

Stony Creek Recovery Stakeholder Advisory Group

Terms of Reference

1. Purpose

To advise on and monitor the implementation of the recovery plans.

2. Role and function

In relation to the recovery plans, the role of the Stony Creek Recovery Stakeholder Advisory Group (the Group) will be to:

- receive reports from Government agencies on the progress of initiatives in the Recovery Plans
- monitor the implementation of recovery actions so they are undertaken in an appropriate, systematic, effective and timely manner.
- ensure actions are flexible and responsive to emerging community needs, trends and relevant issues.
- highlight areas of unmet need for any additional resources or actions to assist community recovery.
- represent the views and needs of the community and other stakeholders.

3. Meeting times and place

The Group will meet monthly or as required.

Meetings will be held at Maribyrnong City Council (MCC) Town Hall.

Chairs of the three subcommittees under the Recovery Committee (Communication and Community Engagement Sub Committee, Natural Environment Recovery Sub Committee, and Regulatory and Risk Sub Committee) will attend each meeting.

4. Membership

Membership of the group will comprise

- two representatives from Friends of Stony Creek
- two representatives from Friends of Cruickshank Park
- one representative from Clare Court Children's Centre
- one representative from Yarraville Community Garden
- one representative from Kingsville Primary School
- one representative from Hobsons Bay City Council
- two representatives from local business, and
- five interested community members.

An independent Chairperson will be appointed.

The Group will elect a Secretary from amongst the members.

5. Appointment to the Group

Community Groups or Organisational representatives

Community groups and organisations will be approached to nominate a representative(s). They will be ineligible if

- they are an undischarged bankrupt
- their property is subject to control under the law relating to bankruptcy
- they are of unsound mind
- they have been convicted of certain criminal offences (within seven years of the election)
- they work for Maribyrnong City Council, EPA or Melbourne Water
- they are a Councillor for any Victorian municipality or

- they are a Federal Member of Parliament or a Member of Parliament in any state or territory

Community / resident representatives

Council will undertake an expression of interest process calling for community/resident members.

To be eligible, the community member must provide a candidate's statement of no more than 150 words outlining their suitability for the role.

They will be ineligible if

- they are an undischarged bankrupt
- their property is subject to control under the law relating to bankruptcy
- they are of unsound mind
- they have been convicted of certain criminal offences (within seven years of the election)
- they work for Maribyrnong City Council, EPA or Melbourne Water
- they are a Councillor for any Victorian municipality or
- they are a Federal Member of Parliament or a Member of Parliament in any state or territory

Should the number of nominations exceed the number of vacancies, candidate profiles of eligible community representatives will be placed on Council's community engagement website – yourcityyourvoice.com.au (YCYV)

Voters must register to vote on YCYV (must provide email address – one vote per email address)

- Each voter can place one vote
- Voting is open to all age groups
- Voting is non preferential

The results of the poll will be published on YCYV at the close of polling.

6. Term of appointment

The term of appointment will be for a period of twelve months. All members will be eligible for reappointment.

7. Attendance

A committee member shall endeavor to advise the Chairperson or Secretariat of non-attendance at any meeting.

8. Failure to attend meetings

Any member who is unable to attend three consecutive Group meetings shall notify the Chairperson in writing as to his/her availability to continue to be a member of the Group.

9. Resignation of a Group member

A Group member may resign from the Group by advising the Chairperson in writing.

10. Casual vacancies

Casual vacancies of community representatives will be by a count back of votes from original election process to identify the candidate with next highest number of votes for that precinct.

Casual vacancies of community group / organisational representatives will be filled by nomination by the relevant community group or organisation.

11. Quorum

A quorum will be five community group / organisational representatives and two community representatives.

12. Operations/ Administration

The Group has no budgetary responsibilities, decision making powers or delegated authority but serves to make recommendations for the Recovery Committee's consideration.

The Group shall follow the general consensus principle when determining its preferred position on matters under discussion.

Group members will not publicly comment on behalf of the group.

Council will provide the necessary support to enable the Group to function effectively including:

- provision of venue
- maintaining contact details of members
- relevant research, data, studies, reports and expertise as required and/ or requested by the Group

Secretarial and administrative support will be provided by the committee members.

13. Reporting

Following each meeting, a report containing any recommendations / comments will be provided by the Group to the next meeting of the Recovery Committee.

14. Review

A review of the role, function, membership and productivity of the Terms of Reference will be conducted every two years or as required to ensure currency, effectiveness and stakeholder engagement. The next scheduled review date will be October 2020.