

Governance Guidelines for District Disaster Management Groups

STATE DISASTER
MANAGEMENT
GROUP





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DISCLAIMER

Every effort has been made to ensure that the information contained within these guidelines is accurate and where possible reflects current best practice. However, Emergency Management Queensland, Department of Community Safety does not give any warranty or accept any liability in relation to the content of material contained in this guide.

Foreword

There is a high risk of natural disasters in Queensland, higher than most other states in Australia. Coordination is the key to reducing the adverse impact of disasters upon Queensland communities. Governments, industry and commerce, local communities, families and individuals play a part in reducing community vulnerability to events such as floods, bushfires, cyclones and severe storms.


The Governance Guidelines for District Disaster Management Groups (Governance Guidelines) have been prepared under s. 63(1)(c) of the *Disaster Management Act 2003* (DM Act) to inform the State Disaster Management Group (SDMG), District Disaster Management Groups (DDMGs) and local governments of the DDMG members' roles and responsibilities, in ensuring compliance with the DM Act.

Whilst the Governance Guidelines are not intended to restrict or constrain flexibility and initiative in implementing good disaster management practice, they provide guidance to disaster managers promoting responsibility, transparency and accountability before, during and after a disaster event. Equally, these guidelines are not intended to address planning, operational or training policy.

I have great pleasure in endorsing these Governance Guidelines on behalf of the SDMG. The policy areas covered by the guidelines will enable disaster managers to execute their roles and responsibilities in a safe and confident manner and continue to build on the Queensland Government priorities of safer, more sustainable communities.

Further information regarding Queensland's disaster management legislative, regulatory and policy initiatives can be accessed via the websites of www.emergency.qld.gov.au and www.disaster.qld.gov.au.

If further information is sought or you wish to provide feedback, the SDMG is contactable via email sdmg@police.qld.gov.au.



Ken Smith
Chairperson
State Disaster Management Group



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I Authority

The Governance Guidelines have been prepared and are maintained by Emergency Management Queensland (EMQ) on behalf of the SDMG. The functions of the guidelines are to provide DDMG members and stakeholders with an understanding of the legislated governance requirements in relation to DDMG responsibilities and accountability. These guidelines do not address or direct matters relating to planning, operations or training.

The authority for these guidelines is the Chief Executive, Department of Community Safety (DCS) in accordance with and under the provisions of section 63(c) of the *Disaster Management Act 2003*.

II Acknowledgements

The assistance and co-operation of officers of EMQ, Queensland Police Service (QPS) and those DDMG members across the State who contributed to the development of these guidelines is appreciated.

III Amendments

The Governance Guidelines undergo regular review by EMQ in consultation with DDMG members and stakeholders. Any comments and amendments relating to this document should be forwarded to:

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IV Acronyms

CE	Chief Executive
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DM Act	<i>Disaster Management Act 2003</i>
DMG	Disaster Management Group
EMA	Emergency Management Australia
EMQ	Emergency Management Queensland
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDRRA	National Disaster Relief and Recovery Arrangements
NDRP	Natural Disaster Resilience Program
NGO	Non-government organisation
QDMA	Queensland disaster management arrangements
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMC	State Disaster Mitigation Committee
SDMG	State Disaster Management Group
SDMP	State Disaster Management Plan
SPF	Disaster Management Strategic Policy Framework
SRC	State Recovery Coordinator
ToR	Terms of Reference
XO	Executive Officer

V Definitions

Advisor	A person invited to participate in the business of the DDMG in an advisory capacity on an ‘as-needed’ basis.
Annual Report	A report prepared about the performance by the DDMG of its functions, presented to the SDMG annually.
Chairperson	The person appointed by the commissioner of the police service as the Chairperson of the DDMG.
Chief Executive	The chief executive of the department, as referred to in the DM Act, is the Director-General of the Department of Community Safety.
Deputy Chairperson	The person appointed by the commissioner of the police service as the Deputy Chairperson of the DDMG.
Disaster	A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption (s. 13, DM Act).
Disaster District	Part of the state prescribed under a regulation as a disaster district.
Disaster management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster (s. 14, DM Act).
Disaster management group	One or a number of any of the following: the SDMG, DDMGs or LDMGs.
Disaster Management Strategic Policy Framework	A strategic tool which identifies principles that guide the development and implementation of policy, programs and initiatives to achieve disaster management priorities.
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event (s. 15, DM Act).
District Disaster Management Group	The group established in accordance with s. 22 of the DM Act to provide coordinated State Government support and resources to LDMGs. The specific functions of a DDMG are outlined in s. 23 of the DM Act.
District Disaster Management Plan	A plan that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	<p>An event means any of the following:</p> <ul style="list-style-type: none"> ➤ a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening; ➤ an explosion or fire, a chemical, fuel or oil spill, or a gas leak; ➤ an infestation, plague or epidemic; ➤ a failure of, or disruption to, an essential service or infrastructure; ➤ an attack against the State; or ➤ another event similar to the above events. <p>An event may be natural or caused by human acts or omissions (s. 16, DM Act).</p>



