

# Terms of Reference: S355 Floodplain Risk Management Committee

## PREAMBLE

This committee has been established to provide strategic advice to Council in relation to floodplain risk management.

It has been developed in direct response to requirements of the NSW State Government's Floodplain Development Manual 2005, which indicates that responsibility for management of flood risk remains with local government.

## 1. THE VISION

To reduce the impact of flooding and flood liability on individual owners and occupiers of flood prone property, and to reduce private and public losses resulting from floods, utilising environmentally positive methods whenever possible.

## 2. SCOPE/ROLE

1. Assist Council in the development and implementation of management policies and plans.
2. Formulate objectives in accordance with ESD principles, strategies and outcomes.
3. Provide a link between the local community and Council.
4. Identify the flood problem to be assessed in study areas.
5. Consider and make recommendations to Council on appropriate interim development controls for use until the various management plans are completed, approved and implemented.
6. Identify management options and strategies and provide input into their consideration as part of the management study.
7. Advise Council on the priorities for the preparation of the floodplain management policies and plans and of the measures contained in them.
8. Co-operation and liaison with relevant authorities.
9. Review the priorities for preparation of management plans on a regular basis.

## 3. DELEGATIONS

To provide strategic advice regarding the impact of flooding and to reduce private and public losses resulting from floods, in particular:

1. Preparation of Floodplain Management Studies and Plans for the Coffs Harbour LGA.
2. Act as both a focus and forum for the discussion of technical, social, economic, environmental and cultural issues and for the distillation of possibly differing viewpoints on these issues into relevant Floodplain Management Studies and Plans.

## 4. COMPOSITION OF THE COMMITTEE

The committee comprises a balanced representation of stakeholders such as Government agencies, groups and/or individuals effecting, affected by or coordinating floodplain risk management. It comprises:

- Two (2) Councillors;
- Two (2) staff members;
- Up to three (3) community representatives;
- The Office of Environment and Heritage's Flood Manager;
- The State Emergency Service's Local Controller;

- Representatives from relevant government agencies.

Council's appointed staff members may be altered by GM delegation from time to time.

## **5. MEETINGS OF THE COMMITTEE**

The committee meet on an as needs basis at a time to be determined by the Committee. A quorum of members is required at all meetings and shall be over 50% of all voting members.

## **6. OFFICE BEARERS**

A Councillor is the elected Chairperson.

All members of the Committee are entitled to vote.

CHCC are to provide secretariat for the meeting.

## **7. TERM OF OFFICE**

The Committee's existence is endorsed under the NSW State government's Floodplain Development Manual 2005. Membership is to be reviewed every 2 years.

## **8. SUB-COMMITTEE(S)**

The establishment of any sub-committees or working groups will be delegated by the Committee to provide advice and/or direction, based on their investigations, on the specific matters they are tasked with, only within the limitations of the terms of reference for the Committee.

## **9. EXPENDITURE**

Unless expressly resolved by Council the Committee (including any sub committees) has no powers to commit, nor expend any Council funds.

## **10. RECORD KEEPING**

Record keeping is the responsibility of the secretariat.

Agendas are to be circulated 3 days prior to the meeting. Minutes are to be circulated within 7 days.

## **11. ANNUAL REPORT**

An annual report is not required.

## **12. RULES, REGULATIONS AND PROCEDURES**

Refer Coffs Harbour City Council guidebook for S355 Community Committees.