

Notice of Meeting

Floodplain Management Advisory Committee Meeting

A Floodplain Management Advisory Committee Meeting of
Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 15 May 2025
Time	9:00 AM

Phil Holloway
Director Infrastructure Services

I2025/679
Distributed 08/05/25



**BYRON
SHIRE
COUNCIL**

CONFLICT OF INTERESTS

What is a “Conflict of Interests” - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Code of Conduct for Councillors (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in the Code of Conduct for Councillors.

Who has a Pecuniary Interest? - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

Relatives, Partners - a person is taken to have a pecuniary interest in a matter if:

- The person’s spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person’s spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or

- (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

Committee members are reminded that they should declare and manage all conflicts of interest in respect of any matter on this Agenda, in accordance with the [Code of Conduct](#).

RECORDING OF VOTING ON PLANNING MATTERS

Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
- (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
- (b) not including the making of an order under that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

OATH AND AFFIRMATION FOR COUNCILLORS

Councillors are reminded of the oath of office or affirmation of office made at or before their first meeting of the council in accordance with Clause 233A of the Local Government Act 1993. This includes undertaking the duties of the office of councillor in the best interests of the people of Byron Shire and the Byron Shire Council and faithfully and impartially carrying out the functions, powers, authorities and discretions vested under the Act or any other Act to the best of one's ability and judgment.

BYRON SHIRE COUNCIL

BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

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- 4.4 Byron Shire Council Flood Risk Management Plans - Update on Actions and
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MINUTES FROM PREVIOUS MEETINGS

Report No. 3.1 Adoption of Minutes from Previous Meeting



Directorate: Infrastructure Services

5 **File No:** I2025/625

RECOMMENDATION:

10 **That the minutes of the Floodplain Risk Management Advisory Committee Meeting held on 20 February 2025 be confirmed.**

Attachments:

- 15 1 Minutes 20/02/2025 Floodplain Risk Management Advisory Committee, I2025/199 , page 10 [↓](#) 
- 2 Floodplain-Risk-Management-Advisory-Committee-Terms-of-Reference-2024, E2025/46578 , page 17 [↓](#) 

20

Report

Preamble

5 The Floodplain Risk Management Advisory Committee is an advisory committee of Byron Shire Council. The role of the Floodplain Risk Management Advisory Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference (attachment 2). It does not have executive power or authority to implement actions.

For transparency, the terms of reference document is provided on Byron Shire Council's website per the URL –

10 <https://www.byron.nsw.gov.au/files/assets/public/v/1/hptrim/corporate-management-meetings-internal-external-secretariat-provided-floodplain-management-advisory-committee-2024/floodplain-risk-management-advisory-committee-terms-of-reference-2024.pdf>

Purpose

15 The purpose of the Floodplain Risk Management Advisory Committee is to oversee and advise Council on the preparation, implementation and review of Flood Studies and Floodplain Risk Management Studies as required.

This includes overseeing and advising on any documents or processes that impact the management of ICOLL's (Intermediately Closed and Open Lakes or Lagoons).

20 Summary

The attachment to this report provides the minutes of the Floodplain Risk Management Advisory Committee Meeting of 20 February 2025 .

Report to Council

The minutes were reported to Council on 27 March 2025 Comments

25 In accordance with the Committee Recommendations, Council resolved the following:

25-095 Resolved: that Council adopts the following Committee Recommendations:

Report No. 4.1 Integrated Planning and Reporting

Committee Recommendation 4.1.1

That the Floodplain Risk Management Advisory Committee:

- 30
1. Notes Council's Integrated Planning and Reporting Framework
 2. Discusses at our May meeting the priorities for the 2025 – 2029 Delivery Program.

BYRON SHIRE COUNCIL

MINUTES FROM PREVIOUS MEETINGS

3.1

25-096 Resolved that Council adopt the following Committee Recommendations:

Report No. 4.2 Byron Shire Council Flood Risk Management Plan-Update on Actions and Accomplishments - Post 2022 Flood Priorities

5 **Committee Recommendation 4.2.1**

The Floodplain Management Advisory Committee recommend:

1. That Council notes and endorses the update on the 2022 Byron Shire Council Flood Mitigation Program, Attachment 2 (E2025/10640).
- 10 2. That staff creates a dedicated webpage for current Floodplain Risk Management activities to keep the community well-informed.
3. Staff provides an update on the Post Event Flood Planning Level review (Item 23).
4. Staff provides an update on the Evacuation Assessment for Mullumbimby (Item 12).
- 15 5. The committee requests that staff member Annie Lewis be present at the May meeting to discuss community engagement.

25-097 Resolved that Council adopt the following Committee Recommendations:

Report No. 4.3 Current Status of Flood Resilience Studies and Works

20 **Committee Recommendation 4.3.1**

1. That the Committee notes the status of the following works being undertaken by Council:
 - 25 a) Broken Head Road – Evacuation Route
 - b) Belongil and Tallow flood risk management study and plan update – DCCEEW & BSC
 - c) Byron Shire overland flow path study – DCCEEW & BSC
 - d) Billinudgel rail bridge debris options study and implementation – DCCEEW & BSC
 - e) South Golden Beach Levee Works – NSW Public Works
 - 30 f) Coogera Basin Upgrade Project – NSW Reconstruction Authority
 - g) Byron Preferred Drainage Strategy
 - h) NSW Severe Weather and Flood Grant AGRN1012 \$2M program

BYRON SHIRE COUNCIL

MINUTES FROM PREVIOUS MEETINGS

3.1

2. That the Committee notes the Council staff endorsement of the Stage 2 – Bangalow Flood Study Report – Calibration and Validation (E2025/9759).
3. That the Chair considers an extraordinary meeting before the May meeting.
- 5 4. Update to be circulated to committee members regarding the easement enhancement at South Golden Beach.

25-098 Resolved that Council adopt the following Committee Recommendations:

Report No. 4.4 Recommended Flood Grant Applications in May 2025 subject to budget allocation

Committee Recommendation 4.4.1

10 That Council:

1. Endorses funding Councils component and applying for grant funding through the NSW DCCEEW Floodplain Management Program for the following two (2) projects:
 - 15 a) North Byron Floodplain Risk Management Study and Plan, and
 - b) Bangalow Floodplain Risk Management Study and Plan.
2. Undertakes appropriate community engagement.

