

## 1. Council Committee Framework

The Middle Harbour Flood Study Project Working Group is managed by Council staff directly.

## 2. Project Objectives

Northern Beaches Council has engaged WMAwater to undertake the Middle Harbour Flood Study. The study area comprises parts of Belrose, Davidson, parts of Frenchs Forest, Forestville and Killarney Heights. It covers the region of the Northern Beaches Council Local Government Area (LGA) that drains to Middle Harbour Creek, an area of approximately 1,200 hectares (12 km<sup>2</sup>). This study will supersede the Frenchs Creek Flood Study (2010), which covers part of the current study area.

The objectives of the study are to improve understanding of flood behaviour and impacts, and better inform the management of flood risk in the study area in consideration of relevant standards and guidelines. This is a comprehensive technical investigation which involves the development of hydrologic and hydraulic models with consideration of the local flood history. The study outputs will help to inform decision making for managing flood risk through prevention, preparedness, response and recovery activities, and provide a sound technical basis for any further flood risk management investigation in the area.

## 3. Purpose of the Working Group

The purpose of the Working Group is to provide a forum for discussion between Council, the community, interest groups, and State government authorities on technical, social, economic, environmental and cultural issues. The Working Group is to recognise the risk-based management approach provided by the Flood Risk Management Process as detailed in the NSW Flood Risk Management Manual (2023) which requires Councils to exercise their duty of care to effectively manage the real risk to people and property from flooding to meet the NSW Flood Prone Land Policy.

The Middle Harbour Flood Study project has commenced and is expected to go on public exhibition during 2024. The early stages of the project were reviewed by Council's former Flood Management Committee. A Working Group is now being established to review the final stages of the project, and provide feedback to Northern Beaches Council on matters concerning the study's development and implementation as well as input into the organisation of the upcoming public exhibition.

Recommendations and endorsements of the Working Group will be included in reporting to the elected Council at key milestones such as when requesting permission for public exhibition and for adoption of the final project report.

## 4. Membership

Membership is voluntary and typically comprises 2 to 6 Community Representatives and 2 State Government Representatives. The identity of each Working Group member may be made public.

The role of community representatives is to provide feedback, provide information of a local nature and highlight issues of importance to the local community. They provide a linkage between the Working Group and the broader community. They would preferably possess relevant skills have community connections, have experience of flooding, or live/work in the study area.

The role of State Government Authorities such as the NSW Department of Planning and Environment and the NSW State Emergency Service is to provide advice on broad policy objectives, specialist technical advice, advice based on experience from dealing with common issues at other locations, assistance with funding applications, and advice to the Working Group regarding any changes in State floodplain policy.

Membership will cease when the project concludes, which is expected by late 2024/early 2025.

## 5. Selection Process

Council will advertise nominations for community representation through Expressions of Interest.

The selection of members will be undertaken by Council staff, based on a review of applications where applicants provide answers to questions about relevant skills and experiences. These may include local knowledge, demonstrated understanding, experience or expertise of flooding in urban environments, understanding of local and state planning laws, experience with community consultation practices, community connections, or living/working in the study area.

Should a vacancy occur during the term of appointment, a new representative may be selected from eligible applications received from the original call for Expressions of Interest. If no suitable alternative representative can be found from the original Expressions of Interest, the vacancy may be filled via a further call for Expressions of Interest.

A member may at any time resign from the Working Group by giving four (4) weeks' notice in writing.

## 6. Roles and responsibilities

Members of the Working Group are to:

- declare any organisation that they may represent and register any conflict of interest,
- represent the views of the stakeholders they represent in an unbiased way,
- review relevant documents and provide feedback to the Working Group where necessary,
- attend all meetings.

Northern Beaches Council staff are to:

- facilitate and run the meetings, maintaining focus on the primary goals and objectives,
- foster an environment for information exchange and learning,
- provide timely working group meeting notes and updates,
- consolidate feedback for inclusion in reporting to Council,
- liaise with the flood consultant,
- be the main point of contact for members on Working Group related matters, and can be contacted at [floodplain@northernbeaches.nsw.gov.au](mailto:floodplain@northernbeaches.nsw.gov.au).

## 7. Meetings

The Working Group is anticipated to be established in March 2024 and hold its first two-hour meeting at 6pm on Wednesday 10 April 2024.

It is expected that there will be one or two meetings associated with reviewing the draft report and organising the public exhibition and another associated with reviewing the final report before adoption by Council.

- Meeting dates will be advised at least two weeks in advance but will be revised if enough members advise in advance that they are unable to attend on that date.
- Meeting times are anticipated to be from 6-8pm.
- Meetings will likely be held face to face at the Glen St library in Frenchs Forest and additionally online through Microsoft Teams.
- The agenda for each meeting will be provided at least 7 days prior to the meeting.

## 8. Attendance

Members are expected to attend all meetings, punctually, or otherwise tender their apologies to the Project Manager at least 2 days prior to a meeting. No member should be absent for more than two (2) consecutive meetings without first seeking and being granted leave by the Project Manager. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.

Most if not all meetings will be attended by the flood consultant undertaking the study. Additional technical advisors and other State Government agency representatives may be invited at the discretion of the Chair. The Mayor and Ward Councillors may also be invited to participate, with approval of Council's CEO.

The meetings will not be open to other members of the public. In the event of absence, a member is not permitted to delegate attendance to an alternate representative.

## 9. Code of Conduct

**Representation:** Members of the Working Group do not have the authority to act or speak on behalf of Council or the Working Group, including any representations to the media or on social media.

**Conflicts of Interest:** Council recognises that representatives join such Groups because of special interests or knowledge they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from members. Therefore, members are requested to declare any organisation or person(s) they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made and recorded in the minutes.

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

All attendees are to act in accordance with these Terms of Reference including the Code of Conduct. A breach may lead to the attendee being removed from the meeting and / or the member being removed from the Working Group.

## 10. Council Values

All members and meeting attendees are expected to observe Northern Beaches Council Values, as outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud of doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make a difference.
- **Leadership:** Because everyone has a leading role.

## 11. Amendment, modification or variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Working Group members.

### Revision history:

	Change	Date	Approved by
1	Terms of Reference approved	30 January 2024	Yianni Mentis, Executive Manager Environment and Climate Change