

Terms of Reference: Floodplain Risk Management Committee

1. Purpose and/or Objectives

The Floodplain Risk Management Committee has been developed in direct response to requirements of the NSW State Government's Floodplain Development Manual, which indicates that responsibility for management of flood risk remains with local government. The purpose of the Floodplain Risk Management Committee is to:

- a) Assist Council in the development and implementation of flood related policies and plans.
- b) Formulate objectives in accordance with Ecological Sustainable Development principles, strategies and outcomes.
- c) Provide a link between the local community and Council.
- d) Assist Council to identify the flood problem to be assessed in study areas.
- e) Consider and make recommendations to Council on appropriate interim development controls for use until the various management plans are completed, approved and implemented.
- f) Assist Council to identify management options and strategies and provide input into their consideration as part of the management study.
- g) Advise Council on the priorities for the preparation of the floodplain management policies and plans and of the measures contained in them.
- h) Co-operation and liaison with relevant authorities.
- i) Assist Council to review the priorities for preparation of management plans on a regular basis.

The Floodplain Risk Management Committee's objective is 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

The scope of the Floodplain Risk Management Committee is to provide strategic advice to Council in relation to floodplain risk management within the Local Government Area.

3. Meeting Arrangements

The Floodplain Risk Management Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

Generally, the Floodplain Risk Management Committee meets four times per year.

4. Committee Composition

The Floodplain Risk Management Committee membership consists of the following:

- a) Two Councillors
- b) Three Community Members
- c) A representative from each of the following Agencies:
 - i. Coffs Harbour City Council (Sustainable Places)
 - ii. Coffs Harbour City Council (Strategic Asset Management)
 - iii. Department of Planning and Environment
 - iv. State Emergency Service

Guests can attend when required or if invited.

A Council support staff member will be provided to assist and advise the committee and chairperson (e.g. meeting procedure, minutes etc.).

The Floodplain Risk Management Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Floodplain Risk Management Committee.

The role of the Chairperson is detailed in the Council Committee Handbook.

5. Length of Appointment

The committee members will serve a term of four years and can renominate. Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

6. Delegations and Expenditure

The Floodplain Risk Management Committee does not have any delegations.

7. Policy and Procedural requirements

All members of the Floodplain Risk Management Committee must, in all circumstances abide by the following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Floodplain Risk Management Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.