



LITHGOW CITY COUNCIL

Commemoration of the Blue Mountains Crossing Bicentenary Committee

Terms of Reference

Committee Name

Committee for the Commemoration of the Blue Mountains Crossing Bicentenary
(Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

Minute 09-381: Ordinary Council Meeting 14 September 2009 - Resolution of Council to update the Terms of Reference of all Council's Advisory Committees.

Min 11-229 Ordinary Meeting of Council 20 June 2011; Resolution of Council to establish Commemoration of the Blue Mountains Crossing Bicentenary Committee

Min 11-338 Ordinary Meeting of Council 22 August 2011: Resolution to adopt the Terms of Reference

Delegations

The Committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

Term of the Committee

The Committee will function until after the conclusion of the programme of commemorative events in 2015. However, all positions will be reviewed after May 2013.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's Responsibilities

The principal responsibilities of the Committee are to:

- To determine ways Council can support community and other events associated with the Crossing and develop a coordinated programme of events from 1813 to 1815.
- To monitor activities and events commemorating the Bicentenary of the Crossing of the Blue Mountains in 1813 and Macquarie's journey to Bathurst in 1815.
- To provide advice to community organisations who are planning their own events
- To ensure that the perspectives of Aboriginal traditional owners are acknowledged in commemorations
- To assist Council to liaise with other Councils and relevant organisations
- To assist Council to lobby other governments for funding and other forms of support.

Council Responsibilities

Council will provide secretarial support to the Committee.

Councillor Membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee. (Council policy 9.2)

Committee Membership

The Committee will be comprised of the following representation:

- Two Councillors
- Lithgow City Council General Manager or his nominee
- Three representatives from the Hartley District Progress Association
- One representative (and one alternate) from the following groups:
 - National Trust
 - Cox's Road Project Committee

- Blue Mountains Association of Cultural Heritage Organisations
- Mingaan representing Wiradjuri Council of Elders
- Gundungurra Tribal Council
- Hartley Vale and Mt Blaxland Reserve Trust

Other community members to be called upon as and when required.

Council Officers (non-voting)

Cultural Development Officer
Events Coordinator

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- (a) has been absent for 3 consecutive meetings of the committee without having given reasons acceptable to the Committee for the members absences; or
- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absence.

Term of Office of Committee Representatives

The Committee will function until after the conclusion of the programme of commemorative events in 2015. However, all positions will be reviewed after May 2013.

The structure of the committee to be reviewed after 2013 to focus on post-crossing events.

Executive Officer

The Cultural Development Officer shall be the Executive Officer to the Committee. The Events Coordinator shall be an alternative to the Cultural Development Officer.

The Executive Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and

- provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair of the Committee shall be a Councillor.

The Deputy Chair shall not be a Councillor or member of Council Staff.

These positions shall be determined by an election at the first meeting of a new term of the committee.

Frequency of Meetings

Meetings shall be held at least every two months on the first Wednesday of the month. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.