



COMMITTEE CHARTER

Floodplain Management Committee

Date adopted by Council	24 February 2025
Minute number	25/018
Endorsed by	Senior Management Group – 18 December 2024
CM Ref	CD-103/24
Due for review	At the expiry of the term of the current Council
Responsible officer	Director Environmental & Community Services



Purpose and Objectives

The purpose of the Floodplain Management Committee Charter is to consider matters referred from time to time by Council or matters considered to be of an urgent nature by the Committee Chairperson, Mayor, General Manager or Director Environmental and Community Services.

Membership

The Committee shall comprise of the following members who shall hold office until the expiration of three (3) months after each General Election:

- Three (3) Councillors plus an alternate
- One (1) member from the State Emergency Services
- One (1) community member

Representatives of other Government Agencies including the Department of Infrastructure Planning and Natural Resources who may attend and contribute to the meetings in an advisory capacity.

Where the Mayor isn't elected to a committee they may attend and vote only in the absence of a voting committee member.

All Councillors may attend. They may speak, on any matter and ask questions but cannot vote.

Councillors may appoint additional members to the committee by resolution at a Council Meeting.

The General Manager or their nominee(s) will be non-voting advisors to this committee.

Chair Person

The chairperson is to be a Councillor elected by the committee

Quorum

A quorum shall consist of two (2) Councillors.

Staff Attending

One member from Upper Hunter Shire Council (UHSC) from the Environmental & Community Services Department.

Note: General Manager may ex officio attend any meeting and other Divisional Directors when necessary and when required.



Roles and Responsibilities

To make recommendations to Council on any matters referred to it by Council or matters considered to be of an urgent nature as defined in the objectives and relating to the following areas of responsibility:

Issues associated with development within any areas deemed to be impacted or potentially impacted by flood or other waters.

Meetings

Meetings of the committee are as considered necessary by the Chair.

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

Agenda & Minutes

The business papers (including the Agenda and Minutes) shall be completed by a member of the committee and distributed to all members and to other persons 3 days prior to the meeting date (in accordance with Council policy).

Minutes of the meeting shall be referred to the Environmental and Community Services Committee for consideration and recommendations from the committee shall be effective only after adoption by Council.

Code of Conduct

The Floodplain Management Committee members shall abide by the Upper Hunter Shire Council Code of Conduct.

Venue

Meetings will be held in Scone at the Scone Administration Centre or elsewhere as determined by the Chair.

Version History

Version No.	Date	CD Ref	Reason for Review
1	26/09/2017	INT-7888/17	
2	28/09/2020	INT-10447/21	
3	24/02/2025	CD-103/24	New term of Council