



Local Disaster Management Group Terms of Reference

1. Intent

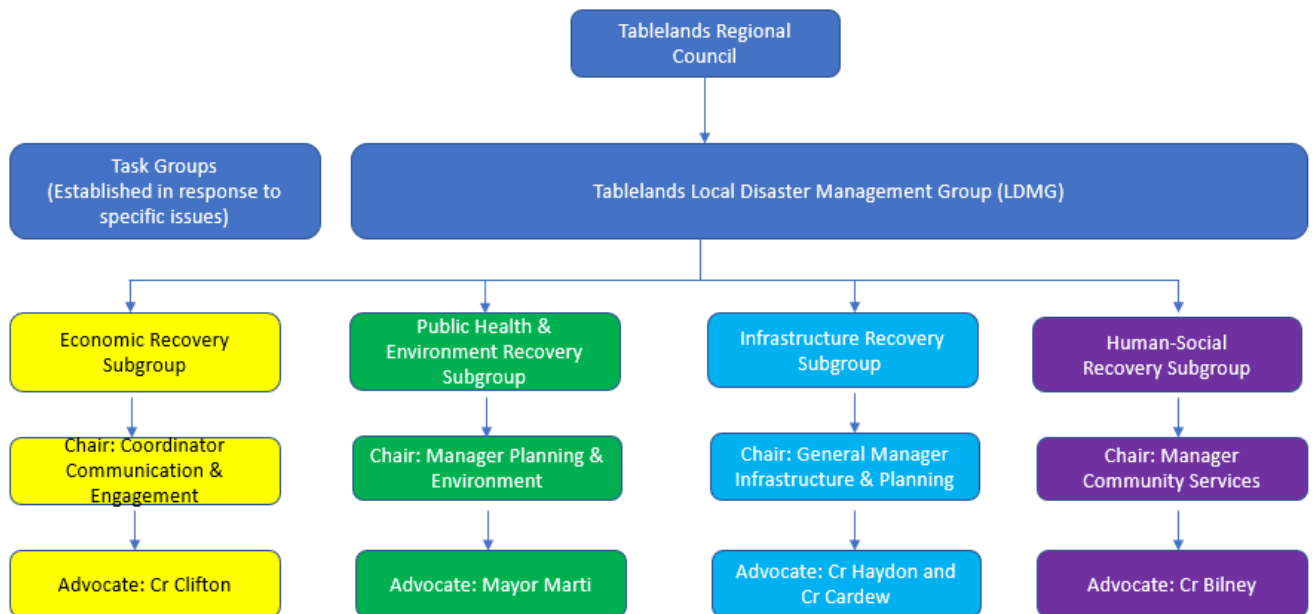
- 1.1 The Local Disaster Management Group (LDMG) has overall responsibility for managing disaster events within the local government area.

2. Scope

- 2.1 The terms of reference apply to Councillors, LDMG members and advisors, and staff of Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is established under Section 29 of the *Disaster Management Act 2003* (the Act).
- 3.2 Tablelands Regional Council, through the Local Disaster Management Group (LDMG) retains primary responsibility for managing disaster events within the local government area (s.4A).
- 3.3 Established Subgroups that report into the LDMG, with a TRC Officer as Chairperson and Councillors as advocates include:
- 3.3.1 Economic Recovery Subgroup
 - 3.3.2 Public Health & Environment Recovery Subgroup
 - 3.3.3 Infrastructure Recovery Subgroup
 - 3.3.4 Human-Social Recovery Subgroup
- 3.4 Task Groups may be established in response to specific issues which will report into the LDMG.



4. Purpose

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

- 4.1 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.
- 4.2 To develop effective disaster management, and regularly review and assess the disaster management.
- 4.3 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).
- 4.4 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.
- 4.5 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.
- 4.6 To manage disaster operations in the area under policies and procedures decided by the State group.
- 4.7 To provide reports and make recommendations to the relevant district group about matters relating to disaster operations.
- 4.8 To identify, and coordinate the use of, resources that may be used for disaster operations in the area.
- 4.9 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.
- 4.10 To ensure information about a disaster in the area is promptly given to the relevant district group.
- 4.11 To perform other functions given to the group under the Act.
- 4.12 To perform a function incidental to any of the previous functions mentioned.

5. Membership

5.1 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 Commissioner, Queensland Fire and Emergency Services (QFES).
- The member appointed by the LDMG as Chairperson must be a Councillor of Tablelands Regional Council (s.34).
- The Chief Executive Officer or an employee of Tablelands Regional Council as Local Disaster Coordinator (s.35).

