



Community Recovery Coordination Sub Committee

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1 DOCUMENT PURPOSE

The purpose of this document is to clearly define the Terms of Reference (TOR) for the Community Recovery Coordination Sub-committee.

2 ROLE OF THE COMMUNITY RECOVERY COORDINATION SUB-COMMITTEE

The Community Recovery Coordination Sub-committee (CRCSC) will coordinate the development and implementation of plans to assist in the recovery of community groups and organisations. It will also assist as required the lead State agencies in the broader community recovery of Brisbane.

3 OPERATION OF THE COMMUNITY RECOVERY COORDINATION SUB-COMMITTEE

3.1 OVERVIEW

The CRCSC will work in accordance with direction from the LMRTG and the *Concept for Recovery- Brisbane River Flooding Disaster – January 2011* as approved by Civic Cabinet on 31 January 2011.

The CRCSC will develop and implement a recovery action plan including designated outcomes and key milestones. The recovery action plan is to be approved by the LMRTG.

The CRCSC will assist the Ward Recovery Sub-committee in relation to relevant Councillor requests and the passage of information.

3.2 OUTCOMES OF THE COMMUNITY RECOVERY COORDINATION SUB-COMMITTEE

Key outcomes of the CRCSC include (but are not limited to):

- Identification of community facilities that have been affected, including extent of damage, public safety issues and the level of insurance cover.
- Determination of priorities amongst community assets to enable decisions to be made regarding repair work.
- Assessment of the future resilience of community facilities and the provision of advice as appropriate.
- Assist and collaborate with Community Groups, including Sporting Clubs, to rebuild their capacity to continue their activities and functions.
- Ensure Community Groups are educated as to
 - accessing financial support provided by all levels of government, and
 - Incorporating building techniques to build flood resilience.
- Provide advice, as required, to The Lord Mayor's Community Disaster Relief Appeal Fund.

3.3 REPORTING

At each LMRTG meeting, the CRCSC Chair is to report on the progress of each designated sub-committee outcome.

In addition the Chair is to report:

- Any issue which may impact on other sub-committees
- Any request to vary the agreed sub-committee action plan
- Any variation to allocated budget greater than 10%
- Any other issue that requires LMRTG intervention or assistance

3.4 MEMBERSHIP

The Community Recovery Coordination Sub-committee shall be comprised of:

- Cr Knapp – Chair,
- Divisional Manager Families and Community Services (FACS) - Vicki Pethybridge
- Branch Manager Community Services – Kent Stroud
- Dept of Communities - Bruce Milligan (or delegate)
- Sport & Rec QLD - Tim Peisker
- Red Cross representative

Representatives of other organisations may be invited to advise the sub-committee as required.

4 ROLE OF COMMUNITY RECOVERY COORDINATION SUB-COMMITTEE MEMBERS

Chair:

Cr Knapp Chairs the CRCSC and makes final decisions based on the advice of other CRCSC members.

The Chair is responsible to the LMRTG for the delivery of the designated CRCSC outcomes and the reporting requirements detailed above.

Divisional Lead – Divisional Managers:

To provide advice and support to the Chairman. They will manage those Council resources allocated to achieve the designated CRCSC outcomes and will work with the CEO and other EMT members to address issues that cross sub-committee boundaries.

5 ADMINISTRATION OF THE COMMUNITY RECOVERY COORDINATION SUB-COMMITTEE

Details of the administration of the CRCSC are contained at Annexure A.

Annexure A

Administration of the Community Recovery Coordination Sub-Committee

Acting Chair

If the Chair is not available to Chair the CRCSC, the Chair will nominate a proxy who will assume the Chairs responsibilities.

Quorum Requirements

The CRCSC members are key advisors to the Chair in their decision making capacity, however all decisions lie with the Chair.

A minimum of four CRCSC members is required for the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid.

Proxies to Meetings

Members of the CRCSC will only have a proxy in exceptional circumstances and with the prior approval of the Chair. Where an extended period of absence is anticipated or known, a proxy shall be nominated with the approval of the Chair.

Frequency of Meetings

Meetings are held weekly or at the determination of the Chair.

Out of Session Approvals

To ensure ongoing good governance, where urgent CRCSC approvals are required in between scheduled meetings, and it is not possible to schedule an extra-ordinary meeting, an out of session approval will be sought. Out of session approvals will be sought with all CRCSC members, and a record of decisions retained by the secretariat for inclusion in the next CRCSC papers.

Where out of session approvals are sought, the Divisional Lead should submit the relevant requests on behalf of the sub-committee Chairman to the Secretariat, and the secretariat will facilitate seeking approval from all CRCSC members within a 2 day timeframe. The secretariat will keep records of all decisions received for audit purposes and notify the relevant Chairman and Divisional Manager of the final decision.