Minutes of Meeting
Floodplain Management Advisory
Committee Meeting

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 20 February 2025
Time	9:00 AM



BYRON SHIRE COUNCIL

MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 20
FEBRUARY 2025

Minutes of the Floodplain Management Advisory Committee Meeting held on Thursday, 20 February 2025

File No: I2025/199

PRESENT:

Councillors:	Cr M Lyon	Present
	Cr E Hauge	Present
	Cr Kay	Apologies
	Cr D Warth	Present
Staff:	Phillip Holloway (Director Infrastructure Services)	Present
	Samuel Frumpui (Manager Works)	Present
	Euan Rose (Infrastructure Planning Coordinator)	Present
	Josh Wilde (Flood and Drainage Engineer Consultant)	Present
	Heather Sills (Manager Corporate Services)	Present
	Amber Evans Crane (Corporate Planning & Improvement Officer)	Present
	Chloe Woods (Minute Taker)	Present
Invited members:	Scott Moffett (Dept of Planning and Environment)	Zoom
Community:	Duncan Dey	Present
	Matthew Lambourne	Present
	Robert Crossley	Absent
	Catherine Lane	Present

Cr Hauge (Chair) opened the meeting at 9:05am and acknowledged that the meeting was being held on Bundjalung Country.

Cr Hauge was appointed as chair of the Floodplain Management Advisory Committee.

ATTENDANCE VIA AUDIO-VISUAL LINK:

Steve Moffat attended via audio visual link.

APOLOGIES:

An apology was received from Cr Delta Kay.

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

BYRON SHIRE COUNCIL

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 20
FEBRUARY 2025

MINUTES FROM PREVIOUS MEETINGS

Report No. 3.1 Adoption of Minutes from Previous Meeting
File No: I2025/136

Committee Recommendation:

That the minutes of the Floodplain Risk Management Advisory Committee Meeting held on 12 July 2024 be confirmed. (Dey/Lambourne)

The recommendation was put to the vote and declared Carried.

Note: The minutes of the meeting held on 12 July 2024 were noted, and the Committee Recommendations adopted by Council, at the Ordinary Meeting held on 13 February 2025.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.1 Integrated Planning and Reporting
File No: I2025/128

Committee Recommendation:

That the Floodplain Risk Management Advisory Committee:

- 1. Notes Council's Integrated Planning and Reporting Framework**
- 2. Discusses at our May meeting the priorities for the 2025 – 2029 Delivery Program** (Hauge/Dey)

The recommendation was put to the vote and declared carried.

Heather Sills and Amber Evans Cranes left the meeting at 9:33am and did not return.

BYRON SHIRE COUNCIL

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 20
FEBRUARY 2025

STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.2 Byron Shire Council Flood Risk Management Plan-Update on
Actions and Accomplishments - Post 2022 Flood Priorities
File No: I2025/73

Committee Recommendation:

The Floodplain Management Advisory Committee recommend:

1. That Council note and endorse the update on the 2022 Byron Shire Council Flood Mitigation Program, Attachment 2 (E2025/10640).
2. That staff create a dedicated webpage for current Floodplain Risk Management activities to keep the community well-informed.
3. Staff provide update on the Post Event Flood Planning Level review (Item 23).
4. Staff provide update on the Evacuation Assessment for Mullumbimby (Item 12).
5. The committee request that staff member Annie Lewis be present at the May meeting to discuss community engagement. (Hauge/Lane)

The recommendation was put to the vote and declared carried.

Cr Lyon left the meeting at 10:02 AM AND returned to the meeting at 10:04 AM.

Report No. 4.3 Current Status of Flood Resilience Studies and Works
File No: I2025/74

Committee Recommendation:

1. That the Committee notes the status of the following works being undertaken by Council:
 - Broken Head Road – Evacuation Route
 - Belongil and Tallow flood risk management study and plan update – DCCEEW & BSC
 - Byron Shire overland flow path study – DCCEEW & BSC
 - Billinudgel rail bridge debris options study and implementation – DCCEEW & BSC

BYRON SHIRE COUNCIL

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 20
FEBRUARY 2025

- South Golden Beach Levee Works – NSW Public Works
 - Coogera Basin Upgrade Project – NSW Reconstruction Authority
 - Byron Preferred Drainage Strategy
 - NSW Severe Weather and Flood Grant AGRN1012 \$2M program
 - NSW Severe Weather and Flood Grant AGRN1012 \$1M program
2. That the Committee notes the Council staff endorsement of the Stage 2 – Bangalow Flood Study Report – Calibration and Validation (E2025/9759).
 3. That the chair considers an extraordinary meeting before the May meeting.
 4. Update to be circulated to committee members regarding the easement enhancement at South Golden Beach.
 5. Scope clarity from public works regarding the South Golden Beach levee.

(Lambourne/Lane)

The recommendation was put to the vote and declared carried.

Report No. 4.4 Recommended Flood Grant Applications in May 2025 subject to budget allocation
File No: I2025/102

Committee Recommendation:

The Floodplain Management Advisory Committee recommend:

1. That Council endorse funding Councils component and applying for grant funding through the NSW DCCEEW Floodplain Management Program for the following two (2) projects:
 - 1.1 North Byron Floodplain Risk Management Study and Plan, and
 - 1.2 Bangalow Floodplain Risk Management Study and Plan.
2. That Council undertake appropriate community engagement.

(Lambourne/Warh)

The recommendation was put to the vote and declared carried.

BYRON SHIRE COUNCIL

MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 20
FEBRUARY 2025

Report No. 4.5 **Performance of Automatic Warning Signs for Water Over Main
Arm Road just west of Sherry's Bridge**
File No: I2025/105

Moved:

That the matter be deferred to a subsequent meeting.

There being no further business the meeting concluded at 11:10 am.



Floodplain Risk Management Advisory Committee

Terms of Reference

2024

Information about this document

Date Adopted by Council	24 October 2024
Resolution No	
Responsibility	Director Infrastructure Services
Review Timeframe	4 years (unless required by legislation to review within 12 months of an election)
Last Review Date	September 2024
Next Scheduled Review Date	September 2028

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
E2016/90828	29 September 2016	Constitution as adopted by Council 29/09/16
E2021/147959	26 May 2022	Resolution 22-227

Further Document Information and Relationships

Related Legislation	Section 355, Local Government Act (1993)
Related Policies	Code of Conduct 2016 Work Health Safety Policy Code of Meeting Practice Guide to Operations – Advisory Committee and Panels (E2016/85075)
Related Standards, Procedures, Statements, documents	

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.



Policy: <Title> <Year>

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Policy: <Title> <Year>

1. Preamble

The Floodplain Risk Management Advisory Committee is an advisory committee of the Council and does not have executive power or authority to implement actions.

The role of the Floodplain Risk Management Advisory Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference.

2. Purpose

The purpose of the Floodplain Risk Management Advisory Committee is to oversee and advise Council on the preparation, implementation and review of Flood Studies and Floodplain Risk Management Studies as required.

