
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 13 APRIL 2022
REPORTS TO COUNCIL – GENERAL MANAGER

1. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS RETURNS

Author	Director 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 in accordance with legislative requirements. All Councillors and designated persons have completed and lodged their returns by due date.

Report

Councillors and designated persons are required to lodge a Pecuniary Interest and Other Matters Return with the General Manager within 3 months of becoming a Councillor or designated person, and thereafter prior to 30 September each year.

The information collected on the returns is to be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meeting.

All returns for Councillors and current designated staff have been completed.

Financial Implications

Nil

Legal and Regulatory Compliance

Code of Conduct – Clause 4.21 and Schedule 2
Government Information (Public Access) Act 2009 and Regulations

Risk Management Issues

Information contained in returns made and lodged is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2018 and any guidelines issued by the Information Commissioner.

Designated persons have an obligation to keep the information contained in their returns up to date. When becoming aware of a new interest that must be disclosed in the return, or an interest previously not disclosed, a designated person must submit an updated return within three months of becoming aware of the previously undisclosed interest.

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1. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS RETURNS (Cont'd)

Internal/External Consultation

Consultation with Councillors and Designated Persons

Attachments

Nil

RECOMMENDATION

That the information be noted.

2. LEASE OF 35 DERRIBONG STREET, TRANGIE

Author:	Director Governance
Responsible Officer:	General Manager
Link to Strategic Plan:	CSP - 1.1.06 Advocate for appropriate and accessible health services DP – 1.1.6.1 Collaborate with government and other health service providers to ensure that high quality health care facilities and services are available to Shire residents.

Executive Summary

This report is presented to Council to consider setting a lease fee for 35 Derribong Street, Trangie.

Report

Empower Exercise Physiology and Nutrition have previously subleased the facility through the Trangie Action Group. The Trangie Action Group held the previous lease to ensure the facility was utilised for the provision of Allied Health in Trangie.

The Trangie Action Group no longer wish to lease the facility. It is therefore proposed that Empower Exercise Physiology and Nutrition lease the facility at market value for a period of 12 months. Empower Exercise Physiology and Nutrition offers a range of health services to the Trangie Community.

A market rental appraisal was carried out on the venue in February 2022 with a suggested rental income of \$120 per week (GST Inclusive).

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

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

Executive Summary

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

Report

The Voluntary Planning Agreement (VPA) with TGO is to provide Council with the following "community funds" as outlined in clause 4.1 of the Agreement –

\$53,750 per year until 31 December 2025 with 50% payable on 1st July and 50% payable on 1st January each year with a total of \$591,250 over the period.

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

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

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

The TGO Community Fund awards funds twice per year with applications due in March and August, and the Panel conferring in April and September to review the applications. The Panel recommends to Council that the following project receives funding from the Community Fund:

- Tomingley Picnic Race Club Inc - \$6,000 to cover the prize money and a further \$2,500 to purchase a conveyor belt rubber for the stabling area at the racecourse.

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

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

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

Financial Implications

VPA Funds of \$53,750 per annum are available, with at least \$26,875 for each half year distribution. There was 1 application received comprising a total value of \$8,500.

Recommended financial contribution is \$8,500.

Legal and Regulatory Compliance

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

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

Risk Management Issues

Nil

Internal/External Consultation

TGO Community Fund Panel

Attachments

Nil

RECOMMENDATION

That Council approves an allocation of \$8,500 from the TGO Community Fund for the Tomingley Picnic Race Club Inc, being \$6,000 to cover the prize money and a further \$2,500 to purchase a conveyor belt rubber for the stabling area at the racecourse.

NARROMINE SHIRE COUNCIL
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4. PAYMENT OF COUNCILLOR SUPERANNUATION

Author	Director 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 making of superannuation contribution payments for Councillors.

Report

Following an amendment to the Local Government Act 1993 last year, Councils may make payments as a contribution to a superannuation account nominated by Councillors starting from the financial year commencing 1 July 2022. The making of superannuation contribution payments for Councillors is optional and is at each Council's discretion.

To exercise the option of making superannuation contribution payments for Councillors, Council must first resolve at an open meeting to make superannuation contribution payments for the Councillors. Where a Council resolves to make superannuation contribution payments for its Councillors, the amount of the payment is to be the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the Councillors were employees of the Council.

As of 1 July 2022, the superannuation guarantee rate will be 10.5%. The rate will increase by half a percent each year until 1 July 2025 when it reaches 12%. The superannuation contribution payment is to be paid at the same intervals as the annual fee is paid to Councillors.

To receive a superannuation contribution payment, each councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by Councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the Commonwealth Superannuation Guarantee (Administration) Act applies.

Council cannot make a superannuation contribution payment for a Councillor if the Councillor fails to nominate an eligible superannuation account for the payment for the end of the month to which the payment relates.

Individual Councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing.

4. PAYMENT OF COUNCILLOR SUPERANNUATION (Cont'd)

Council cannot make superannuation contribution payments for Councillors during any period in which they are suspended from their civic office or either right to be paid any fee or other remuneration, or expense, is suspended under the act.

Councillors are also not entitled to receive a superannuation contribution payment during any period in which they are not entitled to receive their fee under section 254A of the Local Government Act because they are absent.

Financial Implications

Superannuation contribution 10.5% as at 1 July 2022.

Current annual fee paid to Councillors is \$12,398.84, with an additional annual fee of \$27,058.85 paid to the Mayor.

Should Council determine to make superannuation contributions for Councillors, the cost will need to be met by Council from its existing budget. This is in addition to the Councillor's annual fee and not in lieu of. Based on the current adopted Councillor and Mayoral fees, this would equate to approximately \$14,423 per annum.

Legal and Regulatory Compliance

Local Government Amendment Act 2021

Local Government Act 1993 – Section 254B

Commonwealth Superannuation Guarantee (Administration) Act 1992

Risk Management Issues

Compliance with legislative requirements

Internal/External Consultation

Office of Local Government Circular 22-04 Payment of Councillor Superannuation

Attachments

Nil

RECOMMENDATION

That Council considers whether it would like to make superannuation contribution payments for Councillors commencing 1 July 2022.

