

## 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.