



CHARTER – NARROMINE FLOODPLAIN MANAGEMENT COMMITTEE

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CHARTER OF THE NARROMINE SHIRE COUNCIL FLOODPLAIN MANAGEMENT COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

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

“Council” means Narromine Shire Council

“Member” means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

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

5. FUNCTIONS

The Committee shall assist in:-

- 5.1 formulating objectives, strategies and outcomes sought from the process, after a review of specialist studies;
- 5.2 providing a link between the local community and Council;
- 5.3 indentifying the flood problem to be assessed within the study area;
- 5.4 providing input into known flood behaviour as part of the flood study;
- 5.5 co-ordinate with relevant emergency agencies and management boards.

6. OUTCOMES

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

7. COMMITTEE DELEGATIONS

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

8. MEMBERSHIP

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

Councillor Representation

Two (2) Councillors (annually appointed by Council in September). If any of the appointed Councillors are unable to attend meetings of this Committee, that Councillor must arrange for an alternative Councillor to represent them.

Community and Industry Representation

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

Council Staff Representation

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

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

Office of Environment and Heritage

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

State Emergency Service Representation

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

Chairperson

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

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

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

Other Office Bearers

There are no other office bearers on the Committee.

9. TERM OF OFFICE

Community representatives continue on the Committee on an ongoing basis.

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

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

The meetings will occur as required.

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

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

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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