



# [Committee name] Regional Community Recovery Committee Terms of Reference

---

Version:	1.1
Adopted by Council:	14 September 2021
Responsible Officer:	Manager Community & Business Recovery
Department:	Community Recovery
Contact Officer:	Project Coordinator Community Recovery Committees

## Contents

1. Introduction.....	3
2. Purpose.....	3
3. Mission statement.....	3
4. Committee structure .....	3
Establishing working groups .....	4
5. Nomination, selection & appointment of members .....	4
6. Term of appointment .....	5
7. Induction.....	5
8. Vacancies.....	5
9. Co-opted members and specialist advice .....	6
10. Chairpersons.....	6
11. Meetings.....	6
12. Conduct of Committee members .....	7
13. Conflicts of interest .....	7
14. Attendance at meetings .....	8
Submitting apologies .....	8
Requesting a leave of absence.....	8
15. Meeting procedures .....	8
Agenda for meetings .....	8
Decision making and voting .....	9
Minutes of meetings .....	9
16. Reporting.....	10
17. Management and support to the Committee .....	10
18. Support available to community representatives.....	10
19. Confidentiality and privacy .....	10
20. Media .....	11
21. Review .....	11

## **1. Introduction**

---

- 1.1 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 community's priorities for ongoing recovery.
- 1.2 Yarra Ranges Council is committed to strengthening community-led recovery and the establishment of Regional Community Recovery Committees (RCRCs). These committees are part of how Council is supporting communities to recover from emergencies, including the impacts of the COVID 19 pandemic and for affected areas, the June 2021 storm emergency.
- 1.3 Key strategic documents guiding Council action in response are the Pandemic Recovery Framework 2020 and Yarra Ranges Municipal Recovery Plan.

## **2. Purpose**

---

- 2.1 The **[Insert Committee name]** Regional Community Recovery Committee (the Committee) has been established by Council for the purpose of:
  - (a) using community led recovery principles and asset based community development to gather information to understand community strengths and identify the top community recovery priorities;
  - (b) applying deliberative decision-making processes to create a Community Led Recovery Plan;
  - (c) exercising good governance and grant making to support the promotion and allocation of grant funding for community-led recovery projects;
  - (d) assisting Council in the consultative process and providing feedback on Council processes and policies and to support Council's decision making
- 2.2 The Committee does not have authority to make decisions on behalf of Council and nor does it have delegated authority to act or to incur expenditure on behalf of Council.
- 2.3 The Committee must at all times recognise that the primary responsibility for management of Council's operations is controlled by the Chief Executive Officer and that the Committee, at all times, is an advisory committee to Council.

## **3. Mission statement**

---

The RCRC will listen to their community to identify recovery priorities and provide opportunities for direct investment in local projects.

## **4. Committee structure**

---

- 4.1 The Committee will comprise up to 14 members, appointed in conjunction with the selection criteria included at paragraphs 5.4 and 5.5.

- 4.2 The 14 members of the Committee will comprise:
- (a) At least six (6) but no more than twelve (12) members of the community who represent the demographics of their region and have commitment to community led recovery; and
  - (b) At least one (1) but no more than two (2) Councillors appointed by Council.

### **Establishing working groups**

- 4.3 The Committee may establish special interest working groups to progress specific initiatives for a defined period of time. A working group may also invite individuals and groups to attend their meetings for the purpose of providing specialist advice, in accordance with paragraph 9.2.
- 4.4 Any working group established by the Committee must provide an update on its work to each meeting of the Committee.

## **5. Nomination, selection & appointment of members**

---

- 5.1 Expressions of interest from individuals will be called through Council's website, local media and by communications to the sector and other relevant local or peak community organisations.
- 5.2 Applications for membership must be made through the SmartyGrants portal on Council's website.
- 5.3 Applications will be considered against the selection criteria and short-listed applicants may be interviewed by a selection panel, to be convened by the Project Coordinator Community Recovery Committees.
- 5.4 Membership of the Committee will, as far as possible, be representative of the community, with reference to:
- (a) ability;
  - (b) age;
  - (c) gender and gender identification;
  - (d) cultural background; and
  - (e) socio-economic status.
- 5.5 All members must:
- (a) be 18 years of over;
  - (b) live, work or have significant connection to Yarra Ranges;
  - (c) have established networks, relationships, connections to the region the Community Recovery Committee represents;
  - (d) be able to commit to attending the regular meetings of the Committee; and
  - (e) have a passion for working with Council to achieve community-led recovery.

- 5.6 Council will consider the appointment of the Councillor to the Committee on an annual basis.

## **6. Term of appointment**

---

- 6.1 Individuals will be appointed until 30 June 2023.
- 6.2 Councillors are appointed to the Committee by Council until 30 June 2023. Notwithstanding the term of appointment, Council will consider and reaffirm this on an annual basis, while reserving the right to change its appointed representative at any time.
- 6.3 All appointments to the Committee will be submitted for determination by Director Recovery and Manager Community & Business Recovery under delegation.
- 6.4 Council will be advised of the appointments in a report at a Council meeting by the Project Coordinator Community Recovery Committees and Manager Community & Business Recovery.
- 6.5 Prior to 30 June 2023, the Project Coordinator Community Recovery Committees will conduct a review with the member of their time on the Committee and identify any information or further supports (e.g. mentorship) that may assist the member in fulfilling their role should the Committee continue.

