

## January 2022 Storm Community Recovery Committee

### Terms of Reference



#### Version Control

Date	Version	Author	Summary of changes	Approved by
4/7/2022	0.1	Amanda Western	First draft for discussion/development with Director	Amanda Western
5/7/2022	0.2	Amanda Western	Modification to include Deputy Chairperson and changes to proxies and quorum. Other minor changes.	Amanda Western
12/7/22	0.3	Amanda Western	Changes to incorporate Municipal Recovery Committee feedback	Amanda Western

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# Background

The January 2022 Storm Community Recovery Committee (“the Committee”) has been formed to plan and lead the long-term recovery from the consequences of the storm and flood event that affected the Hepburn Shire January in 2022.

## 1. Role

To assist the storm and flood affected communities of the Hepburn Shire to manage their own recovery following the storm and floods in January 2022.

Specifically this includes:

- Providing advice to the January 2022 Municipal Recovery Committee (“Municipal Recovery Committee”) to ensure that recovery programs and services meet the needs of the communities impacted by the event
- Recommending projects for the \$20,000 January 2022 Storm and Flood Community Recovery Fund aimed at supporting social, economic and environmental recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee
- Providing input into evaluations concerning the recovery process
- Responding to recovery-related issues that arise in the community and advocate for appropriate action to be taken.

## 2. Functions

The work of this Community Recovery Committee will include:

- Seeking input from members of the community on recovery needs and communicating with members of the community regarding recovery-related services and programs
- Reviewing recovery-related services and programs and identifying gaps to inform Community Recovery Committee activities and projects
- Providing advice and recommendations to government and non-government organisations on priorities for investment to support the environmental, social and economic recovery of impacted communities
- Where required, requesting individuals or organisations to oversee delivery of projects that support recovery;
- Providing advice to the January 2022 Municipal Recovery Committee on actions required to address issues as they arise
- Provide project recommendations for the Hepburn Shire Council funded \$20,000 January 2022 Storm and Flood Community Recovery Fund to the January 2022 Municipal Recovery Committee who will endorse for Council to administer the funds.
- If the Committee source other funds Council will assist with the financial administration.

## 3. Membership

### 3.1 Members

- Minimum of seven and a maximum of eleven members sourced from a publicised Expression of Interest process and to be selected by the Municipal Recovery Committee to represent the community based on the following criteria (reflected in the Nomination Form):
  - Demonstrated:
    - Strong connection to community eg. Previous or current involvement in community organisations
    - Experience listening to others in order to represent their views
    - Desire to assist the community with recovering from the January 2022 storm and flood event in Hepburn Shire.
  - Diversity of location (ensure balanced representation across the storms footprint), area of interest, gender and age group.

### 3.2 Roles and Responsibilities

#### 3.2.1 Chairperson

Chairperson to be elected by the Community Recovery Committee at their first meeting.

It is expected that the Chairperson will:

- chair meetings of the Community Recovery Committee
- coordinate the development and delivery of the meeting agendas, reports and advice, and work program, including maintaining an accurate Terms of Reference
- provide leadership and direction to the Committee

#### 3.2.2 Deputy Chairperson

A Deputy Chairperson is to be elected by the Community Recovery Committee at their first meeting.

It is expected that the Deputy Chairperson will:

- Fulfil the Chairperson's role in their notified absence (as proxy)
- Assist the Chairperson in their role.

#### 3.2.3 Secretary

Secretary to be elected by the Community Recovery Committee at their first meeting.

It is expected that the Secretary will:

- manage and coordinate the administration of meetings, and provide secretariat support (including the distribution of the Terms of Reference)

- act as a primary point of contact and liaison for the committee members, stakeholders and proxies (if required)
- arrange for reports to be provided as and when required

In the event the Secretary is an apology for a meeting another Committee member is to be nominated by the Secretary as the proxy to undertake the Secretary's duties at that meeting.

