



Camden Council

Floodplain Risk Management Committee
Terms of Reference

January 2012



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| <p style="text-align:center">CAMDEN COUNCIL FLOODPLAIN RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE 2012</p> |
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1. Name of Committee

The Committee shall be known as the “Camden Council Floodplain Risk Management Committee”.

2. Role of the Committee

The Floodplain Risk Management Committee is established in accordance with the NSW Government’s Flood Prone Land Policy and their Floodplain Development Manual, 2005 (referred to herein as “the Manual”) prepared to guide Councils in the development and implementation of detailed floodplain risk management plans to produce robust and effective floodplain risk management outcomes. The Committee deliberations shall be guided by the Manual. The Manual also outlines the technical assistance provided by the State Government throughout the floodplain risk management process.

The Floodplain Risk Management Committee does not have any formal powers but rather performs an important advisory role to Council.

3. Objectives of the Committee

The Floodplain Risk Management Committee’s main objective is to assist Council in the review, development and implementation of one or more floodplain risk management plans for Camden Local Government Area. The committee is both the focus of, and a forum for, the discussion of technical, social, economic and ecological issues and for the distillation of possibly differing viewpoints on these issues.

Specifically the Floodplain Risk Management Plans will take into account a number of diverse issues which include:

- the risk, danger to personal safety and property damage, imposed on existing land uses (the existing use);
- the cumulative impact of flooding on potential future land uses and occupants and of development on flooding (the future risk);
- the management of the continuing flood risk remaining in both existing and future development areas after works and controls are implemented;
- the environmental impact of existing and potential future developments and floodplain risk management measures;
- the broad scale catchment issues such as water quality, riverine and floodplain enhancement and land management;

- cumulative impacts as a result of changes in hydrology, floodplain geometry, or other factors;
- the potential economic cost and benefits to both the private and public sectors of floodplain occupation;
- the potential economic benefits of proposed risks management measures;
- potential intangible flood costs, including physical and psychological effects of flooding;
- social factors, including the needs and aspirations of the local community, both existing and in the future;
- planning options and restrictions, including special zonings and planning controls, opportunities; and
- the protection of aboriginal sites and places and European heritage.

In addition to assistance with the preparation of a Floodplain Risk Management Plan, the committee also assists in:

- formulating objectives (in accordance with ESD* principles), strategies and outcomes sought from the process;
- providing a link between the local community and Council;
- identifying the flood problem to be assessed in the study area;
- considering and making recommendations to Council on appropriate development controls for use until the Floodplain Risk Management Plan is completed, approved and implemented;
- identifying management options and providing input into their consideration as part of the Floodplain Risk Management study; and
- identifying implementation strategies for the Floodplain Risk Management Plan.

*ESD (Ecologically Sustainable Development) means using, conserving and enhancing natural resources so that ecological processes, on which life depends, are maintained and the total quality of life, now and in the future, can be maintained or increased.

Source: Floodplain Development Manual – Appendix D

4. Policies of the Committee

The Committee shall foster a “Whole of Community” approach to floodplain risk management which acknowledges the interests and needs of the main stakeholder groups, whilst recognising the risks and consequences of flooding and also the benefits flowing from the use, occupation and development of flood prone land.

Committee members planning for floodplain risk management shall be aware of and conform to the regulatory framework and guidelines as specified in the NSW Government’s Flood Prone Land Policy and the

NSW Government's Floodplain Development Manual. They will also need to prioritise work in consideration of Councils resource limitations.

5. Membership

The Membership of the Committee shall comprise:

- Two elected Councillors (voting members)
- Council Representatives from Stormwater and Floodplain management, Environment, Planning and Asset disciplines (non-voting members).
- Up to six Community Representatives (Voting members) – two community representatives from each catchment. The catchments are; (1) Upper South Creek, (2) Narellan Creek and (3) Nepean River except Narellan Creek. The community members have voting rights for the catchment that they represent.
- NSW State Emergency Service Representative (voting member)
- NSW Office of Environment and Heritage Representatives
- NSW Department of Planning Representative
- Roads and Maritime Service Representative
- Liverpool Council Representative
- Campbelltown Council Representative
- Wollondilly Council Representative
- Penrith City Council Representative

The following Council representatives will be called upon to assist the committee from time to time, because of their expertise or knowledge in a specific area. They will attend meetings and provide input, papers or presentations in the meetings. However, they do not have voting rights.

