



Business Paper

Shire Infrastructure and Public Domain Committee

Monday, 1 July 2019

**Commencing at the conclusion of the Extraordinary
Council Meeting**

**Committee Rooms 203 and 204,
Level 2, Administration Building,
4-20 Eton Street, Sutherland**

SUTHERLANDSHIRE

ORDER OF BUSINESS

- 1. ACKNOWLEDGEMENT OF COUNTRY**
- 2. APOLOGIES**
- 3. DISCLOSURES OF INTEREST**
- 4. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETINGS**
- 5. PRESENTATIONS**
- 6. REPORTS FROM OFFICERS**
INF011-19 Sutherland Shire Floodplain Risk Management Committee Charter
- 7. QUESTIONS**
- 8. CONSIDERATION OF BUSINESS IN CLOSED SESSION**
- 9. CONFIDENTIAL REPORTS FROM OFFICERS**

**INF011-19 SUTHERLAND SHIRE FLOODPLAIN RISK MANAGEMENT COMMITTEE
CHARTER**

Attachments: Appendix A [↓](#)

EXECUTIVE SUMMARY

- Since 2016, the Sutherland Shire Floodplain Risk Management Committee has met with the aim to advise Council on floodplain risk management studies and plans for selected catchments across Sutherland Shire.
- The Committee's charter has been updated to better reflect the entire floodplain risk management process, provide improved community representation, reflect the recent NSW machinery of government changes and extend the term of the committee in perpetuity.
- Adoption of the updated charter will ensure Council remains effective in satisfying its duty of care to the local community to manage potential flooding.

REPORT RECOMMENDATION

THAT:

Council adopts the revised Sutherland Shire Floodplain Risk Management Committee Charter.

PURPOSE

The purpose of this report is to seek Council's endorsement of the revised charter for the Sutherland Shire Floodplain Risk Management Committee (Appendix A).

BACKGROUND

In April 2016, Council resolved to adopt the charter for the Sutherland Shire Floodplain Risk Management Committee (EHR054-16). The purpose of the committee is to advise Council on matters relating to the preparation of floodplain risk management studies and plans (FRMSPs) for selected catchments in the Sutherland Shire identified as being at risk of flooding.

The adoption of the charter followed amalgamation of several catchment-specific floodplain management committees to form one Shire-wide committee (refer Mayoral Minute 13/15-16). A single committee was considered advantageous because:

- administrative processes could be simplified;
- issues common to different floodplains could be addressed; and
- continuity and ongoing involvement of the committee members would be maintained.

Under the current charter the Committee comprises two Councillors, three Council staff, NSW Government representatives, and a minimum of three and maximum of five community members. The committee was to be dissolved after completion of a list of FRMSPs or, if the plans were not completed after a period of two years, the work of the committee be continued subject to Council's endorsement.

Since adoption of the charter, the committee has met on several occasions to discuss primarily the preparation of the Bundeena Creek FRMSP. More recently the committee has been presented with a scope of works to prepare the Woolooware Bay Catchment FRMSP as well as Council's plan to undertake a Shire-wide overland flood study to replace the 2004 Initial Assessment of Major Flooding.

The committee charter has now been updated to ensure Council can continue to be effective in satisfying its duty of care to the local community affected by flooding.

DISCUSSION

An updated charter for the Sutherland Shire Floodplain Risk Management Committee Charter (Appendix A) has been prepared, that:

- better reflects the entire floodplain risk management process;
- provides improved community representation;
- reflects the recent NSW machinery of government changes; and
- extends the term of the committee in perpetuity.

The purpose and objectives of the committee have been expanded under the updated charter to better reflect the Committee's position in overseeing the entire flood risk management process as outlined in the NSW Government's 2005 Floodplain Development Manual with the aim to reduce risk to life and property from flooding.

RESOURCING STRATEGY IMPLICATIONS

Adoption and implementation of the updated charter is not expected to have any implications for Council's financial, workforce or asset management strategies.

COMMUNITY ENGAGEMENT

The need for updating the committee charter, particularly the intention to increase the number of community representatives, has been discussed at previous committee meetings. Committee members, including existing community representatives, were generally in favour of the updates.

