
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 11 SEPTEMBER 2019
REPORTS TO COUNCIL – GENERAL MANAGER

1. APPOINTMENT OF COMMITTEES, STATUTORY COMMITTEES, AND APPOINTMENT OF DELEGATES AND REPRESENTATIVES OF COUNCIL

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.1.3 Provide opportunities for community members to participate in Council's decision making DP – 4.3.1.3 Continue to facilitate section 355 Advisory Committees

Executive Summary

This report is presented to Council with information in order to consider the appointment of Committees, Statutory Committees and delegates and representatives of Council.

Report

Council may appoint or elect such Committees as it may consider necessary in the exercise of its functions, consisting of such number of members as the Council shall decide. The Mayor is an ex-officio member of all Council Committees of which all members are Councillors and Chairman of other Committees when stated in the Charter.

Under Section 355(b) of the Local Government Act 1993, a "Committee" of Council may consist of members who are all Councillors or may involve members of the community or other organisations; for example the Narromine and Trangie Showground & Racecourse Advisory Committees, the Narromine Australia Day Committee.

Committee Members are usually appointed for a 12 month period, with the exception of the Macquarie Regional Library Committee, which is a four year appointment, and the Western Regional Joint Planning Panel which is a three year appointment.

Council Staff can be appointed to Committees in an advisory capacity; however they do not have voting rights unless in a Statutory Committee which provides for this.

Previous members of each Committee requiring re-appointment are noted for your information.

Please note that when the membership of a Committee changes, it is necessary to elect a Chair (if not the Mayor) and, if considered necessary, a Deputy Chair, to be held at the first meeting of the Committee following the appointment of delegates. Council Committee Charters currently provide that at least one Councillor must be present for a quorum and the Chair of each Committee should be a Councillor.

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If the Councillor is unable to attend a committee meeting, they are requested to arrange attendance of the alternate delegate or another Councillor in their absence. The quorum does not include staff representatives unless they have a voting right. In most section 355(b) Committees of Council, staff have the right to contribute to the debate and provide guidance, however do not vote.

Statutory Committees

1. Local Emergency Management Committee

Councillor delegates appointed 2018 – Mayor, Cr Craft (Alternate Delegate)

2. Rural Fire Service Liaison Committee

Councillor delegates appointed 2018 – Crs Jablonski and Hamilton, Cr McCutcheon (Alternate Delegate)

3. Local Traffic Committee

Councillor delegates appointed 2018 – Cr Collins, Cr Jablonski (Alternate Delegate)

4. General Manager's Performance Review Panel

Councillor delegates appointed 2018 – Mayor, Deputy Mayor, Council Delegate – Cr Munro, Councillor nominated by General Manager, Cr Craft

5. Internal Audit Committee

Councillor delegate appointed 2018 – Cr Craft

Appointment of Committees – under Section 355(b)

(of which not all members are Councillors)

1. Narromine Australia Day Committee

Councillor delegates appointed 2018 – Crs Lambert and Munro

2. Narromine Showground & Racecourse Advisory Committee

Councillor delegates appointed 2018 – Crs Lambert and Collins

3. Trangie Showground & Racecourse Advisory Committee

Councillor delegates appointed 2018 – Crs Davies and Collins

4. Tomingley Advancement Association Committee

Councillor delegates appointed 2018 – Cr Craft, Cr Jablonski (Alternate Delegate)

5. Trangie Memorial Hall Committee

Councillor delegates appointed 2018 – Crs McCutcheon and Davies

6. Floodplain Management Committee

Councillor delegates appointed 2018 – Crs Hamilton and McCutcheon

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7. Economic Development Group Committee

Councillor delegates appointed 2018 – Crs Jablonski and Munro

Representatives of Council

The following external Committees require Council to elect representatives for a one year term:-

1. Narromine Health Council

Councillor representatives appointed 2018 – Cr Jablonski, Cr Everingham (Alternate)

2. Orana Crime Prevention Partnership

Councillor representative appointed 2018 – Mayor

3. Trangie Action Group

Councillor representatives appointed 2018 – Crs Hamilton and Davies

4. Bushfire Management Committee

Councillor representative appointed 2018 – Cr Hamilton

5. Macquarie Regional Library (4 year appointment – appointed 2016)

Councillor representatives appointed 2016 – Crs Lambert and Munro

6. Macquarie Valley Weeds Advisory Committee

Councillor representatives appointed 2018 – Crs McCutcheon and Jablonski

7. Narromine Aviation Museum

Councillor representatives appointed 2018 – Crs Jablonski and Everingham

8. Macquarie Flood Mitigation Zone (MFMZ) Reference Group

Councillor representative appointed 2018 – Cr Munro

9. Tomingley Gold Operations (TGO) Project Community Consultative Committee

Councillor representatives appointed 2018 – Cr Craft, Cr Lambert (Alternate)

10. Tomingley Gold Operations (TGO) Community Fund

Councillor representatives appointed 2018 – Crs Craft and Davies, Cr Lambert (Alternate)

11. Western Regional Joint Planning Panel (3 year appointment – appointed 2018)

Councillor representatives appointed 2018 – Cr Davies, Cr Lambert, Cr Collins (Alternate Delegate)

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12. Floodplain Management Association (FMA)

Councillor representative appointed 2018 – Chair Floodplain Management Committee

13. Murray Darling Association (MDA)

Councillor representative appointed 2018 – Mayor

14. Country Mayor's Association of New South Wales

Councillor representative appointed 2018 – Mayor

15. Orana Joint Organisation – Alternate Board Representative

Voting representatives include the Mayors of each of the member councils. Member councils may appoint the Deputy Mayor, or another Councillor, to attend board meetings in place of the Mayor if the Mayor is unable to attend.

Committee Charters

Charters for each of Council's Statutory Committees and Section 355 Committees are attached for Council's consideration and adoption. The Office of Local Government released a circular in 2016 encouraging Councils to review the operations of committees established under section 355 of the Local Government Act 1993, and in particular, stated that the committees should be fit for purpose and be able to demonstrate clear links for the goals of Council's Delivery Program.

Council's Charters have accordingly been reviewed by staff and suggested amendments have been marked in red for ease of reference (**see Attachment No 1**).

There is no Charter for the General Manager's Performance Review Panel. This panel must operate in accordance with the Office of Local Government's *Guidelines for the Appointment and Oversight of General Managers*.

Financial Implications

Administrative costs in attending meetings etc.

Legal and Regulatory Compliance

Section 355 of the Local Government Act 1993

Risk Management Issues

Committees must be fit for purpose and demonstrate clear links with the goals of Council's Delivery Program

Internal/External Consultation

Nil

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1. APPOINTMENT OF COMMITTEES, STATUTORY COMMITTEES, AND APPOINTMENT OF DELEGATES AND REPRESENTATIVES OF COUNCIL (Cont'd)

Attachments

- Committee Charters

RECOMMENDATION

Statutory Committees of Council

1. That Council adopt the Charter for the Local Emergency Management Committee and appoint the Mayor as Council's Delegate to the committee and one Councillor as an Alternate Delegate to the committee.
2. That Council adopt the Charter for the Rural Fire Service Liaison Committee and appoint two Councillor Delegates and one Councillor as an Alternate Delegate to the committee
3. That Council adopt the Charter for the Local Traffic Committee and appoint one Councillor Delegate and one Councillor as an Alternate Delegate to the committee
4. That in accordance with the Office of Local Government's Guidelines for the Appointment and Oversight of General Managers:
 - (a) The whole process of performance management of the General Manager including conducting performance reviews; reporting findings and recommendations of those reviews to Council and development of the performance agreement be delegated to the performance review panel; comprising of the Mayor, the Deputy Mayor, another Councillor appointed by Council and one Councillor nominated by the General Manager.
 - (b) That Council appoint one Councillor to form part of the General Manager's Review Panel.
5. That Council adopt the Charter for the Internal Audit Committee and appoint one Councillor Delegate and one Councillor as an Alternate Delegate to the committee.

Section 355 Committees of Council

6. That Council adopt the Charter for the Narromine Australia Day Committee and appoint two Councillor Delegates to the committee
7. That Council adopt the Charter for the Narromine Showground and Racecourse Advisory Committee and appoint two Councillor Delegates to the committee
8. That Council adopt the Charter for the Trangie Showground and Racecourse Advisory Committee and appoint two Councillor Delegates to the committee
9. That Council adopt the Charter for the Tomingley Advancement Association Committee and appoint one Councillor Delegate and one Councillor as an alternate delegate to the committee
10. That Council adopt the Charter for the Trangie Memorial Hall Committee and appoint two Councillor Delegates to the committee
11. That Council adopt the Charter for the Floodplain Management Committee and appoint two Councillor Delegates to the committee

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12. That Council adopt the Charter for the Economic Development Group Committee and appoint two Councillor Delegates

Representatives to External Committees

13. That Council appoint one Councillor representative and one Councillor as the alternate representative to the Narromine Health Council
14. That Council appoint the Mayor and General Manager (or nominee) to the Orana Crime Prevention Partnership
15. That Council appoint two Councillors as representatives to the Trangie Action Group
16. That Council appoint one Councillor representative and the Director Infrastructure and Engineering Services to the Bushfire Management Committee
17. That Crs Lambert and Munro remain as representatives to the Macquarie Regional Library and that the Director Community and Economic Development (or nominee) be a representative to the Macquarie Regional Library
18. That Council appoint two Councillor representatives to the Macquarie Valley Weeds Advisory Committee
19. That Council appoint two Councillor representatives to the Narromine Aviation Museum Committee
20. That Council appoint one Councillor representative to the Macquarie Flood Mitigation Zone (MFMZ) Reference group
21. That Council appoint one Councillor representative and one Councillor as the alternate representative to the Tomingley Gold Operations (TGO) Project Community Consultative Committee
22. That Council appoint two Councillor representatives and one Councillor as alternate representative to the Tomingley Gold Operations (TGO) Community Fund
23. That Crs Davies and Lambert remain as representatives to the Western Regional Joint Planning Panel and that Cr Collins remain as the alternate representative to the Western Regional Joint Planning Panel.
24. That the Chair of the Floodplain Management Committee be the Councillor representative to the Floodplain Management Association (FMA) and that the General Manager and Director Infrastructure and Engineering Services (or nominee) be representatives to the Floodplain Management Association (FMA).
25. That the Mayor and General Manager be appointed as representatives to the Murray Darling Association (MDA)
26. That the Mayor and General Manager be appointed as representatives to the Country Mayors' Association of New South Wales
27. That the Deputy Mayor be appointed to attend Orana Joint Organisation board meetings in the place of the Mayor if the Mayor is unable to attend

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2. SENIOR STAFF POSITION

Author	Executive Manager Human Resources
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.5 Attract and retain a quality workforce that meets the needs of the community and future strategic directions

Executive Summary

This report is presented to Council determine the position of Director Infrastructure and Engineering Services as a “Senior Staff” Position.

Report

Under Section 338 of the Local Government Act 1993, only General Managers and the holders of positions determined by the Council by resolution to be “senior staff” positions, may be employed under fixed term contracts of employment based on those approved by the Chief Executive of the Office of Local Government (OLG) (senior staff contracts).

A “senior staff” position must meet the following criteria:-

- The responsibilities, skills and accountabilities of the position must be generally equivalent to those applicable to the Executive Band of the Local Government (State) Award 2017
- The total remuneration package payable with respect to the position must be equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the Statutory and Other Offices Remuneration Act 1975) payable with respect to senior executives whose positions are graded band 1 under the Government Sector Employment Act 2013. As of 1 July 2018 this was \$187,900.

Under Section 337 of the Local Government Act 1993, General Managers are also required to consult with the Council before appointing or dismissing “senior staff” positions. This does not need to occur at a formal Council Meeting. When consulting the Council in making a decision to appoint or dismiss a senior staff members, the General Manager should consider the view of the Councillors, however the ultimate decision to appoint or dismiss “senior staff” rests with the General Manager and not the governing body.

Issues

The Director of Infrastructure and Engineering Services has been employed under a fixed term contract and meets the requirements of a “senior staff” position. Whilst the General Manager has consulted with Council on the appointment of the Director, Council has not formally resolved that the position be a “senior staff” position.

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2. SENIOR STAFF POSITION (Cont'd)

Financial Implications

The position is remunerated above the minimum remuneration package (Statutory and Other Offices Remuneration Tribunal).

Legal and Regulatory Compliance

Sections 337 and 338 of the Local Government Act 1993

Risk Management Issues

Compliance with the above legislative provisions.

Internal/External Consultation

Nil

Attachments

- Nil

RECOMMENDATION

That the position of Director of Infrastructure and Engineering Services be determined to be a "Senior Staff" Position in accordance with Section 338 of the Local Government Act 1993.

3. LEASE LOT 7301 DP1140341

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – Ensure Council's property assets are monitored and well managed

Executive Summary

This report is presented to Council to set a fee for a short term lease of Lot 7301 DP1140341 Trangie.

