



**LITHGOW CITY COUNCIL  
LITHGOW CBD REVITALISATION ACTION PLAN STEERING  
COMMITTEE  
Terms of Reference**

**Committee Name**

Lithgow CBD Revitalisation Action Plan Steering Committee (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: 13-197: Ordinary Council Meeting 17 June 2013*

**Delegations**

The Committee has no delegations from the Council.

**Financial Arrangements**

None applying

**Term of the Committee**

The Committee shall function during the period of preparation the Lithgow CBD Revitalisation Action Plan up to an including its adoption by 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:

- Identify the revitalisation objectives to be embodied within the Lithgow CBD Revitalisation Action Plan
- Monitor achievements of project milestones
- Review draft project outcomes
- Facilitate the exchange of information and advice between the Committee and the wider memberships of the Economic Development Advisory Committee, Tourism Advisory Committee, Operations Committee, Traffic Advisory Local Committee and the Lithgow Business Association where agreed.

### **Committee Member Responsibilities**

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

### **Councillor Membership**

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:

- Mayor
- Chair of the Economic Development Advisory Committee
- Chair of the Tourism Advisory Committee
- Chair of the Traffic Advisory Local Committee
- Chair of the Operations Committee
- General Manager
- Representative from the Lithgow Business Association

Councillors (non-voting) - All other councillors are entitled to attend the meeting of the Committee as observers.

Other stakeholder and Council representatives may be called upon as and when required.

### **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 term of office for Committee representatives will extend over the period of preparation of the Lithgow CBD Revitalisation Action Plan up to and including its adoption by Council.

### **Executive Officer**

The Economic Development Officer 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 (The Mayor or a Councillor appointed by the Council) shall call for nominations for the position of Deputy Chair at the first meeting after the Committee is established.

The Chair and Deputy Chair shall be appointed for the duration of the Committee.

### **Frequency of Meetings**

Meeting frequency, dates and times shall be to be determined by the Committee members and with regard to key milestones in the development and reporting of the Lithgow CBD Revitalisation Action Plan

## **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.