



RECOVERY & RESILIENCE ADVISORY GROUP

**TERMS OF REFERENCE &
OPERATING GUIDELINES**

TERMS OF REFERENCE

1. OBJECTIVE AND PURPOSE OF THE RECOVERY & RESILIENCE AG

- To consider actions and matters that support Council's Community Strategic Plan (CSP) goals in relation to Recovery and Resilience
- To enable Council to engage with its community in relation to Recovery and Resilience.

2. KEY FOCUS AREAS FOR THE RECOVERY & RESILIENCE AG

The Recovery and Resilience AG will generally consider matters relating (but not necessarily limited) to:

- Provide regular updates to Wollondilly Shire Council and the Local Emergency Management Committee (LEMC)
- Provide a platform for communication and collaboration between recovery and resilience stakeholders
- Make recommendations to the Local Emergency Management Committee in relation to:
 - Health and wellbeing
 - Socioeconomic Impacts
 - Financial Welfare
 - Employment issues
 - Housing
 - Transport
 - Education
 - Community Development
- Contribute to the development and completion of strategies contained within the Wollondilly Long Term Recovery & Resilience Plan
- Advocate and lobby for ongoing and incidental funding to support recovery and resilience initiatives
- Providing constructive feedback into the development of a range of Council policy documents relating to resilience and recovery.
- Representing the views and needs of the Wollondilly community in relation to resilience and recovery.

OPERATING GUIDELINES

3. MEETING FREQUENCY, TIMES AND VENUE

- The Recovery and Resilience AG will meet on an as needed basis during and following a natural or man-made disaster or similar event.

- The Recovery and Resilience AG will be stood up and down at the discretion of the Mayor with no minimum notice period.
- The AG Chair has the discretion to form subcommittees and working groups made up of AG members to progress initiatives and actions that have arisen from AG meetings.
- Council staff may seek feedback and advice informally from AG members in between AG meetings to progress initiatives and actions raised at AG meetings.
- Meetings will take place at either Council's Administration Buildings in Picton, or via on-line platforms (such as Zoom or MS Teams).
- Meetings will generally be held after 3:00pm on a Thursday or as required depending on the circumstances.

4. COMPOSITION AND MEMBERSHIP

The composition and membership of the Recovery and Resilience AG will comprise:

Voting Members:

- The nominated Councillor Chair (based on Council's resolved allocation of portfolio topics for Councillors). Note that in the event of the nominated Chair being unavailable, the Mayor may be called upon to Chair the meeting. Alternatively, the members of the Advisory Group may choose to agree on a stand-in Chair.
- The Mayor has delegation to Chair the Advisory Group and on occasion may choose to do so.
- A minimum of five (5) and a maximum of ten (10) community members (either as interested individuals or as representatives of key community/industry organisations).
- Any Councillors who choose to attend.

Non-Voting Attendees

- Council staff attending as subject matter experts.
- Council staff providing administrative support.
- Guest speakers and representatives from other Government agencies who may be invited to attend from time to time as needed.

5. MEMBERSHIP SELECTION, TENURE AND RENEWAL

- Community members and/or content experts (either as interested individuals or as representatives of key recovery, response and community/industry organisations) are to be recruited through a public Expression of Interest (EOI) process which will be advertised and promoted through various media channels and on Council's website or targeted directly when seeking specific skills and expertise.
- Selection will be based on set criteria which will be outlined as part of the EOI process.

- The numbers of representatives from any given community/industry organisation will be considered and managed on a case-by-case basis with the aim of ensuring equitable community representation opportunities.
- Membership for all Community members will be dissolved / renewed in line with the electoral term of Council.
- If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of Interest (EOI).

