

**DRAFT**

**Georges River Council  
Floodplain Risk Management  
Committee**

**Terms of Reference**

**<<Date>>**

## DOCUMENT ADMINISTRATION

<b>Document Owner</b>	<i>Director, Assets and Infrastructure</i>
<b>Related Documents</b>	<i>Georges River Council Code of Meeting Practice, 2017</i>
<b>References &amp; Legislation</b>	<i>NSW Floodplain Development Manual 2005</i>
<b>Document Identifier</b>	XXXXXX

## Contents

- 1 Name and Purpose of the Committee
- 2 Interpretation
- 3 Status of Committee
- 4 Delegations
- 5 Key issues
- 6 Membership
  - 6.1 Overview
  - 6.2 Elected member of Council
  - 6.3 Council staff representatives
  - 6.4 Local community representatives
  - 6.5 Government and other agency representatives
  - 6.6 Chairperson
  - 6.7 Term of office
- 7 Other attendance
  - 7.1 Elected members
  - 7.2 Specialists
  - 7.3 Council staff
  - 7.4 General public
- 8 Support
  - 8.1 Working groups
  - 8.2 Specialist support
  - 8.3 Administrative Procedures
  - 8.3 Administrative support
- 9 Meeting practices and procedures
  - 9.1 Meeting schedule
  - 9.2 Quorum
  - 9.3 Voting
  - 9.4 Proceedings
- 10 Code of Conduct
  - 10.1 General
  - 10.2 Confidentiality and privacy
  - 10.3 Media protocol

## **1. Name and Purpose of the Committee**

The committee shall be known as the Georges River Council Floodplain Risk Management Committee (GRCFRMC).

The committee was established by resolution of Council dated 24 September 2018.

The purpose of the GRCFRMC is to provide advice on the development and implementation of floodplain risk management studies, and plans throughout the Georges River Council area in accordance with the NSW Floodplain Development Manual 2005.

These terms of reference outline the Committee's function, structure, authority and reporting requirements.

## **2. Interpretation**

For the purpose of this document:

*Member* means a member of the Committee.

*Committee* means Floodplain Risk Management Committee.

*Council* means Georges River Council.

*Chairperson / Chair* means the chairperson of the Committee

*Elected members* means the elected Councillor(s) of Georges River Council.

## **3. Status of Committee**

The Committee operates as an 'advisory committee' of Council, as defined in Council's Code of Meeting Practice.

## **4. Delegations**

The Committee does not have the power to incur expenditure or to bind Council. The Committee can make recommendations to the Council on all relevant business presented in relation to the Overland Flow Risk Management Study and Plan for Hurstville, Mortdale and Peakhurst Wards. Recommendations of the Committee will be presented to Council's Assets and Infrastructure Committee and ultimately to Council in the written form of minutes, accompanied by the agenda and reports from relevant Council officers.

The Committee's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Committee.

Recommendations made by the Committee may or may not be adopted by Council. This includes decisions referred to Council for endorsement.

## **5. Key issues**

The Committee considers key issues such as the following:

- formulating objectives, strategies and outcomes sought from the process;
- providing a link between the local community and Council;
- providing input into known flood behaviour
- State Government policy for floodplain risk management.
- Flood studies and network analysis.
- Floodplain risk management studies, including priorities for management initiatives.
- Floodplain risk management plan implementation, including oversight of floodplain risk mitigation works projects.
- Priorities for future studies and analysis.
- Other matters within the role of the Committee as outlined in the NSW Government's Floodplain Development Manual.

The committee acts as both a focus and forum for the discussion of technical, social, economic, environmental matters.

## 6. Membership

### 6.1 Overview

The Committee is comprised as tabled below and includes an elected member, Council staff, a local community representative, and representatives of relevant government agencies and other organisations.

<b>(a) Voting Members</b>		
<b>Representative</b>	<b>Number</b>	<b>Method of Appointment</b>
Georges River Councillor (Chairperson)	1	Resolution of Council
NSW State Emergency Services	1	Local SES Controller or nominee
Community	1	To be confirmed
Office of Environment and Heritage (OEH)	1	Regional representative
Sydney Water	1	Regional representative

<b>(b) Technical/Advisory Members</b>		
<b>Representative</b>	<b>Number</b>	<b>Method of Appointment</b>
Georges River Council staff or their nominee <ul style="list-style-type: none"> <li>• Manager Infrastructure</li> <li>• Manager Strategic Planning</li> <li>• Team Leader Engineering</li> <li>• Coordinator Civil Design</li> <li>• Drainage Engineers (2)</li> </ul>	6	By position held with Council
Railcorp – TBC	1	Nominated by Railcorp
NSW Roads and Maritime Services (RMS) - TBC	1	Nominated by RMS
Georges River Combined Councils' Committee (GRCCC) – TBC	1	Nominated by GRCCC
Bayside Council – TBC	1	Nominated by Bayside Council
NSW State Emergency Services (Assistant to SES voting member)	1	Nominated by SES

Committee members will be required to consider any potential “Conflict of Interest” when nominating for a role on the committee.

