

**PLANT ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**  
Technical Services

**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

**3. Purpose**

The committee monitor the operations of Council's fleet of plant and vehicles, budget and plant replacement program. Tender assessments are reviewed and recommendations given to Council.

Core responsibilities and duties of the committee are to:

- Monitor the operations of Council's fleet of plant and vehicles, budget and plant replacement program.
- Tender assessments are reviewed and recommendations given to Council.

**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

**5. Membership**

Committee representation will be comprised of the following:

- Three councillors, one of whom will be the Chairperson, as elected by Council;
- Representatives of relevant government or community agencies as determined by the committee;
- ~~General Manager, Director Technical Services and Director Corporate & Community Services~~ One Staff representative appointed by the General Manager;
- Executive Officer is Manager Fleet Services (non voting); ~~and shall also attend meetings as the Executive Officer~~
- ~~Non-voting council staff as required~~

**6. Quorum**

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

**7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

**8. Meeting Schedule**

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Meetings will be bi-monthly in either Coonabarabran or Coolah, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

### 9. Executive Officer

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee.

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

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### 10. Agenda

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

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### 12. Code of Conduct

Council's Code of Conduct applies to members of the committee.

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### 14. Delegations

The committee has no Council delegations.

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### 15. Financial Arrangements

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### 16. Media Liaison

The Mayor is the designated media spokesperson for Council.

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**17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

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**18. Relevant Policies/Documents**

*Local Government Act 1993* (NSW)  
Warrumbungle Shire Council Code of Conduct  
Warrumbungle Shire Council Code of Meeting Practice  
Warrumbungle Shire Community Strategic Plan,  
Warrumbungle Operational and Delivery Program

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Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.

**ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Environment and Development Services

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**2. Establishment**

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**3. Purpose**

The committee has as its primary purpose responsibility to provide advice and guidance to Council on planning and priorities for tourism and economic development for Warrumbungle Shire.

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Core duties of the committee are to work within the framework of the community Strategic Plan and Warrumbungle Shire Economic Development Strategy and not deal with day to day operational matters.

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It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

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**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

- A minimum of two Councillor representatives (and the Mayor ex officio)
- One Staff representative [appointed by the General Manager](#)
- Thirteen community representatives from the Warrumbungle Shire Council Local Government Area. The Community members shall serve on the Committee in a voluntary capacity representative of the following groups:
  - Coonabarabran District Chamber of Commerce Incorporated;
  - 2357 Partnerships Incorporated;
  - Dunedoo District Development Group Incorporated;
  - Coolah District Development Group Incorporated;
  - Mendooran District Development Group Incorporated;
  - Baradine Progress Association Incorporated;
  - Binnaway Progress Association Incorporated;
  - The Coonabarabran Local Aboriginal Lands Council;
  - Siding Spring Observatory;
  - National Parks; and
  - NSW Farmers

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Nominated substitutes to attend meetings if the main member cannot attend. The Chair to be notified in advance if a substitute is to attend a meeting. Membership of the Committee shall be reviewed after each quadrennial election.

## 6. Quorum

A quorum is present if a majority of the committee members appointed to the Committee are present at the meeting.

A quorum for the EDT is five (5) members (not including Council staff).

No business will be transacted by the ~~committee~~ Committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to a time, date and place fixed:

- a) by the Chairperson, or
- b) in his or her absence – by the majority of the members present, or
- c) failing that, by the Executive Officer of the Committee.

Observers may attend the meeting. The number of observers permitted at each meeting will be at the discretion of the Chair. Request for observers must be submitted to the Chair at least 3 days prior to the meeting, and admittance will be at the discretion of the Chair. Observers may not contribute to meeting, and are bound by confidentiality.

## 7. Voting

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

## 8. Meeting Schedule

Meetings will be held at least four (4) times per annum. The Committee may from time to time call special meetings and workshops to address relevant issues.

## 9. Executive Officer

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee. The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

## 10. Agenda

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions; and
- reports;

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members. The Executive Officer will also send meeting reminders and minutes to members.

## 11. Reporting

Directly to Council by recommendation recorded in meeting minutes.

