



**CHARTER –
NARROMINE FLOODPLAIN
MANAGEMENT COMMITTEE**

CHARTER OF THE NARROMINE SHIRE COUNCIL FLOODPLAIN MANAGEMENT COMMITTEE

1. NAME

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

2. INTERPRETATION

For the purpose of this charter:-

"The Committee" means the Narromine Shire Council – Narromine Floodplain Management Committee

"Council" means Narromine Shire Council
"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee

4. PURPOSE

The Committee has been established primarily to assist Council in respect to studies undertaken in regard to the Narromine Flood Plain Risk Management Plan and the ongoing management of the Narromine Town Levee.

5. FUNCTIONS

The Committee shall assist in:-

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

6. OUTCOMES

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

7. COMMITTEE DELEGATIONS

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

8. MEMBERSHIP

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

Councillor Representation

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

Community and Industry Representation

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

Council Staff Representation

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

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

Office of Environment and Heritage

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

State Emergency Service Representation

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

Chairperson

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

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

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

Other Office Bearers

There are no other office bearers on the Committee.

9. TERM OF OFFICE

Community representatives shall continue on the Committee on an ongoing basis.

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

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

10. QUORUM & RECOMMENDATION MAKING

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

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

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

11. GENERAL PUBLIC

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

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

12. TIMETABLE FOR MEETINGS

The meetings will occur as required.

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

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

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

13. MEETING PRACTICES & PROCEDURES

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

The Committee will observe any other relevant Council protocols.

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

14. INSURANCE

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

15. CODE OF CONDUCT

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

If a committee member has a pecuniary interest in any matter being discussed by the Committee and is present at the meeting, they must disclose their interest. They must then leave the room during any discussion or decision-making related to that matter. Staying in the room while abstaining from voting will be considered a vote against the motion (see Clause 251 of the Local Government (General) Regulation 2005).

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

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

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

16. CONFIDENTIALITY & PRIVACY

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

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

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

17. MEDIA PROTOCOL

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

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

18. REVIEW

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

Adopted By Council 18 September 2012, Resolution Nos 2012/330, 2012/384

Amended By Council September 2017, Resolution No 2017/253

Amended By Council 12 September 2018, Resolution No 2018/216

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

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

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

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

Reviewed By Council 10 September 2025, Resolution No 2025/487