5.2 Members:

5.2.1 TRC Councillor (Chairperson) or authorised Deputy

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

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

5.2.4 QFES Emergency Management Coordinator (QFES Liaison Officer Emergency Management) or authorised Deputy

5.2.5 Queensland Police Service Senior Sergeant (QPS Liaison Officer) or authorised Deputy

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

5.2.7 Queensland Health Director of Nursing (QH Liaison Officer Medical Services) or authorised Deputy

5.3 Authorised Deputy Members:

5.3.1 TRC Mayor (Deputy Chairperson / Recovery Chairperson)

5.3.2 TRC General Manager (Deputy for TRC CEO)

5.3.3 Deputy Local Disaster Coordinators:

- TRC Manager Planning & Environment
- TRC Manager Community Services
- TRC General Manager Community & Corporate Services
- TRC CEO

5.3.4 Authorised deputies for external agencies in accordance with signed and dated DM13 form.

5.4 Advisors:

- 5.4.1 TRC General Manager Infrastructure & Planning or their delegate (Chairperson Infrastructure Recovery Subgroup)
- 5.4.2 TRC Manager Community Services (Chairperson Human-Social Recovery Subgroup)
- 5.4.3 TRC Manager Planning & Environment (Chairperson Public Health & Environment Recovery Subgroup)
- 5.4.4 TRC Coordinator Communication & Engagement (Chairperson Economic Recovery Subgroup)
- 5.4.5 QFES Inspector Fire & Rescue or their delegate (QFES Liaison Officer Fire & Rescue)
- 5.4.6 QFES Inspector Rural Operations or their delegate (QFES Liaison Officer Rural Fire Services Queensland (QRFS))
- 5.4.7 QFES SES Area Controller or their delegate (QFES Liaison Officer State Emergency Services (SES))
- 5.4.8 Ergon Area Manager Far North or their delegate (Ergon Liaison Officer)
- 5.4.9 NBN Manager FNQ or their delegate (NBN Liaison Officer)
- 5.4.10 Department of Transport and Main Roads (DTMR) District Manager or their delegate (DTMR Liaison Officer)
- 5.4.11 Department of Education Regional Manager or their delegate (DOE Liaison Officer)
- 5.4.12 Queensland Health Environmental Health Officer or their delegate (QH Liaison Officer Public Health)
- 5.4.13 TRC Strategic Communications Advisor (LDMG Public Information Officer)
- 5.4.14 LDMG Recovery Coordinator (TRC –to be appointed at activation of an event)
- 5.4.15 TRC Manager Water & Waste (Dam Liaison Officer Wild River)
- 5.4.16 Department of Resources Team Leader Non-Commercial Assets or their delegate (Dam Liaison Officer Crooks and Wyndham)
- 5.4.17 SunWater Service Manager or their delegate (Dam Liaison Officer Tinaroo Falls)
- 5.4.18 Cleanco Site Manager or their delegate (Dam Liaison Officer Koombaloo)
- 5.4.19 Department of Environment & Science (DES Liaison Officer)
- 5.4.20 National Recovery & Resilience Agency (NRRRA Liaison Officer)
- 5.4.21 Department of Communities, Housing and Digital Economy (DCHDE Liaison Officer)
- 5.4.22 Queensland Reconstruction Authority (QRA Liaison Officer)
- 5.4.22 RATCH Australia Corporation (RATCH Liaison Officer)
- 5.4.23 Australia Post Liaison Officer
- 5.4.24 District Disaster Management Group Executive Officer.

- 5.5 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).
- 5.6 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).
- 5.7 The committee may seek the advice of persons with specialist knowledge and invite them to attend a meeting.

6. Committee term

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

7. Meetings

- 7.1 Meetings will be held at least every six months at the times and places decided by the Chair; or when asked in writing by the District Disaster Coordinator or at least one-half of its members (s.39 of the Act).
- 7.2 The Chairperson is to preside at all LDMG meetings, or in their absence the Deputy Chairperson. (Section 41 of the Act)
- 7.3 If, during any period and for any reason, the Deputy Chairperson of a local group can not perform the functions of the office of chairperson, the following persons act in the office during the period (Section 3 *Disaster Management (Local Disaster Management Group Interim Chairperson) Amendment Regulation 2020*):
- a. If the chief executive officer of the relevant local government for the local group is willing and able to perform the functions of the office – the chief executive officer
 - b. Otherwise – the relevant district disaster coordinator
- 7.4 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 42 of the Act).
- 7.5 Minutes must be taken of LDMG meetings (s.43 of the Act).
- 7.6 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.

8. Reporting

- 8.1 At least once a year written notice of the members of the group must be given to the Commissioner, QFES and the relevant District Disaster Coordinator (Section 37 of the Act).
- 8.2 The Chairperson must, after consulting with the Commissioner, QFES, appoint in writing the Chief Executive Officer or an employee of the relevant local government as Local Disaster Coordinator (Section 35 of the Act).
- 8.3 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.
- 8.4 The Local Disaster Management Plan must be available for inspection, free of charge by members of the public (s.60 of the Act).

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.
- 9.2 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).

10. Responsibility

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.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the 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.