



City of Ipswich

Local Recovery and Resilience Group Terms of Reference

A5981871: October 2021

Approval and Endorsement

Endorsement by the City of Ipswich Local Recovery and Resilience Group on 20 October 2021.

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1.1 Establishment

The City of Ipswich Local Recovery and Resilience Group (LRRG) is established 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*
- *Queensland Reconstruction Authority Act 2011*

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

The purpose of the LRRG is to build strong and resilient communities before and after disaster events wherein residents, businesses and community groups feel empowered, take action and provide mutual support.

The role of the LRRG is to coordinate, on behalf of the LDMG, community recovery in the Ipswich LGA and provide coordination and oversight of the Local Recovery Taskforces (Human and Social, Economic, Environment and Infrastructure (Building and Roads)).

1.4 Scope and Limitations

The LRRG is an enabler, a facilitator and broker of community outcomes that brings together diverse organisations and individuals. Accordingly, the LRRG is unable to make binding decisions on entities as to how to conduct their business and operations, including that of Ipswich City Council. The LRRG is committed to the concepts of partnership, leadership, public safety and performance¹ and Queensland's key principles for recovery:

¹ Office of the Inspector General Emergency Management, (2018). Emergency Management Assurance Framework

- Understanding the context
- Recognising complexity
- Using local, community-led approaches
- Ensuring coordination of all activities
- Employing effective communication
- Acknowledging and building capacity².

1.5 Functions

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

- a. To coordinate community recovery activities from the disaster through information sharing and collective decision making
- b. To provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities
- c. 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
- d. To identify recovery priorities through community consultation and guide decisions about resource allocation and management of projects in the recovery plan
- e. To implement and monitor the overall progress of recovery and reconstruction activities and review the disaster event specific recovery plan
- f. To ensure the community is kept well informed on the progress of the recovery plan
- g. To provide advice and regular reports to the LDMG, for on forwarding to the State Recovery Coordinator (when appointed), Queensland Reconstruction Authority, as well as community and media information on recovery progress
- h. To develop a final report at the conclusion of recovery operations

1.6 Taskforces

The LRRG may establish, either permanently or temporarily, one or more of the following taskforces to support disaster recovery:

1. Local Human and Social Recovery Taskforce
2. Local Environmental Recovery Taskforce
3. Local Economic Recovery Taskforce
4. Local Infrastructure (Building and Roads) Recovery Taskforce

² Queensland Recovery Plan, 2017

Terms of reference for taskforces are aligned with the terms of reference of the LRRG and adopted upon establishment. The Local Recovery Coordinator, in consultation with the Local Disaster Coordinator must appoint a Council officer as the Chairperson for each taskforce.

1.7 Membership

1.7.1 Chairperson

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

Council appoints an additional elected representative as a Deputy Chairperson of the Group.

1.7.2 General Membership

The LRRG consists of the following members:

- Local Recovery Coordinator
- The persons appointed as Chairperson of the relevant Local Recovery Taskforces:
 - Human and Social
 - Economic
 - Environment
 - Infrastructure (Building and Roads)
- One person from Queensland Fire and Emergency Services (QFES)
- One person from Queensland Police Service (QPS)
- One person from the Queensland Reconstruction Authority (QRA)
- Two people from the Department of Communities, Housing and Digital Economy (DCHDE)

The LRRG may resolve to appoint other persons considered necessary to assist in discharging 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 LRRG.

1.7.3 Categories of General Membership

The LRRG has three membership categories, these being

- a. Member – full voting rights
- b. Deputy Member – limited voting rights (voting rights in absence of Member)
- c. Advisor – no voting rights

1.8 Secretariat

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

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 LRRG
- d. Maintaining a register of members with contact information in Guardian IMS
- 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:

- **Ordinary** – prearranged ordinary meetings to discuss general business, arrangements and other matters.
- **Disaster Recovery** – extraordinary meetings that are a result of the activation of the Queensland Disaster Management Arrangements and the establishment of the LRRG.

1.9.2 Meeting Frequency

The LRRG will meet three times each year, prior to the City of Ipswich LDMG meetings, which are typically held on the third Wednesday of the month in February, June and October each year.

The LRRG will meet as required in response during disaster recovery to complete the functions at section 1.5 of these terms of reference.

1.9.3 Quorum

When meeting during disaster recovery, a quorum³ for the LRRG is established as

- a. one-half of the members holding office plus one; 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 Meetings⁴

The Chairperson of the LRRG is to preside at all meetings in which the chairperson is present. Where the Chairperson is not present, the Deputy Chairperson shall preside.

In the absence of both the Chairperson and the Deputy Chairperson, the Local Recovery Coordinator is to preside.

In the absence of all of the above persons, a chair of one of the Local Recovery Taskforces is to preside.

³ Consistent with LDMG requirements outlined in section 13, Disaster Management Regulation 2014, Quorum

⁴ Consistent with LDMG requirements outlined in section 16, Disaster Management Regulation 2014, Presiding at meetings

1.9.5 Conduct of Meetings⁵

When held as disaster recovery (extraordinary) meetings, the LRRG 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 LRRG is taken to be present at the meeting.

A resolution is validly made by the LRRG 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 Minutes⁶

The Secretariat, on behalf of the LRRG must maintain minutes of all meetings and copies of these are to be made available to the Chairperson of the LDMG and LRRG 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 LRRG will be received through the LDMG.

1.9.8 LRRG 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 LRRG meeting upon approval from either the Chairperson, Deputy Chairperson, Local Recovery Coordinator 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 Members

Each member and deputy member has the following obligations to maintain their status with the LRRG:

- a) Be nominated and maintain that nomination by the organisation they represent
- b) Fully comply (within 12 months of membership) with mandatory requirements of the Queensland Disaster Management Training Framework (QDMTF) issued pursuant to the *Disaster Management Act 2003*
- c) Submit, or arrange for a deputy to submit, a written member status report for each meeting

⁵ Consistent with LDMG requirements outlined in section 17, Disaster Management Regulation 2014, Conduct of meetings

⁶ Consistent with LDMG requirements outlined in section 18, Disaster Management Regulation 2014, Minutes

- d) Submit a written response regarding disaster planning consultation and endorsement for all disaster recovery plans
- e) Participate actively in meetings and exercises
- f) Provide updates as to absences from their members (e.g. annual leave) and changes to contact information

1.11 Obligations of an Advisory Member

Advisory members will be invited to attend all ordinary LRRG meetings, and disaster recovery meetings of the LRRG 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 LRRG 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 LRRG reports will track recovery progress and effectiveness, using metrics and measures as detailed in the relevant disaster event specific recovery plan.

Subsequently, the LRRG recovery reports will be incorporated into LDMG, sent to the District Disaster 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 these terms of reference.

Vers	Date	Comment
1.00	January 2019	New version.
1.01	August 2019	Updated information to enable establishment of sub committees.
2.0	June 2021	Incorporation of feedback from LRRG members, following formal establishment of LRRG.
2.01	October 2021	Addition of Deputy Chairperson and additional member from DCHDE – per resolution of LRRG meeting on 20 October 2021.

Table 1 – Amendment Register