

# Tumbarumba Floodplain Risk Management Committee Terms of Reference

ToR No: SVC-TofR-040-01

## 1. NAME

The name of the committee is the Tumbarumba Floodplain Risk Management Committee.

## 2. LEGAL STATUS

Council delegates its authority to the committee to act on its behalf in line with the Committee's *Terms of Reference*. As a result, legally, the committee is part of "Council" and any action the committee undertakes is conducted under Council's authority. Committees do not act in their own right and their actions are not legally independent of Council. Council delegates its authority to the committee to act on behalf of the Council and can withdraw this delegation at its discretion.

The committee cannot change this name and/or title without advising the Council of the intention to adopt a new name and/or title, nor can a committee merge with another party/committee without prior notice and input from Council.

Committee members must act in the interests of Council. This includes not:

- Acting contrary to any direction from Council, which includes a direction from the General Manager,
- Director, Manager or appointed delegate
- Acting contrary to Council's policies
- Advising any person that they may have a legal right or action against Council or any
- Councillors, Council employee or Council contractor exercising a function of Council
- Making any admission of liability or accepting liability on behalf of Council or the committee
- Acting contrary to Council's *Code of Conduct*
- Acting outside the limits of the committee's delegation
- Acting or presenting the committee as independent of Council.

## 3. DELEGATION

The Tumbarumba Floodplain Risk Management Committee will provide advice, feedback, and support to Council in developing, implementing and monitoring flood studies and floodplain risk management plans and associated projects.

## 4. PURPOSE

The purpose of the committee is to:

- Assist Council to develop Floodplain Risk Management Plans studies and associated plans in accordance with the New South Wales Floodplain Development Manual and adopted guidelines.

- Monitor and evaluate the implementation of Floodplain Risk Management Plans
- Assist in the development of suitable strategies to address floodplain management issues, communication and access to flood information and education by community members.
- Develop a better understanding of floodplains and identify issues that may be required to be addressed through development of strategies, studies, plans or works.

## 5. OBJECTIVES

The objective of the Tumbarumba Floodplain Risk Management Committee is to support the completion of the Floodplain Studies including the implementation and review of these studies where appropriate for catchments within the Snowy Valleys Local Government Area.

## 6. MANAGEMENT AND OPERATION OF THE COMMITTEE

### a) MEETINGS

The committee should meet on a regular basis quarterly as required. Meetings shall be held within the Local Government Area of the Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

### b) MEMBERSHIP

The membership shall consist of:

- A maximum of two (2) Councillors, one of which will be elected as the Chair by the elected Council.
- Council staff from engineering / planning / environmental disciplines to service the committee and oversee the technical requirements of the study.
- Representatives from State Government Departments and Agencies including the Office of Environment and Heritage, State Emergency Services, Transport for New South Wales and the Department of Planning and Environment.
- One (1) Representative from the community with knowledge of historical flood behaviour in the catchment.
- One (1) representative from flood action groups or neighbourhood forum groups.

Guest are deemed necessary to:

- Provide specialist advice outside of the capabilities of the committee members (for example the Bureau of Meteorology).
- Sharing of experiences of flood impacts (for example local residents or businesses that have been impacted by floods).

A quorum will normally consist of members equal to the number that is half the committee plus one. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

Voting rights should only be for Councillors and local community representatives on the committee. Council staff and external agencies are in attendance only in a technical/advisory capacity.

**c) CHAIRPERSON**

The elected Council shall resolve to appoint a chairperson to the committee being one of the two Councillors appointed to the committee. In the absence of the Chairperson, the other Councillor on the committee shall be the acting Chairperson for the duration of the absence of the Chair.

**d) SECRETARIAT**

A staff member from the Snowy Valleys Council shall perform the Secretariat duties for the committee.

**e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee when becoming aware of a conflict of interest can arise when a member of the committee has other involvements or interests, which make it difficult for them to always remain impartial when involved in discussions and decision-making. If a conflict of interest arises, the Chairperson and staff delegate must be notified. In addition to the Code of Conduct there is the *'At a Glance' guide for Council Committee Members and Delegates* guide published by the Office of Local Government that can be used as a reference.

Members of the Tumbarumba Floodplain Risk Management Committee in performing their duties shall:

- Act honestly and in good faith
- Declare all actual and perceived conflicts of interest
- Perform their duties in a manner that ensures public trust in the integrity, objectivity and impartiality of the committee.
- Comply with Council's code of conduct

**f) ATTENDANCE OF NON-MEMBERS**

Staff and other professionals / members of the community may be invited to attend and participate at meetings as required.

**g) CONFIDENTIALITY**

Members of the Committee should appreciate that the working group may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**7. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time. Any amendments to the Terms of Reference must be adopted by Council.

**8. HISTORY TABLE**

<b>Version No</b>	<b>Approval Date</b>	<b>Resolution Number</b>	<b>Date to be Reviewed</b>
1	20 April 2023	M54/23	30.09.2025