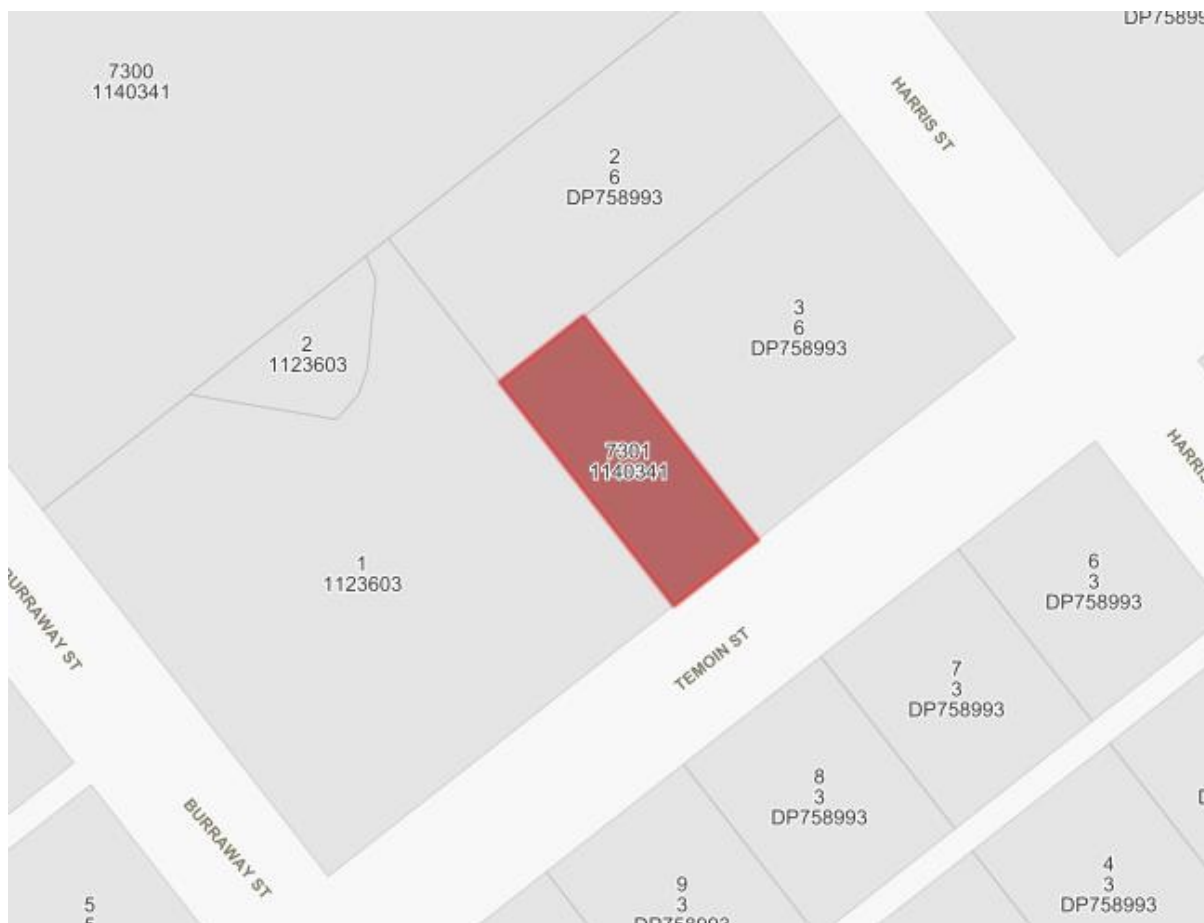
Report

Council has received a request from the Trangie Caravan Park owner to use the above property as an overflow area for a group of 26 people staying at the caravan park from 23 September 2019 to 8 October 2019. The area will be used to accommodate a 10 caravans. The site has no power, water or amenities.

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3. LEASE LOT 7301 DP1140341 (Cont'd)

Lot 7301 DP1140341 is Crown Land and forms part of the Burns Oval Reserve No 520094 (see extract of map below). Council is the Crown Lands Manager of this reserve. This land is reserved for the purpose of Public Recreation.



The Crown Lands Management Act provides that a Council Crown Land Manager must manage Crown land as if it were community land under the Local Government Act, unless Ministerial Consent has been issued to classify the land as if it were operational land. Under the Local Government Act, community land cannot be leased or licenced until a plan of management is adopted that authorises the grant of the tenure.

The Crown Lands Regulation 2018 provides that during the interim, Council can issue a short term licence for up to 12 months. Camping using a tent, caravan or otherwise is permitted under section 31 of the Regulation.

3. LEASE LOT 7301 DP1140341 (Cont'd)

Financial Implications

Clause 7 of the Regulations states that a responsible manager of reserve crown land may determine the fees or charges payable in respect of the use of the whole or any part of the land or any structure or enclosure in or on the land. Under the regulations the minimum annual base rental cannot be less than \$490.

The camping fees set for the Trangie Showgrounds are \$14.20 (GST inclusive) per vehicle per night (however this includes use of the amenities i.e. showers, electricity etc.).

It is therefore proposed to charge \$150 (GST inclusive) for the use of Lot 7301 (10 vehicles x \$2.50 per night x 10 nights) plus administrative costs.

Legal and Regulatory Compliance

Crown Lands Management Act 2016
Crown Lands Regulation 2018
Local Government Act 1993

The General Manager has delegated authority to authorise short term or casual agreements for the use and occupation of Council land and facilities (owned or under Council's control) – exemption the setting of fees for the use of the land or facilities.

Risk Management Issues

A short term licence agreement will need to be entered into for occupation of the land for use as an overflow area between 23 September 2019 and 8 October 2019. The licensee will be required to provide evidence of public liability insurance coverage.

Internal/External Consultation

Director Community and Economic Development

Attachments

- Nil

RECOMMENDATION

That the fee for the use of Lot 7301 DP1140431 between 23 September 2019 and 8 October 2019 be \$150 (including GST).

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4. TOMINGLEY GOLD OPERATIONS (TGO) – COMMUNITY FUND PANEL

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.4.4 Develop and build partnerships with State and Federal Governments, industry and community organisations to foster development and delivery of community services and emerging business sectors

Executive Summary

This report is presented to Council to approve the recommendations from the Tomingley Gold Operations (TGO) Community Fund Panel for distribution of the Voluntary Planning Agreement funds.

Report

The Voluntary Planning Agreement (VPA) with TGO is to provide Council with the following “community funds” as outlined in clause 4.1 of the Agreement and in accordance with the Deed of Variation of Original Planning Agreement –

“\$53,750 per year (base year 2012/13) paid until 31 December 2022 with 50% payable on 1st July and 50% payable on 1st January each year”.

The VPA also states in clause 4.3 “The Development Contributions paid pursuant to clause 4.1 may be pooled with other monies held by Council which have similar and relevant objectives, subject to the proponent (TGO) having the opportunity to lobby for certain expenditure of for the benefit of Tomingley residents and to object to expenditure which may not be in the proponent (TGO) view of community benefits”.

The objective of the Community Fund is to satisfy the four elements of:

- Economic Development – directly contribute to the resilience and/or long term economic growth of the community;
- Community Connectivity – promote community togetherness in a positive family focussed way;
- Education and Training – foster the education and up-skilling of members of the community;
- Community Infrastructure.

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4. TOMINGLEY GOLD OPERATIONS (TGO) – COMMUNITY FUND PANEL (Cont'd)

The TGO Community Fund award funds twice per year with applications due in March and August, and the Panel conferring in April and September to review the applications. The Panel recommends to Council that the following projects receive funding from the Community Fund Round 2:

- Narromine Agricultural Show Society Inc. – Narromine Show Sponsorship - \$3,000
- Mungery Recreation Reserve – Painting of Hall - \$6,930
- Narromine Clay Target Club – Championship Event - \$2,000
- Tomingley Sport and Recreational Ground Trust – Desilting of Dam and Earthworks - \$18,000

Recommended projects were determined in accordance with the objectives and assessment criteria for the distribution of the Community Funds agreed to by Council and TGO.

Acknowledgement of the successful applicants will be in a joint letter from Council (signed by the Mayor) and the TGO (signed by the Mining Manager).

Financial Implications

VPA Funds of \$53,750 per annum are available, with at least \$26,875 for each half year distribution. There were 4 approved applications received comprising a total value of \$29,930.

Legal and Regulatory Compliance

In accordance with section 377 of the Local Government Act 1993, Council must resolve to approve the allocation of funds for a donation.

Guidelines adopted by Council on 9 October 2013 for distribution of funds for Tomingley Gold Operations – Community Fund in accordance with the Voluntary Planning Agreement.

Risk Management Issues

Nil

Internal/External Consultation

TGO Community Fund Panel

Attachments

Nil

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4. TOMINGLEY GOLD OPERATIONS (TGO) – COMMUNITY FUND PANEL (Cont'd)

RECOMMENDATION

That Council approves the allocation of funds from the TGO Community Fund as follows:

Narromine Agricultural Show Society Inc. – Narromine Show Sponsorship - \$3,000
Mungery Recreation Reserve – Painting of Hall - \$6,930
Narromine Clay Target Club – Championship Event - \$2,000
Tomingley Sport and Recreational Ground Trust – Desilting of Dam and Earthworks - \$18,000

5. LICENCE AGREEMENT – NARROMINE SALEYARDS

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – Ensure Council's property assets are monitored and well managed

Executive Summary

This report is presented to Council to consider entering into a new licence agreement for the Narromine Saleyards.

Report

A three year agreement was entered into between Council and the Narromine Stock Agents Pty Ltd to conduct sales at the Narromine Saleyards. The current agreement expires 19 December 2020.

The Narromine Stock Agents Pty Ltd have requested that Council suspend the current lease due to exceptional circumstances until further notice with the option to still access the yards on a pro rata basis of \$1666 per month sale (including GST).

Should Council agree to this proposal, it would be recommended that the current licence agreement be terminated and a new three year agreement be entered into providing access to the yards on a pro rata basis. All other applicable conditions of the existing agreement would be included.

5. LICENCE AGREEMENT – NARROMINE SALEYARDS (Cont'd)

Financial Implications

The current licence fee is \$20,000 per annum plus GST.

Should Council agree to the pro rata amount, this would equate to \$1666.67 per monthly sale plus GST.

Should the monthly sale not be held for any reason, Council would not invoice the agents for that month. Should two sales be held in the month, each sale would be invoiced accordingly.

Legal and Regulatory Compliance

The current licence agreement allows for either party to terminate the agreement by giving notice in writing to the other party.

It is recommended that a new three year agreement be entered into with the same terms and conditions as the current agreement with the exception of the licence fee.

The General Manager has delegated authority to authorise short term or casual agreements for the use and occupation of Council land and facilities (owned or under Council's control) – exemption the setting of fees for the use of the land or facilities.

Risk Management Issues

It is recommended that the current agreement be terminated and a new agreement be entered into.

Internal/External Consultation

General Manager, Representatives from the Narromine Stock Agents Pty Ltd

Attachments

Nil

RECOMMENDATION

That the fee for the use of the Narromine Saleyards by the Narromine Stock Agents Pty Ltd be \$1666.67 per monthly sale (plus GST) for a three year period, commencing 1 July 2019.

Jane Redden
General Manager



CHARTER – LOCAL EMERGENCY MANAGEMENT COMMITTEE

*(Adopted By Council 18 September 2012 Resolution No 2012/311
Amended By Council 20 November 2012 Resolution No 2012/428
Amended By Council 9 October 2013 Resolution No 2013/383 Amended
By Council 13 November 2013 Resolution No 2013/426 Amended By
Council 13 September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/216*

CHARTER OF THE NARROMINE SHIRE COUNCIL LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993 and Section 28 of the State Emergency and Rescue Management Act 1989, shall be known as the **Narromine Shire Council Local Emergency Management Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Local Emergency Management Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

"Emergency" means an emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which:

- (a) endangers, or threatens to endanger, the safety or health of persons or animals in the State, or
- (b) destroys or damages, or threatens to destroy or damage, property in the State,

being an emergency which requires a significant and co-ordinated response.

"Local Emergency Operations Controller" means a Police Officer appointed by the Regional Emergency Operations Controller as the Local Emergency Operations Controller for the Local Government Area.

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

The Committee has been established to be responsible for the preparation and review of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the local government area for which it is constituted.

5. FUNCTIONS

5.1 The Committee is responsible for the preparation and review of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the local government area for which it is constituted.

5.2 The Committee may give effect to and carry out emergency management policy and practice, consistent with information on that policy and practice disseminated by the State Emergency Management Committee.

- 5.3 Review and prepare plans in respect of the relevant local government area that are, or are proposed to be, subplans or supporting plans established under the State Emergency Management Plan.
- 5.4 Make recommendations about and assist in the co-ordination of training in relation to emergency management in the relevant local government area.
- 5.5 Develop, conduct and evaluate local emergency management training exercises.
- 5.6 Facilitate local level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements.
- 5.7 Assist the Local Emergency Operations Controller for the relevant local government area in the Controller's role.
- 5.8 Such other functions as are
 - (i) related to the State Emergency and Rescue Management Act 1989
 - (ii) assigned to the Committee (or to Local Emergency Management Committees generally) from time to time by the relevant Regional Emergency Management Committee or by the State Emergency Management Committee.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to incur expenditure.
- 6.2 The Committee does not have the power to bind Council.
- 6.3 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
- 6.4 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

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

Council Representation

General Manager or nominee

Emergency Services Organisation Representation

NSW Fire and Rescue Representative

NSW Rural Fire Service Representative

NSW Police Representative

Regional Emergency Management Officer Representative

NSW Ambulance Representative

VRA Representative

SES Representative

Functional Area Representatives

One Alternate Councillor Delegate, The Mayor (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.

ARTC Representative

Local Land Services (DPI)

DOCS Representative

Industry and Investment Representative

Country Energy / Essential Energy Representative

Western NSW Local Health Network Representative

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 the General Manager or a Council Officer appointed by the General Manager.

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 Director of Engineering Services will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee.

9. TERM OF OFFICE

Emergency Services Organisation representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (usually 1 year).

10. QUORUM & RECOMMENDATION MAKING

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

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

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

The meeting will occur every three months or more often as determined by the Committee.

The meeting will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

Extraordinary meetings may be called by the Chairperson of the Committee.

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 will be included in Council's Business Papers for Council ratification, at the following Council Meeting.

14. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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 Public 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 Public 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.



