



City of Ipswich

Local Recovery Group Terms of Reference

Object: September 2019

Approval and Endorsement

Approved by resolution at the Infrastructure and Emergency Management Committee No. 2019(NN) of NN Month 2019 and Interim Management Committee Meeting of NN Month 2019.

Endorsement by the City of Ipswich Local Disaster Management Group Meeting of [[INSERT DATE NN Month 2019]].

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1.1 Establishment

The City of Ipswich Local Recovery Group (LRG) is established under section 29 of the *Disaster Management Act 2003* (the Act), as a sub-group of the City of Ipswich Local Disaster Management Group (LDMG).

1.2 Authorising Environment

This document should be read in conjunction with the following legislative instruments:

- *Disaster Management Act 2003*
- *Disaster Management Regulation 2014*
- *Local Government Act 2009*
- *Local Government Regulation 2012.*

The following instruments contribute to the authorising environment of this procedure:

- a. Emergency Management Assurance Framework, *issued pursuant to section 16N of the Disaster Management Act 2003.*
- b. Disaster Management Strategic Policy Statement *issued by the Queensland Government.*
- c. Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline *Issued pursuant to section 63 of the Disaster Management Act 2003.*
- d. Queensland State Disaster Management Plan and the Queensland Recovery Plan *issued in accordance with section 49 of the Disaster Management Act 2003*
- e. Queensland Disaster Management Training Framework *issued in accordance with s16A(c) of the Disaster Management Act 2003.*

1.3 Purpose and Role

Ipswich City Council, through the City of Ipswich LDMG, retains primary responsibility for managing disaster events contained within the local government area¹. The primary role of the LRG is to coordinate, on behalf of the LDMG, the whole of community recovery in the Ipswich LGA and provide coordination and oversight of the Local Recovery Sub-committees: Human and Social; Economic; Environment; and Infrastructure and Transport.

1.4 Scope and Limitations

The LRG is unable to direct entities on how to conduct their business and operations, including that of Ipswich City Council. The LRG is committed to the concepts of partnership, leadership, public safety and performance² and Queensland's key principles for recovery:

- Understanding the context
- Recognising complexity

¹ Section 4A, Disaster Management Act 2003, Guiding Principles

² Office of the Inspector General Emergency Management, (2018). Emergency Management Assurance Framework

- Using local, community-led approaches
- Ensuring coordination of all activities
- Employing effective communication
- Acknowledging and building capacity³.

1.5 Functions

The LRG assumes the following disaster recovery functions, on behalf of the City of Ipswich LDMG:

- To coordinate whole of community recovery activities from the disaster through information sharing and collective decision making
- To provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities
- To assess the impacts of the disaster and develop a needs based recovery plan specific to the effects of the event which details medium and long term recovery policies and strategies
- To identify recovery priorities through community consultation and guide decisions about resource allocation and management of projects in the recovery plan
- To implement and monitor the overall progress of recovery and reconstruction activities and review the disaster event specific recovery plan
- To ensure the community is kept well informed on the progress of the recovery plan
- To provide advice and regular reports to the LDMG, for on forwarding to the State Recovery Coordinator (when appointed), the QRA, as well as community and media information on recovery progress
- To develop a final report at the conclusion of recovery operations.

1.6 Sub Committees

The Local Recovery Group may establish, either permanently or temporarily one or more of the following sub groups to support disaster recovery:

1. Local human social recovery sub-committee
2. Local environmental recovery sub-committee
3. Local economic recovery sub-committee
4. Local infrastructure and transport recovery sub-committee.

Terms of reference for sub-committees must be consistent with the terms of reference of the Local Recovery Group and adopted by the same upon establishment. The Local Recovery Coordinator, in consultation with the Local Disaster Coordinator and Chief Executive Officer of Ipswich City Council must appoint a Council officer as the Chairperson for each sub-committee.

³ Queensland Recovery Plan, 2017

1.7 Membership

1.7.1 Chairperson

Council appoints an elected representative as the Chairperson of the Group.

1.7.2 General Membership

The LRG consists of the following members:

- The persons appointed as Chairperson of the Local Recovery Sub-committees:
 - Human and Social
 - Economic
 - Environment
 - Infrastructure and Transport.
- One (1) person from Queensland Fire and Emergency Services (QFES)
- One (1) person from Queensland Police Service (Ipswich District Disaster Coordinator)
- One (1) person from the Queensland Reconstruction Authority.

The LRG may resolve to appoint other persons considered necessary to assist it discharges its functions. Depending on the nature, scale and scope of the disaster event, advisory members can be sought from the LDMG to support the functions of the LRG.

1.7.3 Categories of General Membership

The LRG has two membership categories, these being

- a. Member – full voting rights
- b. Advisor – no voting rights.

1.8 Secretariat

The Ipswich City Council Emergency Management Unit will function as the Secretariat of the LRG.

