



Local Disaster Management Group Built Environment & Infrastructure Subgroup Terms of Reference

1. Intent

- 1.1 To provide advice and identify opportunities to ensure the preparedness of critical infrastructure and recovery following a pandemic, natural or technological disaster event.

2. Scope

- 2.1 The terms of reference apply to Councillors, LDMG members and advisors, committee members and staff of Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is established under Section 30 of the *Disaster Management Act 2003*.
- 3.2 Tablelands Regional Council, through the Local Disaster Management Group (LDMG) retains primary responsibility for managing disaster events within the local government area (s.4A).
- 3.3 The [LDMG Terms of Reference](#) and [Advisory Committees Policy](#) applies to this committee.

4. Purpose

- 4.1 Bring together Council, critical infrastructure providers, and government stakeholders to plan for and deliver a coordinated approach to protecting critical infrastructure response and recovery from a disaster event.
- 4.1.1 Ensure a coordinated approach to conducting rapid and more detailed impact assessments to determine the damage sustained to critical infrastructure.
- 4.1.2 Coordinate recovery of key utilities infrastructure e.g. water, power, telecommunications.
- 4.1.3 Prioritise safety inspections and secure damaged buildings and structures.
- 4.1.4 Prioritise repair and reconstruction activities.
- 4.1.5 Ensure risk reduction and mitigation is a key consideration in reconstruction.
- 4.2 Identify the organisations that are to be represented on the Subgroup and continuously review representation.
- 4.3 Liaise with other Subgroups and the LDMG as required to achieve objectives.
- 4.4 Provide strategic and practical advice to Council and other levels of government to guide infrastructure response and recovery.
- 4.5 Evaluate the effectiveness of response and recovery operations to identify areas for ongoing improvement.

5. Membership

5.1 Representatives will be sourced from relevant government and non-government agencies, and critical infrastructure providers based on the nature and impacts of a disaster event.

5.2 Members:

5.2.1 TRC Councillor or their delegate as advocate

5.2.2 Secretary (TRC Officer) non-voting

5.2.3 TRC General Manager Infrastructure and Planning (Chair)

5.2.4 TRC Manager Roads and Projects

5.2.5 TRC Manager Water and Waste

A representative from:

5.2.6 Sunwater

5.2.7 Cleanco

5.2.8 Ergon Energy

5.2.9 Telstra

5.2.10 Department of Natural Resources, Mines and Energy

5.2.11 Department of Transport and Main Roads

5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend meetings as required.

5.4 Where more than one agency is identified as an appropriate representative in a particular sector, the Chair of the committee will call on those agencies to nominate one member to act as their collective representative.

6. Committee term

6.1 The committee is required as an ongoing operational requirement.

7. Meetings

7.1 Meetings will be held at a time and location that suits members, at least once per year. A schedule of meetings will be determined in advance, to precede Tablelands LDMG meetings.

8. Reporting

8.1 Meeting minutes and agendas will be made available to the Local Disaster Management Group.

8.2 The Chair or delegate will provide updates to the Local Disaster Management Group as required, and written reports to Council on request.

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.