## **6.2 Elected member of Council**

Council will appoint one (1) Councillor to be a member of the Committee. Elected members are entitled to vote.

## **6.3 Council staff representatives**

Appointed Council staff representatives provide a mix of specialist professional advice in engineering, strategic planning, development assessment and environmental management. The recommended final management plan requires significant input from staff before submission to Council. Council staff representatives do not have voting rights.

## **6.4 Local community representatives**

Following an expression of interest process, a community representative will be selected as a member of the committee who meets the following criteria:

- has a broad interest, and understanding of floodplain management
- has a commitment to floodplain management in the Georges River Council area
- is a resident or business person living or working in or near a flood prone area.

The local community representative has voting rights.

## **6.5 Government and other agency representatives**

The following State Government agencies have been selected to nominate one (1) representative who has voting rights.

- Office of Environment and Heritage (OEH)
- NSW State Emergency Services (SES)
- Sydney Water Corporation.

The following organisations and government agencies have been invited to provide representatives on the committee. These representatives do not have voting rights.

- NSW Roads and Maritime Services (RMS)
- Railcorp
- Bayside Council
- Georges River Combined Councils' Committee (GRCCC)

The nominated agency representatives provide advice in relation to their functions and areas of expertise.

## **6.6 Chairperson**

The Chairperson of the Committee is the elected member.

If the Chairperson is unable to preside at a meeting of the Committee, an alternate appointed Council representative shall become the Acting Chairperson for that meeting.

## **6.7 Term of office**

Council's elected representative to the Committee and representatives of the community shall be reviewed following each General Election of Council or upon a vacancy in these positions. In the case of Council's elected representative, the selection of a new member shall be by Council resolution.

A person ceases to be a Committee member if the person:

- resigns that membership in writing
- is absent for three consecutive Committee meetings without leave or apology or
- is expelled from the Committee by Council

## **7 Other attendance**

### **7.1 Elected members**

Apart from the appointed Councillor members, all other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

## **7.2 Specialists**

The Chairperson and/or the General Manager may invite community representatives, consultants and/or technical specialists to specific meetings of the Committee in order to assist the Committee in the consideration of matters before it. Invited specialists do not have voting rights. Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

## **7.3 Council staff**

Additional staff may be invited to attend meetings but do not have voting rights.

## **7.4 General public**

The Committee will not usually be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General Manager, ie. Information Sessions. Voting does not extend to members of the general public.

Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

# **8 Support**

## **8.1 Working Groups**

Working Groups may be established within the Committee structure on an as needs basis to complete tasks emanating from the deliberations of the Committee. Each Working Group will be led by a member of the Committee and provide the communication link between the Committee and the Working Group.

## **8.2 Specialist support**

Council provides specialist advice and information in the areas of interest of the Committee.

Such information includes:

- Proposed strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Reports on issues to be considered in Committee meetings.

### **8.3 Administrative Procedures**

The appropriate Council manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

### **8.4 Administrative support**

Secretarial resources for the Committee shall be provided from Council staff. Minutes shall be distributed to all members within 10 days following the date when the meeting was held.

## **9 Meeting practices and procedures**

### **9.1 Meeting schedule**

It is anticipated that meetings of the committee will be held typically every two (2) to three (3) months. The Committee shall meet in Council premises although some site inspections may be required. Special meetings may be called at the discretion of the Chairperson provided that at least seven days written notice is first given to members.

### **9.2 Quorum**

The quorum for a meeting of the Committee is three (3) voting members. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

### **9.3 Voting**

The Committee shall operate in a democratic manner keeping formalities to a minimum. Where matters require a formal recommendation/decision to Council, the matter shall be put to members in the form of a Motion, which must be seconded and then voted upon. A simple majority vote, by members present, shall carry the Motion. The Chairperson shall have a casting vote if necessary. Any member dissenting to make a recommendation to Council may have their name recorded if they so wish.

### **9.4 Proceedings**

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee.

General business matters may be raised by members at any meeting without notice, however if it is a substantial issue, a report is to be prepared and included on the agenda at a future meeting.

Matters of a more urgent nature not identified on meeting agendas may be discussed under “General Business”, or preferably at special meetings, if required.

The minutes of each meeting accompanied by the agenda and reports from relevant Council officers are submitted to the next available meeting of Council’s Assets and Infrastructure Working Party, and ultimately to Council with a view to the Committee’s recommendations being considered.

## **10 Code of Conduct**

### **10.1 General**

All members of the Committee are required to observe the provisions of the Georges River Council Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

### **10.2 Confidentiality and privacy**

Members will be privy to confidential and/or personal information collected and retained by Council. Members are required to maintain the security of any confidential or personal information and not to use for other purposes, divulge or retain any such information accessed in the course of their role.

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Should a member become aware of any breach of the security, or misuses, of Council’s confidential or personal information please contact Council’s Public Officer.

All members of Council Committees are required to observe the provisions of the Georges River Council Privacy Management Plan relating to their access to personal information.

### **10.3 Media protocol**

Members are not permitted to speak to the media in their capacity as Committee members. Any approaches by media must be directed to Council’s Coordinator Communications.