

## 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 forum groups.
- Up to (1) representative of environmental groups.
- Guests as deemed necessary by the Committee to:

- 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.

# CHARTER

## 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.

# CHARTER

## FLOODPLAIN RISK MANAGEMENT COMMITTEE



SUMMARY SHEET		
Responsible Division	Infrastructure Strategy + Planning	
Date last adopted	Date	Adopted/Endorsed by
	18 July 2022	Council
Date of previous adoptions:	30 January 2018 21 November 2016	