Agenda Items

All agenda items for each CRCSC meeting must be forwarded to the Secretariat by C.O.B. 2 working days prior to the next scheduled meeting.

The CRCSC agenda, with attached meeting papers will be distributed at least 1 working day prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each CRCSC meeting will be prepared by the Secretariat.

Meeting Agendas will include (but are not limited to):

- Minutes and actions from previous CRCSC meeting
- Recovery Sub-Committee Flash Report
- Recovery Sub-Committee Forward Look
- Any Other Business
- Action summary and next CRCSC meeting date

All CRCSC meetings will be minuted and decisions/resolutions recorded in the CRCSC Decision Register. Minutes will be distributed to the CRCSC members and officers in attendance at CRCSC meetings within a week of the meeting.

Pre-reading material, including agendas, minutes, reports, recommendations etc, will be circulated at least 2 working days prior to each scheduled meeting. It is possible impromptu meetings may not have this material available prior to the meeting.

The draft minutes will be provided to CRCSC members with the meeting papers of the next CRCSC meeting and tabled for endorsement. Any feedback will be incorporated and the final minutes documented.

Action items arising from the meeting minutes will be forwarded to the relevant Divisional Manager within two working days following each meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback on any salient points to the represented CRCSC member.

Support to Recovery Task Group

The relevant Divisional Lead will provide secretariat support to the sub-committee.



Finance and Economic Recovery Sub Committee

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1 DOCUMENT PURPOSE

The purpose of this document is to clearly define the Terms of Reference (TOR) for the Finance and Economic Recovery Sub-committee.

2 ROLE OF THE FINANCE AND ECONOMIC RECOVERY SUB-COMMITTEE

The Finance and Economic Recovery Sub-committee (FERSC) will coordinate and compile flood damage costs of Council assets, and source grant funding to assist Council with its rebuilding efforts. The committee will also work with external agencies and industry groups to collect compile and communicate data and key messages to assist with the recovery the City's economy.

3 OPERATION OF THE FINANCE AND ECONOMIC RECOVERY SUB-COMMITTEE

3.1 OVERVIEW

The FERSC will work in accordance with direction from the LMRTG and the *Concept for Recovery- Brisbane River Flooding Disaster – January 2011* as approved by Civic Cabinet on 31 January 2011.

The FERSC will develop and implement a recovery action plan including designated outcomes and key milestones. The recovery action plan is to be approved by the LMRTG.

The FERSC will assist the Ward Recovery Sub-committee in relation to relevant Councillor requests and the passage of information.

3.2 OUTCOMES OF THE FINANCE AND ECONOMIC RECOVERY SUB-COMMITTEE

Key outcomes of the FERSC include (but are not limited to)

- Compile Council's flood damage costs
- Source grant funding to assist Council with rebuilding its flood damaged assets
- Identify priority issues for Brisbane's key economic sectors that need to be addressed over the medium and long term phases of recovery and report them to the relevant agency's
- Coordinate with Brisbane Marketing and external stakeholders the communication to Brisbane's trading partners, markets and sectors that Brisbane is still open for business

3.3 REPORTING

At each LMRTG meeting, the FERSC Chair is to report on the progress of each designated sub-committee outcome.

In addition the Chair is to report:

- Any issue which may impact on other sub-committees
- Any request to vary the agreed sub-committee action plan
- Any variation to allocated budget greater than 10%
- Any other issue that requires LMRTG intervention or assistance

3.4 MEMBERSHIP

The Finance and Economic Recovery Sub-committee shall be comprised of:

Finance

- Chairman of Finance and Economic Development Committee (Cr Adrian Schrinner)
- Chief Financial Officer (Greg Evans)
- Manager Economic Development (David Jackson)
- Chief Procurement Officer (Michael Byrne)
- Chief Legal Council (David Askern)

Economic Recovery

- Chair, Finance and Economic Sub-Committee (Cr Schrinner)
- Chief Financial Officer (Greg Evans)
- Divisional Manager CPaS (Andrew Chesterman)
- Manager Economic Development (David Jackson)
- City Centre Place Manager (Shawn Day)
- CEO Brisbane Marketing (John Aitken)
- Executive Regional Director (South-East), Dept of Employment, Economic Development and Innovation (Catherine McCourt)

The following organisations will be invited to contribute advice to the Sub-committee:

- Insurance Council representative
- Banking Association representative
- Australian Industry Group - Brendan Rutherford - Business Development Executive QLD
- Chamber of Commerce & Industry Qld - Nick Behrens - General Manager, Policy
- Chartered Institute of Logistics and Transport - Hal Morris (CEO) or Supply Chain Logistics Assoc of Australia - Steve Ellis (Qld secretariat)
- Property Council (Kathy McDermott, Executive Director Qld)
- Housing Industry Association (Warwick Temby)
- Queensland Tourism Industry Council (Daniel Gschwind CEO)
- National Retail Association (Gary Black)

4 ROLE OF FINANCE AND ECONOMIC RECOVERY SUB-COMMITTEE MEMBERS

Chair:

Cr Schrinner Chairs the FERSC and makes final decisions based on the advice of other FERSC members.

