

# CLIFTON GROVE COMMUNITY COMMITTEE

2017/2266

F177

## PURPOSE

To advise Council and make recommendations in relation to Clifton Grove.

The Committee does not have a role in the operational function of Council. This is the responsibility of the General Manager and staff. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the Committee must observe the Council position as set out in that policy, plan or document.

## REPORTS TO

Services Policy Committee

## TERM

The Clifton Grove Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

## MEMBERSHIP

Two Councillors (one of whom shall be Chairperson, as elected by Council)

Up to six community representatives

General Manager (or nominee)

Non-voting Committee Clerk

Council staff as required (non-voting)

## QUORUM

Majority of community members and at least one Councillor.

## MEETING FREQUENCY

Six monthly, with specific meeting dates and times to be determined by the Committee.

## VOTING

Each member of the Committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

## REPORTS AND RECORDING

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least 10 days before the meeting. Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice. The Committee may make recommendations to Council, via the Services Policy Committee. Council may adopt, amend or decline any recommendation.

## VACANCIES

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the Committee, or seek expressions of interest to fill the vacancy.

# CLIFTON GROVE COMMUNITY COMMITTEE CHARTER

## COMMITTEE CLERK

The General Manager will provide a Committee Clerk who will be the representative of the General Manager, and will exercise the functions of the General Manager so far as they are relevant to the Committee and its Chairperson.

## RELEVANT POLICIES/DOCUMENTS

Orange City Council Code of Conduct  
Orange City Council Code of Meeting Practice  
Orange Community Strategic Plan  
Delivery/Operational Plan  
Asset Management Plan Strategy and Plans

Copies of these and other documents are available on Council's website at [www.orange.nsw.gov.au](http://www.orange.nsw.gov.au) or from the Committee Clerk.