

NORTH BURNETT REGION DISASTER MANAGEMENT

Sub Plan 1 – Business & Governance

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Purpose of this Sub Plan

The purpose of this Sub Plan is to detail the business and governance arrangements for disaster management in the North Burnett Regional Council area. This sub plan forms the Terms of Reference for the Local Disaster Management Group (LDMG) and the six Town Disaster Support Groups.

Maintenance of this Sub Plan

This Sub Plan is maintained by the Secretariat of the LDMG. This sub plan is to be reviewed at least annually by the LDMG to ensure it remains current and relevant.

PART A – LDMG BUSINESS & GOVERNANCE

Role of the LDMG

The LDMG is to assist the community across the spectrum of prevention, preparation, response and recovery and in accordance with the Queensland Disaster Management Strategic Policy Framework, State Plan and Disaster Management Guidelines. The North Burnett Region Council, through the Local Group, retains primary responsibility for managing disaster events within the local government area.

Functions of the LDMG

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

- 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;
- To develop effective disaster management, and regularly review and assess the disaster management;
- To help the local government for its area to prepare a local disaster management plan;
- 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;
- 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;
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- To establish and review communications 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;
- To ensure information about a disaster in the area is promptly given to the relevant district group;
- To perform other functions given to the group under the Act; and
- To perform a function incidental to any of the previous functions mentioned.

Membership of the LDMG

Membership of the North Burnett Region LDMG is consistent with s.33 of the Act. Specifically:

- The LDMG must appoint a member of the group as a Chairperson and a member of the group as a Deputy Chairperson in accordance with s.34 of the Act. The member appointed as the Chairperson must be a councillor in the North Burnett Regional Council. ***The Mayor and Deputy Mayor are appointed Chairperson and Deputy Chairperson respectively.***
- The Chairperson must, after consultation with the Chief Executive Office of the Department of Community Safety, appoint in writing the Chief Executive Officer or an employee of North Burnett Regional Council as Local Disaster Coordinator in accordance with s.35 of the Act. ***The Chief Executive Officer of the Council is appointed as the Local Disaster Coordinator.***
- At least once a year written notice of the members of the group must be given to the Chief Executive and the Bundaberg District Disaster Coordinator (DDC) (s.37 of the Act). *The Secretariat is to ensure this notice is provided.*

LOCAL DISASTER MANAGEMENT GROUP MEMBERSHIP	
Core Group (principle decision makers)	
Council	State Government
<ul style="list-style-type: none"> • Mayor & Deputy Mayor (Chair/Deputy Chair) • Chief Executive Officer (Local Disaster Coordinator) • General Manager Engineering and Environmental Services (Deputy Local Disaster Coordinator) • Deputy Chief Executive Officer (Local Recovery Coordinator) • Chairs of the Town Disaster Support Groups: <ul style="list-style-type: none"> ○ Biggenden ○ Eidsvold ○ Gayndah ○ Monto ○ Mt Perry ○ Mundubbera 	<ul style="list-style-type: none"> • Queensland Police Service representative • Queensland Ambulance Service representative • Queensland Fire & Emergency Services representative • State Emergency Service Local Controller • Queensland Health representative • Department of Communities representative • Department of Transport and Main Roads • Department of Education and Training • Department of Infrastructure, Local Government and Planning

Advisors (provide advice to the Core Group and other members of the LDMG)	
<ul style="list-style-type: none"> Disaster Management Officer Manager Technical Services Works Engineer Environmental Health Officer 	<ul style="list-style-type: none"> Telecommunications Industry representative (Telstra) Media Officer, NBRC Sunwater Ergon Energy Qld Parks and Wildlife Bureau of Meteorology Evolution Mining Red Cross

Table 1 – LDMG Core Group and Advisors

Responsibilities of LDMG Members

Organisation/ Appointment	Responsibilities
Core Group	
Chair and Deputy Chair	<ul style="list-style-type: none"> Chair routine and operational meetings of the Local Group Manage and Coordinate the business of the group Ensure, as far is practicable, that the group performs its function Report regularly to the Bundaberg District Disaster Management Group about the performance by the local group of its functions Spokesperson for the Community during disasters Contribute to planning by ensuring community needs are identified and met
Local Disaster Coordinator & Deputy	<ul style="list-style-type: none"> Coordinate disaster operations for the local group Report regularly to the local group about disaster operations Ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented Assist the Chair of the Group with media management.
Qld Police Service	<ul style="list-style-type: none"> See Annex A for Roles
Qld Fire and Emergency Services	<ul style="list-style-type: none"> Threat Specific Lead Agency for Bushfire See Annex A for Roles

Organisation/ Appointment	Responsibilities
Qld Ambulance Service	<ul style="list-style-type: none"> • See Annex A for Roles
State Emergency Service	<ul style="list-style-type: none"> • See Annex A for Roles
Advisors	
Disaster Management Officer	<ul style="list-style-type: none"> • Appointed Secretariat to the Local Group • Contribute to planning, assist in coordination, implement plans • Assist the Local Disaster Coordinator
Deputy Chief Executive Officer	<ul style="list-style-type: none"> • Appointed Member of the Local Group • Contribute to planning. Assist in Coordination and in implementing plans • Monitor and advise on the Economic health of community during disasters. • Ensure sound financial management practices during disasters
Manager Technical Services and Works Engineer	<ul style="list-style-type: none"> • Appointed Member of the Local Group • Contribute to planning. Assist in Coordination and in implementing plans • Manage Council outdoor workforce response.
Environmental Health Officer	<ul style="list-style-type: none"> • Appointed Member of the Local Group • Contribute to planning. Assist in Coordination and in implementing plans • Monitor Environmental Health issues during disaster operations and contribute to solutions to environmental health issues.
NBRC Media Officer	<ul style="list-style-type: none"> • Work closely with the LDC and the LDMG to develop and communicate public information warnings to the community.
Queensland Health	<ul style="list-style-type: none"> • Coordination of medical resources • Public health advice and warnings to participating agencies and the community • Psychological and counselling services for disaster affected persons

