**Terms of reference** for xxx Local Recovery Committee

**Purpose**

* To collect, analyse and communicate the key issues for recovery within the name affected area.
* To create a two way dialogue that seeks feedback and input from the community about the most pressing issues to be addressed
* To identify priorities for action across the domains of social, economic, natural and built environment
* To develop a community recovery action plan in response to the [name of event]

**Membership**

* Members include:
  + Name, Community Recovery Coordinator (chair)
  + Name

**Accountability**

* If required...The committee reports to [name]
* This is a decision-making committee on behalf of the community
* Individual committee members are responsible for reporting back to the relevant group or agency they represent on activities of the committee.

**Working methods / ways of working:**

* Community Recovery Coordinator will organise and chair the meetings
* This committee will develop strong relationships with the community reference committee (if formed)
* Sub committees or working groups may be convened as needed
* Meetings will be held as often as needed over the recovery period
* Meeting papers will be circulated via email and posted on community notice boards
* Non-members will be invited to committee meetings as required
* Name will provide the secretariat for the committee.