



Local Recovery and Resilience Group Human & Social Recovery Subgroup Terms of Reference

1. Intent

The Human & Social Recovery Subgroup provides a multi-agency coordinated response to individuals and families in Townsville who have been disaster-affected. The aim of the Subgroup is to coordinate planning and implementation of recovery in the areas of

- safety and well-being
- physical and psychological health, and
- social aspects.

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 the impact of the event on human and social aspects.
- Coordinate financial and welfare support.
- Coordinate information provision and personal support.
- Coordinate psychological and counselling services.
- Coordinate ongoing medical and health services.

- Coordinate public health advice warnings and directions to combatants and the community.
- Coordinate temporary accommodation.
- Coordinate short term accommodation.
- Coordinate specialist and outreach services.
- Coordinate support and referral to assist affected people, families, and groups.
- Coordinate Community Recovery Hubs.
- Assess learnings from the impact of the event on human and social aspects to better prepare for future events. Facilitate advice and support to agencies working on long term recovery and resilience programs to ensure that the activities address community needs and align with local recovery plans.
- Facilitate collaboration and integration of Human Social Recovery and Resilience initiatives including those funded under the appropriate Cat C Funding (<https://www.chde.qld.gov.au/about/initiatives/category-c-funding>) including any funded Community Development Officers and the development, implementation, and monitoring of an event specific Community Development Plan.

5. Membership

The maximum voting membership (Core Members) 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.

Members will be invited and appointed based on their knowledge and expertise to contribute to Human & Social Subgroup in the Townsville LGA. Membership will reflect the region's diverse communities and include representation from various geographic locations. Representatives will be sourced from government and non-government agencies, Human-Social organisations depending on the nature and impacts of a disaster event on the local community.

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 Human & Social Recovery Subgroup.

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 of the Subgroup will attend meetings of the LRRG and provide reports as required.

Coordinator will represent the Sub-Group and inform and review reports to the District Human and Social Recovery 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