



Local Disaster Management Group (LDMG) Community Support Subgroup Terms of Reference

1. Intent

- 1.1 To provide advice and identify opportunities to prepare and support the community before, during and following a pandemic, natural or technological disaster event.

2. Scope

- 2.1 The terms of reference apply to Councillors, Local Disaster Management Group (LDMG) members and advisors, committee members and staff of Tablelands Regional Council (Council).

3. Powers of the committee

- 3.1 This committee is established under section 30 of the *Disaster Management Act 2003* (the Act).
- 3.2 Council through the LDMG retains primary responsibility for managing disaster events within the local government area (s 4A).
- 3.3 The [LDMG Terms of Reference](#) and [Advisory Committees Policy](#) apply to this committee.

4. Purpose

- 4.1 Engage communities, including the vulnerable and hard to reach groups, to develop a strategy to raise awareness of disaster management issues.
- 4.2 Identify and engage community networks and stakeholder groups to develop partnerships.
- 4.3 Identify key community representatives who can liaise with the LDMG before, during and after disaster events.
- 4.4 Plan and coordinate the provision of human-social support during the response and recovery phases to meet the (immediate and longer term) needs of people affected by disaster.
- 4.5 Guide the development of comprehensive plans, policies and procedures to meet the basic needs of people in Places of Refuge and Evacuation Centres.
- 4.6 Coordinate multi-agency outreach support to affected communities.
- 4.7 Coordinate comprehensive arrangements for the provision of integrated services in “one stop shop” Recovery Centres appropriate to the location(s) of disaster events.
- 4.8 Guide community consultation during the recovery process and involvement in the decision-making process, to ensure community needs are met and issues of concern are addressed wherever possible.
- 4.9 Promote the concept of individual and community resilience, encourage local level disaster planning and provide advice and guidance where appropriate. Assist with regular reviews of Community All-Hazard Disaster Plans.

- 4.10 Evaluate the effectiveness of community support during response and recovery and identify areas for improvement.
- 4.11 Provide guidance on allocation of grant funding and dispersal of disaster funds which may be made available to support the community.

5. Membership

- 5.1 Members will be invited and appointed based on their knowledge and expertise to contribute to community support in the Tablelands region. Membership will reflect the region's diverse communities and include representation from various geographic locations. Representatives will be sourced from government and non-government agencies, community support organisations and community leaders depending on the nature and impacts of a disaster event on the local community.
- 5.2 Membership will include a representative from:
 - 5.2.1 TRC Councillor or their delegate as advocate
 - 5.2.2 TRC Coordinator Community Development (Chair)
 - 5.2.3 TRC Senior Advisor Emergency Management
 - 5.2.4 Australian Red Cross
 - 5.2.5 Carinya Home for the Aged
 - 5.2.6 Centrelink (Services Australia)
 - 5.2.7 Community Services Tablelands Inc.
 - 5.2.8 Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP)
 - 5.2.9 Department of Communities, Child Safety & Disability Services
 - 5.2.10 Department of Education
 - 5.2.11 Faith based representative
 - 5.2.12 Disability Matters Inc.
 - 5.2.13 Eacham Community Help Organisation Inc. (ECHO)
 - 5.2.14 Mareeba Community Housing Company Ltd (Accommodation Group)
 - 5.2.15 Mental Health Queensland
 - 5.2.16 Mulungu Aboriginal Corporation Primary Health Care Service
 - 5.2.17 Northern Gulf Resource Management Group Ltd
 - 5.2.18 Oz Care, Malanda
 - 5.2.19 Queensland Country Women's Association (QCWA)
 - 5.2.20 Queensland Health (Community Health)
 - 5.2.21 Ravenshoe Rural & Remote Aged & Disabled Care (RADCARE) Inc.
 - 5.2.22 The Ravenshoe Community Centre Inc (including HACC Rural & Remote Homecare Centre)
 - 5.2.23 The Salvation Army
 - 5.2.24 St Vincent de Paul Society
 - 5.2.25 Tableland Community Link Association Incorporated
 - 5.2.26 Thrive (Worklink Group Ltd)
 - 5.2.27 Volunteering Queensland Inc.
 - 5.2.28 Yabu Mija Aboriginal Corporation
 - 5.2.29 Mamu Health Service Limited
 - 5.2.30 Southern Tablelands Traditional Owners Alliance (STTOA)
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend meetings as required.
- 5.4 Where more than one agency is identified as an appropriate service provider in a particular sector, the Chair of the Subgroup will call on those agencies to nominate one member to act as their collective representative.

6. Committee term

- 6.1 The Subgroup is required as an ongoing operational requirement.

7. Meetings

- 7.1 The Subgroup will meet at least once a year, and as often as required to fulfil its purpose. A schedule of meetings will be determined in advance, to precede Tablelands LDMG meetings.
- 7.2 The venue for meetings will rotate if necessary, to facilitate attendance by all members.

8. Reporting

- 8.1 Meeting minutes and agendas will be made available to the Tablelands LDMG.
- 8.2 The Chair will provide updates to the Tablelands LDMG as required, and written reports to Council on request.

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

10. Responsibility

- 10.1 Council is responsible for the adoption, amendment and repeal of these Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

- 11.1 It is the responsibility of Council's Chief Executive Officer to monitor the adequacy of these Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.