
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 10 SEPTEMBER 2025
REPORTS TO COUNCIL – GENERAL MANAGER

1. COUNCILLOR EXPENSES AND FACILITIES POLICY

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plan	CSP – 4.3.1 Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance

Executive Summary

This report is presented to Council to endorse the Councillor Expenses and Facilities Policy.

Report

Council considered the Councillor Expenses and Facilities Policy at its Ordinary Meeting held on 9 July 2025 and resolved to endorse the revised policy to be placed on public exhibition for a period of 28 days for the making of public submissions.

The Policy was publicly exhibited on Council's website from 14 July 2025 to 13 August 2025. Notifications were made in Council's Column (via email subscription, Council's website, published in the Narromine Star and via Council's social media) on 16 July, 23 July, 30 July and 6 August 2025.

No written submissions were received.

Financial Implications

The policy sets out the maximum amounts that Council will pay for specific expenses and facilities. Expenses not explicitly addressed in the policy will not be paid for or reimbursed. Monetary amounts are exclusive of GST.

Legal and Regulatory Compliance

Sections 252, 253, 254 and 23A of the Local Government Act 1993.
Consideration of this policy must be in open Council.

Clause 403 Local Government (General) Regulations 2021

OLG guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW under section 23A of the Act.

Clause 8.13 of the Code of Conduct

Councillors should be mindful of the provisions in the Code of Conduct about the use of council resources to ensure that councillor expenses and facilities are not used inappropriately.

Risk Management

Councils must adopt a new policy on the payment of expenses and the provisions of facilities to mayor and councillors within 12 months of the election.

Council must comply with the guidelines.

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1. COUNCILLOR EXPENSES AND FACILITIES POLICY (Cont'd)

Internal/External Consultation

The policy has been placed on public exhibition. No written submissions were received.

Attachment

- Councillor Expenses and Facilities Policy (**Attachment No. 1**)

RECOMMENDATION

That the Councillor Expenses and Facilities Policy as presented to Council be adopted.

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

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.1.2 Enhance open and interactive communication between Council and the community guided by the Engagement Strategy DP – 4.1.2.2 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 Chair 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 and Racecourse Advisory Committees, the Narromine Australia Day Committee.

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

Committee Members are usually appointed for a 12-month period, with the exception of the Audit, Risk and Improvement Committee (4 years), Western Regional Planning Panel (3 years), NSW Public Library Association (3 years).

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.

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 with the exception of the Audit Risk and Improvement Committee, currently provide that at least one Councillor must be present for a quorum and the Chair of each Committee should be a Councillor.

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.

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 2**).

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 Community Strategic Plan and Delivery Program

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

Internal/External Consultation

Nil

Attachments

- Committee Charters (**Attachment No. 2**)

Statutory Committees

1. Local Emergency Management Committee

This committee is appointed under Section 355(b) of the Local Government Act 1993 and Section 28 of the State Emergency and Rescue Management Act 1989. In the exercise of its functions, the Committee is responsible to the relevant District Emergency Management Committee.

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.

As the meeting is technical in nature, a Councillor delegate is not required.

RECOMMENDATION

That Council endorse the updated Charter for the Local Emergency Management Committee, noting that no Councillor delegate is required.

2. Rural Fire Service Liaison Committee

This committee is appointed under Section 355(b) of the Local Government Act 1993 and Part 9 of the Narromine Rural Fire District Service Level Agreement 1 July 2012.

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.

To comprise two Councillor delegates, and one alternate delegate.

Current Councillor delegates – Cr Hoey, Cr Leak – Cr Roberts (alternate)

RECOMMENDATION

That Council endorse the updated Charter for the Rural Fire Service Liaison Committee and appoint two Councillor Delegates and one Councillor as an Alternate Delegate to the Committee.

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

3. Local Transport Forum

This committee is appointed under the provision of Section 50 of the Transport Administration Act 1988.

The Local Transport Forum (LTF) replaces the Local Traffic Committee. It is an advisory body to support Council as decision-maker for unclassified roads and regional roads. The LTF offers technical advice, coordination and expertise. It is not an approval body and does not make decisions.

Membership of the LTF is Council, plus three mandatory invitees being: -

- Transport
- Police
- Local Member of NSW Parliament

Council must invite the operator of any public passenger service likely to be affected by a proposal.

There are **no** voting members.

As the meeting is technical in nature, no Councillor delegate is required.

RECOMMENDATION

That Council adopt the Charter for the Local Transport Forum, noting that no Councillor delegate is required.

4. General Manager's Performance Review Panel

This Committee operates in accordance with the Guidelines for the Appointment and Oversight of General Managers issued by the OLG (2022).

Full responsibility for performance management should be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

The role of the review panel includes:

Conducting performance reviews

Reporting the findings and recommendations of reviews to the Council, and

Development of the performance agreement

The panel is to comprise of

- Mayor
- Deputy Mayor
- One Councillor appointed by Council
- One Councillor Nominated by the General Manager

Current Councillor appointed by Council – Cr Smith

The governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of general managers.

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4. General Manager's Performance Review Panel (Cont'd)

The governing body and the general manager may agree on the involvement of a suitably qualified external facilitator to assist with the performance review process and the development of the new performance agreement. That person may be selected by the governing body or the performance review panel.

RECOMMENDATION

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 the findings and recommendations of the reviews to Council and development of the performance agreement be delegated to the performance review panel; comprising of the Mayor, the Deputy Mayor, one 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.

Appointment of Committees – under Section 355(b)

(of which not all members are Councillors)

1. Narromine Australia Day Committee

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

To comprise two Councillor delegates.
Current Councillor delegates – Cr Lambert and Cr Bohm

RECOMMENDATION

That Council adopt the Charter for the Narromine Australia Day Committee and appoint two Councillor Delegates to the committee.