CHARTER – RURAL FIRE SERVICE LIAISON COMMITTEE

*(Adopted by Council on 18 September 2012 Resolution No 2012/313)
Amended By Council 11 March 2014 Resolution No 2015/69
Amended By Council September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/216*

CHARTER OF THE NARROMINE SHIRE COUNCIL RURAL FIRE SERVICE LIAISON COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993 and Part 9 of the Narromine Rural Fire District Service Level Agreement 1 July 2012, shall be known as the **Narromine Shire Council Rural Fire Service Liaison Committee.**

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Rural Fire Service Liaison Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

"FCO" means Fire Control Officer

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

The Committee has been established to review the following documents prepared by the Fire Control Officer prior to submission to and consideration by the Council:

- (a) The annual budget and business plan, and
- (b) The quarterly financial and performance reports.

5. FUNCTIONS

- 5.1 The Committee is to advise and assist Council in monitoring and reviewing the performance of the Narromine Rural Fire District Service Level Agreement by the Council and the Rural Fire Service.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to incur expenditure.
- 6.2 The Committee does not have the power to bind Council.
- 6.3 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
- 6.4 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

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

Council Representation

- Two Councillors from the Council appointed by resolution of the Council
- One Alternate Councillor from the Council appointed by resolution of the Council
- General Manager or his/her delegate

Rural Fire Service Representation

- One volunteer rural fire fighter from the District appointed by the local branch of the NSW Rural Fire Service Association Inc (the RFS), or, in the absence of a local branch of the RFS, elected in accordance with the applicable Service Standard
- One member of the Service staff assigned to the District of Team nominated by the FCO and approved by the Commissioner
- FCO who will be the Committee's Executive Officer.

The Commissioner, the Council and the groups or entities which appoint or elect members of the Liaison Committee pursuant of sub-clause 9.1 (a) to (b) may appoint another person to attend any meeting of the Liaison Committee in the event that the person they have elected is unable, for any reason, to attend that meeting.

Support Staff

Staff from Council will attend meetings to provide administrative support to the Committee. Council staff send meeting requests and record the minutes of the meetings. Rural Fire Service staff set the meeting dates and prepare meeting agendas and business papers.

Chairperson

The Chairperson of this Committee shall be a Councillor. 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 will preside.

Other Office Bearers

There are no office bearers on the Committee.

9. TERM OF OFFICE

The Rural Fire Service representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (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 and one ranking Rural Fire Service Staff Member.

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

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

The meeting will occur every three months or more often as determined by the Committee.

The meeting will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

Extraordinary meetings may be called by the Chairperson of the Committee.

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 will be included in Council's Business papers for Council ratification, at the following Council Meeting.

14. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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 Public 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 Public 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.



CHARTER – LOCAL TRAFFIC COMMITTEE

*(Adopted By Council on 18 September 2012, Resolution No 2012/314,
Amended By Council 13 May 2015, Resolution No 2015/116, Amended
By Council September 2017, Resolution No 2017/253, Amended by
Council 12 September 2018, Resolution No 2018/216)*

CHARTER OF THE NARROMINE SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 50 of the Transport Administration Act 1988, shall be known as the **Local Traffic Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Local Traffic Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

"RMS" means Roads and Maritime Services

"Police" means NSW Police Force

3. STATUS OF COMMITTEE

Technical Advisory Committee

4. PURPOSE

advise and review

The Committee has been established to review the provision of traffic control facilities and traffic control measures on public roads in the Narromine Shire Council area.

The RMS has delegated certain powers to Councils with respect to the provision of traffic control facilities and traffic management measures on public roads. Exercise of the powers is conditional upon Council forming a "Local Traffic Committee" and seeking its advice/approval before a traffic control facility/traffic management measure is implemented or removed.

5. FUNCTIONS

The committee shall consider the following traffic measures to ensure technical criteria and local requirements are being met as required by the RMS.

The functions are outlined in "A guide to delegation to Councils for the regulation of traffic, including the operation of a Traffic Committee" Attachment A.

advise and

6. OUTCOMES

The Committee will assist Council by reviewing the provision of traffic control facilities and traffic control measures on public roads in the Narromine Shire Council area.

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 written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
- 7.4 To operate in accordance with the provisions of any Regulations, as adopted by Council.

8. MEMBERSHIP

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

FORMAL MEMBERS

Councillor Representation

One Councillor (annually appointed by Council in September)

If the appointed Councillor is unable to attend meetings of this Committee, that Councillor must arrange for an alternative Councillor to represent them.

NSW Police Representation

One NSW Police Representative

RMS Representation

One RMS Representative

Local Member Representation

One Delegate for State Member for Dubbo

Council Staff Advisors

The following staff members are assigned to this Committee:-

- General Manager
- Director of Infrastructure & Engineering Services
- Manager Engineering Services

Informal Advisors

Informal advisors and other interest sectors for example, Bus Operators, Ambulance Services and other Council Staff may be invited to attend from time to time as required, 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 the Councillor Representative.

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 alternate Councillor 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 as provided by the residing State Member.

Councillor and designated staff remain on the Committee for the duration of the Council term (usually 1 year). They can be re-appointed each year.

10. QUORUM & RECOMMENDATION MAKING

The quorum required to enable business to be transacted at meetings is a minimum of 3 formal members 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 formal 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

The meetings will occur every two months on the first Monday (unless there is a Public Holiday whereby the meeting will occur on the 2nd Monday).

The meetings will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 included in the agenda.

Committee meetings can only be held if a minimum of 14 days notice has been given to all members.

In the event there is no business, the meeting can be cancelled in consultation with the Chairperson and General Manager.

In the event of special or urgent matters, the Chairperson or General Manager can elect to conduct Electronic meetings where the advice of the members is sought via facsimile or email.

Minutes of electronic meetings will be confirmed at the next meeting.

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 will be forwarded to the committee members for endorsement and then provided to Council for Council ratification, at the following Council Meeting.

14. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

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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.

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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, strategic and emergency matters and through the General Manager for procedural and operational 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.



A guide to the delegation to councils for the regulation of traffic

Including the operation of Traffic Committees



[Inside front cover
– provided for double sided printing purposes only]

**A Guide to
the Delegation to Councils
for the Regulation of Traffic
(including the operation of
Traffic Committees)**





Roads and Traffic Authority
www.nsw.rta.gov.au

VERSION: 1.3
ISSUED: March 2009

APPROVED BY:

SIGNED

Phil Margison
General Manager
Traffic Management

AUTHORISED FOR USE BY:

SIGNED

Michael Bushby
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To access the latest electronic copies of these and other guidelines go to:

www.rta.nsw.gov.au/trafficinformation/downloads/technicalmanuals_d11.html

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Amendment record

Please note that the following updates have been made to this document.

Version Number	Page(s)	Description	Issued
1.1	8-11	Sections 5.3, 5.3.2, 5.3.4 & 5.3.5 amended to introduce optional public galleries	December 2007
1.2	Various	Hyperlink to Council Delegation Reference document updated	February 2009
1.3	Various	Sections 1.0, 2.0, 3.1, 5.1, 7.1, 7.2 & Flowcharts amended to reflect release of a new Delegation	March 2009



1. Introduction

The Roads and Traffic Authority is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

New South Wales has many roads, which range from freeways to local streets. All these roads require the control of traffic. The RTA believes that the most effective means of dealing with the number and range of traffic related matters, particularly those which arise on regional and local roads, is to deal with them at the local level. The RTA has therefore delegated certain aspects of the control of traffic on regional and local roads to the Councils of Local Government areas.

The RTA continues to manage NSW's State road network. However, local government continues to also play an important role in the management of this road network by providing traffic input and advice when necessary.

These guidelines provide the policy and framework for Councils to exercise the traffic functions delegated to them by the RTA. They outline the delegated functions, the limitations that apply to Councils when exercising their delegated functions, the responsibilities of the various parties involved in the process, and the roles of the local and regional traffic committees.

Note: These guidelines do not cover B-double route approvals as they are the subject of a separate delegation.

These guidelines have been prepared by the RTA:

- (i) in accordance with current NSW legislation; and
- (ii) in consultation with RTA's Legal Branch, the NSW Police, LGSA, and representatives from a number of metropolitan Councils.

It is important to note that the legislative power to control traffic through the authorisation of traffic control devices, lies with the RTA and the delegation of this power does not remove the RTA's ability to exercise those delegated functions should circumstances warrant action.

2. Definitions and abbreviations

classified road – any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See *Roads Act 1993, Part 5* for further details.

Council – the council of a local government area and includes an Administrator.

Delegation – 'Delegation to Councils – Regulation of Traffic' document.

LGSA – Local Government Association of NSW and the Shires Association of NSW.

LTC – Local Traffic Committee.



prescribed traffic control device - a sign, signal, marking, structure or other device to direct or warn traffic on a road or road related area (or part of a road or road related area) that is prescribed by the regulations for the purposes of this definition.

regulate traffic – for the purposes of the *Roads Act* means to restrict or prohibit the passage along a road of persons, vehicles or animals.

Roads Act – *Roads Act 1993*.

roads and road related areas – have the same meaning as in *ARR Rules 12 and 13*. Each reference to a road includes reference to a road-related area unless otherwise expressly stated.

Regional Road – a road shown to be a Regional road in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

RR – NSW Road Rules 2008.

RTA – Roads and Traffic Authority, NSW.

RTC – Regional Traffic Committee.

State Road – a road declared to be a State Road under the *Roads Act 1993* and documented in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

STMA – *Road Transport (Safety and Traffic Management) Act 1999*.

STMR – *Road Transport (Safety and Traffic Management) Regulation 1999*.

Sub-delegate – any Councillor, the General Manager or an employee of the Council who has been formally delegated by the Council.

TMP – Traffic Management Plan.

Traffic control facility – means:

- (a) traffic control lights and equipment used in connection with traffic control lights; or
- (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under:
 - (i) the *Transport Administration Act, 1988* or the regulations; or
 - (ii) any other Act, regulation or by-law prescribed for the purposes of Section 45E of the *Transport Administration Act, 1988*; or
- (c) any sign, marking, structure or device that is intended to promote safe and orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles or pedestrians of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards; or
- (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area; or
- (e) any other thing prescribed as a traffic control facility by the Regulations under the *Transport Administration Act, 1988*.



3. Delegation of functions

Traffic control facilities and prescribed traffic control devices may be authorised for use on a road or road related area, whether a public road or on private land, only by the RTA or Councils. In addition, traffic may be regulated for various purposes by means of notices or barriers erected by a roads authority.

The *Transport Administration Act, 1988* confers the following powers to the RTA:

- to exercise the functions relating to safety and traffic management set out in Section 52A;
- to delegate its functions to other public agencies such as councils (Section 50);
- to give directions to public authorities in relation to RTA functions under Part 6 (Section 53A).

The *Road Transport (Safety & Traffic Management) Act, 1999* provides for a system of traffic laws relating to all vehicles (motorised and non-motorised) and pedestrians found in subordinate legislation made under the Act. Principally, these are:

- *Road Transport (Safety and Traffic Management) Regulation 1999*, and
- *Road Rules 2008*.

Part 8 (Sections 114 to 124) of the *Roads Act, 1993* deals with the regulation of traffic on public roads by erecting notices or barriers or taking any other action which may be necessary in order to manage traffic. The reference to regulating traffic in Part 8 should not be confused with the authorisation of prescribed traffic control devices under Division 1 of Part 4 (Sections 50 to 55) of the *Road Transport (Safety and Traffic Management) Act, 1999*. For the purposes of Part 8, regulating traffic includes such things as implementing road closures and other physical restrictions. Road closures effected by this part of the legislation remain as public roads after the road closure.

Note: Road closures effected under Part 4 of the *Roads Act, 1993* do not remain as a public road.

A Council can regulate traffic for the specific reasons set out in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993* such as carrying out work on a road, etc. whereas the RTA can regulate traffic for any purpose.

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993*, (e.g. for amenity reasons) it must seek the advice of its Local Traffic Committee. The procedures for regulating traffic covering road closures, traffic calming, etc. are detailed in Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act, 1993*.

The delegation of these functions is carried out by the RTA, issuing Councils the RTA document, *Delegation to Councils – Regulation of Traffic*.



The functions delegated to Council in the *Delegation* are:

1. authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55) of the *STMA*;
2. regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*;
3. authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the *STMR* on public roads other than classified roads.

The Council may sub-delegate their powers to Councillors, the General Manager or an employee of the Council for Items 1 and 3 above.

The Council **may not** sub-delegate Item 2.

Note: There is a separate delegation for B-double route approvals.

3.1 Limitations

The exercise of functions delegated to Council is subject to a number of conditions or limitations as documented in Schedule 4 (Limitations) of the [Delegation](#).

Councils:

- are only permitted to authorise the implementation of certain traffic control facilities / prescribed traffic control devices on roads and road related areas within their area of operations. Council cannot exercise a function on a State Road as defined in the RTA document [Schedule of Classified Roads and State and Regional Roads](#).
- may only authorise prescribed traffic control devices as nominated in the RTA's online [Traffic Signs Database](#) indicated as "Delegated to Council for Authorisation – Yes".
- listed in Schedule 1 of the *Delegation*, must not exercise delegated functions listed in Schedule 4 of the *Delegation* including referral of issues for formal advice until a TMP has been assessed by the RTA. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.
- must not exercise a function in respect of the following signs:

Permissive parking signs
 No Parking signs
 No Stopping signs

on any public road or road or road related area (or any part thereof), which falls within a 1 km radius of any train station listed in the RTA's document [Nominated Train Stations with Commuter Parking](#), and which has current unrestricted parking, without the approval of the RTA.

- are not empowered to authorise traffic control lights.
- are not empowered to interfere with traffic control lights, including the addition of any signs.



