

SHIRE OF MINGENEW

LOCAL RECOVERY COORDINATION GROUP

SEVERE TROPICAL CYCLONE SEROJA

TERMS OF REFERENCE



Preamble

The Shire of Mingenew Local Recovery Coordination Group (LRCG) has been established following the significant and widespread impacts caused by Severe Tropical Cyclone Seroja (STC Seroja) on 11 April 2021.

The LRCG is an advisory body for recovery and, in conjunction with the Local Recovery Coordinator, the LRCG will assist to develop and coordinate local level recovery activities.

Purpose

The Shire of Mingenew Local Recovery Coordination Group (LRCG) is established to assist in the management of the impact of STC Seroja on the 11th of April 2021. The LRCG is focused on supporting community recovery from the impact of STC Seroja in the Shire of Shire of Mingenew from the perspective of built, natural, social and economic environments.

Functions

The Shire of Mingenew LRCG will:

- Collect, analyse and communicate the key issues for recovery within the Shire of Shire of Mingenew.
- Create a two-way dialogue that seeks feedback and input from the community about the most pressing issues to be addressed.
- Develop and coordinate the implementation of the Local Recovery Plan (with an agreed transition/exit strategy) that aligns with local assessments and plans. This is achieved through the LRCG and working groups reporting to the LRCG where required.
- Ensure that relevant stakeholders, especially the communities affected, are involved in the development and implementation of recovery objectives and strategies and are kept informed of progress made.
- Identify, pre-empt and communicate local recovery issues and trends with the Shire of Shire of Mingenew and the District Recovery Coordination Group.
- Ensure that recovery activities are in line with Western Australian State EM Policy.
- Schedule and participate in a LRCG debrief process.

Chair

The Chair of the LRCG is the appointed Local Recovery Coordinator, the Shire Chief Executive Officer, or the Shire President or a delegate.

Membership

Refer to the LRCG Aide Memoire found within the State Emergency Management Local Recovery Guideline. This guideline can be found on the State Emergency Management Committee website – [Local Recovery Guideline](#).

Secretariat

To aid in the establishment of the LRCG, secretariat support will be provided by a Community Recovery Officer engaged by the Department of Fire and Emergency Services , or by other agreed arrangement.

Frequency of meetings

The Shire of Mingenew LRCG will meet monthly (initially) either face to face or via video/teleconference as determined by members. The ongoing frequency and location of meetings will be determined as required, by member's agreement.

Subcommittees

The Shire of Mingenew LRCG may establish subcommittees as required under the following environments:

- Built
- Natural
- Social
- Economic

Reporting and Powers

The Shire of Mingenew LRCG will report through the Local Recovery Coordinator. Recommendations made by the LRCG which require approval by Council shall be presented to the next Ordinary Meeting of Council or Special Meeting of Council, as appropriate.

Minutes of the Shire of Mingenew LRCG meetings and working group meetings will be provided to Council and the District Recovery Coordination Group by the Local Recovery Coordinator and secretariat.

The LRCG will be supported by the District and State Recovery to undertake the recovery coordination function as required.

Powers and Delegated Authority

As the Shire of Mingenew LRCG is formed under the *Emergency Management Act 2005* it does not hold any powers or delegated authority on behalf of local government under the *Local Government Act 1995*.