



Maribyrnong Community Recovery Committee

Terms of Reference

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| Name: | Maribyrnong Community Recovery Committee |
| Approved by: | Council |
| Date Approved: | |
| Last reviewed: | February 2024 |
| Next Review Date | August 2024 |

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1. Purpose

- 1.1.1 On Friday 14 October 2022, homes, businesses and community organisations of Maribyrnong were impacted by a major flood of the Maribyrnong River.
- 1.1.2 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.
- 1.1.3 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 and a better prepared community.
- 1.1.4 The key deliverables are a flood recovery plan and programs that meet the requirements under the guidelines of the Recovery Hub Program grant.
- 1.1.5 The current timeframe for the end of the recovery program is 30 June 2025. Accordingly the term of the Independent Chair and the Committee is up until June 2025.

2. Objectives

- 2.1.1 Understand community strengths and identify top recovery priorities from a community perspective which may include preparedness, advocacy, community connection and links with supports and services;
- 2.1.2 Collaboratively develop and monitor a flood recovery plan;
- 2.1.3 Identify the best ways to gather and share information with the community;
- 2.1.4 Advise, support and promote the best use of grant funding;
- 2.1.5 Work with sub-committees to support the delivery of the flood recovery plan;
- 2.1.6 Provide advice on any review and evaluation of the flood recovery plan;
- 2.1.7 Aim to use the principles below in the work of the Committee –
 - Trauma informed
 - Strengths based
 - Good governance
 - Community centred
 - Collaboration and working together

3. Definitions

- **Chairperson** means the independent person engaged by Council to preside over the meetings.

- **Acting Chairperson** means an alternative delegate, in the absence of the Chairperson.
- **Committee** means the Community Recovery Committee.
- **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.
- **Council** means Maribyrnong City Council.
- **Councillor** means a Councillor of Maribyrnong City Council.
- **Council Officer** means employees of Maribyrnong City Council.
- **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.
- **Flood Recovery Manager** is the position responsible for coordinating recovery across Council and supports the administration of the Committee
- **Flood Affected/Impacted** is someone who was directly impacted by flood water inundation or a family member supporting a flood affected person such as a son or daughter supporting their parents.

4. Role and Responsibilities of Committee Members

- 4.1.1 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.
- 4.1.2 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.
- 4.1.3 The core responsibilities of the Committee are:
- a) To provide guidance and support to Council on issues and barriers that affect the recovery process.
 - b) To actively participate in the development of a Flood Recovery Plan.
 - c) To raise advocacy issues for Council to consider on behalf of the affected community.

5. Membership

5.1 Committee composition

| Name | Type of Appointment | Term |
|--|---------------------|--|
| Independent Chair | Appointed | June 2025 |
| Six (6) to ten (10) community members who represent the demographics of the impacted area. | Appointed | June 2025 |
| One Councillor | Nominated | Annually – to be determined by Council |
| GenWest | Nominated | June 2025 |
| CoHealth | Nominated | June 2025 |
| Director Planning and Environment | Ex-officio | N/A |
| Manager Community Development, Inclusion and Healthy Ageing | Ex-officio | N/A |
| Coordinator Emergency Management | Ex-officio | N/A |

- 5.1.1 Council staff 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 Committee.
- 5.1.2 Council will provide secretarial support to the Committee.
- 5.1.3 The Committee may invite suitably skilled persons or external organisations to attend a meeting to provide information or support on matters being considered by the Committee.

5.2 Method of Appointment

- 5.2.1 A public Expression of Interest (EOI) process will be undertaken for the Community Member positions.
- 5.2.2 An assessment of applications will be made by a panel, comprising a Council staff member, a community advisor and a representative of Emergency Recovery Victoria, by Council staff based on the criteria to ensure the diversity of flood impacted Maribyrnong community and a range of relevant skills and experience is represented on the Advisory Committee. Individual skills and attributes of the applicants will also be taken into account.
- 5.2.3 Applications for membership to the Advisory Committee will be assessed according to the following selection criteria:
 - a) A requirement for community members to live, work or study in the suburb of Maribyrnong or be a community organisation/club operating in suburb.
 - b) A statement listing the reason for applying; and
 - c) A list of the skills, knowledge and/or experience that will be brought to the Advisory Committee
- 5.2.4 The selection of the Independent Chair will be through a short recruitment process comprising submission of curriculum vitae and an interview.
- 5.2.5 Appointments to the Committee from the community service organisations will be nominated by the relevant organisation.
- 5.2.6 A report will be presented to Council to recommend the selection of the Committee members and the Independent Chair.
- 5.2.7 Applicants will be advised in writing of the outcome of their nominations.
- 5.2.8 If a member is unable to fulfil their duties and a position is deemed vacant then Council will advertise the vacant position of seek a replacement from past nominations.

5.3 Term of Appointment

The Committee will have a tenure until the 30 June 2025.

6. Governance Arrangements

6.1 Induction and Training

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

6.2 Attendance and Quorum

- 6.2.1 The Committee will be flexible about multiple non-attendances by members and acknowledges the health and support needs associated with active citizen participation.
- 6.2.2 Members should submit any apologies to the Committee Chair if they are unable to attend.
- 6.2.3 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.
- 6.2.4 Any such request should be submitted to the Committee Chair and will be presented to the Committee for determination.
- 6.2.5 The Committee will not unreasonably withhold its approval of a leave of absence request.
- 6.2.6 Declare any interest, pecuniary interest or conflict of interest.
- 6.2.7 Keep informed of current developments, issues and concerns in the local community.
- 6.2.8 Have an understanding of and/or experience in the principles of community development.
- 6.2.9 Prepare for and actively participate in meetings.
- 6.2.10 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.
- 6.2.11 Treat information with sensitivity.

6.3 Independent Chairperson

- 6.3.1 The extent of authority of the Chair is to preside over the meeting.
- 6.3.2 The Chair will be an independent person to the community and Council.
- 6.3.3 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.

6.4 Meeting Procedures and Administrative Arrangements

- 6.4.1 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.

- 6.4.2 There will be a minimum of one (1) meeting per month.
- 6.4.3 Times and dates of meetings of the Committee shall be at the discretion of the Committee and will be circulated in advance for the calendar year.
- 6.4.4 Meetings will commence and conclude on time.
- 6.4.5 The Flood Recovery Manager will support the Chair and the Committee by undertaking administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- 6.4.6 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.
- 6.4.7 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.
- 6.4.8 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.
- 6.4.9 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.

6.5 Confidentiality

- 6.5.1 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*.
- 6.5.2 Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 6.5.3 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.
- 6.5.4 All Committee discussions should comply with the requirements under the *Privacy Act 1988* and its principles.
- 6.5.5 The failure of a member to comply with the above will result in the

termination of their appointment to the Committee as determined by the Chief Executive Officer as recommended by the Chair..

6.6 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.

7. Media

- 7.1.1 The CEO of Maribyrnong City Council or a Councillor 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.
- 7.1.2 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.
- 7.1.3 The Flood Recovery Manager of Council will be responsible for maintaining a web page on Council's website and any associated social media 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.

8. 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.