2. Narromine Showground and Racecourse Advisory Committee

This Committee has been established to advise Council regarding the operation of the Narromine Showground and Racecourse by making recommendations to Council, who manage the reserve under the Crown Land Management Act.

To comprise two Councillor delegates.
Current Councillor delegates – Cr Roberts and Cr Smith

RECOMMENDATION

That Council adopt the Charter for the Narromine Showground and Racecourse Advisory Committee and appoint two Councillor Delegates to the committee.

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3. Narromine Aerodrome Committee

This Committee has been established to provide input on the strategic direction of the aerodrome, provide advice on proposed capital improvements and maintenance, marketing and economic development of the aerodrome, and facilitate exchange of operational issues from Council to the Committee.

To comprise two Councillor delegates.
Current Councillor delegates – Cr Jones and Cr Bohm

RECOMMENDATION

That Council adopt the Charter for the Narromine Aerodrome Committee and appoint two Councillor Delegates to the committee.

4. Trangie Showground and Racecourse Advisory Committee

This Committee has been established to advise Council regarding the operation of the Trangie Showground and Racecourse by making recommendations to Council, who manage the reserve under the Crown Land Management Act.

To comprise two Councillor delegates.
Current Councillor delegates – Cr Davies and Cr Howe

RECOMMENDATION

That Council adopt the Charter for the Trangie Showground and Racecourse Advisory Committee and appoint two Councillor Delegates to the committee.

5. Tomingley Advancement Association Committee

This Committee has been established to enable additional consultation in regard to items such as Community Strategic Planning, priorities within Council's Delivery Program 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 celebrations in Tomingley when held.

To comprise one Councillor delegate and one alternate Councillor delegate.
Current Councillor delegates – Cr Lambert – Cr Smith (alternate)

RECOMMENDATION

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.

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

6. Narromine Floodplain Management Committee

This Committee has been established primarily to assist Council in respect to studies undertaken in regard to the Narromine Flood Plain Risk Management Plan, the Narromine Town Levee Feasibility Study and Concept Design.

Committee Functions have been updated to reflect current council status, given the completion of the levee bank feasibility study and concept design.

To comprise two Councillor delegates.

Current Councillor delegates – Cr Davies and Cr Roberts

RECOMMENDATION

That Council adopt the updated Charter for the Narromine Floodplain Management Committee and appoint two Councillor Delegates to the committee.

7. Economic Development Group Committee

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

To comprise three Councillor delegates.

Current Councillor delegates – Cr Roberts, Cr Leak and Cr Lambert

RECOMMENDATION

That Council adopt the Charter for the Economic Development Group Committee and appoint three Councillor Delegates to the committee.

Youth Council

1. Narromine Shire Youth Council

The Youth Council has been established to advocate for the needs of young people and provide a mechanism for their participation and involvement in decision-making on community issues; act in an advisory and consultative capacity to council and staff on matters affecting young people in the community and assist young people in developing skills in leadership, communication, advocacy, governance and administration.

The Charter is scheduled for review in March 2026.

To comprise one Councillor representative and one alternate Councillor representative.

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1. Narromine Shire Youth Council (Cont'd)

Current Councillor representatives – Cr Bohm and Cr Smith (alternate)

RECOMMENDATION

That Council appoint one Councillor representative and one alternate Councillor representative to the Youth Council.

Representatives of Council to External Committees

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

1. Trangie Action Group Incorporated

(To organise activities of a cultural or educational nature for the people of Trangie and district; generally, promote the village of Trangie for the betterment and improvement of the village and its community; establish facilities for the betterment of the community)

Current Council representatives – Cr Howe and Cr Davies

RECOMMENDATION

That Council appoint two Councillors as representatives to the Trangie Action Group.

2. Bushfire Management Committee

(Provides a forum for cooperative and coordinated bushfire management in the local area. The committee is responsible for preparing, coordinating, reviewing and monitoring the Bush Fire Risk Management Plan for the area. Also assist in coordination of bush fire detection, mitigation, control and suppression).

Current Council representatives – Cr Leak and Director Infrastructure and Engineering Services

RECOMMENDATION

That Council appoint one Councillor and the Director Infrastructure and Engineering Services to the Bushfire Management Committee.

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

3. Macquarie and Lachlan Valleys Weeds Committee

(A regional network of Councils, Local Land Services and other stakeholders working together to improve weed management across Central and Western NSW)

Current Council representatives – Cr Howe and Cr Davies

RECOMMENDATION

That Council appoint two Councillors as representatives to the Macquarie and Lachlan Valleys Weeds Committee.

4. Narromine Aviation Museum

(To raise the profile of the museum in the community; collect, conserve, manage and make accessible aviation related material and recorded evidence of the past in western NSW and the impact of aviation on community life; provide cultural resources for the enrichment and entertainment of the community; preserve items of aviation heritage; increase resources to support ongoing development of the museum and archive facilities etc.)

Current Council representatives – Cr Bohm and Cr Lambert

RECOMMENDATION

That Council appoint two Councillors as representatives to the Narromine Aviation Museum Committee.

5. Macquarie Flood Mitigation Zone (MFMZ) Reference Group

(This is an advisory panel that guides WaterNSW on the balance between water releases, river heights and downstream flooding effects to land and infrastructure, as well as the environment.)

Current Council representative – Cr Davies

RECOMMENDATION

That Council appoint one Councillor as a representative to the Macquarie Flood Mitigation Zone (MFMZ) Reference group.

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

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

(To provide a forum for discussion between a proponent and representatives of the community, stakeholder groups and Council on issues directly relating to this State significant project)

Current Council representative – Cr Lambert, Cr Smith (alternate)

RECOMMENDATION

That Council appoint one Councillor representative and one Councillor as alternate representative to the Tomingley Gold Operations (TGO) Community Consultative Committee.