Organisation/ Appointment	Responsibilities
	<ul style="list-style-type: none"> On going medical and health services required during the recovery period to preserve the general health of the community.
Department of Communities, Child Safety and Disability Services	<ul style="list-style-type: none"> The Department of Communities, Child Safety and Disability Services strengthens connections between individuals, families and communities to improve individual and community wellbeing and safety. Provides advice and support on matter relating to child safety and services to those with disabilities.
Parks & Wildlife	<ul style="list-style-type: none"> manage parks and forests in order to sustain natural and cultural values. build and maintain environmental resilience for healthy species and ecosystems. support ecotourism, recreation and heritage experiences.
Ergon Energy	<ul style="list-style-type: none"> Maintain the electrical supply system within North Burnett Region. Provide advice on electricity supply issues including providing estimates of re-connection times when power is disrupted. Restoration of power as required and provision of appropriate electrical safety advice to the community.
Sunwater	<ul style="list-style-type: none"> Provide advice on matters relating to dam safety.
Bureau of Meteorology	<ul style="list-style-type: none"> Provide automatic advice and warnings for flood, severe weather and provide other meteorological advice on request.

Table 2 – Responsibilities of LDMG Members

Appointment to the LDMG

The Act requires that all members of disaster management groups be formally appointed to the role. The forms necessary to record these formal appointments are held by the secretariat. Examples are provided at Annex B to this Sub Plan.

All members of the LDMG are to be appointed to their positions using these forms. Council retains copies of these forms. They are to be made available to the DDC on request. Advisors to the LDMG are not members of the LDMG and do not need to be formally appointed. However their contact details are to be included in the contact register and they may attend meetings and undertake appropriate training to assist them in performing their advisory functions.

Deputies

A member of the LDMG may, with the approval of the Chairperson, appoint by signed notice another person as his or her 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 for a meeting (s.40A of the Act).

Meetings

LDMG meetings must be held at least once in every 6 months at the times and places decided by the Chair; or when asked in writing by the relevant DDC or at least one-half of its members in accordance with s.39 of the Act.

The North Burnett Region LDMG agrees to meet quarterly, where possible in February, May, August and November. Each of these meetings has a different focus as follows:

Month	Focus of LDMG Meeting
February	<ul style="list-style-type: none">• Undertakes a post season review to identify and incorporate any lessons learnt or improvements required to the plan• Focuses on ensuring plans and arrangements are current and relevant.• Authorizes release of general community education & awareness program• Reviews and provides direction on progress of work underway relating to disaster management in the region.• Confirm membership of the LDMG.
May	<ul style="list-style-type: none">• Monitors progress of Disaster Management plan updates and other capacity improvement programs and activities.
August	<ul style="list-style-type: none">• Undertakes a seasonal hazard risk assessment for the upcoming Bushfire Season• Authorizes release seasonal hazard community preparedness program• Confirms LDMG and Community preparedness for the upcoming Bushfire season.
November	<ul style="list-style-type: none">• Undertakes a seasonal hazard risk assessment for the upcoming Storm/Cyclone Season• Authorizes release seasonal hazard community preparedness program• Confirms LDMG and Community preparedness for the upcoming Storm/Cyclone season.• Approve meeting dates for the following calendar year.

Meeting Templates/Forms

Various templates and suggested formats for meeting papers are included at Annex C.

Operational Meetings

Operational Meetings are to be held when required to prepare for an emerging threat or to respond to an event. They will be convened at the direction of the LDC on an as required basis. Physically getting people together in the same room during disasters is difficult, especially when it may be difficult for LDMG members to travel due to the impact of the event.

In such cases the LDC will need to manage the event using local available Council and Agency staff. However, the LDC should continue to hold LDMG operational planning meetings even if this means many members are attending via teleconference technology.

Quorum

A quorum for a LDMG meeting is the number equal to one-half of the Core Group members plus 1, or, if one-half of the members is not a whole number, the next highest whole number.

Chairperson

The Chairperson is to preside at all LDMG meetings, or in their absence the Deputy Chairperson is to preside. If both are absent the meeting must be chaired by a person nominated by the Chairperson, a member nominated by the Deputy Chairperson, or if those offices are vacant, a member of the group chosen by the members present (s.41 of the Act).

Use of Technology

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. (s.42 of the Act)

Secretariat

A Secretariat for the LDMG will be appointed by the CEO to assist in the ongoing management and support of the Group and the Local Disaster Management Plan. The appointed secretariat is the North Burnett Regional Council's Disaster Management Officer.

The functions of the Secretariat are at Annex D to this Sub Plan.

Records of Meetings

Minutes must be taken of LDMG meetings and retained by North Burnett Regional Council. The Secretariat is responsible for ensuring Minutes of Meetings are produced, distributed to all members in a timely manner and

retained on file. (s.43 of the Act). The NBRC Meeting Agenda and Format for Minutes is at Annex C to this Sub Plan.