This includes overseeing and advising on any documents or processes that impact the management of ICOLL's (Intermediately Closed and Open Lakes or Lagoons).

3. Timeframe for Committee

The term of the Floodplain Risk Management Advisory Committee is for the term of Council 2024 – 2028

4. Responsible Directorate

This Committee is administered by the Infrastructure Services Infrastructure Directorate. The Director or their delegate will attend these meetings and minutes will be taken by a member of their staff.

5. Membership

Council must appoint all Advisory Committee members. Appointment must take place prior to a member being conferred the responsibilities and rights as set out in this document.

Council may release individual members from the advisory Committee at any time by a resolution of council. Council may also appoint any new members to an Advisory Committee at any time by a resolution of council.

Membership is to include:

- 4 Councillors
- 4 community representatives including (if possible) one representing communities near Tallow Creek ICOLL, Belongil Creek ICOLL, Marshalls Creek, Brunswick River
- 1 Department of Planning, Industry and Environment representative
- 1 State Emergency Service representative
- 1 Cape Byron Marine Park representative
- 1 National Parks representative
- General Manager (or staff member delegate)



Policy: <Title> <Year>

The General Manager (or staff delegate) will attend meetings but do not have any voting entitlements.

Attendance at meetings by other persons

Attendance at the meeting by members of the public is generally limited. However, Advisory Committee members may formally request the attendance of a member of the public due to their expertise on a specific item on the agenda.

Non-member Councillors may attend as observers at Advisory Committee meetings.

6. Induction

All members will be required to participate in an induction process upon joining an Advisory Committee. The induction will be scheduled prior to their participation in their first meeting, and will cover topics such as:

- Terms of Reference
- The *Code of Meeting Practice*
- Conflicts of interest
- The *Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers*

7. Quorum

A quorum is to constitute at least half the number of members plus one, two of which are to be Councillors. The General Manager or delegate, who must be a member of staff, is to attend the Advisory Committee meeting and is not counted in the quorum for the meeting.

8. Confidentiality

Members of the Committee must maintain the integrity and security of confidential information in their possession, or for which they are responsible.

In addition to their general obligation relating to the use of Council information, members of the Committee must:

- a) only access confidential information that they have been authorised to access and only do so for the purposes of exercising their official functions
- b) protect confidential information
- c) only release confidential information if they have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

When dealing with personal information, members of the Committee must comply with:

E20xx/xxxxx

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Policy: <Title> <Year>

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) Council's privacy management plan
- e) the Privacy Code of Practice for Local Government

9. Election of Chairperson

The Committee will be chaired by the Mayor, or, where the Mayor elects not to assume the position of Chairperson, by a Councillor elected by the Committee.

10. Voting

- a) Each member of the Committee (with the exception of staff members) is to have one vote, with the Chairperson to have a casting vote in addition to a deliberative vote.
- b) Members of the Committee who are not Councillors may abstain from voting in any circumstances without such abstention being recorded in the negative.

11. Majority decision

A majority decision of the Committee requires a majority of members to be present and voting on any item subject to the requirements of a quorum being met at the meeting.

12. Convening meetings

Meetings will be held according to an annual timetable of meetings, which will be prepared in advance and adopted by Council for the following 12 months.

A meeting of the Committee may be convened in response to either the direction of the Mayor (or in the Mayor's absence, the Deputy Mayor) in written form to the General Manager; or two Councillors in written form to the General Manager, or by resolution of the Council.

13. Agenda preparation

The agenda is an organised list of the business, in order, that will be discussed at the meeting. An agenda for each meeting, containing a brief report on each item, is to be provided to Committee members and available on Council's website at least 7 days prior to the meeting being held.

Each item of business to discuss at the meeting is required to be listed on the agenda and in written form. Verbal reports at the meeting are not an acceptable practice.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda.

It is the responsibility of the relevant Director to prepare the agenda in consultation with the chairperson, setting out the terms of business to be considered.



Policy: <Title> <Year>

Committee members may request items for inclusion in future agendas, by giving notice to the Director 14 days prior to the meeting. Where required, a list of items requested by Committee members for consideration at future meetings will be provided to the next available committee meeting for the committee to collectively determine which items are to be included on upcoming Agendas.

14. Conduct of Business

Meetings are to be conducted in accordance with this Terms of Reference and, where required, reference to Council's *Code of Meeting Practice 2022*.

Each item of business is discussed in the order in which it appears on the agenda. No new matters will be introduced at the meeting. New items of business may be included in a future agenda as noted in clause 13 above.

15. Records of meeting

- a) The minutes of meetings are to be circulated to members of the group within 7 days of the meeting so that members can provide feedback through the Chair on the draft unconfirmed minutes.
- b) Minutes of Committee meetings will be kept and presented to Council at its next meeting via a report of the Committee meeting.
- c) The recommendations made by the Committee will be considered by Council prior to a Resolution being made on the matter.

16. Absence from Committee Meetings

All Committee members are required to advise the Chair when they are unable to attend Committee meetings. The absence of Committee members from the meeting is to be recorded in the minutes. A Committee member (other than the Mayor) ceases to be a member of a Committee if the member:

- a) has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absence, or
- b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

17. Committee Working Groups

Committee Working Groups may be established as sub-groups to consider special interest items. Committee working groups are to be established by Council at the recommendation of the Committee to address issues clearly identified by the Committee.

The Committee Working Group will meet as required to consider the specific matter/s.



Policy: <Title> <Year>

Staff involvement in working groups is not required however could be provided at the discretion of the Director. Council will provide a suitable meeting space for the working group.

The Committee Working Group may prepare reports and recommendations to the committee for its consideration.

Committee Working Groups operate in accordance with the *Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers*.

18. Section 377 Delegation

The Committee does not have any delegated functions pursuant to section 377 of the Local Government Act (1993) and does not have the power to direct staff.

19. Meeting Protocol and Procedure

Advisory Committee meetings will operate in accordance with the relevant sections of the *Code of Meeting Practice*. Subject to these Terms of Reference, the Advisory Committee may regulate its meeting procedures in a manner consistent with good order and effective conduct. The ruling of the Chairperson shall be final in respect of all procedural matters.

20. Miscellaneous

- a) Insurance: All group members are covered by the public liability policy of Council. This insurance does not preclude the Advisory Committee from due diligence and all Council policies must be adhered to.
- b) Code of Conduct: All Advisory Committee and Committee Working Group members are to abide by Council's adopted *Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers 2023* at all times.
- c) Pecuniary Interest: Pecuniary Interest may be defined as an interest that a person has in a matter, as a group member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the group member.

