



Local Disaster Management Group Terms of Reference

1. Intent

- 1.1 The Local Disaster Management Group (LDMG) has overall responsibility for managing disaster events within the local government area.

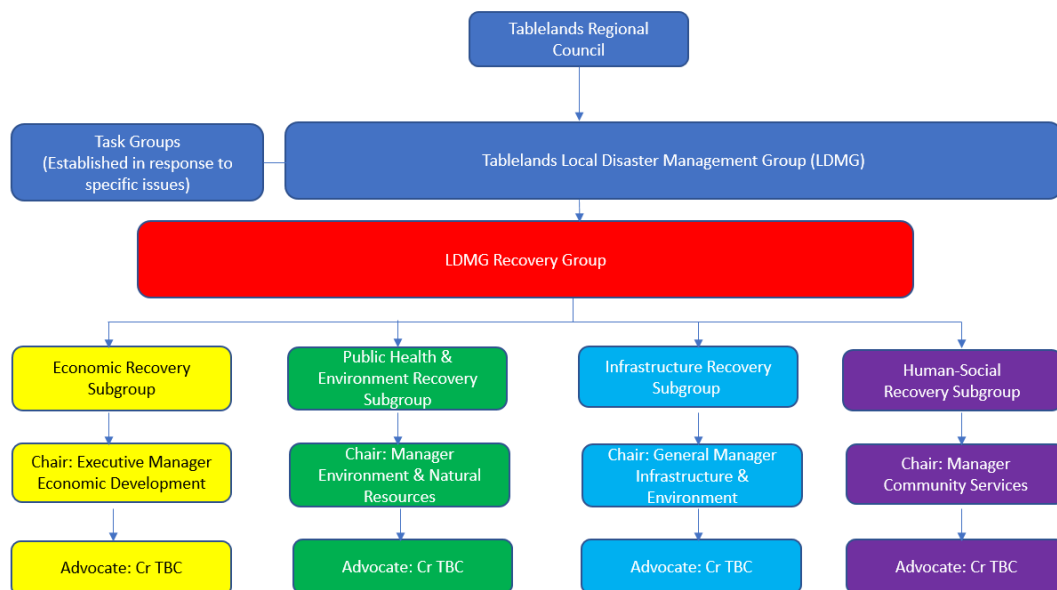
2. Scope

- 2.1 The terms of reference apply to Councillors, LDMG members and advisors, and staff of Tablelands Regional Council (TRC).
- 2.2 The terms of reference are based on requirements from the [Disaster Management Act 2003](#) and the [Disaster Management Regulation 2014](#).

3. Powers of the committee

- 3.1 The LDMG is established under Section 29 of the *Disaster Management Act 2003* (the Act).
- 3.2 TRC, through the Local Disaster Management Group (LDMG) retains primary responsibility for managing disaster events within the local government area (s.4A).
- 3.3 A LDMG Recovery Group also exists with four Subgroups that report into the LDMG, with a TRC Officer as Chairperson and a Councillor on each Subgroup as an advocate. This includes:
 - Economic
 - Public Health & Environment
 - Infrastructure
 - Human-Social
- 3.4 Task Groups may be established on an ad hoc basis in response to specific issues. Task Groups will work on specific issues and report into the LDMG.

4. Structure of the committee



5. Purpose

The LDMG has the following functions (s.30):

- 5.1 To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State.
- 5.2 To develop effective disaster management, and regularly review and assess the disaster management.
- 5.3 To help the local government prepare a local disaster management plan (s.57 of the Act) which is consistent with the disaster management guidelines (s.58 of the Act).
- 5.4 To identify and provide advice to the relevant district group about support services required by the local group to facilitate disaster management and disaster operations in the area.
- 5.5 To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.
- 5.6 To manage disaster operations in the area under policies and procedures decided by the State group.
- 5.7 To provide reports and make recommendations to the relevant district group about matters relating to disaster operations.
- 5.8 To identify, and coordinate the use of, resources that may be used for disaster operations in the area.
- 5.9 To establish and review communication systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens.