Local Disaster Management Plan

In accordance with S.57 of the Act, the North Burnett Regional Council must prepare a Local Disaster Management Plan which must include provision for:

- The State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;
- The roles and responsibilities of entities involved in disaster operations and disaster management in the area;
- The coordination of disaster operations and activities relating to disaster management performed by the entities;
- Events that are likely to happen in the area;
- Strategies and priorities for disaster management for the area;
- The matters stated in the disaster management guidelines as matters to be included in the plan; and
- Other matters about disaster management in the area the local government considers appropriate.

The Local Disaster Management Plan must be consistent with the disaster management guidelines (s.58 of the Act) and the Standard for Disaster Management in Queensland. 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 (s.59 of the Act).

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

Training

The Act requires all members of a Disaster Management Group to be appropriately skilled and have the necessary experience to perform their function (s33 of the Act). The required training is detailed in the Disaster Management Training Framework at Annex E to this Sub Plan. This training is provided by Queensland Fire and Emergency Services.

The Council is to maintain a Disaster Management Training Register which identifies the training each Local Group member has undertaken and what training they have to do. An example of this Register is at Annex F to this Sub Plan. The Register also identifies Council staff or Community representatives that are nominated to undertake some disaster management training to help them support disaster management in the community.

The Register should be provided to the Bundaberg DDC and QFES on request so they can program the required training for North Burnett Region as required by the Disaster Management Training Framework.

All LDMG members are to ensure they meet their training obligations in accordance with the Disaster Management Training Framework. Records of members training and training needs are maintained by the secretariat.

Annual Disaster Management Status Report

The LDMG is required to report annually to the disaster district on disaster management. The LDMG is responsible for the preparation of this annual report through the secretariat. A template of the Annual Disaster Management Status Report is provided at Annex G.

PART B – TOWN DISASTER SUPPORT GROUPS

Town Disaster Support Groups

A Disaster Support Group is established in each town to assist the LDMG in disaster management. Support Groups operate under the authority of the LDMG and the chairs of Support Groups contribute to regional disaster management through their membership of the LDMG.

Authority of Disaster Support Groups

Disaster Support Groups may exercise authority for local coordination of local resources as approved by the LDMG. As a Support Group, they cannot make unilateral decisions except during periods of prolonged communications outages when contact with the LDCC and LDMG is not possible.

In such exceptional circumstances, the Town Support Group may instigate any action necessary to preserve life and protect property without reference to the LDMG. Record of actions taken are to be made and the LDMG is to be advised when communications is restored.

Membership of the Disaster Support Group

The Chair and Executive Officer positions of the Support Groups are to be appointed by the LDMG. The Chair of the Support Group is to be an elected councillor. The Executive Officer is to be a senior council officer. Both the Chair and the Executive Officer should reside in the town or surrounding area.

Members from other agencies make up the Support Group. Each Town may have a slightly different composition due to their unique circumstances. The following is a guide to the typical composition of a Town Support Group:

- Chair (Divisional Councillor);
- Executive Officer (NBRC Senior Council Officer in that location);
- Deputy Executive Officer (to be nominated);
- Queensland Police Service;
- Queensland Fire and Rescue Service (Urban/Auxillary); or
- Queensland Fire and Rescue Service (Rural Operations);
- Queensland Ambulance Service;
- Queensland State Emergency Service;
- Queensland Health;
- Local Community Support Group representative (as required); and
- Other agency representatives that may be required to provide essential support or who would be involved in promoting disaster awareness in the community e.g. local media, community service clubs.

The specific composition of each Town Support Group is detailed in their Town Disaster Support Plan.

Functions of LDMG Support Groups

1. Maintain a local disaster support network including emergency services, council staff and community groups.
2. Assist in maintaining the Town Disaster Support Plan
3. Assist the LDMG in disaster education and awareness for the town.
4. Participate in disaster management training and exercises to prepare the group to effectively support the LDMG.
5. Provide information and intelligence to the LDMG to assist in response operations. (provide situation reports).
6. Maintain records of information received and actions undertaken before, during and after a disaster event.
7. Activate as directed to provide coordinated local support to the LDMG for response operations.
8. Provide Community Support as required by the LDMG and the community during response operations.
9. Support local actions to preserve life and protect property.

Town Disaster Support Plans

Each Support Group is to assist the LDMG in maintaining a Disaster Support Plan for their town and surrounding area. These plans form part of the North Burnett Region Disaster Management Plan and are included as Annexes X to Y to that plan.

The Town Disaster Support Plans are to focus on the following key components:

- Composition of the Support Group including responsibilities of the Chair and Executive Officer.
- Activation and Local Coordination arrangements
- Local Community Support Arrangements
- Evacuation Arrangements including Evacuation Centre Management.

Meetings of Support Groups

Support Groups may convene at places and times decided by the Chair of the Support Group to undertake disaster management.

Records of Meetings

Written records of meetings of the Support Group are to be maintained by the Support Group and provided to the Local Disaster Management Group after each meeting of the Support Group. The templates provided for meetings of the

LDMG (see Annex 3 to this sub plan) may be utilised by Support Groups for this purpose.

Secretariat for Support Groups

The Council staff member appointed as the Executive Officer to the Support Group is to undertake the functions of Secretariat for the Support Group (refer to duties of a secretariat at Annex 4 to this sub plan).

