
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

1. MAYORAL ELECTION

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.1.2 The Council elected members are representative of the community and provide strong and visionary leadership

Executive Summary

This report is presented to Council to elect both the Mayor and Deputy Mayor for a 2 year term.

Report

The Mayor elected by the Councillors holds the office of Mayor for 2 years. The Deputy Mayor may be elected for the mayoral term or a shorter term.

At the September 2016 Ordinary Council Meeting, Council elected Cr Davies as Mayor and Cr Collins as Deputy Mayor for a two year term.

Election of Mayor by Councillors Procedure

Returning Officer

The General Manager (or a person appointed by the General Manager) is the returning officer.

Nomination

A Councillor may be nominated without notice for election as Mayor or Deputy Mayor. The nomination is to be made in writing by two or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing. The nomination is delivered or sent to the returning officer. The returning officer is to announce the names of the nominees at the Council Meeting at which the election is to be held.

Election

If only one Councillor is nominated, that Councillor is elected. If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting. A similar procedure applies for the election of a Deputy Mayor. The election is to be held at the Council Meeting at which the Council resolves on the method of voting.

Note: "ballot" has its normal meaning of secret ballot. "Open voting" means voting by a show of hands or similar means. Previous elections in recent years have been by ordinary ballot.

1. MAYORAL ELECTION (Cont'd)

Ordinary Ballot or Open Voting

If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers. The formality of a ballot-paper must be determined in terms of clause 345(1)(b), (c) and (d) of the Regulations. An informal ballot-paper must be rejected at the count.

Count – 2 Candidates

If there are only two candidates, the candidate with the higher number of votes is elected. If there are only two candidates and they are tied, the one elected is chosen by lot.

Count – 3 or more Candidates

- (1) If there are three or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If three or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in sub-clause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is taken of the 2 remaining candidates.
- (5) The procedure for the count for two candidates then applies as if the two remaining candidates had been the only candidates.
- (6) If at any stage during a count under sub-clause (1) or (2), two or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Choosing by Lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

Result

The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is (a) to be declared to the Councillors at the Council Meeting at which the election is held by the returning officer, and (b) to be delivered or sent to the Director General of the Office of Local Government and the Secretary of Local Government NSW.

**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER**

1. MAYORAL ELECTION (Cont'd)

Financial Implications

Operational Plan and Budget 2018/2019

Legal and Regulatory Compliance

Section 230, 231, 290 of the *Local Government Act 1993*
Clause 345(1)(b), (c) and (6) of the *Local Government (General) Regulation 2005*
Schedule 7 of the *Local Government (General) Regulation 2005*

Risk Management Issues

Compliance with legal and regulatory implications

Internal/External Consultation

Nil

Attachments

Nil

RECOMMENDATION

1. That in the event of more than one candidate for the positions of Mayor and Deputy Mayor the election(s) be conducted by ordinary ballot.
2. That the term of Deputy Mayor be for a period of 2 years.

2. ORDINARY COUNCIL MEETINGS – ORDER OF BUSINESS

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture

Executive Summary

This report is presented to Council to consider the current Order of Business for Ordinary Meetings.

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

2. ORDINARY COUNCIL MEETINGS – ORDER OF BUSINESS (Cont'd)

Report

Council at its Ordinary Meeting held on 13 June 2018 resolved that Council's Order of Business be as follows:-

1. Opening Meeting
2. Prayer
3. Acknowledgement of Country
4. Apologies and Applications for Leave of Absence by Councillors
5. Confirmation of Minutes
6. Disclosures of Interests
7. Public Forum
8. Mayoral Minute
9. Reports of Committees
10. Reports to Council
11. Notices of Motion/Questions With Notice
12. Business Without Notice – Urgent Matters
13. Confidential Matters
14. Conclusion of Meeting

Resolution No 2018/120

The order of business fixed under Clause 239(1) of the Local Government (General) Regulation 2005 states that the order of business may be altered if a motion to that effect is passed. Such a motion can be moved without notice.

It is recommended that Council retain the above Order of Business for its Ordinary Council Meetings.

Financial Implications

Operational Plan and Budget 2018/2019

Legal and Regulatory Compliance

Clause 239(1) of the *Local Government (General) Regulation 2005*

Clause 239(2) of the *Local Government (General) Regulation 2005* allows for a procedural motion without notice to change the order of business at a meeting from that set out in the agenda.

Risk Management Issues

Nil

Internal/External Consultation

Nil

Attachments

Nil

**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER**

2. ORDINARY COUNCIL MEETINGS – ORDER OF BUSINESS (Cont'd)

RECOMMENDATION

That the Order of Business remain as follows:-

1. Opening Meeting
2. Prayer
3. Acknowledgement of Country
4. Apologies and Applications for Leave of Absence by Councillors
5. Confirmation of Minutes
6. Disclosures of Interests
7. Public Forum
8. Mayoral Minute
9. Reports of Committees
10. Reports to Council
11. Notices of Motion/Questions With Notice
12. Business Without Notice – Urgent Matters
13. Confidential Matters
14. Conclusion of Meeting

3. FIXING A TIME AND DAY FOR HOLDING OF ORDINARY MEETINGS OF COUNCIL

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture

Executive Summary

This report is presented to Council to consider the fixing of a time and day for holding of Ordinary Council Meetings.

Report

Council is required to meet at least 10 times each year, each time in a different month (section 365 of the *Local Government Act 1993*).

Council's Code of Meeting Practice states that *Ordinary Meetings of Council will be held on the second Wednesday of each calendar month with the exception of the month of January. Ordinary Meetings will commence at 5.30 pm. Council may alter the time and date of a meeting of Council by resolution at a prior Ordinary Meeting without notice being given provided the requirements of clause 241 of the Regulation*

**3. FIXING A TIME AND DAY FOR HOLDING OF ORDINARY MEETINGS OF COUNCIL
(Cont'd)**

are complied with. Ordinary Meetings of Council and Committees of which all Councillors are members, will be held in the Council Chambers, unless the Council or a Committee by resolution decides to meet in another location.

It is noted that no Ordinary Council Meeting is held in January because of holidays and staff absences. If urgent business arises an Extraordinary Meeting may be called.

It is proposed that Council continues to hold its meetings on the second Wednesday of the month (except for January), to be held in Council Chambers commencing at 5.30 pm.

Financial Implications

Operational Plan and Budget 2018/2019

Legal and Regulatory Compliance

Section 365 of the Local Government Act 1993

Council's Code of Meeting Practice

Section 9 of the Local Government Act 1993 – Council must give notice to the public of the times and places of its meetings

Risk Management Issues

In setting the time for Council Meetings Council should consider a time that is convenient to Councillors taking into account employment or business commitments, carer responsibilities and safety issues (e.g. long travel distances at night).

Internal/External Consultation

Nil

Attachments

Nil

RECOMMENDATION

1. That Council continue to hold Ordinary Council Meetings in Council's Chambers, on the second Wednesday of the month, commencing at 5.30 pm.
2. That Council not hold an Ordinary Meeting in January.

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

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

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.1.3 Provide opportunities for community members to participate in Council's decision-making process. DP – 4.3.1.3 Continue to facilitate S355 Advisory Committees

Executive Summary

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

Report

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

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

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

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

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

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

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

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

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

Statutory Committees

1. Local Emergency Management Committee

Councillor delegates appointed 2017 – Mayor, Cr Craft (Alternate Delegate)

2. Rural Fire Service Liaison Committee

Councillor delegates appointed 2017 – Crs Jablonski and Hamilton, Cr Mccutcheon (Alternate Delegate)

3. Local Traffic Committee

Councillor delegates appointed 2017 – Cr Collins, Cr Jablonski (Alternate Delegate)

4. General Manager's Performance Review Panel

Councillor delegates appointed 2017 – Mayor, Deputy Mayor, Council Delegate – Cr Munro, Councillor nominated by General Manager, Cr Craft

5. Internal Audit Committee

Councillor delegate appointed 2018 – Cr Craft

Appointment of Committees – under Section 355(b)

(of which not all members are Councillors)

1. Narromine Australia Day Committee

Councillor delegates appointed 2017 – Crs Lambert and Munro

2. Narromine Showground & Racecourse Advisory Committee

Councillor delegates appointed 2017 – Crs Lambert and Collins

3. Trangie Showground & Racecourse Advisory Committee

Councillor delegates appointed 2017 – Crs Davies and Collins

4. Tomingley Advancement Association Committee

Councillor delegates appointed 2017 – Cr Craft, Cr Jablonski (Alternate Delegate)

5. Trangie Memorial Hall Committee

Councillor delegates appointed 2017 – Crs McCutcheon and Davies

6. Floodplain Management Committee

Councillor delegates appointed 2017 – Crs Hamilton and McCutcheon

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

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

7. Economic Development Group Committee

Councillor delegates appointed 2017 – Crs Jablonski and Munro

Representatives of Council

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

1. Narromine Health Council

Councillor representatives appointed 2017 – Cr Everingham, Cr Jablonski (Alternate)

2. Orana Crime Prevention Partnership

Councillor representative appointed 2017 – Mayor

3. Trangie Action Group

Councillor representatives appointed 2017 – Crs Hamilton and Davies

4. Bushfire Management Committee

Councillor representative appointed 2017 – Cr Hamilton

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

Councillor representatives appointed 2016 – Crs Lambert and Munro

6. Macquarie Valley Weeds Advisory Committee

Councillor representatives appointed 2017 – Crs McCutcheon and Jablonski

7. Narromine Aviation Museum

Councillor representatives appointed 2017 – Crs Jablonski and Everingham

8. Macquarie Flood Mitigation Zone (MFMZ) Reference Group

Councillor representative appointed 2017 – Cr Munro

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

Councillor representatives appointed 2017 – Cr Craft, Cr Lambert (Alternate)

10. Tomingley Gold Operations (TGO) Community Fund

Councillor representatives appointed 2017 – Crs Craft and Davies, Cr Lambert (Alternate)

11. Western Regional Joint Planning Panel (3 year appointment – appointed 2015)

Councillor representatives appointed 2015 – Cr Davies, Cr Lambert, Cr Collins (Alternate Delegate)

**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER**

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

12. Floodplain Management Association (FMA)

Councillor representative appointed 2017 – Chair Floodplain Management Committee

13. Murray Darling Association (MDA)

Councillor representative appointed 2017 – Mayor

14. Country Mayor's Association of New South Wales

Councillor representative appointed 2017 – Mayor

Committee Charters

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

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

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

Financial Implications

Administrative costs in attending meetings etc.