The Chair is responsible to the LMRTG for the delivery of the designated FERSC outcomes and the reporting requirements detailed above.

Divisional Lead – Divisional Managers:

To provide advice and support to the FERSC Chairman. They will manage those Council resources allocated to achieve the designated FERSC outcomes and will work with the CEO and other EMT members to address issues that cross sub-committee boundaries.

5 ADMINISTRATION OF THE FINANCE AND ECONOMIC RECOVERY SUB-COMMITTEE

Details of the administration of the FERSC are contained at Annexure A.

Annexure A

Administration of the Finance and Economic Recovery Sub-Committee

Acting Chair

If the Chair is not available to Chair the FERSC, the Chair will nominate a proxy who will assume the Chairs responsibilities.

Quorum Requirements

The FERSC members are key advisors to the Chair in their decision making capacity, however all decisions lie with the Chair.

A minimum of four FERSC members is required for the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid.

Proxies to Meetings

Members of the FERSC will only have a proxy in exceptional circumstances and with the prior approval of the Chair. Where an extended period of absence is anticipated or known, a proxy shall be nominated with the approval of the Chair.

Frequency of Meetings

Meetings are held weekly or at the determination of the Chair.

Out of Session Approvals

To ensure ongoing good governance, where urgent FERSC approvals are required in between scheduled meetings, and it is not possible to schedule an extra-ordinary meeting, an out of session approval will be sought. Out of session approvals will be sought with all FERSC members, and a record of decisions retained by the secretariat for inclusion in the next FERSC papers.

Where out of session approvals are sought, the Divisional Lead should submit the relevant requests on behalf of the sub-committee Chairman to the Secretariat, and the secretariat will facilitate seeking approval from all FERSC members within a 2 day timeframe. The secretariat will keep records of all decisions received for audit purposes and notify the relevant Chairman and Divisional Manager of the final decision.

Agenda Items

All agenda items for each FERSC meeting must be forwarded to the Secretariat by C.O.B. 2 working days prior to the next scheduled meeting.

The FERSC agenda, with attached meeting papers will be distributed at least 1 working day prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each FERSC meeting will be prepared by the Secretariat.

Meeting Agendas will include (but are not limited to):

- Minutes and actions from previous FERSC meeting
- Recovery Sub-Committee Flash Report
- Recovery Sub-Committee Forward Look
- Any Other Business
- Action summary and next FERSC meeting date

All FERSC meetings will be minuted and decisions/resolutions recorded in the FERSC Decision Register. Minutes will be distributed to the FERSC members and officers in attendance at FERSC meetings within a week of the meeting.

Pre-reading material, including agendas, minutes, reports, recommendations etc, will be circulated at least 2 working days prior to each scheduled meeting. It is possible impromptu meetings may not have this material available prior to the meeting.

The draft minutes will be provided to FERSC members with the meeting papers of the next FERSC meeting and tabled for endorsement. Any feedback will be incorporated and the final minutes documented.

Action items arising from the meeting minutes will be forwarded to the relevant Divisional Manager within two working days following each meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback on any salient points to the represented FERSC member.

Support to Recovery Sub-Committee

The relevant Divisional Lead will provide secretariat support to the sub-committee.



Infrastructure Recovery Sub Committee

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1 DOCUMENT PURPOSE

The purpose of this document is to clearly define the Terms of Reference (TOR) for the Infrastructure Recovery Sub-committee.

2 ROLE OF THE INFRASTRUCTURE RECOVERY SUB-COMMITTEE

The Infrastructure Recovery Sub-committee (IRSC) will coordinate the development and implementation of plans to recover the city's infrastructure.

3 OPERATION OF THE INFRASTRUCTURE RECOVERY SUB-COMMITTEE

3.1 OVERVIEW

The IRSC will work in accordance with direction from the LMRTG and the *Concept for Recovery- Brisbane River Flooding Disaster – January 2011* as approved by Civic Cabinet on 31 January 2011.

The IRSC will develop and implement a recovery action plan including designated outcomes and key milestones. The recovery action plan is to be approved by the LMRTG.