Activation

Support Groups may meet from time to time in non-disaster times to undertake activities aimed at preparing the community for disasters. Operational Activation occurs under the direction of the Local Disaster Coordinator. In exceptional circumstances when communications with the LDC/LDCC is lost for prolonged periods, the Chair of each Support Group may, after consulting with members of the Support Group, activate the Support Group without reference to the LDC.

Reporting

The Chair and Executive Officer of each Support Group reports to the LDMG as core members of that group. During response operations, when the North Burnett Region Local Disaster Coordination Centre (LDCC) has been activated, Support Groups are to provide reports on the local situation to the LDCC in accordance with a reporting timeframes established by the LDCC. These situation reports are to use the format provided in *Sub Plan 2 – Activation and Coordination*.

Annexes

- A. Roles and Responsibilities of Agencies
- B. Appointment of Members and Deputies of the LDMG (including templates of appointment forms)
- C. LDMG Meeting Templates - Example Meeting Papers (agenda, minutes, attendance sheet and resolution register).
- D. Roles Functions of the Secretariat to the Local Disaster Management Group
- E. Queensland Disaster Management Training Framework
- F. Sample Disaster Management Training Register
- G. Template LDMG Annual Disaster Management Status Report

Annex A- Roles and Responsibilities of Agencies

Agency	Roles and Responsibilities
Local Government	<ol style="list-style-type: none"> 1. Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning) 2. Maintenance of normal Local Government services to the community: 3. Water 4. Sewerage 5. Refuse disposal 6. Public health 7. Animal control 8. Environmental protection 9. Maintenance of a disaster response capability 10. Maintenance of telemetry and warning systems 11. Collection and interpretation of information from telemetry systems, conjointly with Bureau of Meteorology
Local Disaster Management Group (LDMG)	<ol style="list-style-type: none"> 1. Development of comprehensive Local Disaster Management Planning strategies 2. Design and maintenance of a public education/awareness program 3. Design, maintenance and operation of a Local Disaster Coordination Centre, including the training of sufficient personnel to operate the Centre 4. Coordination of support to response agencies 5. Reconnaissance and impact assessment 6. Provision of public information prior to, during and following disaster event impacts 7. Recommendations regarding areas to be considered for evacuation
Qld Fire & Emergency Services (Disaster Management)	The role of QFES with respect to disaster management, is to provide advice and assistance to all agencies and committees within the Queensland disaster management system, and administrative and executive support to the Queensland Disaster Management

Agency	Roles and Responsibilities
	<p>Committee (QDMC).</p> <p>QFES is responsible for:</p> <ol style="list-style-type: none"> 1. The overall management of Queensland's disaster management system on behalf of the QDMC. 2. Provision of coordination, policy, planning and operational advice and assistance to disaster managers at all levels of the State's disaster management system. 3. Coordination of State and Commonwealth assistance for disaster management and disaster operations. 4. Facilitation of a comprehensive approach to disaster management. 5. Coordination of the provision of disaster management training.
Queensland Police Service (QPS)	<ol style="list-style-type: none"> 1. Preservation of peace and good order 2. Prevention of crime 3. Security of any site as a possible crime scene 4. Investigation of the criminal aspect of any event 5. Coronial investigation procedures 6. Traffic control, including assistance with road closures and maintenance of road blocks 7. Crowd management/public safety 8. Coordination of search and rescue (See State Rescue Policy) 9. Security of evacuated areas 10. Registration of evacuated persons (activity undertaken by Red Cross, where they have a presence)
Queensland Fire & Emergency Services (QFES) Urban and Rural Fire Divisions	<ol style="list-style-type: none"> 1. Fire control 2. Fire prevention 3. Rescue of trapped persons (see State Rescue Policy) 4. Specialist Urban Search and Rescue 5. Assist in pumping out of flooded buildings

Agency	Roles and Responsibilities
	<ol style="list-style-type: none"> 6. Assist in clean-up of flood affected buildings 7. Management of hazardous material situations 8. Provision of Material Safety Data Sheet information relative to hazardous materials 9. Provision of expert advisory services, through the QFES Scientific Unit
<p>Queensland Ambulance Service (QAS)</p>	<ol style="list-style-type: none"> 1. Assessment, treatment and transportation of injured persons 2. Assistance with evacuation (for medical emergencies) 3. Provision of advice regarding medical special needs sectors of the community
<p>State Emergency Service (SES)</p>	<ol style="list-style-type: none"> 1. Assisting the community to prepare for, respond to and recover from an event or disaster 2. Public Education 3. Rescue of trapped or stranded persons (see State Rescue Policy) 4. Search operations for missing persons 5. Emergency repair/protection of damaged/vulnerable buildings 6. Assistance with debris clearance 7. First Aid 8. Traffic Control 9. Flood Boat Operations 10. Support to response agencies 11. Assistance with impact assessment 12. Assistance with communications 13. Assistance with lighting 14. Provision of Road Crash Rescue (Mt Perry)
<p>Queensland Health</p>	<ol style="list-style-type: none"> 1. Coordination of medical resources 2. Public health advice and warnings to participating agencies and the community 3. Psychological and counselling services for disaster affected persons 4. On going medical and health services required

Agency	Roles and Responsibilities
	during the recovery period to preserve the general health of the community

Annex B - Appointment of Members and Deputies

Members are to be formally appointed in writing to the LDMG and a record of the instrument of appointment (approved form) is to be maintained on file by the LDMG Secretariat.