7. Tomingley Gold Operations (TGO) Community Fund

(As part of the Voluntary Planning Agreement terms, the fund is to contribute to notable projects and events in the Narromine Shire on an applications basis. Administered by a panel of Tomingley Gold Operations and Council representatives, the fund is used to support projects in the Shire with economic benefit, community connectivity, education and training, and community infrastructure)

Current Council representatives – Cr Bohm and Cr Lambert – Cr Hoey (alternate)

RECOMMENDATION

That Council appoint two Councillors as representatives and one Councillor as alternate representative to the Tomingley Gold Operations (TGO) Community Fund.

8. Western Regional Planning Panel (3-year appointment)

(Determines regionally significant DAs and s4.55(2) modification applications; acts as the Planning Proposal Authority when directed; undertakes rezoning reviews; provides advice on other planning and development matters when requested; determines site compatibility certificates under the SEPP (Housing for Seniors or People with a Disability) 2004)

Each panel consists of 5 members with 2 members (3 members including the Chair) appointed by the Minister (State members) and 2 members appointed by the relevant Council (council members). Property developers and real estate agents are not eligible to be members of a panel. The term of appointment for panel members must not exceed 3 years.

At least one council member is required to have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism. To reduce the opportunity to improperly influence panel members Councils should consider appointing a minimum of 4 alternate members to enable regular rotation.

Council is not restricted to nominating people from Council's LGA.

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

8. Western Regional Planning Panel (3-year appointment) (Cont'd)

Current Council representatives – Cr Lambert, Cr Davies – Cr Bohm, Cr Roberts, Cr Hoey and Cr Leak (alternates)

RECOMMENDATION

That Council note the current appointed Council representatives and alternate representatives.

9. Floodplain Management Australia (FMA)

(A non-profit organisation of professionals involved in floodplain management, flood hazard mitigation, climate change, the National Flood Insurance Program, and flood preparedness, warning and recovery)

Current Council representative –

RECOMMENDATION

That the Chair of the Floodplain Management Committee be the Councillor representative to Floodplain Management Australia (FMA) and that the General Manager and Director Infrastructure and Engineering Services (or nominee) be representatives to Floodplain Management Australia (FMA).

10. Murray Darling Association (MDA) – Region 10

(To provide for effective representation of local government and communities at State and Federal level in the management of Basin resources by providing information; facilitating debate; and seeking to influence government policy)

Current Council representative – Cr Davies

RECOMMENDATION

That Council appoint one Councillor representative and General the Manager to the Murray Darling Association (MDA) – Region 10.

11. Country Mayor's Association of New South Wales

(To further the interests of Country Councils by being an advocate on statewide issues and to act as an information sharing forum)

Current Council representatives – Mayor and General Manager

RECOMMENDATION

That the Mayor and General Manager be appointed as representatives to the Country Mayor's Association of New South Wales.

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

12. Alliance of Western Councils

(Elevates the shared priorities of member councils' strategic plans, programs, priorities and policies to perform three principal functions in their region: strategic planning and priority setting; intergovernmental collaboration; shared leadership and advocacy)

Voting delegates include the Mayor and the General Manager (or delegate) of each of the member councils.

Where a delegate of council is unable to attend a meeting of the Alliance, the council may be represented by an alternate delegate appointed by the member council.

Current alternate Council delegate – Cr Davies

RECOMMENDATION

That an alternate Council delegate be appointed to the Alliance of Western Councils.

13. NSW Public Libraries Association

(Membership is open to all Local Government Councils in NSW that have adopted the NSW Library Act 1939. The purpose of the association is to provide strong representation to all levels of government, work with State Library of NSW for the betterment of the public library network, promote understanding of the value that public libraries contribute, develop and review services and standards to public libraries, apply for grants and raise finance for specific purposes where appropriate, assist Councils to recognise the value of library services to their communities)

Current Council representative – Cr Lambert – Cr Smith (alternate)

RECOMMENDATION

That Council appoint one Councillor as representative and one Councillor as alternate representative to the NSW Public Libraries Association.

14. Coalition of Renewable Energy Mayors (CoREM)

Advocacy group for communities impacted by the growth of renewable energy.

Current Council representative – Mayor

RECOMMENDATION

That the Mayor be appointed as representative to Coalition of Renewable Energy Mayors (CoREM).

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3. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plan	CSP – 4.4.1 Provide sound input into State, and Regional Plans and Strategies CSP – 4.4.2 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 consider attendance at the 2025 LGNSW Annual Conference.

Report

At the Ordinary Meeting held 7 July 2025, Council considered a report on the LGNSW Annual Conference to be held 23 – 25 November 2025 and resolved as follows: -

1. That the Mayor be Council's voting member; and
2. That the General Manager and Deputy Mayor also attend the 2025 LGNSW Annual Conference
3. That motions to the LGNSW Annual Conference (if any) be forwarded to the General Manager for consideration at Council's September Meeting.

No motions have been put forward.

The Deputy Mayor has advised that she is unable to attend the conference.

Financial Implications

'Early bird' registration pricing for 2025 is \$1,150 including GST per attendee. Conference dinner tickets are priced at \$230 including GST per person. Accommodation and travel costs will also be incurred.

Standard registration opens 1 October 2025 and closes 7 November 2025. Standard registered pricing for 2025 is \$1,485 including GST per attendee.

Legal and Regulatory Compliance

Councillor Expenses and Facilities Policy
Members voting entitlements are determined by the LGNSW rules

Risk Management Issues

Nil

3. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (Cont'd)

Internal/External Consultation

Mayor
Deputy Mayor

Attachments

Nil

RECOMMENDATION

1. That the Mayor remains Council's voting member; and
2. That the General Manager and a Councillor also attend the 2025 LGNSW Annual Conference.