## **7. Induction**

---

- 7.1 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. timelines for capital works program, 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

## **8. Vacancies**

---

- 8.1 A position is deemed vacant if a member fails to attend 4 consecutive meetings without being granted a leave of absence by the Committee.
- 8.2 Where a member decides to relinquish their membership before the end of their term of appointment, they must submit their resignation in writing, addressed to the Project Coordinator Community Recovery Committees.

8.3 Council will seek to fill a vacancy that may occur before the end of the term of appointment, with the exception of a vacancy that occurs within two months of the end of the term of appointment.

8.4 All recommendations regarding the filling of vacancies will be submitted to a Council meeting for determination in a report by the Project Coordinator Community Recovery Committees.

## **9. Co-opted members and specialist advice**

---

9.1 The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time. A co-opted member would join the Committee in an advisory capacity only and is not entitled to vote.

9.2 Individuals and groups may be invited to attend meetings of the Committee for the purpose of providing specialist advice. Any such individual or Group must not be involved in decision making processes and must not vote on any matter.

## **10. Chairpersons**

---

10.1 The Committee will appoint two Co-chairs:

10.1.1 One Chairperson will be a community member, appointed by the Committee

10.1.2 One Chairperson will be a Councillor, appointed by Council.

10.2 The co-chairs will be the public face of the Committee and will lead advice and reports to the Council and other bodies on behalf of the Committee.

10.3 The Committee may appoint a Deputy Chairperson, whose role would be to perform the duties of the Chairperson if either of the Chairperson's is absent or unable to perform their duties at a meeting of the Committee.

## **11. Meetings**

---

11.1 At least 10 meetings of the Committee will be held per year, with these to be held at an accessible venue in the Yarra Ranges or via video conference (to be determined by the Project Coordinator Community Recovery Committees after consultation with the Chairperson).

11.2 Meetings may be cancelled, or additional meetings may be convened, by the Project Coordinator Community Recovery Committees after consultation with the Co-Chairs.

11.3 If apologies are received from a significant number of the members of the Committee, meetings may be cancelled and rescheduled (if feasible) by the Project Coordinator Community Recovery Committees after consultation with the Co-Chairs.

11.4 Members are asked to check their email on the morning of the meeting to receive any notice of cancellation.

- 11.5 Meetings of the Committee are defined as “Informal Meetings of Councillors” under Chapter 8, Rule 1 of Council’s Governance Rules if at least one Councillor is present. The Project Coordinator Community Recovery Committees must forward a record of an Informal Meeting of Councillors to Council’s Governance Team within 7 days of a meeting to enable this to be tabled at the next convenient Council meeting and recorded in the Minutes of that Council meeting.

## **12. Conduct of Committee members**

---

- 12.1 When acting in their capacity as a member of the Committee, all members will refrain from discriminating, harassing or bullying other people and using offensive language.
- 12.2 In performing their role, a committee member must:
- (a) act honestly;
  - (b) exercise reasonable care and diligence;
  - (c) not make improper use of their position; and
  - (d) not make improper use of the information acquired because of their position.
- 12.3 The failure of a member to comply with either paragraph 12.1 or 12.2 above will result in the termination of their appointment to the Committee.
- 12.4 Committee members will also have regard to the principles of health and safety and must ensure that they contribute to the notion of a healthy and safe workplace.

## **13. Conflicts of interest**

---

- 13.1 A member of the Committee with a conflict of interest in an item of business to be considered at a meeting must declare this before the item is considered.
- 13.2 A member declaring a conflict of interest must leave the meeting while the identified item is being discussed and must not vote on the matter being considered.
- 13.3 A declaration of a conflict of interest that has been made at a meeting of the Committee must be recorded in the minutes of that meeting and in the Informal Meeting of Councillors record to be submitted to Council.
- 13.4 A failure to comply with the provisions regarding the disclosure of conflicts of interest may result in the member’s appointment to the Committee being terminated.
- 13.5 A Councillor appointed to the Committee must declare a conflict of interest in accordance with the requirements of Chapter 7, Rule 7, of Council’s Governance Rules.

## **14. Attendance at meetings**

---

- 14.1 The Committee will be flexible about multiple non-attendances by members and acknowledges the health and support needs associated with active citizen participation.

### **Submitting apologies**

- 14.2 Members should submit any apologies to the Project Coordinator Community Recovery Committees if they are unable to attend, with these to be received at least 24 hours prior to a scheduled meeting time (where possible).

### **Requesting a leave of absence**

- 14.3 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.
- 14.4 Any such request should be submitted to the Project Coordinator Community Recovery Committees and will be presented to the Committee for determination.
- 14.5 The Committee will not unreasonably withhold its approval of a leave of absence request.