5. DRAFT COMMUNITY STRATEGIC PLAN 2032

Author	Director 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 review Council's draft Community Strategic Plan 2032 to be placed on public exhibition for 28 days.

Report

The Community Strategic Plan (CSP) is the highest-level plan that Council prepares. Its purpose is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all remaining strategies and plans and must be developed by Councils with and on behalf of the community. The minimum timeframe for a CSP is 10 years.

The CSP is required to undergo regular review in line with the local government election cycle to assess how effective it is in achieving its objectives. Council can decide how this review is conducted and the depth of change required. Any changes to the CSP vision, objectives and strategies should consider: -

- The information in the End of Term Report
- The review of information that informed the previous CSP
- The review of the Community Engagement Strategy

Council's 2017 – 2021 End of Term Report has previously been presented to Council. 91% of the total actions from the Delivery Program have been completed.

In addition, Council has reviewed and endorsed the Community Engagement Strategy (December 2021).

A recent online community survey has been undertaken and various stakeholder meetings conducted to assess any changes in community expectations or aspirations to be incorporated in the CSP 2032.

Feedback from our recent consultation has determined the following issues are still of most importance to the community: -

- Adequate policing levels and reduction in crime
 - Availability of suitable residential land and housing
 - Ongoing maintenance and levels of service for the Shire's local road network, and other essential services such as water, sewerage and waste
 - Employment opportunities and business development
 - Maintaining and improving parks
 - Improving sport and recreational facilities
 - Maintaining an accessible roads system
-

5. DRAFT COMMUNITY STRATEGIC PLAN 2032 (Cont'd)

- Provision of a range of health and aged care services (including aged care residences)
- Inclusion and access for all residents
- Engagement of youth and community wellbeing
- Promotion of tourism opportunities and supporting community events
- Community expectations of local government to lead, coordinate and partner

Council's CSP has therefore retained its guiding principles and goals: -

1. **Vibrant communities**- we want a safe, healthy and connected region that encourages participation and creates a strong sense of pride in our community and each other's wellbeing.
2. **Growing our Economy** – we have a diverse economy with thriving businesses that offer a range of employment opportunities supported by skill development options.
3. **Protecting and enhancing our environment** – we value our natural and built environment, our resources for the enjoyment of the community and visitors to our Shire.
4. **Proactive Leadership** – we are an open and accountable local government that involves our community in the decision-making process and effectively manages our public resources through sound financial management and well-informed strategic planning for our Shire's future.

The majority of existing actions within the CSP have been retained. Those that are closely related to one another have been consolidated into one action.

It should be noted that whilst Council has a custodial role in initiating, preparing and maintaining the CSP on behalf of our Shire, it is not wholly responsible for its implementation. Other partners such as state agencies and community groups may also be engaged in delivery the long-term objectives of the CSP.

Financial Implications

Council's Long-Term Financial Plan demonstrates how the objectives of the CSP and the commitments of the Delivery Program and Operational Plan will be resourced and funded.

Legal and Regulatory Compliance

Local Government Act 1993 – Sections 402, 402A

Council must review the Community Strategic Plan prior to 30 June in the year following an ordinary election.

Risk Management Issues

Compliance with integrated planning and reporting legislative requirements

5. DRAFT COMMUNITY STRATEGIC PLAN 2032 (Cont'd)

Internal/External Consultation

Council is required to place the Draft CSP on public exhibition for a period of at least 28 days and comments from the community must be accepted and considered prior to the endorsement of the final CSP. Exhibition must be undertaken in accordance with Council's Community Engagement Strategy.

Attachments

- Draft CSP 2032 (***Attachment No. 1***)

RECOMMENDATION

That the draft Community Strategic Plan 2032 as presented to Council be placed on public exhibition for a period of at least 28 days.

6. NARROMINE AERODROME COMMITTEE

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

Executive Summary

This report is presented to Council with information in order to consider the Aerodrome Committee Charter and appointment of Councillor delegates.

Report

Following Council's resolution (2022/022) at its Ordinary Meeting held 9 February 2022 wherein Council resolved to reinstate the Narromine Aerodrome Users Committee as a section 355 Committee of Council, a draft Charter for the Committee is attached for consideration (***Attachment No. 2***).

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

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

6. NARROMINE AERODROME COMMITTEE (Cont'd)

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

Please note that when the membership of a Committee changes, it is necessary to elect a Chair (if not the Mayor) and, if considered necessary, a Deputy Chair, to be held at the first meeting of the Committee following the appointment of delegates.

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

If the Councillor is unable to attend a committee meeting, they are requested to arrange attendance of the alternate delegate or another Councillor in their absence.

The quorum does not include staff representatives unless they have a voting right. In most section 355(b) Committees of Council, staff have the right to contribute to the debate and provide guidance, however do not vote.

The Charter is now enclosed for Council's consideration.

Financial Implications

Administrative costs in attending meetings etc.

Legal and Regulatory Compliance

Section 355 of the Local Government Act 1993

Committees should be fit for purpose and be able to demonstrate clear links to the goals of Council's Delivery Program.

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

- Charter Aerodrome Committee (***Attachment No. 2***)

RECOMMENDATION

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

NARROMINE SHIRE COUNCIL
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7. LEASE OF UNUSED PUBLIC ROAD

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 3.4.4 Ensure Council's property assets are monitored and well managed