4. LEASE AGREEMENT – FUEL STORAGE AND REFUELING FACILITIES AT THE NARROMINE AERODROME

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plan	CSP – 4.3.3 Ensure Council's assets are monitored and well managed.

Executive Summary

This report is presented to Council to determine the fee for the lease of the fuel storage and refueling facilities at the Narromine Aerodrome.

Report

Castlyn Pty Ltd have leased fuel storage and refueling facilities at the Narromine Aerodrome for several years. The lease is now due for renewal.

Castlyn Pty Ltd have advised that they would like to renew the lease for a further 5 year period.

Current rental is \$210.68 per month (including GST).

Financial Implications

It is proposed that the lease fee be increased by the annual CPI rate to \$213.41 per month (including GST) and CPI be applied annually thereafter.

The lessee is responsible for water and electricity consumption charges as metered.

4. LEASE AGREEMENT – FUEL STORAGE AND REFUELING FACILITIES AT THE NARROMINE AERODROME (Cont'd)

Legal and Regulatory Compliance

A formal lease agreement will need to be entered into between Council and the lessee. Any lease preparation fee will be for the account of the lessee.

The General Manager has delegated authority to enter into short term (5 years or less) 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

The lessee is required to take out public liability insurance coverage for the area leased.

Internal/External Consultation

Lessee, Director Community and Economic Development

Attachments

Nil

RECOMMENDATION

That the fee for the lease of the fuel storage and refueling facilities at the Narromine Aerodrome be set at a commencing rental of \$213.41 (including GST) per month with the annual CPI increment to be applied thereafter.

Jane Redden
General Manager



Councillor Expenses and Facilities Policy

Adopted by Council

Date / Resolution No

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Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$2,000 per Councillor \$6,000 for the Mayor	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$8,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,000 per Councillor	Per year
Conferences and seminars	\$10,000 total for all Councillors	Per year
ICT expenses (Council to provide and maintain iPad) Home internet use Use of private mobile/landline	As per data package \$100 per Councillor	Per month
Carer expenses	\$100 per Councillor	Per month
Home office expenses	\$150 per Councillor	Per year
Postage stamps	To be directed through Council's own mail system	Not relevant
Christmas or festive cards	Nil	Per year
Access to facilities in the Mayor's Office if and when needed	Provided to all Councillors	Not relevant
Furnished office	Provided to the Mayor	Not relevant

Expense or facility	Maximum amount	Frequency
Non-exclusive staff supporting the Mayor and Councillors – determined by the General Manager	Provided to the Mayor and Councillors	Not relevant

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Narromine Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
 - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
 - ensure facilities and expenses provided to Councillors meet community expectations
 - support a diversity of representation
 - fulfil the Council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- **Equity:** there must be equitable access to expenses and facilities for all Councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of Council resources and equipment for campaigning
 - use of official Council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of \$2,000 per year, and the Mayor may be reimbursed up to a total of \$6,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 6.5. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.6. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$8,000 per year. This amount will be set aside in Council's annual budget.
- 6.7. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.

- 6.8. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council Meeting prior to travel.
- 6.9. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10. For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13. Bookings for approved air travel are to be made through the General Manager's office.
- 6.14. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 100 kilometres from the meeting location.
- 6.17. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Orana Region.
- 6.18. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.19. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.18.
- 6.20. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 6.21. Appropriate refreshments will be available for Council Meetings, Council Committee Meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.22. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.23. Council will set aside \$2,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 6.27. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.26, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 6.28. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29. Council will set aside a total amount of \$10,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.30. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.16-6.20.

Information and communications technology (ICT) expenses

- 6.32. Each Councillor will be provided with internet access and an iPad (or other suitable technology). In relation to Council supplied internet access, the amount provided by Council is set by the data package purchased at the time.
- 6.33. Councillors using their own private mobile or landline phones for Council purposes are entitled to reimbursement, to a maximum of \$100 per month, subject to the Councillor indicating on their phone accounts all Council related use. The Mayor will be paid a monthly phone allowance of \$90 to cover the cost of Council related phone calls.
- 6.34. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.
- 6.37. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$100 per month for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.
- 6.42. Councillors may be able to access Council's Employee Assistance Program (EAP) counselling service, to assist with their health and wellbeing during their term of office. A maximum of 3 consultations can be provided, however in extenuating circumstances this may be extended to 6 consultations. Access to this program can be requested through the General Manager.

Home office expenses

- 6.43. Each Councillor may be reimbursed up to \$150 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Insurances

In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

- 7.1. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.2. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.3. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.

- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. General facilities for all Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- personal protective equipment for use during site visits
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified staff member.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.4. Council will provide the following stationery to Councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards
 - Postage – official Councillor correspondence is to be directed through Council's own mail system

Administrative support

- 9.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional facilities for the Mayor

- 10.1. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.2. In performing his or her civic duties, the Mayor will be assisted with administrative and secretarial support, as determined by the General Manager.
- 10.3. As per Section 4, staff supporting the Mayor and Councillors are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D – Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business
 - carer costs
 - ICT expenditure
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager.

Advance payment

- 11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$300.
- 11.9. Requests for advance payment must be submitted to the General Manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
 - a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
 - Council will invoice the Councillor for the expense.
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 11.14. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or retention of facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on Council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means appropriate food and beverages excluding alcohol provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
year	Means the financial year, that is the 12-month period commencing on 1 July each year

Personal Details

Name of Councillor _____

Reason for travel

Relevance to Council

priorities and business

Venue

Dates and times

Supporting documents attached (including Registration Form) Yes ☐ No ☐

Travel and accommodation arrangements

Can the business be conducted remotely?

