



**CITY OF  
PARRAMATTA**

# **TERMS OF REFERENCE**

## **FLOODPLAIN RISK MANAGEMENT COMMITTEE**

March 2025

## DOCUMENT ADMINISTRATION

<b>Document Owner</b>	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
<b>Related Documents</b>	<p>City of Parramatta Code of Conduct</p> <p>City of Parramatta Media Policy</p> <p>City of Parramatta Social Media Policy</p> <p>City of Parramatta Council and Committee Schedule <i>(adopted annually)</i></p> <p>Assets and Infrastructure Committee Terms of Reference (December 2024)</p>
<b>References &amp; Legislation</b>	<p>Local Government Act 1993</p> <p>Local Government (General) Regulation 2021</p> <p>NSW Flood Risk Management Manual 2023</p>
<b>Document Identifier</b>	423386

## **TABLE OF CONTENTS**

<b>1.</b>	<b>PURPOSE, STATUS AND LIMITATION OF AUTHORITY .....</b>	<b>3</b>
<b>2.</b>	<b>OBJECTIVE.....</b>	<b>3</b>
<b>3.</b>	<b>CONVENOR .....</b>	<b>4</b>
<b>4.</b>	<b>MEMBERSHIP .....</b>	<b>4</b>
	4.1 Voting Members.....	4
	4.2 Non-Voting Members .....	4
	4.3 Community Membership.....	5
	4.4 Community Membership Criteria .....	6
	4.5 Membership Leave of Absence .....	6
	4.6 Alternate Members.....	6
	4.7 Attendance and Participation by Non-Member Councillors .....	6
<b>5.</b>	<b>COMMUNITY MEMBER SELECTION PROCESS.....</b>	<b>7</b>
<b>6.</b>	<b>TERM .....</b>	<b>7</b>
<b>7.</b>	<b>CHAIRPERSON / DEPUTY CHAIPERSON.....</b>	<b>7</b>
<b>8.</b>	<b>PUBLIC PARTICIPATION AND ATTENDANCE .....</b>	<b>8</b>
<b>9.</b>	<b>MEETING ADMINISTRATION AND PROTOCOL.....</b>	<b>8</b>
	9.2 Frequency of Meetings .....	8
	9.3 Venue .....	9
	9.4 Webcast.....	9
	9.5 Audio-Visual Attendance .....	9
	9.6 Agenda and Business Papers.....	9
	9.7 Minutes.....	9
	9.8 Reporting Requirements.....	10
<b>10.</b>	<b>QUORUM.....</b>	<b>10</b>

11.	CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST	10
12.	VARIATION OF THE TERMS OF REFERENCE.....	11
13.	VERSION CONTROL AND CHANGE HISTORY .....	11

## **1. PURPOSE, STATUS AND LIMITATION OF AUTHORITY**

- 1.1 The purpose of the Floodplain Risk Management Committee is to provide important links to state agencies, key stakeholders and the community in assisting Council to reduce the risk to life and property from riverine and overland flooding across the Parramatta local government area.
- 1.2 The Committee operates as a technical advisory body to provide a forum for discussions on managing riverine and overland flooding across the City of Parramatta local government area.
- 1.3 The Floodplain Risk Management Committee is an advisory body to the City of Parramatta and does not have the authority to:
- Expend money on behalf of Council
  - Undertake any work on behalf of Council
  - Commit Council to any arrangement
  - Consider any matter outside its specific reference
  - Direct Council officers in the performance of their duties; or
  - Represent the Council in any communication with the public or media without the express permission of the City of Parramatta.
- 1.4 Representatives from organisations or landowners who attend meetings of the Floodplain Risk Management Committee as either voting members or non-voting members, must have the authorisation to attend and represent the interests of the relevant organisation.
- 1.5 These Terms of Reference outline the Floodplain Risk Management Committee's function, structure, authority and reporting requirements.

## **2. OBJECTIVE**

- 2.1 The Floodplain Risk Management Committee will:
- act as an interface between Council, stakeholders and the community regarding flooding, including promotion of flooding awareness.
  - act as a forum to discuss technical, social, economic, environmental and cultural issues and to offer differing viewpoints on issues related to flood studies and floodplain risk management planning.
  - oversee the development and implementation of floodplain

risk management plans throughout the City of Parramatta local government area in accordance with the *NSW Flood Risk Management Manual 2023* (or updates to this publication).

- provide advice on priorities for implementation of appropriate floodplain risk management options and flood related development controls, including those related to future changes in climate.