Legal and Regulatory Compliance

Section 355 of the Local Government Act 1993

Risk Management Issues

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

Internal/External Consultation

Nil

Attachments

- Committee Charters

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

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

RECOMMENDATION

Statutory Committees of Council

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

Section 355 Committees of Council

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

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

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

Representatives to External Committees

13. That Council appoint one Councillor representative and one Councillor as the alternate representative to the Narromine Health Council
14. That Council appoint the Mayor and General Manager (or nominee) to the Orana Crime Prevention Partnership
15. That Council appoint two Councillors as representatives to the Trangie Action Group
16. That Council appoint one Councillor representative and the Director Infrastructure and Engineering Services to the Bushfire Management Committee
17. That Crs Lambert and Munro remain as representatives to the Macquarie Regional Library and that the Director Community and Economic Development (or nominee) be a representative to the Macquarie Regional Library
18. That Council appoint two Councillor representatives to the Macquarie Valley Weeds Advisory Committee
19. That Council appoint two Councillor representatives to the Narromine Aviation Museum Committee
20. That Council appoint one Councillor representative to the Macquarie Flood Mitigation Zone (MFMZ) Reference group
21. That Council appoint one Councillor representative and one Councillor as the alternate representative to the Tomingley Gold Operations (TGO) Project Community Consultative Committee
22. That Council appoint two Councillor representatives and one Councillor as alternate representative to the Tomingley Gold Operations (TGO) Community Fund
23. That Council appoint two Councillor representatives and one Councillor as alternate representative to the Western Regional Joint Planning Panel for a 3 year term
24. That the Chair of the Floodplain Management Committee be the Councillor representative to the Floodplain Management Association (FMA) and that the General Manager and Director Infrastructure and Engineering Services (or nominee) be representatives to the Floodplain Management Association (FMA).
25. That the Mayor and General Manager be appointed as representatives to the Murray Darling Association (MDA)
26. That the Mayor and General Manager be appointed as representatives to the Country Mayors' Association of New South Wales

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

5. LEASE FEE – PART 44/1209533 – NARROMINE AERODROME

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

Executive Summary

This report is presented to Council in order to consider the lease fee for the renewal of the lease of a portion of land at the Narromine Aerodrome.

Report

Council has an existing agreement for the lease of 9640 square metres at the Narromine Aerodrome for an office building and anhydrous ammonia depot. The agreement which expires on 30 September 2018 has an option to renew clause for a further period of 3 years.

The lessee has requested that instead of renewing the lease for the further three year period, the agreement be renewed for a 12 month period with an option to renew for a further 2 x 1 years.

Current rental being charged is \$17,075.28 (inclusive of GST) per annum payable by monthly instalments in advance. It is proposed that the new commencing rental be increased by the annual CPI from 1 October 2018 for the first year and further increased by the annual CPI for each renewal option exercised.

Financial Implications

Current rental being charged is \$17,075.28 (inclusive of GST). It is proposed to increase the rental by the annual CPI rate. Should any options to renew be exercised, annual CPI increments will be applied.

The lessee will be responsible for any lease preparation costs.

Legal Implications

The existing lease agreement expires 30 September 2018. A new lease agreement will need to be entered into for a further 12 month term with 2 x 1 year options to renew should Council wish to continue leasing the area.

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

5. LEASE FEE – PART 44/1209533 – NARROMINE AERODROME (Cont'd)

Risk Management Issues

The lessee is responsible for taking out appropriate public liability insurance coverage over the area being leased.

Internal/External Consultation

Consultation with lessee

Attachments

- Nil

RECOMMENDATION

That the commencing fee for the lease of part lot 44/1209533 at the Narromine Aerodrome be \$17,426.87 (inclusive of GST) per annum and that the annual CPI rate be applied for the further two by one year renewal options should these be exercised by the lessee.

6. RECORDS MANAGEMENT POLICY AND PROCEDURES FOR COUNCILLORS

Author	Executive Manager Corporate Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture DP – 4.2.8.2 Maintain a framework of relevant policies and procedures DP – 4.2.8.4 Manage Council's Records System

Executive Summary

This report is presented to Council in order to consider adopting the reviewed Records Management Policy and Procedures for Councillors.

Report

Council is bound by the State Records Act 1998 which establishes rules for best practice of recordkeeping in NSW Government, encouraging transparency and accountability. As such, Councillors have a duty to create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council.

6. RECORDS MANAGEMENT POLICY AND PROCEDURES FOR COUNCILLORS (Cont'd)

Examples include (but are not limited to):-

- Correspondence regarding building and development matters
- A petition received by a community group
- Declarations concerning a Councillor's pecuniary interests
- Speech notes made for addresses given at official Council events
- Complaints, suggestions or inquiries by rate payers about Council services
- Records relating to the recruitment and appointment of the General Manager

Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into Council's official electronic document records management system as soon as practical so that Council can assist with their long term management. Electronic records should be forwarded to Council at mail@narromine.nsw.gov.au as soon as possible and paper records forwarded to Council at least monthly. A template for Councillors' file notes is also attached to the policy to assist Councillors record phone calls, or meeting notes.

Version 3.0 of the Records Management Policy and Procedures for Councillors was adopted by Council in December 2014. The policy has now been reviewed and suggested amendments are marked in red for ease of reference (**see Attachment No. 2**). The amendments mainly reflect organisational changes and updated legislation references. The policy is based on the sample records management policy and procedures for Councillors published by NSW State Records.

Financial Implications

Operational Plan and Budget 2018/2019

Legal and Regulatory Compliance

State Records Act 1998

State Records Regulation 2015

Local Government Act 1993

Environmental Planning and Assessment Act 1979

Evidence Act 1995

Government Information (Public Access) Act 2009

Privacy and Personal Information Protection Act 1998

Risk Management Issues

Records and information are essential for:-

- Driving collaboration and communication
- Preserving public knowledge for reference and reuse
- Outlining responsibilities
- Supporting decision making

**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER**

**6. RECORDS MANAGEMENT POLICY AND PROCEDURES FOR COUNCILLORS
(Cont'd)**

- Documenting rights and entitlements
- Providing stakeholders with transparency around accountability for government operations

Internal/External Consultation

NSW State Records guidance

There is no requirement to place the draft policy on public exhibition.

Attachments

- Records Management Policy and Procedures for Councillors

RECOMMENDATION

That the revised Records Management Policy and Procedures for Councillors be adopted.

7. DEVELOPMENT APPROVALS

Author	Executive Manager Planning
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 3.1.6 – Encourage developers to consider energy efficiency and sustainable building design options in new developments DP – 3.1.6.1 - Ensure compliance with relevant building codes and regulations

Executive Summary

This report provides information to Council on the approved Development Applications for the month of August 2018.

Report

The approvals for the month of August 2018 bring the total approved Development Applications for the current financial year to 18 with a total value of \$2,404,693.

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER

7. DEVELOPMENT APPROVALS (Cont'd)

DA No.	Location	LOT/DP	Description	Value	Assessment Time/Days
2018/43	Burraway Street Narromine	103/874678	23 Lot Industrial Subdivision	Nil - DA only	42
2018/45	Eumungerie Road Narromine	102/860590	Shed	\$25,000	27
2018/47	Mitchell Highway Narromine	44/1209533	Shade Shelter	\$25,000	13
2018/48	Mitchell Highway Narromine	52/710059	Demolition & Construction of New Dwelling	\$265,000	14
2018/49	Mitchell Highway Narromine	Pt Lot 1000 1229334	Extension to Shed	\$1,450,000	20
2018/50	Moss Avenue Narromine	60/262069	Carport	\$8,100	11
2018/51	A'Beckett Street Narromine	4/1150785	Shed	\$24,000	12
2018/54	A'Beckett Street Narromine	82/551826	Shed	\$5,000	14
2018/57	Brummagen Road Narromine	201/1185622	Dwelling	\$220,000	14
2018/58	Fairview Road Narromine	7/755118	Inground Pool	\$47,343	7
2018/59	Wattle Crescent Narromine	8/829026	Transportable Dwelling	\$235,662	5

Financial Implications

There have been 18 development approvals with a total value \$2,404,693 for the financial year.

Legal and Regulatory Compliance

Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2000.

7. DEVELOPMENT APPROVALS (Cont'd)

Risk Management Issues

Nil

Internal/External Consultation

Nil

Attachment

Nil

RECOMMENDATION

That the report be noted.

8. HERITAGE FEE REDUCTION POLICY

Author	Executive Manager Planning
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture DP – 4.2.8.2 Maintain a framework of relevant policies and procedures

Executive Summary

This report is presented for Council to consider adopting the reviewed Heritage Fee Reduction Policy.

Report

The Heritage Fee Reduction Policy was due for review on the 13 May 2017.

The policy has now been reviewed and minor amendments are highlighted in red (**refer to Attachment No. 3**).

Financial Implications

Operational Plan and Budget 2018/2019

Legal and Regulatory Compliance

Local Government Act 1993

**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 12 SEPTEMBER 2018
REPORTS TO COUNCIL – GENERAL MANAGER**

8. HERITAGE FEE REDUCTION POLICY (Cont'd)

Environmental Planning and Assessment Act 1979

Risk Management Issues

Nil

Internal/External Consultation

There is no requirement to place the reviewed policy on public exhibition.

Attachments

- Heritage Fee Reduction Policy

RECOMMENDATION

That the revised Heritage Fee Reduction Policy be adopted.

9. FLOOD POLICY FOR DEVELOPMENTS IN URBAN FLOODPLAINS

Author	Executive Manager Planning
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture DP – 4.2.8.2 Maintain a framework of relevant policies and procedures

Executive Summary

This report is presented for Council to consider deferment of the current Flood Policy for Developments in Urban Floodplains and review this policy following resolution of the levee bank proposal.

Report

The Flood Policy for Developments in Urban Floodplains was due for review on 1 February 2015. The Policy was previously prepared by Lyall & Associates and adopted in February 2011 in order to provide specific development controls to guide development of land in flood prone areas of Narromine, however, the policy is based on the findings of the 2006 Narromine Flood Study and the Narromine Floodplain Risk Management Study and Plan, 2009. The procedures undertaken, outlined in section 2 of the policy, are however still valid and the Flood Planning Level currently provided for developments is based on the most up to date information available.

9. FLOOD POLICY FOR DEVELOPMENTS IN URBAN FLOODPLAINS (Cont'd)

The policy has been reviewed and based on the current levee bank proposal which is yet to be resolved, it is recommended that any significant changes to the current policy are undertaken following resolution of the levee bank proposal. A copy of the current policy can be found at **Attachment No. 4**.

Financial Implications

Operational Plan and Budget 2018/2019

Legal and Regulatory Compliance

Local Government Act 1993
Environmental Planning and Assessment Act 1979

Risk Management Issues

Council has an exemption from liability for flood liable land in accordance with Section 733(1) of the Local Government Act 1993 as detailed below

- (1) *A council does not incur any liability in respect of:*
- (a) *any advice furnished in good faith by the council relating to the likelihood of any land being flooded or the nature or extent of any such flooding, or*
 - (b) *anything done or omitted to be done in good faith by the council in so far as it relates to the likelihood of land being flooded or the nature or extent of any such flooding.*

As such there is no risk to Council in deferring the review of the policy until up-to-date flood information can be obtained and the resolution of the levee bank proposal is completed.

Internal/External Consultation

Nil.

Attachments

- Flood Policy for Developments in Urban Floodplains

RECOMMENDATION

Council defer review of the current Flood Policy for Developments in Urban Floodplains until resolution of the levee bank proposal.

Jane Redden
General Manager



CHARTER – LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

CHARTER OF THE NARROMINE SHIRE COUNCIL LOCAL EMERGENCY MANAGEMENT COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

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

"Council" means Narromine Shire Council

"Member" means a member of the committee

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

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

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

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

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

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

5. FUNCTIONS

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

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

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

6. COMMITTEE DELEGATIONS

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

7. MEMBERSHIP

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

Council Representation

General Manager or nominee

Emergency Services Organisation Representation

NSW Fire and Rescue Representative

NSW Rural Fire Service Representative

NSW Police Representative

Regional Emergency Management Officer Representative

NSW Ambulance Representative

VRA Representative

SES Representative

Functional Area Representatives

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

ARTC Representative

DOCS Representative

Industry and Investment Representative

Country Energy / Essential Energy Representative

Western NSW Local Health Network Representative

Support Staff

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

Chairperson

The Chairperson of this Committee shall be the General Manager or a Council Officer appointed by the General Manager.