Yes ☐ No ☐

Do you require air travel? Yes ☐ No ☐

Do you require a pool vehicle? Yes ☐ No ☐

Is accommodation required? Yes ☐ No ☐

Is a cash advance required? Yes ☐ No ☐ If yes, how much?

Signature Councillor **Date**

For Internal Use Only

Approved Yes ☐ No ☐

Signature General Manager _____ **Date** _____

Expense	Work Order	Amount
Travel expenses	1381.20.571 or 1381.20.578	\$
Accommodation/Meals	1381.20.574	\$
Professional Development	1381.20.572	\$
Conferences and Seminars	1381.20.467	\$
Other Expenses	1381.20.499	\$
	TOTAL	\$

**NARROMINE SHIRE COUNCIL
COUNCILLOR REIMBURSEMENT OF EXPENSES INCURRED FORM**

Councillor Name: _____

Month: _____

I hereby submit the following claim for reimbursement of expenses incurred while undertaking official Council business: -

A. USE OF PRIVATE VEHICLE (*extract of log book attached*)

Date	From	To	Reason for Journey	KM travelled (Engine capacity 2.4l and less)	KM travelled (Engine capacity 2.5l and above)
			Total Kms		
				@/km	@/km

B OTHER EXPENSES i.e. tolls, parking costs, cab charges, public transport fares, carer, office expenses, accommodation, meals (*receipts attached*)

Date	Other Travel Expense Details	Amount Claimed \$
	Total Expenses	\$

Signature Councillor _____

Date _____

For Internal Use Only

Approved

Yes

☐

No

☐

Signature General Manager _____

Date _____

Expense	Work Order Number	Amount
Councillor Fee	1381.20.426	\$
Mayoral Fee	1381.20.425	\$
Superannuation		\$
General Travel Expense Reimbursement (use of private vehicle, cab charge, tolls, public transport fares etc)	1381.20.571	\$
Accommodation/Meals	1381.20.574	\$
Office Expenses	1381.20.532	\$
ICT Expenses	1381.20.445	\$
Carer Expenses	1381.20.499	\$
TOTAL Claim for Month		\$

A Councillor must attend an Ordinary Council Meeting or provide a medical certificate in order to qualify for monthly membership fee as resolved by Council on 8 May 2019.



CHARTER – LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

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

"Local emergency management officer" (LEMO) – Council appointed officer who is the key liaison contact with emergency groups both during ordinary periods and in the event of an emergency.

"regional emergency management officer" (REMO) – Police appointed officer who is the key liaison contact with emergency groups both during ordinary periods and in the event of an emergency.

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

The Narromine Local Emergency Management Committee (LEMC) operates under the provisions of the State Emergency and Rescue Management Act 1989 (SERM Act) and carries out its legislative functions accordingly.

The Committee has been established to prepare and review plans related to the prevention of, preparation for, response to, and recovery from emergencies in the local government area.

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.

Narromine Shire Council Local 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.
 - Such other functions as are related to the State Emergency and Rescue Management Act 1989
 - 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.

FORMAL COMMITTEE MEMBERS – With Voting Rights

The following groups are to be represented on the committee, additional groups may be added by Council Resolution.

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 and SES Representative
- Local Emergency Operations Controller (LEOCON)
- Regional Emergency Management Officer (REMO)

Functional Area Representatives - No Voting Rights

- ARTC Representative
- Family and Community Services (FACS) Representative
- Industry and Investment Representative
- Country Energy / Essential Energy Representative
- Western NSW Local Health Network Representative
- Local Land Services Representative (DCCEEWS)
- Alkane Gold Representative
- Tomingley Timbregongie House Ltd Representative
- Resilience NSW 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.

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.

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.

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 they are required to 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 result in disciplinary action.

Narromine Shire Council Local Emergency Management Committee

If a committee member has a pecuniary interest in any matter being discussed by the Committee and is present at the meeting, they must disclose their interest. They must then leave the room during any discussion or decision-making related to that matter. Staying in the room while abstaining from voting will be considered 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 committee member who has a non-pecuniary conflict of interest in a matter being considered at a meeting must disclose this interest to the meeting as soon as possible. Once a non-pecuniary conflict of interest is declared, there are various options for managing the conflict. The chosen option will depend on an evaluation of the specific circumstances, the nature of the interest, and the significance of the issue being addressed.

Committee members must handle any information obtained in their role with professionalism and care. Openness and honesty are essential for the efficient operation of committees. Members should feel free to share their opinions and views without fear of retribution. Therefore, it is important for committee members to respect one another, even when there are differences, and to work together to foster an open and trusting environment.

16. CONFIDENTIALITY & PRIVACY

Through their involvement on the Committee, members may encounter confidential or personal information held by the Council. Committee members are required to keep this information secure and confidential. They must not access, use, or remove any such information unless they have been authorized to do so.

Privacy legislation governs the collection, storage, use, correction, disclosure, and transfer of personal information. For more details about the legislation, committee members can contact the Council's Information Officer.

If a committee member becomes aware of any breach of security or misuse of the Council's confidential or personal information, they are required report it to the Information Officer.

17. MEDIA PROTOCOL

Council's Media ~~Relations~~-Policy (2022) states that the Mayor is the official principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for ~~procedural and~~ operational and administrative matters.

No other member of the committee is permitted to speak to the media in his or her capacity as a committee member, unless nominated by the Mayor or General Manager ~~mayor as per the Media Relations Policy (2022)~~.

18. REVIEW

Amendments to this charter may be proposed to 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.

