish a sub-committee with or without additional members to provide advice and recommendations on particular matters. The sub-committee should be convened and chaired by a member nominated and appointed at a Committee meeting. The sub-committee is responsible to the Committee that established it.

4.13 Conduct of Volunteer Committee Members

The Council's Volunteer Policy gives a clear understanding of responsibilities in terms of expected behaviour as a volunteer when dealing with each other, Councillors, Council employees and members of the community. The Volunteer Policy applies during committee meetings and any dealings on behalf of the committee. The Volunteer Policy is available for review on Council's website www.gsbc.tas.gov.au

Volunteers have a responsibility:

- To be reliable and punctual.
- To notify the Chair if unable to attend meetings or perform duties.
- To be accountable and accept constructive feedback.
- To undertake relevant training when necessary to perform designated volunteer tasks.
- To ask for support when needed.
- To carry out agreed duties.
To respect decisions made by the committee.
- To respect confidentiality at all times.
- To provide truthful and accurate information to Council, fellow volunteers and community members.
- To register with Council and complete and sign any relevant documentation.
- To comply with Council's WHS practices to protect themselves, fellow volunteers, staff and community members.
- To comply with Council's policies and procedures, particularly in regard to dangerous and emergency situations.
- To immediately report all incidents, accidents, illnesses and risks to health and safety.
- To notify Council of any potentially hazardous situations or unsafe working conditions.
- To report any damage to Council or other parties' equipment or possessions.
- To provide parent/guardian consent if the volunteer is under 18 years of age.



Sitting committee members who are not Councillors or Council staff are volunteers and as such are covered by Council's insurance policy.

The actions undertaken by Section 24 Special Committee members, in the proper execution of the committee power and responsibilities, are covered by Council's existing public liability policy.

Confidentiality:

Volunteers working with Council must keep all privileged information in relation to Council, employees and community members confidential. Volunteers are expected to maintain the same standards of confidentiality as Council's paid employees. This includes information held by the Council; information shared between volunteers and the designated managers; and information about particular circumstances.

Volunteers are required to read and sign the Glamorgan Spring Bay Council Confidentiality Agreement. Any breach of this confidentiality requirement will be taken seriously and lead to:

- The termination of the volunteer's services.
- Any other action deemed necessary by the General Manager.

Please contact the General Manager's office on (03) 6256 4759 if you require copies of the Confidentiality Agreement.

4.14 Conflict of Interest

Members of Section 24 Special Committees of Council may from time to time have a conflict of interest when discussing matters. This section provides an outline of what constitutes a conflict of interest and the process to be taken when a conflict of interest arises.

A Committee member who has a direct or indirect interest in any matter decided or under consideration by the committee must disclose the nature of interest to the Committee and this must be recorded in the Minutes.

Being a member of a Council committee is a position of trust that involves obligations to the community and to the Council. It must be clear to everyone that you are not using your position to serve your own interests or the interests of a close associate. For this reason, the Act requires members of Council committees to disclose conflicts of interest and not participate in a decision (discussion or vote) if they have a conflict of interest.

"At any meeting of a special committee ... a member must not participate in any discussion, or vote on any matter, in respect of which the member –

- (a) has an interest; or
- (b) is aware or ought to be aware that a close associate has an interest."

Furthermore, the *Local Government Act 1993* states that:



“A member has an interest in a matter if the ... member or close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.”

The Act determines that a close associate of a committee member is:

- a) a body corporate of which the member is a director or a member of the governing body; or
- b) a proprietary company in which the member is a shareholder; or
- c) a public company in which the member is directly or indirectly a substantial shareholder; or
- d) a beneficiary under a trust or an object of discretionary trust of which the ... member is a trustee; or
- e) a business partner of the member; or
- f) the employer or an employee of the member; or
- g) a person from whom the member has received, or might reasonably be expected to receive a fee, commission or other reward for providing professional or other services in relation to a matter being dealt with or to be dealt with by the Council committee; or
- h) the spouse or partner of the member, member’s son or daughter; or
- i) the son, daughter, brother, sister, mother or father of the member or of their spouse or partner.

Failure to disclose a conflict of interest may be an offence that can be prosecuted in a court of law. It is your responsibility and duty to identify and disclose your conflicts of interest when required to. It is important to note that, while another person may assist you in deciding or determining whether you have a conflict of interest, they cannot make the decision for you. Irrespective of what assistance or advice you receive from someone else, legally you remain responsible for your own actions.

