

Yaralla Bay Flood Risk Management Committee (FRMC) Charter

May 2026

CONTENTS

Background.....	1
Core Objectives	1
Membership	1
Membership Selection and Tenure	2
Chairperson	3
Meetings	3
Quorum	3
Minutes, Agendas and Reporting Requirements.....	3
Decision Making	3
Standing Agenda Items	3
Code of Conduct.....	4
Conflict of Interest and Pecuniary Interest.....	4
Financial	4
Confidentiality and Privacy	4
Media Protocol	5
Relevant Documents.....	5
Variation of the Charter	5

BACKGROUND

The City of Canada Bay (Council) is implementing the NSW Government's Flood Prone Land Policy to better manage the impacts of flooding and flood liability on communities, and to improve the community's resilience to flooding.

Council is following the Floodplain Risk Management (FRM) process described in the Floodplain Development Manual. As part of the FRM process, a Flood Risk Management Committee (FRMC) is to be established in accordance with the Floodplain Development Manual and be guided by the Flood Risk Management Committee Handbook (see accompanying documents).

This FRMC is focussed on the Yaralla Bay and Rhodes Flood Study.

CORE OBJECTIVES

The principal objective of the FRMC is to provide advice to Council on floodplain risk management matters within the City of Canada Bay Local Government Area. This includes the development of FRM Plans – by contributing ideas, professional expertise, experience and local knowledge – in accordance with the NSW Government's Flood Risk Management Manual.

The roles of the FRMC may include:

- To assist Council by providing direction through the process of preparation and implementation of Floodplain Risk Management Planning
- To discuss technical, social, economic and ecological matters
- To foster partnerships and collaboration between the local community and Council.

Under Section 733 of the Local Government Act (1993), Council does not incur liability for any advice furnished in good faith, relating to the likelihood of any land being flooded or the nature or extent of any such flooding.

The FRMC is purely advisory and does not have a role in the operational function of Council. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the FRMC must observe Council's position as set out in that policy, plan or document.

MEMBERSHIP

The FRMC shall comprise of members who are committed to and actively involved in the preparation of the Yaralla Bay Flood Study and Flood Risk Management Plan.

The FRMC will consist of both voting and non-voting members, as outlined below.

Voting Members

- Two (2) Councillors, including the Mayor (or their delegate) nominated by Council
- Up to three (3) community representatives

Non-Voting Members

- Council staff representative(s) from Engineering, Planning & Environmental Disciplines
- Parramatta River Catchment Group (PRCG) representative
- NSW State Emergency Service (SES) representative (from Metro Zone)
- NSW Government representative
- Sydney Water representative
- Transport for NSW (TfNSW) representative
- Additional agency representatives may be invited if deemed appropriate to address particular items.

Relevant Council and industry experts will contribute their professional expertise and opinions. Community members will contribute their knowledge of historical information, local problems and possible solutions, and will also channel input from the wider community. The FRMC should represent the views of the FRMC in a holistic manner, not only those of consultants, State Government representatives or Council.

Members are encouraged to contribute widely to the FRMC's deliberations to produce the best possible outcomes for managing flooding matters. Members should strive to seek mitigations for future and continuing flood risks, not just for past and existing flood risk matters.

Membership Selection and Tenure

- Councillors are appointed by Council resolution
- Community members are appointed by Council resolution
 - Community members must either reside within the study area or be the owner of property within the study area
 - Preference will be given towards community members who have experience with floodplain management, and/or public infrastructure management
- Council staff are appointed by the General Manager
- State Government representatives are appointed by their respective agency
- Agency representatives are appointed by their respective agency.

If a community member resigns or is terminated, the position may be left vacant (provided at least one community member is maintained on the Committee). Alternatively, the vacant position can also be filled with a new community member following a review of earlier Expressions of Interest submissions, or via a new call for Expressions of Interest.

One or more designated Council support officers will attend Committee meetings. The role of these officers includes coordinating the Committee and fulfilling secretarial duties, including minute taking.

