

Parramatta Floodplain Risk Management Committee

TERMS OF REFERENCE

October 2016

1) Primary Purpose

The Floodplain Risk Management Committee's (the "Committee") purpose is to advise and give feedback to City of Parramatta on strategic matters relating to flooding anywhere in the Parramatta Local Government Area. The Committee's role is advisory only, as all final decisions in relation to flooding are the responsibility of Local Government, under NSW State Government guidelines.

2) Roles and Responsibilities

Members of the Committee are expected to

- Attend and participate in meetings of the Advisory Committee
- Work co-operatively with other members in achieving the aims of the Committee
- Contribute ideas and suggestions relating to items on the agenda
- Provide advice and recommendations to Council on items relating to the agenda
- Provide specialist advice and support related to flooding issues;
- Provide a forum for community members and organisations to raise and address flooding issues and needs
- Report back to individuals, organisations and networks on Council's role and responsibilities and its decisions relating to the Floodplain Risk Management Committee

In general, it is not anticipated that any voting process will be required, as a consensus of opinion will be sought, but if voting is required then Council and State Government officers will not participate in the vote, as their role on the Committee is advisory.

3) Membership

Membership of the Advisory Committee is voluntary and includes:

- Up to four City of Parramatta Councillors, OR a Council Administrator / Administrators nominee
- Up to 7 community representatives, preferably with at least one person from each of the 5 City of Parramatta Wards
- Up to two representatives of business associations in the LGA e.g. Chamber of Commerce
- Up to three representatives from separate private businesses located in the LGA
- Representatives from relevant State Government institutions such as the SES or Office of Environment and Heritage
- Council staff from relevant departments (e.g. Catchment Management, City Strategy Unit)

It should be noted that membership of the Committee is for a period of up to four (4) years and will coincide with the Council election cycle, e.g. when a new Council is elected, a new call will be made for Committee members.

A Councillor, Administrator or their nominee will Chair all meetings.

4) Membership Application Process-

Applicants must meet the all of the following criteria-

- Have an interest and/or knowledge about flooding
- Live or work in the City of Parramatta LGA, or have strong links with the LGA

Appointment to the Committee will be made on the basis of merit, but any appointment is at the absolute discretion of Council.

5) Membership resignation or cessation

Membership shall cease if:-

- The member resigns in writing to the Committee
- If the member (or representative) is absent without notification of absence for three (3) consecutive Committee meetings
- If a full meeting of City of Parramatta votes to remove a person

6) Frequency of Meetings

The Committee will meet as required to consider any strategic issues relating to flooding, typically this will be once every two or three months.

7) Secretariat / Council support

- Each Advisory Committee is convened by a Council Officer. This officer sets each meeting's agenda with input from membership and/or Council, attends each meeting, ensures meetings are run according to Council's Code of Conduct and the Terms of Reference, liaises between the Committee and other officers within Council as determined by the Committees business, finalises Committee minutes and prepares Council reports on the Advisory Committee.
- Council's Executive Support Team provides secretariat support to each Advisory Committee and is responsible for taking draft minutes and distributing minutes and the agenda to members prior to each Committee meeting.

8) Conflicts of Interest

- Committee members are to declare any pecuniary or non-pecuniary conflict of interest regarding any issue on the agenda at the commencement of the meeting.
- Any conflict of interest is to be declared and recorded in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed.

9) Confidentiality

- Where Committee meetings include confidential information relating to members or the business being discussed, members are required to respect principles of confidentiality.

- Council's Code of Conduct - All Members must abide by Council's Code of Conduct at all times.
- No member of an Advisory Committee is able to make media or public comment on behalf of the Council at any time.

Statement of agreement to these Terms of Reference

I,(print name), agree to be bound by these terms of reference

Signed:

Dated: