



**LITHGOW CITY COUNCIL
AQUATIC CENTRE ADVISORY COMMITTEE
Terms of Reference**

Committee name

Aquatic Centre Advisory 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 08-72: Extra- Ordinary Meeting of Council held 10 June 2008

Resolution to adopt the Terms of Reference: Min 08-238 of the Ordinary Meeting of Council held 15 December 2008

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:

- Provide advice to the Council in determining the long term needs for an indoor aquatic centre for Lithgow LGA.
- Provide input that assists with the identification and securement of funding should a proposal be supported
- Provide input into building public interest and input into the development of an indoor aquatic centre
- In conjunction with the Council identify, seek out and advocate at State, Federal Government and Corporate levels for community infrastructure and programs that align with the indoor aquatic centre proposal.

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:

- 2 Councillors;
- Lithgow City Council General Manager or his nominee
- Lithgow Swimming Club- 1 position
- Three (3) community representatives

Other community representatives may be called upon as and when required.

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.

Term of office of Committee Representatives

The Committee shall be formed following invitation to join the Committee and/or by the calling of Expressions of Interest. The Committee is an ongoing Committee of the Council.

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

Executive Officer

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

The Contact 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 available Council meeting.
- The adopted Minutes of the meeting shall be presented to the next meeting of the Committee.