- 5.10 To ensure information about a disaster in the area is promptly given to the relevant district group.
- 5.11 To perform other functions given to the group under the Act.
- 5.12 To perform a function incidental to any of the previous functions mentioned.

6. Membership

6.1 The LDMG consists of the following members (s.33):

- Persons appointed as members of the group by Tablelands Regional Council.
- At least one person nominated by the Chief Executive of the Department.
- The member appointed as Chairperson must be a Councillor of Tablelands Regional Council (s.34).
- The Chief Executive Officer or an employee of Tablelands Regional Council appointed as Local Disaster Coordinator (s.35).

6.2 Executive Members:

The LDMG Executive Members are the Chairperson and the Local Disaster Coordinator (or their respective deputies as required). Executive Members are those core members who are authorised to make initial operational response coordination decisions on behalf of the LDMG to expedite processes (s.38b). The LDMG Executive has an exclusively operational response coordination function and will not at any time replace the policy decision-making role of the LDMG.

6.2.1 TRC Mayor (Chairperson) or authorised Deputy

6.2.2 TRC Senior Advisor Emergency Management (Local Disaster Coordinator (LDC)) or authorised Deputy

6.3 Core Members

6.3.1 TRC Chief Executive Officer (TRC Liaison Officer) or authorised Deputy

6.3.2 Queensland Police Service Emergency Management Coordinator (EMC Liaison Officer) or authorised Deputy

6.3.3 Queensland Police Service Senior Sergeant - Atherton (QPS Liaison Officer) or authorised Deputy

6.3.4 State Emergency Service (SES) Area Controller or their delegate (State Emergency Services (SES) Liaison Officer)

6.3.5 Queensland Fire Department Inspector Area Director Southern Area FNR or their delegate (QFES Liaison Officer Rural Fire Services Queensland)

6.3.6 Queensland Ambulance Service Officer in Charge (Atherton) (QAS Liaison Officer) or authorised Deputy

6.3.7 Queensland Health Director of Nursing Atherton Hospital (QH Liaison Officer Medical Services) or authorised Deputy

A member may, with the approval of the Chairperson, appoint by signed notice (DM13) another person as their deputy. The deputy may attend a meeting in the member's absence and exercise the

member's functions and powers under the Act. Deputy members are to be counted in deciding if there is a quorum (50% +1 of members) for a meeting (s.40 and 40A of the Act).

6.4 Authorised Deputy Members:

6.4.1 TRC Councillor Division 3 (Deputy Chairperson)

6.4.2 TRC General Manager (Deputy for TRC CEO)

6.4.3 Deputy Local Disaster Coordinators:

TRC Manager Environment & Natural Resources
TRC General Manager Community & Corporate Services
TRC Manager Community Services
TRC Chief Executive Officer