Delegation to Councils for the Regulation of Traffic

- may authorise portable traffic control lights for roadworks, see RTA's document, *Portable Traffic Signals Guide to Use*.
- cannot authorise an internally illuminated traffic control device.
- must obtain the advice of the NSW Police and the RTA prior to exercising their delegated powers.
- must establish an LTC. Refer to Section 5 LOCAL TRAFFIC COMMITTEE.
- may authorise "Roadwork Speed Limit" signs under the conditions outlined in the *Delegation*.
- may sub-delegate traffic management powers (delegated functions), in respect of Division 1 of Part 4 (Traffic control devices) of the *STMA*, and Division 2 of Part 5 (Special Event parking schemes) of the *STMR*.
- **may not** sub-delegate traffic management powers (delegated functions), in respect of Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*.

3.1.1 Traffic Management Plans

A Council, listed in Schedule 1 (*Delegates*) of the RTA's *Delegation*, must develop and submit to the RTA, a TMP if it intends to do any of the following:

- prohibit the passage of pedestrian, vehicle or motor vehicle traffic on a road or road related area by physical means or regulatory signs or both;
- install or display any road sign, marking or physical device that prohibits or compels a vehicle with respect to a turning movement;
- change a two-way street into a one-way street or reversing the direction of a one-way street; and
- reduce the number of traffic lanes on a road or road related area by physical means or regulatory signs or both.

A TMP is not required if a council certifies to the RTA in writing that a NO TRUCKS or NO BUSES traffic control sign is to be erected solely for the purposes of protecting a road from damage by the passage of motor vehicles.

Where a Council seeks to exercise its delegated powers in respect of a function that requires a TMP, the Council must submit the TMP to the RTA for review prior to the matter being referred to the LTC for formal advice.

The TMP must outline the scope of the traffic management changes proposed. It must also include an assessment of the impact of those changes and proposed measures to ameliorate any potential impact arising from the proposal.



See the RTA document, *Procedures for use in the preparation of a Traffic Management Plan*.

Note: The RTA's acceptance of the TMP merely indicates that due process has been followed and does not indicate its position on the proposal when it is referred to the LTC for consideration.

4. Exercising delegated functions

Councils may only exercise their delegated functions in accordance with the *Delegation*. Councils may sub-delegate certain powers to Councillors, the General Manager or an employee of the Council. Refer to Section 3 DELEGATION OF FUNCTIONS.

The *Delegation* requires Council to seek the advice of the NSW Police and the RTA prior to exercising their delegated functions. This is usually done via the LTC.

In cases where the LTC advice is unanimous, and Council intends to follow that advice, Council may authorise the implementation of the facility or device without further notifying the RTA or the NSW Police.

If the elected Council wishes to exercise a delegated function when the LTC advice is not unanimous, or the elected Council wishes to act contrary to unanimous LTC advice, then Council must notify in writing, both the NSW Police and the RTA representatives on the LTC.

Note: Council does not need to notify the NSW Police or the RTA if Council decides not to proceed with any proposal for any reason.

Council then must refrain from taking any action for 14 days so that the NSW Police or the RTA is given an opportunity to appeal to the Chairperson, Regional Traffic Committee should they wish.

In the case of an appeal, the decision of the Chairperson, Regional Traffic Committee is binding and final for matters under the STMA. For matters under the Roads Act, further appeals may be made to the Minister for Roads. Refer to Section 6 REGIONAL TRAFFIC COMMITTEE, for more details.

5. Local Traffic Committee

5.1 General

The LTC has no decision-making powers. The LTC is primarily a technical review committee, which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

The LTC should consider the technical merits of the proposal and ensure that the proposal meets current technical guidelines.



 Delegation to Councils for the Regulation of Traffic

The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to the RTA or relevant organisation. Such matters must not be referred to the LTC. However, the RTA will generally seek the views of the Council on State Road traffic issues via the informal items process.

A Council is not bound by the advice of its LTC. Refer to Section 4 EXERCISING DELEGATED FUNCTIONS.

Where required, a TMP must be submitted to, and reviewed by, the RTA before that matter can be referred to the LTC. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.

The LTC should not consider any proposal requiring a TMP prior to the review of the TMP by the RTA.

Similarly, the LTC should not consider any proposal to alter unrestricted parking to permissive or restricted parking on roads within a 1 km radius of any train station nominated in the RTA's document *Nominated Train Stations with Commuter Parking*, without the prior approval of the RTA.

Note: The LTC should not be confused with a separate Council Traffic Committee, formed by Council under the Local Government Act. The establishment of which is a Council prerogative. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

5.2 Members

The LTC is to be made up of four formal members. The members are as follows:

- one representative of Council
- one representative of the NSW Police
- one representative of the RTA
- the local State Member of Parliament (MP) or their nominee.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTC. However they are only permitted to vote on matters, which effect their electorate or LAC. Refer to Section 5.3.6 VOTING.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer



- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the Agenda which effect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote. Refer to Section 5.3.6 VOTING.

5.3 Meetings

The LTC is not a committee within the meaning of the *Local Government Act, 1993*. The operating arrangements for the LTC are contained in these guidelines.

At LTC meetings the following are at the discretion of Council:

- conduct at meeting
- frequency of meetings
- format of meetings. [Within the following guidelines.]
- provision for a public gallery.

5.3.1 Meeting Formats

The most common format for LTC meetings is a monthly face to face meeting held in the offices of the Council.

The meeting is to be convened by a Council representative. The convenor may be the Council's voting member or may be an additional non-voting member of the LTC.

While there is no need for a specific quorum to allow an LTC meeting to proceed, it must be remembered that any advice can only be returned to the elected Council by the LTC if the views of the RTA and the NSW Police have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought via facsimile or email. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.



Note: Should Council wish to adopt these (or any other) alternate formats then they should seek the advice of the RTA prior to making a final decision.”

It is strongly recommended that any format where the LTC and the normal Council meeting are held concurrently is to be avoided. The LTC is principally a technical review committee, and due consideration and debate is required when considering a proposal. This particular meeting format does not lend itself to this process.

Note: Any change to the meeting format must be agreed to by the formal members of the LTC. When proposing to discuss a format change, reasonable advanced notice must be provided.

5.3.2 Agendas, minutes and reports

All LTC meetings require the preparation of an agenda.

An LTC agenda must be prepared by Council and circulated to all formal members and informal advisors of the committee a minimum of one week prior to the meeting. This will allow members to fully consider the issues and determine their response on each item. This period will also allow a site visit if necessary.

For each agenda item, Council must prepare a report which must contain a brief summary of the issue, details of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies / guidelines / standards used (if any) and the proposed recommendation to the elected Council. This report must be sent to the members of the LTC with the Agenda.

Note: For the information of the members of the LTC, the meeting papers should also include a summary of the final decisions made by the elected Council (or their sub-delegate) on items addressed at the previous meeting or on any items addressed since the last meeting.

The LTC agenda should only contain items, which require the elected Council to exercise its delegated functions. If no action is required, or advice only is being sought, or the issue does not require the exercise of delegated functions then the issue should not appear on the LTC agenda. Such issues should be dealt with as general traffic advice. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

Items, which do not appear on the agenda (i.e. items without notice), must only be considered if the elected Council has referred the issue and Council officers have been able to prepare a report on the proposal in the normal manner. Items raised without notice must be referred to the next meeting (or dealt with separately between meetings) if any member of the committee requests time to consider the issue.

All LTC meetings require the preparation of minutes.



Council must prepare the minutes of the meeting. Copies of the LTC minutes must be forwarded to all LTC members for their concurrence prior to the recommendations either being presented to the elected Council or acted on by the Council's sub-delegate.

Note: B-double routes are the subject of a separate delegation and should have a separate agenda and minutes.

Note: The RTA members of the LTC must keep a copy of all minutes for the future reference of the RTA.

Councils may also need to prepare a report to the elected Council. This report must indicate the type of support from the LTC (i.e. unanimous or not unanimous). Where the advice is not unanimous, dissenting votes should be noted. Refer to Section 5.3.6 VOTING.

Note: All proposals recommended by the LTC must still be formally approved by the elected Council (or their sub-delegate), subject to certain limitations. Refer to Section 3.1.

5.3.3 Site visits

It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually by LTC members, or may be organised by Council as a joint visit of all members of the LTC.

Where this is not practical due to issues such as time or distance, then it is recommended that modern electronic alternative methods be used.

5.3.4 Public participation

The role of the LTC is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, is the responsibility of the Council and thus residents views should be taken into account by the Council rather than the LTC.

However, there is nothing preventing the LTC members from agreeing to allow residents, or other interested stakeholders, to address the committee, if it so chooses. In addition, the LTC members may agree to limit the number of public presenters on any particular item and/or place time limits on them. Any such constraints should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee.

The LTC's advice to Council is not binding upon the Council therefore ideally this advice should not be released to the public until the Council has decided whether or not to exercise its delegated authority. However, where Council has decided to allow the public to be in attendance at the LTC meetings, the convenor must make it clear to the public gallery that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for members of the public who may only attend the meeting for a specific item.



5.3.5 Media participation

The role of the LTC is to consider the technical aspects of proposals and provide their advice to Council. Media involvement, or interest, in the process should be addressed through the normal Council meeting process.

However, should the media be interested in a proposal, they can attend the LTC meeting if the Council has decided to allow a public gallery. Again as with the general public, the convenor must make it clear that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for the media who may only attend for a single item. The media is not permitted to address the LTC.

5.3.6 Voting

While an organisation, which is a voting member, may choose to send more than one representative, that organisation is still limited to one vote only. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote [i.e. the Council representatives are not entitled to a vote each]
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.
- Where a Council LGA is represented by more than one State MP, only the MP representing the State electorate containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one State electorate, then each State MP for those electorates may vote.
- Where a Council LGA has more than one NSW Police LAC, only the NSW Police officer representing the LAC containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one LAC, then each NSW Police officer for those LACs may vote.

Council must consult with the Ministry of Transport where public passenger transport matters are affected.

LTC advice to Council on a proposal referred to it by Council must be one of the following:

- 1) unanimous support;
- 2) majority support;
- 3) split vote;
- 4) minority support; or
- 5) unanimous decline.



A Council's action on the above LTC advice will be:

- (a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- (c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RTA and the NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. Refer to Section 5.4, APPEALS.
- (e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RTA and NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. See Section 5.4, APPEALS.

Flowcharts have been provided to assist with the understanding of this process.

Refer to the relevant flowcharts in Appendix A for:

- the *Road Transport (Safety and Traffic Management) Act, 1999*; or
- the *Roads Act, 1993*.

Due to the fact that the RTA and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the RTA and the NSW Police have provided their vote on the issue.

5.4 Appeals

5.4.1 Road Transport (Safety and Traffic Management) Act 1999

Where a determination of Council to proceed is contrary to a unanimous decline or is based on the non-unanimous advice of the LTC, then Council must notify both the NSW Police and the RTA representatives of its decision. Council must not exercise any of the functions, in relation to the subject proposal, for a period of 14 days from the date of notification in writing.

An appeal, may only be lodged by either the NSW Police or the RTA. The appeal is made to the Chairperson, RTC and must be lodged within the 14 day period. As a matter of courtesy, it is expected that the appellants inform Council in the initial stages of their intention to lodge an appeal.



Delegation to Councils for the Regulation of Traffic

To assist with the process the appeal should be lodged using RTC Form 1 Regional Traffic Committee – Appeal. A copy of this form can be found in Appendix A of this document.

The RTA provides secretarial services to the RTC and appeals must be forwarded to:

Secretariat
Office of the Chairperson
Regional Traffic Committees
Level 16 101 Miller Street
Locked Bag 928
NORTH SYDNEY NSW 2059

Facsimile: 8588 4164
Email: regional_traffic_committee@rta.nsw.gov.au

The Secretary will then notify all parties in writing that an appeal has been lodged.

The Chairperson, RTC notifies Council regarding the outcome of the appeal hearing. It is important that Council does not act until further advice has been received from the Chairperson, RTC about the issue under appeal.

The Chairperson's decision may:

- (i) uphold the appeal, i.e. not support the Council's decision, or
- (ii) reject the appeal. Rejection of the appeal could either support the Council's decision unconditionally or apply conditions.

Refer to Appendix A of this document for the Terms of Reference for the RTC and flowcharts indicating the process involved in the implementation or rejection of a proposal.

5.4.2 Roads Act 1993 – Division 2 of Part 8

The appeal process is similar to that specified above for *Road Transport (Safety and Traffic Management) Act, 1999* matters. However, in cases where Council is not satisfied with the determination by the Chairperson, RTC, Council may further appeal to the Minister for Roads.

The Minister's decision may be:

- (i) rejection of the Council appeal, or
- (ii) approval of the Council proposal either unconditionally or with conditions.

See the flowcharts in Appendix A which indicate the process involved in the implementation or rejection of a Council proposal.



6. Regional Traffic Committee

The RTC operates across the state. Meetings are generally held in the offices of the local Council.

The purpose of the RTC is to deal with appeals from the RTA or the NSW Police members of the LTC on matters delegated to Councils.

The members of the RTC are:

- Independent Chairperson (appointed by the RTA with concurrence from the LGSA)
- LGSA nominee (usually a Local Government Engineer from the region)
- RTA representative (usually the Regional Traffic Manager)

It should be noted the LGSA and RTA representatives merely provide advice as required by the Chairman.

In addition, nominees of the NSW Police, Council and the local State MP may attend as observers.

When a notice of appeal and relevant information is lodged with the RTC, the Chairperson will convene a meeting and the appeal matter is discussed. The Chairman shall determine who, if anyone, shall be permitted to address the appeal based on the documented evidence presented by each party prior to the Appeal. Generally the members of the RTC and each party to the appeal attend the meeting only.