1.8.1 Secretariat Functions

The Secretariat has the following functions:

- a. Arranging, communicating and documenting meetings
- b. Maintaining and updating the terms of reference
- c. Facilitating the appointment and cessation of members to the LRG
- d. Maintaining a register of members with contact information and distributing this after each regular LRG meeting
- e. Maintaining a process of monitoring and reporting participation and attendance at meetings, training, exercises and presentations by members.

1.9 Meetings

1.9.1 Meeting Classification

Meetings will be classified as:

- **Regular** – prearranged ordinary meetings to discuss general business, arrangements and other matters will be conducted as part of the City of Ipswich LDMG meetings
- **Disaster Recovery** – extraordinary meetings that are a result of the activation of the Queensland Disaster Management Arrangements and the establishment of the LRG.

1.9.2 Meeting Frequency

The LRG will meet three times, as an agenda item in the ordinary City of Ipswich LDMG meeting. The City of Ipswich LDMG meetings will be held on the third Tuesday of the month commencing at 1.00pm and concluding by 3.00pm.

The LRG will meet as required in response during Disaster Recovery to complete the functions at Paragraph 1.5 of these terms of reference.

1.9.3 Quorum

When meeting during Disaster Recovery, a quorum⁴ for the LRG is established as

- a. one-half of the members holding office plus 1 or
- b. if one-half of the members holding office is not a whole number, the next highest whole number.

1.9.4 Presiding at Meetings⁵

The Chairperson of the LRG is to preside at all Disaster Recovery (extraordinary) meetings in which the chairperson is present. If the Chairperson is absent from a meeting of the LRG, but the Chairperson of the Environment Recovery Sub-committee is present, they are to preside.

In the absence of both the Chairperson and the Chairperson of the Environment Recovery Sub-committee from a meeting, the Principal Officer (Emergency Management) is to preside.

1.9.5 Conduct of Meetings⁶

When held as Disaster Recovery (extraordinary) meetings, the LRG may hold meetings, or allow members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they occur.

A member who takes part in a meeting of the LRG is taken to be present at the meeting.

⁴ Section 13, Disaster Management Regulation 2014, Quorum

⁵ Section 16 Disaster Management Regulation 2014, Presiding at meetings

⁶ Section 17 Disaster Management Regulation 2014, Conduct of meetings

A resolution is validly made by the LRG even if it is not passed at a meeting of the group, if a majority of the members of the group gives written agreement to the resolution or a notice of the resolution is given under procedures approved by the group.

1.9.6 Minutes⁷

The Secretariat, on behalf of the LRG must maintain minutes of Disaster Recovery (extraordinary) meetings and copies of these are to be made available to the Chairperson of the LDMG and LRG members following each meeting.

1.9.7 Correspondence

As a sub-group to the City of Ipswich LDMG, it is expected that any correspondence relevant to the LRG will be received through the LDMG.

1.9.8 LRG Member (Advisor)

Advisors do not have voting rights for resolutions, and as such they do not contribute to consideration of deciding if there is a quorum.

1.9.9 Observers and Special Guests

Observers and special guests may attend the LRG meeting upon approval from either the Chairperson, Chairperson of the Environment Recovery Sub-committee or the Secretariat. Observers and special guests do not have voting rights, and as such they do not contribute to consideration of deciding if there is a quorum.

1.10 Obligations of Member

Each full member is also a member of the City of Ipswich LDMG, and therefore has the obligations to maintain their status with the LDMG as detailed in the LDMG Terms of Reference.

1.11 Obligations of an Advisory Member

Advisory members will be invited to attend LRG Disaster Recovery (extraordinary) meetings as determined by the Chairperson, or their representative, dependent on the nature, scale and scope of the disaster. They are expected to actively participate in meetings and provide updates and information as required to support recovery efforts.

1.12 Reporting

The LRG will prepare and provide regular recovery reports to the Chairperson of the LDMG, at intervals determined by the Chairperson of the LDMG. During Disaster Recovery, the LRG reports will track recovery progress and effectiveness, using metrics and measures as detailed in the relevant disaster event specific recovery plan. Subsequently, the LRG recovery reports will be incorporated into LDMG reports and published on the Council website, sent to the District Disaster

⁷ Section 18, Disaster Management Regulation 2014, Minutes

Management Group, the State Recovery Coordinator and the Queensland Reconstruction Authority for information.

1.13 Amendments

Minor and inconsequential amendments to these terms of reference may be authorised and recorded below by the Local Recovery Coordinator or their delegate.

Substantial amendments must be approved by Council resolution and endorsed by the City of Ipswich Local Disaster Management Group.

The below table outlines amendments to this terms of reference.

Vers	Date	Comment
1.00	January 2019	New version.
1.01	August 2019	Updated information to enable establishment of sub committees.

Table 1 – Amendment Register