



# **CHARTER – NARROMINE AERODROME COMMITTEE**

*(Adopted by Council 13 April 2022  
Resolution number 2022/060)*

## **CHARTER OF THE NARROMINE AERODROME COMMITTEE**

### **1. NAME**

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993, shall be known as the Narromine Aerodrome Committee.

### **2. INTERPRETATION**

For the purpose of this charter:-

"The Committee" means the Narromine Aerodrome Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

"Operational" means implementation of strategies and includes day to day management (e.g. staff performance)

### **3. STATUS OF COMMITTEE**

Advisory Committee

### **4. PURPOSE**

The Committee has been established primarily to provide input to Council on the strategic direction of the aerodrome by making recommendations to Council.

### **5. FUNCTIONS**

The Committee shall:-

- 5.1 Provide input on the strategic direction of the aerodrome
- 5.2 Provide advice on proposed capital improvements and maintenance of the aerodrome
- 5.3 Provide advice on marketing and economic development of the aerodrome
- 5.4 Facilitate the exchange of operational issues from Council to the Committee

### **6. OUTCOMES**

The Committee will assist Council by providing relevant advice to Council for the strategic direction of the aerodrome.

## **7. COMMITTEE DELEGATIONS**

- 7.1 The Committee does not have the power to incur expenditure.
- 7.2 The Committee does not have the power to bind Council.
- 7.3 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the written form of minutes, accompanied by the agenda or reports from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
- 7.4 Recommendations made by the Committee which are determined by the General Manager to be operational will be dealt with by the relevant Director, and any action or decision not to act will be reported to the Committee.

## **8. MEMBERSHIP**

The Committee does not have the authority to co-opt anyone to its membership.

### **Councillor Representation**

Two Councillors (annually nominated by Council in September). If any of the appointed Councillors are unable to attend meetings of this Committee, that Councillor must arrange for an alternative Councillor to represent them.

### **Community Representation**

Each organisation is entitled to send an alternate delegate to the Committee meeting if their appointed delegate is unable to attend.

- One representative from Skypark residents
- One representative from Narromine Aero Club
- One representative from aerodrome business operators
- One representative from the Narromine Aviation Museum
- One representative from the Narromine Gliding Club

### **Council Staff Representation**

The following staff members are assigned to this Committee:-

- General Manager
- Director of Community and Economic Development
- Manager Waste and Community Facilities

Staff required to attend the committee will participate equally with Council in terms of discussion and/or debate but will not have any voting rights.

### **Support Staff**

Staff from Council will attend meetings to provide administrative support to the Committee. Administrative support is provided for the preparation of the agenda, business papers and recording of the minutes.

## **Chairperson**

The Chairperson of this Committee shall be elected from the Councillor Representatives. At the first Committee meeting after the annual nomination of Councillor Representatives to the Committee (usually conducted in September), the Chairperson shall be elected by the members present at the meeting.

The role of the Chairperson is to preside at a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee.

If the Chairperson of the Committee is unable to preside at a meeting of the Committee, the other Councillor representative shall become the Acting Chairperson for that meeting.

## **Other Office Bearers**

There are no other office bearers on the Committee.

## **9. TERM OF OFFICE**

Community representatives continue on the Committee on an ongoing basis.

Councillors serving on the Committee shall have a duration of the Council term for Committees (usually 1 year).

## **10. QUORUM & RECOMMENDATION MAKING**

The quorum required to enable business to be transacted at meetings is a minimum of four and must include a delegated Councillor representative.

In the absence of a quorum, 15 minutes after the advertised start of the meeting, the committee members present may discuss the agenda items although any decisions taken will not become formalised until they have been ratified at the next committee meeting with a quorum present.

Wherever possible, decisions of the Committee will be made on the basis of consensus. Where consensus cannot be reached, the matter will be decided by a simple majority of those members present at the meeting, provided a quorum is present. In the event of a tied vote, the Chairperson or person acting in the position of Chairperson shall in addition to their ordinary vote, have the casting vote.

## **11. GENERAL PUBLIC**

The Committee will not usually be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General Manager. Voting does not extend to members of the general public and is restricted to only elected committee members.

Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

## **12. TIMETABLE FOR MEETINGS**

Meetings will occur three times per year and generally be held in February, June and November each year.

Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the General Manager.

The location, date and starting time for meetings will be advised on the agenda.

Committee meetings can only be held if three (3) working days notice has been given to all members.

## **13. MEETING PRACTICES & PROCEDURES**

The administrative provisions of Council's adopted Code of Meeting Practice shall apply.

The Committee will observe any other relevant Council protocols.

The minutes of the Committee must be forwarded to Council for Council ratification.

## **14. INSURANCE**

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by Council.

## **15. CODE OF CONDUCT**

All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee. All new members will be provided with a copy of Council's Code of Conduct and will sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Committee and may include disciplinary action.

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.

A person does not breach the above clause if he or she did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

A member of a committee who has a non-pecuniary conflict of interest in any matter with which the committee is concerned and who is present at a meeting of the Committee at which the matter is being considered will disclose the interest to the meeting as soon as practicable. If a member of the committee has declared a non-pecuniary conflict of interest there is a range of options for managing the conflict. The option chosen will depend on an evaluation of the circumstances of the matter, the nature of the interest and the importance of the issue being dealt with.

Committee members must act in a professional and conscientious manner with any information they obtain as a committee member, especially as committees need openness and honesty to operate efficiently. Committee members should feel free to express their opinions and views without fear of recrimination. It is therefore important that committee members respect each other, despite differences, and work together to create an open and trusting atmosphere.

## **16. CONFIDENTIALITY & PRIVACY**

Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.

Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation can be obtained by contacting Council's Information Officer.

Should a committee member become aware of any breach of the security, or misuse of Council's confidential or personal information they are asked to contact the Information Officer.

## **17. MEDIA PROTOCOL**

Council's media relations policy states that all media relations shall be conducted through the Mayor for policy matters and through the General Manager for procedural matters.

No other member of the committee is permitted to speak to the media in his or her capacity as a committee member.

## **18. REVIEW**

Amendments to this charter may be proposed to the Council by the Committee at any time, and change will not take effect until such time as Council has resolved to make any required amendments.