The decision of the Chairperson, RTC in regard to such matters is final, except in matters relating to the *Roads Act, 1993*, wherein Council may further appeal to the Minister for Roads. Refer to Section 5.4.2.

Note: The RTC should not be confused with the Regional Development Committee, which deals with SEPP11 issues under the *Environmental Planning and Assessment Act 1979*.

7. Responsibilities

7.1 Council

The Council has responsibility for:

- exercising the delegated functions related to the *Roads Act 1993*
- documenting the sub-delegation of Council powers

Note: Councils cannot sub-delegate their Roads Act powers.

- seeking the advice of the NSW Police and the RTA prior to exercising delegated functions.
- obtaining the views of local residents affected by any proposal, if necessary. [This is to be done outside the LTC process]
- preparing any TMP required under Schedule 4 of the *Delegation* or when considered necessary by Council.



Delegation to Councils for the Regulation of Traffic

- seeking the approval of the RTA to any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document *Nominated Train Stations with Commuter Parking*. [This is to be done outside the LTC process]
- convening meetings of the LTC.
- referring items to the LTC.
- providing secretarial services to the LTC.
- preparing the LTC meeting agenda.
- preparing a technical report on each issue.
- documenting the LTC advice (including providing a report to the elected Council)
- providing minutes of meetings to all LTC members
- providing a summary of the final decisions made by Council on items addressed at previous LTC meetings or any addressed since the last meeting.
- notifying the RTA and the NSW Police if the elected Council intends to exercise its delegated functions contrary to the advice of the LTC.

Note: Deciding not to proceed does not constitute exercising a function and therefore does not require notification.

7.2 RTA

The RTA has responsibility for:

- reviewing any TMP submitted to it.
- approving any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document *Nominated Train Stations with Commuter Parking*.
- providing advice on Council proposals referred to the LTC.
- appointing the Chairperson of the RTC (with the concurrence of LGSA)
- providing secretarial services to the RTC.

7.3 NSW Police

The NSW Police have responsibility for:

- providing advice on Council proposals referred to the LTC.

7.4 Local State Member of Parliament

The local State Member of Parliament has responsibility for:

- providing advice on Council proposals referred to the LTC.
- nominating someone to represent them if necessary.



8. Traffic engineering advice

Councils often require advice on, or investigation of options for, difficult traffic problems. Council may also wish to consider traffic issues, which are outside the *Delegation* (e.g. installation of speed limits or traffic control signals). As these problems or issues do not require the exercise of delegated functions at that point in time (though they may or may not require it in the future) they should not be dealt with as formal items by the LTC.

Council may take advantage of the knowledge and experience of the LTC members to help them to resolve or clarify an issue. When wishing to utilise the expertise of the LTC members in this manner, Council could either include items on the agenda under a separate Informal Items section or produce a separate agenda.

Informal items should be dealt with following the completion of formal LTC items where Council intends to exercise a delegated function. Any outcomes from discussions on informal items cannot be included in the LTC report to the Council. However, Council can use any outcomes from these discussions in their deliberations on such issues.

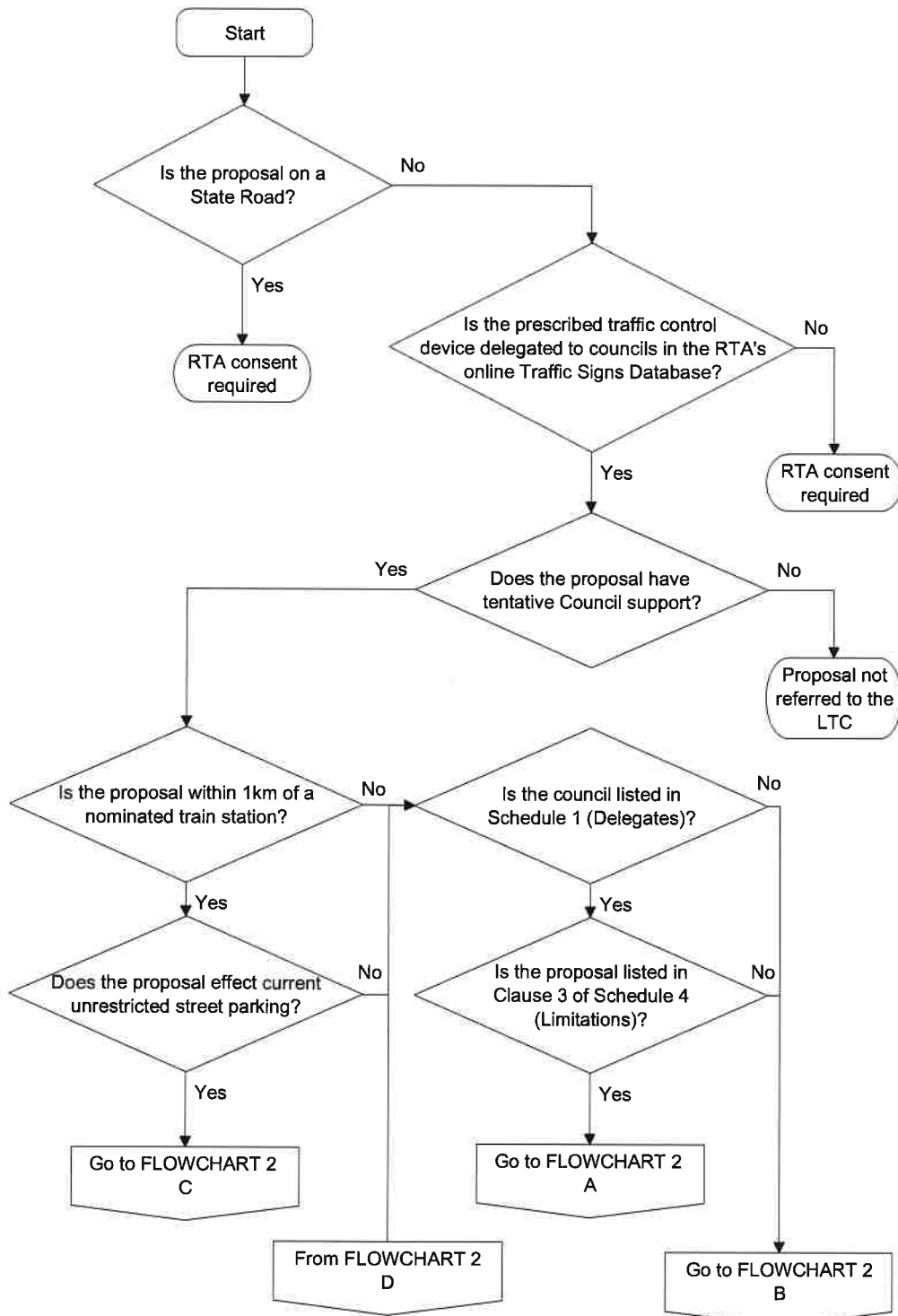


APPENDIX A



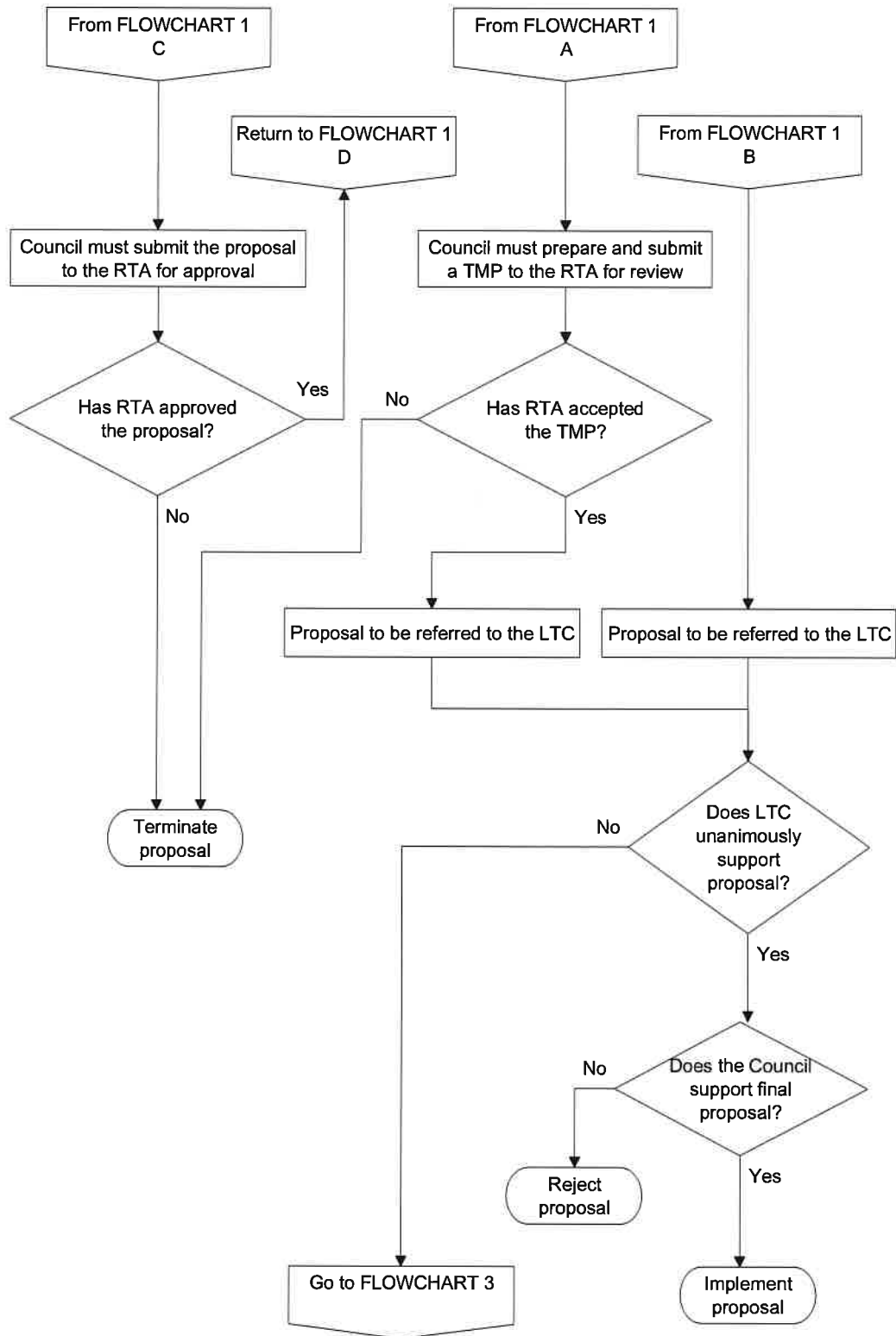
Process for Exercising Delegated Road Transport Powers

FLOWCHART I
(Road Transport (Safety and Traffic Management) Act, 1999)



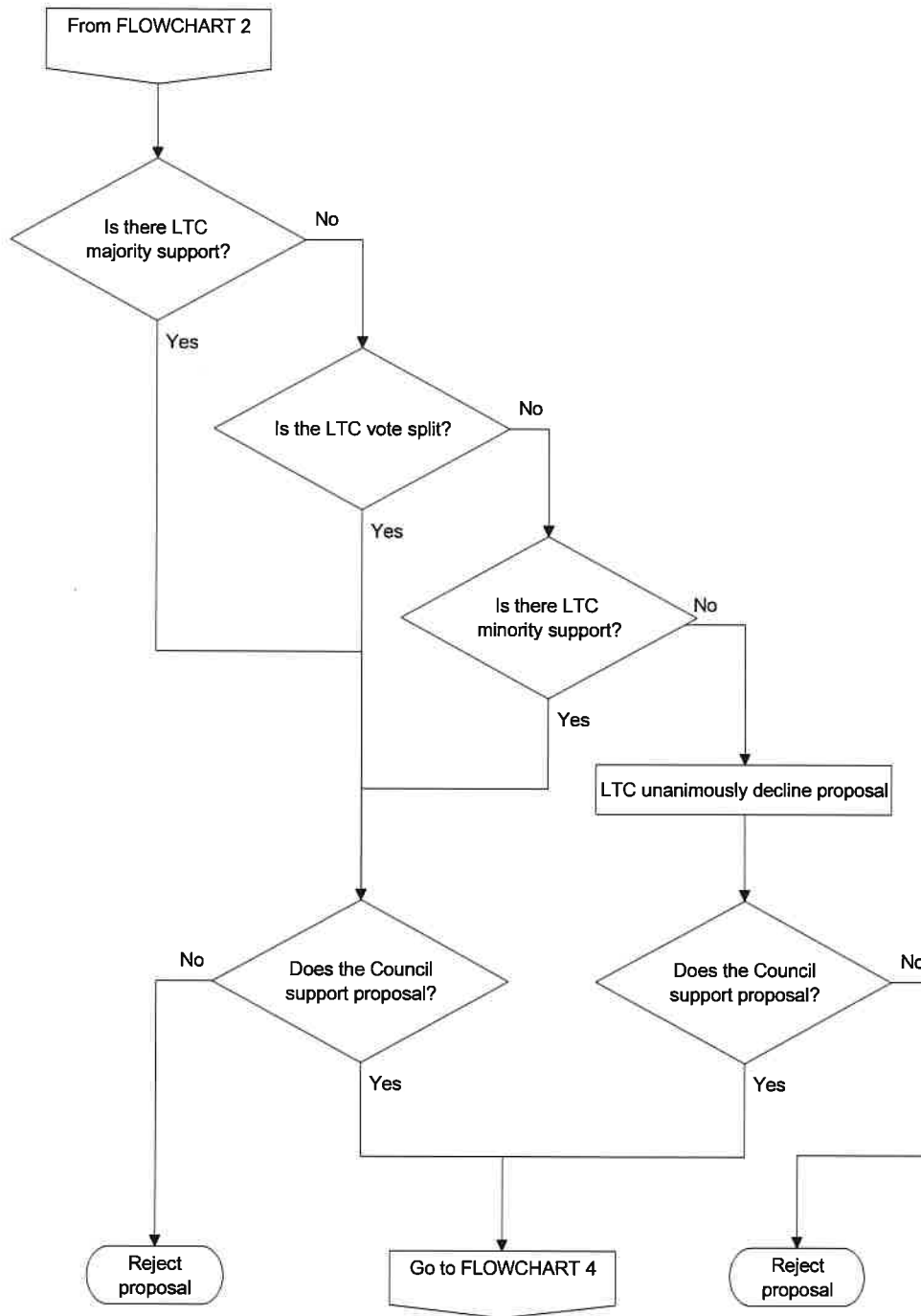


FLOWCHART 2
(Road Transport (Safety and Traffic Management) Act, 1999)