A key change to the charter is increasing the number of community representatives from a maximum of five to eight. This will provide for greater community input on flood-related matters, a better representation of flood-affected areas across the Shire and an increased ability to call on different community representatives at different times.

It is proposed that community representatives are drawn from past committee members with relevant experience and interest as well as existing community networks and contacts. A short-list of potential candidates would be established and then invited to apply to be part of the committee. Subject to Council's endorsement of the updated charter, a full complement of community representatives could be present at the next committee meeting on 14 August 2019.

STRATEGIC ALIGNMENT

Community Strategic Plan Strategy	Delivery Program (2017-2021) Deliverables
1.4 Ensure community confidence in Sutherland Shire council.	1L Review and implement the Governance Framework.
2.4 Environment and climate risks and impacts are understood and managed.	2G Review and implement a Catchment and Waterway Management Strategy

POLICY AND LEGISLATIVE REQUIREMENTS

Council will continue to satisfy its duty of care under the NSW Flood Prone Land Policy and Section 733 of the *Local Government Act 1993* by facilitating a committee for floodplain risk management.

CONCLUSION

Since its inception in 2016, the Sutherland Shire Floodplain Risk Management Committee has been overseeing Council's floodplain risk management program with the aim to reduce risk to life and property from flooding. The proposed adoption of the updated committee charter will ensure Council remains effective in satisfying its duty of care to the local community affected by flooding.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this report is the Team Leader Stormwater and Waterways Assets, Erin Sellers, who can be contacted on 9710 0104.

File Number: 2016/238525

Floodplain Risk Management Committee Charter June 2019

PREPARED BY:

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1. NAME

"Floodplain Risk Management Committee"

2. MEMBERSHIP

Membership of the Committee shall consist of:

- a. **Chairperson**
Councillor appointed by Council.
- b. **Deputy Chairperson**
Councillor appointed by Council.
- c. **Council Staff**
Three staff members, two from Shire Infrastructure and one from Shire Planning.
- d. **NSW State Government Representatives**
Department of Planning, Industry and Environment Nominee
State Emergency Services Nominee
- e. **Community Representatives**
A minimum of five and a maximum of eight members of the community

Other Council staff, as determined by the Council's Chief Executive Officer, will attend as and when required

3. PURPOSE

The Committee's purpose is to assist Council in reducing the risk to life and property from riverine, creek, overland, and coastal flooding across the Sutherland Shire.

4. OBJECTIVES

The objectives of the Committee are to:

- act as a forum for the discussion of technical, social, financial and environmental issues associated with flooding;
- provide a link between Council, the NSW Government and the community on flood matters;
- oversee Council's ongoing floodplain management program; and
- give input on the development of flood studies and the preparation and implementation of floodplain risk management studies * plans

5. PROCEEDINGS

5.1. Committee Members

All Committee members shall be bound by the provision of this charter, the Code of Conduct for Councillors, the Code of Conduct for Council Staff and the Code of Conduct for Council Committee Members, Delegates of Council & Council Advisers.

5.2. Vacancies

A vacancy on the Committee shall be filled in the same manner as the original appointment is made.

Floodplain Risk Management Committee Charter

5.3. Tenure of Office

Members of the Committee shall hold office:

- In the case of the Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.
- In the case of staff, while such persons continue to hold the position as stated.
- In the case of the community, as community representatives will be invited to join the committee for specific areas, membership will be for the duration of implementation of a program for floodplain risk management, or when reviewed by Council.

6. MEETINGS

6.1. Frequency

Meetings of the Committee shall be held as required.

6.2. Quorum

The quorum of this committee shall be four voting members and must include one Councillor.

6.3. Voting

Each committee member shall be entitled to one vote in respect to any matter and the decision of the Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote.

Council staff and NSW Government representatives are non-voting members.

6.4. Venue

The venue for meetings shall be Council's Administration Building.

6.5. Procedural Matters

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

7. CHARTER

This charter may be added to, repealed or amended by resolution of Council in consultation with, or upon the recommendation of the Committee.

8. TERM OF COMMITTEE

The Committee will be ongoing in perpetuity while Council continues to implement its program for floodplain management.

End of Document

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Floodplain Risk Management Committee Charter