



LITHGOW CITY COUNCIL OPERATIONS (WORKS) COMMITTEE Terms of Reference

Committee name

Operations (Works) 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 12-353 Ordinary Meeting of Council held 15 October 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 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:

- Review the progress of the execution of the operations works programme including roads, drainage, water and sewerage capital projects and cemeteries.
- Recommend works priorities for operational capital projects.
- Assist in the identification and development of future works projects.
- Meet with interested parties regarding maintenance and capital works in their specific geographic area.
- Periodically inspect selected Council assets to review condition and purpose.
- Review the annual performance data for the water and sewerage activities published by the NSW Government.

Councillor membership

In September each year, the Council shall nominate ~~3~~4 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:

- ~~3~~4 Councillors;
- Lithgow City Council General Manager or his nominee

Other community representatives may be called upon as and when required to assist or address the Committee

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.

Executive Officer

The ~~GROUP Manager Operations~~ Director Infrastructure Services 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.

This position 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 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 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.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.