



# Local Recovery and Resilience Group Infrastructure Recovery Subgroup Terms of Reference

## 1. Intent

Infrastructure Recovery Subgroup provides a multi-agency coordinated response to individuals and families in Townsville who have been disaster-affected. To coordinate planning and implementation of recovery in the area of Infrastructure (buildings, roads and transport).

## 2. Scope

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

## 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

- Ensure agencies and partners are prepared for disaster recovery operations.
- Coordinate the effective and efficient delivery of state and local-controlled road and transport network recovery and reconstruction activities.
- Engage directly with industry, key roads and transport stakeholders and the community on the recover and reconstruction phases following disasters.
- Assess damage to buildings across the impacted areas to obtain information describing the extent and severity of damage and insurance losses to assist recovery efforts and monitor recovery progress.

- Assess damage and coordinate the demolition, securing, clean up, repair and restoration State and local-owned buildings and facilities (public schools, government buildings, government employee housing, public housing).
- Monitor building / residence repair and reconstruction progress and standard of work to identify and remove emerging issues and obstacles to recovery.
- Provide information and advice to impacted homeowners and community members regarding how to clean-up, move back-in and organise the assessment, repair or rebuilding of their homes/properties.
- Provide advice and support regarding timely safety inspections and reconnection of utilities by providers, as required.
- Provide advice and coordinate the clean-up and disposal of hazardous building material and debris from public areas as required.
- Provide information and assistance to local and district recovery groups and local governments regarding building reconstruction and recovery steps, activities and funding arrangements.
- Provide information and advice to the building industry supply chain (contractors and suppliers) regarding rebuilding materials, skills and trades, codes required for repair/rectification and rebuilding work.
- Provide information regarding how to improve the resilience of a building to future impacts from natural hazards.

## 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.

## 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 Infrastructure 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 Chair 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 of the Subgroup to attend meetings of the Local Recovery & Resilience Group and provide reports as required.

Inform and review reports to the State and District Building and Roads and Transport 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.

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Authorised by - Local Disaster Coordinator

Document Maintained by - Emergency Management Section

LRRG Infrastructure Recovery Subgroup ToR

Version No. 1

Initial Date of Adoption (Version 1) - July 2025

Current Version Reviewed - July 2025

Next Review Date - July 2029

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### 13. Review

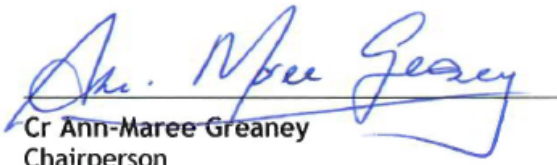
It is the responsibility of the Local Recovery Coordinator to monitor the adequacy of these Terms of Reference and recommend appropriate changes. These Terms of Reference will be formally reviewed every four years or as required by Council.

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



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



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