- (i) Manager Strategic Planning
- (ii) Team Leader Strategic Planning
- (iii) Manager Land Development Engineering

- (iv) Team Leader Land Development Engineering
- (v) Manager Works and Services /Representative
- (vi) Manager Assets / Representative
- (vii) Manager Community Services

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.

Representatives of the elected Council (i.e. nominated Councillors) to the Committee and representatives of the community shall be reviewed following each General Election of Council or upon a vacancy occurring on the Committee. In the case of Councillor Representatives, the selection of new members shall be by Council resolution.

The selection criteria for community representatives will have regard to the Committee's role and objectives. The selection criteria are as follows.

- Awareness of the different forms of flooding and flood behaviour ranging from minor to extreme floods;
- Awareness of the principal issues relating to development on flood prone land;
- Awareness of risk management principles;
- Ability to form a link between the committee and the local population in the flood prone area;
- Historical awareness of flooding problems and perceived solutions in Camden Local Government Area; and
- Knowledge and experience relevant to the Committee's Terms of Reference.

Committee members will be asked to consider potential "Conflict of Interest" when nominating for a role on the committee, will be required to adhere to Councils Code of Conduct and will need to be prepared to attend and actively participate in regular meetings which will be mainly during business hours until an updated Floodplain Risk Management Plan is prepared and adopted by Council.

6. Sub Committees and Working Groups

The Committee may from time to time decide to form other Sub-Committees or Working Groups to investigate particular issues in more detail, and may invite other people to participate in the discussions of the Committee, Sub-Committees or Working Group, to address meetings or provide technical advice.

7. Quorum

A quorum shall be a simple majority of the full membership of the Committee including at least one Councillor.

8. Meetings

Meeting will be held on an 'as needed' basis and would generally be held to meet the requirements and time lines of the projects that the Committee would be considering.

Typically this would involve a minimum of four meetings per catchment. At any given meeting, time may be spent considering actions relating to more than one catchment.

The Committee shall meet on Council premises although some site inspections may be required. Meetings would normally be held during normal business hours.

9. Agendas

Ten business days' written notice of meeting venues, times and agendas is to be given to members. Any items or reports for inclusion in agendas are to be given to the Minutes Secretary at least 15 days before scheduled meeting dates.

Matters of a "General Business" nature may be identified for discussion at the following meetings, so that more detailed reports can be prepared on specific issues. Matters of a more urgent nature not identified on meeting agendas may be discussed under "General Business", or preferably at special meetings.

10. Chairperson

The Committee shall be chaired by one of the Councillor Representatives elected by Council. The other Councillor would act as chair of any meeting at which the regular Chairperson is unable to attend.

11. Minutes

Secretarial resources for the Committee shall be provided from Council's employees. Minutes shall be distributed to all members within 10 working days following any meeting.

12. Conflicts of Interest

Committee members shall abide by Council's adopted Code of Conduct during all meetings of the Committee and in all matters relating to their participation on the Committee.

13. Voting

This Advisory Committee shall operate in a democratic manner keeping formalities to a minimum. However, should a matter require a formal recommendation 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 and entitled to vote, shall carry the Motion. The Chairperson shall have a casting vote if necessary but should first consider these Terms of Reference and the "status quo".

Any member dissenting from a decision to make a certain recommendation to Council may have their name recorded if they so wish.

Voting members consist of:

- Councillor Representatives;
- Community Representatives; and
- State Emergency Service Representatives

14. Reporting

Only items requiring formal adoption by Council will be reported to Council by way of a separate Council report.

15. Changing these Terms of Reference

The Terms of Reference of the Committee may only be changed by Council resolution, which may arise from a recommendation from the Committee, any notice of motion, changes to the Flood Development Manual Requirements, or from the General Manager.