4.15 Getting Help

In addition to this section assistance with conflict of interest matters or concerns may be sought by contacting:

- The Council’s General Manager or other experienced Council Officer authorised by the General Manager to provide such assistance; or
- The Local Government Association of Tasmania (LGAT) - Phone (03) 6233 5966
- The Local Government Division – Phone (03) 6232 7022

4.16 Making Disclosures

Conflicts of interest must be disclosed in Section 24 Special Committees. These committees are delegated a power or duty by the Council.

There are four steps to take when disclosing a conflict of interest:

1. Tell the committee that you have a conflict of interest. This must be done immediately before the matter is discussed.
2. Tell the Chairperson that you are leaving the meeting.



3. Leave the room and any area where you can see or hear the meeting and item being discussed, until the matter has been concluded and you are recalled to the meeting.
4. In accordance with *Local Government Act 1993* Section 48A (4) a member of a special committee ... by notice in writing, is to advise the General Manager of the details of any interest declared under this section within 7 days of that declaration.

When the minutes are considered for adoption at the next meeting, ensure that you check that your disclosure has been recorded correctly. The declared interest will also be recorded in Council's Register of Interests in accordance with the *Local Government Act 1993*.

4.17 Notification of Interest (knowledge of interest of another member)

Local Government Act 1993 Section 53:

Any person who considers that a member has an interest in a matter to be, or being dealt with by the Section 24 Special Committee, may notify the General Manager in writing of the interest.

4.18 Exemptions

The *Local Government Act 1993* Section 52 – Non-application of Part, prescribes that:

(1) This part does not apply to a member or close associate who has any pecuniary interest in any matter if:

The benefit or detriment is one received in common with all or a substantial proportion of the electors of the municipal area (at least 5% or 1,000 electors, whichever is lesser).

Council may decide to exempt a member from a committee for a period not exceeding 12 months, if the member has a potential pecuniary interest in a matter only because of being appointed or nominated as a member due to expertise arising from direct involvement in an activity that gives rise to that potential pecuniary interest.

5 Public Liability Insurance

Public liability insurance indemnifies the insured against legal liability resulting from damage to property, loss of use of property and death or bodily injury to members of the general public, where the loss, damage or injury to the property or third party was caused by a negligent act on the part of the insured. Public liability insurance does not cover breaches of professional duty and is not the same as personal accident injury insurance.

Council is covered by public liability insurance which extends to all Council committees. Without public liability insurance, venues such as halls or sporting grounds cannot be hired out to the public.



Public liability insurance is to be sought from all other users of facilities including individuals, groups, businesses and contractors such as caterers, bands and mowing contractors prior to the event or works commencing.

Users of Council facilities are required to be covered by public liability insurance to the value of \$10,000,000.

The committee must ensure that users of facilities complete a *Facility Use Application* (this can be found at [www.gsbc.tas.gov.au/Community/Council Facilities Hire Package](http://www.gsbc.tas.gov.au/Community/Council%20Facilities%20Hire%20Package)). A copy of this application should be forwarded to Council as soon as possible. Information required includes but is not restricted to:

- Event type e.g., football grand final;
- Time of day the event will start and finish;
- Day/days of operation;
- Approximate number of people attending the event;
- Hirer name and contact details;
- Current copy of public liability insurance certificate (if applicable);
- Alcohol licence (if required).

For events that are of an abnormal or irregular nature and which are large in size or have a larger than normal risk attached to them (carnival, large sporting event, music concert, food and wine festival etc.), an event management plan may need to be completed and passed onto Council's Risk Management Officer.

Place of Assembly Licences are now only required for large events attracting more than 1,000 people over a 2 hour period.

Council should be contacted with information on an event at least one month prior to discuss requirements.

6 Risk Management and Workplace Health and Safety

Council has certain obligations under the *Workplace Health and Safety Act 2012* and Risk Management Principles and Guidelines - AS/NZS ISO 31000:2009. Under these obligations, Council is to provide and maintain, as far as is reasonably practicable, a healthy and safe environment for its committees, public and volunteer workers. The Committee can help Council achieve this by:

- Supervising volunteers; and
- Informing Council of any hazards the committee becomes aware of.

