



LITHGOW CITY COUNCIL ENVIRONMENTAL ADVISORY COMMITTEE Terms of Reference

Committee name

Environmental Advisory 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 07-254: Ordinary Meeting of Council held 18 June 2007

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

Resolution to adopt the revised Terms of Reference: Min 10-137 of the Ordinary Meeting of Council held 12 April 2010

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 advise Council on environmental issues with a focus on natural resource management and urban environmental sustainability.

The Committee will:

- Provide local knowledge and expertise about the natural environment within the Local Government Area.
- Provide informed and constructive advice in regard to urban environmental sustainability, including cycle and walkways, green areas, threatened species within urban areas, urban bushland regeneration, connectivity to natural areas, community nurseries and gardens.
- Identify emerging issues of concern to the health of the natural environment within the Local Government Area.
- Provide specific and targeted feedback on a range of Council policies, strategies and management plans that relate to natural resource management and urban environmental sustainability.
- Provide advice and input as required into the development and/or management of environmentally sensitive lands under Council's control.
- Review implementation of reserve management plans.

Council responsibilities

Council will provide secretarial support.

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.

Committee membership

The Committee will be comprised of the following representation:

- 2 Councillors;
- 1 nominated member of Lithgow and Oberon Landcare Association and 1 alternate nominated member;
- 1 nominated member of Lithgow Environment Group and 1 alternate nominated member;
- 1 nominated member of Lithgow Tidy Towns and 1 alternate nominated member;

- 1 nominated member of the Community Nursery and 1 alternate nominated member;
- 1 Central Tablelands Local Land Services and 1 alternate;
- 1 Community Representative and 1 alternate member
- Group Manager Environment and Development

Council officers (non-voting)

- Team Leader Environment (or nominee)

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.

Executive Officer

Council's Group Manager Environment and Development 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.

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 member's 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 of the Councillors present.

Office holders

When nominating Councillors to the Committee on an annual basis the Council shall determine which of the Councillors shall be Chair and Deputy Chair.

Frequency of meetings

Meetings shall be held quarterly on the second Wednesday of the month. The meetings are to be held on even months such as February then April etc. Meetings will commence at 4.00 pm and finish no later than 6.00 pm or as otherwise determined by the Committee. 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.



**LITHGOW CITY COUNCIL
SPORTS ADVISORY COMMITTEE
Terms of Reference**

Committee name

Sports 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 establish the Committee: Council Meeting on 18 June 2007 Min: 07-254

Resolution to adopt the Terms of Reference: Council Meeting on 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

Resolution of Council to update the Terms of Reference for endorsement of minutes:
Council Meeting on 9 September 2013 Min: 13-326

Delegations:

The Committee holds the following delegations:

- Determine applications to use sporting and recreation facilities under Council's control where a possibility exists for conflicting bookings.
- Determine nominations for monthly and annual sports awards.

Financial arrangements:

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

Term of the Committee

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.

Committee's responsibilities:

The principal responsibilities of the Committee are to:

- Promote the equal and fair use of Council's sporting and recreational facilities
- To make recommendation to Council regarding support for or denial of requests for waiving of fees and charges associated with approved bookings of Council's sporting and recreation facilities
- To generally advise Council on sporting and recreational issues
- To draft and propose policy positions on sporting and recreational issues
- To provide input as requested into capital improvements and maintenance programs for sporting and recreational facilities under Council's control
- To determine nominations for monthly and annual sports awards
- To make recommendations to Council on donations to be awarded to those excelling in sporting endeavours
- To provide input as requested on long term strategic plans for the provision of sporting and recreational facilities in the Local Government Area
- Provide Council with a list of priority works for existing sporting and recreational facilities to be considered in the creation of the Council's Management Plan and Budget for the next ten (10) years that arise from the strategic plan
- Review on an annual basis the fees and charges for sporting and recreational facilities under Council's control and recommend these to Council for inclusion in the Management Plan and Budget annually.

