



Sub Plan 1

Business & Governance

ADOPTION BY COUNCIL

The North Burnett Disaster Management Sub Plan 1 – Business and Governance was adopted by Council at the General Meeting in Gayndah on 28 February 2019. (Resolution Number 3-02-2019)

Version: 1.1

COPIES OF SUB PLAN 1 – BUSINESS AND GOVERNANCE

Copies of Sub Plan 1 – Business and Governance are available free of charge electronically on council's website www.northburnett.qld.gov.au or can be viewed at any Customer Service Centre.

CONTACT US

All written communication to be addressed to:

“The Chief Executive Officer”
North Burnett Regional Council
PO Box 390
GAYNDAH QLD 4625

Phone: 1300 696 272 (1300 MY NBRC)
Fax: 07 4161 1425
E-mail: admin@northburnett.qld.gov.au

Twitter: @NorthBurnettRC
Facebook: www.facebook.com/north.burnett.regional.council

ABN: 23 439 388 197

Contents

Purpose of this Sub Plan	5
Maintenance of this Sub Plan	5
PART A – LDMG BUSINESS & GOVERNANCE	6
Role of the LDMG.....	6
Functions of the LDMG.....	6
Membership of the LDMG.....	7
Responsibilities of LDMG Members.....	8
Appointment to the LDMG	9
Deputies	9
Meetings.....	10
Meeting Templates/Forms	10
Operational Meetings	10
Quorum	10
Chairperson.....	11
Use of Technology.....	11
Secretariat.....	11
Records of Meetings.....	11
Local Disaster Management Plan	11
Training	12
Annual Disaster Management Status Report.....	12
PART B – TOWN DISASTER SUPPORT GROUPS	13
Town Disaster Support Groups.....	13
Authority of Disaster Support Groups	13
Membership of the Disaster Support Group.....	13
Functions of LDMG Support Groups.....	13
Town Disaster Support Plans	14
Meetings of Support Groups.....	14
Records of Meetings.....	14
Secretariat for Support Groups	14
Activation.....	14
Reporting.....	14
ANNEXES.....	15
Annex A- Roles and Responsibilities of Agencies.....	16
Annex B - LDMG Meeting Templates	19
Annex C - Role and Functions of the Secretariat (LDMG & Support Groups)	20
Annex D – Queensland Disaster Management Training Framework.....	22

SUB PLAN 1 – BUSINESS & GOVERNANCE

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 Regional 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 Queensland Fire and Emergency Services, 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 Strategy, Innovation and Assets (Deputy Local Disaster Coordinator) • General Manager Corporate and Communities (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 • Queensland Ambulance Service • Queensland Fire & Emergency Services • State Emergency Service Local Controller • Queensland Health • Department of Communities • 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 • Media Officer 	<ul style="list-style-type: none"> • Telecommunications Industry representative (Telstra) • 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 and 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
Queensland Police Service	<ul style="list-style-type: none"> • See Annex A for Roles
Queensland Fire and Emergency Services	<ul style="list-style-type: none"> • Threat Specific Lead Agency for Bushfire • See Annex A for Roles
Queensland 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
General Manager Corporate and Community	<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

Organisation/ Appointment	Responsibilities
NBRC Media Officer	<ul style="list-style-type: none"> • Work closely with the Local Disaster Coordinator (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 • Ongoing 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. A template of this form ([T.1.034 Notice of Appointment of LDMG Member LDMG Template](#)) can be found on the [Disaster Management Portal](#) or by contacting the Secretariat.

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 ([Doc ID# 779112](#)) 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• Authorises release of general community education & awareness program• Reviews and provides direction on progress of work underway relating to disaster management in the region
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• Authorises 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• Confirm membership of the LDMG

MEETING TEMPLATES/FORMS

Various templates for meeting papers are located in Magiq Documents. A register of these are included at Annex B.

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 videoconference 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 Chief Executive Officer (CEO) of the Local Government 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 C 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). All LDMG minutes, agendas and register of attendance are to be saved in Magiq Documents under Subject Files – Disaster Management – Committees – Local Disaster Management Group.

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 D to this Sub Plan. This training is provided by Queensland Fire and Emergency Services.

The Council is to maintain a Training Needs Analysis Register ([Doc ID# 833440](#)) which identifies the training each Local Group member has undertaken and what training they have to do. 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. The template – [T.1.070 LDMG Annual Disaster Management Status Report Template](#) can be downloaded from the [Disaster Management Portal](#).

