



**LITHGOW CITY COUNCIL  
HOWARD & SONS PYROTECHNICS  
COMMUNITY LIAISON COMMITTEE  
Terms of Reference**

**Committee name**

Howard & Sons Pyrotechnics Community Liaison Committee (Committee)

**Establishment**

The Committee is established by **Lithgow City Council to allow consultation between the local community and Howard & Sons Pyrotechnics.**

**Resolutions**

*Resolution to establish the Committee: Min 12-470: Ordinary Meeting of Council held 17 December 2012*

**Delegations**

The Committee has no delegations from the Council.

**Financial arrangements**

Unless expressly resolved by Council the Committee has no powers to neither 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 sole responsibility of the Committee is to provide advice to Council by monitoring strict adherence to the terms of Development Consent 190/09.

**Council responsibilities**

Council will provide secretarial support as necessary.

## **Councillor membership**

The Mayor shall be the Chairperson of 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:

- 1 Councillor (The Mayor), the Deputy Mayor being the alternate member;
- 3 nominated members of the local community and 1 alternate nominated member, priority being given to neighbouring residents, and then residents of Wallerawang;
- 2 nominated representatives of Howard & Sons Pyrotechnics and 1 alternate nominated member;

The Committee will be supported by representatives from Council's Environment and Development Division.

## **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 following an expression of interest process

## **Term of office of Committee Representatives**

The Committee shall be formed following invitation to join the Committee. The term of office shall be for the term of the Council unless otherwise resolved by the Council.

## **Contact Officer**

Council's Team Leader Development (or their representative) shall be the Contact 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.

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.

A quorum of  $\frac{1}{2} + 1$  of total members is required at all meetings with at least one Councillor present.

### **Office holders**

The Chairperson shall be The Mayor or the alternate Councillor representative.

### **Frequency and Location of meetings**

Meetings shall be held quarterly on the second Wednesday of the month **at the Howard & Sons Pyrotechnics facility**. The meetings are to be held on even months such as February then April etc. Meetings will commence at 3.00 pm and finish no later than 5.00 pm. The committee may also call a special meeting in extraordinary circumstances where a quorum believes this to be necessary.

### **Agenda**

- An agenda will be prepared and distributed 5 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 10 days before each meeting.

### **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 two (2) 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.