



**LITHGOW CITY COUNCIL
LITHGOW FLASH GIFT WORKING PARTY
Terms of Reference**

Working Party name

Lithgow Flash Gift Working Party (Working Party)

Establishment

The Working Party 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 Working Party: Minute: O08-153 Extraordinary Council Meeting 29 September 2008

Resolution to adopt the Terms of Reference: Minute: O08-242 Council meeting on 15 December 2008.

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council meeting on 14 September 2009 Min: 09-381

Delegations

The Working Party has no delegations from the Council.

Financial arrangements

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

Term of the Working Party

The Working Party shall operate for the life of the Lithgow Flash Gift Carnival.

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

Working Party membership shall be reviewed annually with a report being presented to the Council.

Working Party's responsibilities

The principal responsibilities of the Working Party are to:

- Provide assistance in the development of the Lithgow Flash Gift Carnival
- Provide assistance in the running of the Lithgow Flash Gift Carnival
- Provide assistance in the identification and gaining of sponsorship
- Provide assistance in the identification of marketing and promotional ideas.
- Provide advice to the council on the Lithgow Flash Gift

Event Management

The Lithgow City Council will be responsible for the overall management of the event.

Councillor membership

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

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 Working Party. (Council policy 9.2)

Working Party membership

The Working Party will be comprised of the following representation:

- Mayor (Council policy 9.2)
- 2 Councillors
- NSW Athletics League
- Blue Mountains Senior Athletics
- Lithgow Little Athletic Club
- Major Sponsors (over \$2,000)
- A representative from the Lithgow Triathlon
- Community members x 3 (and as required)

Council officers (non-voting)

- Tourism Manager
- Event Coordinator
- Others as required

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

- (a) Has been absent from 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.

Working Party 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 Working Party will be appointed by a resolution of the Council.

Term of office of Working Party Representatives

The Working Party representatives shall be reviewed on an annual basis.

Executive Officer

The Event Coordinator and/or Tourism Manager shall be the Executive Officer to the Working Party.

The Executive Officer shall:

- provide executive support to the Working Party
- be responsible for preparing the agenda and minutes of Working Party meetings.
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Working Party to the Council
- provide to the Working Party the outcome and resolutions of the Council regarding each recommendation
- oversee the coordination of all aspects of the event.

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 Working Party 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 time to be determined by the Working Party.

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 Working Party meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the Working Party 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 Working Party.