



FLOODPLAIN RISK MANAGEMENT COMMITTEE

TERMS OF REFERENCE &
OPERATING GUIDELINES

1 OBJECTIVE AND PURPOSE OF THE FLOODPLAIN RISK MANAGEMENT COMMITTEE

- The primary objective of the NSW Flood Prone Land Policy is to reduce the impacts of flooding and flood liability on communities and individual owners and occupiers of flood prone property, and to reduce private and public losses resulting from floods, utilising ecologically positive methods wherever possible.
- Implementation of the NSW Flood Prone Land Policy is outlined in the NSW Government's Flood Risk Management Manual: the management of flood liable land (2023) (the Manual).
- The Floodplain Risk Management Committee assists Council to discharge its responsibilities for the management of flood prone land under the Manual

2 KEY FOCUS AREAS FOR THE FLOODPLAIN RISK MANAGEMENT COMMITTEE

The Floodplain Risk Management Committee will generally consider strategic matters relating (but not necessarily limited) to:

- The discussion of technical, social, economic and ecological issues and for the distillation of possibly differing viewpoints on these issues.
- To assist Council by providing direction through the process of preparation and implementation of Floodplain Risk Management Planning
- To foster partnerships and collaboration between the local community and Council

3 MEETING FREQUENCY, TIMES AND VENUE

- The Floodplain Risk Management Committee is to meet at Wollondilly Council Administration Building in Picton or via on-line platforms (Zoom or MS Teams)
- Meeting will generally be held after 2pm on a Tuesday.
- Meeting frequency will vary depending on the business before the Committee. As a guide it is generally not expected to be more frequently than two monthly but more frequent meetings may be convened as the need arises.
- Alternatively, there may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific issues / projects etc.

4 COMPOSITION AND MEMBERSHIP

The Floodplain Risk Management Committee is to have:

- A minimum of two (2) and a maximum of ten (10) community members.
- The number of Councillor representatives as determined by Council Resolution.
- Council staff attending as subject matter experts.
- Council staff providing administrative support.
- Council Staff representatives from related areas of interest as required.

- NSW State Emergency Service representative(s)
- NSW Office of Environment and Heritage representative
- Additional Agency Representatives may be invited if appropriate
- Guest Speakers and representatives from other Government agencies may be invited to attend, as needed.

5 MEMBERSHIP SELECTION, TENURE AND RENEWAL

- Community members are to be recruited through a public Expression of Interest (EOI) process which will be promoted through various media channels and on Council's website. Selection will be based on set criteria which will be outlined as part of the nomination process that aim for membership from a variety of interest areas including business, industry, environmental and local ownership and/or residency.
- Membership for all Community members will be dissolved / renewed in line with the electoral term of Council.
- If a community member resigns or is terminated, the position may be left vacant (provided the minimum is maintained) or filled through a review of earlier Expressions of Interest or a call for new Expressions of Interest.
- Designated Council officer(s) will attend the committee. The role of this officer/s include coordinating the Committee and to fulfil secretarial duties (see section 7 below).
- Councillor, Council Staff and Agency representatives shall be nominated by Council Resolution, the General Manager or the respective agency as appropriate.

6 QUORUM REQUIREMENTS AND DECISION MAKING

The minimum quorum requirements for any meeting of the Floodplain Risk Management Committee shall be:

- The designated Council Officer (or nominated delegate) is present – Chairperson;
- At least half of the appointed community members; and
- Councillor attendance is not a requirement to form a Quorum

The Floodplain Risk Management Committee has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Floodplain Risk Management Committee may be presented with supporting and dissenting views of members.

At times the Committee may make recommendations which require further consideration by Council's Executive or the elected Council body. Any such recommendations will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

7 RESPONSIBILITY OF MEMBERS

- Members will be encouraged to contribute items of interest to the meeting agenda by contacting the SRG Chair or the relevant Council staff who attend the SRG prior to the meeting. Items that require resolution, discussion or debate need to be included in the

agenda; however, in extenuating circumstances, these items can be raised in General Business at the discretion of the SRG Chair. Items must be relevant to the objectives and purpose of the SRG.

- Members will be expected to actively and constructively participate in meetings and any associated activities or events.
- In the event that a member cannot attend a meeting, an apology or notification must be made to the SRG Chair or the relevant Council staff who attend the SRG prior to the meeting commencing.
- Lack of attendance (3 consecutive meetings or more) may result in the individual member's position being declared vacant.

8 ROLE OF COUNCIL STAFF

Council staff are responsible for:

- Chairing the meeting.
- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Attending as subject matter experts to present on matters and to contribute to general discussions as required.
- Ensuring that meetings and activities of the Committee are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.

9 MINUTES, AGENDAS AND REPORTING REQUIREMENTS

- Meeting date schedules are to be arranged with a forward horizon of 12 months and shall be placed in Council's corporate calendar and distributed to all community members and attendees.
- Advice of upcoming meetings will be distributed to all community members and attendees at least 10 days prior to the date of any scheduled meeting (this advice will include an Agenda, the previous meeting's Minutes and any associated papers and reports).
- All meetings shall be minuted with the minutes providing a record of:
 - Key discussion points against each agenda item.
 - Any decisions made.
 - Any matters and recommendations requiring referral to Council.
- All Agendas and Minutes shall be placed on Council's website to enable easy public access and be made available to all Councillors.

10 STANDING AGENDA ITEMS

The following shall be the minimum Standing Agenda items for all Meetings of the Floodplain Risk Management Committee:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Reports, Minutes and Updates
- General Business
- WHS
- Matters referred to the Floodplain Risk Management Committee by Council resolution.

11 FINANCIAL

- The operational costs of convening the Committee will be met by Council's budget.
- No sitting fees or out of pocket expenses will be paid to members of the Committee.



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