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
Amended By Council 11 September 2019, Resolution No 2019/222
Amended By Council 8 December 2021, Resolution No 2021/245
Amended By Council 14 September 2022, Resolution No 2022/181
Reviewed By Council 13 September 2023, Resolution No 2023/159
Reviewed by Council 23 October 2024, Resolution No 2024/187
Reviewed by Council 10 September 2025, Resolution No 2025/xxx



CHARTER – RURAL FIRE SERVICE LIAISON COMMITTEE

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

"RFS" means Rural Fire Service

"~~FCO District Manager~~" ~~means Fire Control Officer~~ – a paid member of staff within the RFS

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

The Committee has been established to monitor and periodically review the performance of the Service Agreement and 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

- a) The Committee does not have the power to incur expenditure.
- b) The Committee does not have the power to bind Council.
- c) The Committee can make recommendations to 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.
- d) The Committee will 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~~Two volunteer rural fire fighter from the District appointed by the local branch of the NSW Rural Fire Service Association Inc (the RFSA), or, in the absence of a local branch of the RFSA, elected in accordance with the applicable Service Standard
- One member of the RFS staff assigned to the District of Team nominated by the ~~FCO~~District Manager and approved by the Commissioner
- ~~FCO~~District Manager 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 as required. The ~~FCO~~District Manager will 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 staff member of the RFS.

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.

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 one year. Councillors can be re-elected in the position.

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 as determined by the Committee. If there are no items on the agenda the meeting can be cancelled after agreement with the ~~FCO~~District Manager and Council's General Manager.

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 seven (7) 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.

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 they are required to 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 result in disciplinary action.

If a committee member has a pecuniary interest in any matter being discussed by the Committee and is present at the meeting, they must disclose their interest. They must then leave the room during any discussion or decision-making related to that matter. Staying in the room while abstaining from voting will be considered 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 committee member who has a non-pecuniary conflict of interest in a matter being considered at a meeting must disclose this interest to the meeting as soon as possible. Once a non-pecuniary conflict of interest is declared, there are various options for managing the conflict. The chosen option will depend on an evaluation of the specific circumstances, the nature of the interest, and the significance of the issue being addressed.

Committee members must handle any information obtained in their role with professionalism and care. Openness and honesty are essential for the efficient operation of committees. Members should feel free to share their opinions and views without fear of retribution. Therefore, it is important for committee members to respect one another, even when there are differences, and to work together to foster an open and trusting environment.

16. CONFIDENTIALITY & PRIVACY

Through their involvement on the Committee, members may encounter confidential or personal information held by the Council. Committee members are required to keep this information secure and confidential. They must not access, use, or remove any such information unless they have been authorised to do so.

Privacy legislation governs the collection, storage, use, correction, disclosure, and transfer of personal information. For more details about the legislation, committee members can contact the Council's Information Officer.

Narromine Shire Council Rural Fire Service Liaison Committee

If a committee member becomes aware of any breach of security or misuse of the Council's confidential or personal information, they are required report it to the Information Officer.

17. MEDIA PROTOCOL

Council's Media ~~Relations~~-Policy ~~(2022)~~ states that the Mayor is the ~~official principal member and~~ spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for ~~procedural and~~ operational and administrative matters.

No other member of the committee is permitted to speak to the media in his or her capacity as a committee member, unless nominated by the Mayor or General Manager. ~~mayor as per the Media Relations Policy (2022).~~

18. REVIEW

Amendments to this charter may be proposed to 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.

*Adopted by Council 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
Amended By Council 11 September 2019, Resolution No 2019/222
Amended By Council 8 December 2021, Resolution No 2021/246
Amended By Council 14 September 2022, Resolution No 2022/182
Reviewed By Council 13 September 2023, Resolution No 2023/160
Reviewed by Council 23 October 2024, Resolution No 2024/188
Reviewed by Council 10 September, Resolution No 2025/xxx*



CHARTER – LOCAL TRANSPORT FORUM

Narromine Shire Council - Local Transport Forum Charter

1. NAME

In accordance with the Minister's 2025 Authorisation and Delegation Instrument Council is authorised to use prescribed traffic control devices and Council is delegated to regulate traffic for any purpose on unclassified roads and all regional roads, with conditions.

Condition No. 2 requires Council to convene a body where proposals can be discussed, reviewed and coordinated (known as Local Transport Forums).

2. INTERPRETATION

For the purpose of this Charter:-

"Council" means Narromine Shire Council

"Member" means a member of the LFT

"TfNSW" means Transport for NSW

"Police" means NSW Police Force

"LFT" means Local Transport Forum

3. STATUS OF LTF

The LFT is an advisory body to support Council as decision-maker for unclassified roads and regional roads. It is not an approval body and does not make decisions.

4. FOCUS

The focus of the LTF includes:

- Collaboration between agencies involved in transport management
- Advice on street design, infrastructure, and traffic control facilities
- Coordination of planned events and activities
- Advice and information sharing on transport plans, policy, and management
- Ensuring a public record of decisions relating to roads and streets

5. DELEGATIONS

There is no voting at the LTF, as Council is exclusively responsible for the decisions it makes on its roads.

Members and attendees are to provide advice in good faith, share information, and coordinate activities and plans.

Council is obliged to consider any advice provided by the LTF, but any decisions – and the exercise of an authorised delegated function itself – are the sole responsibility of Council regardless of the advice of the LFT.

6. MEMBERSHIP

The LFT is convened by Council.

Council

Council's role is that of both proponent and decision-maker. Council is the representative for all community interests (residents, businesses etc.) and responsible for all road users including public transport and road safety.

Transport for NSW

TfNSW is responsible for collaborative coordination and provision of advice regarding state-level interests (public transport, operation of State Road network operation and safety, guidance and standards etc.)

NSW Police Force

NSW Police Force is responsible for the provision of advice related to Police expertise, such as public safety, event management, highway patrol, enforcement, etc.

Local Members(s) of NSW Parliament

Responsible for provision of advice regarding community interests (residents, businesses etc.)