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

If the Chairperson of the Committee is unable to preside at a meeting of the Committee, the Director of Engineering Services will preside at the meeting as an Acting Chairperson.

Other Office Bearers

There are no office bearers on the Committee.

9. TERM OF OFFICE

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

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

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

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

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

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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



CHARTER – RURAL FIRE SERVICE LIAISON COMMITTEE

*(Adopted by Council on 18 September 2012
Resolution No 2012/313)*

*Amended By Council 11 March 2014 Resolution No 2015/69
Amended By Council September 2017, Resolution No 2017/253*

CHARTER OF THE NARROMINE SHIRE COUNCIL RURAL FIRE SERVICE LIAISON COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

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

"Council" means Narromine Shire Council

"Member" means a member of the committee

"FCO" means Fire Control Officer

3. STATUS OF COMMITTEE

Statutory Committee

4. PURPOSE

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

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

5. FUNCTIONS

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

6. COMMITTEE DELEGATIONS

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

7. MEMBERSHIP

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

Council Representation

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

Rural Fire Service Representation

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

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

Support Staff

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

Chairperson

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

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

If the Chairperson of the Committee is unable to preside at a meeting of the Committee, the other Councillor will preside.

Other Office Bearers

There are no office bearers on the Committee.

9. TERM OF OFFICE

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

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

10. QUORUM & RECOMMENDATION MAKING

The quorum required to enable business to be transacted at meetings is a minimum of four and must include a delegated Councillor representative and one ranking Rural Fire Service Staff Member.

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

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

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

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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



CHARTER – LOCAL TRAFFIC COMMITTEE

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

CHARTER OF THE NARROMINE SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

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

"Council" means Narromine Shire Council

"Member" means a member of the committee

"RMS" means Roads and Maritime Services

"Police" means NSW Police Force

3. STATUS OF COMMITTEE

Technical Advisory Committee

4. PURPOSE

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

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

5. FUNCTIONS

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

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

6. OUTCOMES

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

7. COMMITTEE DELEGATIONS

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

8. MEMBERSHIP

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

FORMAL MEMBERS

Councillor Representation

One Councillor (annually appointed by Council in September)

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

NSW Police Representation

One NSW Police Representative

RMS Representation

One RMS Representative

Local Member Representation

One Delegate for State Member for Dubbo

Council Staff Advisors

The following staff members are assigned to this Committee:-

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

Informal Advisors

Informal advisors and other interest sectors for example, Bus Operators, Ambulance Services and other Council Staff may be invited to attend from time to time as required, will participate equally with Council in terms of discussion and/or debate but will not have any voting rights.

Support Staff

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

Chairperson

The Chairperson of this Committee shall be the Councillor Representative.

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

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

Other Office Bearers

There are no other office bearers on the Committee.

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis as provided by the residing State Member.

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

10. QUORUM & RECOMMENDATION MAKING

The quorum required to enable business to be transacted at meetings is a minimum of 3 formal members and must include a delegated Councillor representative.

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

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

11. GENERAL PUBLIC

The Committee will not usually be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General

Manager. Voting does not extend to members of the general public and is restricted to only formal committee members.

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

12. TIMETABLE FOR MEETINGS

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

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

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

The location, date and starting time for meetings will be 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.

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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

Internal Audit Committee Charter

1 Name

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

2 Status

Established by resolution of Council on 14 February 2018.

3 Purpose

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

4 Objective

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

5 Authority

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

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

6 Composition and Tenure

The Committee will consist of:-

Members (voting):-

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

Attendees (non-voting)

- General Manager
- Internal Auditor
- Chief Financial Officer
- Executive Manager Corporate Governance

Invitees (non-voting) for specific Agenda items

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

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

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

7 Roles and Responsibilities

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

Specifically, the Audit Committee's responsibilities are:

7.1 Risk Management

Review whether or not:

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

7.2 Control Framework

Review whether or not:

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

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

7.3 External Accountability:

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

7.4 Legislative Compliance

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

7.5 Internal Audit

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

7.6 External Audit

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

7.7 Responsibilities of Members

Members of the Committee are expected to:

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

8 Reporting

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

9 Administrative Arrangements

9.1 Meetings

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

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

9.2 Attendance at Meetings and Quorums:

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

9.3 Secretariat

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

9.4 Conflicts of Interest

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

9.5 Induction

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

9.6 Decision Making

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

9.7 Assessment of Committee Performance

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

9.8 Review of Audit Committee Charter

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

Document Control

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



CHARTER – NARROMINE AUSTRALIA DAY COMMITTEE

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

CHARTER OF THE NARROMINE AUSTRALIA DAY COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

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

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Operational Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

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

Councillor Representation

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

Community Representation

Ten Community Representatives

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and Regulatory Services or her nominee

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

Support Staff

Staff from Council will attend meetings to provide administrative support to the Committee. Administrative support is provided for the preparation of the agenda, business papers and recording of the minutes. Council staff will prepare a financial statement for each meeting.

Chairperson

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

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

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

Other Office Bearers

There are no office bearers on the Committee

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

9. QUORUM & RECOMMENDATION MAKING

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

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

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

10. GENERAL PUBLIC

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

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

11. TIMETABLE FOR MEETINGS

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

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

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

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

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

12. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

The minutes of the Committee will be included in Council's business papers for Council ratification, at the following Council Meeting.

13. INSURANCE

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

14. CODE OF CONDUCT

All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee. All new members will be provided with a copy of Council's Code of Conduct and will sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Committee (refer Section 15. Disciplinary Action)

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

on an evaluation of the circumstances of the matter, the nature of the interest and the importance of the issue being dealt with.

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

15. DISCIPLINARY ACTION

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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



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

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

CHARTER OF THE NARROMINE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

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

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

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

Councillor Representation

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

Community Representation

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

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and Regulatory Services or nominee

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

Support Staff

Staff from Council will attend meetings to provide administrative support to the Committee. Administrative support is provided for the preparation of the agenda, business papers and recording of the minutes. A financial report will also be prepared by Council.

Chairperson

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

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

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

Other Office Bearers

There are no office bearers on the Committee.

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

9. QUORUM & RECOMMENDATION MAKING

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

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

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

10. GENERAL PUBLIC

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

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

11. TIMETABLE FOR MEETINGS

The meetings will occur quarterly.

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

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

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

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

12. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

13. INSURANCE

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

14. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

15. CONFIDENTIALITY & PRIVACY

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

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

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

16. MEDIA PROTOCOL

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

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

17. REVIEW

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



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

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

CHARTER OF THE TRANGIE SHOWGROUND & RACECOURSE ADVISORY COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993, shall be known as the **Trangie Showground & Racecourse Advisory Committee**.

2. INTERPRETATION

For the purpose of this charter:-

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

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 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 community representatives

Council Staff Representation

The following staff are assigned to this Committee:-

Director Community and Regulatory Services 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 and must include a delegated Councillor representative.

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

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

10. GENERAL PUBLIC

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

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

11. TIMETABLE FOR MEETINGS

The meetings will occur quarterly.

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

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

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

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

12. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

13. INSURANCE

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

14. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

15. CONFIDENTIALITY & PRIVACY

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

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

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

16. MEDIA PROTOCOL

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

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

17. REVIEW

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



**CHARTER – TOMINGLEY
ADVANCEMENT ASSOCIATION
COMMITTEE**

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

CHARTER OF THE TOMINGLEY ADVANCEMENT ASSOCIATION COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993, shall be known as the **Tomingley Advancement Association Committee**.

2. INTERPRETATION

For the purpose of this charter:-

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

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

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

5. FUNCTIONS

The Committee shall:-

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

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

Organise and deliver the Tomingley Australia Day event when held.

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

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

Councillor Representation

One Councillor

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

Community Representation

Five Community Representatives

Council Staff Representation

The following staff are assigned to this Committee:-
Director Community and Regulatory Services or her nominee

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

Support Staff

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

Chairperson

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

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

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

Other Office Bearers

There are no office bearers on the Committee

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

9. QUORUM & RECOMMENDATION MAKING

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

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

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

10. GENERAL PUBLIC

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

11. TIMETABLE FOR MEETINGS

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

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

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

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

Committee meetings can only be held if a minimum of seven (7) working days notice has been given to all members.

12. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

The minutes of the Committee will be included in Council's business papers for Council ratification, at the following Council Meeting.

13. INSURANCE

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

14. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

A member of a committee who has a non-pecuniary conflict of interest in any matter with which the committee is concerned and who is present at a

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

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

15. CONFIDENTIALITY & PRIVACY

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

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

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

16. MEDIA PROTOCOL

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

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

17. REVIEW

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



CHARTER – TRANGIE MEMORIAL HALL COMMITTEE

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

CHARTER OF THE TRANGIE MEMORIAL HALL COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993, shall be known as the **Trangie Memorial Hall Committee**.

2. INTERPRETATION

For the purpose of this charter:-

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

"Council" means Narromine Shire Council

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. OUTCOMES

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

7. COMMITTEE DELEGATIONS

- 7.1 The Committee does not have the power to bind Council.
- 7.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 7.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

8. MEMBERSHIP

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

Councillor Representation

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

Community Representation

Trangie Local History Group Representative
Five Community Representatives

Council Staff Representation

The following staff are assigned to this Committee:-
Director Community and Regulatory Services or her nominee

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

Support Staff

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

Chairperson

The Chairperson of this Committee shall be elected from the Councillor Representatives. At the first Committee meeting after the annual nomination of Councillor Representatives to the Committee (usually conducted in

September), the Chairperson shall be elected by the members present at the meeting.

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

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

Other Office Bearers

There are no office bearers on the Committee

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

The meetings will occur every three months.

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

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee. All new members will be provided with a copy

of Council's Code of Conduct and will sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Committee and may include disciplinary action.

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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



CHARTER – FLOODPLAIN MANAGEMENT COMMITTEE

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

CHARTER OF THE NARROMINE SHIRE COUNCIL FLOODPLAIN MANAGEMENT COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

“The Committee” means the Narromine Shire Council Floodplain Management Committee

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established primarily to assist Council in respect to studies undertaken in regards to the Narromine Town Levee and Concept Design.

5. FUNCTIONS

The Committee shall assist in:-

- 5.1 formulating objectives, strategies and outcomes sought from the process;
- 5.2 providing a link between the local community and Council;
- 5.3 indentifying the flood problem to be assessed and the study area;
- 5.4 providing input into known flood behaviour as part of the flood study;
- 5.5 co-ordination with catchment management boards, emergency management boards and other advisory bodies.

6. OUTCOMES

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

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 Representation

Representatives of the local community, relevant industry bodies and environmental groups

Council Staff Representation

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

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

Industry Representatives

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

Office of Environment and Heritage

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

State Emergency Service Representation

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

Chairperson

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

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

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

Other Office Bearers

There are no other office bearers on the Committee.