### **3. CONVENOR**

- 3.1 The Convenor of the Floodplain Risk Management Committee is the Executive Director City Assets and Infrastructure, or their delegate.
- 3.2 The Convenor will assist the Chairperson in progressing the meeting according to the agenda.
- 3.3 The Convenor is responsible for ensuring any action items, such as requests for information or guest speakers, as recorded in the minutes, are actioned and reported back to the Panel at the following meeting

### **4. MEMBERSHIP**

#### **4.1. Voting Members**

- 4.1.1. Voting members of the Floodplain Risk Management Committee will comprise of the following:
- One (1) Councillor, as determined by Council resolution and will be the Chairperson of the Floodplain Risk Management Committee (also see Clause 7)
  - One (1) Alternate Councillor, as determined by Council resolution (also see Clause 4.6)
  - One (1) representative from Sydney Water
  - Five (5) community representatives (1 per ward)
  - One (1) nominated Department of Climate Change, Energy, the Environment and Water representative

#### **4.2. Non-Voting Members**

- 4.2.1. Non-voting members of the Floodplain Risk Management Committee can include the following:
- Executive Director City Assets and Infrastructure, or their

delegate

- City of Parramatta officers with specialist skills and knowledge in floodplain risk management, project delivery, strategic planning or other relevant areas of council.
- City of Parramatta's Local Emergency Management Officer
- One (1) representative from Parramatta River Catchment Group
- One (1) nominated NSW State Emergency Services representative

4.2.2. Non-voting members are permitted to attend all Floodplain Risk Management Committee meetings and to participate in discussion, but they do not have voting rights.

#### 4.3. **Community Membership**

4.3.1. The appointment of community representatives to the Floodplain Risk Management Committee will:

- a) seek to achieve a mix of skills to facilitate the sound functioning of the Floodplain Risk Management Committee; and
- b) seek to represent the diversity within and interests of the community.

4.3.2. Community membership to the Floodplain Risk Management Committee is voluntary (unpaid).

4.3.3. Community membership is limited to no more than two (2) consecutive terms.

4.3.4. Community representatives will be appointed following a public Expressions of Interest (EOI) process prior to the first Floodplain Risk Management Committee meeting of the new Council term (refer to Clause 5 of this Terms of Reference).

4.3.5. Community members have voting rights on matters presented to the Floodplain Risk Management Committee

#### 4.4. **Community Membership Criteria**

- 4.4.1. Community members of the Floodplain Risk Management Committee must meet one or more of the following criteria;
- Be able to represent the views of a broad range of the community on flooding matters
  - Experience at working in a strategic environment
  - Have broad understanding and/or experience of floodplain risk management
  - Individuals should live, work, study or have a strong commitment to the City of Parramatta local government area.
  - Individuals must have an unbiased, holistic view for the overall floodplain risk management rather than a specific site of area.

#### 4.5. **Member Leave of Absence**

- 4.5.1. Members may apply to the Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Floodplain Risk Management Committee.
- 4.5.2. All applications for leave of absence must be recorded in the minutes of the Floodplain Risk Management Committee.

#### 4.6. **Alternate Members**

- 4.6.1. Alternate Councillor Members may be appointed to the Floodplain Risk Management Committee, as determined by Council resolution.

#### 4.7. **Attendance and Participation by Non-Member Councillors**

- 4.7.1. Councillors who are not members of the Floodplain Risk Management Committee may attend a meeting where a quorum is present and, at the discretion of the Chairperson, may participate in discussion on any item of business on the agenda.
- 4.7.2. Councillors who are not members of the Floodplain Risk Management Committee do not have any voting rights at the meeting and are not entitled to move or second a motion at the meeting.



## **5. COMMUNITY MEMBER SELECTION PROCESS**

- 5.1 All applications must be made using the online application process/system and should address the selection criteria determined by the Convenor of the Floodplain Risk Management Committee, or their delegate.
- 5.2 Applications will be assessed by the Convenor (or their delegate) of the Floodplain Risk Management Committee on merit according to the selection criteria in accordance with Clause 4.4.
- 5.3 The Convenor (or their delegate) is to prepare a report to Council recommending the community member/s to be appointed to the Floodplain Risk Management Committee.
- 5.4 Community membership shall be determined by Council resolution.
- 5.5 If more applications than positions are received, and deemed suitable for appointment as community members, offers of membership will be made to the top applicants and the remainder placed on an eligibility list.
- 5.6 If a community member vacancy occurs during the term of the Committee, the Convenor will arrange replacement of the member, either through an expression of interest process, or if there is less than 1 year remaining of the term of the Committee, through direct identification of a suitably qualified candidate.
- 5.7 Any replacement community member would be appointed by Council resolution

## **6. TERM**

- 6.1 The term of membership coincides with the term of Council, or such other period as resolved by Council.

## **7. CHAIRPERSON / DEPUTY CHAIRPERSON**

### **7.1 Chairperson**

- 7.1.1 The Chairperson of the Floodplain Risk Management Committee is to be the Councillor appointed to the Committee, as determined by Council resolution.
- 7.1.2 The Chairperson is appointed for the duration of the Term.