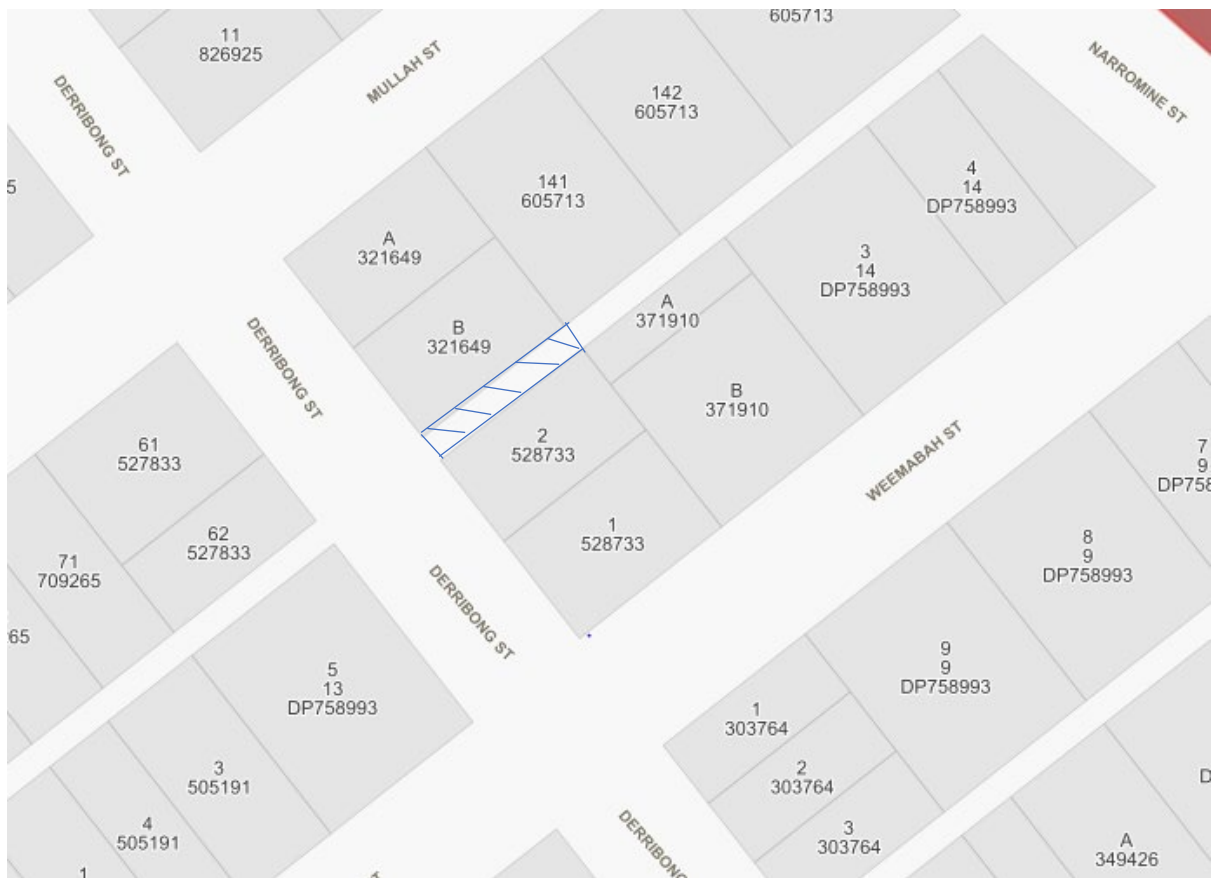
Executive Summary

This report is presented to Council to consider setting a lease fee for an unused public road in Trangie.

Report

Council, at its Ordinary Meeting held on 8 March 2017, resolved to lease the laneway adjacent to 12 Derribong Street Trangie (see extract of map below). Current rental is \$200 per annum.

The lessee has indicated that he wishes to renew the lease for a further 5-year term.



That portion of the laneway has been enclosed for many years and has not been needed by other residents or by Council except to access the old bore.

7. LEASE OF UNUSED PUBLIC ROAD (Cont'd)

The infrastructure and Engineering Services Department do not have any objection to the owner of 12 Derribong Street keeping that portion of the laneway enclosed within their Lot provided it has gates and not a fence across the laneway in case Council ever needs to access the bore from Derribong Street.

The only user of this portion of laneway is the current owner of number 12 Derribong Street, as he needs it to access his garage at the rear of the block.

Financial Implications

It is proposed that the rental be increased to \$557.70 per annum (GST inclusive) for the term of the lease, with annual CPI increments to be applied thereafter. This is in line with recent lease fees set for other unused Council roadways.

Legal and Regulatory Compliance

A new Agreement to Lease an unused roadway would need to be prepared and would stipulate that the laneway must not be fenced off, that gates only are to be installed across the laneway and that the laneway must be available for traffic if required.

Section 154 of the Roads Act 1993 states that before granting of a lease, the roads authority must publish in a local newspaper a notice of the proposed lease. The notice must also be served on the owner of each parcel of land adjoining the length of the public road concerned. Any person is entitled to make a submission to the road authority with respect to the proposed lease.

Risk Management Issues

The roadway is not required for Council purposes; therefore, a 5-year lease is recommended. The lessee will be required to take adequate public liability coverage of the area leased, noting Narromine Shire Council as an interested party.

Internal/External Consultation

The proposed lease will need to be advertised in accordance with the Roads Act 1993.

Attachments

Nil

RECOMMENDATION

That Council continues to lease the laneway adjoining Lot 12 Derribong Street for a 5-year period at a commencing rental of \$557.70 per annum (GST inclusive) with annual CPI increments to be applied thereafter, subject to consideration of any public submissions received.

Jane Redden
General Manager

COMMUNITY STRATEGIC PLAN 2032



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of the land and pay respect to the elders, past, present and future, for they hold the memories, traditions and culture of the land.

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WHAT IS A COMMUNITY STRATEGIC PLAN?

This Plan shares the community vision and aspirations for the future of the Narromine Shire. It provides a long term framework on how all stakeholders will work towards a brighter future for the Shire of Narromine community.

The Community Strategic Plan will guide and influence how all stakeholders can deliver the community's vision including how Council uses its resources to deliver services across the Shire.

- Engage our local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision, values and key strategic directions.

HOW WILL THE PLAN BE USED?

The Plan is the highest level strategic planning undertaken by Council, with a ten-year time frame. It is the primary driver for all planning undertaken by the Council and other stakeholders. Narromine Shire Council intends to use the Community Strategic Plan in several ways, including:

- Guide Council in priority setting and provide the foundation for informed strategic decision making, taking into account the disability inclusion principles;
- Be a key tool for the ongoing integration of local planning initiatives;
- Help guide and inform the decision making of other agencies and organisations, including community, State and Federal Governments;
- Provide the rationale to attract external grant funding and other resources;
- Inform potential investors, including new residents and developers, of our community's key priorities, and the ways in which we want the Narromine Shire to grow and develop;

Why Are We Doing It?