Section 446 of the Local Government Act states that "a member of a council Committee, other than a Committee that is wholly advisory, must disclose pecuniary interests..."

Even though the Local Government Act provides an exemption to disclose pecuniary interests Council's preference is for all members to declare pecuniary interests where applicable.

Work Health Safety: All group members are required to comply with the "Worker Responsibilities" as prescribed in the Work Health Safety Policy.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.1 Delivery Program Priorities

Directorate: Corporate and Community Services

5 **Report Author:** Amber Evans Crane, Corporate Planning and Improvement Coordinator

File No: I2025/606

Summary:

10 At the 20 February 2025 Meeting of the Floodplain Risk Management Advisory Committee, the Committee were briefed on Integrated Planning and Reporting and carried a motion to discuss the priorities for the 2025 – 2029 Delivery Program at the May Committee Meeting.

15 The Delivery Program 2025 – 2029 and Operational Plan 2025/26 will be presented to Council on 8 May 2025 to be placed on public exhibition for feedback. The documents are currently published on Council’s website in the Agenda for this meeting.

20 The Committee is invited to view these documents in the 8 May Planning Council Meeting Agenda at Report 13.2 “Draft Delivery Program 2025 - 2029 and 2025/26 Operational Plan, Budget, and Revenue Policy” and consider any comments or suggestions. This can be found via the Agenda and Minutes page on Council’s website - [Minutes & Agendas - Byron Shire Council](#).

A direct link to the Draft Delivery Program is available here:
https://byron.infocouncil.biz/Open/2025/05/PLAN_08052025_AGN_1986_WEB.htm

25 Subject to Council placing the documents on public exhibition, a submission form will be made available and a link circulated to the Committee inviting submissions.

RECOMMENDATION:

30 **That the Floodplain Risk Management Advisory Committee discusses the draft priorities for the 2025 – 2029 Delivery Program.**

Strategic Considerations

Community Strategic Plan and Operational Plan

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
1: Effective Leadership	1.1: Enhance trust and accountability through open and transparent leadership	1.1.1: Leadership - Enhance leadership effectiveness, capacity, and ethical behaviour	1.1.1.3	Develop 2025/26 Operational Plan
1: Effective Leadership	1.1: Enhance trust and accountability through open and transparent leadership	1.1.4: Performance Measurement and Reporting - Embed a robust performance management system through the development of an outcomes measurement framework	1.1.4.4	Prepare the 2025-2029 Delivery Program

Legal/Statutory/Policy Considerations

Integrated Planning and Reporting is governed by:

- 5
 - 'Local Government Act 1993'.
 - 'Local Government (General) Regulation 2021'.
 - Integrated Planning and Reporting Guidelines for Local Government in NSW': outlines the statutory planning and reporting requirements that councils, county councils and joint organisations must meet

10 Consultation and Engagement

In accordance with the *Local Government Act*, the draft Delivery Program and Operational Plan (including the annual budget, revenue policy, and fees and charges) must be exhibited for 28 days. Prior to the adoption the Delivery Program and Operational Plan, Council must consider any submissions received during the exhibition period.

15

STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.2 Current Status of Flood Resilience Studies and Works

5 **Directorate:** Infrastructure Services
Report Author: Ryan Van Doorn, Flood & Drainage Engineer
File No: I2025/67

Summary:

10 The committee recommendations from 20 February 2025 requested an update to be circulated regarding the easement enhancement at South Golden Beach and provide the scope of work being performed by Public Works (NSW Government) on the South Golden Beach Levee.

15 As previously noted, the following summaries provide an overview of these works: -

- **South Golden Beach Levee Works** (funded and run by NSW Public Works). As part of the NSW Flood Levee Repair Project, Public Works are constructing a maintenance access track to the western South Golden Beach Levee and undertaking remediation works on the levee. Construction is set to commence in August 2025. A draft concept of the intended works is supplied in Appendix 1.
- **SGB Rear Easements - NSW Severe Weather and Flood Grant AGRN1012 \$2M program - Highly impacted Councils** (wholly NSW State Government, administered by Office of Local Government) – The program comprises the following projects:
 - SGB Rear Easements Enhancements Planning (project planning to complete full enhancement of SGB rear easements (\$50,000) – Complete
 - SGB Rear Easements Enhancements (on ground works from planning process) (\$300,000) – 95% complete. A survey plan of the easements intended for works is supplied in Appendix 2.

Essentially, both projects are engaged and are expected to commence in the financial year 2025-2026.



RECOMMENDATION:

That the Committee notes the status of the following works being undertaken by Council:

- 5 1. **South Golden Beach Levee Works – NSW Public Works; and**

2. **SGB Rear Easements - NSW Severe Weather and Flood Grant AGRN1012 \$1M program.**

Attachments:

- 10 1 PUBLIC_WORKS_NSW_LEVEE_INTENT_24-1033-DRG-CD_20241202_DRAFT.pdf, E2025/46541 , page 30 [!\[\]\(13dd0e1ab3baa23f7c1ed52b3eec2756_img.jpg\)](#) 
- 2 South Golden Beach Easement Works - Survey of Site Extents, E2025/46538 , page 45 [!\[\]\(9df44d2794f927e8a7eb6682863e4aa8_img.jpg\)](#) 

15

Report

Rear Drainage Easements Upgrade – South Golden Beach

5 This project focuses on enhancing rear easements through on-ground works from the planning process. With a budget of \$300,000, the project's objective is to mobilise work crews to clear all drainage easements. Currently, the project scope includes conducting detailed site inspections, identifying issues on all easements, engaging a surveyor to survey all easements and mark the centre line, engaging an ecologist for the REF and Ecological Report, and gathering all information required for future funding applications.

10 The site survey, the review of environmental factors (REF) reporting, and the ecological assessment have been completed.

A survey of the drainage easements intended for works is supplied as Attachment 2.

The remaining budget will be allocated towards designing access to the easements to enable machinery deployment for clearing work, as the site is currently inaccessible in several areas, hampering maintenance efforts.

15 Details and ongoing updates are supplied on Council's website at the following URL:

[Current works and projects - Byron Shire Council](#)

South Golden Beach Levee Works

20 As part of the NSW Flood Levee Repair Project, Public Works are constructing a maintenance access track to the western South Golden Beach Levee and undertaking remediation works on the levee. Construction is set to commence in August 2025.

A draft concept of the intended works is supplied in Appendix 1.