The IRSC will assist the Ward Recovery Sub-committee in relation to relevant Councillor requests and the passage of information.

3.2 OUTCOMES OF THE INFRASTRUCTURE RECOVERY SUB-COMMITTEE

The key outcome of the IRSC is the restoration of Council's infrastructure to a condition that existed prior to the January 2011 flood event.

Asset classes which will be covered by the sub committee include:

- Bridges
- Culverts
- Ferry terminals
- Floating Riverwalk
- Parks
- Property
- Recreational pontoons
- Road network
- Stormwater
- River embankments

3.3 REPORTING

At each LMRTG meeting, the IRSC Chair is to report on the progress of each designated sub-committee outcome.

In addition the Chair is to report:

- Any issue which may impact on other sub-committees
- Any request to vary the agreed sub-committee action plan and
- Any variation to allocated budget greater than 10%
- Any other issue that requires LMRTG intervention or assistance

3.4 MEMBERSHIP

The Infrastructure Recovery Sub-Committee shall be comprised of:

Internal

- Deputy Mayor & Chair, Infrastructure Committee (Cr Quirk) - Chair
- Divisional Manager Brisbane Infrastructure (Barry Broe)
- Manager City Assets (Joe Bannan)
- Divisional Manager Families & Community Services (Vicky Pethybridge)
- DM CP&S (Andrew Chesterman)
- Manager (TPS) Sherry Clarke
- Chief Financial Officer (Greg Evans)
- Executive Manager BCW (Geoff Beck or Mica Julien)
- Manager Local Asset Services (Shane MacLeod)
- Manager City Property (Mark Mazurkiewicz)
- Manager Marketing & Communications (Craig Stevens)

External

- Energex
- QUU
- Insurance Council of Australia
- Rep from State Recovery Authority
- Rep from the QRA

The Chair may also appoint other individuals to the sub committee to provide strategic advice on the recovery effort

4 ROLE OF INFRASTRUCTURE RECOVERY SUB-COMMITTEE MEMBERS

Chair:

Cr Quirk Chairs the IRSC and makes final decisions based on the advice of other IRSC members.

The Chair is responsible to the LMRTG for the delivery of the designated IRSC outcomes and the reporting requirements detailed above.

Divisional Lead – Divisional Managers:

To provide advice and support to the Chairman. They will manage those Council resources allocated to achieve the designated IRSC outcomes and will work with the CEO and other EMT members to address issues that cross sub-committee boundaries.

5 ADMINISTRATION OF THE INFRASTRUCTURE RECOVERY SUB-COMMITTEE

Details of the administration of the IRSC are contained at Annexure A.

Annexure A

Administration of the Infrastructure Recovery Sub-Committee

Acting Chair

If the Chair is not available to Chair the IRSC, the Chair will nominate a proxy who will assume the Chairs responsibilities.

Quorum Requirements

The IRSC members are key advisors to the Chair in their decision making capacity, however all decisions lie with the Chair.

A minimum of four IRSC members is required for the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid.

Proxies to Meetings

Members of the IRSC will only have a proxy in exceptional circumstances and with the prior approval of the Chair. Where an extended period of absence is anticipated or known, a proxy shall be nominated with the approval of the Chair.

Frequency of Meetings

Meetings are held weekly or at the determination of the Chair.

Out of Session Approvals

To ensure ongoing good governance, where urgent IRSC approvals are required in between scheduled meetings, and it is not possible to schedule an extra-ordinary meeting, an out of session approval will be sought. Out of session approvals will be sought with all IRSC members, and a record of decisions retained by the secretariat for inclusion in the next IRSC papers.

Where out of session approvals are sought, the Divisional Lead should submit the relevant requests on behalf of the sub-committee Chairman to the Secretariat, and the secretariat will facilitate seeking approval from all IRSC members within a 2 day timeframe. The secretariat will keep records of all decisions received for audit purposes and notify the relevant Chairman and Divisional Manager of the final decision.

Agenda Items

All agenda items for each IRSC meeting must be forwarded to the Secretariat by C.O.B. 2 working days prior to the next scheduled meeting.

The IRSC agenda, with attached meeting papers will be distributed at least 1 working day prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each IRSC meeting will be prepared by the Secretariat.

Meeting Agendas will include (but are not limited to):

- Minutes and actions from previous IRSC meeting
- Recovery Sub-Committee Flash Report
- Recovery Sub-Committee Forward Look
- Any Other Business
- Action summary and next IRSC meeting date

All IRSC meetings will be minuted and decisions/resolutions recorded in the IRSC Decision Register. Minutes will be distributed to the IRSC members and officers in attendance at IRSC meetings within a week of the meeting.

