

ITEM 6

FLOODPLAIN RISK MANAGEMENT COMMITTEES AND WALKING CYCLING AND MOBILITY REFERENCE GROUP

With the election of a new Council, a review of previous Council Reference Groups and Committees has been undertaken. This report outlines considerations for the Floodplain risk Management Committees (Northern, Central and Southern areas) and the Walking, Cycling and Mobility Reference Group for the current term of Council.

RECOMMENDATION

- 1 Council endorses the draft Charter for the Floodplain Risk Management Committee.
- 2 Council endorses the draft Charter for the Walking, Cycling and Mobility Reference Group.
- 3 Two Councillor representatives be appointed to the Walking Cycling and Mobility Reference Group for the term of the Council as listed in Attachment 3, where the number of nominations equals the number of available appointments.
- 4 Elections be held to fill any remaining vacancies, or where the number of nominees exceeds available positions, will be conducted by open means by a show of hands.
- 5 Council seeks nominations from NSW Government Agencies and Departments for the Floodplain Risk Management Committee and the Walking, Cycling and Mobility Reference Group as outlined in the respective Charters.

REPORT AUTHORISATIONS

Report of: Jeremy Morgan, Manager Infrastructure, Strategy + Planning

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City

ATTACHMENTS

- 1 Draft Revised Charter - Floodplain Risk Management Committees Southern Central and Northern Areas
- 2 Draft Revised Charter - Walking Cycling and Mobility Reference Group
- 3 Councillor Appointments to Review of Council Committees and Reference Groups

BACKGROUND

Floodplain Risk Management Committees

On 27 June 2022, Council endorsed Item 7 'Review of Reference Groups and Committees' which included the appointment of Councillors to the individual Floodplain Risk Management Committees for the Central; Northern and Southern areas as follows:

Floodplain Risk Management Committee (Central Area):

- Cr John Dorahy
- Cr Cath Blakey
- Cr Tania Brown

Floodplain Risk Management Committee (Northern Area)

- Cr Mithra Cox
- Cr Richard Martin
- Cr Cameron Walters

Floodplain Risk Management Committee (Southern Area)

- Cr Elisha Aitken
- Cr Linda Campbell
- Cr Ann Martin

The draft Floodplain Risk Management Committees Charter is provided in Attachment 1 for Council's consideration and endorsement.

Key changes include:

- Responsibilities and functions to include a reference to the NSW Government guidelines for Flood Risk Management
- Enable invited guests to share their experience of flood impacts (for example residents or businesses who have been impacted by floods) with the committees
- One Councillor being elected as chair from the 3 councillor members appointed to each of the committees by the committee.

Walking, Cycling and Mobility Reference Group

On 27 June 2022, Council endorsed Item 7 'Review of Reference Groups and Committees' which included the requirement for the Charter and function of the Walking, Cycling and Mobility Group to be reviewed and presented at a future meeting of Council.

The Charter has now been revised and provided as Attachment 2 for Council's consideration and endorsement.

Key changes include:

- Membership to include:
 - One representative from Transport for NSW.
 - Two students.
- Responsibility and function to include the City of Wollongong Integrated Transport Strategy.
- A councillor will be elected chair from the 2 councillor members appointed to the committee by the committee.
- Frequency of meetings to be on an as need basis, with a maximum frequency being quarterly.

CONSULTATION AND COMMUNICATION

Council staff responsible for convening reference groups and committees were involved in the review.

Key stakeholders and reference group and committee members were invited to provide their feedback regarding the objectives, membership and meeting frequency, time, and location.

The decision of Council will be communicated to members of reference groups and committees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2028 goal "We are a connected and engaged community".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2022-23.

CONCLUSION

Our community consists of diverse people and groups that Council can draw upon to improve community input into decision making. Providing a range of opportunities for the community to be involved means effective and efficient engagement methods must be implemented to enhance and expand opportunities for greater community involvement in decision making.

Reference groups and committees can be effective methods of involving the community, providing a platform for the community to have input and provide advice on areas of interest. Regularly reviewing our approach allows us to remain responsive to current engagement trends and community expectations and implement changes to ensure the purpose, membership and operation is effective.