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

Councillors serving on the Committee shall have a duration of the Council term for committees (usually 1 year). They can be re-appointed each year.

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

The Committee will not usually be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General

Manager. Voting does not extend to members of the general public and is restricted to only elected committee members.

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

12. TIMETABLE FOR MEETINGS

The meetings will occur as required.

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the

interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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



CHARTER – ECONOMIC DEVELOPMENT GROUP COMMITTEE

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

CHARTER OF THE ECONOMIC DEVELOPMENT GROUP COMMITTEE

1. NAME

The committee, as appointed under the provision of Section 355(b) of the Local Government Act 1993, shall be known as the **Economic Development Group Committee**.

2. INTERPRETATION

For the purpose of this charter:-

“The Committee” means the Economic Development Group Committee

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. COMMITTEE DELEGATIONS

- 6.1 The Committee does not have the power to bind Council.
- 6.2 The Committee can make recommendations to the Council on all business presented before it. Recommendations of the Committee will be presented to Council in the minutes from the meetings. Recommendations made by the Committee may or may not be adopted by Council.
- 6.3 To operate in accordance with the provisions of any Regulations, as adopted by Council.

7. MEMBERSHIP

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

Councillor Representation

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

Business Representation

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

Community Representation

Two representatives from the community

Council Staff Representation

General Manager or nominee

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

Support Staff

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

Chairperson

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

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

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

Other Office Bearers

There are no office bearers on the Committee.

8. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

9. QUORUM & RECOMMENDATION MAKING

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

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

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

10. GENERAL PUBLIC

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

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

11. TIMETABLE FOR MEETINGS

The meetings will occur quarterly.

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

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

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

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

12. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

The minutes of the Committee will be included in Council's business papers for Council ratification, at the following Council Meeting.

13. INSURANCE

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

14. CODE OF CONDUCT

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

In particular, if a committee member has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

Committee members must act in a professional and conscientious manner with any information they obtain as a committee member, especially as

committees need openness and honesty to operate efficiently. Committee members should feel free to express their opinions and views without fear of recrimination. It is therefore important that committee members respect each other, despite differences, and work together to create an open and trusting atmosphere.

15. CONFIDENTIALITY & PRIVACY

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

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

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

16. MEDIA PROTOCOL

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

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

17. REVIEW

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



POLICY – RECORDS MANAGEMENT AND PROCEDURES FOR COUNCILLORS

Adopted by Council on

Created By: General Manager's Department
Version No: 4.0
Adopted Date: 10 December 2014,
Review Date: November 2018

CONTENTS

1	Purpose, scope, authority and application of this document
2	State records
3	Records as a resource
4	Creation and capture of records
5	Registration of records by Council
6	Security and confidentiality of records
7	Access to records of Council
8	Borrowing records of Council
9	Unauthorised access or disclosure of information
10	Handling and storage of records
11	Disposal of records
12	For more information
13	Approval

Appendix A – Legislative requirements for recordkeeping
Appendix B – Best practice guidance for recordkeeping
Appendix C – Glossary of terms
Appendix D – Web references for publications referred to in this document
Appendix E - Template

1 PURPOSE, SCOPE, AUTHORITY AND APPLICATION OF THIS DOCUMENT

1.1 Purpose of this document

The purpose of this document is to ensure that full and accurate records (see Appendix C : Glossary) of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to meet the Council's organisational needs and accountability requirements.

A records management program (see Appendix C: Glossary) has been established by Council in accordance with section 12(2) of the State Records Act 1998. This document provides part of the framework for that program. More information on the records management program is available in Council's Records Management policy.

1.2 Scope of this document

This document has been specifically developed to assist Councillors to meet their recordkeeping responsibilities. Council staff members should refer to Council's Records Management Policy and Records Management Procedures.

1.3 Authority of this document

This document has been adopted by the Council by formal minute based on the **General Manager's** report and recommendations. It has been developed in consultation with Councillors and will be revised on a regular basis. Ownership of the policy and procedures rests with the **Executive Manager Corporate Governance**, who is responsible for reporting to State Records NSW regarding compliance with legislative requirements and recordkeeping standards.

1.4 Application of this document

All Councillors must comply with this document in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records.

2 STATE RECORDS

2.1 Some Councillors' records are State records

Public offices are bound by the State Records Act 1998 which establishes rules for best practice for recordkeeping in NSW Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (section 3(1)). When discharging functions of Council, Councillors are subject to the State Records Act when they create or receive 'State records'.

A State record is 'any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (section 3(1)).

2.2 Examples of State records

Examples of State records include (but are not limited to):

- correspondence, including emails, regarding building and development matters
- a petition received from a community group
- declarations concerning a Councillor's pecuniary interests
- speech notes made for addresses given at official Council events, **end**
- complaints, suggestions or enquiries by rate payers about Council services.
- Records relating to the recruitment and appointment of General Managers

2.3 Examples of records that are not State records

Conversely, records which are created, sent or received by Councillors when they are **not** discharging functions of Council are **not** considered to be State records for the purposes of the State Records Act 1998.

Examples of records that are not State records include (but are not limited to):

- records relating to political or electoral issues eg lobbying for votes, supportive emails from members of the community regarding elections or political stances
- communications regarding matters of personal/general interest rather than Council interest eg information from environmental or other interest groups not specific to issues being considered by Councillors or Council
- records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council
- personal records of councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

3 RECORDS AS A RESOURCE

Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- support the work of Councillors and Council's program delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner
- provide evidence of Councillors' actions and decisions and establish precedents for future decision making, and
- protect the rights and interests of the Council, Councillors and its clients and rate payers.

A small percentage of records created and received by Councillors will become archives (See Appendix C: Glossary), part of the cultural resources of the State.

4 CREATION AND CAPTURE OF RECORDS

4.1 What records to create and capture

Councillors should create and capture full and accurate records of any **significant business** undertaken in the course of their official duties for Council. **Significant business** can include:

- providing advice, instructions or recommendations
- drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- correspondence received and sent relating to their work undertaken for Council.

Council is responsible for:

- creating and capturing records of Council or committee meetings where the Council is the secretary
- capturing any State records it sends to Councillors regarding Council business.

Creation of records of a confidential nature

On some occasions Councillors are approached and asked to keep matters discussed relating to Council business confidential. In this case they should refer the person to Council's General Manager. Confidential conversations/correspondence must still be recorded and registered into Council recordkeeping systems if they refer to Council business. There are policies and security controls in place to ensure these records have limited access (see Section 6 Security and confidentiality of records), but these records may still need to be produced under relevant legislation, eg subpoena, or the Government Information (Public Access) Act 2009. With security controls in place, records are likely to be less at risk than if they were not in recordkeeping systems.

4.2 How to create records

Council has a number of paper and electronic templates available for Councillors to create emails, faxes, letters and memos while conducting business for the Council. These will assist Councillors in ensuring that the essential information is recorded.

Details of significant advice, commitments etc made during telephone or verbal conversations or via SMS should be recorded using the Council's standard file note template (eg time, date, parties involved, summary of discussion, commitments, advice given etc and reasons for them). Notes in Councillors' diaries are generally not adequate where there are recordkeeping requirements: they should be converted into a formal file note. These records should be made **as soon as possible** after the event to ensure the information is accurate.

See [Section 6 Security and confidentiality of records](#) for information about the treatment of confidential matters.

4.3 How to capture records

Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into official Council recordkeeping systems as soon as is practicable so that Council can assist with their long term management.

Paper records

Records created or received in paper format by Councillors should be forwarded to Council to be registered on Council's electronic recordkeeping system. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager to this fact so that appropriate security controls can be applied.

It is suggested Councillors forward the records to Council at least ~~weekly~~ **monthly**, although matters requiring action by Council need to be forwarded immediately.

Email and electronic records

Email and other electronic records should be forwarded to Council promptly for registration by emailing to mail@narromine.nsw.gov.au. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager to this fact so appropriate security controls can be applied.

See [Section 6 Security and confidentiality of records](#) for information about security controls for sensitive records.

Councillors' Copies

If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. The routine destruction of copies of records is permitted under the State Records Act (section 21(2)). See [Section 11 Disposal](#) for more information.

Councillors must forward duplicates of records to the [General Manager's Department](#) for ~~disposal~~ destruction (see Section 11.2).

It is important to recognise that these copies should be treated like the originals with regard to security controls applied (see [Section 10 Handling and storage of records](#)).

5 REGISTRATION OF RECORDS BY COUNCIL

5.1 Registration procedures

Records received from Councillors for registration will be handled in accordance with the Council's Records Management Policy [and procedures](#).

See [Section 6 Security and confidentiality of records](#) for information about security controls applied to sensitive records.

5.2 Councillors' mail (including email)

Incoming mail for Councillors received at Council with no privacy markings will be opened by Council staff. Mail relating to Council business is registered into Council's recordkeeping system before being scanned and emailed to the Councillor via their Council email address. Mail with privacy markings is forwarded to the Councillor unopened. It is then the Councillor's responsibility to return any mail that is a State record and requires registration in the Council's main recordkeeping system. Any incoming mail for Councillors which is not related to Council business is not registered into Council's recordkeeping system however is opened, scanned and emailed to Councillor via their Council email address.

Faxes to Councillors are registered into Council's electronic recordkeeping system before being emailed to Councillors via their Council email address.

Electronic mail received through the Council's generic email address that is addressed to Councillors is registered in Council's electronic recordkeeping system and then emailed to the Councillor via their Council email address.

In terms of general correspondence which is to be copied to Councillors, the original letter is registered in the recordkeeping system and referred to the appropriate action officer. Copies are emailed to Councillors, with a copy also referred to the General Manager.

6 SECURITY AND CONFIDENTIALITY OF RECORDS

6.1 Building controls

Council's vital paper records are kept securely in Council's office buildings with security controls to protect against unauthorised access.

6.2 System controls

The Council's records management software which controls both paper and electronic records restricts access according to security levels.

6.3 Security Labels

Sensitive and confidential correspondence that has been marked 'Confidential' is handed to the General Manager. It is kept in **the General Manager's** care until reported in closed meeting to Council or until there is no further need for confidentiality. The correspondence is then recorded **on-Blueprint in Council's electronic document records management system.** This also applies to 'Commercial in Confidence' correspondence.

6.4 Rules for Council staff and Councillors

Council staff and Councillors are bound by Council's Code of Conduct & Procedures, preventing unauthorised access or disclosure of Council records.

See Section 10 Handling and storage of records for advice regarding Councillors' security responsibilities when storing records.

7 ACCESS TO RECORDS OF COUNCIL

7.1 Access relating to civic duties

Councillors need to have access to information held by Council to help them make informed decisions on matters under their consideration. This information should be relevant and appropriate to the discharge of their obligations eg records relating to matters before Council or due to be listed for which there is notification.

As a first step Councillors should direct their request for information to the General Manager.

Records can be made available for viewing during normal business hours. Records must be viewed in the presence of a Records Officer.

7.2 Access relating to personal interest

Councillors wishing to access records in relation to a matter of personal interest have the same rights as other members of the public. Access may be obtained, for example, under:

The Privacy and Personal Information Protection Act 1998
The Health Records and Information Privacy Act 2002
The State Records Act 1998, or
The Government Information (Public Access) Act 2009

7.3 Refusal of access

If a Councillor is refused access to records, they should refer to any appeal provisions of the relevant Act.