Both the lessee (user of facilities) and lessor (committee) have certain rights and responsibilities in regard to lease and hire agreements. The lessor for example, has a responsibility to ensure leased facilities and venues are safe for use, whilst the lessee has a responsibility to hold adequate and appropriate insurance cover for liability exposure.



7 Hire Agreement

Council hire agreement requires the lessees to declare if they intend to sell liquor. The licence will usually specify that any organisation intending to sell or supply liquor on Council owned or operated premises must provide evidence that they hold an appropriate permit or licence prior to sale or supply. Contact the Commissioner of Licensing for further information (Hobart: 03 6166 4040, Launceston: 03 6777 2777).

7.1 Activity Conducted

This will describe what actually occurs (such as meetings, training special events, markets, educational or children's activities, productions, weddings, tournaments, childcare, shows, equestrian events, etc.)

7.2 Group Type

Describe the type of group participating as opposed to the name of the group. For example youth, senior citizens, scout, cricket, netball, pony clubs etc.

7.3 Frequency

Describe how many times the facility will be used for these activities in one year.

7.4 Fee Charges

Hire rates, fees and charges are in accordance with the Annual Fees & Charges endorsed by Council on the recommendation of the committee each financial year and available on Council's website. These may vary from facility to facility within the municipal area.

7.5 Public Liability Insurance

The issuing of the hall hire permit is subject to the applicant providing evidence to Council of appropriate public liability insurance as part of the *Facility Use Application*.

8 Emergency Information

This section is relevant to Section 24 Special Committees who manage Council owned facilities.

8.1 Emergency Procedures in Council Buildings

Council provides each facility for the safe enjoyment of its tenants, lessees, licensees, hirers, invitees and their guests. As part of this responsibility, Council provides and maintains emergency equipment such as hoses and/or extinguishers for firefighting purposes and evacuation procedures for user groups of the facility. In return, the tenant/hirer agrees to:



-
- Keep displayed in prominent locations emergency notices and fire procedures;
 - Not interfere with any emergency equipment or notices. Replacement or repair of such equipment caused by mischievous use shall be at the tenant/hirer's expense;
 - The tenant/hirer will immediately notify the Committee and Council if an emergency occurs. Council's after hours contact telephone number is 03 6256 4777;
 - The tenant/hirer must notify the committee and Council if fire-fighting equipment is used; and
 - The tenant/hirer must be aware of proper procedures for and be responsible for the safe and orderly evacuation of guests from the facility if an emergency situation occurs.

9 Public Events

Many public events are held at Council facilities throughout the year. When these events are organised by a third party (neither Council nor the Council Committee) there are a number of compliance matters the group needs to abide by.

Due to the complexity of the requirements for compliance, committees should advise the event organisers to contact Council during the planning stage for advice on the types of licences and permits required.



Appendix A: List of Section 24 Special Committees

As at 22 November 2022, Decision 243/22

Section 24 Committee	Council Representatives	Minimum Meetings Per Year	Minimum - Maximum Number of Committee Members
Marine Infrastructure Committee	Clr Jenny Woods Clr Neil Edwards	4	Minimum 10 Maximum TBC
Orford Hall Committee	Clr Carole McQueeney	4	Minimum 5 Maximum 11
Buckland Hall Committee	Clr Carole McQueeney	4	Minimum 5 Maximum 11
Triabunna Hall Committee	Clr Robert Young	4	Minimum 5 Maximum 11
Bicheno Hall Committee	Deputy Mayor Michael Symons	4	Minimum 5 Maximum 11
Cranbrook Hall Committee	Clr Greg Luck	4	Minimum 5 Maximum 11
Swansea Hall Committee	Clr Rob Churchill	4	Minimum 5 Maximum 11
Coles Bay Hall Committee	Clr Rob Churchill	4	Minimum 5 Maximum 11
Tasmanian Seafarers' Memorial Committee	Clr Neil Edwards Clr Carole McQueeney	2	Minimum 5 Maximum 9
Spring Bay Eldercare Committee	Clr Jenny Woods	4	Minimum 5 Maximum 11
Triabunna Recreation Ground Advisory Committee	Clr Jenny Woods Clr Neil Edwards	4	Minimum 5 Maximum 11
Spring Bay Memorial Trust*	<i>Not currently active*</i>	TBC	TBC
Youth Council*	<i>Not currently active*</i>	4	Minimum 9