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 Emergency Services;
- 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 F to K 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 B 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 C 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. LDMG Meeting Templates
- C. Roles Functions of the Secretariat to the Local Disaster Management Group
- D. Queensland Disaster Management Training Framework

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: <ul style="list-style-type: none"> • Water • Sewerage • Refuse disposal • Public health • Animal control • Environmental protection • Maintenance of a disaster response capability • Maintenance of telemetry and warning systems • 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
Queensland Fire & Emergency Services (Disaster Management)	<p>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 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

Agency	Roles and Responsibilities
	<ol style="list-style-type: none"> 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 9. Security of evacuated areas 10. Registration of evacuated persons (activity undertaken by Red Cross, where they have a presence)
<p>Queensland Fire & Emergency Services (QFES)</p> <p>Urban and Rural Fire Divisions</p>	<ol style="list-style-type: none"> 1. Fire control 2. Fire prevention 3. Rescue of trapped persons 4. Specialist Urban Search and Rescue 5. Assist in pumping out of flooded buildings 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 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

Agency	Roles and Responsibilities
	4. Ongoing medical and health services required during the recovery period to preserve the general health of the community

ANNEX B - LDMG MEETING TEMPLATES

LDMG Meeting Checklist	Doc/Folder ID #	✓
4 Weeks prior to the meeting		
Previous minutes, member status report template, resolution statement, call for agenda items and a copy of the sub plan for review sent to members as a Outlook Meeting Invite.	917372	
Delete previous Date Claimer Outlook invite		
2 Weeks prior to the meeting		
Secretariat sends reminder for member agency reports and agenda items 2.5 week prior to the meeting.	917415	
Secretariat receives member agenda items, with any meeting or noting briefs & member status reports. Secretariat prepares the final agenda.	686733	
1 Week prior to the meeting		
Secretariat distributes the agenda LDMG members.	917405	
LDMG Meeting		
Attendance Sheet/Membership Register completed	779112	
Quorum established		
Minutes taken	561583	
Resolution Statement updated	917894	
Secretariat has kept a copy of any handouts for the LDMG file.		
1 Week following the meeting		
Secretariat forwards draft minutes to Chairperson for approval.		
Secretariat distributes draft minutes & resolution statement to members.		
2 Weeks following the meeting		
Secretariat receives member feedback on draft minutes & resolution statement.		
Secretariat finalises draft minutes / resolution statement in consultation with Chairperson.		
Copy of agenda, briefs or any other documents from the meeting are filed.	F118657	

ANNEX C - 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:

- 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 (Magiq Documents = Subject Files – Disaster Management – Committees – Local Disaster Management Group)
- Assist the LDMG in maintaining and reviewing the Local Disaster Management Plan and Disaster Operating Manual
- Maintain the North Burnett Disaster Management Training Register (Doc ID# 833440)
- Ensure accurate records of appointment are maintained for all LDMG members (Magiq Documents = Subject Files – Disaster Management – Committees – Local Disaster Management Group)
- Review this sub plan annually
- Maintain the LDMG contact list to ensure accuracy and relevance (Doc ID# 779112)
- 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 DM Portal Template – [T.1.070 LDMG Annual Disaster Management Status Report Template](#)).
- Any other task to support disaster management in North Burnett as directed by the Local Disaster Coordinator.

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.
- Any other task to support disaster management in North Burnett as directed by the Local Disaster Coordinator.

ANNEX D – QUEENSLAND DISASTER MANAGEMENT TRAINING FRAMEWORK



Version 5.1

Queensland Disaster Management Training Framework

In accordance with s16A(c) of the *Disaster Management Act 2003*, the Queensland Disaster Management Training Framework outlines training courses to be undertaken by Queensland disaster management key stakeholder roles to support the effective performance of each identified role.

Officers appointed as deputies to a key stakeholder role are also required to undertake the appropriate identified training pathway.

Where an officer has the potential to perform in a number of roles, the officer should ensure they undertake the courses listed under the pathways for all roles.

Training courses have been grouped to align with the Shared Responsibilities of the *Standard for Disaster Management in Queensland*.

STAKEHOLDERS																			
Local								District						State					
Local Disaster Coordinator	Local Disaster Management Group Chair/Deputy Chair	Local Disaster Management Group Member & Advisor	Local Recovery Coordinator	Local Recovery Group Member	Local Disaster Coordination Centre Staff	Local Disaster Coordination Centre Liaison Officer	District Disaster Coordinator/Chair/Deputy Chair	District Disaster Management Group Executive Officer	District Disaster Management Group Member & Advisor	District Disaster Coordination Centre Staff	District Disaster Coordination Centre Liaison Officer	State Disaster Coordinator	Queensland Disaster Management Committee Chair/Deputy Chair	Queensland Disaster Management Committee Standing Member & Official	State Recovery Coordinator	Functional Recovery Group(s) Member	State Disaster Coordination Centre Staff	State Disaster Coordination Centre Agency Representative	State Disaster Coordination Group Member
																			Office of the Inspector-General of Emergency Management