NSW Public Works

COVER SHEET PUBLIC WORKS

PUBLIC WORKS FLOOD LEVEE REPAIR PROGRAM
SOUTH GOLDEN BEACH CANAL

CONCEPT DESIGN

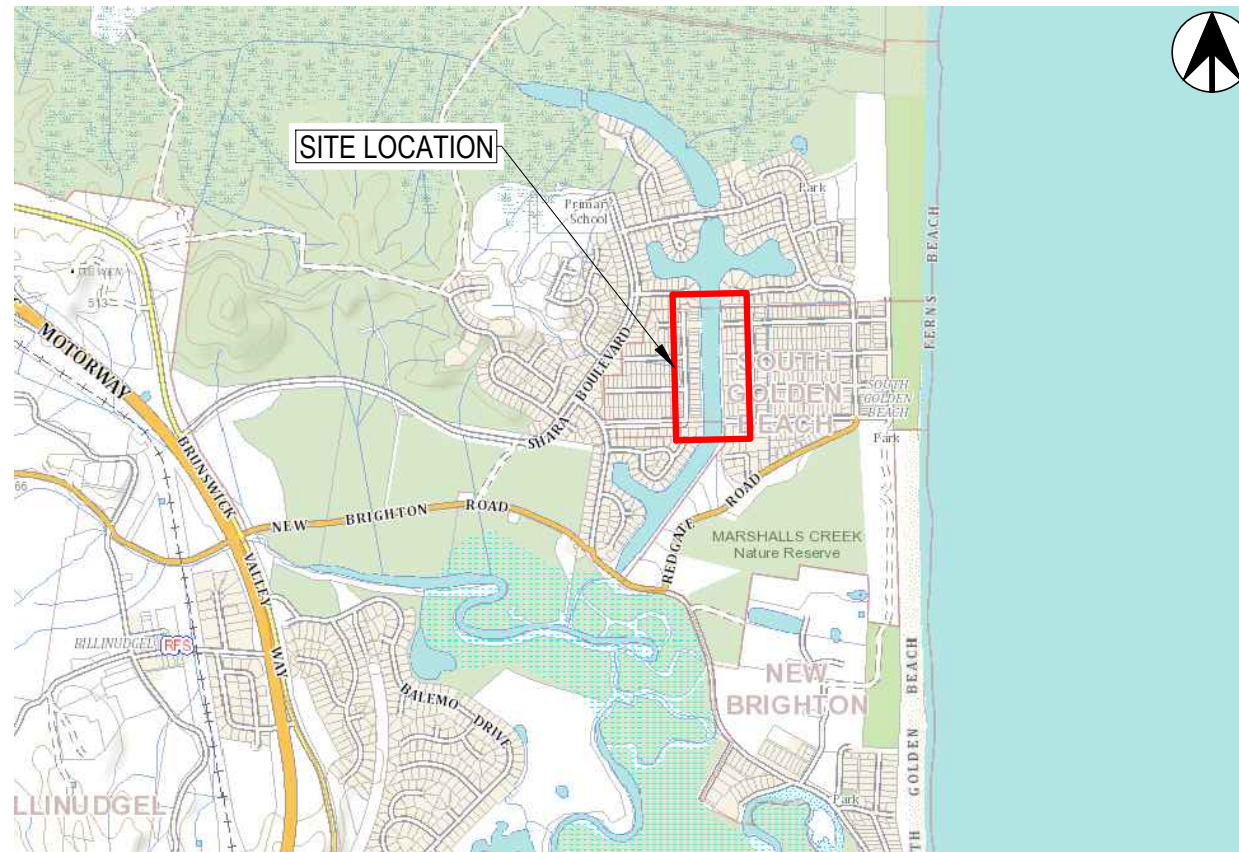


IMAGE SOURCE: <https://maps.six.nsw.gov.au/>

LOCALITY PLAN
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FOR REVIEW

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CLIENT: NSW PUBLIC WORKS

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DESIGN	C.DENLEY	XXXX/2024
DESIGN CHECK	H.WILLIAMS	XXXX/2024
DESIGN MNGR	H.WILLIAMS	XXXX/2024
PROJECT MNGR	H.WILLIAMS	XXXX/2024

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PROJECT:	PUBLIC WORKS FLOOD LEVEE REPAIR PROGRAM
DRAWING TITLE:	CONCEPT DESIGN COVER SHEET AND LOCALITY PLAN
DRAWING NUMBER:	24-1033-DRG

