



LITHGOW CITY COUNCIL COMMUNITY DEVELOPMENT ADVISORY COMMITTEE Terms of Reference

Committee Name

Community Development Advisory Committee ("The 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 vary the Terms of Reference to increase the number of community representatives from four (4) to six (6): Ordinary Council Meeting 2 June 2014 Min 14-247.

Resolution to establish Committee and include the functions of Community Recognition Advisory Committee and Sister City Advisory Committee : Minute 12-353: Ordinary Council Meeting 15 October 2012.

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

Resolution to establish the Community Recognition Advisory Committee: Minute P08- 105 Policy and Strategy Committee 2 September 2008 and Minute O08-215 Ordinary Meeting of Council 15 December 2005

Amendment to Terms of Reference of Community Recognition Advisory Committee: Minute 09-381 Ordinary Meeting of Council 14 September 2009.

Resolution of Council to establish the Sister City Advisory Committee: Minute 07-254 Ordinary Meeting of Council 18 June 2007

Resolution of Council to adopt Terms of Reference of Sister City Advisory Committee: Min: 07-467 Policy and Strategy Meeting 5 November 2007

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 function until the next Council election.

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 Council on:

Community Development

- Relevant community service matters.
- Council's community engagement processes.
- Planning for community celebration events during Seniors Week, NAIDOC Week and Children's Week.

Community Recognition

- Recognition of significant people in the Lithgow Local Government area.

- Naming of places, roads and associated infrastructure in the Lithgow Local Government area.

Sister Cities

- Management of Sister City relationships and the review of Sister City Memorandums of Understanding;
- Assessment of proposals for Sister City relationships with other cities with consideration of:
 - economic development opportunities offered by the friendship;
 - Commonality of industrial or cultural aspects;
 - Opportunities for the exchange of ideas;
 - Opportunity for cultural or educational student exchanges;
 - Opportunities to learn from other communities in management of the environment, arts and culture, community facilities, employment generation and youth;
 - Opportunities to link people with similar social and cultural aspirations.

- Hosting of delegations from Sister Cities as they visit Lithgow.

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:

- Two Councillors
- Lithgow City Council General Manager or nominee
- 1 member of the retail and business services sector
- 6 members of the community

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. 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.

Term of Office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be for 2 years unless otherwise resolved by the Council.

Executive Officer

The Manager Community and Culture 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 shall call be a Councillor.

The Deputy Chair will not be a Councillor or member of 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 at a time to be determined by the committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

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.



LITHGOW CITY COUNCIL ACCESS COMMITTEE Terms of Reference

Committee Name

Access 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: 12-79 of the Ordinary Meeting of Council held 5 March 2012.

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 a period of two years, until 5 March 2016, and will be reviewed by Council prior to the end date. The Committee will conduct a minimum of two (2) meetings per year.

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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:

1. Identify the access needs of people that are frail aged and/or living with a disability within the Lithgow Local Government Area.
2. Work with the community to identify strategies to improve access to and within public buildings, parks and other public facilities.
3. Develop an Access Plan in line with Council's Management and Strategic Plans and the Commonwealth Disability Discrimination Act (1992).
4. Inform and educate the community about access issues.

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

Membership will be sought on the basis of a broad interest, understanding and commitment to disability and access issues in the Lithgow Local Government Area.

Membership shall aim to include a broad range of people from a range of ages and backgrounds.

The Committee will be comprised of the following representation:

- Two (2) Councillors
- Lithgow City Council General Manager or his nominee
- Three (3) community representatives with a disability or frail aged or caring for a person who is frail aged.
- Three (3) representatives of organisations involved in advocacy for and/or the provision of services for people with a disability or people that are frail aged.

Council Officers (non-voting)

- Group Manager Operations Group or his nominee
- Group Manager Environment and Development Group or his nominee.
- Community Development Officer

Other industry 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.
- Review and monitor the implementation of the Disability Access Plan and to assist in the development of the Disability Inclusion Action Plan as required by the NSW Disability Inclusion Act.

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Appointment

All members of the Committee will be appointed by a resolution of Council.

In September each year:

- Council will nominate 2 (two) Councillors to the Committee.
- Council will advertise for nominations for Committee members on the Council website, in the local newspapers, disability and access service providers, agencies and venues, and other appropriate means.
- All group members will live, work or participate significantly in Lithgow LGA.

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 shall be 12 months unless otherwise resolved by the Council.

Executive Officer

The Community Development Officer shall be the non-voting 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 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 eight (8) times every year at a time and date agreed by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

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.
- Members, including service providers, not playing a constructive role in the Committee or not attending for six meetings without apologies, can be removed by Council resolution.

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.



**LITHGOW CITY COUNCIL
UNION THEATRE MANAGEMENT COMMITTEE
Terms of Reference**

Committee name

Union Theatre Management Committee ("The 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: Council Meeting 18 June 2007 Min 07-254

*Resolution to adopt the Terms of Reference: Council Meeting 17 December 2007
Min: 07-544*

*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 Committee has no delegations from Council.

Financial arrangements

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

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.

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:

- Prepare a list of works to be done on the theatre and submit these in a prioritised list to Council for consideration in budget setting processes;
- Annually review the list of prioritised works by October each year and submit to the Council for consideration in the subsequent financial year;
- Provide to Council in October each year proposed fees and charges for use of the Hall for the following financial year. Fees and charges to include a refundable bond to assist in the management of potential damage to the Hall;
- Ensure that the theatre usage is always in accordance with the fees and charges Council resolves unless the committee seeks and is provided with Council resolution to alter the fees and charges for Hall usage;
- Fees for use of the theatre shall be paid to Council and Council will ensure all fees collected for Hall usage are reserved for use in funding improvements to the Hall;
- Inspect the theatre after usage to ensure the theatre is left in a state acceptable to the Committee;
- Develop rules for use of the theatre and provide these to prospective users.

Committee member responsibilities

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

Committee membership

The Committee will be comprised of the following representation:

- 1 member from the Greater Lithgow Arts Council
- 1 member from the Lithgow Musical Society Incorporated
- 2 members of the community
- 2 Councillors
- Development Manager (or nominee)
- Group Manager Environment and Development (or nominee)

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.

Appointment

All members of the Committee will be appointed by a resolution of the Council following an expression of interest process.

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 in the following pattern:

- Twice per year in February/March and September/October.

The Chair may call extra ordinary meetings in accordance with Council's Code of Meeting Practice

Meeting protocol

- 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

The Chair may cause reports to be provided to Council on any activities or requests of the committee.

Council Contact officer

Council's Development Manager 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.

Council responsibilities

Council will provide secretarial support, including typing and distribution of minutes and agenda's provided by the Secretary.