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

In September each year, the Council shall nominate two (2) Councillors to the Committee.

A Councillor will be elected as the Chairperson of the Committee (Council Policy 9.5).

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 (2) Councillors as resolved by Council
- One (1) member of Council staff plus one (1) alternate member
- One (1) member plus one (1) alternate member from all organisations who are existing members of the Sports Advisory Committee (as at 23 March 2009)
- The three (3) existing members of the Reg Cowden Memorial Trust Committee
- One (1) member plus one (1) alternate member from any organisation in the Lithgow Local Government Area who utilise Council's sporting or recreation facilities, as determined by submission of a public expression of interest.

Council officers (non-voting)

- A Council staff member appointed to undertake administrative functions for the Committee

Other community representatives may be called upon as and when required, including, but not limited to, Energy Australia NSW and the NSW Department of Sport and Recreation.

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from three (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.

Committee elections and term of office:

The Committee shall be formed following advertisement seeking written Expressions of Interest from sporting associations and groups to join the Committee.

Executive Officer

The Group Manager Operations 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
- 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 a period of one (1) year.

Frequency of meetings

Meetings shall be held monthly on a day and at a time to be determined by the Committee. On the last meeting of each calendar year, the Committee will agree upon a day and time to convene in each month for the upcoming twelve (12) month period, and table the meeting dates at the next meeting of the Committee.

Meeting protocol

- An agenda will be prepared and distributed five (5) 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 (1) 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 endorsed by email. Minutes must be endorsed 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 endorsed.
- The endorsed Minutes of the meeting shall be presented to the next meeting of the Committee.



**LITHGOW CITY COUNCIL
TOURISM ADVISORY COMMITTEE
Terms of Reference**

Committee Name

Tourism Advisory 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: The Council has had a Tourism Committee since the early 1980s.

Resolution to adopt the Terms of Reference: Minute 09-140 Ordinary Council Meeting 30 March 2009.

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

Amendment to Terms of Reference: Minute 11-126 Ordinary Council Meeting 28 March 2011

Amendment to Terms of Reference: Minute 12-409 Ordinary Council Meeting 5 November 2012

Amendment to Terms of Reference: Minute 16-113 Ordinary Council Meeting 16 May 2016

Introduction and Background

In 2013 Lithgow Council formally adopted “The Destination Management Plan, A Tourism Strategy”.

The purpose of the Plan is to provide Lithgow City Council, government agencies, tourism organizations, the tourism industry and associated businesses, with a comprehensive framework to guide the development of tourism within the Lithgow LGA. In particular, the Plan focuses on:

- Product and market development opportunities and how they can be realized.
- Determining the tourism infrastructure, facilities and services needed to meet the existing
- and likely future needs and expectations of visitors to the LGA.
- Gaps in supply of products and infrastructure.
- The implications for land use planning.

Tourism in Lithgow – A Vision

‘To create a strong tourism industry that maximises benefits from visitors to the LGA’

The actions identified to achieve this vision are detailed in the Tourism Strategy, Festival and Events Strategy and Cultural Plan in terms of the following:

- Provide quality visitor information services.
- Continue to develop tourism opportunities within the LGA and with neighbouring areas.
- to maximise State, National and International exposure.
- Strengthen Lithgow’s brand identity.
- Continue to establish tourist drives.
- Provide Aboriginal tourism experiences in consultation with the Aboriginal community.
- Identify and support the delivery of a diverse range of quality festivals and events.

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:

- Assists Council in determining the long term tourism development needs for the Lithgow City Council area.
- Assists with the development of a four-year Tourism Development Plan for the Lithgow City Council area
- Assists with the identification of new tourism businesses and product and growth opportunities for existing tourism businesses.
- Consider potential social, environmental and economic impacts of anticipated tourism growth.
- Provide advice on and input into marketing and promotion of tourism in the Lithgow LGA
- In conjunction with the Council identify, seek out and advocate for tourism development opportunities for the area.
- Advise Council on the development and implementation of an annual program of events, promotions and celebrations across the Lithgow region, including Halloween and Lithglo.
- Assist Council Staff at major promotional events such as the Penrith Camping and Caravan show.

