

Floodplain Risk Management Committee

Operational Guidelines and Terms of Reference

Trim 7632-3#297

September 2017

WOLLONDILLY SHIRE COUNCIL

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FLOODPLAIN RISK MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. OBJECTIVE OF THE FLOODPLAIN RISK MANAGEMENT COMMITTEE

To provide advice to Council on floodplain risk management issues facing Wollondilly Shire, including the development and implementation of Floodplain Risk Management Plans, in accordance with the NSW Government's Floodplain Development Manual: the management of flood liable land.

2. LINKS TO COMMUNITY STRATEGIC PLAN 2033

The Floodplain Risk Management Committee directly supports Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Floodplain Risk Management Committee will consider issues and pursue actions and strategies which support Wollondilly Community Strategic Plan 2033.

The Floodplain Risk Management Committee will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033.

3. KEY FOCUS AREAS FOR THE FLOODPLAIN RISK MANAGEMENT COMMITTEE

The Floodplain Risk Management Committee will pursue specific actions and strategies which relate and contribute to the following key focus areas:

- 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

FLOODPLAIN RISK MANAGEMENT COMMITTEE - OPERATIONAL GUIDELINES

1. MEETING FREQUENCY, TIMES AND VENUE

The Floodplain Risk Management Committee is to meet at Wollondilly Council Administration Centre, Picton as required but generally on a Tuesday afternoon at 2pm.

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.

2. MEMBERSHIP

The Floodplain Risk Management Committee is to have:

- A minimum of two (2) and a maximum of ten(10) community representatives
- The number of Councillor representatives as determined by Council Resolution
- Council Staff representatives from the Infrastructure Strategy & Planning Section
- NSW State Emergency Service representative(s)
- NSW Office of Environment and Heritage representative
- Additional Council Staff representatives from Sustainable Growth, Development Services, Environmental Outcomes and Community Outcomes Sections may be invited as required
- Additional Agency Representatives may be invited if appropriate

3. MEMBERSHIP SELECTION AND TENURE

Community representatives are to be recruited through a public expression of interest process which will be advertised in the local media 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 is to be dissolved/renewed as required to serve the needs of dealing with the matters before the Committee.

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.

4. OTHER ATTENDEES

Guest Speakers/Observers may be invited as required and as determined by the Committee.

5. CHAIRPERSON

A designated Council staff member (or nominated delegate) will act as Chairperson and is required for the quorum.

6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Committee, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Committee.

7. ROLE OF THE COUNCIL OFFICER

Designated Council Officer is 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.
- 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.
- Acting as spokesperson for the committee through the Mayor.

8. QUORUM & DECISION MAKING

In order to form a Quorum the following shall apply:

- The designated Council Officer (or nominated delegate) is present
- One (1) or half of the total number of Community Members (if greater than 2) are present
- Four (4) or half of the total number of Committee Members (if greater than 8) are present
- 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.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 10 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the Council officer and distributed to Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

An annual report will be provided to Council outlining the activities of the Committee during the previous year and upcoming 12 month period. This should demonstrate clearly how the work of the

Committee has contributed to the Community Strategic Plan 2033 outcomes. The annual report should also outline proposed priorities for the Committee in the upcoming 12 months.

10. STANDING AGENDA ITEMS

These Operational Guidelines and Terms of Reference have been developed and tailored to meet the specific needs of the Floodplain Risk Management Committee. The goals and tasks for the committee are outlined in the Terms of Reference on page 3 of this document.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

11. FINANCIAL

The operational costs of convening Committee will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Committees.