Pre-reading material, including agendas, minutes, reports, recommendations etc, will be circulated at least 2 working days prior to each scheduled meeting. It is possible impromptu meetings may not have this material available prior to the meeting.

The draft minutes will be provided to IRSC members with the meeting papers of the next IRSC meeting and tabled for endorsement. Any feedback will be incorporated and the final minutes documented.

Action items arising from the meeting minutes will be forwarded to the relevant Divisional Manager within two working days following each meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback on any salient points to the represented IRSC member.

Support to Recovery Sub-Committee

The relevant Divisional Lead will provide secretariat support to the sub-committee.



Environmental Recovery Sub Committee

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1 DOCUMENT PURPOSE

The purpose of this document is to clearly define the Terms of Reference (TOR) for the Environmental Recovery Sub-committee.

2 ROLE OF THE ENVIRONMENTAL RECOVERY SUB-COMMITTEE

The Environmental Recovery Sub-committee (ERSC) will assess damage to the city's natural areas and waterway corridors as a result of the January 2011 flood event, develop and implement plans for recovery of those areas, and call on and co-ordinate environment groups and volunteers to assist in the recovery effort.

3 OPERATION OF THE ENVIRONMENTAL RECOVERY SUB-COMMITTEE

3.1 OVERVIEW

The ERSC will work in accordance with direction from the LMRTG and the *Concept for Recovery- Brisbane River Flooding Disaster – January 2011* as approved by Civic Cabinet on 31 January 2011.

The ERSC will develop and implement a recovery action plan including designated outcomes and key milestones. The recovery action plan is to be approved by the LMRTG.

The ERSC will assist the Ward Recovery Sub-committee in relation to relevant Councillor requests and the passage of information.

3.2 OUTCOMES OF THE ENVIRONMENTAL RECOVERY SUB-COMMITTEE

Key outcomes of the ERSC relating to the flood event of January 2011 include (but are not limited to).

- Assess the environmental impacts on the city's natural areas and waterway corridors.
- Develop and implement a restorative action plan for the city's natural areas.
- Support other agencies in the restoration of waterway corridors.
- Coordinate Council officers, community environmental groups and other volunteers engaged in prioritised rehabilitation and recovery tasks.
- In consultation with relevant state authorities and agencies, identify hazardous materials and implement restorative action plans implemented to ensure community and environmental safety.

- In consultation with relevant state authorities and agencies, conduct risk assessments of public health risks in Council owned or operated recreational waters and lands, and implement action plans as required.
- Confirm that:
 - all waste materials were disposed of and managed in accordance with State laws and Council procedures.
 - Remediation of all temporary disposal sites was carried out in accordance with Environmental regulations.

3.3 REPORTING

At each LMRTG meeting, the ERSC Chair is to report on the progress of each designated sub-committee outcome.

In addition the Chair is to report:

- Any issue which may impact on other sub-committees
- Any request to vary the agreed sub-committee action plan
- Any variation to allocated budget greater than 10%
- Any other issue that requires LMRTG intervention or assistance

3.4 MEMBERSHIP

The Environmental Recovery Sub-committee shall be comprised of:

- Cr Matic – Chair, Environment Subcommittee
- Cr McLachlan – Deputy Chair, Environment Subcommittee
- Andrew Chesterman - Divisional Manager City Planning & Sustainability
- Sue Rickerby – Divisional Manager, City Business
- John Jordan – Manager, Natural Environment and Sustainability
- Pat Bourke for Shane Hackett – Acting Manager, Water Resources
- Shane MacLeod – Manager, Local Asset Services
- Krysten Booth - Senior Officer Media And Public Relations
- Andrew Connor, Regional Manager, SE QLD, DERM
- Representative from Healthy Waterways
- Representative from Queensland Urban Utilities (as required)

Representatives of other external agencies or organisations may also be invited at the discretion of the Chair.

4 ROLE OF ENVIRONMENTAL RECOVERY SUB-COMMITTEE MEMBERS

Chair:

Cr Matic Chairs the ERSC and makes final decisions based on the advice of other ERSC members.

The Chair is responsible to the LMRTG for the delivery of the designated ERSC outcomes and the reporting requirements detailed above.

Divisional Lead – Divisional Managers:

To provide advice and support to the Chairman. They will manage those Council' resources allocated to achieve the designated ERSC outcomes and will work with the CEO and other EMT members to address issues that cross sub-committee boundaries.

5 ADMINISTRATION OF THE ENVIRONMENTAL RECOVERY SUB-COMMITTEE

Details of the administration of the ERSC are contained at Annexure A.

Annexure A

Administration of the Environmental Recovery Sub-Committee

Acting Chair

If the Chair is not available to Chair the ERSC, the Chair will nominate a proxy who will assume the Chairs responsibilities.