CLIENT PROJECT NO.	TBC
CWC PROJECT NO.	24-1033-CD
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REVISION:	A

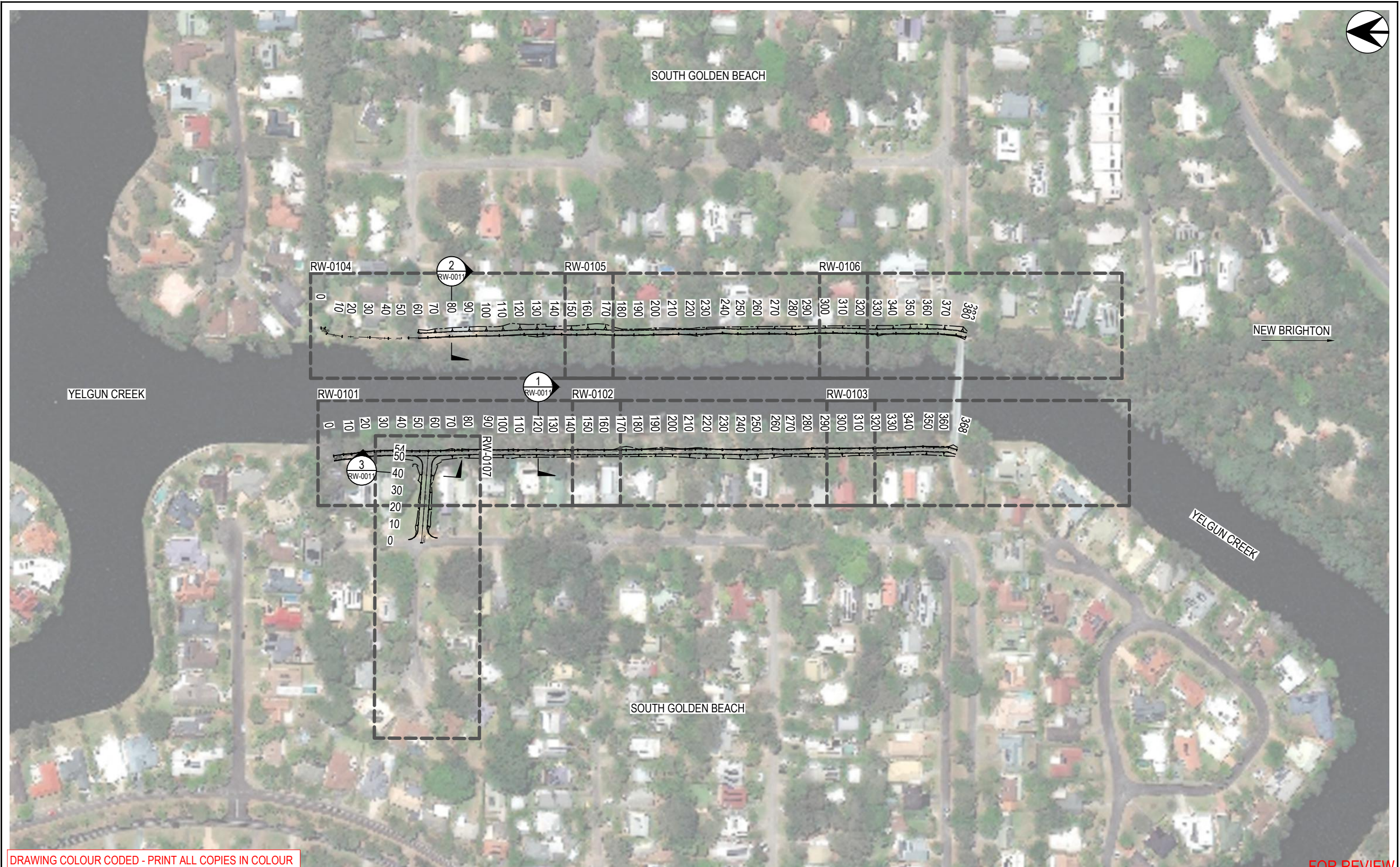
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GE-0011	DRAWING INDEX
GE-0021	GENERAL ARRANGEMENT PLAN
RW-0011	TYPICAL SECTIONS
RW-0101	DETAIL PLAN AND LONGITUDINAL SECTION MC10 SHEET 1 OF 3
RW-0102	DETAIL PLAN AND LONGITUDINAL SECTION MC10 SHEET 2 OF 3
RW-0103	DETAIL PLAN AND LONGITUDINAL SECTION MC10 SHEET 3 OF 3
RW-0104	DETAIL PLAN AND LONGITUDINAL SECTION MC20 SHEET 1 OF 3
RW-0105	DETAIL PLAN AND LONGITUDINAL SECTION MC20 SHEET 2 OF 3
RW-0105	DETAIL PLAN AND LONGITUDINAL SECTION MC20 SHEET 3 OF 3
RW-0105	DETAIL PLAN AND LONGITUDINAL SECTION MC30 SHEET 1 OF 1
IS-0101	WESTERN LEVEE ISOPACHYTE PLAN SHEET 1 OF 2
IS-0102	WESTERN LEVEE ISOPACHYTE PLAN SHEET 2 OF 2
IS-0103	EASTERN LEVEE ISOPACHYTE PLAN SHEET 1 OF 2
IS-0104	EASTERN LEVEE ISOPACHYTE PLAN SHEET 2 OF 2

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FOR REVIEW

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					DESIGN	C.DENLEY	XX/XX/2024			
					DESIGN CHECK	H.WILLIAMS	XX/XX/2024			
					DESIGN MNGR	H.WILLIAMS	XX/XX/2024			
					PROJECT MNGR	H.WILLIAMS	XX/XX/2024			
A	CONCEPT DESIGN	XX/XX/2024						DRAWING NUMBER: 24-1033-DRG	SHEET NUMBER: GE-0011	REVISION: A





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CLIENT: NSW PUBLIC WORKS

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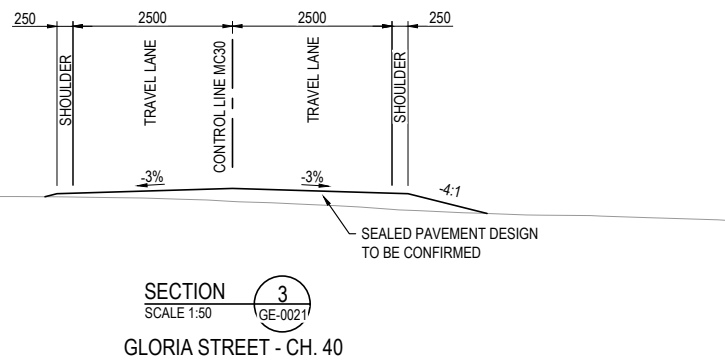
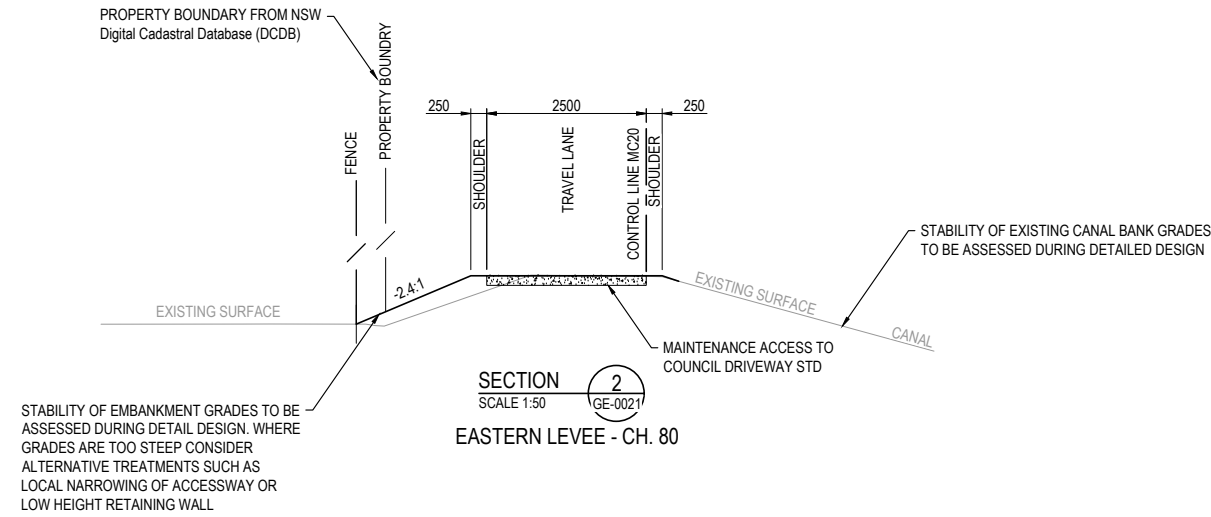
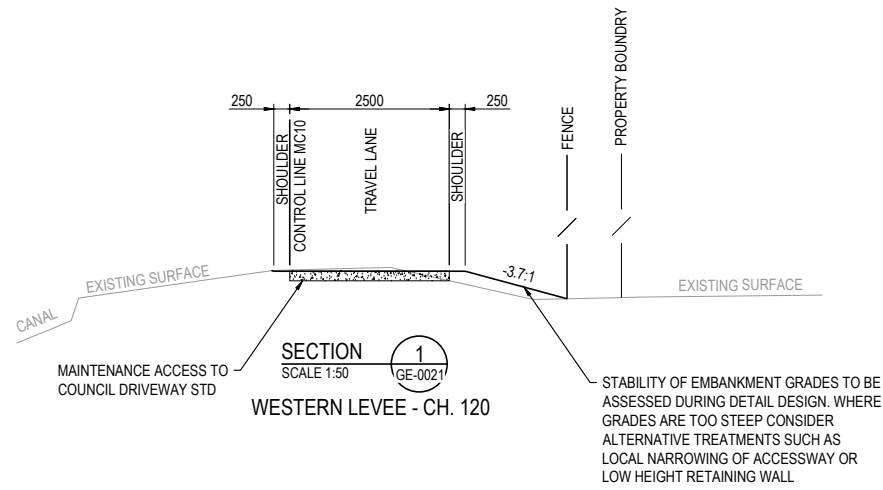
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DESIGN	C.DENLEY	XX/XX/2024
DESIGN CHECK	H.WILLIAMS	XX/XX/2024
DESIGN MNGR	H.WILLIAMS	XX/XX/2024
PROJECT MNGR	H.WILLIAMS	XX/XX/2024