Examples of the following forms are provided in the following pages:

- LDMG Template - Notice of appointment of Local Disaster Coordinator
- LDMG Template - Notice of Permanent Appointment of LDMG Executive Member (other than LDC)
- LDMG Template -Notice of Temporary Appointment of LDMG Executive Member (other than LDC)
- LDMG Template - Notice of Appointment of LDMG Member
- LDMG Template - Notice of change to LDMG member
- Form DM 13 – Authorisation to appoint a deputy

LDMG Template - Notice of appointment of Local Disaster Coordinator

<insert date>

Your Reference:

Our Reference: Doc ID#

District Disaster Management Group

PO Box 2991

BUNDABERG QLD 4670

Email: DDC.Bundaberg@police.qld.gov.au

Office of the Mayor – Cr <Insert Name>

Dear Sir/Madam

In accordance with s. 35 of the Act I wish to notify that following consultation with the Chief Executive, <insert name> is appointed Local Disaster Coordinator for the North Burnett Local Disaster Management Group. <insert name> is now appointed as the Deputy Local Disaster Coordinator for the North Burnett Local Disaster Management Group.

<insert name> and <insert name> have the necessary expertise or experience to perform the functions and exercise the powers of the Local Disaster Coordinator and Deputy Local Disaster Coordinator in accordance with s. 36 of the *Disaster Management Act 2003*.

They have been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. Their contact details are:

	<insert name>	<insert name>
Work Telephone:		
Mobile:		
Email:		
Work Address:	PO Box 390 GAYNDAH QLD 4625	PO Box 390 GAYNDAH QLD 4625

Should you require any further information, please contact Councils Disaster Management Officer, <insert name> on telephone number <insert telephone number>.

Yours sincerely,

Cr <insert name>

Mayor/LDMG Chairperson

Cc State Disaster Coordination Centre
GPO Box 1425
BRISBANE QLD 4001

LDMG Template - Notice of Permanent Appointment of LDMG Executive Member (other than LDC)

Chief Executive **and** <Insert Rank and Name>
 Department of Community Safety Chairperson
 GPO Box 1425 <Insert Disaster District> District
 BRISBANE QLD 4001 Disaster Management Group
 and email SDCC@dcs.qld.gov.au <Insert Address>

I wish to notify of a permanent change to the <Insert Local Government Area> Local Disaster Management Group (LDMG) <Insert Executive Position> incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title & Full Name>.

<Insert Title & Surname> has the necessary expertise or experience to perform the functions and exercise the powers of the position of <Insert Executive Position> in accordance with the *Disaster Management Act 2003*.

<Insert Title & Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Title & Surname> are:

Work Telephone:	
A/H Telephone (optional):	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>

Yours sincerely

<Insert Title & Name>

<Insert Executive Position> (LDMG Chairperson, LDMG Deputy Chairperson or incumbent LDC)

North Burnett Region Local Disaster Management Group

LDMG Template - Notice of Temporary Appointment of LDMG Executive Member (other than LDC)

Chief Executive **and** <Insert Rank and Name>
 Department of Community Safety Chairperson
 GPO Box 1425 <Insert Disaster District> District
 BRISBANE QLD 4001 Disaster Management Group
 and email SDCC@dcs.qld.gov.au <Insert Address>

I wish to notify of a temporary change to the <Insert Local Government Area> Local Disaster Management Group (LDMG) <Insert Executive Position> incumbent.

As of the <Insert Start Date> to the <Insert Finish Date> incumbent will be <Insert Title & Full Name>.

<Insert Title & Surname> has the necessary expertise or experience to perform the functions and exercise the powers of the position of <Insert Executive Position> in accordance with the *Disaster Management Act 2003*.

<Insert Title & Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Title & Surname> are:

Work Telephone:	
A/H Telephone (optional):	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>

Yours sincerely

<Insert Title & Name><Insert Executive Position> (LDMG Chairperson, LDMG Deputy Chairperson or incumbent LDC)

<Insert Local Government Area> Local Disaster Management Group

LDMG Template - Notice of Appointment of LDMG Member

<Insert appointee name and address details>

In accordance with s. 33 of the *Disaster Management Act 2003* I hereby appoint you as a member of the <Insert Local Government Area> Local Disaster Management Group (LDMG).

I am satisfied that you have the necessary experience or expertise to perform the functions of a member of a Local Disaster Management Group in accordance s. 30 of the *Disaster Management Act 2003*.

As a member your personal contact information is required to be collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. Please ensure that you complete the attached 'Member Contact Details Collection Form' and return the signed form to <Insert Name and Address> as soon as possible.

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>

Yours sincerely

<Insert Title & Name>

<Insert Executive Position> (Mayor, CEO or other representative of the local government)

<Insert Local Government>

LDMG Template - Notice of change to LDMG member

<Insert Title and Name>

Chairperson

<Insert Local Government Area> Local Disaster Management Group

<Insert Address>

Dear Chairperson

I wish to notify the Local Disaster Management Group (LDMG) of a change to the <Insert Agency or Organisation> appointed LDMG member incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title & Full Name>.

<Insert Title & Surname> has the necessary expertise and / or experience to perform the functions of a LDMG member in accordance with the *Disaster Management Act 2003*, on behalf of the <Insert Agency or Organisation>.

