



EUGOWRA RECOVERY ADVISORY COMMITTEE

1. Document Information

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Author	General Manager
Owner <i>(Relevant DGM)</i>	General Manager
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2. Introduction

The Eugowra Recovery Advisory Committee has been established by the Cabonne Local Recovery Committee in response to the flood event of 14 November 2022.

The purpose of the committee is to represent the impacted community and provide information on impacts, needs, initiatives and community concerns to assist in the development of recovery activities and services.

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.

5. Key Objective

The groups is non-executive and shall, as far as possible, work on the basis of consensus to:

- Assist with the recovery needs and capacity assessment of the affected community
- Reflect community concerns and initiatives and bring these to the attention of Council.

6. Responsibilities

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) must be accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant departments 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.

Act as a conduit from the community to Council to provide guidance in relation to the Central West Resilience and Recovery Package, in particular the Resilient Housing Program. This information will help to form Council discussions through the Community Leaders Forum, and in engagements with program delivery partners.

7. Membership

Formation of the Committee

Membership of the Committee comprising the following members:

- Elected Members – 1 representative, the Deputy Mayor with one alternate who will Chair.
- Community members – up to 11 representatives from residents and business owners by invitation of Council.
- Additional community members – up to 4 representatives from residents with homes directly impacted by flood event.

- Council Staff – up to 2, as delegated by the General Manager (secretariat and non-voting)

Other Attendance at Meetings

Attendance of other 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 specialists 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

Meeting Schedule

The ongoing frequency and location of meetings will be determined as required by member's agreement.

Quorum

The quorum for a meeting of the Committee is 1 elected member and 5 community members. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

Voting

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

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

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.

Committee members may encounter 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.

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

10. Document Control

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 Council.

Date	Description of Changes
21/2/2024	Edited to reflect focus on Central West Resilience and Recovery Package. Includes additional community members to support community engagement regarding Resilient Housing Program.