

## Terms of Reference

Name: Community Recovery Committee

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Approved by: Council

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Date Approved: February 2023

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Last reviewed: February 2023

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### 1. BACKGROUND

On Friday 14 October, 2022, residents, businesses and community organisations of Maribyrnong were impacted by a major flood of the Maribyrnong River.

Recovery from emergencies is most effective when the communities that are directly affected, lead it. Those who are impacted by emergencies are in the best position to understand their communities' priorities for ongoing recovery.

### 2. PURPOSE

The purpose of the Community Recovery Committee is to provide guidance and support to Council on issues and barriers that affect the recovery process and provide advice on the development and implementation of strategies that will deliver positive outcomes for the impacted community.

### 3. OBJECTIVES

- 3.1 Using community led recovery principles and asset based community development to gather information to understand community strengths and identify top community recovery priorities;
- 3.2 Applying deliberative decision-making processes to create a Community Led Recovery Plan;
- 3.3 Exercising good governance to support the promotion and allocation of any grant funding for community-led recovery projects.

## 4. DEFINITIONS

- 4.1. **Deputy Chairperson** means an alternative delegate, in the absence of the Chairperson.
- 4.2. **Chairperson** means the person elected by the Committee to Chair
- 4.3. **Committee** means the Community Recovery Committee.
- 4.4. **Community Member** is a member of the Committee who is not a Councillor or a member of Council staff.
- 4.5. **Council** means Maribyrnong City Council
- 4.6. **Councillor** means a Councillor of Maribyrnong City Council.
- 4.7. **Council Officers** means employees of Maribyrnong City Council.
- 4.8. **Recovery** means the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
- 4.9. **Municipal Recovery Manager** is the person delegated that role under the *Emergency Management Act, 2013*. This role acts as Secretariat to the Committee.

## 5. ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

The role of the Member is to support community recovery by providing information and considered advice on the needs of flood affected people within Maribyrnong.

The role of Member is to also support Council in promoting and advocating for the needs of flood affected people, and when appropriate, to help disseminate key recovery information to the community.

The core responsibilities of the Committee are:

- To provide guidance and support to Council on issues and barriers that affect the recovery process.
- To actively participate in the development of a Flood Recovery Plan.
- To raise advocacy issues for Council to consider on behalf of the affected community.

## 6. MEMBERSHIP

The Committee will be convened by Council and shall comprise:

- One Councillor

- At least 6 but no more than 10 members of the community who represent the demographics of the impacted area
- Recovery leads for Social, Economic, Built and Natural Environment Recovery who are senior leaders within Council
- Director Planning and Environment

Recovery Sub-Committees, consisting of the Recovery Leads, together with Council officers and relevant recovery organisations will undertake specific responsibilities to respond to Committee requests and provide advice.

Council staff and other external key stakeholders will attend meetings to present agenda items on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the advisory committee.

## 7. METHOD OF APPOINTMENT

Nomination of applications for community member representatives shall be called by public notice in local media, via the Flood Recovery Newsletter and recovery agencies working directly with community, and will be appointed for a period of eighteen (18) months.

Appointments to the Committee will be recommended to the Director Planning & Environment by a panel, comprising a Council staff member, a community advisor and a representative of Emergency Recovery Victoria, which will assess applicants against the below list of expectations of committee members as stated in application documentation.

Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence. A proxy may be able to be nominated in order to maintain a Committees representation if required.

The Committee may invite suitably skilled persons to attend a meeting at the request of the Chairperson as a guest speaker.

The role of the guest speaker is temporary and consultative and does not form part of the quorum.

