



WAVERLEY
COUNCIL

Floodplain Management Committee Terms of Reference

Policy owner	Executive Manager, Infrastructure Services
Approved by	Council
Date approved	16 April 2024
TRIM reference	D24/29853
Next revision date	
Relevant legislation	
Related policies/procedures/guidelines	Council's Code of Conduct Part 7 of Council's Code of Conduct for Council Committee Members and Other Council Officials. Council's Code of Meeting Practice
Related forms	

Table of Contents

1. Name	4
2. Objectives	4
3. Strategies	4
4. Principles	4
5. Decision - making	4
6. Council's Code of Conduct.....	5
7. Values	5
8. Responsibilities of members	5
9. Responsibilities of Council	5
10. Delegated authority.....	5
11. Chair of the Committee.....	5
12. Appointment of Waverley Council Staff.....	6
13. Term of Office	6
14. Membership.....	6
15. Meetings	7
16. Presence at a meeting.....	7
17. Correspondence	7
18. Amendments to terms of reference	7

1. Name

The Committee shall be known as the Floodplain Management Committee.

2. Objectives

The objective of the Committee is to oversee the implementation of the State Government's Flood Prone Land Policy in entire area of Waverley Council. That is:

To reduce the impact of flooding and flood damages on individual owners and occupiers of land.

To reduce private and public losses resulting from flooding.

To ensure that flood liable land is recognized as a valuable resource.

To utilize environmentally positive methods wherever possible.

3. Strategies

The strategies that are to be employed by the Committee to meet the objectives are:

- 3.1 Commission Flood Studies or build on existing studies.
- 3.2 Define Hydraulic and Hazard Categories
- 3.3 Determine Management options via Floodplain Management Studies.
- 3.4 Develop and update a Floodplain Management Plan.
- 3.5 Establish development control options.

4. Principles

This Committee will operate under the following guiding principles:

- 4.1 The Committee will work in partnership with Council and other community and government organisations while working within the bounds of the above objectives and the roles and responsibilities referred to below.
- 4.2 The Committee and its members will actively liaise with the local community and council and will regularly communicate its activities and decisions to council.
- 4.3 The Committee will form a view on matters before it and shall respond in a timely manner. In those instances where requests for comment are made by Council, the Committee can request the Council to incorporate such views into council reports being prepared on the subject.
- 4.4 The Committee and its members will seek to reach a consensus position on all issues and matters dealt with by the Committee.
- 4.5 The Committee and its members will continuously identify opportunities for the improvement of the operation of the Committee and may, as a result, recommend an update to these Terms of Reference.

5. Decision - making

The Committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Waverley Council.

Where formal voting is required, each member of the Committee shall have one vote, with no proxies being accepted. In the event of an equality of votes the Chairperson shall have a casting vote.

The minutes of the Floodplain Management Committee are to be circulated to the Committee within 10 business days of the meeting and then submitted to Council for noting.

The Waverley Council Floodplain Management Committee shall cause Minutes to be kept of all its meetings.

6. Council's Code of Conduct

Committee members agree to abide by Council's adopted Code of Conduct a copy of which will be provided to all Committee members.

7. Values

Committee members agree to abide by Council's adopted values, which are as follows:

- Care
- Respect
- Integrity
- Innovation
- Collaboration

8. Responsibilities of members

Committee members are asked to contribute their time and views on matters listed on the agenda of Committee meetings, free of bias. Committee members are required to comply with the Committee adopted Terms of Reference and to abide by Council's Code of Conduct and Values.

9. Responsibilities of Council

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

10. Delegated authority

Delegations are functions carried out by the Council that are delegated to employees or other bodies (including community Committees) to carry out on its behalf.

Generally speaking Council's community Committees are advisory and, as such, do not have any delegated authority from Council.

This Committee has not been delegated authority by Council. Any decisions of the Committee must be referred to Council as a recommendation or implemented by a member of staff with an appropriate delegation.

11. Chair of the Committee

The Mayor (or the Mayor's nominee) is the Chair of the Committee.

The Chair is to have precedence over the control and management of the meetings.

In relation to any procedural matter, the ruling of the Chair shall be final.

The Chair may call any member to order whenever in the opinion of the Chair it is necessary to do so.

Should the Mayor or the Mayor’s nominee be unable to chair a meeting or part of a meeting, prior to the meeting the Mayor or the Mayor’s nominee will nominate one of the Councillor members to act as Chair for the meeting, or that part of the meeting as the case may be.

12. Appointment of Waverley Council Staff

Waverley Council Floodplain Management Committee does not have the power to appoint staff.

The General Manager of Council will appoint staff to service the Committee. Unless otherwise determined by Council, appropriate staff must be present at any meeting of the Committee for the meeting to be valid.

Secretarial support for the Committee will be provided by Council staff.

13. Term of Office

Membership shall commence on the day of appointment as a Committee Member.

14. Membership

The Committee shall consist of the following members:

Representative		Number	Method of appointment
Waverley Council	Mayor & Councillors	3	Resolution of Council
	Community representatives	4	Criteria specified below
	Council Staff	4	By job position
	Precincts	2	Nominated by Precincts
	Centennial Parklands	1	Nominated by Centennial Parklands
	State Emergency Service (SES)	1	Nominated by SES
	Sydney Water	1	Nominated by Sydney Water
	NSW Department of Planning and Environment (DPE)	1	Nominated by DPE

Community representatives will be sought through existing community organisations such as the local Precinct Committee and the local Chamber of Commerce and self-nomination. The criteria taken into consideration for membership of the Committee as a community representative are:

- 14.1 Interest in issues relating to flooding and disaster management
- 14.2 Commitment to the interest of the community in flooding issues.
- 14.3 Interest in conserving, maintaining or protecting the natural environment.
- 14.4 Appreciation of Council’s role and capabilities.
- 14.5 Ability to be part of the team and meet the common objective of the Committee.
- 14.6 Ability to represent community views in the floodplain management process and inform the community of the outcomes of the floodplain management process.

15. Meetings

Meetings of the Waverley Council Floodplain Management Committee shall be held as required to undertake the business of the Committee.

At least five working days' notice in writing shall be given to all members of every meeting of the Waverley Council Floodplain Management Committee. This notice shall include the agenda for the meeting.

16. Presence at a meeting

A member of the Committee cannot participate in a meeting of a Committee unless personally present at the meeting.

A member of the Committee may participate in a meeting either in person or remotely, provided they are personally present, either physically or virtually, at the meeting

17. Correspondence

Except as otherwise permitted by the General Manager, the Committee shall not correspond with any outside person or body except through the General Manager.

18. Amendments to terms of reference

These Terms of Reference shall only be amended by a resolution by Waverley Council.