

# Terms of Reference: Floodplain Risk Management Committee



## 1. Purpose and/or Objectives

The Floodplain Risk Management Committee has been developed in direct response to requirements of the NSW State Government's Flood Risk Management Manual, which indicates that responsibility for management of flood prone land remains with local government. The purpose of the Floodplain Risk Management Committee is to:

- a) Assist the City of Coffs Harbour (City) in the development and implementation of flood related policies and plans.
- b) Formulate objectives in accordance with Ecological Sustainable Development principles, strategies and outcomes.
- c) Provide a link between the local community and the City.
- d) Assist the City to identify the flood problem to be assessed in study areas.
- e) Consider and make recommendations to the City on appropriate interim development controls for use until the various management plans are completed, approved and implemented.
- f) Assist the City to identify management options and strategies and provide input into their consideration as part of the management study.
- g) Advise the City on the priorities for the preparation of the floodplain management policies and plans and of the measures contained in them.
- h) Co-operation and liaison with relevant authorities.
- i) Assist the City to review the priorities for preparation of management plans on a regular basis.

The Floodplain Risk Management Committee's objective is to reduce the impact of flooding and flood liability on individual owners and occupiers of flood prone property, and to reduce private and public losses resulting from floods, utilising environmentally positive methods whenever possible.

## 2. Scope

The scope of the Floodplain Risk Management Committee is to provide strategic advice to the City in relation to floodplain risk management within the Local Government Area.

## 3. Meeting Arrangements

The Floodplain Risk Management Committee meets on an as needs basis at a time to be determined by the Committee. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the Floodplain Risk Management Committee meets two times per year.

## 4. Committee Composition

The Floodplain Risk Management Committee consists of the following voting members:

- a) Two Councillors
- b) Three Community Members
- c) A representative from each of the following Agencies:
  - i. City of Coffs Harbour (City Planning and Communities)
  - ii. City of Coffs Harbour (City Infrastructure)
  - iii. Department of Climate Change, Energy, the Environment and Water
  - iv. State Emergency Service

The Group Leader Sustainable Places (or their delegate) will attend committee meetings in an advisory capacity.

A City support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

The Floodplain Risk Management Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

Observers and special guests can attend at the invitation of the Chair.

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Floodplain Risk Management Committee.

#### **4.1 Quorum and voting**

The Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only. All other determinations, recommendations and advice can be by consensus.

### **5. Appointment**

The committee members will serve a term of four years and can renominate.

#### **5.1 Attendance**

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative.

### **6. Delegations and Expenditure**

The Floodplain Risk Management Committee does not have any delegations.

Recommendations arising from meetings of this committee will to be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

### **7. Review and assessment of the Committee**

The City reserves the right to review or dissolve the Committee at any time by a resolution of Council.

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

### **8. Member obligations**

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.