6.4.4 Authorised deputies for external agencies is in accordance with a current signed and dated DM13 form.

6.5 Advisors:

- 6.5.1 TRC Councillor (LDMG Recovery Group Chairperson)
- 6.5.2 TRC General Manager Infrastructure & Environment or their delegate (Chairperson Infrastructure Recovery Subgroup)
- 6.5.3 TRC Manager Community Services (Chairperson Human Social Recovery Subgroup)
- 6.5.4 TRC Manager Environment & Natural Resources (Chairperson Public Health & Environment Subgroup)
- 6.5.5 TRC Executive Manager Economic Development (Chairperson Economic Subgroup)
- 6.5.6 QFES Inspector Fire & Rescue or their delegate (QFES Liaison Officer Fire & Rescue)
- 6.5.7 Ergon Energy / Energy QLD Area Manager Far North or their delegate (Ergon Liaison Officer)
- 6.5.8 NBN Regional Development & Engagement Manager FNQ or their delegate (NBN Liaison Officer)
- 6.5.9 Department of Transport and Main Roads (DTMR) District Director or their delegate (DTMR Liaison Officer)
- 6.5.10 Department of Education Regional Manager or their delegate (DOE Liaison Officer)
- 6.5.11 Queensland Health Tropical Public Health Service Environmental Health Officer or their delegate (QH Liaison Officer Public Health)
- 6.5.12 TRC Strategic Communications Advisor (LDMG Public Information Officer)
- 6.5.13 TRC Community Engagement Advisor (LDMG Recovery Coordinator)
- 6.5.14 TRC Manager Water & Waste (Dam Liaison Officer Wild River)
- 6.5.15 Department of Resources Central Operations Manager or their delegate (Dam Liaison Officer Crooks and Wyndham)
- 6.5.16 Sunwater Operations Manager Far North or their delegate (Dam Liaison Officer Tinaroo Falls)
- 6.5.17 Clean Co Site Manager or their delegate (Dam Liaison Officer Koombooloomba)
- 6.5.18 District Disaster Management Group Executive Officer (DDMG XO)
- 6.5.19 Department of Environment & Science Principal Ranger Tablelands & Dry Tropics (DES Liaison Officer)
- 6.5.20 National Emergency Management Agency Coordination & Planning Officer (NEMA Liaison Officer)
- 6.5.21 Queensland Reconstruction Authority Regional Liaison Officer (QRA Liaison Officer)
- 6.5.22 Department of Communities, Housing & Digital Economy Principal Community Recovery Officer (Communities Liaison Officer)
- 6.5.23 Australian Red Cross Emergency Services Liaison Officer (Red Cross Liaison Officer)
- 6.5.24 Australia Post Postal Manager (Australia Post Liaison Officer)
- 6.5.25 Mangoes Mapping (GIS Support Provider).

At least once a year, written notice of the members of the group must be provided to the QFES Commissioner and the District Disaster Coordinator (s.37).

The LDMG may seek the advice of persons with specialist knowledge and invite them to attend a meeting.

7. Committee term

7.1 The LDMG is required as an ongoing operational requirement.

8. Meetings

Meetings will usually be held quarterly but must be held at least every six months at a time and place decided by the Chair; or when asked in writing by the District Disaster Coordinator, or at least one-half of its members (s.38 of the Act).

8.1 The Chairperson is to preside at all LDMG meetings, or in their absence the Deputy Chairperson. (s.38 of the Act)

8.2 If the chairperson and deputy chairperson are both absent from a meeting of the group—

(a) the member of the group nominated by the chairperson is to preside; or

(b) if the chairperson does not nominate a member under paragraph (a)—the member nominated by the deputy chairperson is to preside.

If the offices of chairperson and deputy chairperson are vacant, the member of the group chosen by the members present is to preside.

8.3 Meetings may be held using any technology that reasonably allows members to hear and take part in discussions as they happen. Members who participate in meetings using this technology are taken to be present at the meeting (Section 38 of the Act).

8.4 Minutes must be taken of LDMG meetings (s.38 of the Act). TRC Executive Assistants provide support to the LDMG with recording meetings.

8.5 Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for synergies with the work of other partner agencies. However, decisions must be endorsed by the LDMG.

9. Reporting

9.1 At least once a year written notice of the members of the group must be given to the Chief Executive and the Chairperson of the Mareeba District Disaster Management Group (Section 37 of the Act).

9.2 The Chairperson must, after consulting with the Chief Executive, appoint the Chief Executive Officer or an employee of the relevant local government as Local Disaster Coordinator of the group (s.35 of the Act). This appointment must be in writing and may only be revoked in writing.

9.3 If requested, the LDMG, through the Council Officer, will provide a report to Council at the end of each financial year, or otherwise as the need arises.

- 9.4 The Local Disaster Management Plan must be available for inspection, free of charge by members of the public (s.60 of the Act).

10. Evaluation of performance

- 10.1 The LDMG will undertake an annual assessment of performance against the Terms of Reference.
- 10.2 The LDMG may review or renew the Local Disaster Management Plan when it considers appropriate, however must review the effectiveness of the plan at least once a year (section 59 of the Act).

11. Responsibility

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

12. Review

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

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

**GARY RINEHART
CHIEF EXECUTIVE OFFICER**