CHARTER

FLOODPLAIN RISK MANAGEMENT COMMITTEES SOUTHERN, CENTRAL AND NORTHERN AREAS



CHARTER ADOPTED ON **DATE**

1 INTRODUCTION

The Floodplain Risk Management Committees have been established to provide advice to Council on the preparation and implementation of flood management plans for catchments within the Wollongong Local Government Area (LGA). The Committee comprises people interested in the sustainable management of the floodplains within the Wollongong LGA:

- The Northern Area Floodplain Risk Management Committee covers the Hewitt's Creek, Collins Creek, Northern Suburbs and Towradgi catchments.
- The Central Area Floodplain Risk Management Committee covers the Fairy and Cabbage Tree Creeks, Wollongong City and Allans Creek catchments.
- The Southern Area Floodplain Risk Management Committee covers the Minnegang Creek, Mullet Creek, Brooks Creek, Lake Illawarra, and Duck Creek catchments.

2 AUTHORITY

The Floodplain Risk Management Committees will provide advice, feedback and support to Council in developing, implementing and monitoring flood studies and floodplain risk management plans and their associated projects.

The Committees do not have decision making authority, the power to bind the Council or the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Floodplain Risk Management Committees are to:

- Assist Council to develop Floodplain Risk Management Plan or Plans in accordance with the NSW Government guidelines.
- Develop a better understanding of floodplains and identify issues which need to be addressed.
- Assist in developing suitable strategies to address floodplain management issues, communication and access to flood information and education by community members.
- Monitor and evaluate the implementation of Floodplain Risk Management Plans.

4 PRIORITIES

The priority of the Floodplain Risk Management Committees is to support the completion of Flood Studies and Floodplain Risk Management Studies and Plans and the implementation and review of these studies where appropriate for catchments located within the Wollongong LGA.

5 COMPOSITION OF THE FLOODPLAIN RISK MANAGEMENT COMMITTEE

Each of the three Floodplain Risk Management Committee consists of:

- A maximum of three (3) Councillors.
- Council staff from engineering, and / or planning and environmental disciplines to service the Committee and oversee the technical requirements of the studies.
- Officers (representatives) from State Government Departments and Agencies, including the Office of Environment and Heritage, State Emergency Services, Transport for NSW and the Department of Planning and Environment.
- Up to two (2) representatives of relevant industry bodies and businesses.
- Up to two representatives of the local flood affected landholders.
- Up to two (2) representatives from flood action groups or neighbourhood frum groups
- Up to (1) representative of environmental groups.
- Guests as deemed necessary by the Committee to:

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FLOODPLAIN RISK MANAGEMENT COMMITTEE



- provide specialist advice outside the capabilities of the Committee members (for example – The Bureau of Meteorology, representatives from Welfare Services).
- Share their experience of flood impacts (for example local residents or businesses who have been impacted by floods)

A councillor will be elected chair by the Committee from the 3 councillor members.

Vacancies that occur on the Committee will be filled by nomination.

Council staff may attend meetings as observers, to provide information to the Committee or to fulfil an administrative function (e.g., taking minutes). These individuals will act as ex-officio members.

The term of appointment for Committee members is to be for the duration of Council's term, unless Council decides to disband the committee earlier by Council's resolution

Where necessary the use of a 'Technical Sub-Committee' of the Floodplain Risk Management Committee should be used to enable the Committee to fulfil its advisory role to council efficiently, confident that studies and option assessments are technically adequate, and the options proposed are practical and feasible.

The role of the technical sub-Committee may include:

- Preliminary development of process and individual study objectives.
- Collection of background data for studies.
- Preparation of technical project briefs in consultation with the Committee.
- Review of proposals from consultants in consultation with the Committee.
- Review of modelling, management options, reports and presentations for technical adequacy prior to presentation and review by the full committee.
- Advice on any other technical matters upon request by the Committee.

The Technical Sub-Committee should have membership from Council staff (engineering, planning and environmental disciplines) and The Office of Environment and Heritage. Other technical government representative may be invited to the Sub-Committee as and when required.

