



Floodplain Risk Management Committee

Terms of Reference

Adoption Date:	11 April 2023 by Council Resolution
Reports to Committee:	Environmental Planning Committee
Last Reviewed:	September 2025
Next Review Date:	March 2029
Division/Department:	Infrastructure & Sustainability / Engineering Services
Responsible Officer:	Manager, Engineering Services
HPE CM Record Number:	23/85312

Contents

1	Who are we	3
2	Background	3
3	What We Do	3
4	Advisory Committee Performance	3
5	Membership	3
6	Quorum	4
7	Strategic Advice	4
8	Term of Advisory Committee Membership	4
9	Delegation Authority	5
10	Meeting Procedures	5
11	Duties	5
	Terms of Reference Amendments	6

1 Who are we

We are the Floodplain Risk Management Committee (the Advisory Committee).

2 Background

This Advisory Committee was established by Woollahra Municipal Council (Council) resolution on 31 October 2005 with the aim of focusing on the floodplain management issues and adopted floodplain management program.

3 What We Do

Our purpose is to assist Council in the development and implementation of floodplain management plans.

Our principal objective is to assist Council in the development and implementation of floodplain management plans under Council's jurisdiction.

4 Advisory Committee Performance

Every two years, the performance of the Advisory Committee will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Advisory Committee is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Advisory Committee may be required.

5 Membership

The membership of the Advisory Committee needs to be a balanced representation of stakeholders such as agencies, groups and/or individuals affected by or coordinating floodplain risk management. Membership is flexible to ensure the right mix of interests is represented.

It is proposed that the Mayor nominate a chairperson and up to two further Councillors to join the Advisory Committee. Council will contact the suggested organisations listed in this report and advertise seeking their interest to participate. Depending on the level of interest it may be necessary to limit the number of committee members. Membership is to be reviewed annually.

The Advisory Committee will consist of:

Woollahra Councillors

- One (1) Councillor as Chair
- Up to two (2) Woollahra Councillors, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Committee.

Council Staff

- Director, Infrastructure & Sustainability
- Manager, Engineering Services
- General Manager (optional)

Relevant Council staff will attend meetings to provide advice as required.

External Representatives

- Officers from the Office of Environment and Heritage (OEH)
- Representatives from the State Emergency Services (SES)
- Representatives of the local community such as Chamber of Commerce, Progress Associations, community and residents groups
- Representatives of relevant asset holders and industry bodies such as Sydney Water.

6 Quorum

A minimum of three (3) Councillor members of the Committee shall constitute a quorum for a meeting.

7 Strategic Advice

The Advisory Committee may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement Council may have with such an organisation.

8 Term of Advisory Committee Membership

The term of the Advisory Committee membership will run concurrently with the term of the Council, with the exception of Councillors who will be appointed by the Mayor annually when Council considers all committee appointments.

The staff membership will be at the discretion of the General Manager.

9 Delegation Authority

The Advisory Committee is an advisory committee only and has no delegated authority. The activities of the Advisory Committee will be reported to the Environmental Planning Committee as required. The Advisory Committee cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

10 Meeting Procedures

1. The frequency of meetings of Advisory Committee will be at the discretion of the Chair. Meetings will either be held at Woollahra Council Chambers, or online.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Advisory Committee, not less than seven (7) days prior to the meeting.
3. Members of the Advisory Committee are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Advisory Committee will be permitted at the invitation of the Chairperson. Presentations should be limited to four (4) minutes; however, this time limit may be extended with the agreement of the Chair.
6. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.
7. Administrative support will be provided by Woollahra Council staff.

11 Duties

All Advisory Committee members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Advisory Committee.

2. The Chair will determine the frequency of meetings. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Advisory Committee will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Advisory Committee Members

1. All Advisory Committee members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Advisory Committee are voluntary.

Staff

1. Advisory Committee meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that a minimum of two (2) staff attend meetings, with one to be a senior staff member.
2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Advisory Committee members at the appropriate times.
3. The responsible staff member shall submit all minutes of the Advisory Committee meetings to the Environmental Planning Committee for consideration and appropriate action.

Terms of Reference Amendments

Date	Responsible Officer	Description
12 September 2025	Manager, Engineering Services	Review and advice of no substantive changes