



Lithgow Flash Gift Committee Meeting Monday 19 May 2014 4.00pm

Name of Committee	
Item Number	Agenda
1	Welcome/present/apologies
2	Confirmation of Minutes from previous meeting held 24 March 2014
3	Business arising from previous minutes
4	Budget Report
5	Report from NSW Athletic League
6	2014 Sponsorship Package
7	General Business
8	Next meeting

AGENDA – LITHGOW FLASH GIFT – MONDAY 19 May 2014



ITEM 1: PRESENT AND APOLOGIES

PRESENT: Cr Ray Thompson, Cr Wayne McAndrew, Mrs Juli-Ann Brozek,
Mr Ken English, Mrs Fiona Van Velden, Mr Danny Witty

APOLOGIES: Mr Ray Stoneley

SPECIAL GUEST: Mr Andrew Muhlhan

OFFICERS: Ms Kellie Barrow, Mr Robbie Park,

**ITEM 2: CONFIRMATION OF MINUTES FROM THE PREVIOUS
MEETING 24 MARCH 2014**

The minutes were endorsed by two members of the Committee being:

Cr Ray Thompson
Mrs Fiona Van Velden

The minutes were presented to the Council on Monday 14 April 2014

ACTION

THAT the Committee notes the minutes of the meeting of 24 March 2014 be taken
as read and confirmed.

MOVED: Cr Ray Thompson

SECONDED: Cr Wayne Mc Andrew

ITEM 3: BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

ITEM 4: BUDGET REPORT

SUMMARY

A full budget report of the Lithgow Flash Gift Carnival including the postponed February Carnival was presented at the Committee meeting. Centennial Coal will inform the committee of their sponsorship support at the next committee meeting.

ACTION

THAT the Committee notes full budget information for the Lithgow Flash Gift Carnival.

MOVED: Cr Wayne Mc Andrew

SECONDED: Mr Danny Witty

ITEM 5: REPORT FROM NSW ATHLETIC LEAGUE

SUMMARY

NSW Athletics League (NSWAL) invited Mr Andrew Muhlhan to the committee meeting to explain the present situation regarding the NSWAL and the proposed changes.

NSWAL presented a brief explanation of the proposed changes to the operation of NSWAL. At the next committee meeting NSWAL will present a detailed operation and marketing plan of the NSWAL to the committee and how this will affect the Lithgow Flash Gift Carnival.

ACTION

THAT the Committee notes the general briefing provided by NSWAL in relation to upcoming proposed changes and how they may affect the Lithgow Flash Gift Carnival.

MOVED: Mrs Fiona Van Velden

SECONDED: Cr Wayne Mc Andrew

ITEM: 6 SPONSORSHIP PACKAGE FOR THE 2014 LITHGOW FLASH GIFT CARNIVAL

SUMMARY

The sponsorship package for the Lithgow Flash Gift Carnival was presented to the committee. The sponsorship package will be edited as per the comments from the committee members and will be mailed out to prospective sponsor within the next few weeks.

ACTION

THAT the Committee notes the sponsorship package information provided to the Committee.

MOVED: Mr Danny Witty

SECONDED: Cr Ray Thompson

ITEM 7: GENERAL BUSINESS

SUMMARY

The Lithgow Flash Gift Committee invites Mr Andrew Muhlhan to join the Lithgow Flash Gift Committee as a representative of New South Wales Athletic League. Mr Ken English will still remain a member of the Lithgow Flash Gift Committee.

RECOMMENDATION

THAT Council adopt the amendment to the terms of reference for the Lithgow Flash Gift Committee to reflect 2 positions for NSW Athletics League.

MOVED: Cr Ray Thompson

SECONDED: Cr Wayne Mc Andrew

ITEM 8: NEXT MEETING

Next Meeting: 4.00pm, 14 July 2014
Committee Room

There being no further business the meeting closed at 5.00pm



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

[Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council meeting on 05 November 2012 Min: 12-409](#)

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
- 2 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)

- [General Manager or nominee](#)
- 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 proceeding 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 (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 Working Party is established.

The Chair and Deputy Chair shall be appointed for a period of 1 year.

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.