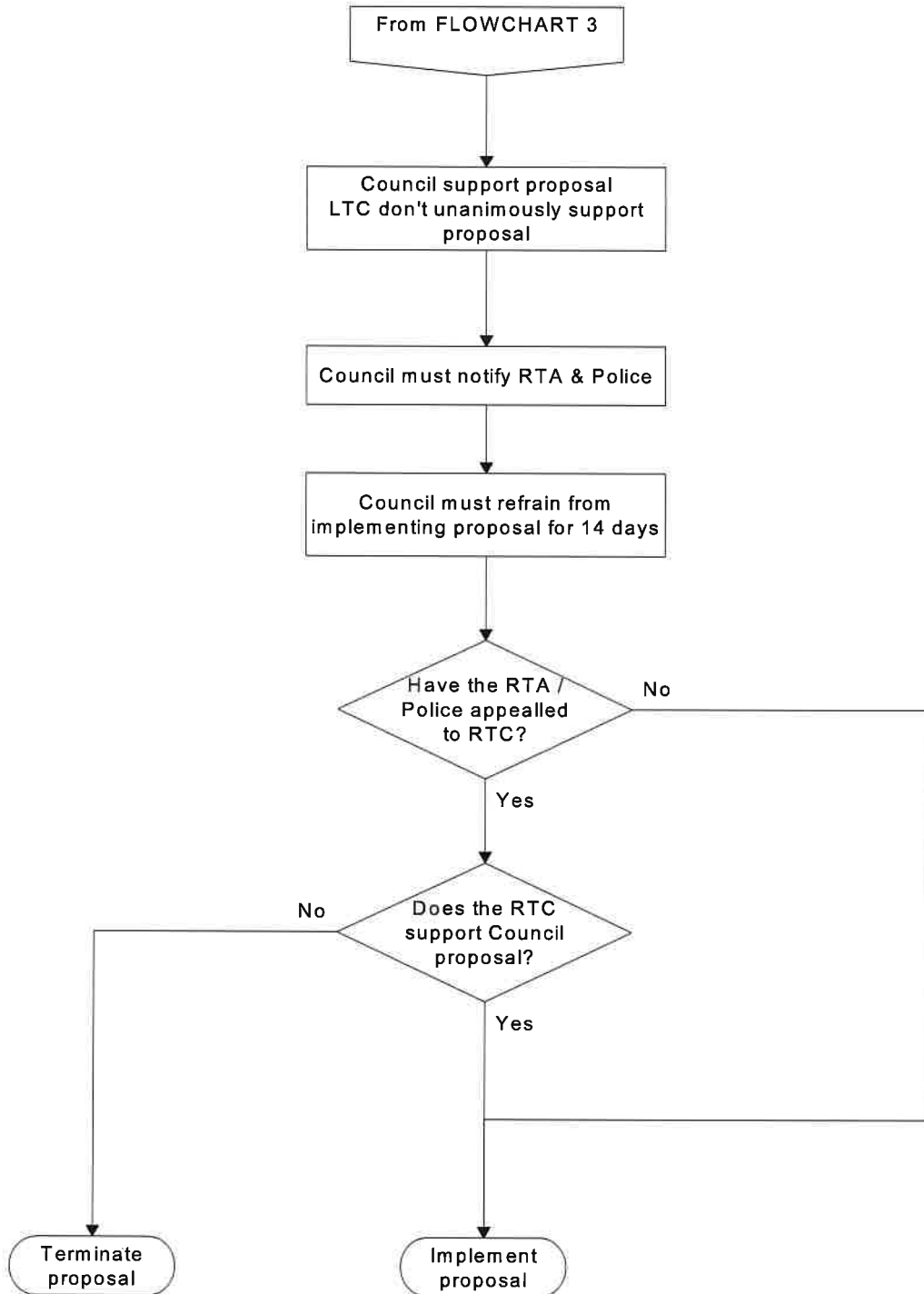


FLOWCHART 3
(Road Transport (Safety and Traffic Management) Act, 1999)





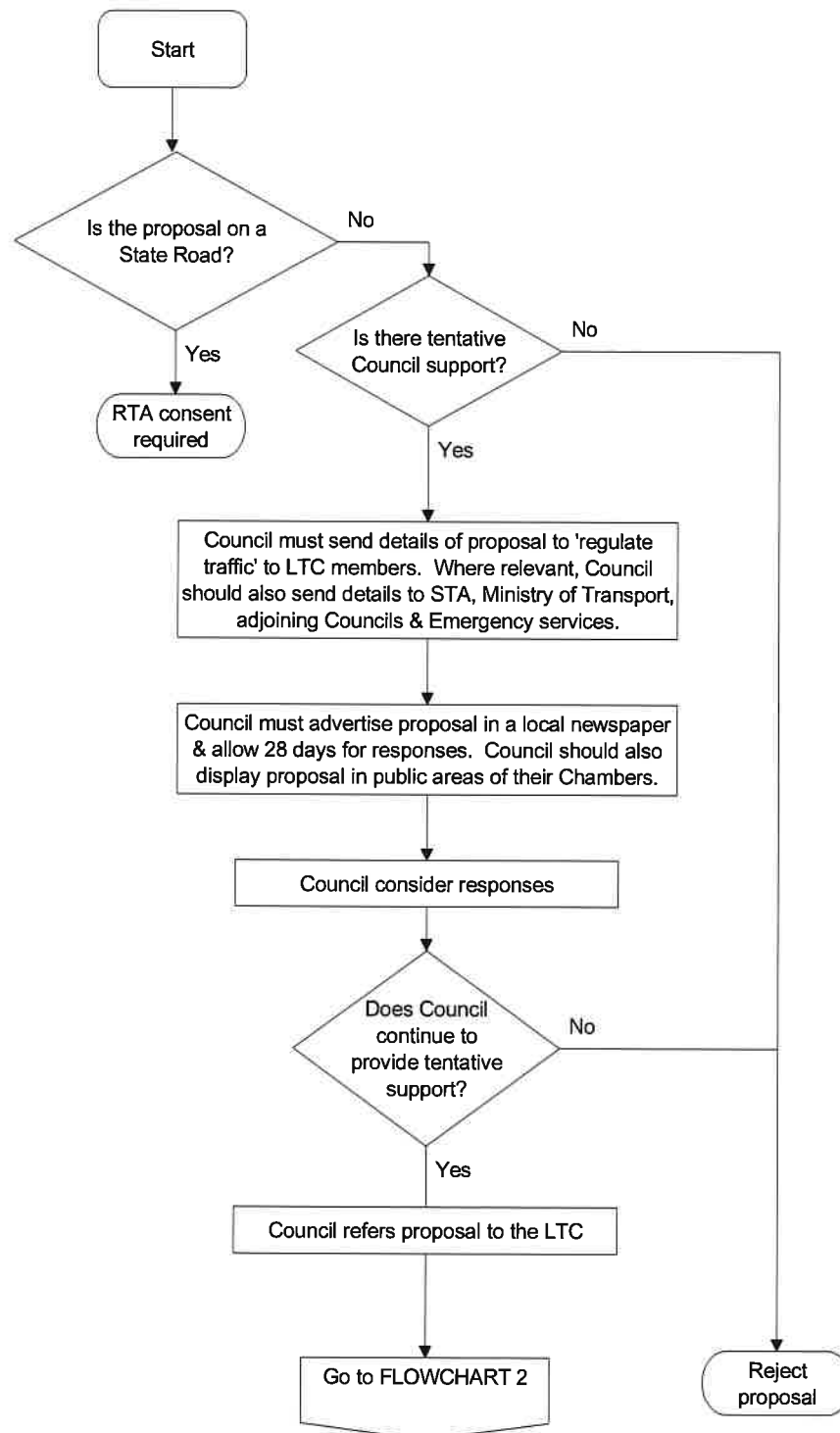
FLOWCHART 4
(Road Transport (Safety and Traffic Management) Act, 1999)





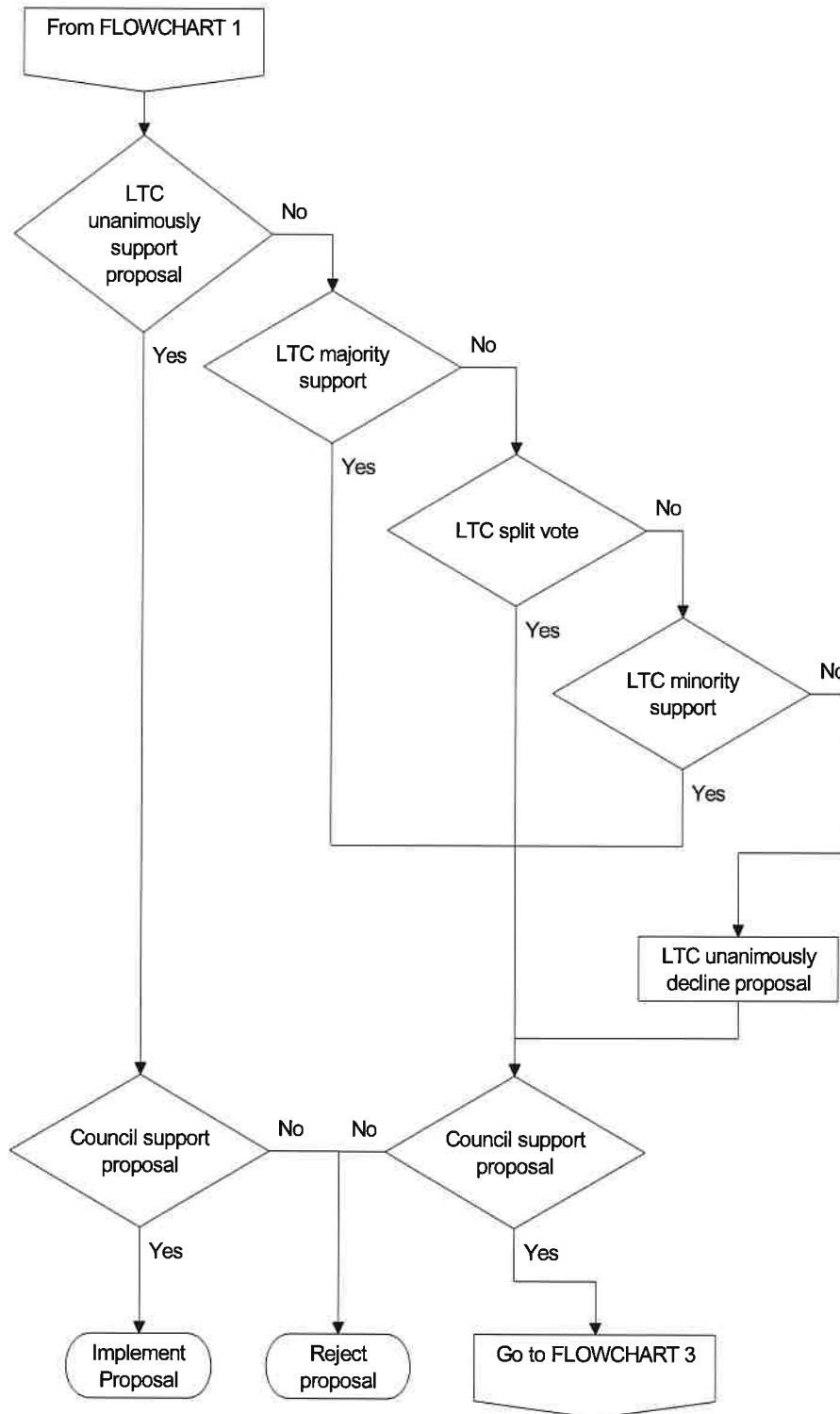
Process for Exercising Delegated Roads Act Powers

FLOWCHART 1 (Roads Act, 1993)