The Local Government Act 1993 requires Councils to facilitate the development of a Community Strategic Plan. In developing the Narromine Shire Community Strategic Plan 2032, each of our Shire's communities has contributed to defining a unified regional vision, while maintaining the unique identity of individual townships so treasured by our residents and visitors alike.



The Community Strategic Plan provides a unified direction for all stakeholders to move forward and ensures the lifestyle needs of our residents, businesses and visitors and future aspirations as a community, are met.

Our Plan provides the foundations for a sustainable future for our communities; fosters community engagement and participation; encourages strong community and Council ownership; and enables Council to take advantage of future Federal and State Government funding initiatives

COUNCIL'S ROLE

COUNCIL'S ROLE IN GUIDING THE NARROMINE SHIRE COMMUNITY STRATEGIC PLAN

Council is committed to ensuring that the Community Strategic Plan is a useful visionary document for the community, partners and the Council. The guiding principles and strategic objectives have been developed through community consultation and review of regional, state and federal plans and documents to form the Narromine Shire Community Strategic Plan 2032. The Plan is essentially a collection of goals and actions for the next ten years that will contribute to the achievement of our community's vision.

Importantly, we recognise that Plans are only effective if there are adequate resources dedicated to ensure they can be delivered. Therefore, Council will also develop a resourcing strategy, a suite of documents that will facilitate direct actions to achieve these goals, including Workforce Management Strategy, Asset Management Plans and Long - Term Financial Plan for this period. The Implementation Plan identifies overarching outcomes and actions which are prioritised into short, medium, long term and ongoing. These will be further developed through Council's four-year Delivery Program.

It is important to recognise that things change, the Plan allows enough flexibility to respond to challenges and new opportunities as they arise. This is a Plan formed and founded through our residents, businesses, groups and organisations and Council will monitor and track its outcomes. The Council will report back to the community on outcomes of the Plan on a regular basis including through the success of key actions and inclusion in the Annual Report.

Our Council will

- Report against the outcomes of the Community Strategic Plan every 4 years End of Term Report
- Review the Delivery Program and Annual Report every year, with a major review every 4 years
- Undertake the actions outlined in the four-year Delivery Program to support the community's vision



HOW WAS THE PLAN DEVELOPED

Our Plan has been developed with input from the community - our residents, businesses and visitors to our Shire. We recognise the importance of gathering a range of ideas and thoughts about what we love and want to retain as well as our challenges for the future.

The Community Strategic Plan is not just about our Council's role and contribution in the present and future; more importantly it is about what directions and strategies Council should undertake to meet the community's aspirations.

Stakeholders across the region were involved in the formation of the Plan with meetings, consultations and surveys as part of the engagement process. The community feedback received during the engagement period was collated, analysed and utilised. The major issues and opportunities identified by the community through the consultation, have been incorporated into the vision, key outcomes and actions in this Plan.

The issues of most importance to the community, as revealed through the feedback from our consultation include:

- Adequate policing levels and reduction in crime;
- Availability of suitable residential land and housing;
- Ongoing maintenance and levels of service for the Shire's local road network, and other essential services such as water, sewerage and waste;
- Employment opportunities and business development;
- Maintaining and improving parks;
- Improving sport and recreational facilities;
- Maintaining an accessible roads system;
- Provision of a range of health and aged care services (including aged care residences);
- Inclusion and access for all residents;
- Engagement of youth and community wellbeing; and
- Promote tourism opportunities and support community events;
- Community expectations of local government to lead, coordinate and partner.



VOICES FROM OUR COMMUNITY

“ Have had considerable growth in the area. Enough to have attracted more businesses to town. More infrastructure. To be more independent within our own locality. To be recognised in its own right as a thriving, welcoming country town that has held its own throughout the challenges of a fast-moving world. To not have to explain to people - it's the town just west of Dubbo!

“ A growing community, offering more help with housing to encourage young families and industry to create employment. Improvements to health and more autonomy for local hospitals. Planning for growth, by land availability. More aged care accommodation to free up the housing shortage. More overtaking lanes, better and safer roads.

“ A thriving region providing opportunities for all residents through industry, employment, health, tourism and sport.

“ ... Retain the country and rural hospitality that the Shire currently offers, with a range of businesses and services for the agricultural sector and residents required in a modern and sophisticated society.

“ Narromine Shire known as a vibrant and safe place with plenty of employment opportunities

“ A leader in sustainability, innovation and livability for a diverse society.

“ A vibrant community that has grown with expanding businesses and specialty services, a range of employment opportunities and more housing available.

“ A thriving region which provides opportunities for all residents through industry/employment, health, tourism and sport.

“ A vibrant positive community with adequate health and housing.

“ Inclusive of all special needs.

“ A thriving agricultural area with good infrastructure and community services, green spaces, increased retail and small businesses; a cohesive community.

“ A new residential estate offering adequate accommodation for the growing industries.

“ A modern and well-kept regional community that residents are proud are proud to be a part of.

“ A community at the forefront.



NARROMINE SHIRE TODAY

The Narromine Shire is located 40 kilometres west of Dubbo, in the Orana region of New South Wales, Australia. Covering 5224 square kilometres, our vast Shire includes the major rural centre of Narromine, as well as Trangie and Tomingley.

We are a community of nearly 6,500 residents and are proud of our heritage, history and towns that we share with our residents, businesses and visitors. The median age in the region is 42 years. We choose to live in our Shire because of its location with access to a large regional centre, its picturesque setting and our close community connections.

The Wiradjuri people were the original inhabitants of this area and the traditional owners of this land. Today our Shire has an indigenous population of just under 1000 residents (21%).

Our agriculture sector has long been the mainstay and we are well known for our sheep, cattle and wool, cotton production and broadacre cereal crops. Alkane Resources Limited provide significant employment opportunities.

Narromine Shire Council provides a range of services for our community. Our Shire's assets are valued at \$340 million and include roads, water and sewer infrastructure, footpaths, community amenities such as libraries, parks and playgrounds and sporting and recreation facilities.

Our Council will continue to focus on improving our community for residents, businesses and visitors to our Shire.



OUR PLANNING FRAMEWORK

Although Council has a responsibility to achieve or facilitate the implementation of these strategies, the Community, State and Federal Government, non-government agencies and the Community may also have a role in helping to achieve our Vision for 2032.