It is mandatory to invite the operator of any public passenger service likely to be affected by a proposal to carry out traffic control work to any meeting where the proposal is being reviewed.

Multiple representatives may be invited where proposals affect more than one State electorate or Police Area Command.

Council may invite any other person who may add technical expertise and add value to the LTF e.g. road safety practitioners, urban designers, planners, local advocacy groups, representatives from Local Health Districts or schools, and other subject matter experts as relevant.

Administration

The LFT is administered by Council.

Attendees will be:-

- Provided with the meeting agenda at least 7 calendar days in advance of the meeting (unless otherwise agreed by members)
- Afforded the opportunity to review meeting minutes prior to finalisation
- Be provided with a copy of the finalised meeting minutes

The agenda will:-

- Include sufficient information to review any proposals or items submitted for advice
- Clearly distinguish between items referred for advice, tabled for information only, and raised for general discussion

Narromine Shire Council - Local Transport Forum Charter

The minutes will clearly record: -

- Invitees and attendance
- Items discussed
- Key advice provided
- Any for information only records or reports tabled

Proceedings of the LTF will be made publicly available online and will include

- Meeting agenda
- Meeting minutes
- Any formal records of use of the prescribed traffic control device authorisation (including those circulated to members out of session)
- The entirety of any Statements of Concern submitted by TfNSW under condition 3 of Schedule 4 of the Instrument
- The entirety of any Council response to a Statement of Concern under condition 3 of Schedule 4 of the Instrument
- Post facto record of any use of the prescribed traffic control device including:
 - Type
 - Specific location
 - Date

7. QUORUM

A quorum required for a meeting of the Local Transport Forum is one attendee from Council and one attendee from TfNSW.

8. TIMETABLE FOR MEETINGS

Meetings will occur every three (3) months or as required.

9. CODE OF CONDUCT

All members of the LTF are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the LTF.

Conflicts of Interest must be declared and managed in accordance with Council's Code of Conduct.

10. CONFIDENTIALITY & PRIVACY

Through their involvement with the LTF, members may encounter confidential or personal information held by the Council. LTF members are required to keep this information secure and confidential. They must not access, use, or remove any such information unless they have been authorised to do so.

Privacy legislation governs the collection, storage, use, correction, disclosure, and transfer of personal information. For more details about the legislation, forum members can contact the Council's Information Officer.

If a LTF member becomes aware of any breach of security or misuse of the Council's confidential or personal information, they are required to report it to the Information Officer.

11. MEDIA PROTOCOL

Council's Media Policy states that the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters.

No other member of the LFT is permitted to speak to the media in his or her capacity as a committee member, unless nominated by the Mayor or General Manager.

12. REVIEW

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



CHARTER – NARROMINE AUSTRALIA DAY COMMITTEE

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

Six 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 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 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 October through to the first Monday in February. A brief recess between the months of April and 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 the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters. 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.

Adopted By Council 18 September 2012, Resolution No 2012/319
Amended By Council September 2017, Resolution No 2017/253
Amended by Council 12 September 2018, Resolution No 2018/216
Amended by Council 11 September 2019, Resolution No 2019/222
Amended by Council 8 December 2021, Resolution No 2021/250
Amended By Council 14 September 2022, Resolution No 2022/186
Reviewed by Council 13 September 2023, Resolution No 2023/164
Reviewed by Council 23 October 2024, Resolution No 2024/191
Reviewed by Council 10 September 2025, Resolution No 2025/xxx



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

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 advise Council regarding the operations of the Narromine Showground and Racecourse by making recommendations to Council, who manage the reserve under the Crown Land Management Act.

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~~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 three (3) times per year, approximately four (4) months apart.

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 the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters. 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.

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 2018/216
Amended By Council 11 September 2019, Resolution No 2019/222
Amended By Council 8 December 2021, Resolution No 2021/251
Amended By Council 14 September 2022, Resolution No 2022/187
Reviewed By Council 13 September 2023, Resolution No 2023/165
Reviewed By Council 23 October 2024, Resolution No 2024/192
Reviewed By Council 10 September 2025, Resolution No 2025/xxx



CHARTER – NARROMINE AERODROME COMMITTEE

CHARTER OF THE NARROMINE AERODROME COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Aerodrome Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

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

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. OUTCOMES

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

7. COMMITTEE DELEGATIONS

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

8. MEMBERSHIP

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

Councillor Representation

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

Community Representation

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

One representative from Skypark residents

One representative from Narromine Aero Club

One representative from aerodrome business operators

One representative from the Narromine Aviation Museum

One representative from the Narromine Gliding Club

Council Staff Representation

The following staff members are assigned to this Committee:-

General Manager

Director of Community and Economic Development

Manager Waste and Community Facilities

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

Support Staff

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

Chairperson

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

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

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

Other Office Bearers

There are no other office bearers on the Committee.

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

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

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

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

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

Council's Media ~~relations~~-Policy states that the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters. 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.

Adopted by Council 13 April 2022, Resolution No 2022/060
Amended by Council 14 September 2022, Resolution No 2022/188
Reviewed by Council 13 September 2023, Resolution No 2023/166
Reviewed by Council 23 October 2024, Resolution No 2024/193
Reviewed by Council 10 September 2025, Resolution No 2025/xxx



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

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 advise Council regarding the operations of the Trangie Showground and Racecourse by making recommendations to Council, who manage the reserve under the Crown Land Management Act.

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.
- 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 Macquarie Picnic Race Club
Two representatives from Trangie Jockey Club
Two representatives from Trangie Horse & Pony Club
Two representatives from Trangie Campdraft Association
Two representatives from Trangie Truck and Tractor Show Committee
Two representatives from Trangie Team Penning Inc
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.

