

Terms of Reference

Northern / Central / Southern Floodplain Risk Management Committees

Adoption Date:	20/07/2020
Amendment Date:	06/10/2020, 01/08/2022, 26/09/2022, 5/12/2022
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Directorate:	City Development
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Northern Floodplain Risk Management Committee

1. Purpose

The principal objective of the Northern Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more Floodplain Risk Management Study and Floodplain Risk Management Plan for the northern area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The northern area applies to the following catchments:

- Lower Shoalhaven River
- Crookhaven River
- Kangaroo River
- Broughton Creek
- Bomaderry Creek
- Nowra and Browns Creek
- Lake Wollumboola

2. Interpretation

For the purpose of this document:

Member means a member of the committee

Committee means Northern Floodplain Risk Management Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members means the elected Councillors of Shoalhaven City Council

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role of the Committee

- a) To assist the Council in the development and implementation of a Flood Study, Floodplain Risk Management Study and Floodplain Risk Management Plan for the areas listed under 'Purpose' (see above).
- b) To assist the Council monitoring and assessing the effectiveness of the management plans during and after their implementation.

- c) To assist the Council by providing input into known flood behaviour as part of the Flood Study; and
- d) Facilitate broader community consultation and participation in floodplain risk management through informing and liaising with member community groups.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role as outlined above. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial issues and recommendations (possibly including expenditure) raised by the advisory committee will be reported to Council by a separate report from the Manager – Environmental Services.

The committee does not have the power to incur expenditure, or the power to bind Council.

6. Membership

The Committee will be chaired by a Councillor, elected by Council. The committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

- Appointed Chair (Councillor)
- Elected members of Council
- Chief Executive Officer or nominee
- Community representatives
- New South Wales State Emergency Services (NSW SES) representatives
- Department of Planning and Environment (DPE) representatives
- Local Aboriginal Land Council (LALC) representatives
- Other relevant government agency representatives

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Councillors Representatives

Council appoints one (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

Local Representatives

Following an expression of interest process, the Chief Executive Officer appoints a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative, that meet the following criteria:

- A broad interest, knowledge and understanding of floodplain management and the areas within the committee's jurisdiction.
- A commitment to floodplain management in the nominated Council area; and
- Local resident or business person living or working in or near a flood prone area.

Local community representatives have voting rights.

Community Member Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date. Vacancies which are filled during the committee's term will have the same finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process; and
- An assessment panel consisting of a Council staff member (Manager – Environmental Services), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council. Each member of the assessment panel will vote on recommendations with a majority ruling.

Council Officers

Council officers attend meetings to provide specialist professional advice in engineering, strategic planning, development assessment and environmental management. Council officers do not have voting rights.

Government Agencies

The Chief Executive Officer (or nominee) invites a range of State Government agencies to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

Chair and Deputy Chair

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the members elect a Chair for that meeting.

Terms of Office

The term of the Chair will be one (1) year which will be reviewed annually in September. Councillors continue as members of the Committee until the next Local Government election, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

7. Committee Meetings

Agenda

The agenda will be developed by the Director - City Development with support from the Manager - Environmental Services in view of the prevailing issues. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to approval of the Chair and the Director- City Development.

Quorum

Three (3) provided that a minimum of one (1) Councillor as chair or acting chair with voting rights and two (2) community representatives are present. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the committee, and any working group, develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meeting frequency should be conducted on an as required basis.

Minutes

The Committee provides advice to the Council for consideration. The Committee's advice is posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

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.

Communication

In relation to the communication functions of the Committee, the following applies:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes; and
- The Chair of the Committee is the point of contact for communication between Committee members and Council staff.

8. Code of Conduct

All members of the Committee are required to observe the provisions of Council's 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.

9. Document Control

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

Central Floodplain Risk Management Committee

1. Purpose

The principal objective of the Central Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more Floodplain Risk Management Study and Floodplain Risk Management Plan for the central area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The central area applies to the following catchments:

- St Georges Basin (includes Sussex inlet)
- Jervis Bay
- Currumbene Creek
- Moona Moona Creek
- Currarong Creek
- Berrara Creek
- Callala Creek
- Swan Lake

2. Interpretation

For the purpose of this document:

Member means a member of the committee

Committee means Central Floodplain Risk Management Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members means the elected Councillors of Shoalhaven City Council

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role of the Committee

- a) To assist the Council in the development and implementation of a Flood Study, Floodplain Risk Management Study and Floodplain Risk Management Plan for the areas listed under 'Purpose' (see above).

- b) To assist the Council monitoring and assessing the effectiveness of the management plans during and after their implementation.
- c) To assist the Council providing input into known flood behaviour as part of the Flood Study; and
- d) Facilitate broader community consultation and participation in floodplain risk management through informing and liaising with member community groups.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role as outlined above. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial issues and recommendations (possibly including expenditure) raised by the advisory committee will be reported to Council by a separate report from the Manager – Environmental Services.

The committee do not have the power to incur expenditure, or the power to bind Council.

