

Terms of Reference

Floodplain Management Committee Version 1.0

Adopted by Council at its meeting on 21 August 2012

Minute No: 534

Division:	Engineering and Operations
Section:	Planning and Infrastructure
File Reference:	N/A
Historical Reference:	N/A

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Floodplain Management Committee

The Floodplain Management Committee is appointed to advise Council on the development and implementation of floodplain risk management plans for various catchments within the Tweed Shire.

Council will provide administrative support for the committee.

A. OBJECTIVES

- To provide a forum for the discussion of technical, social, economic, environmental, and cultural issues associated with floodplain management
- To distil possibly differing viewpoints into floodplain management plans.

In fulfilling the above objectives the following shall be considered:

- Existing flood risk - flood damages, emergency response capability
- Future flood risk - development, climate change impacts
- Flood mitigation measures - structural measures, property modification, development controls
- Community awareness - formulate and implement measures to raise awareness of flooding in the community by education programs and distribution of information
- Floodplain Development Manual

B. MEMBERSHIP

Representatives of:

- Tweed Shire Council (Elected Councillor, Director Engineering & Operations, Planning & Infrastructure Engineer (chairperson), Flooding & Stormwater Engineer, Manager Development Assessment, Coordinator Planning Reforms)
- NSW State Emergency Service
- Office of Environment and Heritage
- Local community and industry based organisations

C. APPOINTMENT OF MEMBERS

Community and industry representative membership will be advertised via public notice as vacancies arise and prior to commencement of each term of the committee.

D. MEETINGS

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Meetings will be arranged as required, to coincide with milestones for flood and risk management studies, or as other flood matters within the scope of considerations arise. Meetings are generally infrequent.

E. QUORUM

A quorum of the committee shall consist of at least 50% of members. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.

F. TERM of COMMITTEE

An initial term equivalent to the term of the current Council, subject to Council review upon expiration.

G. TERMINATION OF COMMITTEE and/or COMMITTEE MEMBERS

Membership of the Committee will be terminated after a voting member's absence from three consecutive meetings without acceptable reasons to the Advisory Committee. Members will be required to attend a minimum of 50 per cent of ordinary meetings during each calendar year.

Written application to the chairperson for extended leave of more than three consecutive meetings is required.

Any voting member of the Committee may resign at any time by giving notice in writing to the Committee and providing a copy of such written resignation to the organisation who appointed the member.