
8.18 Floodplain Risk Management Advisory Committee

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PURPOSE

The purpose of this report is to re-establish the Floodplain Risk Management Advisory Committee and seek endorsement of the process for nomination and selection of community representatives to the Committee.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Endorse the Terms of Reference (2024) for the Floodplain Risk Management Advisory Committee.**
- 2. Endorse the calling of community representatives for the Floodplain Risk Management Advisory Committee, with final appointments to be made at 19 February 2025 Ordinary Council Meeting.**

REPORT

BACKGROUND

In accordance with the Flood Risk Management (FRM) Manual adopted by the NSW Government, local councils are to each establish a Flood Risk Management Advisory Committee to oversee the development of balanced FRM plans through the FRM process. Committees provide important links to state agencies, key stakeholders and the community.

The Committee assists Council in developing and implementing a FRM plan by contributing ideas, professional expertise, experience, and local knowledge. Community members contribute their knowledge of historical information, local problems, and possible solutions.

The Committee should operate as a team with the community's interests being foremost. An important role of the management committee will be to assist in the presentation and resolution of conflicting desires and requirements on the part of various community groups and individuals.

DISCUSSION

The Wingecarribee Flood Risk Management Advisory Committee was aligned with the tenure of Council and so the Committee has not met since Council was placed under administration.

With the appointing of a new Council the Flood Risk Management Advisory Committee is to be re-established.

The latest Terms of Reference for the Committee were adopted in 2017 and so it is proposed that Council adopted the 2024 version attached to this report.

In accordance with the draft 2024 Terms of Reference, membership of the Committee is proposed to be as follows:

- Two Councillors – with one nominated as Chairperson.
- Four to six Community Representatives

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- Two Agency Representatives
 - State Emergency Services
 - Department of Climate Change, Energy, the Environment and Water

A call for nominations for Community Representatives will be made from 25 November to 13 December, with submissions to be received via the Wingecarribee Participate page.

As part of the nomination, the prospective application will need to provide responses to the following questions of:

- Location
- Personal experience with flooding
- Knowledge of flooding and flood management processes
- Motivation for application

Final selection of community representatives will be made according to the objectives of:

- Representatives are in different floodplain catchment areas.
- Representatives are actively engaged with the community.
- Representatives have either a personal experience of flooding or sound knowledge of flood management processes.
- Achieving a gender and age balance as much as possible

A subsequent report will then be submitted to the 19 February 2025 Ordinary Council Meeting for appointment of selected community representatives. Community representatives will be appointed for an initial two-year term, with the opportunity for extension to then align with tenure of Council following a review of their performance/contribution.

The first meeting of the new FRM Committee is to be held on the 5 March 2025, with subsequent meetings held at three-month intervals.

COUNCIL BUDGET IMPLICATIONS

There are no budgetary implications as result of this report.

CONCLUSION

In accordance with the NSW Government Flood Risk Management Manual, Council is to re-establish the Floodplain Risk Management Advisory Committee. A call for nominations for Community Representatives will be made from 25 November to 13 December, with submissions to be received via the Wingecarribee Participate page. Appointment of community representatives will be made at the 19 February 2025 Ordinary Council Meeting, ahead of the first committee meeting on 5 March 2025.

ATTACHMENTS

1. Terms of Reference - Floodplain Management Advisory Committee [8.18.1 - 5 pages]



Floodplain Management Advisory Committee

Terms of Reference

Version 3 - 2024



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WINGECARRIBEE SHIRE COUNCIL

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WEDNESDAY 20 NOVEMBER 2024**



Floodplain Management Advisory Committee - Terms of Reference - Floodplain Management Advisory Committee.docx

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1 Purpose

The purpose of the Wingecarribee Floodplain Risk Management Advisory Committee is to oversee the development and implementation of the Floodplain Management Program.

The Floodplain Management Program consists of the preparation of Flood Studies, Floodplain Risk Management Studies and Plans, and then the subsequent implementation of actions identified.

2 Role of the Committee

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.

3 Committee Member Responsibilities

The role of Committee Members is to:

- 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-andpublications/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 Committee Membership

The Committee will consist of up to 8 to 10 members.

Changes to the Committee composition and tenure will be by approval of Wingecarribee Shire Council.

The Committee consists of:

- 4 to 6 community representatives
- 2 Councillors – with one nominated as chairperson
- 1 representative of Department of Climate Change, Energy, the Environment and Water (DCCEEW)
- 1 representative of NSW State Emergency Service (SES)

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

4.1 Appointment of Community Representatives

Community representatives will be appointed for an initial two-year term, with the opportunity for extension to then align with the tenure of Council following a review of their performance/contribution.

Following a call for nominations for Community Representatives, submissions will be received via the Wingecarribee Participate page.

As part of the nomination, the prospective application will need to provide responses to the following questions of:

- Location
- Personal experience with flooding
- Knowledge of flooding and flood management processes
- Motivation for application

Final selection of community representatives will be made according to the objectives of:

- Representatives are in different floodplain catchment areas.
- Representatives are actively engaged with the community.
- Representatives have either a personal experience of flooding or sound knowledge of flood management processes.
- Achieving a gender and age balance as much as possible

Appointment of community representatives to the Committee will be made via Council resolution.

5 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 at Moss Vale Civic Centre. Minutes will be taken at these meetings, detailing matters discussed and action agreed.

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 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.

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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.

7 Related Documents

- NSW Government – Flood Risk Management Manual
- NSW Government – Flood Risk Management Committee Handbook

8 Document Control

8.1 Version Control

Version	Adoption Date	Notes
Version 1	2013	
Version 2	2017	
Version 3	20 November 2024	Further detail provided as membership and responsibility of the committee.

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