RESOURCING STRATEGY

It is important to recognise that the goals and objectives identified in this Plan cannot be achieved without sufficient resources (time, money, assets and people) to carry them out. The Resourcing Strategy comprises the following three key Plans.

- **Workforce Management Strategy:** The strategy addresses the human resourcing requirements of the Delivery Program and Operational Plan to ensure Council has the people best able to achieve its strategic direction and deliver appropriate services effectively and efficiently.
- **Long-Term Financial Plan:** This plan aims to balance the community aspirations and goals against financial realities. Balancing expectations and uncertainty of future revenue and expenditure forecasts is a key challenge which is addressed in the ten-year Plan.
- **Asset Management Plans:** These plans account for and plan for all of the existing assets under Council ownership, and any new asset solutions proposed in the Community Strategic Plan and Delivery Program.

DELIVERY PROGRAM

This key Council Program documents where the Community's Guiding Principles and Outcomes identified in the Community Strategic Plan are translated into actions. These are the principle actions/ activities that Council will undertake to deliver on the goals identified in this Community Strategic Plan. This is dependent on the resources available in the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected Council. It is a leading document for all activities to be undertaken by Council and all plans, projects, activities and funding allocations must be directly linked to this Program.

Although Council has a responsibility to achieve or facilitate the implementation of these strategies, the Community, State and Federal Government, non-government agencies and the Community may also have a role in helping to achieve our Vision for 2032.

COMMUNITY ENGAGEMENT STRATEGY

This strategy outlines how Council will involve the community in Council decision-making and ensure the community can have their say. The strategy also outlines strategic actions for Council to investigate to further improve processes and instil a culture of best practice engagement.

OPERATIONAL PLAN

Supporting the Delivery Program is an annual Operational Plan produced by Council, which details the individual activities and projects to be undertaken during a single year. It includes Council's annual budget and Statement of Revenue Policy. These initiatives ensure delivery of Council's commitment to the Delivery Program.

ANNUAL REPORT

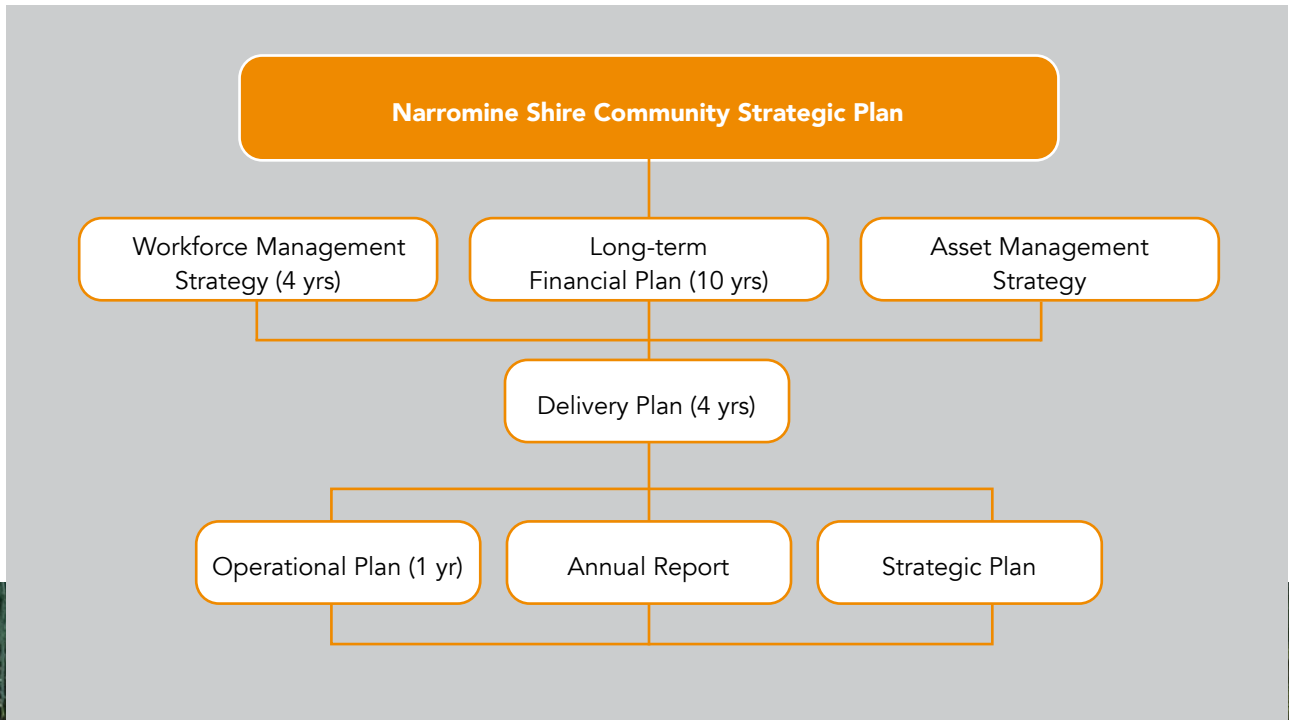
Reports back to the community on the work undertaken by Council in a given year. The Annual Report details the progress being made on implementation of the Delivery Program and towards achievement of Community Strategic Plan outcomes. The Report also details financial performance against the annual and longer-term budgets. This Annual Report is a critical part of the way Council is accountable to the community.

MONITORING AND REVIEW

A critical step in the framework is the continual monitoring and review of the Strategic Framework key strategies and documents. Changes in the world around us at a local, regional, state, national and global level affect the community in different ways. A critical component is the ability to adapt to the community's needs and be responsive to those external forces.

STRATEGIC PLANS

Other strategic planning may be undertaken by Council to assist in achieving the outcomes under each guiding principle identified in the Community Strategic Plan. Examples include the Local Environmental Plan (LEP), and Economic Development Strategy.



OUR VISION



OUR VISION

The Narromine Shire Community Strategic Plan 2032 represents a key milestone in planning for the future of our community and those who live, work and visit the Shire. Capturing the thoughts of the various groups, organisations, residents and industries was central to forming a united vision.

