



Local Recovery & Resilience Group Terms of Reference

1. Intent

The role of the Local Recovery and Resilience Group (LRRG) is to coordinate the planning and implementation of disaster recovery strategies across the four pillars of recovery.

2. Scope

The terms of reference apply to Councillors, Local Disaster Management Group (LDMG) members and advisors, 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).

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

4. Purpose

Just as the TLDMG has the role of coordinating disaster response activities in the local government area, the LRRG has the role of coordinating disaster recovery activities in the local government area, in liaison with functional lead agencies and the State / District Recovery Groups.

The LRRG provides:

- a forum for agencies to discuss the effect of the event/disaster on agency service provision and plan for a coordinated approach to the recovery and community resilience building process.
- community consultation to allow the community to be part of the recovery and community resilience building process.
- coordination of recovery management and information management process at the local level.
- Coordinate the community recovery from disasters (all-hazards).
- Assess the impacts of the disaster
- Identify and prioritise major areas of recovery in an event-specific Recovery Plan
- Develop and implement effective strategies for community participation and partnership in the recovery process

- Develop short, medium and long term recovery policies and strategies
- Develop and implement recovery plans
- Identify and obtain required resources
- Provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities
- Monitor recovery programs and activities undertaken in the South Burnett region
- Provide advice and regular reports to the Disaster District and State Recovery Group.
- Provide regular public information about recovery progress.
- Develop a final report at the conclusion of recovery operations which incorporates findings to inform resilience building activities.

5. Membership

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

Membership of the working group is voluntary and final appointment of core and advisory member agencies will be determined by the Chair of the working group, Local Recovery Coordinator and the Local Disaster Coordinator. Working group memberships must be endorsed by the TLDMG.

Advisory members to the working group participate in working group 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. Local Recovery & Resilience Group Subgroups

A single overarching Recovery Group may be formed. Alternatively, the Local Recovery and Resilience Group may decide to activate one or more of its functional Recovery Subgroups.

Human-Social Recovery Subgroup

The key function is to address the human-social aspects of a disaster. A Terms of Reference is available.

Economic Recovery Subgroup

The key function is to address the economic aspects of a disaster. A Terms of Reference is available.

Environmental Recovery Subgroup

The key function is to address the public health and environmental recovery aspects of a disaster. A Terms of Reference is available.

Infrastructure Recovery Subgroup

The key function is to address the infrastructure recovery aspects of a disaster. A Terms of Reference is available.

The Chairperson of the LDMG may establish additional temporary or permanent Subgroups where needed to manage the business of the LDMG.

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. Chairperson

The Chairperson is a Councillor of Townsville City Council, as nominated by the Chairperson of the TLDMG.

The Deputy Chairperson is a Councillor of Townsville City Council, as nominated by the Chairperson of the TLDMG.

In the absence of the nominated chairperson or representative, members at the meeting can elect a chairperson for that meeting.

9. Secretariat

The Chairperson will arrange the secretariat duties at each meeting.

In the absence of the Chairperson or their representative, members at the meeting can elect a secretariat for that meeting.

Duties include:

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TLDMG Local Recovery and Resilience Group Terms of Reference

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- maintaining the membership register;
- recording and distributing agenda, minutes and other required documents for meetings;
- maintaining an updated contact register;
- coordinating and tracking action items arising from each meeting;
- attending to any other business of the LRRG;
- Provide Status reports for the TLDMG Full Committee meeting, and
- Providing a situation report to the TLDMG as required.

10. Meetings

The LRRG is required to meet twice per year regardless of disaster events, as well as during and after an event has occurred and as determined by the Chair, TLDMG.

The LRRG will meet as required at the discretion of the Chairperson and Local Recovery Coordinator.

The LRRG Chair and LRC will determine the meeting schedule of the functional recovery subgroups.

11. Quorum

Quorum will comprise half the core membership plus one.

No business should be conducted at meetings without a quorum.

The Chairperson will decide whether the meeting will go ahead.

12. Proxies

Members are encouraged to nominate a proxy if they are unable to attend a meeting.

13. Committee term

The committee is required as an ongoing operational requirement. The LRRG will activate as required to coordinate disaster recovery operations.

14. Reporting

The LRRG reports to the LDMG through the Local Recovery Coordinator. Reporting to the District Disaster Management Group (DDMG) and the Queensland Disaster Management Committee (QDMC) through the appointed State Recovery Coordinator may also be required.

Reporting arrangements are to be negotiated with the above entities prior to the commencement of recovery operations.

Agendas, minutes of meetings and action plans are to be copied to the Chair of the LDMG and the Local Disaster Coordinator.

The Chairperson of the Recovery Group will provide updates to the Townsville LDMG as required, and written reports to Council on request.

15. Evaluation of performance

The Recovery Group will undertake an annual assessment of performance against the Terms of Reference and will formally debrief and evaluate any activations of the Recovery Group for recovery operations or exercises.

16. Responsibility

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

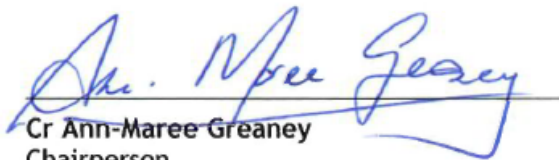
17. Review

It is the responsibility of the Local Disaster 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 is 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