7.4 More information on Access

More information on gaining access to Council records can be obtained from the [Executive Manager Corporate Governance](#) on 6889 9930.

See also [Section 9 Unauthorised access or disclosure of council records](#)

8 BORROWING RECORDS OF COUNCIL

8.1 Borrowing paper-based records

Under section 11(1) of the State Records Act, Councils are required to ensure the safe custody and proper preservation of records they are responsible for. If a Councillor needs to borrow a paper-based Council record in the course of their duties for Council, they should contact the General Manager and arrangements can be made for the file to be made available for viewing by the Councillor or a photocopy of the relevant documents to be provided to the Councillor as the circumstances dictate.

No Council files are to be taken from the Council premises.

8.2 Borrowing records in electronic form

Electronic records may be emailed to Councillors when required; however these records will be firstly be converted to pdf format.

8.3 Loss of records

Councillors are responsible for [duplicate](#) records marked out to them and should protect them accordingly. If a record is not able to be located, the Councillor is to advise the [General Manager](#) as soon as possible.

8.4 Archives

Council policy regarding archives is that they are **not** to be borrowed. They should rather be viewed within Council offices during normal working hours in the presence of a records officer. Photocopies of relevant pages can be made available to Councillors if restrictions on copying do not apply.

9 UNAUTHORISED ACCESS OR DISCLOSURE OF COUNCIL RECORDS

The Local Government Act 1993 section 664(1) prohibits the disclosure of information obtained in connection with the administration or execution of the Act, except in certain specific circumstances. Councillors are also bound by Council's Code of Conduct & Procedures **not** to:

- ~~▪ Maintain the integrity and security of confidential documents or information in their possession, or for which they are responsible.~~
- ~~▪ Protect confidential information.~~
- ~~▪ Only release confidential information if they have authority to do so.~~
- ~~▪ Only use confidential information for the purpose it is intended to be used.~~
- ~~▪ Not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.~~
- ~~▪ Not use confidential information with intention to cause harm or detriment to Council or any other person or body.~~
- ~~▪ Not disclose any information discussed during a confidential session of a Council Meeting.~~
- ~~▪ When dealing with personal information comply with the Privacy and Personal Information Protection Act 1998, the Health Records and Information Privacy Act 2002, the Information Protection Principles and Health Privacy Principles, Council's Privacy Management Plan and the Privacy Code of Practice for Local Government.~~
- Attempt to access records they are not authorised to see
- Provide unauthorised access to other parties while Council records are in their care
- Disclose confidential information about Council business, or
- Disclose personal information of employees, clients etc. without the subject's consent.

These rules help to ensure that Council and its staff and clients are protected and that the requirements of relevant legislation, such as privacy legislation, are met (see Appendix A).

10 HANDLING AND STORAGE OF RECORDS

10.1 Damage or neglect of records is an offence

Damage or neglect of a State record is an offence under section 21 of the State Records Act. Councillors should apply the storage and handling rules below to ensure records are protected.

10.2 Handling of records

When handling Council records the following rules apply:

- Registered documents are not to be rearranged or removed from Council files (the order provides context for the records) and information on files should never be altered.
- No food or drink is to be consumed near records (grease and food particles can attract vermin and liquids can damage records if spilt on them).
- Strictly no smoking around records (due to airborne pollutants and the risk of fire)
- If records are damaged during handling, the **Executive Manager Corporate Governance** should be informed. No attempts should be made to repair the record (as some repairs can do long term damage).

Information on handling specific formats is available in State Records' *Recordkeeping in Brief 14: Handle with care* or can be provided by Council's records staff.

10.3 Storage of records

No Council hard copy/paper files should be stored in Councillor's homes. Files must be accessed at Council in normal working hours in the presence of a records officer.

11 DISPOSAL OF RECORDS

11.1 Disposal in accordance with the State Records Act

State records held by Councillors must be disposed of in accordance with the State Records Act 1998.

State Records NSW has issued *General Retention and Disposal Authority – Local Government Records (GA39)*, which outlines classes of records and how long they should be kept before being legally destroyed or transferred to archives. Periods specified are based on relevant legislation, guidelines and standards. Failure to keep records for the length of time specified in GA39 may put Councillors and Councils at risk.

Other forms of authorised disposal include:

- By order of a court or tribunal
- 'normal administrative practice' (NAP) where ephemeral, duplicate or facilitative records can be destroyed. State Records has produced *Guidelines on Normal Administrative Practice (NAP)* which provide further information on the application of NAP.

11.2 Liaison with Council for disposal

Councillors should not be undertaking disposal of records. If Councillors have duplicates or copies of records, these should be forwarded to Council for appropriate disposal.

Councillors must forward all records to Council staff for capture into the official recordkeeping system. Duplicates of records should be forwarded to the **General Manager's** Department for disposal.

12 FOR MORE INFORMATION

For more information about the use of this policy and procedures, contact the **Executive Manager Corporate Governance**.

Acknowledgement: *The Council acknowledges the use of State Records NSW, Sample records management policy and procedures for Councillors which draws on policy/procedure documents of State Library of NSW, State Records NSW, Armidale/Dumaresq Council, Shoalhaven City Council, and the Council of the City of Sydney.*

APPENDIX A – LEGISLATIVE REQUIREMENTS FOR RECORDKEEPING

- *Environmental Planning and Assessment Act 1979* available at:
<https://www.legislation.nsw.gov.au/#/view/act/1979/203>
- *Evidence Act 1995* available at:
<https://www.legislation.nsw.gov.au/#/view/act/1995/25>
- *Government Information (Public Access) Act 2009* available at:
<https://www.legislation.nsw.gov.au/#/view/act/2009/52>
- *Health Records and Information Privacy Act 2002* available at:
<https://www.legislation.nsw.gov.au/#/view/act/2002/71>
- *Local Government Act 1993* available at:
<https://www.legislation.nsw.gov.au/#/view/act/2002/71>
- *Privacy and Personal Information Protection Act 1998* available at:
<https://www.legislation.nsw.gov.au/#/view/act/1998/133>
- *State Records Act 1998* – including standards and retention and disposal authorities issued under the Act - available at:
<https://www.legislation.nsw.gov.au/#/view/act/1998/17>
- *State Records Regulation 2015* available at:
<https://www.legislation.nsw.gov.au/#/view/regulation/2015/505>

(Note: This list is not exhaustive. It is the responsibility of managers to examine legislation and government directions which govern their activities, and ensure that records arising from these activities conform with recordkeeping requirements.)

APPENDIX B – BEST PRACTICE GUIDANCE FOR RECORDKEEPING

- Australian Standard, AS ISO 15489-2002, *Records management*
- Australian Standard AS5090-2003, *Work process analysis for recordkeeping*
- NSW Ombudsman, *Good Conduct and Administrative Practice: Guidelines for State and Local Government, 2017*, available at: https://www.ombo.nsw.gov.au/_data/assets/pdf_file/0016/3634/Good-conduct-and-administrative-practice-guidelines-for-state-and-local-government.pdf
- Narrromine Shire Council Code of Conduct & Procedures
- Narrromine Shire Council Privacy Management Plan

APPENDIX C – GLOSSARY OF TERMS

This glossary has been compiled from the State Records Authority Glossary of Recordkeeping Terms. Sources of terms include Australian and international standards on records management.

Access

Right, opportunity, means of finding, using or retrieving information. *AS ISO 15489 Part 1 Clause 3.1*

Appraisal

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations. *AS 4390 Part 1 Clause 4.3*

Archives

Those records that are appraised as having continuing value. *AS 4390 Part 1 Clause 4.5*

Disposal

A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. *AS 4390 Part 1 Clause 4.9*

Recordkeeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. *AS 4390-1996, Part 1.4.19*

Recordkeeping systems

Information systems which capture, maintain and provide access to records over time. *AS 4390-1996, Part 1 Clause 4.20*

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. *AS ISO 15489 Part 1 clause 3.15.*

Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. *State Records Act 1993 (NSW)*.

Records management program

A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.

Retention and Disposal Authority

Documents authorised by the Board of State Records NSW that set out appropriate retention periods for classes of records.

State archive

A State record that the State Records Authority of New South Wales has control of under the *State Records Act, 1998 (NSW)*.

APPENDIX D – WEB ADDRESSES FOR PUBLICATIONS REFERRED TO IN THIS DOCUMENT

See also [Appendix A](#) for links to legislation.

NSW Finance & Services, Guide to Labelling Sensitive Information 2011, available at: <https://www.finance.nsw.gov.au/sites/default/files/policy-documents/Labelling%20Sensitive%20Information%202011.pdf>

State Records, - *Destruction of records*, revised 2015, available at: <https://www.records.nsw.gov.au/recordkeeping/advice/retention-and-disposal/destruction-of-records>

State Records, *General retention and disposal authority: local government records (GA39)*, available at: <https://www.records.nsw.gov.au/recordkeeping/rules/gdas/ga39>

State Records, - *Normal administrative practice*, available at: <https://www.records.nsw.gov.au/recordkeeping/advice/retention-and-disposal/normal-administrative-practice>

State Records, - *Handle with care*, available at: <https://www.records.nsw.gov.au/recordkeeping/advice/storage-and-preservation/handle-with-care>

See also Independent Commission Against Corruption, *Lobbying local government councillors*, 2006, available at: www.icac.nsw.gov.au which includes recommendations for recordkeeping.



Narrromine

SHIRE COUNCIL

Heritage Fee Reduction Policy

DOCUMENT VERSION CONTROL

Version No.	Created by	Adopted By Council	Resolution No	Review Period
No. 1.0	Community & Regulatory Services	14 May 2014	2014/139	Four Years
No. 2.0	General Managers Department	2018		Four Years

HERITAGE FEE REDUCTION POLICY

POLICY NAME: Narromine Council Heritage Fee Reduction Policy

COUNCIL ADOPTION:

RELEVANT LEGISLATION: Section 356 (2) Local Government Act 1993

**RELATED
POLICIES/DOCUMENTS:**

- Department of Local Government (now Office of Local Government) Circular to Councils 06-32 dated 18 May 2006
- NSW Heritage Office Local Government Guidelines

1. INTRODUCTION

1.1 Title and Commencement

This policy is titled *Heritage Fee Reduction Policy*. This policy was **first** adopted by Council on **14 May 2014**.

1.2 Purpose of the Policy

The purpose of the policy is to provide assistance for owners of properties subject to statutory heritage listings by reducing the cost of lodging development applications.

The purpose of this policy is to provide guidelines for reduction or waiving of development applications fees.

The reduction of development application fees, which are statutory charges, is considered 'financial assistance' in terms of Section 356 of the Local Government Act 1993. Therefore, applications for fee reduction will require Council resolution.

1.3 Objectives and Coverage of the Policy

The objectives of the Heritage Fee Reduction Policy are to:

- provide conservation incentives for owners of heritage properties through reduction of development application fees.
- encourage investment of savings from the refund to be put towards the cost of any conservation work completed by an owner of a heritage property and thus provide a conservation incentive.

1.4 Definitions

For the purpose of this policy:

“Conservation work” means the restoration of the fabric of a heritage item or property within a heritage conservation area and its setting.

2. POLICY STATEMENT

2.1 Eligibility

This heritage incentive is offered to owners of privately owned residential and commercial properties that are listed as Heritage Items or are within Heritage Conservation Areas listed under Schedule 5 of the Narromine Local Environmental Plan 2011.