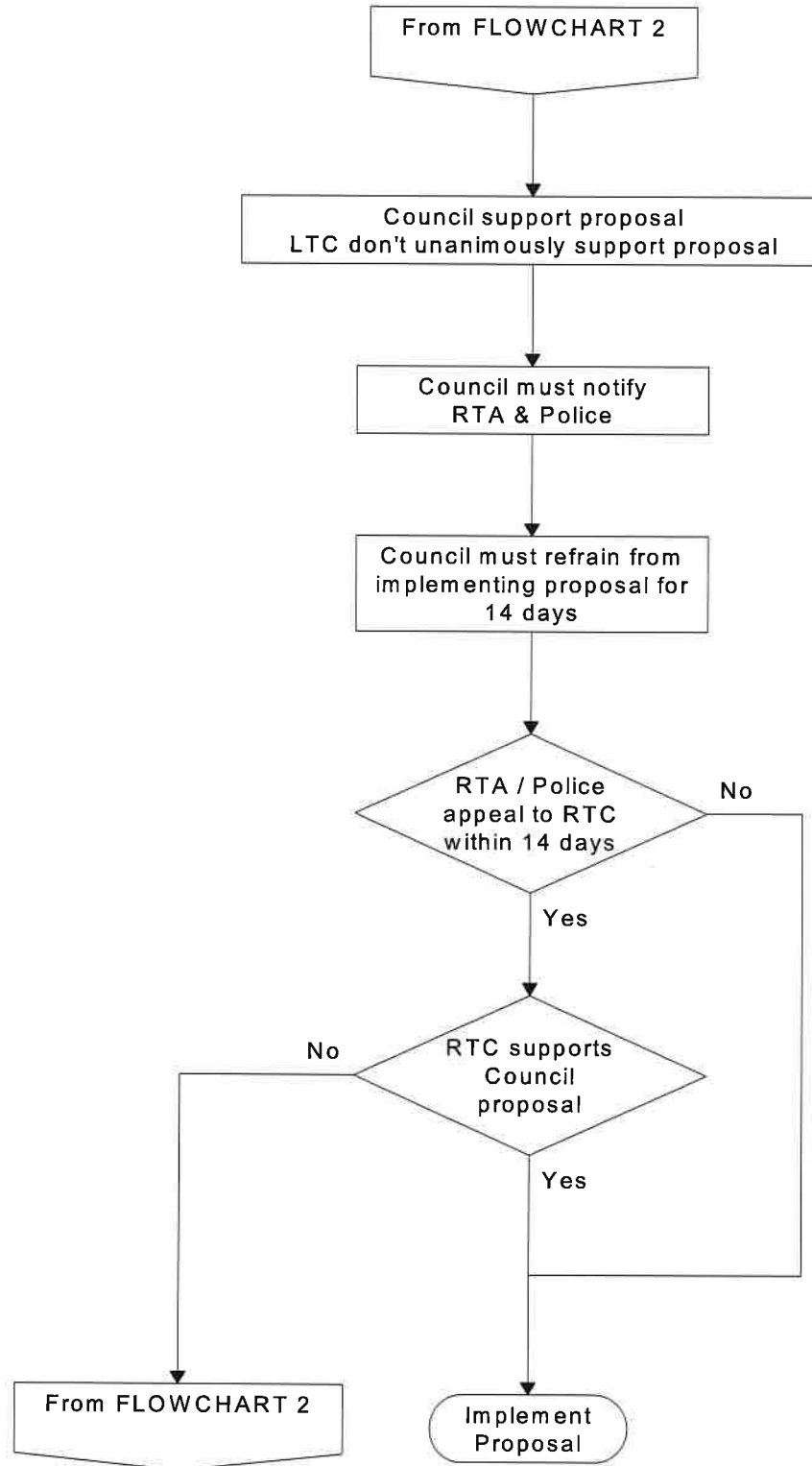


FLOWCHART 2
(Roads Act, 1993)



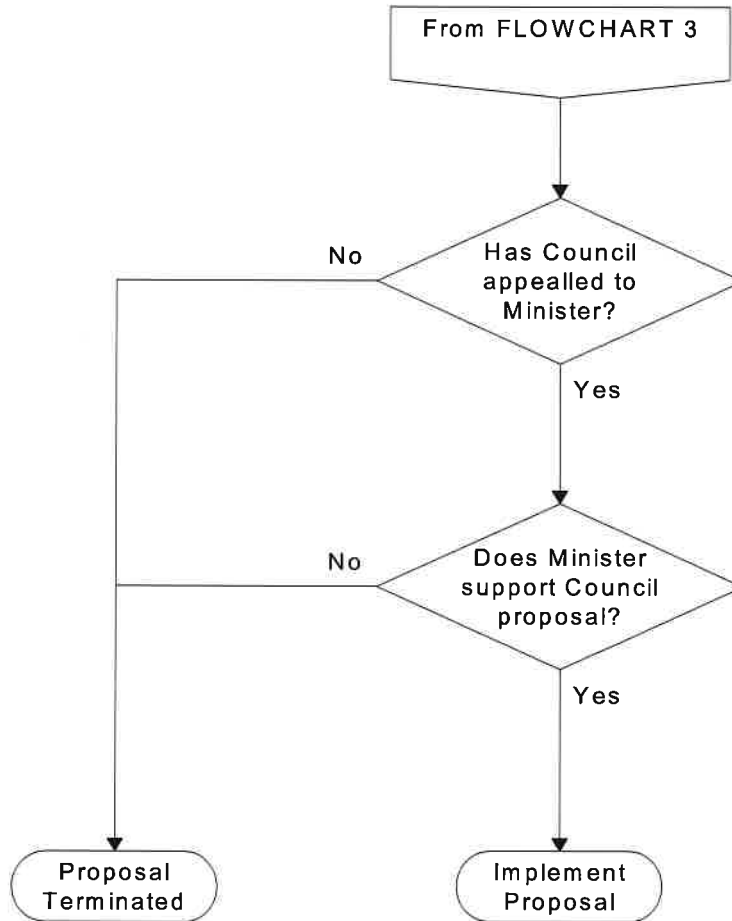


FLOWCHART 3
(Roads Act, 1993)





FLOWCHART 4
(Roads Act, 1993)





RTC TERMS OF REFERENCE

SCOPE	<p>The Regional Traffic Committee deals with appeals from members of the Local Traffic Committees (RTA and NSW Police only) on matters delegated to Councils by the Roads and Traffic Authority.</p>
ROLES	<ul style="list-style-type: none"> • The Roads and Traffic Authority (hereinafter called "the Authority") pursuant to Section 50 of the Transport Administration Act 1988 and all other enabling powers hereby delegates to the chairperson of a Regional Traffic Committee appointed by the Authority. <ul style="list-style-type: none"> -- The exercise of all those functions of the Authority necessary to determine appeals by a member of the Local Traffic Committee in connection with the exercise of any of the functions delegated by the Authority to a council, or any of the functions sub-delegated by it, in respect of: <ol style="list-style-type: none"> 1. Division 2 of Part 8 (Regulation of traffic by roads authorities) of the Roads Act 1993. 2. Division 1 of Part 4 (Traffic control devices) of the Road Transport (Safety and Traffic Management) Act 1999. 3. Division 2 of Part 5 (Special event parking schemes) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999.
MEMBERSHIP	<ul style="list-style-type: none"> • Independent Chairperson, Regional Traffic Committees • Local Government and Shires Associations for each RTA Region • Roads and Traffic Authority for each RTA Region
ENQUIRIES	<p>Should you have any further enquires please do not hesitate to contact the Secretary, Regional Traffic Committees by Facsimile on 8588 4164 or Email: regional_traffic_committee@rta.nsw.gov.au</p>



Delegation to Councils for the Regulation of Traffic

REGIONAL TRAFFIC COMMITTEE APPEAL FORM

SUBJECT OF APPEAL:		
APPELLANT (APPEAL) CONTACT:	Title: Name: Organisation: Phone: Fax: E-mail:	
DATE APPEAL SUBMITTED:	•	
REASON FOR APPEAL:	•	
RELEVANT HISTORY:	• • • •	
SUPPORTING DOCUMENTS:	• • (Please attach documents)	
PARTIES TO APPEAL:	• • •	
DATE RECEIVED RTC use only		

Forward to:

Secretariat
 Office of the Chairperson
 Regional Traffic Committees
 Level 16 101 Miller Street
 Locked Bag 928
 NORTH SYDNEY NSW 2059

Facsimile: 8588 4164
 Email: regional_traffic_committee@rta.nsw.gov.au

[Inside rear cover
– provided for double sided printing purposes only]

→ For further enquiries:



www.rta.nsw.gov.au/trafficinformation/guidelines



technical_directions_publication@rta.nsw.gov.au

Internal Audit Committee Charter

1 Name

The Committee will be called the Narromine Shire Council Internal Audit Committee.

2 Status

Established by resolution of Council on 14 February 2018, reviewed by Council 12 September 2018.

3 Purpose

The Audit Committee Charter sets out the authority, composition, roles and responsibilities, reporting and administration for the Audit Committee.

4 Objective

The objective of this Committee is to provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

5 Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- i) Obtain any information it needs from any employee or external party (subject to their legal obligation to protect information).
- ii) Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- iii) Request the attendance of any employee or Councillor at Audit Committee meetings.
- iv) Obtain external legal or other professional advice, as considered necessary to meet its responsibilities subject to the concurrence of the General Manager.

6 Composition and Tenure

The Committee will consist of:-

Members (voting):-

- One Councillor (excluding the Mayor)
- Two Independent External Members (one with financial expertise, and one of which will be Chair)

Attendees (non-voting)

- General Manager
- Internal Auditor
- **Director Finance and Corporate Strategy**
- Executive Manager Corporate Governance

Invitees (non-voting) for specific Agenda items

- Representatives of the external auditor
- Other officers may attend by invitation as requested by the Committee

The independent external member will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following a review of their performance.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operation of Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

7 Roles and Responsibilities

- The Committee has no executive powers, except those expressly provided by the Council.
- In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.
- The responsibilities of the Committee may be revised or expanded by Council from time to time.

Specifically, the Audit Committee's responsibilities are:

7.1 Risk Management

Review whether or not:

- Management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- A sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- The impact of the risk management framework on its control environment and insurance arrangements.
- A sound and effective approach has been followed in establishing business continuity planning arrangements, including if plans have been tested periodically.

7.2 Control Framework

Review whether or not:

- Management has adequate and effective internal controls in place, including over external parties such as contractors and advisors.
- Management has in place relevant policies and procedures, and if these are periodically reviewed and updated.
- Appropriate processes are in place to assess if policies and procedures are complied with appropriately.
- Appropriate policies and procedures are in place for the management and exercise of delegations.

- v) Management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

7.3 External Accountability:

- i) Satisfy itself that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- ii) Review the External Audit opinion, including whether or not appropriate action has been taken in response to audit recommendations and adjustments.
- iii) Consider contentious financial reporting matters in conjunction with Council's management and External Auditors.
- iv) Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- v) Satisfy itself that there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- vi) Satisfy itself that there is a performance management framework linked to organisational objectives and outcomes.

7.4 Legislative Compliance

- i) Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- ii) Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

7.5 Internal Audit

- i) Act as a forum for communication between the Council, General Manager, senior management, Internal Audit and External Audit.
- ii) Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- iii) Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- iv) Ensure and support the independence of the Internal Audit function.
- v) Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- vi) Monitor the implementation of Internal Audit recommendations by management.
- vii) Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- viii) Periodically review the performance of Internal Audit.

7.6 External Audit

- i) Act as a forum for communication between the Council, General Manager, senior management, Internal and External Audit.
- ii) Provide input and feedback on the financial statement and performance audit coverage proposed by the external audit, and provide feedback on the external audit services provided.
- iii) Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- iv) Consider significant issues raised in relevant External Audit reports and better practice guides, and ensure appropriate action is taken.

7.7 Responsibilities of Members

Members of the Committee are expected to:

- i) Understand the relevant legislative and regulatory requirements appropriate to Council.
- ii) Contribute the time needed to study and understand the papers provided.
- iii) Apply good analytical skills, objectivity and good judgment.
- iv) Express opinions frankly and ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry,

8 Reporting

- 8.1 At the first Committee meeting after 30 June each year, the Internal Auditor will provide a performance report of the performance of Internal Audit for the financial year as measured against agreed key performance indicators and the approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
- 8.2 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.
- 8.3 The Committee will report annually to the governing body of Council on the management of risk and internal controls.

9 Administrative Arrangements

9.1 Meetings

- i) The Committee shall meet at least two times per year (March and November) with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.
- ii) The need for any additional meetings will be decided by the Chair, although the other Committee members may make requests to the Chair for additional meetings. The Chair will advise the General Manager prior to an invitation being issued.
- iii) Meetings can be held in person, by telephone or by video conference.

- iv) A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

9.2 Attendance at Meetings and Quorums:

- i) A quorum will consist of the majority of Voting Members, including at least one independent member. The attendance of non-members is subject to invitation by the Chair.
- ii) The Internal Auditor will be invited to attend each meeting unless requested not to do so by the Chair of the Committee.

9.3 Secretariat

- i) The Council will provide secretariat support to the Committee.
- ii) The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one (1) week before the meeting, and ensure minutes of the meetings are prepared and maintained.
- iii) Minutes shall be approved by the Chair and circulated to each member within three (3) weeks of the meeting being held.

9.4 Conflicts of Interest

- i) Committee members must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Council Official's to comply with the standards in the Code of Council and regularly review their personal circumstances with this in mind.
- ii) Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- iii) Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

9.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

9.6 Decision Making

- i) The Committee is expected to make decisions by consensus but if voting becomes necessary then the details of the vote are to be recorded in the minutes.
- ii) Each member of the Committee shall be entitled to one vote only. In the case of an equality of votes on any issue the Chair shall have the casting vote.

9.7 Assessment of Committee Performance

- i) The Chair of the Committee will initiate a review of the performance of the Audit Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

9.8 Review of Audit Committee Charter

The Audit Committee will review this Charter every 4 years prior to endorsement by Council.

Document Control

Prepared By	Version	Endorsed By Committee	Adopted by Council	Review Date
Executive Manager Corporate Governance	1.0	N/A	14 February 2018	4 years
Executive Manager Corporate Governance	2.0	N/A	12 September 2018	4 years
Executive Manager Corporate Governance	3.0			



CHARTER – NARROMINE AUSTRALIA DAY COMMITTEE

*(Adopted By Council 18 September 2012, Resolution No 2012/319)
Amended By Council September 2017, Resolution No 2017/253*

CHARTER OF THE NARROMINE AUSTRALIA DAY COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355 of the Local Government Act 1993, shall be known as the **Narromine Australia Day Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Narromine Australia Day Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Operational Committee

4. PURPOSE

The Committee has been established to organise and run the annual Australia Day celebration in Narromine.