Quorum Requirements

The ERSC members are key advisors to the Chair in their decision making capacity, however all decisions lie with the Chair.

A minimum of four ERSC members is required for the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid.

Proxies to Meetings

Members of the ERSC will only have a proxy in exceptional circumstances and with the prior approval of the Chair. Where an extended period of absence is anticipated or known, a proxy shall be nominated with the approval of the Chair.

Frequency of Meetings

Meetings are held weekly or at the determination of the Chair.

Out of Session Approvals

To ensure ongoing good governance, where urgent ERSC approvals are required in between scheduled meetings, and it is not possible to schedule an extra-ordinary meeting, an out of session approval will be sought. Out of session approvals will be sought with all ERSC members, and a record of decisions retained by the secretariat for inclusion in the next ERSC papers.

Where out of session approvals are sought, the Divisional Lead should submit the relevant requests on behalf of the sub-committee Chairman to the Secretariat, and the secretariat will facilitate seeking approval from all ERSC members within a 2 day timeframe. The secretariat will keep records of all decisions received for audit purposes and notify the relevant Chairman and Divisional Manager of the final decision.

Agenda Items

All agenda items for each ERSC meeting must be forwarded to the Secretariat by C.O.B. 2 working days prior to the next scheduled meeting.

The ERSC agenda, with attached meeting papers will be distributed at least 1 working day prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each ERSC meeting will be prepared by the Secretariat.

Meeting Agendas will include (but are not limited to):

- Minutes and actions from previous ERSC meeting
- Recovery Sub-Committee Flash Report
- Recovery Sub-Committee Forward Look
- Any Other Business
- Action summary and next ERSC meeting date

All ERSC meetings will be minuted and decisions/resolutions recorded in the ERSC Decision Register. Minutes will be distributed to the ERSC members and officers in attendance at ERSC meetings within a week of the meeting.

Pre-reading material, including agendas, minutes, reports, recommendations etc, will be circulated at least 2 working days prior to each scheduled meeting. It is possible impromptu meetings may not have this material available prior to the meeting.

The draft minutes will be provided to ERSC members with the meeting papers of the next ERSC meeting and tabled for endorsement. Any feedback will be incorporated and the final minutes documented.

Action items arising from the meeting minutes will be forwarded to the relevant Divisional Manager within two working days following each meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback on any salient points to the represented ERSC member.

Support to Recovery Sub-Committee

The relevant Divisional Lead will provide secretariat support to the sub-committee.



Ward Recovery Sub Committee

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1 DOCUMENT PURPOSE

The purpose of this document is to clearly define the Terms of Reference (TOR) for the Ward Recovery Sub-committee (WRSC).

2 CONTEXT

The Lord Mayor's Recovery Task Group will coordinate and implement a practical recovery plan for the city and work with lead State Government agencies as part of the restoration process.

Six sub-committees will report back to the Recovery Task Group. These are:

- Community Recovery Coordination Sub-committee (Chairman: Cr Knapp)
- Finance and Economic Recovery Sub-committee (Chairman: Cr Schrinner)
- Infrastructure Recovery Sub-committee (Chairman: Cr Quirk)
- Environmental Recovery Sub-committee (Chairman: Cr Matic)
- Planning for Recovery Sub-committee (Chairman: Cr Cooper).
- Ward Recovery Subcommittee (Chairman: Cr de Wit)

3 ROLE OF THE WARD RECOVERY SUB-COMMITTEE

The role of the WRSC is to ensure that Councillors of flood affected wards are able to actively contribute to Council's flood recovery effort in a co-ordinated manner. It will also facilitate the passage of information on the recovery effort.

4 FUNCTIONS OF THE WARD RECOVERY SUB-COMMITTEE

The functions of the WRSC are to:

- Provide a forum for Councillors to pass on community feedback and other observations and provide the means to ensure this information is considered as part of Council's recovery effort.
- Determine in detail the recovery priorities of each Councillor in flood affected wards for consideration by the Lord Mayor's Recovery Task Group (LMRTG) or other sub-committees as appropriate.
- Provide the mechanism to facilitate receipt of Councillor requests and provision of responses as appropriate. Requests are to be related to a Councillor's ward and can be for either actions or information related to the flood recovery process.

5 SUB-COMMITTEE PROCESSES

Requests

- Councillor requests related to the flood recovery process are to be made in writing on a prescribed form and signed by the Councillor. They can be handed to the WRSC secretariat at any meeting of the sub-committee or they can be e-mailed in pdf format to ward.committee@brisbane.qld.gov.au at any time. Initial responses to each request will be provided within five working days.