Government owned properties have been excluded from a refund of DA fees as they are rate exempt or have access to other financial assistance.

2.2 Funding Limits

A reimbursement of development application fees for conservation work will be given provided the following requirements are complied with:

- The development is proposed on a privately owned property listed as a Heritage Item or is within a Conservation Area under Schedule 5 of the Narromine Local Environmental Plan 2011;
- The proposed development involves conservation work as all or part of the application;
- A development application has been approved for the proposed conservation work;
- The conservation work has been completed in accordance with the development consent and any conditions of development consent;

- An inspection to ensure the conservation work has been completed has been undertaken by a Council Officer;
- Copies of receipts received by the applicant for work undertaken (including any labour and material costs) have been supplied to Council;
- Where the conservation work costs less than the development application fee, the amount refunded will be for the cost of the conservation work only; and
- The reimbursement of fees is to be limited to that part of the development directly associated with the conservation work. Please refer to table 3.1 for examples.

Table 3.1 – % Reimbursement of DA fees for conservation work

Total Development Cost	Development Cost Involving Conservation Work	Percentage of Reimbursement of DA Fees (not total development cost)
\$10,000	\$5,000	50%
\$100,000	\$25,000	25%
\$200,000	\$20,000	10%
\$250,000	\$10,000	4%

The percentage of the reimbursement of fees is equivalent to the proportion of the cost of works involving conservation to the total development costs.

3. Approval Process

3.1 Legislative Requirements

The reduction of development application fees, which are statutory charges, is considered 'financial assistance' in terms of Section 356 of the Local Government Act 1993. Therefore, applications for fee reduction will require Council resolution. The application for fee reduction will be notified to Council and require approval by Council resolution. Section 377 (1) of the Local Government Act 1993 requires that applications to provide financial assistance must be resolved by Council.

3.2 The Application Process

The process of applying for a heritage fee reduction is as follows:

- i) An applicant approaches Council for guidance on conservation and redevelopment of a heritage item/site;
- ii) Inspection by staff and the Heritage Adviser at the development site held to determine scope of works and required information (pre-lodgement meeting);
- iii) Development application lodged with Council including a heritage management document, cost estimate of conservation works as well as total development cost;
- iv) If approval is given, the applicant carried out the work in compliance with all conditions of development consent;
- v) Post development, the applicant completes the form “Application for a heritage DA fee reduction” and includes information to support the cost estimate of the conservation work;
- vi) A report is prepared for the next available meeting of Council and a determination is made on the application, and;
- vii) Council notifies the applicant of its decision and, if approved by Council, the refund amount is paid.

3.3 Exempt Development

In addition to the above, certain works and activities do not require a Development Application if the Council is of the opinion that the proposed development would not adversely affect the heritage significance of the heritage item or heritage conservation area (see clause 20(3) of Narromine LEP 1997).

Full Council must resolve in this manner to give effect to this exemption from the need for development consent. In this instance, this policy does not apply as there are no development application fees to reduce.

3.4 Privacy

Narromine Shire Council collects information for the purposes stated on this Policy. Applications for fee reduction will require a public report to Council, which will include such information as the name of the applicant, the relevant development and the total amount of the fee reduction. Information included will be stored on the relevant Council file and may be accessible by requests for information under the GIPA Act. Council records are disposed in accordance with the General Authority for Local Government Records (GA39).

NARROMINE SHIRE COUNCIL

FLOOD POLICY FOR DEVELOPMENTS IN URBAN FLOODPLAINS

ADOPTED FEBRUARY 2011

Prepared by:

Lyal & Associates

Consulting Water Engineers

Level 1, 26 Ridge Street

North Sydney NSW 2060

Tel: (02) 9929 4466

Fax: (02) 9929 4458

Email: lacewater@bigpond.com

Job No: AT041 File:/docs/reports/Appendix C.doc	Date: September 2010 Rev No: 8.0	Author: BWL Reviewer: NSC
--	-------------------------------------	------------------------------

TABLE OF CONTENTS

	Page No.
1 INTRODUCTION	1
1.1 What does the Plan do?.....	1
1.2 Objectives.....	1
1.3 Will the Plan affect my property?.....	1
2 HOW TO USE THIS PLAN	2
3 WHAT ARE THE CRITERIA FOR DETERMINING APPLICATIONS?.....	4
3.1 General.....	4
3.2 Land Use Categories and Flood Planning Levels.....	4
3.3 What Controls Apply to Proposed Development?.....	5
3.4 Checking of Completed Finished Floor Height.....	10
3.5 Fencing.....	10
3.6 Other Uses and Works.....	10
3.7 Other Documents Which May Need to be Read in Conjunction with this Plan.....	10
3.8 What Information Do You Have to Submit to Council ?.....	10
4 DESCRIPTION OF TERMS	11

FIGURES

C1.1 Indicative Extents of Inundation 1% AEP, 0.5% AEP and Extreme Floods

C3.1 Flood Risk Precincts

ANNEXURES**ANNEXURE 1 - LAND USE CATEGORIES****ANNEXURE 2 - DEVELOPMENT CONTROLS MATRIX****ANNEXURE 3 - FLOOD COMPATIBLE MATERIALS****ANNEXURE 4 – FLOOD RELATED DEVELOPMENT APPLICATION
REQUIREMENTS**

1 INTRODUCTION

This Flood Policy was prepared to provide specific development controls to guide development of land in flood prone areas in Narromine.

The Flood Policy incorporates the findings of the *Narromine Flood Study, 2006*, the *Narromine Floodplain Risk Management Study and Plan, 2009*, the procedures set out in the *NSW Floodplain Development Manual, 2005* and the revised ministerial direction regarding flood prone land (issued on 31 January 2008 under Section 117 of the EP&A Act, 1979).

1.1 What does the Plan do?

The Flood Policy provides information and guidelines to assist people who want to develop or use land affected by potential flooding within the town of Narromine. Development may include, among other things:

- dwelling construction;
- filling land to provide building platforms above flood level;
- commercial and industrial development;
- subdividing land.

1.2 Objectives

The objectives of this Flood Policy are:

- (a) To provide detailed controls for the assessment of applications on land affected by floods in accordance with the provisions of *Narromine LEP 1997* (as amended) and the *Narromine Floodplain Risk Management Study and Plan, 2009*.
- (b) To alert the community to the hazard and extent of land affected by floods.
- (c) To inform the community of Council's policy in relation to the use and development of land affected by the potential floods in Narromine.
- (d) To reduce the risk to human life and damage to property caused by flooding through controlling development on land affected by floods.

1.3 Will the Plan affect my property?

The Flood Policy applies to all development permissible with the consent of Council on land in Narromine that would be inundated by the Extreme Flood, the approximate extent of which is shown in **Figure C1.1**. As shown on this figure, most of the urban

area of Narromine would be flooded in the event of a 1% AEP flood (a flood with a 1% chance of being equalled or exceeded in any year).

2 HOW TO USE THIS PLAN

The Flood Policy provides criteria which Council will use for the determination of development applications in flood prone areas in Narromine. The criteria recognise that different controls apply to different land uses, hydraulic category and levels of potential flood inundation or hazard.

The procedure Council will apply for determining the specific controls applying to proposed development in flood prone areas in Narromine is set out below. Upon enquiry by a prospective applicant, Council will make an initial assessment of the flood affectation and flood levels at the site (to be confirmed when surveyed natural surface levels for the property are provided when the Development Application is formally lodged with Council) using the following procedure and the results of the *Narromine Flood Study, 2006*.

- i. Make a preliminary assessment of whether the development is located in Flood Prone land, that is, land within the approximate extent of the **Extreme Flood** from **Figure C1.1**.
- ii. Determine which part of the floodplain the development is located in from the **Flood Risk Precinct** diagram (**Figure C3.1**).
- iii. Identify the category of the development from **Annexure 1: Land Use Category**.
- iv. Confirm that the development conforms with the categories set out in **Annexure 2: Development Controls Matrix**. The matrix and development controls must be read in conjunction with Notes A – F under section 3.3.
- v. Providing the proposal meets with the criteria above, determine the appropriate **Flood Planning Level** for the category of development from **Annexure 2** and the flood level and other relevant controls from the Development Control Matrix at the site from the results of the *Narromine Flood Study, 2006*. Fees apply to the determination of the Flood Planning Level for a proposal. Please refer to Council's Fees and Charges for the prescribed fee.

With the benefit of this initial information from Council, the applicant will:

- vi. Prepare the Flood Related Documentation to support the Development Application according to **Annexures 2** and **4**. A survey plan showing natural surface levels over the site will be required as part of the DA Documentation. Provision of this plan by the applicant at the initial enquiry stage will assist Council in providing flood related information.

3 WHAT ARE THE CRITERIA FOR DETERMINING APPLICATIONS?

3.1 General

Development controls on flood prone land are set out in **Annexure 2** of this Flood Policy. The controls recognise that different controls are applicable to different land use, location within the floodplain and levels of potential flood inundation and flood hazard.

The controls applicable to proposed development depend upon:

- The type of development proposed.
- The **Flood Risk Precinct** in which the development is located.

3.2 Land Use Categories and Flood Planning Levels

Eight land use categories have been adopted. The specific land uses are listed in **Annexure 1**.

The **Flood Planning Level (FPL)** is the minimum floor level for the land uses, based on Council's adopted level of protection:

- For new residential development in Narromine, the **FPL** is the peak 1% AEP flood level at the particular development site, plus an allowance of 500 mm for freeboard.
- For commercial and industrial development the **FPL** is the peak 2% AEP flood level plus an allowance of 500 mm for freeboard. Additional requirements apply for flood protection of property for these types of developments (refer **Note B of Section 3.3**).
- Essential Community Facilities and Critical Utilities require a higher level of flood protection. The **FPL** for these types of developments is the 0.5% AEP flood plus 500 mm freeboard. In addition, these uses are to have flood compatible building components and the structure is to be adequately designed to withstand the force of floodwaters up to the extreme flood level.
- Like for essential community facilities and critical utilities, Flood Vulnerable Residential Development (nursing homes, aged care facilities and the like) usually requires a higher level of flood protection due to the limited mobility of inhabitants. However in the case of Narromine for the reasons above, the **FPL** is the peak 1% AEP flood level plus an allowance of 500 mm for freeboard. In addition, these uses are to have flood compatible building components and the structure is to be adequately designed to withstand the force of floodwaters up to

the extreme flood level. This requirement recognises that the minimum finished floor level will be adequate to protect life and property in this frequency of flood but also with the added protection that the elderly and less mobile will be able to move back into their residences soon after flood waters have subsided and that less damage would be caused to their buildings during any frequency of flood due to the flood compatible building components.

