

Maitland Floodplain Risk Management Committee

Terms of Reference

Purpose

The Floodplain Risk Management Committee (the Committee) has been established to provide advice on the development and implementation of Flood Studies and Floodplain Risk Management Studies and Plans throughout the Maitland Local Government Area.

Objectives

The objectives of the Committee include, but are not limited to:

- Providing a link between Council and the local Community for flooding issues
- Assisting in the collection of necessary information to support flood studies and flood risk management plans
- Identifying objectives and strategies related to the improvement of the management of the floodplain
- Providing input into known flood behaviour as part of the flood study process
- Co-ordinating with relevant government agencies, asset managers, emergency management bodies and other advisory bodies.
- Providing a forum for discussion of issues (technical, social, environmental and cultural) relevant to the development and implementation of Flood Studies and Floodplain Risk Management Studies and Plans.
- Ensuring that Floodplain Risk Management Studies and Plans are undertaken in accordance with the NSW Floodplain Risk Management Manual.

Terms of Reference

Role in Decision Making

The Committee provides advice as requested by Council to assist the Floodplain Risk Management Process. The Committee has an advisory role and will not have a formal role in decision making, policy direction or delegating additional work to be carried out by Council as part of the Floodplain Risk Management Process.

Structure

The Floodplain Risk Management Committee will consist of the Core Members and Local Representatives. The Core Members will provide an advisory role for all flood studies and floodplain risk management studies (and plans) conducted across the Maitland LGA. Government agency representatives are appointed as advisors to the core committee and will not participate in voting. The Local Representatives are additional members who have specific knowledge of the subject catchment.

Figure 1 depicts the proposed composition of the Floodplain Risk Management Committee.