Community Feedback / General Observations

- Details of community feedback and general observations will be collated at WRSC meetings and forwarded to the LMRTG or the appropriate sub-committee. Responses will be provided as appropriate.

6 MEMBERSHIP

The WRSC will be comprised of :

- Cr de Wit (Chair), and
- Councillors representing the following flood affected Wards:
 - Central
 - Doboy
 - Enoggera
 - Hamilton
 - Holland Park
 - Jamboree
 - Macgregor
 - Moorooka
 - Morningside
 - Northgate
 - Parkinson
 - Pullenvale
 - Richlands
 - Tennyson
 - The Gabba
 - The Gap
 - Toowong
 - Walter Taylor
 - Wynnum Manly
- Council officials may be invited to meetings of the WRSC at the discretion of the Chair.

7 RESPONSIBILITIES OF WARD RECOVERY SUB-COMMITTEE MEMBERS

Chair:

Cr de Wit chairs the WRSC and makes final decisions as appropriate.

The Chair is responsible to facilitate:

- the passage of requests and information from Sub-committee members to the LMRTG or to appropriate sub-committees,
- the passage of responses back to sub-committee members.

The Chair will also provide oversight of secretariat support to the application of both functions.

The Chair is responsible to the LMRTG for the conduct of the WRSC.

Committee meetings will be conducted in accordance with the procedure and rules for meetings of Council committees as established under the Local Law 2001 and the Meetings Subordinate Local Law 2005.

WRSC Secretariat:

WRSC secretariat is responsible for

- forwarding Councillor requests to the appropriate sub-committee for consideration and response.
- coordinating the return of any response to the requesting Councillor.

8 ADMINISTRATION OF THE WARD RECOVERY SUB-COMMITTEE

Details of the administration of the WRSC are contained at Annexure A.

Annexure A

Administration of the Ward Recovery Sub-Committee

Acting Chair

If the Chair is not available to Chair the WRSC, the Chair will nominate a proxy who will assume the Chair's responsibilities.

Frequency of Meetings

Meetings are held weekly or at the determination of the Chair.

Minutes & Meeting Papers

The minutes of each WRSC meeting will be prepared by the Secretariat. Meetings will be recorded to ensure the accuracy of the minutes.

Meeting Agendas will include (but are not limited to):

- Minutes and actions from the previous WRSC meeting
- Progress Update on the Lord Mayor's Recovery Task Group
- Community feedback and general observations
- Next meeting date and venue

All WRSC meetings will be minuted. Minutes will be distributed to the WRSC members the day before the next meeting at the latest.

Action items arising from the meeting will be forwarded to the relevant sub-committee within two working days following each meeting.



Town Planning Sub-Committee

TERMS OF REFERENCE (TOR)

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1 DOCUMENT PURPOSE

The purpose of this document is to clearly define the Terms of Reference (TOR) for the Town Planning Sub-Committee (TPSC).

2 ROLE OF THE TOWN PLANNING SUB-COMMITTEE

The role of the Town Planning Sub-Committee is to lead and coordinate the development and implementation of short and long term plans to address the development and land-use planning issues which emerged as a result of the January 2011 flood event.

3 OPERATION OF THE TOWN PLANNING SUB-COMMITTEE

3.1 OVERVIEW

The TPSC will work in accordance with direction from the LMRTG and the *Concept for Recovery- Brisbane River Flooding Disaster – January 2011* as approved by Civic Cabinet on 31 January 2011.

The TPSC will develop and implement a recovery action plan including designated outcomes and key milestones. The recovery action plan is to be approved by the LMRTG.

The TPSC will assist the Ward Recovery Sub-Committee in relation to relevant Councillor requests and the passage of information.

3.2 OUTCOMES OF THE TOWN PLANNING SUB-COMMITTEE

The primary goal of the Town Planning Sub-Committee is to develop and implement the Town Planning Sub-Committee Recovery Plan.

Key outcomes of the TPSC include (but are not limited to):

- Support the Joint Flood Taskforce investigating the interim flood height for planning and development purposes.
- Apply the interim flood height for planning and development purposes within the Brisbane City Council local government area.
- Develop short term planning amendments, to assist reconstruction in flood affected areas.
- Develop longer term planning amendments as required.
- Engage planning and building peak bodies and key stakeholders in the development of planning amendments.

- Develop new resilient building designs.
- Develop and distribute planning information about flooding to the general community.
- Make interim recommendations relating to the flood buy-back scheme.

3.3 REPORTING

At each LMRTG meeting, the TPSC Chair is to report on the progress of each designated sub-committee outcome.