<Insert Title & Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Title & Surname> are:

Organisation Position Title:

Work Telephone:

Mobile:

A/H Telephone: (Optional)

Email:

Work Address:

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>.

Yours sincerely

Outgoing LDMG member or Authorised Organisation Representative

LDMG Template – Authorisation to appoint a deputy



Authorisation to appoint a deputy

This form is in accordance with Section 40A of the *Disaster Management Act 2003*.

To be completed by the member requesting appointment of his or her deputy, performing the member's functions on the State Disaster Management Group or a District Disaster Management Group or a Local Disaster Management Group. The request is to be approved by the chairperson of that member's group.

MEMBER TO COMPLETE

Authorisation to appoint a deputy for particular members under sections 40A of the *Disaster Management Act 2003* is to be given to:

Full name of person/s to be authorised or position of person/s to be authorised:	

Conditions of the authorisation (if applicable): (Note 1)

--

The person/s are authorised to carry out all the roles and responsibilities for my position from the following date:		To the following date:	
----------------------------------------------------------------------------------------------------------------------	--	------------------------	--

I am a member of the _____ State / District / Local Disaster Management Group and am satisfied the above person/s has/have the necessary expertise or experience to act as my deputy in this disaster management group.

Signature:	
Position:	
Printed name:	
Date and time:	

Annex C - LDMG Meeting Templates

LDMG Meeting Checklist	Doc ID #	Tick (✓)
4 Weeks prior to the meeting	686730	
Draft agenda, previous minutes & resolution statement sent to members.	561583	
Call for agenda items from members for the coming meeting.		
Copy of the LDMG agency report template distributed to members.		
2 Weeks prior to the meeting	686723	Tick (✓)
Secretariat receives member agenda items, with any meeting or noting briefs & LDMG member agency reports.		
Chairperson reviews agenda items & endorses final agenda.		
1 Week prior to the meeting	686731	Tick (✓)
Secretariat collates agenda papers & distributes to LDMG members.		
LDMG Meeting <Insert Meeting Date>		Tick (✓)
Chair of the Meeting e.g. Chairperson / Deputy Chairperson / Other:		
Attendance Sheet completed	686743	
Quorum established		
Minutes taken	561583	
Resolution Statement updated		
Secretariat has kept a copy of any handouts for the LDMG file.		
1 Week following the meeting		Tick (✓)
Secretariat forwards draft minutes to Chairperson for approval.		
Secretariat distributes draft minutes & resolution statement to members.		
2 Weeks following the meeting		Tick (✓)
Secretariat receives member feedback on draft minutes & resolution statement.		
Secretariat finalises draft minutes / resolution statement in consultation with Chairperson.		
Acquitted resolutions moved to the Resolution Tracker.	File 9.2.2	
Copy of agenda, briefs or any other documents from the meeting are filed.		

LDMG Template - LDMG Meeting Agenda



Local Disaster Management Group Meeting

Thursday XXth of MMM 20XX
North Burnett Regional Council
Gayndah Office – Supper Room
12pm Lunch for a 1pm Start

AGENDA

1. Welcome
2. Attendance
3. Apologies
4. Minutes of meeting XX MMM 20XX
5. Business Arising from Minutes
6. Agency Reports
 - Local Government, Queensland Police, Queensland Fire and Emergency Service, Department of Communities, Queensland Health, Ergon Energy, DTMR, Town Support Group, Queensland Ambulance Service, Evolution Mining, Telstra, Sunwater, Education Queensland, Other
7. General Business
 - a. xxx
8. Next Meeting
 - XX MMM 20XX
9. Close of Meeting

LDMG Template - LDMG Meeting Minutes

**NORTH BURNETT REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP MEETING
MINUTES – TOWN – XX MONTH 201X – 1:00PM**



Document ID

Welcome

Agenda Item 1

Welcome

Mayor **NAME** welcomed all those in attendance and declared the meeting open.

Attendees

Agenda Item 2

Attendees

Don Waugh

North Burnett Regional Council

Mark Pitt

North Burnett Regional Council

NAME

ORGANISATION

Apologies

Agenda Item 3

Apologies

NAME moved and **NAME** seconded: That a leave of absence be granted for **Name (organisation)**.

CARRIED

Minutes

Agenda Item 4

Confirmation of Minutes

NAME moved and **NAME** seconded: That the minutes from the LDMG held in Gayndah on the **DATE** be adopted.

CARRIED

Business Arising

Agenda Item 5

Business Arising

Info

Agency Reports

Agenda Item 6

Agency Reports

Local Government

Local Government

NAME presented the Local Government report.

Info

NAME moved and **NAME** seconded seconded: That the Local Government Report be adopted as presented.

CARRIED

QFES – EMQ

Queensland Fire and Emergency Services (EMQ)

NAME presented the QFES/EMQ Report.

Info

NAME moved and **NAME** seconded: That the Queensland Fire and Emergency Services report be adopted as presented.

CARRIED

QRA/QPS
Service

Queensland Reconstruction Authority/Queensland Police

NAME presented the QRA/QPS Report.

Info

NAME moved and **NAME** seconded seconded: That the Queensland Reconstruction Authority/ Queensland Police Service report be adopted as presented.

CARRIED

QFES – Fire
QFRS)

Queensland Fire and Emergency Services (Formerly

NAME presented the QFRS report.

Info

NAME moved and **NAME** seconded: That the Queensland Fire and Emergency Services (formerly QFRS) report be adopted as presented.