3.3 What Controls Apply to Proposed Development?

The Flood Policy applies to all flood prone land (that is, land inundated by flood events up to the magnitude of the **Extreme Flood**.) The types of controls have been graded relative to the severity and frequency of potential floods, having regard to six **Flood Risk Precincts** within the floodplain, shown on **Figure C3.1** and defined below:

- The **“Macquarie River Floodway”**. This is the area conveying most of the flow in the Macquarie River in the event of a 1% AEP flood. The Flood Policy does not permit new development in this area.
- The **“Manildra Street/River Drive Precinct”** is the area on the southern floodplain between the river and the Mitchell Highway. This Precinct includes two flow paths which act as conveyances for floodwaters breaking out from the low points in the river bank between Manildra Street and River Drive. Some of the flow travels eastwards to Manildra Street via the Manildra Floodway flow path (shown as green dashed lines on **Figure C3.1**) and the remainder is conveyed via the Town Cowal Floodway (shown as red dashed lines) through the railway culverts to the southern side of town. **Note A** below provides further commentary on development controls in this precinct.
- The **“Town Cowal Floodway”** This area, shown shaded light blue on **Figure C3.1**, was zoned as a floodway according to the Narromine LEP, 1997 and was defined using survey data available at that time. (A floodway is an area where significant flow velocities would be expected at the 1% AEP flood and which should be kept clear of future development as the obstruction of floodways can create significant problems elsewhere). More recent survey data has allowed a better assessment to be made of the location of the floodway (in a hydraulic sense), which is shown as red dashed lines on **Figure C3.1**. Until such time as Council further defines the floodway by a more accurate survey of contours along the length of the zoned Floodway from the Narromine LEP 1997 (down to 100mm accuracy), this policy will allow for an interpretation by Council (at its discretion) of the true extent of the land which should be defined as a floodway (and hence kept clear), based on this new information, as well as natural surface levels identified in the site survey to be provided by applicants in support a

Development Application. The procedure Council will adopt in its interpretation is described in **Note D**.

- The “**High Hazard Ponding Area**” is the precinct on the eastern side of the Parkes Narromine railway embankment. There are sparse data on natural surface levels available in this area. However, on the basis of available information it appears that although flow velocities would be low, peak depths of inundation in excess of 1 m would be expected in the event of the 1% AEP flood. In this area in-fill residential development would be permitted. An upper limit needs to be applied for infill development in this area to ensure the cumulative impacts on infilling this ponding area can be adequately assessed. Council is to document each and every application submitted for this area to ensure that no more than 20% of infill development of this whole area occurs prior to the flood model needing to be re-run (at full cost to Council) to determine the cumulative impacts of infilling in this area.
- The “**Intermediate Floodplain**” is the remaining land inundated by the 1% AEP flood and not falling in the above categories of flood prone land. All land uses would be permitted in this zone, subject to minimum floor level requirements for the various categories of development. Refer **Note B** and **Note C** which discuss requirements for commercial and industrial development and uses requiring a higher level of protection than the residential **FPL**.
- The “**Outer Floodplain**” is the remainder of the floodplain between the 1% AEP flood extent and the Extreme Flood. In this area the same controls would apply over minimum floor levels as for the **Intermediate Floodplain**. The purpose of the **Outer Floodplain** would mainly be to define the potential flooded area, i.e. the extent of the “Floodplain”. This should not pose an impost on those developing in this area, provided the natural ground surface levels in the land parcels (where developments are proposed) are higher than the 1% AEP flood plus 500mm in any case.

Note A. Assessing Developments in “Manildra Street/River Drive Precinct”

Maintenance of the flow path for the conveyance of floodwaters is required within the confines of the dashed lines representing the Manildra Floodway. Council will allow either of the following two methods of flood proofing individual allotments:

- Desirably, in the interest of the conveyance of flow, the building is to be constructed on piers with the area beneath left open for the conveyance of flow. The combined width of supporting piers and any obstructions in the north- south direction (i.e. normal to the direction of flow) is to be no more than 50 per cent of the gross width of the allotment.

- Alternatively, those wanting to set buildings on individual fill platforms may do so providing the platform extends over only the footprint of the building, with the balance of the allotment remaining at existing natural surface levels. No more than 50 per cent of the gross width of the allotment in the north- south direction (i.e. normal to the direction of flow – those lots facing east or west) is to be filled to minimise obstructions to flow. The minimum finished level of fill is to be the 1% AEP level, with the minimum floor level of the building to be the residential **FPL** (1% AEP plus 500 mm).

Note B. Assessing Commercial and Industrial Development Proposals

Most of the commercial and industrial development in Narromine is located in the “*Intermediate Floodplain*,” with an industrial area in the southern portion of the “*Manildra Street/River Drive Precinct*” in a location where flooding is of a ponding nature.

The *Flood Policy* nominates the 2% AEP flood plus 500mm for freeboard as the FPL for these proposals. As this level is less than the residential FPL of 1% AEP plus 500mm freeboard, the applicant is to provide an area within the development for the temporary storage of goods at a minimum level equal to the 1% AEP flood plus 500 mm of freeboard. This area should be the largest of 20 % of the gross floor area of the development, or 20 m².

Note: The Flood Policy is able to recommend a lesser degree of protection for commercial and industrial developments in accordance with the Floodplain Development Manual, as these types of developments can carry a greater level of risk in business planning for the future.

Note C. Developments usually requiring a Higher Level of Protection

Developments including nursing homes, aged care facilities and the like are usually recommended to be built at levels higher than the residential FPL, noting the limited mobility of occupants. However, in the case of Narromine, flood warning times are such that adequate notification of the need to evacuate in times of extreme flooding is available.

The policy therefore nominates the 1% AEP flood level plus 500 mm as the **FPL** for Flood Vulnerable Residential Development (which includes nursing homes, aged care facilities and the like). The applicant is to ensure that valuable equipment necessary for the operation of the facility is located at or above the nominated **FPL**, either permanently or via relocation to a temporary storage area suitable for this purpose. Additionally, these types of developments are to contain flood compatible building materials up to the extreme flood level to ensure that damage suffered by these important buildings is

lessened in a more severe flood and inhabitants can move back into their residences faster after flood waters have subsided.

Note D. Assessing Developments in “Town Cowal Floodway (LEP, 1997)”

Council recognises that the detailed survey of individual parcels of land in and bordering this area may reveal further inconsistencies between the limits of the **Town Cowal Floodway** as zoned in the LEP, 1997 and the Town Cowal Floodway (Hydraulic Categorisation) as shown by the red dashed lines on **Figure C3.1**. In such cases, Council may modify development controls to take into account inconsistencies of flood affectation of the land which may be revealed in the site survey. Council may (at its discretion and with the benefit of additional investigation and data provided by applicants) allow a modification using the following procedure:

- The 1% AEP extent of inundation is to be drawn on the detailed contour survey (the applicant is to base this extent on flood level information supplied by Council and a survey plan showing natural surface contours at intervals of no more than 100 mm.)
- In recognition that flow velocities in the Floodway (Hydraulic Categorisation) are relatively mild, especially near the flood fringe, Council may permit development to intrude a small distance into the Floodway as explained further below.
- In setting limits for intrusion into the flood fringe, Council would require the width of flow after cumulative development along the Floodway (Hydraulic Categorisation) to be no less than 80 per cent of the undeveloped width. That is, Council may allow a 10 per cent intrusion into both the Northern and Southern sides of the Floodway (Hydraulic Categorisation), provided that the intrusion does not extend into land which is inundated by more than 500 mm in the event of a 1% AEP flood. The site survey will need to extend beyond the limits of the area of the particular site as directed by Council, so that the full width of waterway may be defined. In accordance with the requirements of the Floodplain Development Manual, 2005, Council will not evaluate the development in isolation, but in a cumulative manner, as it if was one of several developments along both sides of the Floodway (Hydraulic Categorisation).

Note E. Additions to Existing Dwellings and Ancillary Developments

For all new developments, it is recognised in this policy that the residential FPL is the minimum benchmark for floor levels. Additions are separately categorised in Annexure 1 for instances where building up to the residential FPL is impractical or unreasonable. Appendix I 6.3.2 of the Floodplain Development Manual 2005 states that additions can

be built below the FPL 'where, in the opinion of Council, the floor level requirement is impractical or unreasonable'.

A range of criteria has been applied to this section to clarify instances where Council is of the opinion that building up to the residential FPL would be impractical or unreasonable for various types of developments, as outlined below:

Dwelling Additions

- The addition is not to exceed 50% of the floor area of the existing dwelling (habitable floor area), and
 - The addition is to be designed to withstand the force of floodwaters including debris and buoyancy forces. A detailed report from a practising structural engineer certifying that the addition can achieve this is required.
- NOTE: For calculation of debris forces, assume a solid object of mass 250kg travelling at a velocity of 2.0 metres/second, and
- The addition is proposed to be built from flood compatible materials (as included in Annexure 3) up to the 1% plus 500mm level, and
 - The addition is proposed in a precinct which allows such additions to be captured by this clause, as shown in the Development Controls Matrix in Annexure 2.

If an addition to a dwelling meets all of the above criteria, it may be built at the same floor level as the existing building. Council reserves the right to review each application submitted and potentially applying to this section on individual merits and in some cases, building up to the residential FPL may be warranted.

Applications submitted under this subsection (Dwelling Additions) may only be approved once for each individual allotment or building, to ensure cumulative impacts are minimised/controlled.

Outbuildings

- The outbuilding is proposed in a precinct which allows such development to be captured by this clause, as shown in the Development Controls Matrix in Annexure 2, and
- The outbuilding is proposed to be built from flood compatible building materials (as specified in Annexure 3) up to the 1% plus 500mm level, and
- The outbuilding is to be designed to withstand the force of floodwaters including debris and buoyancy forces. A detailed report from a practising structural engineer certifying that the addition can achieve this is required. NOTE: For calculation of debris forces, assume a solid object of mass 250kg travelling at a velocity of 2.0 metres/second, and
- A location for the storage of goods during a flood event is to be provided inside the outbuilding with a minimum floor area of 10% of the gross floor area of the outbuilding proposed. This area is to be built to at least the residential FPL, being the 1% plus 500mm level.

Change of Use

- If a change of use from one shop to another shop is proposed where no building work is required as part of the change of use, existing floor levels need not be changed.
- If a change of use is from a shop to another class of building such as residential is proposed, the same policies and requirements apply as for dwelling additions above.

Private Swimming Pools

Private swimming pools are not required to be built up to the residential FPL.

NOTE F. Special Requirements for the Skypark Development

Skypark is a special use development, unique in its concept of providing lots for residential dwellings with a hangar for aircraft storage in the backyard. Skypark is located off the Warren Road in Aerodrome land, zoned 5 (Special Use)(Aerodrome), under the Narromine LEP 1997.

Further flood modelling has been carried out over the Skypark site to determine flood levels for new residential development in this area.

In this area the Macquarie River surcharges its left bank and floodwaters flow in generally a westerly direction across the Warren Road and into the aerodrome.

Figure 1 shows the 1% AEP Flood Contours applicable over Skypark. It must be noted that in recommending a minimum floor height for a residential building in this area, a 500mm freeboard must be added to the 1% flood level.

Development Controls

- (a) Hangars at Skypark are able to be built at natural ground surface levels. This is in recognition that the Skypark covenant does not allow a hangar to be built without a dwelling also being built on the site. The dwelling needs to be built to the 1% AEP flood level plus 500mm freeboard and as such, adequate storage for any important items in the hangar, is available in the dwelling.
- (b) For the lots which run in an east-westerly direction (being 20-25 inclusive, 59-61 incl, 51, 26-30 incl, 45-46, 58, 31-44 incl, 85), not more than 50% of the width of the lot frontage to the street is to be impeded by impenetrable walls or fences. This is to allow floodwaters to escape to the west in the design 1% AEP flood. Any fences proposed must ensure that 50% of the lot width is open. Any dwellings built on these lots are not to be more than 50% of the width of the lot frontage. Any hangars built on these lots must be able to be opened at both the eastern and western ends to a width of 50% of their allotment width. This can be done with roller or hangar doors or personal access doors.