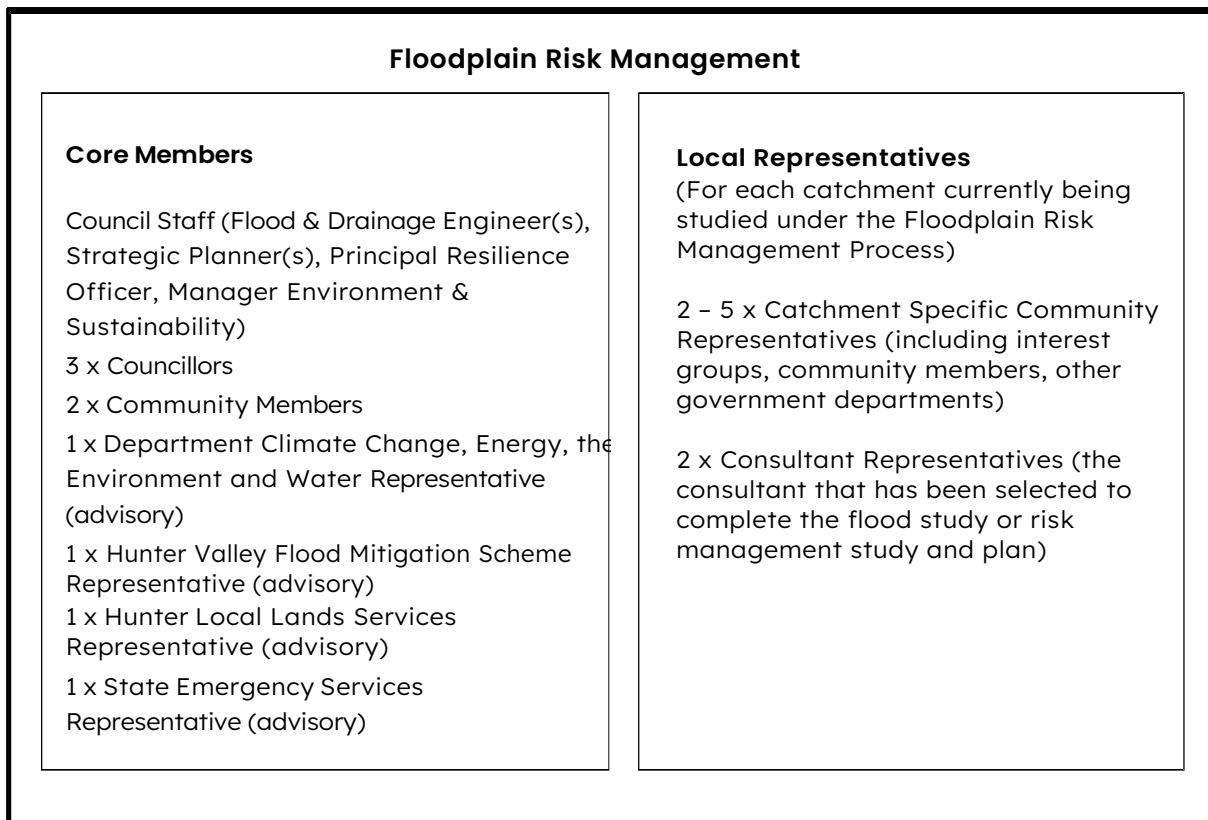


Figure 1 - Composition of the Floodplain Risk Management Committee

The number of Catchment Specific Community Representatives will be determined on an 'as needs' basis by Council Staff at the commencement of each flood study or floodplain risk management study and plan.

Administration

Council staff will administer the committee and minutes will be taken and made available to committee members for all meetings. Council staff (i.e. Manager, Environment & Sustainability or their delegate) will chair the meetings.

Formation of the Committees

The Core Floodplain Risk Management Committee will be formed once the terms of reference have been adopted. Expressions of interest for the nomination of Community Members will be advertised on Council's website, local newspapers and other relevant platforms as identified in accordance with Council's stakeholder engagement plan. Advisory bodies included in the Core Floodplain Risk Management Committee will nominate their respective representatives.

Local Representatives will be determined at the commencement of the floodplain risk management process for each catchment. Where the floodplain risk management process has already commenced, Local Representatives will be selected at the commencement of the next stage of the process. Catchment Specific Community Representatives will be selected following the advertisement of expressions of interest. It is intended that Catchment Specific Community Representatives will be consistent throughout all stages of the floodplain risk management process (i.e. flood study and floodplain risk management study and plan) for the catchment they have nominated to represent.

Following determination of the Local Representatives, the Floodplain Risk Management Committee for the relating catchment will be formed.

Terms

The Core Floodplain Risk Management Committee will be reformed every four years (in line with Council general elections).

Selection of Committee Members

Selection of community representatives will be based on the following:

- A broad interest and knowledge of floodplain management issues across the LGA (for Core Committee members);
- A specific interest and knowledge of floodplain management of the subject catchment (for Catchment Specific Community Representatives);
- Demonstrated ability to represent broad community interests; and
- Demonstrated commitment /availability to attend meetings.

Community Members of the Core Committee and the Catchment Specific Community Representatives will be determined following review of the received nominations. The Manager, Environment & Sustainability (or their delegate) will review the submissions and recommend the most appropriate Committee members to the General Manager.

Frequency

The Core Floodplain Risk Management Committee will meet four times per year. Additional meetings may be called to discuss catchment specific issues in which the Core Floodplain Risk Management Committee and the relevant Local Floodplain Advisory Representatives will attend.

Technical Sub-Committee

A Technical Sub-Committee will be established in parallel with the Floodplain Risk Management Committee for each studies catchment. The purpose of the Technical Sub-Committee is to provide technical assistance to enable the committee to fulfil its advisory role to Council efficiently, confident that studies and option assessments are technically adequate and the options proposed are practical and feasible. Members of the Technical Sub-Committee include Council Staff, a DPE Representative and Consultant Representatives.

The Technical Sub-Committee will meet independent of the Floodplain Risk Management Committee to discuss technical aspects of the studies.

Responsibilities

Reports to the Director, City Planning

Conflicts Of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Document Administration

Business Group	City Planning
Responsible Officer	Manager Environment & Sustainability
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Related Policies/Procedures/Protocols	Nil