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**15. Financial Arrangements**

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

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**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

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**17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

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**18. Relevant Policies/Documents**

- Local Government Act 1993 (NSW)*
- Warrumbungle Shire Council Code of Conduct
- Warrumbungle Shire Council Code of Meeting Practice
- Warrumbungle Shire Community Strategic Plan
- Warrumbungle Operational and Delivery Program

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**WARRUMBUNGLE AERODROMES ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Technical Services

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**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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**3. Purpose**

The committee provides advice to Council on the ongoing and future use of the Coonabarabran, Coolah and Baradine aerodromes, reviews the operating standards that relate to all or individually the three aerodromes and offer advice in addressing those changing circumstances.

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Core responsibilities and duties of the committee are to:

- Review the operating standards that relate to each or all of the Aerodromes ie. Coonabarabran, Baradine and Coolah.
- Provide advice to Council on ongoing operations, infrastructure requirements and future directions of the Aerodromes.

**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council
- Two community representatives from each of the following towns:
  - Baradine
  - Coolah
  - Coonabarabran
- Representatives of relevant government or community agencies as determined by the committee;
- ~~Director Technical Services~~ One staff member appointed by the General Manager; and
- ~~Executive Officer~~ is Manager Urban Services and Facilities (non voting); and shall also attend meetings as the Executive Office
- ~~Non-voting council staff as required~~

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**6. Quorum**

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

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**7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

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**8. Meeting Schedule**

Meetings should be at least three times per annum on a rotating basis in Baradine, Coonabarabran and Coolah to incorporate an onsite daytime inspection of the local aerodrome, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

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The Executive Officer:

- provides executive support to the committee;
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Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

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- opening of meeting and apologies;
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**BARADINE FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Technical Services

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**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council.*

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**3. Purpose**

The purpose of the committee is to assist Council with development of Flood Risk Management Plans. The committee is a forum for the discussion of technical and environmental issues associated with development of strategies to minimise impacts of flooding in Baradine.

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Core responsibilities and duties of the committee are:

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- Formulating objectives (in accordance with Ecologically Sustainable Development (ESD) principles), strategies and outcomes sought from the process;
- Providing a link between the local community and Council;
- Identifying the flood problem to be assessed and the study area;
- Considering and making recommendations to Council on appropriate development controls for use until the management plan is completed, approved and implemented;
- Supervising the collection of necessary data and supervising and monitoring the progress and findings of studies being undertaken in the various stages of the management plan;
- Providing input into known flood behaviour as part of the flood study.
- Identifying management options and providing input into their consideration as part of the management study;
- Identifying implementation strategies for the management plan.
- Monitoring and assessing the effectiveness of the management plan during and after its implementation;
- Coordinating and monitoring the public education programs essential to the long term viability of the management plan; and
- Coordination with catchment management boards, emergency management planning and other advisory bodies;

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**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

- One councillor, whom will be the Chairperson, as elected by Council;
- Up to four community representatives from Baradine;

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- Representatives of relevant government or community agencies as determined by the committee and including the Office of Environment & Heritage (OEH) and State Emergency Service (SES);
- ~~Executive Officer is~~ The Director Technical Services (non voting); ~~and shall also attend meetings as the Executive Officer.~~
- ~~Non-voting council staff as required~~

## 6. Quorum

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

## 7. Voting

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

## 8. Meeting Schedule

Meetings will be bi-monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

## 9. Executive Officer

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee.

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

## 10. Agenda

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

## 11. Reporting

Directly to Council by recommendation recorded in meeting minutes.

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**12. Code of Conduct**

Council's Code of Conduct applies to members of the committee.

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**13. Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

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**14. Delegations**

The committee has no Council delegations.

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**15. Financial Arrangements**

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

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**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

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**17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

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**18. Relevant Policies/Documents**

- Local Government Act 1993 (NSW)*
- Warrumbungle Shire Council Code of Conduct
- Warrumbungle Shire Council Code of Meeting Practice
- Warrumbungle Shire Community Strategic Plan
- Warrumbungle Shire Operational and Delivery Program
- NSW Government Flood Prone Land Policy
- NSW Government 2005 Floodplain Development Manual

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Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.