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PROJECT:	PUBLIC WORKS FLOOD LEV EE REPAIR PROGRAM	CLIENT PROJECT NO. TBC
DRAWING TITLE:	CONCEPT DESIGN GENERAL ARRANGEMENT / KEY PLAN	CWC PROJECT NO. 24-1033-CD
DRAWING NUMBER:	24-1033-DRG	SHEET NUMBER: GE-0021
REVISION:	A	

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FOR REVIEW

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DESIGN	C.DENLEY	XX/XX/2024
DESIGN CHECK	H.WILLIAMS	XX/XX/2024
DESIGN MNGR	H.WILLIAMS	XX/XX/2024
PROJECT MNGR	H.WILLIAMS	XX/XX/2024



PROJECT:	PUBLIC WORKS FLOOD LEVEE REPAIR PROGRAM	CLIENT PROJECT NO. TBC
DRAWING TITLE:	CONCEPT DESIGN TYPICAL CROSS SECTIONS	CWC PROJECT NO. 24-1033-CD
DRAWING NUMBER:	24-1033-DRG	SHEET NUMBER: RW-0011
		REVISION: A

**Report No. 4.3 Performance of Automatic Warning Signs
for Water Over Main Arm Road, West of
Sherrys Bridge**

Directorate: Infrastructure Services

5 **Report Author:** Ryan Van Doorn, Flood & Drainage Engineer

File No: I2025/297

Summary:

10 Following the flash flood event on 1 December 2024, Byron Shire Council assessed the effectiveness of the automatic warning signs on Main Arm Road. Internal investigations identified that the warning signs were in operation when the incident occurred, however four vehicles continued to enter the waterway, were washed off the road and one occupant required rescuing from a tree.

The vehicles involved in the incident were likely returning from an event at Durrumbul Hall, with heavy rain falling and river levels peaking at 4 metres around 1 AM.

15 An occupant claimed the sign's height (3 metres) hindered visibility, causing confusion about the flashing lights.

20 The sign displaying "ROAD SUBJECT TO FLOODING DO NOT ENTER WHEN FLOODED" was set at 2.2 metres above the road, compliant with Australian Standard AS 1742, which recommends a minimum height of 1.5 metres. The nominal sign design is supplied in Attachment 1. A higher placement of the sign ensures better visibility and deters vandalism. Lowering the sign by 700mm would reduce flood immunity and early visibility, risking driver safety.

25 Although 'Variable Message Signs' were considered, their higher cost would limit sign installation across the shire. Ultimately, Council officers reviewed the performance of the Automatic Signs and confirmed that the status of the devices during the flash flood event was operational. Therefore, on review, advice was supplied by the assessing officers that the heights of the flood warning signs remain unchanged. The Committee recommended that this item, tabled on 20 February 2025, be deferred to a subsequent meeting. The recommendation from staff remains the same and seeks Committee's acknowledgement
30 of the recommendation.

BYRON SHIRE COUNCIL

STAFF REPORTS - INFRASTRUCTURE SERVICES



4.3

RECOMMENDATION:

That the Committee notes the staff investigation and decision not to adjust the height of the Main Arm flood warning signs.

Attachments:

5

1 Nominal Sign Design, E2025/13642 , page 48  

Report No. 4.4 Byron Shire Council Flood Risk Management Plans - Update on Actions and Accomplishments - Post 2022 Flood Priorities

5 **Directorate:** Infrastructure Services
Report Author: Ryan Van Doorn, Flood & Drainage Engineer
File No: I2025/574

Summary:





- 10 On 20th February 2025, Council staff provided the Flood Advisory Committee with a historical overview of the Byron Shire Council's three adopted Flood Risk Management Studies (FRMS) for its primary riverine catchments. Accompanying these studies are individualised and corresponding Flood Risk Management Plans (FRMP), which detail floodplain characteristics, known flood behaviours, and potential mitigation options.
- 15 These Flood Risk Management Studies are accordingly titled the North Byron (Brunswick) River Catchment (2020), the Tallow Creek Catchment (2009), and the Belongil Creek Catchment (2009). These flood studies were initiated to be upgraded following Council resolution 22-349. On October 11, 2022, the Flood Advisory Committee approved 64 prioritised actions based on the Flood Risk Management Plans. The details and current statuses of the 64 prioritised actions are supplied in Attachment 1.
- 20 To facilitate a visual progress of these items since 2022, a timeline of current, past and ongoing projects is supplied in Attachment 2. In summary, a large body of work has progressed since the priority project list's inception and of core focus for Byron Shire Council are 18 remaining projects.
- 25 Similarly, to enhance public awareness of Council's current Floodplain Risk Management activities and as per the Flood Risk Advisory Committee's previous recommendations, a website has been created to display, describe and provide status updates on the 64 priority projects tabled at the previous committee meeting.
- 30 In addition to the progress updates, the flood advisory committee recommendations requested an update to be provided regarding the Post Event Flood Planning Level Review (item 23 – Attachment 1) and the Evacuation Assessment for Mullumbimby (item 12 – Attachment 1). Details on their progress are provided in the report below, however, can be summarised as awaiting grant funding to advance the Post-Event Flood Planning Level Review project and collaboration with NSW's reconstruction authority department is ongoing.
- 35 Finally, Council's Media and Communications Coordinator, is available to this Flood Risk Advisory Committee to support discussions regarding community engagement of the FRMS and FRMP programmes, as requested.