6. QUORUM REQUIREMENTS AND DECISION-MAKING

- The minimum quorum requirements for any meeting of the Recovery and Resilience AG shall be:
 - At least half of the appointed members; and
 - A Chair
- If a quorum is not reached, the Chair will seek to reschedule the meeting for the earliest convenient time to allow for the quorum to be met. However, in some circumstances, the Chair may still choose for the meeting to proceed, but no significant decision making or voting will be conducted.
- Decisions will be made by consensus. If this is not possible or appropriate, the Chair may put certain matters to a vote at their discretion in order for a decision to be recorded. Only voting members can participate in any such voting processes. Non-voting attendees are however able to contribute to consensus decision-making.
- At times, the Recovery and Resilience AG may make recommendations which require further consideration by the full elected Council body. Any such recommendations needing referral to Council will need to be identified by the Chair and recorded in the minutes. The matter will then be referred for consideration by Council as required (see section 9 below).
- Matters may also be referred to the Recovery and Resilience AG for consideration and comments by Council via a Council resolution.
- Matters may be referred to the relevant Strategic Reference Group and vice versa for consideration and comments.

7. RESPONSIBILITIES OF MEMBERS

- Members will be required to sign a declaration that they have read, understood and will act in accordance with these Operational Guidelines and Terms of Reference. This includes:
 - Adhering to Council's Code of Conduct.
 - Conducting themselves in a respectful, courteous and constructive manner.
 - Not using meetings as a platform for personal accusations / defamatory statements or as an interrogation of Council business.
 - Not directing staff in how to perform their duties and/or responsibilities
 - Agreeing to sign any Confidentiality Agreement as and when required

- Not participating in any caucusing. If caucusing occurs the matter may be referred to Council.
- Ongoing membership will be dependent on the above.
- Members will be responsible for their own travel and costs as a result of attending any meetings and associated events and activities and for any technology to connect to online meetings.
- No sitting fees or out of pocket expenses will be paid to members.
- Members will be encouraged to contribute items of interest to the meeting agenda by contacting the AG Chair or the relevant Council staff who attend the AG prior to the meeting. Items that require resolution, discussion or debate need to be included in the agenda; however, in extenuating circumstances these items can be raised in General Business at the discretion of the AG Chair. Items must be relevant to the objectives and purpose of the AG.
- Members will be expected to actively and constructively participate in meetings and any associated activities or events.
- In the event that a member cannot attend a meeting, an apology or notification must be made to the AG Chair or the relevant Council staff who attend the AG prior to the meeting commencing.
- Lack of attendance (3 consecutive meetings or more) may result in the individual member's position being declared vacant.

8. ROLE OF COUNCIL STAFF

Council staff are responsible for:

- Coordinating the meeting arrangements including calendar notifications.
- Attending as subject matter experts to present on matters and to contribute to general discussions as required.
- Preparation and distribution of agendas, minutes and other reports and communications as required.

9. MINUTES, AGENDAS AND REPORTING REQUIREMENTS

- Meeting date schedules are to be arranged with a forward horizon of 12 months and shall be placed in Council's corporate calendar and distributed to all AG members and attendees.
- Advice of upcoming meetings will be distributed to all AG members and attendees at least 10 days prior to the date of any scheduled meeting (this advice will include an Agenda, the previous meeting's Minutes and any associated papers and reports).
- All meetings shall be minuted with the minutes providing a record of:

- Key discussion points against each agenda item.
 - Any decisions made.
 - Any matters and recommendations requiring referral to Council and/or the Environment SRG.
- All Agendas and Minutes shall be placed on Council's website to enable easy public access and be made available to all Councillors.
 - A report to the Environment SRG is to be provided following each meeting of the Recovery and Resilience AG. This report shall include:
 - The minutes of the Recovery and Resilience AG meeting.
 - A summary of any key matters that the Environment SRG needs to be aware of or needs to consider.
 - Any recommendations to Council being made by the Recovery and Resilience AG which require a Council decision.

10. STANDING AGENDA ITEMS

The following shall be the minimum Standing Agenda items for all Meetings of the Recovery and Resilience AG:

- Acknowledgement of Country
- Disclosure of Interests
- Attendance and Apologies
- Confirmation of Minutes
- Actions and Initiatives
- Matters referred to the AG by Council resolution
- General Business