The Narromine Shire is a friendly place to live with a strong sense of community that values our services, facilities and our natural rural environment.

We are a community that values the diversity of people, ideas, perspectives and experiences.

We work together to strive towards a vibrant, safe and engaged community that provides opportunities for all its members.

Our Council is a leader for our community sharing the responsibility for growth, development and provision of services.

WHAT WE LOVE AND VALUE

To guide the Plan, it was important to understand what we love about the Narromine Shire, why people call it home and what is most valued about the Shire.

We love our strong sense of community, lifestyle and friendliness. Other things our Shire values include relaxed lifestyle, location to a large regional centre (Dubbo), community spirit and the natural environment.

It is important that we recognise the things we value most and ensure these are strengthened into the future. They form our social fabric and what makes the Narromine Shire unique to other towns and cities.

OUR ASPIRATIONS AND VALUES

Commitment to openness, transparency, honesty and fairness

Strong community spirit and sense of belonging

Effective communication and cooperation

Respect for all people and the environment



OUR GUIDING PRINCIPLES

To achieve the vision for 2032, the following guiding principles cannot be viewed in isolation; they depend on each other and need to work in balance to sustain the Shire.

Our Community Strategic Plan is the lead document in our Strategic Planning Framework. The following four guiding principles have been identified and developed through extensive community consultation and reflect our community's goals for the future.

<p>1. Vibrant Communities</p> <p>GOAL: We want to create a safe, healthy and connected region that encourages participation and creates a strong sense of pride in our community and each others wellbeing.</p>	<p>2. Growing our Economy</p> <p>GOAL: We have a diverse economy with thriving businesses that offer a range of employment opportunities supported by skill development options.</p>	<p>3. Protecting and enhancing our environment</p> <p>GOAL: We value our natural and built environment, our resources for the enjoyment of the community and visitors to our Shire.</p>	<p>4. Proactive Leadership</p> <p>GOAL: We are an open and accountable local government that involves our community in the decision-making process and effectively manages our public resources through sound financial management and well informed strategic planning for our Shire's future.</p>

IMPLEMENTATION PLAN

Our Plan represents the overarching goals we will strive towards as a community. The following Implementation Plan will assist in guiding Council and stakeholders to meet our aspirations for the future. The following represents the key terminology for the Plan.

GOAL: This is a short description about the sort of community we want to be in the future.

OUTCOME STATEMENTS: These are the detailed outcomes under each Guiding Principle. Being more specific they focus on what we want to achieve as a community.

ACTIONS: These are more detailed and establish what we need to do in order to achieve the outcomes we desire. It is important that we as a community are flexible in order to secure new opportunities, move with advances in technology and changes at a regional, state, national and global level. Specific actions by

Council will be included and prioritised according to resources in the four-year delivery program and annual operations plan.

TIMEFRAME: Indicates period this should occur.

- Short Term
- Long Term
- Ongoing

COUNCIL'S ROLE: Council is the custodian of the Community Strategic Plan, it will be a Leader, Partner or Custodian in the delivery of the Actions to achieve the outcomes for our community's future.

VIBRANT COMMUNITIES

GOAL: We want to create a safe, healthy and connected region that encourages participation and creates a strong sense of pride in our community and each others wellbeing.

There are a range of services that aim to assist, link and support our members of the community. These services are vital and are supported by the provision of assets such as the medical centre, libraries, playgrounds, open spaces and sports and recreational facilities. With an ageing population these initiatives and services are vital for our residents by linking members of our community and providing a range of activities to keep active. We value our youth and their contribution and aim to provide access to good education and after school activities as well as ensuring they feel valued members of our community. Our stakeholders will continue to consider the needs of our population and our well being in the delivery of initiatives, services and facilities.

VIBRANT COMMUNITIES

Action	Time	Partners	Council's Role
1.1 A SAFE, ACTIVE AND HEALTHY COMMUNITY			
1.1.1 Advocate, represent and promote programs that will minimise crime and assist in crime protection for our community including our young and most vulnerable		NSW Police, Council, Government Agencies, Groups and Organisations	Partner
1.1.2 Retain and enhance strategies for safety in public places where appropriate		NSW Police, Council, Government Agencies	Leader
1.1.3 Promote services and provide facilities that foster healthy lifestyles		Government Agencies, Council, Groups and Organisations	Partner/ Leader
1.1.4 Recognise the importance and consider resources needed to maintain open spaces, to encourage greater use by the community		Council	Leader
1.1.5 Retain and enhance existing health services including the Narromine and Trangie Hospitals and the Narromine Shire Family Medical Centre		Government Agencies Council, Groups and Organisations	Partner
1.1.6 The Narromine and Trangie swimming pools are accessible, affordable and provide a range of modern facilities for all ages and those with limited mobility		Council	Leader
1.1.7 Provide active and passive recreation facilities for all		Council	Leader
1.1.8 Revitalise the Narromine Sports Complex into an accessible, affordable multi-purpose Centre		Council	Leader
1.1.9 Promote connections between sporting user groups		Council, Groups and Organisations	Leader
1.2 A VIBRANT AND DIVERSE COMMUNITY THAT HAS A STRONG SENSE OF BELONGING AND WELLBEING			
1.2.1 Share and celebrate our cultural and social diversity through local events, programs and projects		Council, Groups and Organisations	Partner
1.2.2 Encourage volunteering in the Shire and recognise the positive outcomes for both the community and volunteers		Council, Groups and Organisations	Partner
1.2.3 Protect and celebrate Aboriginal heritage and culture and provide opportunities for interpretation and understanding		Council, Groups and Organisations, Government Agencies	Partner