CARRIED

Department of Housing

NAME presented the Department of Housing report.

Info

NAME moved and **NAME** seconded: That the Department of Housing report be adopted as presented.

CARRIED

Queensland Health

NAME presented the QLD Health report.

Info

NAME moved and **NAME** seconded: That the Queensland Health report be adopted as presented.

CARRIED

Ergon Energy

NAME presented the Ergon Energy report.

Info

NAME moved and NAME seconded: That the Ergon Energy report be adopted as presented.

CARRIED

Sunwater

NAME presented the Sunwater report.

Info

NAME moved and NAME seconded: That the Sunwater report be adopted as presented.

CARRIED

State Emergency Service (SES)

NAME presented the SES report.

Info

NAME moved and NAME seconded: That the State Emergency Service report be adopted as presented.

CARRIED

Queensland Ambulance Service

NAME presented the QAS report.

Info

NAME moved and NAME seconded: That the Queensland Ambulance Service report be adopted as presented.

CARRIED

Evolution Mining

NAME presented the Evolution Mining report.

Info

NAME moved and NAME seconded: That the Evolution Mining report be adopted as presented.

CARRIED

Department of Education

NAME presented the Department of Education report.

Info

NAME moved and **NAME** seconded: That the Evolution Mining report be adopted as presented.

CARRIED

General Business **Agenda Item 7** **General Business**

Info

Next Meeting **Agenda Item 8** **Next Meeting**

Next meeting to be held in Gayndah on xx Month 201X at 12.30pm

Closure of Meeting **Agenda Item 9** **Closure of Meeting**

With no further business, the meeting was closed at **X:XX**

(Attendance Sheet attached)

LDMG Template - LDMG Meeting Attendance Sheet

Event: North Burnett Local Disaster
Management Group

Date: XXXXX

Venue: XXXXX



Name	Signature	Organisation

Collection Notice

Page ____ / ____

North Burnett Regional Council is collecting this information in order to provide further details on the event and/or to assist with forwarding notices on future events. By signing this document I acknowledge that my details may be distributed to other attendees of this or future meetings of this group.

LDMG Template - LDMG Resolutions Register

North Burnett Region Local Disaster Management Group

RESOLUTION REGISTER

Last updated: <Insert Date>

AGENDA ITEM	MEETING PAPER RECOMMENDATIONS	MEETING MINUTE RESOLUTIONS / ACTION REQUIRED	RESPONSIBLE AGENCY	<INSERT MEETING DATE> STATUS UPDATE <i>(summary of actions undertaken towards completion of resolution)</i>	<INSERT COMPLETION DATE> COMPLETION OUTCOME <i>(summary of actions undertaken to complete the resolution)</i>

Annex D - Role and Functions of the Secretariat (LDMG & Support Groups)

LDMG Secretariat

Role

The role of the secretariat is to provide administrative support to the Group and to maintain records associated with the Group.

Functions of the Secretariat

The secretariat to the LDMG has the following functions:

- Provide support to meetings of the Group including distribution of agendas and meeting papers.
- Maintenance of LDMG Training Records.
- Preparation, distribution and retention of Minutes of meetings of the Group.
- Other tasks associated with supporting the Local Group as directed by the Local Disaster Coordinator or the Chair of the Group.

Tasks of the Secretariat

Tasks of the Secretariat include:

5. Ensure dates are established for routine meetings of the LDMG
 - Provide notice to members of dates of meetings of the LDMG
 - Establish a draft Agenda for each meeting and call for agenda items from members prior to meetings of the LDMG
 - Ensure meeting facilities are adequate
 - Collate briefing notes and other papers necessary for meetings of the LDMG
 - Ensure minutes of LDMG meetings are prepared and distributed to all LDMG members and advisors after each meeting
 - Ensure Minutes are retained on file
 - Assist the LDMG in maintaining and reviewing the Local Disaster Management Plan and Disaster Operating Manual
 - Maintain the North Burnett Disaster Management Training Register
 - Ensure accurate records of appointment are maintained for all LDMG members
 - Review this sub plan annually
 - Maintain the LDMG contact list to ensure accuracy and relevance

- Provide the membership details of the LDMG to the SDCC at least once per year.
- Assist in the preparation of the Annual Disaster Management Status Report to the Disaster District Coordinator (see template at Annex 7).
- Any other task to support disaster management in North Burnett as directed by the Local Disaster Coordinator.

Support Group Secretariat

Role

The role of the Support Group secretariat is to provide administrative support to the Support Group and to maintain records associated with the Support Group.

Functions of a Support Group Secretariat

The secretariat to a Disaster Support Group has the following functions:

- Provide support to meetings of the Support Group including distribution of agendas and meeting papers.
- Preparation, distribution and retention of Minutes of meetings of the Support Group.
- Other tasks associated with supporting the Support Group as directed by the Local Disaster Coordinator or the Chair of the Support Group.


Tasks of the Support Group Secretariat

Tasks of the Support Group Secretariat include:

- Provide notice to members of dates of meetings of the Support Group.
- Establish a draft Agenda for each meeting and call for agenda items from members prior to meetings of the Support Group.
- Ensure meeting facilities are adequate.
- Collate briefing notes and other papers necessary for meetings of the Support Group.
- Ensure minutes of Support Group meetings are prepared and distributed to all Support Group members and the Local Disaster Coordinator after each meeting.
- Ensure Minutes are retained on file.
- Assist the LDMG in maintaining and reviewing the Town Disaster Support Plan.
- Maintain the Support Group contact list to ensure accuracy and relevance.
- Provide the membership details of the LDMG to the SDCC at least once per year.