5. FUNCTIONS

The Committee shall:-

- 5.1 Provide a forum for discussion of the strategic direction of the event.
- 5.2 Organisation and delivery of the Australia Day event.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 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 minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

The Committee does not have the authority to co-opt anyone to its membership. The Committee can make recommendations to Council for membership and can invite relevant persons to attend the meetings when required. They will not have voting rights.

Councillor Representation

Two Councillors (annually appointed 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

~~Ten-Six~~ Community Representatives

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and ~~Regulatory Services or her nominee~~Economic Development or nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and 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. Council staff will prepare a financial statement for each meeting.

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, another Councillor representative will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (usually 1 year). They can be reappointed each year.

9. QUORUM & RECOMMENDATION MAKING

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

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

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.

10. 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.

11. TIMETABLE FOR MEETINGS

The meetings will occur as required. Usually from the first Monday in ~~August~~October through to the first Monday in February. A brief recess between the months of April and ~~July~~September is held.

The meetings will be limited where possible to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 a minimum of three (3) working days notice has been given to all members.

12. 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 will be included in Council's business papers for Council ratification, at the following Council Meeting.

13. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

14. 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 (refer Section 15. 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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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.

15. DISCIPLINARY ACTION

Should a member of the Committee breach Council's Code of Conduct, the matter will be referred to Council's General Manager for deliberation. The General Manager may consider a range of sanctions, depending on the nature of the breach. Serious breaches may result in removal of the member concerned from the Committee. In such cases the General Manager would convene a meeting of the Chairperson and person concerned to discuss the matter prior to the decision being finalised. The member who has committed the breach may be suspended from the Committee until the matter is determined.

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 Public 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 Public 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.



**CHARTER – NARROMINE
SHOWGROUND & RACECOURSE
ADVISORY COMMITTEE**

*(Adopted By Council 18 September 2012, Resolution No 2012/320)
Amended By Council September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/2016*

CHARTER OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY 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 Showground & Racecourse Advisory Committee**.

2. INTERPRETATION

For the purpose of this charter:-

“The Committee” means the Narromine Showground & Racecourse Advisory Committee

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established to manage the day to day operation of the Narromine Showground and Racecourse by making recommendations to Council, who is the Trust Manager of the Reserve.

5. FUNCTIONS

The Committee shall:-

- 5.1 Provide input on the strategic direction of the Narromine Showground and Racecourse
- 5.2 Provide advice on proposed capital improvements and maintenance of the Narromine Showground and Racecourse.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 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 minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

The Committee does not have the authority to co-opt anyone to its membership. The Committee can make recommendations to Council for membership and can invite relevant persons to attend the meetings when required. They will not have voting rights.

Councillor Representation

Two Councillors (annually appointed 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

Two representatives from Narromine Agricultural Show Society
Two representatives from Narromine Turf Club
Two representatives from Narromine Pony Club

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and Economic Development or nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and 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. A financial report will also be prepared by Council.

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, another Councillor representative will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee.

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (usually 1 year). They can be reappointed each year.

9. QUORUM & RECOMMENDATION MAKING

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

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

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.

10. 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.

11. TIMETABLE FOR MEETINGS

The meetings will occur quarterly.

The meetings will be limited where possible to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 a minimum of three (3) working days notice has been given to all members.

12. 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 will be included in Council's Business Papers for Council ratification, at the following Council Meeting.

13. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

14. 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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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.

15. 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 Public 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 Public Officer.

16. 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.

17. 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.



CHARTER – TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE

*(Adopted By Council 18 September 2012, Resolution No 2012/321)
Amended By Council September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/216*

CHARTER OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY 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 **Trangie Showground & Racecourse Advisory Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Trangie Showground & Racecourse Advisory Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established to manage the day to day operation of the Trangie Showground and Racecourse by making recommendations to Council, who is the Trust Manager of the reserve.

5. FUNCTIONS

The Committee shall:-

- 5.1 Provide input on the strategic direction of the Trangie Showground and Racecourse
- 5.2 Provide advice on proposed capital improvements and maintenance of the Trangie Showground and Racecourse.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 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 minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
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7. MEMBERSHIP

The Committee does not have the authority to co-opt anyone to its membership. The Committee can make recommendations to Council for membership and can invite relevant persons to attend the meetings when required. They will not have voting rights.

Councillor Representation

Two Councillors (annually appointed 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

Two representatives from Macquarie Picnic Race Club
Two representatives from Trangie Jockey Club
Two representatives from Trangie Horse & Pony Club
Two representatives from Trangie Campdraft Association
Two community representatives

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and Economic Development or nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and 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. Council will prepare a financial statement for each meeting.

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.

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If the Chairperson of the Committee is unable to preside at a meeting of the Committee, another Councillor representative will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee.

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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9. QUORUM & RECOMMENDATION MAKING

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In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

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.

10. GENERAL PUBLIC

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

11. TIMETABLE FOR MEETINGS

The meetings will occur quarterly.

The meetings will be limited where possible to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 a minimum of three (3) working days notice has been given to all members.

12. 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 will be included in Council's Business Papers for Council ratification, at the following Council Meeting.

13. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

14. 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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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.

15. 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 Public 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 Public Officer.

16. 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.

17. 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.



**CHARTER – TOMINGLEY
ADVANCEMENT ASSOCIATION
COMMITTEE**

*Adopted by Council 21 September 2016, Resolution No 2016/247
Amended By Council September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/216*

CHARTER OF THE TOMINGLEY ADVANCEMENT ASSOCIATION 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 **Tomingley Advancement Association Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Tomingley Advancement Association Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established to enable additional consultation in regards to items such as Community Strategic Planning, priorities within Council's Delivery Plan and issues that may directly affect the village and nearby residents. The Committee may also offer input into the management of Council owned community facilities such as the Tomingley Memorial Hall and Tomingley Community Centre.

In addition the Committee has also been established to organise and run the annual Australia Day celebration in Tomingley when held.

5. FUNCTIONS

The Committee shall:-

Provide advice to Council on issues that affect the residents of the Tomingley area.

Provide a forum for the discussion of issues within the Community Strategic Plan

Organise and deliver the Tomingley Australia Day event when held.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 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 minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

The Committee is open to those interested community members who wish to join.

Councillor Representation

One Councillor

One Alternate Delegate (annually appointed 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

Five Community Representatives

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and Economic Development or nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and 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. Council will provide a financial report to each meeting.

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 will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for one year. They can be reappointed each year.

9. QUORUM & RECOMMENDATION MAKING

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

In the absence of a quorum, 15 minutes after the advertised start of the meeting the meeting is to be adjourned and reconvened for another date.

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.

10. GENERAL PUBLIC

The General Public are welcome to attend meetings. Representatives of organisations may be invited to address the committee on matters on the agenda.

11. TIMETABLE FOR MEETINGS

The meetings will occur twice a year. If there is no quorum, the meeting will be deferred and another meeting must be held within 1 month.

The meetings will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 a minimum of seven (7) working days notice has been given to all members.

12. 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 will be included in Council's business papers for Council ratification, at the following Council Meeting.

13. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

14. 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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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.

15. 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 Public 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 Public Officer.

16. 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.

17. 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.



CHARTER – TRANGIE MEMORIAL HALL COMMITTEE

(Adopted By Council 18 September 2012, Resolution No 2012/327, Amended by Council 11 September 2013, Resolution No 2013/313, Amended By Council 12 April 2017, Resolution No 2017/76, Amended By Council September 2017, [Amended by Council September 2019](#) Resolution No 2017/253)

CHARTER OF THE TRANGIE MEMORIAL HALL 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 **Trangie Memorial Hall Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Trangie Memorial Hall Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established to be responsible for the care, protection, management, operation and improvement of the Trangie Memorial Hall in Trangie (hereinafter called "the Hall").

5. FUNCTIONS

The Committee shall:-

- 5.1 Consider and advise Council of the requirements of all users of the Hall, including patrons, hirers, artists and staff.
- 5.2 To liaise and consult with persons, groups and organisations in relation to the operation of the Hall.
- 5.3 To actively promote the use of the Hall and do all in its power to have its facilities fully utilised.
- 5.4 To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes and the Hall's operation.
- 5.5 To ensure that all users of the Hall abide by any by-laws, regulations or rules applicable within the Hall, and to advise Council in respect of any suggested laws, regulations or rules, or amendments to any regulations or rules applicable to the Hall's operation.

6. OUTCOMES

The Committee will assist Council by liaising and consulting with all persons, groups and organisations in relation to the operation of the Hall and providing relevant advice to Council staff to ensure the ongoing care, protection and management of the Hall.

7. COMMITTEE DELEGATIONS

- 7.1 The Committee does not have the power to bind Council.
- 7.2 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 minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 7.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

8. MEMBERSHIP

The Committee does not have the authority to co-opt anyone to its membership. Any recommendations for new membership must be approved by Council.

Councillor Representation

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

Community Representation

Trangie Men's Shed Representative

Trangie Local History Group Representative

Five Community Representatives

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and ~~Regulatory Services~~ Economic Development or her nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and 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. A financial report will be provided by Council.

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 will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (usually 1 year). They can be reappointed each 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 meeting is to be adjourned and reconvened for another date.

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

The meetings will occur every ~~three months or as required~~. [be held in March and June annually.](#)

The meetings will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 a minimum of 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 will be included in Council's Business Papers for Council ratification, at the following Meeting of Council.

14. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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 Public 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 Public 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.



CHARTER – FLOODPLAIN MANAGEMENT COMMITTEE

*(Adopted By Council 18 September 2012, Resolution Nos 2012/330, 2012/384
Amended By Council September 2017, Resolution No 2017/253, Amended by
Council 12 September 2018, Resolution No 2018/216)*

CHARTER OF THE NARROMINE SHIRE COUNCIL FLOODPLAIN MANAGEMENT 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 **Floodplain Management Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council Floodplain Management Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established primarily to assist Council in respect to studies undertaken in regards to the **Narromine Flood Plain Risk Management Plan, the Narromine Town Levee and Concept Design**.

5. FUNCTIONS

The Committee shall assist in:-

- 5.1 Formulating objectives, strategies and outcomes sought from the process, **after review of specialist studies**;
- 5.2 Providing a link between the local community and Council;
- 5.3 Identifying the flood problem to be assessed **within** the study area;
- 5.4 Providing input into known flood behaviour as part of a flood study;
- 5.5 Co-ordinate with ~~catchment management boards, emergency management boards and other advisory bodies~~ relevant emergency agencies and management boards.

6. OUTCOMES

The Committee will act as a forum for the discussion of technical, social, economic, environmental and cultural issues and for the distillation of possibly differing viewpoints on these issues in regards to ~~the Narromine Town Levee and Concept Design~~ potential flood related impacts for the Narromine Township.

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 relevant 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 Actions which are determined by the General Manager to be operational will be dealt with by the relevant Director/Manager, 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. Any recommendations for new membership must be approved by Council.

Councillor Representation

Two (2) Councillors (annually appointed 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 and Industry Representation

Representatives of the local community, relevant industry bodies and environmental groups, (**maximum of seven (7) members across affected areas**).

Council Staff Representation

Council staff representation must include a mix of engineering, strategic and planning and environmental.

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

Industry Representatives

~~Appropriate number of representatives of industry to ensure a link exists between environmental groups and the Community.~~

Office of Environment and Heritage

Minimum of one (1) representative from a Floodplain Risk Management perspective (no voting rights).

State Emergency Service Representation

Minimum of one (1) representative required to consider any implications with emergency operations.

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 appointed Council 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). They can be re-appointed each year.

10. QUORUM & RECOMMENDATION MAKING

The quorum required to enable business to be transacted at meetings is a minimum of five (5) representatives 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

The meetings will occur as required.

The meetings will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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

Committee meetings can only be held if a minimum of 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 will be included in Council's Business Papers for Council ratification, at the following Council Meeting.

14. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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, strategic and emergency matters and through the General Manager for procedural and operational 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.



CHARTER – ECONOMIC DEVELOPMENT GROUP COMMITTEE

*(Adopted by Council 8 March 2017)
Amended By Council September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/216*

CHARTER OF THE ECONOMIC DEVELOPMENT GROUP 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 **Economic Development Group Committee**.

2. INTERPRETATION

For the purpose of this charter:-

“The Committee” means the Economic Development Group Committee

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established to assist Council in the implementation of Council's Economic Development Strategy.

5. FUNCTIONS

The Committee shall:-

- 5.1 Provide a forum for industry, local government and the non-government sector to grow the regional economy.
- 5.2 Identify strategic opportunities to enhance the economic viability of our community.
- 5.3 Encourage business diversity, innovation and new technologies to help stimulate jobs, collaboration and creativity.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 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 minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

The Committee does not have the authority to co-opt anyone to its membership. The Committee can make recommendations to Council for membership and can invite relevant persons to attend the meetings when required. They will not have voting rights.

Councillor Representation

Two Councillors (annually appointed 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.

Business Representation

Five representatives from the local business industry
One representative from Regional Development Australia
One arts/culture representative

Community Representation

Two representatives from the community

Council Staff Representation

General Manager or nominee

Staff required to attend the committee will participate equally with Council Representation and Community Representation in terms of discussion and 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, another Councillor representative will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee.

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

Councillors and designated staff remain on the Committee for the duration of the Council term (usually 1 year). They can be reappointed each year.

9. 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 meeting is to be adjourned and reconvened for another date.

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.

10. 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.

11. TIMETABLE FOR MEETINGS

The meetings will occur quarterly.

The meetings will be limited where possible to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.

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 a minimum of three (3) working days notice has been given to all members.

12. 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 will be included in Council's business papers for Council ratification, at the following Council Meeting.

13. INSURANCE

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee, and reported to Council via the minutes.

14. 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 (see Clause 251 of the Local Government (General) Regulation 2005).

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 are 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.

15. 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 Public 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 Public Officer.

16. 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.

17. 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.