A Hepburn Shire Council Storm Recovery Officer is available to attend the first three meetings to assist with secretariat duties. From the fourth meeting onward, this will be the responsibility of a nominated Secretary from within the Committee membership.

#### 3.2.4 Members

It is expected that members will:

- attend and participate in each meeting using existing skill and knowledge sets, and available resources to support the affected communities' recovery
- actively maintain communication and relationships to achieve the Committee's purpose, including liaising in a timely way with relevant stakeholders and proxies
- contribute to setting the agenda for meetings, developing key reports, plans and these Terms of Reference
- actively participate in setting and supporting the agreed recovery activities

#### 3.2.5 Proxies

Committee members may assign a proxy (voting entitlement) to another committee member for a particular meeting.

#### 3.2.6 Stakeholders and Guests

Guests, including stakeholders, may address the Community Recovery Committee and contribute to Committee discussions. Guests/stakeholders may not participate in the decision making of the Community Recovery Committee. It is anticipated that stakeholders may include Councillors, Council Officers and Government/Non-Government Agency representatives on a regular or occasional basis.

Guests/stakeholders are to contact the secretary at least two weeks prior to a scheduled meeting to request opportunity to address the Committee (and advise the issue to be discussed) or attend as an observer. Standing offers may be extended based on Committee consensus.

#### 3.2.7 Standing invitation to Observe

It is expected that a Councillor or Council Officer be invited as an observer to all meetings except where there is deemed a conflict of interest. This Councillor/Officer will also respond to any queries relating to Council's storm recovery activities.

## **4. Practices and Protocols**

### **4.1 Stakeholder Management**

The Community Recovery Committee will undertake stakeholder analysis and participation planning. Stakeholders to be considered should include, but not be limited to:

- Communities and individuals within the affected areas
- Local industry / businesses / environmental / community groups
- Government and non-government organisations, volunteer/charity groups.

### **4.2 Terms of Reference**

These draft Terms of Reference are to be reviewed by the Community Recovery Committee at its first meeting. Documentation of recommended changes is the responsibility of the Chairperson and will send to the January 2022 Municipal Recovery Committee for review and endorsement. The Secretary is responsible for arranging distribution of the updated Terms of Reference if applicable.

### **4.3 Meeting Frequency**

- The Committee will meet monthly for twelve months.
- The Committee may alter this schedule according to need.

### **4.4 Standard Meeting Arrangements**

The Committee will follow standard committee practices, keeping minutes and circulating agendas and meeting papers in a timely manner prior to scheduled meetings.

### **4.5 Decision Making and Quorum**

A quorum is no fewer than five members, including the Chairperson or Deputy and the Secretary or their proxy. Decisions of the Committee shall be arrived at by consensus. In the event that consensus cannot be found, the Chair will have the final say.

Arrangements for out-of-session decisions should align with the following points:

- The Committee can make resolutions without meeting in person as long as a quorum indicates they support the written resolution
- Individual member's endorsement via email will suffice

## **5. Funding**

Hepburn Shire Council has allocated \$20,000 in the 2022/23 financial year for the "January 2022 Storm and Flood Community Recovery Fund" for recovery efforts as recommended by

the Committee. The Committee will present their recommendations in a timely manner for expenditure prior to June 30th 2023 to the Municipal Recovery Committee who will endorse for Council to administer the funds.

## **6. Reporting**

The Committee will report to the January 2022 Municipal Recovery Committee. The Chairperson or their nominee will be invited to sit on the Municipal Recovery Committee to report on the Community Recovery Committee's activities and recommendations. Other reports will be made as required to other stakeholders and the affected communities. There will be an acquittal process established by Council for the January 2022 Storm and Flood Community Recovery Fund which the committee will need to prepare and submit.

## **7. January 2022 Municipal Recovery Committee**

In the event the January 2022 Municipal Recovery Committee dissolves prior to June 30<sup>th</sup> 2023, all its activities documented in these Terms of Reference will devolve to the Hepburn Shire Council's Manager Emergency Management.