6 OBLIGATIONS OF MEMBERS

Members of the Floodplain Risk Management Committee, in performing their duties, shall:

- Act honestly and in good faith.
- Declare all conflicts of interests.
- Participate in the work of the Committee.
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Committee.
- Exercise the care, diligence and skill that would be expected of a reasonable person.
- Comply with the Committee Charter.
- Comply with Council's Code of Conduct.

7 MEETINGS AND MINUTES

Each Committee shall meet as required to progress the work involved in the Floodplain Risk Management Process. It is anticipated that meetings will be scheduled on a quarterly basis. More frequent meetings may be required where timing is critical, or less frequent where there are no new matters to be reported to the Committees.

A quorum will consist of five 5 of the Committee members.

Meetings will be chaired by the Council appointed Chairperson. If the Chairperson is absent from a meeting, the meeting will be chaired by the second nominated Councillor, or in their absence the most senior Council officer present.

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FLOODPLAIN RISK MANAGEMENT COMMITTEE



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.

Meeting agendas will be distributed at least one week prior to the meeting.

8 REPORTS

Minutes will be distributed to all Floodplain Risk Management Committee members and posted on Council's website.

9 EVALUATION AND REVIEW

A review of the Floodplain Risk Management Committee will be undertaken after each council election to ensure the purpose, membership and operation of the Committee is effective and to make appropriate changes.

10 REMUNERATION AND EXPENSES

There is no remuneration for members. Reimbursement of reasonable expenses incurred by the Floodplain Risk Management Committee members in relation to their responsibilities as members of the Committee will be met by prior approval of the Manager Infrastructure Strategy + Planning. These expenses should relate directly to tasks completed for Floodplain Risk Management Committee business and will be reimbursed at the discretion of Council

11 FAILURE TO COMPLY WITH CHARTER

Failure to comply with the Floodplain Risk Management Committee Charter as set out above may terminate the member's membership of the relevant Floodplain Risk Management Committee.

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FLOODPLAIN RISK MANAGEMENT COMMITTEE



SUMMARY SHEET		
Responsible Division	Infrastructure Strategy + Planning	
Date last adopted	Date	Adopted/Endorsed by
	30 January 2018	
Date of previous adoptions:	21 November 2016	

CHARTER

WALKING, CYCLING AND MOBILITY REFERENCE GROUP



CHARTER ADOPTED ON **DATE**

1 INTRODUCTION

Council's network of pedestrian and bicycle facilities are used by people of all ages and various levels of mobility. Council's *Our Wollongong Our Future 2032 Community Strategic Plan* includes 'We have affordable and accessible transport' as one of Council's six goals. The Walking, Cycling and Mobility Reference Group directly supports and enables effective engagement with community stakeholders in achieving Council's programs in these areas. The Group provides advice to Council on the preparation and implementation of policy and strategies relating to bicycle, pedestrian, and inclusive access. The Group comprises Councillors and Officers from Wollongong City Council, Transport for NSW representative and community representatives.

2 AUTHORITY

The Walking, Cycling and Mobility Reference Group will provide advice and feedback to Council in developing, implementing, and monitoring policy and strategies relating to bicycle, pedestrian and inclusive access.

The Group does not have decision making authority, the power to bind the Council or the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Walking, Cycling and Mobility Reference Group are to assist and advise Council on:

- Delivery of:
 - *Our Wollongong Our Future 2032 - Community Strategic Plan*
 - *City of Wollongong Integrated Transport Strategy*
 - Access and movement aspects of the *Disability Inclusion Action Plan*
 - *City of Wollongong Cycling Strategy*
 - *City of Wollongong Pedestrian Plan*
 - Access and movement aspects of the *Ageing Plan*
 - Relevant Council policies
- Promoting cycling and walking for improved health and environmental outcomes.
- Access barriers for people with disability, as well as older people and children.
- Better understanding issues relating to cycling and walking as transport choices.
- Making the city's walking and cycling network child friendly and improving connectivity and safety around schools.
- Support and facilitate communication between Council and the local community on accessibility issues.
- Advocate for the community on access issues raised by the community.
- Developing walking and cycling connections to public transport.

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WALKING, CYCLING AND MOBILITY REFERENCE GROUP



CHARTER ADOPTED ON **DATE**

- Town centre and neighbourhood planning with respect to provision of suitable bicycle and pedestrian infrastructure.
- Priorities for the implementation of policy and strategies relating to bicycle, pedestrian and inclusive access.

