



## **LITHGOW CITY COUNCIL JOBS AND INVESTMENT COMMITTEE Terms of Reference**

### **Committee name**

Lithgow Jobs and Investment 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**

The Lithgow Jobs and Investment Committee may make recommendations to the Council, however, any recommendations do not constitute a resolution of the Council.

### **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 function of the Committee is to establish a collaborative working relationship between the community's key transitions management actors (The Commonwealth Government, the Commonwealth Net Zero Authority, the State Government, Council, Western Sydney University, Centennial Coal, Energy Australia and the Mining and Energy Union) to advise on:

- the prioritisation of initiatives which support alternative land uses of coal mining and coal- fired power generation sites.
- initiatives that support the economic resilience of the Lithgow LGA by facilitated investment in alternative industries.
- initiatives that support the re-deployment, re-skilling, and adaptive capacity of the workforce in the Lithgow LGA.
- other initiatives which may contribute to the successful transition of the Lithgow LGA, and
- to provide a forum to discuss the collaborative implementation of actions.

### **Councillor membership**

Periodically and at least at the commencement of the Council term, the Council shall nominate 3 Councillors to the Committee, including the Mayor.

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 Councillors (including the Mayor),
- Lithgow City Council General Manager or his nominee
- a nominee of each of the Department of Premier and Cabinet (Interim Net Zero Authority Team) and the Department of Regional NSW
- one nominee from Energy Australia
- one nominee from Mining Energy Union
- one nominee from Centennial Coal

Voting members shall be:

- 3 Councillor members of the Committee
- Lithgow City Council General Manager or his / her nominee
- a nominee of each of the Department of Premier and Cabinet (Interim Net Zero Authority Team) and the Department of Regional NSW
- one nominee from Energy Australia
- one nominee from Mining Energy Union
- one nominee from Centennial Coal

Non - Voting Observers

The Chair and General manager will issue invites to relevant Government Departments or relevant political representatives.

### **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.

**Executive Officer**

The General Manager or his/her nominee shall be the Executive officer to the Committee. The Executive Officer shall:

- organise executive support for the Committee.
- organise preparation of the agenda and minutes of Committee meetings.
- be responsible for preparing a report to the Council containing the minutes.

**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 stated below.

**Office holders**

Initially, the Chair of the Committee shall be the Mayor.

This position shall then 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 4 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 3 voting members.

**Minutes and Reports to Council**

- Minutes of meetings will be kept and will be reported to Council.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.