- Assist in the preparation of the Annual Disaster Management Status Report to the Disaster District Coordinator (see template at Annex 7).
- Any other task to support disaster management in North Burnett as directed by the Local Disaster Coordinator.

Annex E - Queensland Disaster Management Training Framework

<div></div> <div>This disaster management training framework outlines each of the key stakeholders in the Queensland disaster management arrangements and the training courses which are to be undertaken to support the effective performance of each role.</div> <div>Officers appointed as deputies to a position in the disaster management arrangements are required to undertake the identified training pathway of that position.</div> <div>Where an officer has the potential to perform in a number of roles, ie appointed to a position and appointed as a deputy for another, the officer should ensure the courses listed as the pathway of each position are undertaken.</div>			STAKEHOLDERS																	
			LOCAL						DISTRICT						STATE					
			Local Disaster Coordinator	Local Disaster Management Group Chair/Deputy Chair	Local Disaster Management Group Member	Local Recovery Coordinator	Local Disaster Coordination Centre Staff	Local Disaster Coordination Centre Liaison Officer	District Disaster Coordinator/ District Disaster Management Group Chair/ Deputy Chair	District Disaster Management Group Executive Officer	District Disaster Management Group Member	District Disaster Coordination Centre Staff	District Disaster Coordination Centre Liaison Officer	State Disaster Coordinator	State Disaster Management Group Chair/Deputy Chair	State Disaster Management Group Member	State Recovery Coordinator	State Disaster Coordination Centre Staff	State Disaster Coordination Centre Liaison Officer	State Disaster Coordination Group Member
TRAINING COURSES																				
Queensland Disaster Management Arrangements			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disaster Management Planning			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disaster Coordination Centre	Module 1	Working in a Disaster Coordination Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Module 2	Disaster Coordination Centre Liaison Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Module 3	Establishment and Management of a Disaster Coordination Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Evacuation	Module 1	Introduction to Evacuation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Module 2	Evacuation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Evacuation Centre Management			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recovery	Module 1	Principles, Functions and Governance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Module 2	Planning and Preparedness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Module 3	Recovery Operations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resupply			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Warnings and Alert Systems			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disaster Relief and Recovery Funding Arrangements			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Disaster Management Group Member Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
District Disaster Management Group Member Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
State Disaster Management Group Member Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
State Disaster Coordination Group Member Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
State Recovery Group Member Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
State Disaster Mitigation Committee Member Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Disaster Coordinator Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
District Disaster Coordinator Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
State Disaster Coordinator Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Recovery Coordinator Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
State Recovery Coordinator Induction			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Annex F - Example Disaster Management Training Register

LDMG Member Name	Training Obligation	Date of Certification	Remarks

Annex G – Annual Report Format

NORTH BURNETT LOCAL DISASTER MANAGEMENT GROUP Annual Disaster Management Status Report

to the

Bundaberg District Disaster Coordinator

and the

Bundaberg District Disaster Management Group

<Insert Date & Year of Report>

Contents

Insert Table of Contents as required

1. MEMBERSHIP OF LDMG

Include updates to the membership of the LDMG and any general comments. Include a list of member contact details as an annexure.

2. MEETINGS OF LDMG

LDMG meeting frequency

Include adopted meeting frequency, dates of meetings during previous financial year and any scheduled dates for next financial year.

3. RISK MANAGEMENT / MITIGATION

Include information regarding the current status of any major projects or studies undertaken or completed for risk mitigation.

Mitigation planning

Insert information regarding disaster mitigation planning, including date of adoption by council (if required) and summary of risks addressed, etc.

Summarise identified mitigation measures/treatment options and timelines.

Summarise any identified impediments to the implementation of mitigation measures – funding, resourcing issues, responsibility, etc.

4. INTEGRATION WITH BUSINESS PLANNING

Summarise how disaster management is being integrated with the overall business of the organisation, including the incorporation of disaster management issues with other strategic and operational planning arrangements.

5. LOCAL DISASTER MANAGEMENT PLAN

Plan review and assessment

Insert summary of review process and date/s of internal review and/or District assessment.

Amendments

Insert summary of review and/or assessment findings and actions taken or agreed commitments.

6. OPERATIONAL ISSUES

Readiness status

Insert general comment regarding status of operational readiness, staff availability and resourcing levels of the Disaster Coordination Centre and the impacts on operations (if any).

Operations conducted

Briefly summarise any operational involvement

Remedial action

Outline any proposed actions/improvements resulting from operational activity

7. TRAINING and DEVELOPMENT

Training conducted

Insert brief details of any training undertaken or conducted

Identified training needs

Insert brief details of any training that has been identified as being required, including suggested dates.

8. EXERCISES

Exercises conducted

Insert brief details of any exercises conducted

Remedial action

Outline any major proposed actions/improvements resulting from lessons learned

Proposed exercises

Insert details of any exercises that are proposed or currently under development, including suggested dates, etc.

9. COMMUNITY AWARENESS and EDUCATION

Public awareness activities conducted

Insert details of any public awareness/education activities conducted.

Proposed public awareness activities

Insert details of any public awareness/education activities that are proposed or currently under development, including suggested dates, etc.

10. SIGNOFF and APPROVAL

Status report completed by:

Signoff by Chair:

Date: