

# Richmond Valley Council

## Flood Risk Management Plan Committee

### Terms of Reference

#### 1. Purpose

The purpose of the Flood Risk Management Plan Committee (the Committee) is to assist Richmond Valley Council (the Council) with preparation of a Flood Risk Management Study and Plan (FRMSP), under the guidance of the NSW Flood Risk Management Manual (the Manual), for the Richmond Valley local government area (the LGA).

The Committee has no executive powers and is established to provide feedback, input and advice to Council.

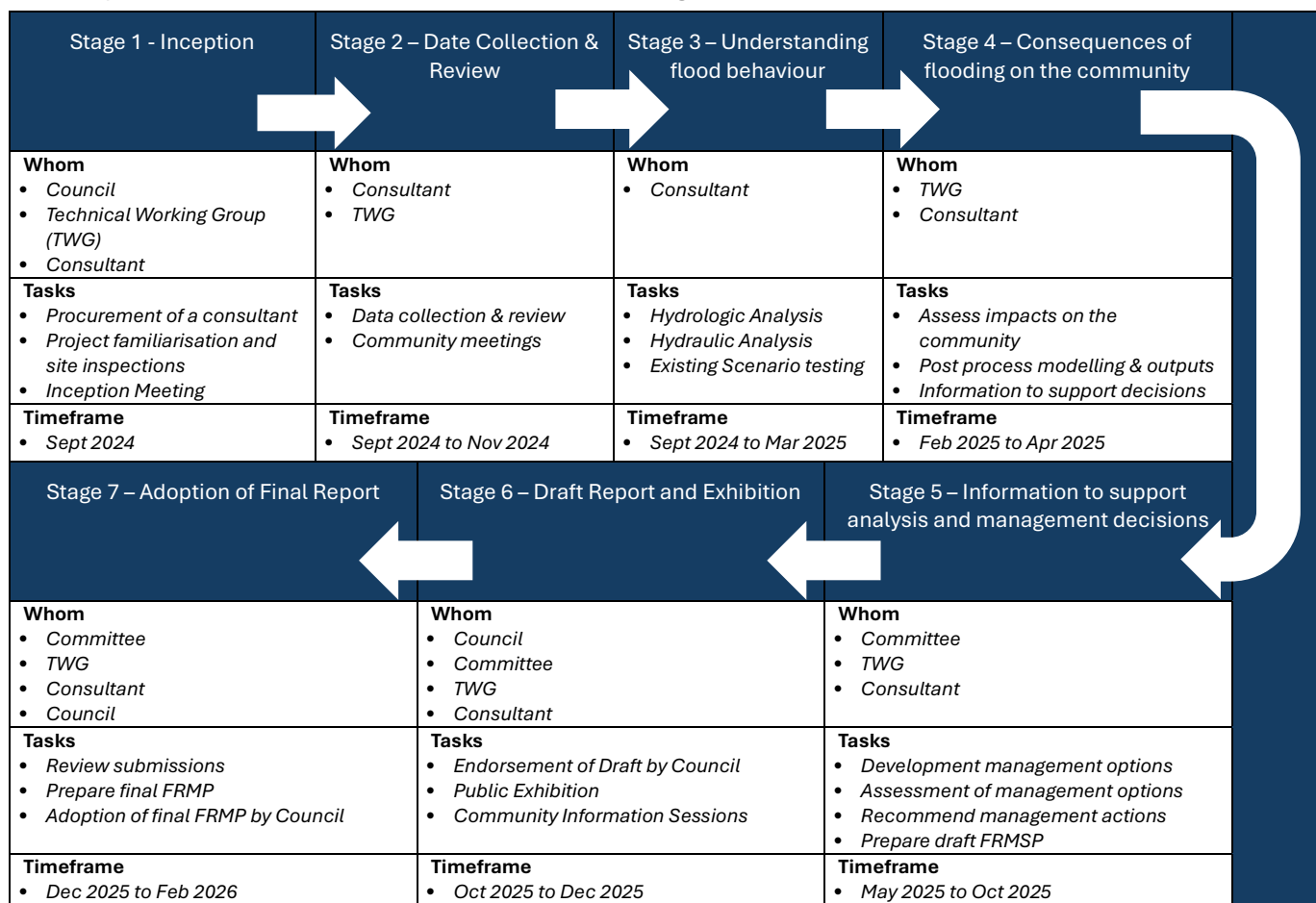
#### 2. Scope

The scope of the Committee is to provide assistance to Council during investigations and production of the FRMSP. This includes-

- providing a range of skills through its membership including community representation, planning, engineering, sustainability, and/or emergency management,
- providing information & advice on flood behaviour and key threats based upon personal experiences and/or professional knowledge of its members,
- identifying, discussing and recommending a range of flood management, mitigation, adaptation and/or resilience options for the LGA that can be investigated during the preparation of the FRMSP, and
- assisting with engagement during preparation of the FRMSP including collection and/or dissemination of information to the community.

#### 3. Stages of the FRMSP

Preparation of the FRMSP will be undertaken in Stages.



#### **4. Meeting Arrangements**

The Committee will hold frequent meetings, normally online via Teams, during Stage 5 of the project. These meetings are likely to be monthly (but may be scheduled more frequently as needed). Meetings are to be held at mutually convenient times for members with an estimated duration of an hour (but shouldn't go longer than 2 hours).

Additional meetings may be scheduled during Stages 6 & 7 (as needed) to assist with public exhibition of the draft and finalisation of the FRMSP.

Meetings will be minuted.

#### **5. Committee Composition**

The Committee consists of the following voting members-

- a) Elected Councillor(s) of Richmond Valley Council,
- b) Four local community representatives (with equitable distribution across the LGA),
- c) Richmond Valley Council Technical Working Group (TWG) consisting of professional staff covering engineering, planning, environment, sustainability, asset management and/or flood mitigation, and
- d) Rous staff member having a floodplain management role.

The Committee will be assisted by the following non-voting members-

- a) representative of Department of Climate Change, Energy, the Environment & Water (DCCEEW), and
- b) representative of NSW State Emergency Services (SES).

#### **6. Appointment of Community Representatives**

Appointment of community representatives will be undertaken by an Expression of Interest (Eoi) process. Eoi will be publicised through Council's normal social media, website and newsletter resources. Applications for membership should include details on how they can contribute to the FRMSP through their flood experience, local flood knowledge, and understanding of flood impacts and awareness of potential flood mitigation/management opportunities.

A selection panel, consisting of representation by Council's Executive and the TWG, will review applications and make recommendations to the General Manager for appointment of community representatives.

Should a community representative resign from the Committee, a replacement may be selected from the original pool of applicants, a new Eoi process may be conducted to elect a new representative, or the position may remain unfilled (the later option would only be taken during Stages 6 & 7).

#### **7. Quorum**

The quorum for meetings where a vote is required will be 50% + 1 voting member. Each voting member is entitled to 1 vote.

No proxy or absentee votes will be accepted.

#### **8. Appointment**

The Committee will serve for the duration of preparing the FRMSP.

#### **9. Member Obligations**

All members of the Committee must-

- a) follow Richmond Valley Council's code of conduct,
- b) must declare any conflict of interest at the commencement of each meeting, or when they first become aware of such conflict of interest during meeting discussions, and
- c) must not share or disclose any documents, information or conversations outside of the Committee without the prior consent of the Council or the Committee.