## ROBERTSON OVAL ADVISORY COMMITTEE TERMS OF REFERENCE

### 1. Council Portfolio

Technical Services

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### 2. Establishment

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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by a committee of the council*

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### 3. Purpose

Assess the condition and usefulness of the existing amenities buildings at Robertson Oval in Dunedoo and based on existing and potential sport and recreation demands, determine a strategy for the amenities building that best meets the needs of users.

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Core responsibilities and duties of the committee are to:

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- Determine current and potential sport and recreation users of the amenities building in Robertson Oval including volume and frequency of use;
- Assess the feasibility of upgrading existing building in terms of benefits and costs;
- Canvass and report on options for management of any upgraded amenities building;
- Liaise with consultants for preparation of any amenities concept plan;
- Confirm extent of Robertson Oval complex by confirming property boundary and determine preferred location of any upgraded amenity facility.
- Investigate and obtain external sources of funding; and
- Make recommendations to Council on any matter related to amenities building at Robertson Oval.

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### 4. Term

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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### 5. Membership

Committee representation will be comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Four community representatives, or as determined by Council;
- Dunedoo Development Group Coordinator (non voting);
- ~~Director Technical Services (non voting);~~
- ~~Executive Officer is The~~ Manager Urban Services and Facilities (non voting); and shall also attend Committee meetings as the Executive Officer
- ~~Non-voting council staff as required~~

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### 6. Quorum

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

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**7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

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**8. Meeting Schedule**

Meetings will be bi-monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

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**9. Executive Officer**

The Executive Officer will be the Manager directly responsible for the organisational function of the committee.

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The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

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**10. Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

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- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
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The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

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The Executive Officer will also send meeting reminders and minutes to members.

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**11. Reporting**

Directly to Council by recommendation recorded in meeting minutes.

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**12. Code of Conduct**

Council's Code of Conduct applies to members of the committee.

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**13. Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

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**14. Delegations**

The committee has no Council delegations.

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**15. Financial Arrangements**

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Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

#### **16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

#### **17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

#### **18. Relevant Policies/Documents**

*Local Government Act 1993* (NSW)  
Warrumbungle Shire Council Code of Conduct  
Warrumbungle Shire Council Code of Meeting Practice  
Warrumbungle Shire Community Strategic Plan  
Warrumbungle Shire Council Operational and Delivery Program

Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.

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**COONABARABRAN SPORTING COMPLEX ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Technical Services

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**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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*A function of a council may, subject to this Chapter, be exercised: (b)  
by a committee of the council*

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**3. Purpose**

Assess the condition and usefulness of the existing amenities buildings and sporting facilities at Coonabarabran Sporting Complex and develop a strategy for these facilities based on existing and future sport and recreation demands

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Core responsibilities and duties of the committee are to:

- Determine current and potential sport and recreation users of the complex facilities including volume and frequency of use;
- Develop a long term strategy for the Sporting Complex in the form of a Master Plan including cost estimates and priorities of improvements;
- Investigate and obtain external sources of funding; and
- Make recommendations to Council on any matter related to improvements of the Sporting Complex.

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**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- One community representative from each of the following user groups, or as determined by Council:
  - Coonabarabran Amateur Boxing Gym;
  - Coonabarabran Junior Rugby League & Netball Club;
  - Coonabarabran Netball Association;
  - Coonabarabran Soccer Club;
  - Coonabarabran Rugby League Football Club;
  - Coonabarabran Rugby Union Club; and
  - Coonabarabran Junior Rugby Union Football Club
- Representatives of relevant government or community agencies as determined by the committee;
- ~~Director Technical Services (non-voting);~~
- ~~Executive Officer is The~~ Manager Urban Services and Facilities (non voting); ~~and shall also attend meetings as the Executive Officer~~
- ~~Non-voting council staff as required~~

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**6. Quorum**

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

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**7. Voting**

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**8. Meeting Schedule**

Meetings will be bi-monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

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**9. Executive Officer**

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee.

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

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**10. Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
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The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

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**11. Reporting**

Directly to Council by recommendation recorded in meeting minutes.

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**12. Code of Conduct**

Council's Code of Conduct applies to members of the committee.