Timeframe:  Short Term  Long Term  Ongoing

Action	Time	Partners	Council's Role
1.2.4 Develop strategies to create a "village feel" and enhance community lifestyle to be more attractive for visitors	■	Council, Government Agencies, Industry	Partner
1.2.5 Advocate for high quality aged care that enables older people to be integrated and active in the community	●	Council, Organisations, Government Agencies	Partner
1.3 A COMMUNITY THAT CAN ACCESS A RANGE OF FORMAL AND INFORMAL EDUCATION, INFORMATION, AND OTHER SERVICES AND OPPORTUNITIES TO ENHANCE THEIR LIVES			
1.3.1 Advocate for a range of childcare facilities, preschools and after hours care is affordable and available to all families	●	Government Agencies, Council, Groups and Organisations, Industry	Partner
1.3.2 Advocate for support for activities that foster connections between children and older people	●	Government Agencies, Council, Groups and Organisations	Partner
1.3.3 Encourage and support education providers to develop niche courses that meet the specific needs of local/regional developments/industries/agencies	●	Government Agencies, Council, Organisations	Partner
1.3.4 Enhance our libraries and community spaces to become connected learning centres for people to share knowledge	●	Council, Groups and Organisations	Partner
1.4 ACCESSIBLE FACILITIES AND SERVICES ARE AVAILABLE FOR PEOPLE WITH LIMITED MOBILITY			
1.4.1 Work in partnership with the Shire's disability groups and other agencies to implement the DIAP	●	Council, Groups and Organisations	Partner
1.4.2 Work in partnership to ensure our towns including businesses are "mobility friendly"	●	Council, Groups and Organisations, Industry, Government Agencies	Partner



GROWING OUR ECONOMY

GOAL: We have a diverse economy with thriving businesses that offer a range of employment opportunities supported by skill development options.

Our Shire will nurture and develop a sound strategic framework with short, medium and long term strategies to build a diverse and robust economy. With a strong agricultural backbone, we recognise the opportunity to strengthen and protect this sector while fostering growth in other areas such as tourism, aviation and community services. We will capitalise on our location and key assets to attract new industry, while aiming to strengthen our existing business base, to create new economic and employment opportunities.

GROWING OUR ECONOMY

Action	Time	Partners	Council's Role
2.1 TO SUSTAIN AND GROW OUR LOCAL POPULATION			
2.1.1 Develop and implement an economic development strategic framework that supports the growth of the local population base	■	Government Agencies, Industry, Council	Leader
2.1.2 Form partnerships and alliances to market the Shire to new residents and businesses	■	Government Agencies, Council, Groups and Organisations	Leader
2.1.3 Resolve issues surrounding the flood levee and impacts on residential development	●	Government Agencies, Council, Groups and Organisations	Leader
2.1.4 New plans and strategies are developed in line with the community's needs and encourages economic growth	○	Council	Leader
2.2 THE ONGOING DEVELOPMENT, DIVERSIFICATION AND SUSTAINABILITY OF THE LOCAL BUSINESS AND INDUSTRY BASE			
2.2.1 To foster our agricultural sector through the identification and support of value adding opportunities.	○	Council, Industry, Government Agencies	Partner
2.2.2 Actively encourage and support the growth and expansion of the existing aviation industry and the region's capacity to attract and establish new aviation business	●	Council, Groups and Organisations	Partner
2.2.3 Protect high value land resources and maximise opportunities for sustainable growth of existing industries	●	Council, Groups and Organisations	Partner
2.2.4 Create and support a strong tourism industry that maximises benefits from visitors to the Shire	●	Council, Groups and Organisations, Industry, Government Agencies	Partner
2.2.5 Planning mechanisms that support the provision of suitable and serviceable land that will support infrastructure that allows for localised employment opportunities	●	Council	Leader
2.2.6 Promote business networks that encourage a supportive business culture and an attitude of entrepreneurship	○	Council, Industry, Government Agencies	Partner
2.3 TO ENCOURAGE INDUSTRY DEVELOPMENT			
2.3.1 Support the growth and development of new and existing businesses and industry	○	Council, Industry, Government Agencies	Partner

Timeframe: ■ Short Term ● Long Term ○ Ongoing

PROTECTING AND ENHANCING OUR ENVIRONMENT

GOAL: We value our natural and built environment, our resources for the enjoyment of the community and visitors to our Shire.

We want to provide sustainable infrastructure including the maintenance of open spaces and supply of community facilities that meet the needs of our residents, businesses and visitors to our Shire. We recognise that each of our communities, Narromine, Trangie and Tomingley have their own spirit and character and are intrinsically linked to our Shire. We aim to create a village feel throughout, that charms residents and visitors to the region. Our roads are one of our greatest strengths linking our people and products to Australian and international destinations and markets. Access to Dubbo is recognised as a key link for our community.

Effective and sustainable water management and infrastructure is critical for our community. We aim to grow our cycleways and footpaths to allow greater access for all ages and levels of mobility. We value our rural environment, our natural beauty and aim to instill an awareness of the importance of the natural environment.

PROTECTING AND ENHANCING OUR ENVIRONMENT

Action	Time	Partners	Council's Role
3.1 MANAGE OUR NATURAL ENVIRONMENTS FOR CURRENT AND FUTURE GENERATIONS			
3.1.1 Identify and protect areas of high natural value	●	Council, Government Agencies, Groups	Partner
3.1.2 Enhance, protect and celebrate our river systems and wetlands	●	Government Agencies, Council, Groups and Organisations,	Partner
3.1.3 Ensure preservation and maintenance of the Shire's heritage buildings, objects and places of interest	●	Council, Industry	Partner
3.1.4 Ensure the Shire's rural land is managed appropriately through holistic planning	○	Government Agencies, Council, Groups and Organisations	Partner
3.1.5 Reduce waste to landfill through effective and efficient domestic waste and recycling services to the community	○	Council	Leader
3.2 WE ARE A SUSTAINABLE, ENVIRONMENTAL COMMUNITY WITH A GREAT APPRECIATION OF OUR NATURAL ASSETS			
3.2.1 Encourage appreciation of natural areas through the development and promotion of environmental education	●	Council, Groups and Organisations, Government Agencies	Partner
3.2.2 Support the work of local environmental groups that improves the natural diversity of our environmentally sensitive areas	○	Council, Groups and Organisations	Partner
3.2.3 Support, promote and encourage environmentally sustainable practices throughout our businesses	○	Council, Industry	Partner
3.3 A COMMUNITY THAT VALUES THE EFFICIENT USE OF UTILITIES, NATURAL RESOURCES AND ENERGY			
3.3.1 Implement water and energy efficiency programs and identify activities and initiatives for alternative water and energy sources	■	Government Agencies, Council, Groups and Organisations	Partner
3.3.2 Ensure development needs align to utilities infrastructure	○	Government Agencies, Council, Groups and Organisations	Partner
3.3.3 Advocate for reliable and affordable internet and communications technology	○	Government Agencies, Council, Groups and Organisations	Partner