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 one as Chairperson
- Lithgow City Council General Manager or his nominee
- National Parks and Wildlife Service
- Six sector representatives including the following:
 - Accommodation sector
 - Museums /heritage sector
 - Retail sector
 - Registered Clubs /Hotels sector
 - Caravan and Camping sector
 - Events Sector
- All members of the Tourism Advisory Committee are to have a broad tourism knowledge and/or skills including in the areas of: financial awareness; marketing and promotions; knowledge of the local product; knowledge of broader product; knowledge of tourism market sectors; and work in/or have worked in a tourism or related business.

Council officers (non-voting)

- Group Manager Corporate and Community
- Tourism Manager

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 WHS system objectives and instructions.

Appointment

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

Representatives to participate on the Lithgow Tourism Advisory Committee will be selected on a skills basis and will be given formal notification by Council in writing.

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.

Executive Officer

The Tourism Manager 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
- 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 Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

When nominating Councilors to the Committee on an annual basis the Council shall determine which of the Councilors shall be Chair and Deputy Chair.

Frequency of Meetings

Meetings shall be held bi-monthly 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.

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

NB: Meeting Frequency to be reviewed annually.

Meeting Protocol

- An agenda will be prepared and distributed 5 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 LOCAL HERITAGE ADVISORY COMMITTEE Terms of Reference

Committee name

Local Heritage 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 establish the Committee: Council Meeting 18 August 2014 Min 14-333(1).

Resolution to adopt the Terms of Reference: Council Meeting 18 August 2014 Min: 14-333(2) as amended on 23 March 2015 Min No 15-59.

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:

1. To assist with the development of a Heritage Strategy for Lithgow City Council.
2. To advise and make recommendations to Council in relation to the nomination and deletion of heritage listed items from the local environmental plan and to identify items of potential State significance, that may be suitable for listing on the NSW Heritage Office State Heritage register.
3. Develop guidelines for the consistent management and balanced treatment of heritage places forming the cultural heritage of the area.
4. To provide advice to peak committees and relevant sections of Council on heritage matters, including the development and implementation of heritage policy, plans, strategies and programs and provide heritage input into council policies, guidelines, plans of management, strategic plans, delivery plans and master plans where relevant
5. Provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the local government area in relation to heritage, recommending conservation and management objectives, policies and strategies and providing advice on these matters where appropriate.
6. To work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city. Encourage Council to support and endorse programs and events that promote heritage in Lithgow.
7. Support and encourage the acquisition and management of archival oral and documentary evidence and environmental details for heritage items.

Committee member responsibilities:

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

Committee membership:

The Committee will be comprised of the following representation:

- 2 Councillors
- Group Manager Environment and Development (or nominee)
- 1 member from the NSW National Trust (Lithgow Branch)
- 1 member from the Lithgow and District Family History Society

- 2 members of the community
- 1 member representing the local Indigenous community
- 1 member representing, the building, development or property industries.
- All members of the Heritage Committee are to have a broad heritage knowledge and/or skills including in the areas of: the principles of heritage conservation; moveable heritage; oral history, architecture, adaptive reuse, education, planning, property economics, rural interests, industrial heritage, cultural landscapes, and heritage tourism.

Council officers (non-voting)

- Strategic Planner
- Cultural Development Officer
- Council's Heritage Advisor

Appointment

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

Representatives to participate on the Lithgow Heritage Committee will be selected on a skills basis and will be given formal notification by Council in writing.

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.

Executive Officer

Council's Strategic Land Use Planner 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
- 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 Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

When nominating Councilors to the Committee on an annual basis the Council shall determine which of the Councilors shall be Chair and Deputy Chair.