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**13. Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

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**14. Delegations**

The committee has no Council delegations.

**15. Financial Arrangements**

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

**17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

**18. Relevant Policies/Documents**

- Local Government Act 1993 (NSW)*
- Warrumbungle Shire Council Code of Conduct
- Warrumbungle Shire Council Code of Meeting Practice
- Warrumbungle Shire Community Strategic Plan
- Warrumbungle Shire Council Operational and Delivery Program

Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.

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**COONABARABRAN SWIMMING POOL ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Technical Services

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**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

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**3. Purpose**

The purpose of the committee is to assess the condition and usefulness of the existing amenities, buildings, and facilities at the Coonabarabran Swimming Pool Complex and develop a long term strategy for upgrade and improvement to these facilities, based on existing and future sport and recreation demands of the Shire.

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Core responsibilities and duties of the committee are to:

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- Assistance with determining current status of the complex, including identification of issues that need to be rectified;
- Determining current and potential users of the complex facilities including volume and frequency of use;
- Input into the development of a long term strategy for the Swimming Pool Complex in the form of a Master Plan and planned improvements;
- Investigation into, and assistance in obtaining, external sources of funding; and
- Making of recommendations to Council on matters related to improvements of the Swimming Pool Complex.

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**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Four user group representatives, or as determined by Council;
- Two community representatives, or as determined by Council;
- Representatives of relevant government or community agencies as determined by the committee;
- ~~Director Technical Services (non voting) and Supervisor Pools (non voting);~~
- ~~Executive Officer is The Manager Urban Services and Facilities (non voting) shall also attend meetings as the Executive Officer; and~~
- ~~Non voting council staff as required~~

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**6. Quorum**

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start

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time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

**7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

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**8. Meeting Schedule**

Meetings will be bi-monthly, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

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**9. Executive Officer**

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee.

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The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

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**10. Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

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- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

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The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

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The Executive Officer will also send meeting reminders and minutes to members.

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**11. Reporting**

Directly to Council by recommendation recorded in meeting minutes.

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**12. Code of Conduct**

Council's Code of Conduct applies to members of the committee.

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**13. Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

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**14. Delegations**

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**15. Financial Arrangements**

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

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**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

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**17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

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**18. Relevant Policies/Documents**

- Local Government Act 1993 (NSW)*
- Warrumbungle Shire Council Code of Conduct
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**COONABARABRAN TOWN BEAUTIFICATION ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Technical Services

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**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

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**3. Purpose**

The purpose of the committee is to make recommendations on specific projects and or development of strategies for the beautification of Coonabarabran.

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Core responsibilities and duties of the committee are to:

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- Input into the development of a beautification Master Plan with a strategic focus on improving the appearance of street landscapes;
- Assistance with determining current issues with town landscapes, including identification of issues that need to be rectified;
- Investigation into, and assistance in obtaining, external sources of funding and
- Making of recommendations to Council on matters relating to specific town beautification projects or strategies.

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**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

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- Two councillors, one of whom will be the Chairperson, as elected by Council;
- Six community representatives, or as determined by Council;
- ~~Director Technical Services (non-voting);~~
- ~~Executive Officer is The~~ Manager Urban Services and Facilities (non voting); ~~and shall also attend meetings at the Executive Officer~~
- ~~Non-voting council staff as required~~

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**6. Quorum**

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

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**7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

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**8. Meeting Schedule**

Meetings will be every 2 months, or as determined by the Chairperson in consultation with the committee, at locations and times determined by the committee.

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**9. Executive Officer**

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee.

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The Executive Officer:

- provides executive support to the committee;
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- provides to the committee the outcome and resolutions of Council regarding each recommendation.

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**10. Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

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- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

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**11. Reporting**

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**12. Code of Conduct**

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**13. Code of Meeting Practice**

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**14. Delegations**

The committee has no Council delegations.

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**15. Financial Arrangements**

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**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

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### **17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

### **18. Relevant Policies/Documents**

- Local Government Act 1993* (NSW)
- Warrumbungle Shire Council Code of Conduct
- Warrumbungle Shire Council Code of Meeting Practice
- Warrumbungle Shire Community Strategic Plan
- Warrumbungle Shire Council Operational and Delivery Program

Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the committee clerk.

