

Wagait Shire Emergency Management Recovery Committee

Aim – To ensure the Wagait Shire, its population, environs, and facilities are restored following a response to an emergency

Terms of Reference

- To exchange experience and information relevant to the effective coordination and management of recovery in the Wagait Shire
- To develop collaborative partnerships within the shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner to enhance recovery
- To assess requirements for recovery including physical, psychological, economic and environmental activity in association with Council and responsible agencies
- To coordinate the development and implementation of a plan for recovery in the Wagait Shire including a facilities and community resource directory
- To collaborate and coordinate with the local response agencies
- To make recommendations on key and/or emerging issues relevant to recovery in the Wagait Shire to the Shire Council and relevant response and recovery agencies.
- To make recommendations on key areas of expenditure that may be available for preparedness, mitigation and recovery
- Ensure adequate information is provided to the community in a timely and well informed manner

Operating Principles

- Confidentiality of information and issues discussed at the meeting will remain confidential
- Information and issues to be communicated to the community will be done through the Chair, their proxy, the CEO or the recovery coordinator.
- Decisions regarding recommendations will normally be reached by consensus
- Conflicts of interest arising during deliberations will be declared by members and dealt with at the discretion of the meeting
- Terms of Reference will be reviewed annually

Wagait Shire Emergency Management Recovery Committee

- The committee operates under the NT emergency management arrangements as amended from time to time
- The committee may establish special interest sub groups as required eg restoration and reconstruction, and community and personal support
- A meeting quorum will be 4 members and must include the CEO or Shire President or their proxies
- During operational activity the quorum will be 4 members and must include the CEO and Shire President or their proxies

Membership

- Volunteer community members from the Wagait Shire
- The President and a proxy from the Wagait Shire elected members
- Representative of Cox Peninsula Northern Territory Emergency Service
- Others with specific expertise on invitation or by request.
- The Wagait Shire Council recovery coordinator (volunteer)
- The Wagait Shire CEO (ex-officio)

Number of meetings per year

4 meetings per year

As required during a period of response and recovery activity

Agenda, minutes, reports

The recovery coordinator is responsible for arranging the venue, and preparation of the meeting agenda

Meeting minutes will be marked draft until ratified and agreed at the following meeting (or out of session). Once ratified/amended they will be distributed as final minutes. They will be available for placement on council web site.

Reports from the meeting on specific items or issues of concern will be detailed in action items in the minutes.

A written report will be prepared for the Wagait Shire Council elected members on issues that are considered important to communicate if agreed by committee meeting

Minute and papers from the meetings will be held at council office

Approval and amendment history

Terms of reference developed in: December 2010

Terms of reference approved on: 19 January 2011

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Terms of reference amended on: 25 September 2013

Terms of reference amended on: 24 June 2015

Terms of reference amended on: 9 September and

Adopted on: 14 October 2015

Terms of reference next review date: June 2016

References

- Northern Territory Emergency Management Act 2013
<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/4ffe89f994c593c769257c30008051c2?OpenDocument>
- Territory Emergency Plan December 2014
- <http://www.pfes.nt.gov.au/Emergency-Service/Publications-and-forms.aspx>
- The NT Emergency Recovery Management Plan (13 December 2007),
http://mysource1.nt.gov.au/_data/assets/pdf_file/0010/43759/Recovery_Plan.pdf
- Local Government Act 2015
<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/ed6553dcc7646f1569257e31001aef54?OpenDocument>