Executive Officer DDMG	The person appointed by the commissioner of the police service as the XO of the DDMG.
Executive Team	The Chairperson, Deputy Chairperson and Executive Officer.
Extraordinary Meeting	A meeting convened by the Chairperson in response to an operational event that may be both inside and outside the disaster district.
Flying Minute	DDMG business which is submitted to members (usually via email) for resolution out-of-session.
Local Disaster Management Group	The group established in accordance with s.29 of the DM Act to support the disaster management and operational activities of local governments. The specific functions of a LDMG are outlined in s.30 of the DM Act.
Local Disaster Management Plan	A plan that documents agreed arrangements that are in place to deal with disaster events within a local government area of responsibility.
Meeting Brief	The format used to raise a matter of business at a DDMG meeting which requires a resolution.
Member	A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group.
Noting Brief	The format used to raise a matter of business at a DDMG meeting that is for noting purposes only.
Ordinary Meeting	A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chairperson) to discuss routine business of the group.
Queensland disaster management arrangements	Whole-of-Government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management.
Quorum	The minimum number of DDMG members required to validate the business of the group.
Resolution	A decision made by a quorum of DDMG members.
Resolution Register	A permanent record of DDMG resolutions that have been acquitted.
Resolution Statement	A running log of DDMG resolutions pending acquittal.
State Disaster Management Group	The group established in accordance with s. 17 of the DM Act, which is responsible for disaster management and operational arrangements for the state of Queensland. The specific functions of the SDMG are outlined in s. 18 of the DM Act.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's all-hazards disaster management arrangements, including agency roles and responsibilities at each tier of the arrangements.
the Minister	Minister for Police, Corrective Services and Emergency Services.

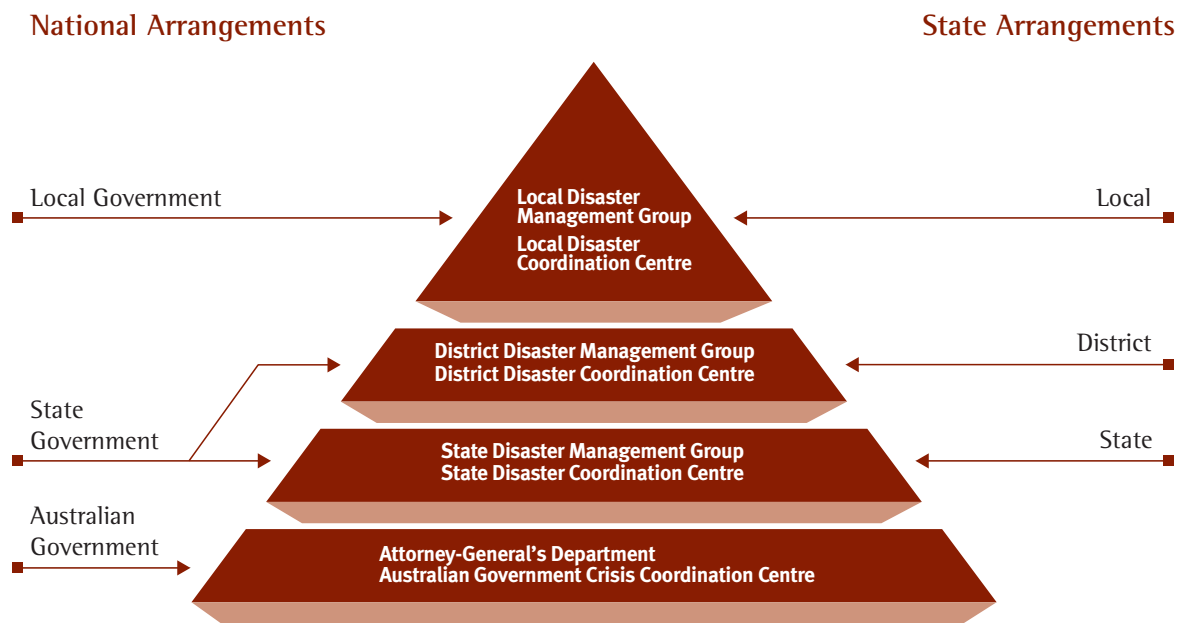
VI Queensland Disaster Management Arrangements

The DM Act provides the legislative basis for the Queensland disaster management arrangements (QDMA) including:

- establishment of disaster management groups for the State, disaster districts and local government areas;
- detailing planning requirements at each level;
- maintaining the role and operations of the State Emergency Service (SES) and establishment of Emergency Service Units; and
- the conferring of powers on selected individuals and groups.

Queensland's whole-of-Government disaster management arrangements are based upon partnership between government, government-owned corporations, non-government organisations (NGOs), commerce and industry sectors, and the local community. These arrangements recognise each level of the QDMA working collaboratively to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management.

The QDMA are based on a four-tiered system, incorporating the three levels of government (Federal, State and Local Government), with an additional State Government tier known as disaster districts, as demonstrated in the below diagram.