## **15. Meeting procedures**

---

### **Agenda for meetings**

- 15.1 Council will be responsible for setting the Agenda for each meeting.
- 15.2 Committee members can request an item to be included on an Agenda by sending details to the Project Coordinator Community Recovery Committees prior to the meeting.
- 15.3 The Project Coordinator Community Recovery Committees will consider any such requests and determine if they be listed or dealt with (investigated) as per normal business as discussion of operational issues should be directed to an appropriate Council Officer.
- 15.4 The Agenda for each meeting will include:
- (a) an opportunity for members to disclose a conflict of interest;
  - (b) provision for any urgent items of business to be raised and, by agreement, considered by the Committee;
  - (c) brief reports back on:
    - (i) the use of the Committee's advice by Council; and
    - (ii) actions and/or matters arising from items discussed at the previous meeting;
  - (d) updates on current Council programs and initiatives;



- (e) substantive discussion about major current issues and directions;  
and
  - (f) an opportunity to raise other business matters from the table.
- 15.5 An Agenda will be sent to the Committee one week prior to each meeting, together with any background reading material.

### **Decision making and voting**

- 15.6 A quorum of at least 7 voting members must be present if a vote or committee decision is to be made.
- 15.7 No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the meeting Chairperson may decide that the Committee meet for discussion only.
- 15.8 Any decisions in respect of formal advice and/or comment to be provided to Council by the Committee will be reached by consensus. As far as practicable the Committee will provide advice to Council based on the collective wisdom of its members, supported by the best available information provided by Council Officers.
- 15.9 The Committee does not require formal voting to take place in order to make decisions, although the Chairperson may call for a vote in extraordinary circumstances. If the Chairperson calls for a vote to be taken:
- (a) the vote will be by a show of hands
  - (b) in the event of deadlock, the Chairperson will have a casting vote to determine a matter.
- 15.10 A diversity of views may be expressed by the Committee and these will be reflected in any reports and statements issued by the Committee.

### **Minutes of meetings**

- 15.11 Minutes will be taken for each meeting by an appointed Council officer and will record:
- (a) the attendance of members;
  - (b) agenda items tabled;
  - (c) any declared conflicts of interest;
  - (d) key discussion points; and
  - (e) actions and agreed outcomes only.
- 15.12 Minutes and action items will be distributed to each member of the Committee and relevant Council staff within two working weeks of the meeting.
- 15.13 Minutes will be finalised only when formally adopted at the following scheduled meeting of the Committee.

- 15.14 A copy of the summary of the key actions and agreements from each meeting will appear on Council's website for public viewing.

## **16. Reporting**

---

- 16.1 The Council appointed Co-Chair will make a Delegate's Report at the next Council meeting following a Committee meeting.
- 16.2 The Committee will present an Annual Report to Council. The Annual Report must contain the Committee's actions and key achievements over the previous 12-month period and detail the Committee's key plans and goals over the upcoming 12 months.
- 16.3 The Annual Report will be made by the Project Coordinator Community Recovery Committees, together with any members of the Committee as may be deemed appropriate by the Project Coordinator Community Recovery Committees after consultation with the Co-Chairs and the Mayor.

## **17. Management and support to the Committee**

---

- 17.1 An appointed Council Officer will provide administrative support to the Committee, which will include:
- (a) maintaining contact details of members;
  - (b) preparing and distributing Agendas and prior reading material;
  - (c) preparing and distributing Minutes of meetings;
  - (d) reporting on actions and/or matters arising from previous meetings back to the Committee;
  - (e) circulating other material to Committee members as necessary;
  - (f) completing and submitting an Informal Meeting of Councillors record for inclusion on a Council Agenda;
  - (g) maintaining a web page for the Committee on Council's website;
  - (h) assisting with the preparation of an Annual Report to Council; and
  - (i) managing all other administrative processes associated with the Committee.
- 17.2 The Committee will have access to Council staff with relevant expertise on matters being considered by the Committee.

## **18. Support available to community representatives**

---

- 18.1 Community representatives are eligible for assistance with transport, e.g. cab or fuel vouchers, to support their attendance at meetings and involvement with the Committee.
- 18.2 Any individual participation needs should be raised with the Project Coordinator Community Recovery Committees.

## **19. Confidentiality and privacy**

---

- 19.1 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*.
- 19.2 Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 19.3 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.
- 19.4 All Committee discussions should comply with the requirements under the *Privacy Act 1988* and its principles.
- 19.5 The failure of a member to comply with paragraphs 19.1 to 19.4 will result in the termination of their appointment to the Committee.

## **20. Media**

---

- 20.1 The Co-chairs will represent the views of the Committee and make all public statements. If members of the Committee wish to raise an issue in the media, this should be agreed beforehand at a Committee meeting.
- 20.2 On occasion, representatives of the Committee may be invited to join the Co-chairs to promote the work of the Committee or to support advocacy positions.
- 20.3 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 Committee or Council.
- 20.4 The Project Coordinator Community Recovery Committees 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 (in accordance paragraph 15.14 of these Terms) and a copy of the Annual Report to Council.

## **21. Review**

---

- 21.1 The Terms of Reference are valid until 30 June 2023.
- 21.2 If the Committee is to continue under Council authority after this date the Terms of Reference will then be reviewed or at such other time that Council determines.