## 8. INDUCTION

A workshop/s will be held to enable Committee members to be inducted into their role. This will provide information on:

- (a) the role of the Committee;
- (b) the role of Council and councillors;

- (c) the role and responsibilities of members of the Committee
- (d) Council processes e.g. strategy development, advocacy positions;
- (e) community led recovery principles;
- (f) asset based community development;
- (g) deliberative decision-making processes;
- (h) local data and priorities; and
- (i) good governance and grant making

## 9. EXPECTATIONS OF COMMITTEE MEMBERS

- The Committee will be flexible about multiple non-attendances by members and acknowledges the health and support needs associated with active citizen participation.
- Members should submit any apologies to the Municipal Recovery Manager if they are unable to attend.
- If a member is likely to be absent from at least 4 consecutive meetings and wishes to remain as a member of the Committee, they should request a leave of absence.
- Any such request should be submitted to the Municipal Recovery Manager and will be presented to the Committee for determination.
- The Committee will not unreasonably withhold its approval of a leave of absence request.

## 10. OPERATING PROCEDURES

### Chair

The Chair is responsible for presiding the meeting.

- The Chair will be nominated by the Committee at an induction workshop for all Committee members.
- The Chair will be the public face of the Committee
- The Committee may appoint a Deputy Chair, whose role would be to perform the duties of the Chair if they are absent or unable to perform their duties at a meeting of the Committee.

### Quorum

A quorum for the committee will require attendance of a minimum of one Council representative and four community members.

The committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful

operation of the committee, the committee can appoint an independent mediator to assist to resolve the issues or assist the parties / Committee to reach consensus.

## Meetings

- There will be a minimum of eighteen (18) meetings over the 18 month period.
- Times and dates of meetings of the Committee shall be at the discretion of the Committee.
- Meetings will commence and conclude on time.
- Council Officers will support the Chair by undertaking administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- Where practicable, the agenda, reports and documents that relate to the committee and minutes of the previous meeting, will be forwarded to members at least five working days prior to meetings.
- Accurate minutes will be kept of each meeting. The minutes of the meetings will be distributed to the committee members for ratification at the next subsequent meeting of the Committee.
- Additional sub-committee meetings, as agreed by members, may be formed to advise the Committee.

## Reports

Council Officers will submit Recovery Sub-Committee Reports with advice and recommendations in the form of the Community Recovery Plan and meeting minutes will be reported monthly to Council.

## 11. REQUIREMENTS OF MEMBERS

Members are required to:

- Declare any interest, pecuniary interest or conflict of interest.
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

## 12. CONFIDENTIALITY

- Members must treat information they receive as confidential, unless otherwise advised, and are expected to comply with the provisions that cover confidential information contained in sections 3 and 125 of the *Local Government Act 2020*.
- Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- Documents presented to the Committee will often be in draft format and not suitable for wider distribution. Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.
- All Committee discussions should comply with the requirements under the *Privacy Act 1988* and its principles.
- The failure of a member to comply with the above will result in the termination of their appointment to the Committee.

## 13. CONFLICT OF INTEREST

Members must disclose a Conflict of Interest in accordance with the *Local Government Act 2020*.

In the event of a Conflict of Interest arising the Member:

- (a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
- (b) Must leave the room and not participant in any discussion and/or decision.
- (c) The disclosure must be recorded in the meeting minutes.

## 14. OPERATIONS

The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration. Members will not publicly comment on behalf of the Committee. Neither will it seek to advocate on the needs of individual organisations.

The Council will provide the necessary support to assist the Committee to function effectively including:

- (a) Maintaining contacts details of members.
- (b) Preparing and distributing agendas and prior reading materials.
- (c) Preparing and distributing meeting minutes.

## 15. MEDIA

- The Chair will represent the view of the Committee and make all public statements. If members of the Committee wish to raise an issue with the media, this should be agreed beforehand at a Committee meeting.
- Members are entitled to make comment on matters in their capacity as a member of another organisation or as private citizens, however, it must be clear that those views are not expressed on behalf of the Committee or Council.
- The Municipal Recovery Manager of Council will be responsible for maintaining a web page on Council's website for the Committee. The web page must include a description of the Committee and its purpose, its membership, the summary of the key actions and agreements from each meeting.

## 16. EVALUATION AND REVIEW

A review of the role, function, membership and productivity of the Terms of Reference will be conducted after six (6) months or as required to ensure currency, effectiveness and stakeholder engagement.

Council retains the right to:

- (a) Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.
- (b) Revoke these Terms of Reference at any time.