4 COMPOSITION OF REFERENCE GROUP

The Walking, Cycling and Mobility Reference Group membership includes:

- Two (2) Councillors
- One (1) Council officer from the Infrastructure Strategy & Planning Division
- One (1) Council officer from the Community Development & Social Planning Division
- Two (2) community members representing bicycle users
- Two (2) community members representing pedestrians
- Two (2) community members representing the access needs of people with a disability
- One (1) community member representing the access needs of families with children
- One (1) community member representing the access needs of seniors
- One (1) Transport for NSW representative
- Two (2) student representatives
- Other external transport experts may be invited to attend and provide advice as required.

A councillor will be elected chair by the Committee from the two (2) councillor members appointed to the Committee. Vacancies that occur on the Reference Group will be filled by nomination. Council staff may be requested to attend meetings as observers, to provide information to the Reference Group or to fulfil an administrative function (e.g. taking minutes). These staff will act as ex-officio members. Term of appointment is to be for the term of the Council for non-Councillor members and appointed annually for Councillors.

5 OBLIGATIONS OF MEMBERS

Members of the Walking, Cycling and Mobility Reference Group, in performing their duties, shall:

- Act honestly and in good faith
- Participate in the work of the Reference Group
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Reference Group
- Exercise the care, diligence and skill that would be expected of a reasonable person
- Comply with the Reference Group Charter
- Comply with Council's Code of Conduct

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WALKING, CYCLING AND MOBILITY REFERENCE GROUP



CHARTER ADOPTED ON **DATE**

6 MEETINGS AND MINUTES

The Group shall meet on an as need basis and no more frequently than quarterly to meet the responsibilities and functions of the Group. A quorum will consist of at least one Councillor, three community members and a Council Officer. Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson being the second Councillor member to preside over such meeting.

The Walking, Cycling and Mobility Reference Group has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Reference Group may be presented with supporting and dissenting views of members.

7 REPORTS

The minutes of Walking, Cycling and Mobility Reference Group meetings will be provided to all Councillors and executive management for information. Minutes will also be distributed to all Reference Group members. Advice and decisions of the Reference Group relating to specific Council strategies or plans will be reported to Council as part of the project reporting process. Any matters arising that require a decision of Council may be reported to Council by the relevant Divisional Manager.

8 EVALUATION AND REVIEW

A review of the Walking, Cycling and Mobility Reference Group will be undertaken annually to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes. The review will be undertaken by the Reference Group.

9 REMUNERATION AND EXPENSES

There is no remuneration for members. Reimbursement of reasonable expenses incurred by the Walking, Cycling and Mobility Reference Group members in relation to their responsibilities as members of the Reference Group will be met by prior approval of the Manager Infrastructure Strategy + Planning. These expenses should relate directly to tasks completed for Reference Group business and will be reimbursed at the discretion of Council.

CHARTER

WALKING, CYCLING AND MOBILITY REFERENCE GROUP



CHARTER ADOPTED ON **DATE**

SUMMARY SHEET		
Responsible Division	Infrastructure Strategy + Planning	
	Date	Adopted/Endorsed by
Date last adopted	27 August 2018	
Date of previous adoptions:		

18 July 2022	<h2 style="margin: 0;">COUNCILLOR APPOINTMENTS TO WALKING, CYCLING AND MOBILITY REFERENCE GROUP</h2>	
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ORGANISATION	COUNCILLOR REQUIREMENT	TERM	Nominees 2022
WALKING, CYCLING AND MOBILITY REFERENCE GROUP			
<p>The Walking, Cycling and Mobility Reference Group will provide advice and feedback to Council in developing, implementing, and monitoring bicycle and pedestrian strategies and policies. The Group does not have decision making authority, the power to bind the Council or the power to incur expenditure.</p> <p>Meeting frequency: As needs basis but not more than Quarterly</p>	<ul style="list-style-type: none"> Two Councillors (one to be elected Chairperson) 	<p style="text-align: center;">Term of Council</p>	<ol style="list-style-type: none"> 1. Cr D Brown (Chair) 2. Cr Dom Figliomeni 3. Cr Mithra Cox