



## **LITHGOW CITY COUNCIL OPERATIONS (WORKS) COMMITTEE Terms of Reference**

### **Committee name**

Operations (Works) 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**

*Resolution to establish the Committee: Min 12-353 Ordinary Meeting of Council held 15 October 2012*

### **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 shall operate for the term of the Council.

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:

- Review the progress of the execution of the operations works programme including roads, drainage, water and sewerage capital projects and cemeteries.
- Recommend works priorities for operational capital projects.
- Assist in the identification and development of future works projects.
- Meet with interested parties regarding maintenance and capital works in their specific geographic area.
- Periodically inspect selected council assets to review condition and purpose.
- Review the annual performance data for the water and sewerage activities published by the NSW Government.
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### **Councillor membership**

In September each year, the Council shall nominate 3 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.

### **Committee membership**

The Committee will be comprised of the following representation:

- 3 Councillors;
- Lithgow City Council General Manager or his nominee

Other community representatives may be called upon as and when required to assist or address the Committee

### **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.

### **Executive Officer**

The GROUP Manager Operations shall be the Executive officer to the Committee.

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 a day and a time to be determined by the committee.

### **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.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.