The FRMC shall dissolve at, or prior to, the general election of a new Council, with new Committee members to be appointed following the election. Council may dissolve the Committee at any time.

A person shall cease to be a member of the FRMC if:

- The member resigns in writing to the Committee
- The member is absent for more than three (3) meetings without leave granted from the Committee

- The member breaches relevant policies as related to the Committee including the Code of Conduct.

Chairperson

The chairperson shall be a Councillor who is a member of the Committee and their attendance is required in order to achieve a quorum.

MEETINGS

Quorum

Quorum is achieved by more than 50% of voting members including at least one Councillor. The Committee meeting cannot go ahead unless at least one Council staff representative is in attendance for governance/minute taking purposes.

Minutes, Agendas and Reporting Requirements

The FRMC will generally meet at least 4 times per year. Additional meetings may be held by agreement if urgent matters require consideration prior to the next scheduled meeting.

Meeting dates for the coming year are to be placed in Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage 10 days prior to the date of the next scheduled meeting (this advice will include an agenda and the minutes from the previous meeting).

Council officers are responsible for providing administrative support for the meetings. This includes preparation and distribution of agendas, minutes and other relevant information. Minutes are to be uploaded onto Council's website within 14 days of the meeting date.

Council officers will submit an annual report to Council outlining the activities of the Committee during the previous 12-month period and advise of proposed activities in the upcoming 12-month period.

Decision Making

The Committee is not a decision-making body of Council. The main objective of the Committee is to provide advice and recommendations for the consideration of Council.

Standing Agenda Items

The goals and tasks of the FRMC are outlined on page one of this document.

Standing agenda items for all meetings include:

- Acknowledgement of Country

- Apologies
- Disclosure of Pecuniary and Non-Pecuniary interests
- Confirmation of minutes
- Reports
- General business

CODE OF CONDUCT

All members of the FRMC are required to act in accordance with Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

Committee members should act in a professional and responsible manner with the information they obtain, as Committees require openness and honesty to function well.

Committee members should feel free to express their opinions and views without fear of discrimination. It is therefore important that Committee members respect each other despite their differences and work together to create an open and trusting committee atmosphere.

It is essential for Committee members to accept collective responsibility and remain loyal to decisions of the Committee even when they may not have agreed with the final decision.

A breach of the Code of Conduct may lead to the member being expelled from the Committee and/or other appropriate action.

CONFLICT OF INTEREST AND PECUNIARY INTEREST

Committee members must declare any conflicts of interest or pecuniary interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest and pecuniary interest are to be appropriately documented within the minutes of the meeting.

Where members or invitees at Committee meetings have a conflict of interest or significant pecuniary interest, the member should not participate in discussion or deliberation on the issue.

FINANCIAL

The operational costs of convening the Committee will be met by Council's budget.

No sitting fees or out of pocket expenses, including travel and parking arrangements, will be paid to members of the Committee.

CONFIDENTIALITY AND PRIVACY

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information unless the member is authorised to do so.

Privacy legislation governs the collection, holding, use, correction, disclosure and/or transfer of personal information. More information about the relevant legislation can be obtained by contacting Council.

Should a member become aware of any breach of security, or misuse of Council's confidential and personal information, they should contact Council.

MEDIA PROTOCOL

Members of the Committee may not speak to the media in their capacity as Committee members. The Mayor or the Chairperson is the only person permitted to speak to the media on behalf of the Committee.

RELEVANT DOCUMENTS

- Flood Risk Management Committee Handbook - State of NSW and Department of Planning Industry and Environment (2019).

VARIATION OF THE CHARTER

This Charter may be added to, repealed, or amended by approval of the General Manager in consultation with or upon the recommendation of the FRMC.

The following procedure will apply where a Committee member seeks to amend the Charter:

- i. The Committee must consider and vote on any proposed changes to the Charter
- ii. Any proposed change is to be approved by the General Manager
- iii. Any changes will be advised to Committee members

Any requests from Council Executive to amend the Charter are to be made through the General Manager.