5 **RECOMMENDATION:**

That the Floodplain Risk Management Advisory Committee:

- 1 **Recommends that Council notes and endorses the update on the 2022 Byron Shire Council Flood Mitigation Program, Attachment 1 (#E2025/48375)**
- 10 2 **Acknowledges that the 64 priority projects and their supporting information have been added by Council officers to the Byron Shire Council website for community awareness**
- 3 **Recommends that Council notes the progress of the Belongil and Tallow Creek Floodplain Management Study and its supporting Draft Calibration Report, Attachment 2 (E2025/48109).**
- 15 4 **Notes that the Grant application for the Brunswick River and Bangalow Flood Risk Management Plans have been submitted.**
- 5 **Notes that the Evacuation Assessment for Mullumbimby project is led by the NSW Reconstruction Authority and acknowledges its current status as in progress.**
- 20 6 **Acknowledge Council's Media and Communications Coordinator attendance at the May 15th 2025, Floodplain Risk Advisory Committee Meeting**
- 7 **Recommend Council consider the acquisition of software (TUFLOW) for ongoing FRMS hydraulic model development, maintenance, development assessment and optioneering purposes**

25 **Attachments:**

- 1 Byron Shire Council Flood Mitigation Program, E2025/48375 , page 55 [↓](#) 
- 2 Draft Belongil and Tallow Creek FRMS Calibration Report, E2025/48109 , page 56 [↓](#) 
- 30 3 NSW Reconstruction Authority - Evacuation Routes and Road Upgrade Options, E2025/46570 , page 62 [↓](#) 
- 4 TUFLOW price listing 2025, E2025/46685 , page 63 [↓](#) 

Report

As per the February 2025 Flood Advisory Committee meeting minutes, to enhance public awareness of Council's current Floodplain Risk Management activities, Council officers have added webpage content to Byron Shire's website to display, describe and provide status updates on the 64 priority projects tabled at the previous committee meeting. The website housing this additional information has been added to:

<https://www.byron.nsw.gov.au/Council/Plans-Strategies/Planning-Development-Strategies/Flood-Planning-and-Management-Studies>.

Similarly, the flood advisory committee recommendations requested *an update regarding the Post-Event Flood Planning Level Review (item 23—Attachment 1) and the Evacuation Assessment for Mullumbimby (item 12—Attachment 1)*. A status update is provided below for these two items.

In addition to the requested items, it is important to note Byron Shire Council will be receiving flood studies from external consultants in a software format called TUFLOW. As Byron Shire Council does not have a TUFLOW licence or software installation, it is highly dependent on external consultants to perform hydraulic analyses or drainage improvement investigations when using this supplied model. As Council's new Flood and Drainage Engineer has this expertise in operating TUFLOW and undertaking impact assessments, Byron Shire Council would benefit from acquiring a TUFLOW licence and building its in-house expertise to minimise cost to the community. The costing to acquire TUFLOW is supplied in Attachment 4, and support from the Flood Advisory Committee to acquire this software is sought to help build Byron Shire Council's internal capabilities.

Post-Event Flood Planning Level Review

This project is ongoing and is envisaged to span until 2028. It is essentially dependent on the engagement and completion of the Brunswick River Flood Study. Council's current website details the following regarding this project:

The NSW Department of Climate Change, Energy, the Environment, and Water has published all of its post-2022 Event Flood Behaviour Analysis Reports on the NSW SES Flood Data Portal.

- *Post Event Flood Behaviour Analysis of the March 2022 Event - Brunswick River Report*
- *Post Event Flood Behaviour Analysis of the March 2022 Event - Belongil Creek Report*
- *Post Event Flood Behaviour Analysis of the March 2022 Event - Tallow Creek Report*

The reports aim to understand the areas impacted by the recent 2022 flood event and determine the current approved flood model's ability to replicate the event.

While the reports' findings provide various recommendations that Byron Shire Council supports, we will not be making any changes to our planning instruments at this stage.

BYRON SHIRE COUNCIL

STAFF REPORTS - INFRASTRUCTURE SERVICES

4.4

In order to do this, we would need our own updated floodplain management plan for each of the catchments in the Shire.

5 *The tenders to review the Belongil and Tallow Creek Floodplain Management Plans are currently under review and successful consultant will be engaged soon. These have been funded by NSW Government's Floodplain Management Grant Program.*

Council will seek a further grant to complete a review of the North Byron Floodplain Management Plan as part of the 2025 NSW Government's floodplain management grant program. At this stage Council does not have budget to make an application in this year's round that closed on 16 May 2024.

10 *All reviews will involve working closely with our established Floodplain Advisory Committee and other stakeholders.*

Since this publication, Water Modelling Solutions has been engaged to undertake the Belongil and Tallow Creek Floodplain Management Study, and the draft Calibration report is supplied as Attachment 2.

15 Similarly, Byron Shire has since allocated a co-contribution budget to undertake the North Byron Floodplain Management Study, and its accompanying grant application has been compiled and submitted to the NSW Government floodplain management grant program. Council staff have closely liaised with, consulted with, and had the application reviewed by the Department of Climate Change, Energy, Environment and Water (DCCEW) stakeholders.

20 Notification of the grant submission's application outcome is anticipated by June 2025. Grant submission deadlines were extended to the 28th of May 2025, due to the exceptional circumstances related to TC Alfred.

Evacuation Assessment for Mullumbimby

25 The Evacuation Assessment for Mullumbimby is a project led by NSW's Reconstruction Authority in consultation with Byron Shire Council. The NSW Reconstruction Authority is in the process of developing a Multi-Criteria Analysis tool aimed at prioritising various low point options within Local Government Areas (LGAs) and the wider region. The finalisation of this tool is still underway, yet some key roads have been preliminarily identified and are supplied as Attachment 3. The roads considered for evacuation assessment and potential improvements are provided as attachment. Request for Quote (RFQ) documentation is also being prepared to undertake localised flood modelling around key options across the region. Staff are in consultation with the Reconstruction Authority.

35 A request by staff has been submitted for a presentation by NSW's Reconstruction Authority to provide an update on this project's status once options are identified and prior to analyses commencing.

Community Consultation

Finally, Council's Media and Communications Coordinator, is available to this Flood Risk Advisory Committee to support discussions regarding community engagement of the FRMS and FRMP outcomes.

5 Next steps

Await the outcome of the Brunswick River FRMSP grant submission.

Await the Multi-Criteria Analysis from the NSW Reconstruction Authority for proposed flood evacuation route options.

