



Local Recovery and Resilience Group Economic Recovery Subgroup Terms of Reference

1. Intent

The Economic Recovery Subgroup provides a multi-agency coordinated response to businesses in Townsville who have been disaster affected.

To coordinate, plan, implement, monitor, and report on economic recovery measures within the Townsville City Council Local Government Area (LGA).

2. Scope

The terms of reference apply to Councillors, Townsville Local Disaster Management Group (TLDMG) members and advisors, Local Recovery and Resilience Group (LRRG) and Subgroup members, and staff of Townsville City Council (TCC).

3. Powers of the committee

The LRRG is established under section 30 of the *Disaster Management Act 2003* (the Act).

TCC through the TLDMG retains primary responsibility for managing disaster events within the local government area (s 4A).

The LRRG Terms of Reference apply to this Subgroup.

This subgroup is activated on request from LRRG following a disaster event

4. Purpose

- Assess impact on key economic assets (e.g., large employers, retail, transport, energy, wholesale, manufacturing, tourism, health, etc.)
- Assess supply chain issues (e.g., transportation, cold storage) that are a barrier to economic activity
- Determine availability of business recovery assistance mechanisms
- Develop and implement effective communication measures with industry/business (communication plan and strategy)
- Develop Recovery Action Plan, incorporating:
 - Introduction and purpose of the plan

- Disaster overview
- Economic impact assessment
- Economic recovery objectives
- Action plan
- Key organisations and personnel
- Convene meetings of the Economic Recovery Sub-Group as determined by the Chair LRRG and subgroup coordinator
- Coordinate and facilitate access to business advice and assistance through the Small Business Recovery Centre or other agencies
- Identify issues and advocate on behalf of business
- Work with insurance sector to ensure speedy response and recovery
- Assess broader regional impacts with other affected local government areas and opportunities for collaboration/partnership
- Monitor and review Economic Recovery Action Plan
- Develop a plan for resilience
- Provide advice and regular reports to the Local Recovery and Resilience Group (LRRG), including regular community and media information on recovery progress
- Develop a final report for inclusion in the Local Recovery and Resilience Group report

5. Membership

The maximum voting membership of the subgroup will be 10 persons, including the Coordinator and Deputy Coordinator of the subgroup. In addition, the Chair of the LRRG is an ex officio member of each subgroup and may address the working group on any issue but does not have an entitlement to vote.

Membership of the subgroup is voluntary and final appointment of core and advisory member agencies will be determined by the coordinator of the working group and the Local Recovery Coordinator. Subgroup memberships must be endorsed by the LRRG.

Advisory members to the working group participate in subgroup meetings in a non-voting capacity and invitations can be made to include non-working group members to actively participate in working group discussions as subject matter experts.

Members will be invited and appointed on their capability and expertise to contribute to the economic recovery in the Townsville LGA. Membership will reflect the region's diverse communities, industries and geographic locations. Representatives will be sourced from relevant government and non-government agencies; businesses and industry groups depending on the nature and impacts of a disaster event to the local economy.

6. Sub Task Groups

Sub task groups are groups that are formed for the purpose of specialised information and experience. These groups will be formed upon the decision of this Economic Recovery Sub-Group.

7. Agency nominations

It is recommended that where more than one agency is identified as an appropriate service provider in a particular sector, the Coordinator of the Subgroup will call on those agencies to nominate one member to act as their collective representative. This will streamline operations but still provide wider membership and opportunity for involvement.

8. Committee term

The subgroup is required as an ongoing operational requirement.

9. Meetings

This Subgroup will meet at least twice throughout each calendar year.

Extra-ordinary (operational) meetings will occur within 24 hours of an event.

Face to face meetings is the preference of the Membership, with an online option should face to face not a viable option for one or more members or following an event.

Agendas are to be distributed to the membership seven days prior to the meeting, time permitting.

Agendas and Minutes of meetings are to be made available to the Local Recovery & Resilience Group (LRRG) and distributed to the Subgroup Membership within seven business days from meeting, unless out of scheduled meeting. Out of schedule meeting minutes to be distributed within 48 hours.

10. Reporting

Coordinator to attend meetings of the LRRG and provide reports as required.

Inform and review reports to the State and District Economic Recovery Functional Group and other agencies as required.

Meeting minutes and agendas will be made available to the LRRG.

The Coordinator of the Subgroup will provide updates to the LRRG as required, and written reports to Council on request.

11. Evaluation of performance

The Subgroup will undertake an annual assessment of performance against the Terms of Reference.

12. Responsibility

The TLDMG is responsible for the adoption, amendment and repeal of these Terms of Reference and the Local Recovery Coordinator is responsible for the development and amendment of any associated procedures and guidelines.


13. Review

It is the responsibility of the Local Recovery Coordinator to monitor the adequacy of these Terms of Reference and recommend appropriate changes. These Terms of Reference will be formally reviewed every four years or as required by Council.

These Terms of Reference are to remain in force until otherwise amended/repealed by resolution of the TLDMG.



Cr Nicholas Dametto
Chairperson
Townsville Local Disaster Management Group
Date: 9/3/2026



Cr Ann-Maree Greaney
Chairperson
Local Recovery and Resilience group
Date: 9/3/2026