3.4 Checking of Completed Finished Floor Height

After the building has been built to the relevant FPL, Council officers will check compliance with this requirement at the relevant inspection stage. The applicant is to provide a benchmark on the site, levelled to the Australian Height Datum (AHD).

3.5 Fencing

Any proposed fencing is to be shown on the plans accompanying a development application to allow Council to assess the likely effect of such fencing on flood behaviour.

In the **Town Cowl Floodway** and **Manildra Street/River Drive** precincts, where flow velocities may be larger, fences which minimise obstructions to flow are to be adopted. Where impermeable fences such as Colorbond, galvanised metal, timber or brush are proposed, fencing panels should be either:

- a) removable so that panels can be laid flat; or
- b) horizontally hinged where a portion of at least 1 m high is capable of swinging open to allow floodwater to pass. Trees/landscaping and other structures are not to impede the ability of a hinged fence to open.

3.6 Other Uses and Works

All other development, building or other works within any of the categories that require Council's consent will be considered on their merits. In consideration of such applications, Council must determine that the proposed development is in compliance with the objectives of this Policy.

3.7 Other Documents Which May Need to be Read in Conjunction with this Plan

- *Narromine Local Environmental Plan 1997;*
- *Relevant Council policies, development control plans and specifications;*
- *Narromine Flood Study, 2006;*
- *Narromine Floodplain Risk Management Study and Plan, 2009;*
- *NSW Government Floodplain Development Manual, 2005;*
- *Ministerial Direction regarding flood prone land (issued 31 January 2007 under Section 117 EP&A Act, 1979).*

3.8 What Information Do You Have to Submit to Council ?

Annexure 4 outlines the requirements for flood related data required by Council.

4 DESCRIPTION OF TERMS

Note: For expanded list of definitions, refer to Glossary contained within the NSW Government's Floodplain Development Manual, 2005.

TERM	DEFINITION
Annual Exceedence Probability (AEP)	The chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example, if a peak flood discharge of 500 m ³ /s has an AEP of 5%, it means that there is a 5% chance (that is one-in-20 chance) of a peak flood discharge of 500 m ³ /s or larger occurring in any one year (see average recurrence interval).
Flood Affected Properties	Properties that are either encompassed or intersected by the relevant Flood Planning Level (FPL) and provides for FPLs based on the 1% and 0.5% events.
Floodplain	Area of land which is subject to inundation by floods up to and including the Extreme Flood event, that is, Flood Prone land.
Flood Planning Level (FPL) (General Definition)	The combinations of flood levels and freeboards selected for planning purposes, as determined in floodplain risk management studies and incorporated in floodplain risk management plans.
Flood Planning Level (for Narromine)	Flood levels selected for planning purposes, as determined in the <i>Narromine Flood Study, 2006</i> and referenced in the <i>Floodplain Risk Management Study 2009</i> and associated <i>Floodplain Risk Management Plan</i> . FPL's for the various land use categories are given in Sections 3.2 and 3.3 of this Policy.
Flood Prone/Liable Land	Land susceptible to flooding by the Extreme Flood. Flood prone land is synonymous with flood liable land.
Floodway	Those areas of the floodplain where a significant discharge of water occurs during floods. They are often aligned with naturally defined channels. Floodways are areas that, even if only partially blocked, would cause a significant redistribution of flood flow, or a significant increase in flood levels. In the Narromine urban area, there are three hydraulic floodway areas; The Macquarie River Floodway , the Town Cowal Floodway and the Manildra Floodway .
Freeboard	A factor of safety typically used in relation to the setting of floor

	<p>levels, levee crest levels, etc. It is usually expressed as the difference in height between the adopted flood planning level and the flood used to determine the flood planning level. Freeboard provides a factor of safety to compensate for uncertainties in the estimation of flood levels across the floodplain, such as wave action, localised hydraulic behaviour and impacts that are specific event related, such as levee and embankment settlement, and other effects such as “greenhouse” and climate change until benchmarks are determined. Freeboard is included in the Flood Planning Level.</p> <p>Note: once the impact of climate change on non tidal areas has been quantified with benchmarks, the planning floods (discharge/height) should be re-estimated.</p>
--	---

TERM	DEFINITION
Intermediate Floodplain	This is defined as the remaining area which is inundated by the 1 % AEP flood and outside the extents of the Macquarie River Floodway , the Town Cowal Floodway and the Manildra Street/River Drive Precinct . In this zone there would still be a significant risk of flood damages, but these damages may be minimised by the application of appropriate minimum floor level and other development controls, as appropriate.
Extreme Flood	At Narromine it is difficult to estimate the Probable Maximum Flood to define the extent of flood prone land, that is, the floodplain. Accordingly a suitable Extreme Flood is used for this purpose. At Narromine a flood which has a peak discharge of 3 times that of the 1% AEP flood event has been adopted as the extreme flood.
Outer Floodplain	This is defined as all other land located in the Floodplain which lies within the extent of the Extreme Flood Event but not lying within the extent of the 1% AEP flood. In this area the risk of damages is low and land uses permitted by the Narromine LEP, 1997 would be permitted, subject to minimum floor level requirements.
Probable Maximum Flood (PMF)	The PMF is the largest flood that could conceivably occur at a particular location, usually estimated from probable maximum precipitation, and where applicable, snow melt, coupled with the worst flood producing catchment conditions. Generally, it is not physically or economically possible to provide complete protection against this event. The PMF defines the extent of flood prone land, that is, the floodplain. The extent, nature and potential consequences of flooding associated with a range of events rarer than the flood used for designing mitigation works and controlling development, up to and including the PMF event should be addressed in a floodplain risk management study.

**ANNEXURE 1
LAND USE CATEGORIES**

Essential Community Facilities and Critical Utilities and landuses	Flood Vulnerable Residential	Residential	Commercial/ Industrial	Recreation or Non Urban	Subdivision and Filling	Additions to Dwellings and Ancillary Developments
Place of Assembly or Public building that may provide an important contribution to the notification and evacuation of the community during flood events; Hospitals; Telecommunication facilities; Public Utility Installation that may cause pollution of waterways during flooding, or if affected during flood events would significantly affect the ability of the community to return to normal activities after the flood events. Hazardous industry; Hazardous storage establishments,	Group home; Housing for aged or disabled persons; and Units for aged persons; Child care centre, Institutions, Educational establishments	Dwelling; Residential flat building; Home industry; Boarding house; Professional consulting rooms; Public utility undertakings (other than critical utilities); Utility installation (other than critical utilities); Caravan Park (vans do not have to be built up, only permanent structures with footings and/or tie-downs),	Bulk Store; Bus depot; Bus station; Car repair stations; Club; Commercial premises; General store; Health care professional; Hotel; Intensive livestock keeping; Junkyard; Liquid fuel depot; Motel; Motor showroom; Place of Assembly (other than essential community facilities); Place of public worship; Public building (other than essential community facilities); Recreation facility; Refreshment room; Road transport terminal; Rural industry; Service station; Shop; Tourist facilities; Warehouse, car repair station, church, light industry, industry, plant nursery, roadside stall, sawmill.	Agriculture; Extractive industry; Forestry; Mine; Plantation forest; Retail nursery; Recreation area; Roadside stall; Stock and saleyard, hangar.	Subdivision of land involving the creation of new allotments for residential purposes; Earthworks or filling operations covering 100 m ² or more than 0.3 m deep.	Dwelling Additions* Outbuildings* Change of Use* Private Swimming Pools* *For specific criteria on these, refer to Note E.

ANNEXURE 3

FLOOD COMPATIBLE MATERIALS

Building Component	Flood Compatible Material
Doors	<ul style="list-style-type: none"> • Solid panel with waterproof adhesives • Flush door with marine ply filled with closed cell foam • Painted material construction • Aluminium or galvanised steel frame
Floor Covering	<ul style="list-style-type: none"> • Clay tiles • Concrete, precast or in situ • Concrete tiles • Epoxy formed-in-place • Mastic flooring, formed-in-place • Rubber sheets or tiles with chemical set adhesive • Silicone floors formed-in-place • Vinyl sheets or tiles with chemical-set adhesive • Ceramic tiles, fixed with mortar or chemical set adhesive • Asphalt tiles, fixed with water resistant adhesive • Removable rubber-backed carpet
Flooring and Sub Floor Structure	<ul style="list-style-type: none"> • Concrete slab-on-ground monolith construction. Note: clay filling is not permitted beneath slab-on-ground construction which could be inundated. • Pier and beam construction or • Suspended reinforced concrete slab
Insulation	<ul style="list-style-type: none"> • Foam or closed cell types
Nails, Bolts, Hinges and Fittings	<ul style="list-style-type: none"> • Galvanised • Removable pin hinges
Wall and Ceiling Linings	<ul style="list-style-type: none"> • Brick, face or glazed • Clay tile glazed in waterproof mortar • Concrete • Concrete block • Steel with waterproof applications • Stone natural solid or veneer, waterproof grout • Glass blocks • Glass • Plastic sheeting or wall with waterproof adhesive
Wall Structure	<ul style="list-style-type: none"> • Solid brickwork, blockwork, reinforced, concrete or mass concrete
Windows	<ul style="list-style-type: none"> • Aluminium frame with stainless steel or brass rollers

ANNEXURE 4

FLOOD RELATED DEVELOPMENT APPLICATION REQUIREMENTS

Step 1

Check with Council staff to see whether or not the proposal:

- Is located on Flood Prone Land
- Is permissible in the Flood Risk Precinct and determine the FPL for the particular category of land use.
- Note: a site survey is to accompany development proposals to confirm the flood affectation of the allotment and its location within the flood risk precinct system.

Step 2

Plans – A Development Application should include the following plans:

- A locality plan identifying the location of the property.
- Plan of the existing site layout including the site dimensions (in metric), site area, contours (0.20 m intervals), existing trees, other natural features, existing structures, north point, location of building on adjoining properties (if development involves a building), floor plans located on a site plan, roof plan, elevations and sections of the proposed building, finished levels of floors, paving and landscaped areas, vehicular access and parking.
- Plans should indicate:
 - a) At least three (3) existing ground levels to the Australian height datum around the perimeter of the proposed building; and
- Minor additions to an existing dwelling must be accompanied by documentation from a registered surveyor confirming existing floor levels.
- In the case of subdivision, three (3) copies of the proposed site layout showing the number of lots to be created (numbered as proposed lot 1, 2, 3 etc), the proposed new dimensions of each lot, the proposed areas of each lot in square metres, a north point, nearest roads and the like.

Council require plans presented on A3 sheets as a minimum

A scale of 1:200 is recommended for site plans

Extent of Cut and Fill – All areas subject to cut and fill require the depths of both to be shown as well as the measures proposed to retain both. Applications shall be accompanied by a survey plan (with existing and finished contours at 0.20 m intervals) showing relative levels to Australian height datum.

Vegetation Clearing – Landscaping details including a description of trees to be removed existing and proposed planting, retaining walls, detention basins, fences and paving.

Stormwater Drainage – Any existing and all proposed stormwater drainage to be indicated on the site plan.