## 7.2 Deputy Chairperson

7.2.1 The Deputy Chairperson of the Floodplain Risk Management Committee is to be the Alternate Councillor Member as appointed by Council resolution.

7.2.2 The Deputy Chairperson is appointed for the duration of the Term.

7.3 In the absence of both the Chairperson and Deputy Chairperson, the Convenor is to act as a stand-in Chairperson with no voting rights.

7.4 If the position of Chairperson or Deputy Chairperson becomes vacant for any reason, Council are to appoint another Councillor to be the Chairperson or Deputy Chairperson for the remainder of the Term.

## 8. PUBLIC ATTENDANCE AND PARTICIPATION

8.1 The Floodplain Risk Management Committee is a technical advisory body and is not open to members of the general public.

## 9. MEETING ADMINISTRATION AND PROTOCOL

9.1 The City of Parramatta will provide administrative support to the Floodplain Risk Management Committee including:

- scheduling meetings of the Floodplain Risk Management Committee.
- compiling and circulating agenda and relevant documents to all members of the Floodplain Risk Management Committee.
- taking and distributing minutes that include attendance, declarations of interest and recommendations of the Floodplain Risk Management Committee.
- coordinating other meeting arrangements, as required.

### 9.2 Frequency of Meetings

The Floodplain Risk Management Committee will meet on an as-needed basis on a day and time determined by the Convenor.

### 9.3 Venue

The venue for meetings of the Floodplain Risk Management Committee shall be determined by the Convenor.

### 9.4 Webcast

Meetings of the Floodplain Risk Management Committee will not be webcast to due to privacy, confidentiality of matters being discussed and the technical nature of the Committee.

### 9.5 Audio-Visual Attendance

9.5.1 All Floodplain Risk Management Committee members may attend and participate in the Floodplain Risk Management Committee meetings by audio-visual link.

9.5.2 To attend a Floodplain Risk Management Committee meeting by audio-visual link, the committee member must notify Council Secretariat staff by email

[secretariat@cityofparramatta.nsw.gov.au](mailto:secretariat@cityofparramatta.nsw.gov.au)) no less than 24 hours prior to the scheduled commencement of the meeting.

9.5.3 Following the deadline (refer Clause 9.5.2), Council Secretariat staff will:

- issue an audio-visual link to all/any Floodplain Risk Management Committee member/s attending the meeting remotely; and
- notify the Chairperson and Convenor of all/any Floodplain Risk Management Committee member/s who will be attending the meeting remotely.

### 9.6 Agenda and Business Papers

9.6.1 The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings, with the assistance of the Council Secretariat.

9.6.2 The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.

### 9.7 Minutes

9.7.1 Council is to keep full and accurate minutes of the proceedings of Floodplain Risk Management Committee meetings.

9.7.2 The minutes of the meetings of the Floodplain Risk Management Committee must be confirmed at a subsequent meeting of the Floodplain Risk Management Committee.

## 9.8 Reporting Requirements

9.8.1 The Convenor is responsible for reporting the minutes and associated recommendations of each Floodplain Risk Management Committee meeting to the next available meeting of Assets and Infrastructure Committee, and ultimately to Council, in the written form of minutes.

9.8.2 Recommendations made by the Floodplain Risk Management Committee may or may not be adopted by Council. This includes decisions referred to Council for endorsement.

## 10. QUORUM

10.1 The quorum for the Floodplain Risk Management Committee shall be three (3) voting members and must include a City of Parramatta Councillor.

## 11. CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST

11.1 Members of the Floodplain Risk Management Committee must comply with the City of Parramatta's Code of Conduct in their capacity as a Committee Member.

11.2 Members of the Floodplain Risk Management Committee must act lawfully, professionally, ethically and with integrity.

11.3 Information accessed, discussed, received and used in the Floodplain Risk Management Committee meetings is confidential unless the panel resolves otherwise. Council or the CEO may terminate a Floodplain Risk Management Committee member's term for breaching these requirements, or Terms of Reference.

11.4 Conflicts of Interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.

11.5 Where members are engaged as City of Parramatta contractors or consultants, outside their work on the Floodplain Risk Management

Committee for work that pertains to an item on the Floodplain Risk Management Committee agenda, the member shall not participate in any discussion, decision-making or voting on that item.

## 12. VARIATION OF THE TERMS OF REFERENCE

- 12.1 The Terms of Reference may be amended by resolution of the Council at any time.

## 13. VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>February 2025</i>	<i>23 March 2025</i>
1.1	<i>Typographical Amendment to Clause 9.8.1 ('Reporting')</i> <ul style="list-style-type: none"> <li><i>Update 'Planning, Transport and Environment Committee' to 'Assets and Infrastructure Committee'</i></li> </ul>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>24 March 2025</i>	<i>December 2028</i>