6. Membership

The Committee will be chaired by a Councillor, elected by Council. The committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

- Appointed Chair (Councillor)
- Elected members of Council
- Chief Executive Officer or nominee
- Community representatives
- New South Wales State Emergency Services (NSW SES) representatives
- Department of Planning and Environment (DPE) representatives
- Local Aboriginal Land Council (LALC) representatives
- Other relevant government agency representatives

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Councillors Representatives

Council appoints one (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

Local Representatives

Following an expression of interest process, the Chief Executive Officer appoints a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) Indigenous representative, that meet the following criteria:

- A broad interest, knowledge and understanding of floodplain management and the areas within the committee's jurisdiction.
- A commitment to floodplain management in the nominated Council area; and
- Local resident or business person living or working in or near a flood prone area.

Local community representatives have voting rights.

Community Member Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date. Vacancies which are filled during the committee's term will have the same finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process; and
- An assessment panel consisting of a Council staff member (Manager – Environmental Services), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council. Each member of the assessment panel will vote on recommendations with a majority ruling.

Council Officers

Council officers attend meetings to provide specialist professional advice in engineering, strategic planning, development assessment and environmental management. Council officers do not have voting rights.

Government Agencies

The Chief Executive Officer (or nominee) invites a range of State Government agencies to nominate representatives.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members.

Chair and Deputy Chair

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the meeting elects a Chair of the meeting.

Terms of Office

The term of the Chair will be one (1) year which will be reviewed annually in September. Councillors continue as members of the Committee until the next Local Government election, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

7. Committee Meeting

Agenda

The agenda will be developed by the Director - City Development with support from the Section Manager Environmental Services in view of the prevailing issues. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to approval of the Chair and the Director - City Development.

Quorum

Three (3) provided that a minimum of one (1) Councillor as chair or acting chair with voting rights and two (2) community representative are present. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the committee, and any working group to develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meeting frequency should be conducted on an as required basis.

Minutes

The Committee provides advice to the Council for consideration. The Committee's advice is posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

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.

Communication

In relation to the communication functions of Committee, the following applies:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes; and
- The Chair of the Committee is the point of contact for communication between Committee members and Council staff.

8. Code of Conduct

All members of the Committee are required to observe the provisions of Council's 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.

9. Document Control

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval. A version history (footnote on front page) is included if amendments have been approved.

Southern Floodplain Risk Management Committee

1. Purpose

The principal objective of the Southern Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more Floodplain Risk Management Study and Floodplain Risk Management Plan for the southern area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The southern area applies to the following catchments:

- Lake Conjola
- Narrawallee
- Mollymook
- Ulladulla
- Burrill Lake
- Clyde River
- Lake Tabourie
- Willinga Lake

2. Interpretation

For the purpose of this document:

Member means a member of the committee

Committee means Southern Floodplain Risk Management Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members means the elected Councillors of Shoalhaven City Council

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role of the Committee

- a) To assist the Council in the development and implementation of a Flood Study, Floodplain Risk Management Study and Floodplain Risk Management Plan for the areas listed under 'Purpose' (see above).

- b) To assist the Council monitoring and assessing the effectiveness of the management plans during and after their implementation.
- c) To assist the Council by providing input into known flood behaviour as part of the Flood Study; and
- d) Facilitate broader community consultation and participation in floodplain risk management through informing and liaising with member community groups.

5. Delegations

Advisory committees may make recommendations to Council on all matters within the role as outlined above. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial issues and recommendations (possibly including expenditure) raised by the advisory committee will be reported to Council by a separate report from the Manager – Environmental Services.

The committee do not have the power to incur expenditure, or the power to bind Council.

6. Membership

The Committee will be chaired by a Councillor, elected by Council. The committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

- Appointed Chair (Councillor)
- Elected members of Council
- Chief Executive Officer or nominee
- Community representatives
- New South Wales State Emergency Services (NSW SES) representatives
- Department of Planning and Environment (DPE) representatives
- Local Aboriginal Land Council (LALC) representatives
- Other relevant government agency representatives.

Note: Council encourages the appointment of two (2) Indigenous representatives, male and female, on all Advisory Committee.

Councillors Representatives

Council appoints one (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

Note: Any non-voting Councillor in attendance at a meeting may act as an alternate voting member in circumstances where achievement of a quorum is required.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

Local Representatives

Following an expression of interest process, the Chief Executive Officer appoints a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) Indigenous representative, that meet the following criteria:

- A broad interest, knowledge and understanding of floodplain management and the areas within the committee's jurisdiction.
- A commitment to floodplain management in the nominated Council area; and
- Local resident or business person living or working in or near a flood prone area.

Local community representatives have voting rights.

Community Member Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a three (3) year term with a set commencement and finish date. Vacancies which are filled during the committee's term will have the same finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process; and
- An assessment panel consisting of a Council staff member (Manager – Environmental Services), the Chairperson of the Committee and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council. Each member of the assessment panel will vote on recommendations with a majority ruling.

Council Officers

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Government Agencies

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Chair and Deputy Chair

Council appoints one (1) Councillor to be the Chair of the Committee. In the absence of the nominated Chair at a particular meeting, the meeting elects a Chair of the meeting.

Terms of Office

The term of the Chair will be one (1) year which will be reviewed annually in September. Councillors continue as members of the Committee until the next Local Government election, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference.

7. Committee Meetings

Agenda

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Quorum

Three (3) provided that a minimum of one (1) Councillor as chair or acting chair with voting rights and two (2) community representatives are present. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the committee, and any working group, develop recommendations by consensus. If voting is required, the Chair has a casting vote. Any votes against will be recorded in the minutes.

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