

Donations & Disaster Relief Recovery Subcommittee - Terms of Reference

The Donations & Disaster Relief Subcommittee has been established by the Snowy Valleys Council Recovery Committee in response to the Dunns Road, Green Valley and East Ournie Creek fires.

Purpose

To provide specialised support and advice to the Snowy Valleys Council Recovery Committee in relation to donations and disaster relief recovery issues.

Functions

The Donations & Disaster Relief Subcommittee will:

- Facilitate information sharing between various agencies involved in donation distribution and disaster relief;
- Ensure as much as possible a coordinated approach to managing donated goods/donations;
- Advocate consistent public messaging around donations and disaster relief;
- Collate list of all appeals;
- Report regularly to the Recovery Committee;
- Make recommendations to the Recovery Committee.

Chair

The Chair of the Subcommittee is a member of the Recovery Committee.

Where a member of the Recovery Committee is not appointed, a Council representative will chair the subcommittee.

Membership

As determined by the Subcommittee and the Recovery Committee.

Secretariat

Secretariat support will be provided by Snowy Valleys Council.

Frequency of meetings

The Donations & Disaster Relief Subcommittee will meet either face to face or via teleconference as determined by the members. The ongoing frequency and location of meetings will be determined as required, by members' agreement.

Reporting

The Donations & Disaster Relief Subcommittee will report to the Snowy Valleys Council Recovery Committee.

Working groups

No current working groups.

Confidentiality Terms

Committee members are bound by Council's Code of Conduct. Committee members agree to apply the terms set forth below to information being made available:

- Confidential Information will be used solely for the Permitted Use. The recipient will hold the information in strict confidence and will not copy or reproduce, disclose or distribute any of it to any person other than its representatives.
- The Recipient will ensure that any Representative who receives any Confidential Information is aware of these Terms and will require such Representative to comply with these Terms. The Recipient will be responsible if such Representative fails to comply with these Terms.

Date

The Terms of Reference were approved on 7 January 2020 by the Donations & Disaster Relief Subcommittee and reviewed and approved on 17 January 2020