



# MOLONG FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE

## 1. Document Information

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<b>Owner</b> <i>(Relevant Director)</i>	Director of Engineering and Technical Services
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## 2. Introduction

The purpose of the Molong Floodplain Risk Management Advisory Committee (the committee) is to provide advice on the development and implementation of floodplain risk management studies relating to the Molong Township, in accordance with the NSW Floodplain Development Manual 2005.

Specifically, the committee:

- Provides a forum for the discussion of technical, social, economic, environmental and cultural issues; and
- Creates the opportunity for the views of key stakeholders to be identified and captured through the development and implementation of floodplain management plans.

## 3. Term

Elected members continue as members of the committee until:

- The next ordinary election of the Mayor
- The next general election of Council
- The committee is disbanded or completes its purpose in accordance with these terms of reference

Other members continue until the committee is disbanded or completes its purpose in accordance with these Terms of Reference.

Any casual vacancy in elected members is filled by Council appointment. Any other casual vacancy is filled by the General Manager.

#### **4. Role of the Committee**

The committee operates as an 'advisory committee' of Council

The Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant directorates within the Council organisation by delegation of the General Manager.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

#### **5. Key Objectives**

The committee considers key issues such as the following:

- State Government policy for floodplain risk management
- Flood studies and network analysis
- Floodplain risk management studies, including priorities for management initiatives
- Floodplain risk management plan implementation, including oversight of floodplain risk mitigation works projects
- Priorities for future study and analysis
- Other matters as outlined for Floodplain Risk Management Committees as pertained within the NSW Governments Floodplain Development Manual

#### **6. Responsibilities**

Council will provide specialist advice and information in the areas of interest of the Committee. Such information includes:

- Proposed strategic issues for consideration by the Committee
- Background research on issues relevant to the Committee
- Reports on issues to be considered in Committee Meetings

Council provides administrative support as determined by the General Manager to assist the Committee in their deliberations. Such support includes:

- Preparing and publishing notices of meeting, agenda and minutes
- Liaising with Council officers of any reports and actions required
- Arranging meeting venues

## **7. Membership**

### **5.1 Formation of Committee**

Membership of the Committee shall comprise the following voting members

- Councillors – up to 2 (Chair and Deputy Chair), with one alternate for each position
- Council Staff – up to 2, as delegated by the General Manager
- Local Community Representatives – up to 2, consisting of individuals who maintain;
  - A broad interest or technical understanding of floodplain management
  - A commitment to floodplain management for the Molong township
  - A resident or businessperson living or working in or near a flood prone area
- Local NSW State Emergency Services Controller, or appointed representative
- Office of Environment and Heritage Representative

### **5.2 Other Attendance at Meetings**

Attendance of other elected members is permitted; however, no voting rights are entitled outside of the committee membership.

The Chairperson and/or the General Manager may invite community representatives, consultants or technical specialists in order to assist with advice to the committee. Invited community members and/or specialist do not have voting rights.

Meetings are not open to the general public.

Additional Council staff may be invited to attend meetings, but do not have voting rights.

## **8. Meetings**

### **8.1 Meeting Schedule**

Location, date and time for meetings may be decided by the Chair in consultation with the General Manager.

### **8.2 Quorum**

The quorum for a meeting of the Committee is four (4) members. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

### **8.3 Voting**

In general, it is expected the Committee will develop recommendations by consensus. If, however voting is required, the Chair has a casting vote.

### **8.4 Proceedings**

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

General business matters may be raised by members at any meeting without notice, however if the matter is substantial, a report is to be prepared and included on the agenda at a future meeting.

Minutes of each meeting are submitted to the next available Council Meeting.

## 9. Code of Conduct

### 9.1 General

All members of the committee are required to observe the provisions of Cabonne Council's Code of Conduct. The Code of Conduct is a series of guiding principles for all people involved with Council and covers such topics as conflicts of interest, gifts and benefits, responsible use of council information and resources, and how to make code of conduct complaints.

Generally, committee members are required to act lawfully, honestly and fairly in their conduct related to Council. A breach of the Code of Conduct may lead to the member being expelled from the committee.

### 9.2 Confidentiality and privacy

Committee members may come in contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Should a member become aware of any breach of the security, or misuses of Council's confidential or personal information, the General Manager is to be notified immediately.

### 9.3 Media Protocol

Members are not to speak to the media in their capacity as a member of the Committee.

## Document Control

### 10.1 Review

These Terms of Reference are reviewed at least at the commencement of each term of Council

Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by the Council.

Date	Description of Changes