Timeframe: ■ Short Term ● Long Term ○ Ongoing

PROTECTING AND ENHANCING OUR ENVIRONMENT

Action	Time	Partners	Council's Role
3.4 ENSURE A RANGE OF HOUSING OPTIONS FOR THE COMMUNITY			
3.4.1 Ensure older people have appropriate accommodation to meet their needs	○	Council, Industry, Government Agencies	Partner
3.4.2 Ensure appropriately zoned land that meets residential needs throughout the Shire's communities	○	Council, Industry, Government Agencies	Partner
3.4.3 Develop appropriate development controls that promote excellence in design and sustainability outcomes.	○	Council, Industry, Government Agencies	Leader
3.5 OUR COMMUNITY IS WELL CONNECTED THROUGH OUR CYCLEWAYS, FOOTPATHS AND PUBLIC TRANSPORT SYSTEMS			
3.5.1 Provide advocacy and support on transport issues that best meet the needs of our residents	○	Council, Groups and Organisations	Leader
3.5.2 Maintain aerodrome infrastructure to increase the viability and sustainability of aerodrome operations	○	Council	Leader
3.5.3 Plan and provide accessible and well connected footpaths, cycleways and associated facilities within the Shire	■	Council	Leader
3.6 OUR ROAD NETWORK IS SAFE, WELL MAINTAINED AND APPROPRIATELY FUNDED			
3.6.1 Ensure local and regional road network best meets the needs of road users and industry	○	Council, Government, Agencies	Leader
3.6.2 Advocate for continued and increased funding for the rural road network	○	Council, Government Agencies	Leader
3.6.3 Ensure local and regional roads are safe, well constructed and maintained	○	Council, Government Agencies	Leader

Timeframe: ■ Short Term ● Long Term ○ Ongoing



PROACTIVE LEADERSHIP

GOAL: We are an open and accountable local government that involves our community in the decision-making process and effectively manages our public resources through sound financial management and well informed strategic planning for our Shire's future.

We provide effective leadership and professional governance, for our community. We implement accountable direction setting and policy making that is in the best interest of our residents. We are accountable, open and transparent in our decision making involving and effectively communicating with our community. Our organisation is well managed, and work as a team that is well trained to deliver the services to our community. We plan appropriately for our future and build partnerships and alliances with other government agencies to advocate on issues affecting our Shire.

PROACTIVE LEADERSHIP


Action	Time	Partners	Council's Role
4.1 PROVISION OF AN ACCOUNTABLE AND TRANSPARENT LEADERSHIP			
4.1.1 Enhance open and interactive communication between Council and the community guided by a Community Engagement Strategy which is monitored and reviewed	○	Council	Leader
4.1.2 The Council elected members are representative of the community and provide strong and visionary leadership	○	Council	Leader
4.1.3 Provide opportunities for community members to participate in Council's decision making processes	○	Council	Leader
4.1.4 Facilitate a positive and professional image for the Narromine Shire community and Council	○	Council	Leader
4.2 EFFECTIVE COUNCIL ORGANISATIONAL CAPABILITY AND CAPACITY			
4.2.1 Strive for business excellence through continuous improvement and creativity	○	Council	Leader
4.2.2 Ensure ongoing skills development of Council staff and professional development for Councillors	○	Council	Leader
4.2.3 Ensure the integration of corporate plans set the long term direction for the Local Government Area and Council	○	Council	Leader
4.2.4 Provide responsive high level customer service	○	Council	Leader
4.2.5 Attract and retain a quality workforce that meets the needs of the community and future strategic directions	○	Council	Leader
4.2.6 Foster a positive and responsive 'can do' approach by all Council staff and elected members	○	Council	Leader

Timeframe: ■ Short Term ● Long Term ○ Ongoing

PROACTIVE LEADERSHIP

Action	Time	Partners	Council's Role
4.3 A FINANCIALLY SOUND COUNCIL THAT IS RESPONSIBLE AND SUSTAINABLE			
4.3.1 Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies	○	Council	Leader
4.3.2 Ensure sufficient resources to meet current and future needs of the community	○	Council	Leader
4.3.3. Ensure Council's assets are monitored and well managed	○	Council	Leader
4.4 SOUND PARTNERSHIPS ARE ENCOURAGED AND FOSTERED			
4.4.1 Provide sound input into State, Regional and Non-Government Organisation Plans and Strategies	○	Council, Agencies, Governments, Non-Government organisations	Partner
4.4.2 Lobby and advocate for major infrastructure and issues for the Shire that are backed by sound research	○	Council, Agencies, Governments	Leader
4.4.3 Develop and build partnerships with state and federal governments, industry and community organisations to foster development and delivery of community services and emerging business sectors	○	Council, Agencies, Governments	Leader
4.4.4 Assist in facilitating partnerships and collaboration at a local level between communities, groups, businesses and community organisations	○	Council, Groups and Organisations, Industry	Leader

Timeframe: ■ Short Term ● Long Term ○ Ongoing



Narromine Shire Council would like to thank those residents, industries and groups and organisations who have provided their insights, thoughts and opinions into the development of the Narromine Shire 2032 Community Strategic Plan.

Your valuable input has helped develop and form our vision for the future of our Shire. Council as custodian of the Plan will work with all stakeholders to plan and implement actions to achieve the community's aspirations.



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CHARTER – NARROMINE AERODROME COMMITTEE

*(Adopted by Council XXXXXXXX 2022
Resolution number*

CHARTER OF THE NARROMINE AERODROME COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Aerodrome Committee

"Council" means Narromine Shire Council

"Member" means a member of the committee

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

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall:-

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

6. OUTCOMES

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

7. COMMITTEE DELEGATIONS

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

8. MEMBERSHIP

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

Councillor Representation

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

Community Representation

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

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

Council Staff Representation

The following staff members are assigned to this Committee:-

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

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

Support Staff

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

Chairperson

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

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

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

Other Office Bearers

There are no other office bearers on the Committee.

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

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

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

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

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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