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 in February and June.

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 the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters. 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.

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
Amended By Council 11 September 2019, Resolution No 2019/222
Amended By Council 8 December 2021, Resolution No 2021/252
Amended By Council 14 September 2022, Resolution No 2022/189
Amended By Council 13 September 2023, Resolution No 2023/167
Amended By Council 23 October 2024, Resolution No 2024/194
Amended By Council 10 September 2025, Resolution No 2025/xxx



CHARTER – TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

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 regard 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 four (4) attendees 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 the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters. 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.

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 2016/216
Amended By Council 11 September 2019, Resolution No 2019/222
Amended By Council 8 December 2021, Resolution No 2021/253
Amended By Council 14 September 2022, Resolution No 2022/190
Reviewed By Council 13 September 2023, Resolution No 2023/168
Reviewed By Council 23 October 2024, Resolution No 2024/195
Reviewed By Council 10 September 2025, Resolution No 2025/xxx



**CHARTER –
NARROMINE FLOODPLAIN
MANAGEMENT COMMITTEE**

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 **Narromine Floodplain Management Committee**.

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council – Narromine 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 regard to the Narromine Flood Plain Risk Management Plan and the ongoing management of the Narromine Town Levee.

5. FUNCTIONS

The Committee shall assist in:-

- 5.1 Community Liaison: Serve as a link between the local community and the Council, facilitating communication and gathering insights from long-time residents.
- 5.2 Objective Formulation: Collaborate to develop objectives, strategies, and desired outcomes for floodplain management, informed by a review of specialist studies.
- 5.3 Problem Identification: Identify and articulate the flood-related issues to be assessed within the designated study area.
- 5.4 Flood Behavior Input: Contribute knowledge and insights into known flood behaviors to inform the flood study.
- 5.5 Coordination with Agencies: Collaborate with relevant emergency agencies and management boards to ensure comprehensive floodplain management and preparedness.

6. OUTCOMES

The Committee will serve as a forum for discussing technical, social, economic, environmental, and cultural issues related to potential flood impacts on the Narromine Township. It will also facilitate the exploration of differing viewpoints on these issues.

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

At least two Council staff representatives, one from each Infrastructure and Engineering, and one from Planning.

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.

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.

Narromine Shire Council – Floodplain Management Committee Charter

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 shall continue on the Committee on an ongoing basis.

The Councillor representative will remain on the Committee for one year. They can be re-appointed each year.

All other representatives will continue on the committee on an ongoing basis.

10. QUORUM & RECOMMENDATION MAKING

The quorum required to enable business to be transacted at meetings is a minimum of five 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 seven (7) 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.

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 they are required to 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 result in disciplinary action.

If a committee member has a pecuniary interest in any matter being discussed by the Committee and is present at the meeting, they must disclose their interest. They must then leave the room during any discussion or decision-making related to that matter. Staying in the room while abstaining from voting will be considered 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.

Narromine Shire Council – Floodplain Management Committee Charter

A committee member who has a non-pecuniary conflict of interest in a matter being considered at a meeting must disclose this interest to the meeting as soon as possible. Once a non-pecuniary conflict of interest is declared, there are various options for managing the conflict. The chosen option will depend on an evaluation of the specific circumstances, the nature of the interest, and the significance of the issue being addressed.

Committee members must handle any information obtained in their role with professionalism and care. Openness and honesty are essential for the efficient operation of committees. Members should feel free to share their opinions and views without fear of retribution. Therefore, it is important for committee members to respect one another, even when there are differences, and to work together to foster an open and trusting environment.

16. CONFIDENTIALITY & PRIVACY

Through their involvement on the Committee, members may encounter confidential or personal information held by the Council. Committee members are required to keep this information secure and confidential. They must not access, use, or remove any such information unless they have been authorized to do so.

Privacy legislation governs the collection, storage, use, correction, disclosure, and transfer of personal information. For more details about the legislation, committee members can contact the Council's Information Officer.

If a committee member becomes aware of any breach of security or misuse of the Council's confidential or personal information, they are required report it to the Information Officer.

17. MEDIA PROTOCOL

Council's Media ~~Relations~~ Policy ~~(2022)~~ states that the Mayor is the ~~official principal member and~~ spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for ~~procedural and~~ operational ~~and administrative~~ matters.

No other member of the committee is permitted to speak to the media in his or her capacity as a committee member, unless nominated by the Mayor or General Manager. ~~mayor as per the Media Relations Policy (2022).~~

18. REVIEW

Amendments to this charter may be proposed to 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.

Narromine Shire Council – Floodplain Management Committee Charter

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

Amended By Council 11 September 2019, Resolution No 2019/222

Amended By Council 8 December 2021, Resolution No 2021/255

Amended By Council 14 September 2022, Resolution No 2022/191

Reviewed By Council 23 October 2024, Resolution No 2024/196

Reviewed By Council 10 September 2025, Resolution No 2025/xxx



CHARTER – ECONOMIC DEVELOPMENT GROUP COMMITTEE

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 and Social Plan.

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 and social 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

Three 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 and Community Representation

Six representatives from the local business industry and/or community

One representative from Regional Development Australia

One arts/culture representative

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 the Mayor is the principal member and spokesperson for Council and all media relations shall be conducted through the Mayor for policy, strategic and emergency matters and through the General Manager for operational and administrative matters. 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.

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

Amended By Council 11 September 2019, Resolution No 2019/222

Amended By Council 8 December 2021, Resolution No 2021/256

Amended By Council 14 September 2022, Resolution No 2022/192

Reviewed By Council 13 September 2023, Resolution No 2023/170

Reviewed By Council 23 October 2024, Resolution No 2024/197

Reviewed By Council 10 September 2025, Resolution No 2025/xxx