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**THREE RIVERS REGIONAL COMMUNITY ADVISOR COMMITTEE  
TERMS OF REFERENCE**

**1. Council Portfolio**

Executive Services

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**2. Establishment**

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

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*A function of a council may, subject to this Chapter, be exercised: (b)  
by a committee of the council*

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**3. Purpose**

The committee has as its primary purpose responsibility to provide recommendations to Council on planning and priorities for the Three Rivers Regional Retirement Community project funded through:

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- State Government - Restart NSW RNSW290 Three Rivers Regional Retirement Community and Learning Centre; and
- Federal Government - National Stronger Regions Fund Round Two (NSRF)

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Core responsibilities of the committee are to provide a forum for discussion and act in an advisory role and not commit Council resources.

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Core duties of the committee are to work within the framework of the Community Strategic Plan and not deal with day to day operational matters. It should be note that employees of the Council are not subject to the direction of the advisory committee or any of its members.

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**4. Term**

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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**5. Membership**

Committee representation will be comprised of the following:

- A minimum of two Councillor representatives (and the Mayor ex officio);
- Five Community representatives from the Warrumbungle Shire Council local government area, or as determined by Council;
- General Manager or their delegate;
- ~~Director Technical Services~~ Director Environment and Development Services (non voting); shall also attend meetings as the Executive Officer
- ~~Executive Officer is Manager Urban Services and Facilities~~ (non voting); and
- ~~Non-voting council staff as required~~

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**6. Quorum**

Quorum is half plus one of the membership. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

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**7. Voting**

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Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

### 8. Meeting Schedule

Meetings will be held the first Wednesday of the month at the Dunedoo Old Bank Building Meeting Room commencing at 4.00pm

### 9 Executive Officer

The Executive Officer will be ~~the Manager~~ directly responsible for the organisational function of the committee.

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

### 10. Agenda

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

### 11. Reporting

Directly to Council by recommendation recorded in meeting minutes.

### 12. Code of Conduct

Council's Code of Conduct applies to members of the committee.

### 13. Code of Meeting Practice

Council's Code of Meeting Practice will guide the meeting procedures of the committee.

### 14. Delegations

The committee has no Council delegations.

### 15. Financial Arrangements

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

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**16. Media Liaison**

The Mayor is the designated media spokesperson for Council.

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**17. Vacancies**

Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

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**18. Relevant Policies/Documents**

*Local Government Act 1993 (NSW)*  
Warrumbungle Shire Council Code of Conduct  
Warrumbungle Shire Council Code of Meeting Practice  
Warrumbungle Shire Community Strategic Plan  
Warrumbungle Shire Council Operational and Delivery Program

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## AUSTRALIA DAY AWARD COMMITTEE TERMS OF REFERENCE

### 1. Council Portfolio

Executive Services

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### 2. Establishment

The committee is established under section 355 of the *Local Government Act 1993* (NSW):

*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

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### 3. Purpose

The committee has as its primary purpose responsibility to select recipients of the annual Australia Day Awards at ceremonies held in each town of the Warrumbungle Local Government Area.

Award recipients shall be selected based on nominations received by Council during the nomination period each year.

Recipients are selected by the Australia Day Award Committee under delegated authority. The decisions of the Australia Day Award Committee are final.

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### 4. Term

The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

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### 5. Membership

Committee representation will be comprised of all councillors, ~~and the Director Corporate and Community Services. The General Manager (or their delegate) and the Manager Community Services (non voting) shall also attend as the Executive Officer.~~

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### 6. Quorum

A quorum is present if a majority of the committee members appointed to the Committee are present at the meeting. No business will be transacted by the committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to a time, date and place fixed:

- (a) by the Chairperson, or
- (b) in his or her absence - by the majority of the members present, or
- (c) failing that, by the Executive Officer of the Committee.

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### 7. Voting

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

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### 8. Meeting Schedule

A meeting will be convened as and when required.

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## 9. Executive Officer

The Executive Officer ~~is the Manager Community Services~~ will be directly responsible for the organisational function of the Committee

The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
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