Shared Responsibilities of the Standard for Disaster Management in Queensland, Emergency Management Assurance Framework

1-6	Queensland Disaster Management Arrangements	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
1-2	Emergency Risk Management																		
	Module 1 Introduction to Emergency Risk Management	M	NB	NB	NB	NB		NB	M				NB			NB	NB		NB
	Business Continuity Planning																		
	Module 1 Introduction to Business Continuity Planning	M	NB	NB	M	NB		NB	M				NB			NB	NB		NB
	Disaster Management Planning																		
3	Module 1 Introduction to Disaster Management Planning	M	NB	NB	M			NB	M	NB			NB						NB
	Exercise Management																		
	Module 1 Introduction to Exercise Management	M	NB	NB	NB	NB	NB	NB	M	NB	NB	NB	NB			NB	NB	NB	NB
	Operational Leadership and Crisis Management #																		
	Warning and Alert Systems																		
	Module 1 Introduction to Warning and Alert Systems	M	NB	NB	NB	M		M	M				NB						NB
	Module 2 Working with Warning and Alert Systems	NB				NB		NB	M										NB
	Community Engagement																		
	Module 1 Introduction to Community Engagement	M	NB	NB	M	NB		NB	M				NB			M	NB		NB
	Cyclone Shelter Management																		
	Module 1 Introduction to Cyclone Shelter Management	NB	NB	NB			NB	NB	M		NB		NB			M			NB
	Module 2 Working in a Cyclone Shelter	NB						NB	NB										NB
	Module 3 Managing a Cyclone Shelter	NB						NB	NB										NB
	Disaster Coordination Centre																		
	Module 1 Introduction to Disaster Coordination Centres	M	NB		M	M	M	NB	M		M	M	NB						NB
	Module 2 Disaster Coordination Centre Functions	NB				M/A	NB	NB	M		M/A	NB							NB
	Module 3 Establishment and Management of a Disaster Coordination Centre	NB				NB	NB	NB	M		NB								NB
	Module 4 Briefing and Debriefing	NB			NB	NB	NB	NB	M		NB	NB	NB						NB
	Evacuation																		
	Module 1 Introduction to Evacuation	M	NB	M			NB	NB	M	M	NB	NB		NB		M			NB
	Module 2 Evacuation Planning	NB							M	M	NB								NB
	Evacuation Centre Management																		
	Module 1 Introduction to Evacuation Centre Management	M	NB	NB	NB		NB		NB	M			NB						NB
	Module 2 Working in an Evacuation Centre	NB			NB				NB	NB									NB
	Module 3 Managing an Evacuation Centre	NB			NB				NB	NB									NB
	Disaster Relief and Recovery Funding Arrangements																		
	Module 1 Introduction to Disaster Relief and Recovery Funding Arrangements	M	M	NB	M		NB	M	NB	NB	NB	M	NB			M			NB
	Module 2 Working with Disaster Relief and Recovery Funding Arrangements	NB			NB	NB		NB	M		NB								NB
	Recovery																		
	Module 1 Introduction to Recovery	M	NB	M	M	M		NB	M	M	NB		NB	NB		M	NB		NB
	Module 2 Working in Recovery	NB			M	M			NB	M	NB					NB			NB
	Resupply																		
	Module 1 Introduction to Resupply	M	NB	NB	NB		NB	NB	NB	M		NB		NB		M			NB
	Module 2 Working in Resupply Operations	NB					NB	NB	NB	M									NB
	Inductions																		
	Group / Committee Member Inductions as appropriate to group / committee and level		M	M					M	M			M	M					M
	Disaster / Recovery Coordinator Inductions as appropriate to level and role	M			M			M					M		M				

NB Needs Based M Mandatory A Applicable Sub Module # Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management

Shared Responsibilities of the Standard for Disaster Management in Queensland, Emergency Management Assurance Framework

- Hazard Identification and Risk Assessment
- Hazard Mitigation and Risk Reduction
- Preparedness and Planning
- Emergency Communications
- Response
- Relief and Recovery

The companion document to this Framework is the Disaster Management Training Handbook which provides detailed information, and is available at www.disaster.qld.gov.au

This framework is supported by the Disaster Management Learning Management System - www.dmlms.qles.qld.gov.au

For further information on disaster management training contact - DMTraining.Feedback@qles.qld.gov.au

License URL: <http://creativecommons.org/licenses/by/4.0/> Please give attribution to © State of Queensland (Queensland Fire and Emergency Services) 2018