



# Floodplain Management Advisory Committee

## Terms of Reference

Version 3 - 2024



*We're with you*

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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)

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.

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
<b>Version 1</b>	2013	
<b>Version 2</b>	2017	
<b>Version 3</b>	20 November 2024	Further detail provided as membership and responsibility of the committee.