

# Terms of Reference

## Floodplain Management Advisory Committee

Version 1.3

Adopted by Council on 18 July 2024

Division:  
Section:  
File Reference:

Engineering  
Roads & Stormwater  
Terms of Reference

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## Floodplain Management Advisory Committee

### 1 Objective

The purpose of the Committee is to advise Council on the development and implementation of the New South Wales floodplain risk management process across the various catchments within the Tweed Shire.

### 2 Strategic Links

Community Strategic Plan		
Service Stream	Sub-stream	Goal
Leaving a legacy: Looking out for future generations	1.2 Asset Protection	Protection of people and property by managing the risk of flooding and its impacts on property owners, the environment and the broader community.

### 3 Role and Responsibilities

The Committee's role is to:

- Provide a forum for the discussion of technical, social, economic, environmental, and cultural issues associated with floodplain management;
- Consider a variety of viewpoints, which are representative of the broader community, and distil them into floodplain risk management plans and related policies.

Member responsibilities include:

- Review draft documents, including flood studies, risk management studies and plans, policies and guidelines, and make recommendations to Council concerning their amendment, public exhibition and/or adoption.
- Be familiar with the NSW Flood Risk Management Manual, and comply with its requirements. (Web link: <https://www.environment.nsw.gov.au/research-and-publications/publications-search/flood-risk-management-manual>)

The Committee's role is not to make comments or recommendations concerning specific developments within the floodplain or regulatory/compliance matters. Rather, the Committee's role is to oversee the production and implementation of policies and guidelines that inform the development assessment process and the regulation of land use on the floodplain.

### 4 Composition, Tenure and Voting

The Committee will consist of up to 7 to 11 members. Changes to the Committee composition and tenure will be by approval of Tweed Shire Council.

The Committee consists of:

- Minimum 4 to Maximum 8 community members
- 1 Councillor
- 1 representative of Department of Climate Change, Energy, the Environment and Water (DCCEEW)
- 1 representative of NSW State Emergency Service (SES)

Council may also appoint an alternate community member who shall act as a community member if a community member is unavailable.

Council may also appoint an alternate Councillor member who shall act as a Councillor member if a Councillor member is unavailable.

Councillor and community members each hold a voting right. DCCEEW and SES representatives are non-voting members.

The Chair of the Committee will be a community member elected by a majority of voting members of the Committee.

Various Council staff will attend Committee meetings to provide technical advice and secretariat roles to the Committee, as non-voting attendees.

#### **4.1 Selection and Appointment of Community Members**

All community members (including alternates) will be appointed by Council for a term that aligns with the Council term, after which they will be eligible for extension or re-appointment following a review of their performance.

The community members selected shall be representatives of the local community selected on the basis of their capacity and demonstrated ability to enact change, influence and/or interact with the local community. A formal expression of interest and evaluation process will be conducted to identify the preferred nominees. Community members will be appointed by Council.

Ideally, community members will have knowledge and experience in one or more of the following:

- Flood behaviour in the Tweed catchments
- Flood emergency response processes
- Flood recovery processes
- Community education/awareness and flood preparedness

#### **4.2 Attendees and Invitees**

A council representative will be available to attend all Committee meetings. The Chair of the Committee may invite additional council officers or external parties to attend the meeting or for specific agenda items.

The role of attendees and invitees is to provide advice, information and administration assistance to the Committee. Attendees and invitees do not have voting rights, and may be asked to leave the meeting when their item of interest is concluded.

## **5 Reporting**

Committee meeting minutes will be reported to Council. Due to the relative timing of Committee and Council meetings, these may be reported to Council as unconfirmed minutes.

## **6 Administration**

### **6.1 Meetings**

The committee will meet at least quarterly. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

Meetings will be held in-person in accessible venues. All meetings will be conducted using accessible modes of communication to meet the needs of members. Virtual meeting options may be available.

Minutes will be taken at these meetings, detailing matters discussed and action agreed.

It is the responsibility of the Chair of the Committee to set the Committee meeting agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than 7 days prior to the meeting.

### **6.2 Attendance at Meeting and Quorums**

A quorum will consist of the majority of Committee members (voting and non-voting, excluding Council staff), including at least one community member and one Councillor member. Meetings can be held in person, by telephone or by video conference.

Where an item may require consultation with the Committee outside the normal meeting cycle then consultation with committee members may occur via email.

Should a community or Councillor member be unavailable to attend a meeting, that member is to contact the respective alternate community or Councillor member to request their attendance, and advise the secretariat accordingly.

### **6.3 Secretariat**

The council representative will provide secretariat support to the Committee. A minutes officer will be available to record meeting minutes, if required.

The council representative will ensure the agenda for each meeting and supporting papers are circulated. Minutes shall be circulated to each member of the Committee as soon as practical after the meeting, and be available to Councillors on request.

### **6.4 Conflicts of Interest and Code of Conduct**

Committee members (including alternates if they are in attendance), invitees and attendees must declare any conflicts of interest at the start of each meeting or before discussion of a

relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members, invitees or attendees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

The final arbiter of such a decision is the Chair of the Committee.

Council's Code of Conduct applies to Committee members.

## **6.5 Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

## **6.6 Committee Performance**

The Chair of the Committee will initiate a review of the performance of the Committee at least twice during the appointment of the Committee; at the midpoint and conclusion of the appointment.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.