In addition the Chair is to report:

- Any issue which may impact on other sub-committees
- Any request to vary the agreed sub-committee action plan
- Any variation to allocated budget greater than 10%
- Any other issue that requires LMRTG intervention or assistance

3.4 MEMBERSHIP

The Town Planning Sub-Committee shall be comprised of:

- Chair, Town Planning Sub-Committee (Cr Cooper)
- Deputy Chair, Town Planning Sub-Committee (Cr Adams)
- Divisional Manager, CPaS (Andrew Chesterman/Divisional Lead)
- Manager, City Planning (Kerry Doss)
- Manager, Development Assessment (Andrea Kenafake)
- Manager, Water Resources (Shane Hackett)
- Manager, Major Development Projects (Richard Sivell)
- Chair, Urban Futures Brisbane (Bevan Lynch)
- Senior Commercial Manager, City Property (Scott Birgin)
- Product Manager Planning and Sustainability, City Design (Coenraad Groenewald)
- Representative, Compliance and Regulatory Services

External

- Representative(s), Department of Infrastructure and Planning
- University of Queensland (Emeritus Professor Colin Apelt or delegate)

Representatives of other external agencies or organisations may be invited at the discretion of the Chair.

In attendance at Town Planning Sub-Committee meetings:

- Town Planning Sub-Committee Secretariat (Richard Hurl, Eve Kirkwood and Stacey Falzone).

4 ROLE OF TOWN PLANNING SUB-COMMITTEE MEMBERS

Chair:

Cr Cooper Chairs the TPSC and makes final decisions based on the advice of other TPSC members.

The Chair is responsible to the LMRTG for the delivery of the designated TPSC outcomes and the reporting requirements detailed above.

Divisional Lead – Divisional Managers:

To provide advice and support to the Chairman. They will manage those Council resources allocated to achieve the designated TPSC outcomes and will work with the CEO and other EMT members to address issues that cross sub-committee boundaries.

5 ADMINISTRATION OF THE TOWN PLANNING SUB-COMMITTEE

Details of the administration of the TPSC are contained at Annexure A.

Annexure A

Administration of the Town Planning Sub-Committee

Acting Chair

If the Chair is not available to Chair the TPSC, the Chair will nominate a proxy who will assume the Chairs responsibilities.

Quorum Requirements

The TPSC members are key advisors to the Chair in their decision making capacity, however all decisions lie with the Chair.

A minimum of four TPSC members is required for the meeting to be recognised as an authorised meeting and for the recommendations or resolutions to be valid.

Proxies to Meetings

Members of the TPSC will only have a proxy in exceptional circumstances and with the prior approval of the Chair. Where an extended period of absence is anticipated or known, a proxy shall be nominated with the approval of the Chair.

Frequency of Meetings

Meetings are held weekly or at the determination of the Chair.

Out of Session Approvals

To ensure ongoing good governance, where urgent TPSC approvals are required in between scheduled meetings, and it is not possible to schedule an extra-ordinary meeting, an out of session approval will be sought. Out of session approvals will be sought with all TPSC members, and a record of decisions retained by the secretariat for inclusion in the next TPSC papers.

Where out of session approvals are sought, the Divisional Lead should submit the relevant requests on behalf of the sub-committee Chairman to the Secretariat, and the secretariat will facilitate seeking approval from all TPSC members within a 2 day timeframe. The secretariat will keep records of all decisions received for audit purposes and notify the relevant Chairman and Divisional Manager of the final decision.

Agenda Items

All agenda items for each TPSC meeting must be forwarded to the Secretariat by C.O.B. 2 working days prior to the next scheduled meeting.

The TPSC agenda, with attached meeting papers will be distributed at least 1 working day prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each TPSC meeting will be prepared by the Secretariat.

Meeting Agendas will include (but are not limited to):

- Minutes and actions from previous TPSC meeting
- Recovery Sub-Committee Flash Report
- Recovery Sub-Committee Forward Look
- Any Other Business
- Action summary and next TPSC meeting date

All TPSC meetings will be minuted and decisions/resolutions recorded in the TPSC Decision Register. Minutes will be distributed to the TPSC members and officers in attendance at TPSC meetings within a week of the meeting.

Pre-reading material, including agendas, minutes, reports, recommendations etc, will be circulated at least 2 working days prior to each scheduled meeting. It is possible impromptu meetings may not have this material available prior to the meeting.

The draft minutes will be provided to TPSC members with the meeting papers of the next TPSC meeting and tabled for endorsement. Any feedback will be incorporated and the final minutes documented.

Action items arising from the meeting minutes will be forwarded to the relevant Divisional Manager within two working days following each meeting.

The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback on any salient points to the represented TPSC member.

Support to Recovery Sub-Committee

The relevant Divisional Lead will provide secretariat support to the sub-committee.