

Floodplain Risk Management Committee – *Terms of Reference*

DOCUMENT ADMINISTRATION

Document Owner	<i>Director, Assets and Infrastructure</i>
Related Documents	<i>Georges River Council Code of Meeting Practice, 2022 Georges River Council Code of Conduct, 2022</i>
References & Legislation	NSW Flood Risk Management Manual 2023 Local Government Act 1993
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NAME AND PURPOSE

The Committee shall be known as the Georges River Council Floodplain Risk Management Committee (The Committee). The Committee was established by resolution of Council dated 24 September 2018.

The Committee provides important links to state agencies, key stakeholders, and the community. The purpose of the Committee is to assist Council in reducing the risk to life and property from riverine and overland flooding across the Georges River Council Area. These terms of reference outline the Committee's objective, structure, delegation and other requirements.

INTERPRETATION

For this document:

- Voting Member means a voting member of the Committee
- Non-Voting Member means a non-voting member of the Committee
- Committee means Georges River Floodplain Risk Management Committee
- Council means Georges River Council
- Chairperson means the chairperson of the Committee

STATUS OF COMMITTEE

The Committee operates as an 'advisory committee' of Council, as defined in Council's *Code of Meeting Practice*.

OBJECTIVE

The Committee will:

- Act as an interface between Council, stakeholders, and the Community regarding flooding, including promotion of flooding awareness.

- Act as a forum to discuss technical, social, economic, environmental and cultural issues and to distil differing viewpoints on issues into flood studies and floodplain risk management planning.
- To oversee the development and implementation of floodplain risk management plans throughout the Georges River Council area in accordance with the *NSW Flood Risk Management Manual 2023*.
- Provide advice on priorities for implementation of appropriate floodplain risk management options and flood related development controls.

STRUCTURE

The Committee shall be an advisory committee established and endorsed by Council as defined in Councils *Code of Meeting Practice*.

Voting members of the Committee will comprise of the following:

- One nominated Councillor to act as Chairperson, or their alternative
- One nominated NSW State Emergency Services Representative
- One nominated Community Representative
- One nominated Office of Environment and Heritage Representative
- One nominated member per neighbouring Council (voting is only applicable in relation to matters impacting their Council)

Note: Where there is a conflict of interest, voting members shall exclude themselves from voting.

The following representatives can be included in the Committee but are not limited to those listed below. The Committee may add to this list as required.

Non-voting members of The Committee may comprise of the following:

- Director Assets and Infrastructure
- Georges River Council officers with specialist skills and knowledge in floodplain risk management, project delivery, building and development and strategic planning. These officers include:
 - Manager Strategic Placemaking
 - Manager Strategic Planning
 - Manager Development and Building
 - Manager City Technical Services
 - Coordinator Asset Management
 - Senior Stormwater Asset Engineer
- Georges River Councils Local Emergency Management Officer
- One Sydney Water Representative
- One Georges River Combined Councils' Committee
- One NSW SES (in addition to voting member)

- One nominated Community Representative (in addition to voting member)

Following an expression of interest process, the General Manager appoints up to two community representatives who meet the following criteria:

- have a broad understanding of floodplain risk management
- is a resident or businessperson living or working within the Georges River Local Government Area.
- having an unbiased, holistic view for the overall floodplain risk management rather than a specific site or area

The community representative has voting rights. Where two representatives are selected, one will have voting rights while the other will be considered a non-voting member. The non-voting member can act as an alternate for the voting member should the voting member be unavailable.

OTHER ATTENDANCE

Other Councillors: Apart from the appointed Councillor members, all other Councillors are welcome to attend meetings of the Committee and contribute to discussions but are not entitled to vote.

General Public: The Committee is a technical advisory body and is not open to members of the general public. The Community Representative is selected for this purpose.

Other Specialists: Representatives of organisations may be invited to address the Committee on matters on the agenda.

Council officers: Additional Council officers may be invited to attend meetings but do not have voting rights. This includes Council officers who support the running of the Committee.

AUTHORITY

The Committee does not have the power to incur expenditure or to bind Council. The Committee can make recommendations to Council on all relevant business presented at the Committee. Recommendations of the Committee will be presented to Council's Assets and Infrastructure Committee and ultimately to Council in the written form of minutes, accompanied by the agenda and reports from relevant Council officers.

TERM OF THE COMMITTEE

Council's elected representative to the Committee and representatives of the community shall be reviewed following each General Election of Council or upon a vacancy in these positions. In the case of Council's elected representative, the selection of a new member shall be by Council resolution.

A person ceases to be a Committee member if the person:

- resigns that membership in writing
- is absent for three consecutive Committee meetings without leave or apology or
- is expelled from the Committee by Council

FREQUENCY OF MEETINGS

Meetings of The Committee shall be held quarterly or as required/determined by the Committee. Members can request for an extraordinary meeting to be called outside the quarterly schedule by contacting, in writing, the Chairperson of the Committee, provided that at least seven days written notice is first given to members.

QUORUM

The quorum of the Committee shall be three voting members and must include a Councillor.

VOTING

The Committee shall operate in a democratic manner keeping formalities to a minimum. Where matters require a formal recommendation/decision to Council, the matter shall be put to voting members in the form of a Motion, which must be seconded and then voted upon.

Each Committee member appointed as a voting member shall be entitled to one vote in respect to any matters before the Committee. The Committee shall aim to make decisions by consensus when possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote if necessary. Any voting member dissenting to make a recommendation to Council may have their name recorded if they so wish.

PROCEEDINGS

The administrative provisions of Council's *Code of Meeting Practice* apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are recorded in the minutes of the meeting, including those present, apologies, conflict of interests, recommendations on matters before the Committee and general business. Where questions are taken on notice, these will be recorded in the minutes and provided as a separate report to the next meeting.

General business matters must be submitted in writing one week prior to the meeting, to be considered by the General Manager. However, if it is a substantial issue, a report is to be prepared and included on the agenda at a future meeting.

The minutes of each meeting accompanied by the agenda and reports are submitted to the next available meeting of Assets and Infrastructure Committee, and ultimately to Council with a view to the Committee's recommendations being considered.

AGENDA AND MINUTES

The agenda shall be determined by the Director Assets and Infrastructure in consultation with the Chairperson of the Committee and circulated to members at least one week prior to any meeting.

Minutes of all meetings are to be recorded accurately, approved by the Chairperson and circulated to members within two weeks of the meeting.

Note: Meeting minutes do not include verbatim discussion of the Committee and those present.

MEDIA PROTOCOL

Those present at the Committee are not permitted to speak to the media in their capacity as Committee members or guests. Any approaches by media must be directed to Council's Coordinator Communications and Engagement.

VENUE

The Committee meetings will be held in the Georges River Council Civic Centre, corner of MacMahon and Dora Streets, Hurstville and online.

OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

All members of The Committee are required to observe the provisions of the Georges River Council *Code of Conduct* and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the *Code of Conduct* may lead to the member being expelled from the Committee.

CONFIDENTIALITY AND PRIVACY

Members will be privy to confidential and/or personal information collected and retained by Council. Members are required to maintain the security of any confidential or personal information and not to use for other purposes, divulge or retain any such information accessed in the course of their role.

Members may have 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 please contact Council's Public Officer.

All members of Council Committees are required to observe the provisions of the Georges River Council Privacy Management Plan relating to their access to personal information.

PROCEDURAL MATTERS

In relation to any procedural matter, the ruling of the Chairperson shall be final.

VARIATION TO THE TERMS OF REFERENCE

The Terms of Reference may be added to, repealed, or amended by resolution of the Council in consultation with or upon the recommendation of the Committee.