Frequency of Meetings

Meetings shall be held quarterly on a day and at a time to be determined by the Committee. Additional meetings may be called as required. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

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

NB: Meeting Frequency to be reviewed annually.

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
- 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 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 other than awarding Australia Day Local Citizenship awards.

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 Australia Day, Seniors Week, NAIDOC Week and Children's Week.
- Advise Council on community groups to receive financial assistance.

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.
- Awarding Australia Day Local Citizenship awards

Disability Access

- Identify the access needs of frail aged people and/or people living with a disability within the Lithgow Local Government Area.
- Identify strategies to improve access to and within public buildings, parks and other public facilities, and inclusion in community life
- Inform and educate the community about access and inclusion issues.
- Assist in the development of the Disability Inclusion Action Plan as required by the NSW Disability Inclusion Act 2014.

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 including one (1) community representative with a disability or frail aged or caring for a person who is frail aged and one (1) representative of organisations involved in advocacy for and/or the provision of services for people with a disability or people that are frail aged.

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 preceding 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 the term of Council 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 CRIME PREVENTION COMMITTEE Terms of Reference

Committee name

Lithgow Crime Prevention 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: Minute 09-396: Ordinary Council Meeting 14 September 2009

Resolution to adopt the Terms of Reference: Minute 09-396 Ordinary Council Meeting 14 September 2009

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 amend the Terms of Reference to remove membership of Domestic Violence Liaison Committee and to reduce quorum to five (5) members: Council Meeting on 12 December 2012 Min 12-511

Resolution of Council to amend the Terms of Reference to include two community representatives: Council meeting 17 June 2013 Min 13-209.

Resolution of Council to update the Terms of Reference of all Council's Advisory Committees: Council Meeting on xxx 2017 Min 17-

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.

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 crime issues in Lithgow.
- Assist in the identification and implementation of crime prevention strategies.
- Monitor and provide input into the implementation of the Lithgow Crime Prevention Plan.
- Actively contribute and participate in local crime prevention initiatives.

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 his nominee
- Lithgow Police
- Lithgow District Chamber of Commerce
- Lithgow Liquor Accord
- Housing NSW
- Two community representatives

Council officers (non-voting)

- Manager Community and Culture

Other 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. The term of office shall be the term of Council 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.

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.

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 a period of 1 year.

The Deputy Chair will not be a Councillor or member of staff.

Frequency of meetings

Meetings shall be held at least every three months on a day and at 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 5 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 YOUTH ADVISORY COMMITTEE Terms of Reference

Committee Name

Youth Advisory 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: 09-273 of the Ordinary Meeting of Council
22 June 2009

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

Delegations

The committee has no delegations from the Council.

Financial Arrangments

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.

Committee's Responsibilities

- Advise Council on a strategic direction for youth services in the local government area
- Assist in the development of a positive image of youth in the community
- Be a voice for youth to community leaders
- Raise awareness of youth issues in the community
- Help the Council address youth issues and work towards a better community for youth by working directly with youth representatives
- Promote youth in a positive way through community and youth events
- Represent youth and promote youth leadership opportunities to schools and service clubs such as Lions Club, Rotary and Quota
- Develop leadership skills among young people in the Lithgow LGA

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.

Committee Membership

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

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

The Committee will be comprised of the following representation:

- 2 Councillors
- Lithgow City Council General Manager or his nominee
- 2 youth work professionals
- A minimum of 6 people aged between 11 and 24 years who reside, work or attend school in the Lithgow local government area.

Other Council and 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 WHS system objectives and instructions.

Appointment

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

In September each year:

- Council will nominate a Councillor to the committee
- Council will advertise for nominations for Committee members in the local newspapers, schools, youth agencies and venues and other appropriate means
- All group members will live, work, study, recreate or have significant ties 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 reason 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 members absence.

Term of Office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be 12 months unless otherwise resolved by the Council.

Executive Officer

The Community 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 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 every 6 weeks 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 6 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.