Queensland disaster management arrangements

The principal structures comprising the QDMA are:

- Disaster management groups operating at local, district and state level. These are responsible for the planning, organisation, coordination and implementation of all measures to mitigate, prevent, prepare for, respond to and recover from disasters.
- Coordination centres at local, district and state level support disaster management groups in coordinating information, resources and services necessary for disaster operations.
- State Government functional lead agencies through which the disaster management functions and responsibilities of the State are managed and coordinated.
- State Government hazard-specific primary agencies responsible for the preparation of plans for, and management of, specific hazards.

Local Government

The functions of a local government under QDMA are to:

- ensure it has a disaster response capability (as outlined under s. 80(2) of the DM Act);
- approve its Local Disaster Management Plan (prepared under DM Act, Part 3);
- ensure information about an event or a disaster in its area is promptly given to the appropriate Chairperson / District Disaster Coordinator (DDC);
- perform other functions given to the local government under the DM Act, including the required participation in the Local Disaster Management Group (LDMG).

Local governments are best situated to provide first-hand knowledge and understanding of social, economic, infrastructure and environmental issues within their individual communities. This is achieved through the LDMGs.

Local Disaster Management Groups (LDMGs)

LDMGs are established to support the disaster management activities of the local government.

The functions of the LDMG include (but are not limited to¹):

- developing, regularly reviewing and assessing effective disaster management for the local area;
- assisting local government to prepare a Local Disaster Management Plan (LDMP);
- ensuring the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- identifying and coordinating resources that may be used for disaster operations at the local level;
- managing disaster operations in the area under policies and procedures decided by the SDMG;
- ensuring disaster management and disaster operations in the area are consistent with the Disaster Management Strategic Policy Framework (SPF).

LDMGs play a key role in the QDMA and are best placed to decide what resources are needed, when they are needed and how best to apply such resources to minimise hardship and suffering. LDMGs are supported by DDMGs which assist by coordinating State Government support to the LDMGs.

State Government

District Disaster Management Groups

Established under the DM Act, DDMGs comprise representatives from regionally based government, government owned corporations and NGOs which can provide and coordinate whole-of-Government support and resource assistance to disaster stricken communities. The DDMGs perform a ‘middle management’ function within the QDMA by providing coordinated State Government support to LDMGs.

The primary functions of the DDMG are to²:

- ensure disaster management and operations in the disaster district are consistent with the SPF;
- develop effective disaster management for the district, including a District Disaster Management Plan (DDMP), and regularly review and assess disaster management arrangements;
- 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.

¹ Refer to s.30 of the DM Act for a complete list of LDMG functions.

² Refer to s.23 of the DM Act for a complete list of DDMG functions.



State Disaster Management Group

The SDMG is established under the DM Act, which forms the legislative basis for disaster management activities and arrangements across all levels of government in Queensland. The SDMG is the peak disaster management policy and decision-making body in Queensland and is directly responsible to the Minister for Police, Corrective Services and Emergency Services for outcomes.

Under the DM Act, the main functions of the SDMG are to:

- develop a SPF for disaster management for the State;
- ensure effective disaster management is developed and implemented for the State;
- ensure arrangements between the State and the Federal Government on matters relating to effective disaster management are established and maintained;
- identify resources, within and outside the State, that may be used for disaster response and recovery operations;
- provide reports and make recommendations to the Minister for Police, Corrective Services and Emergency Services about matters relating to disaster management and operations;
- prepare a State Disaster Management Plan (SDMP);
- coordinate State and Commonwealth assistance for disaster management and operations.

The SDMG is comprised of the Chief Executive DCS, the Chief Executive of the Department of the Premier and Cabinet, Chief Executives of other Queensland Government Departments, an appropriately qualified EMQ officer and an officer of Local Government Association of Queensland (LGAQ).

Australian Government

Prime responsibility for the protection of life, property and the environment rests with the states and territories. However, the Australian Government is committed to supporting states and territories in developing their capacity for dealing with emergencies and disasters, and provides physical assistance to requesting states or territories when they cannot reasonably cope during an emergency. Under Australia's Constitution, the Australian Government is allocated responsibility for external affairs, including the provision of humanitarian assistance for emergency and refugee relief overseas.

The Australian Government Attorney-General is responsible for disaster-related matters. Emergency Management Australia (EMA) is nominated as the agency responsible for planning and coordinating Australian Government physical assistance to the states and territories under the *Australian Government Disaster Response Plan* (COMDISPLAN).

VII Disaster Management Strategic Policy Framework

Development of a SPF for the State's disaster management is a function of the SDMG under the DM Act.

The SPF guides the development and implementation of disaster management policy and programs at state and local government level to achieve the State government's priorities, in particular the promotion of safer, more secure and resilient communities.

It is a tool for the effective integration of disaster management planning and programming across agencies and sectors. It also provides a strategic benchmark against which reporting and evaluation of outcomes can be undertaken.

In line with the Council of Australian Governments (COAG) report *Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements (2002)*, the SPF is based on the following elements of disaster management:

- Research
- Policy and governance
- Risk assessment
- Mitigation
- Preparedness
- Response
- Relief and recovery
- Post-disaster assessment.

Further information and a copy of the SPF can be obtained from: www.disaster.qld.gov.au/publications.

A copy of the COAG report *Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements (2002)* can be obtained from: [Emergency Management in Australia - COAG report on natural disasters in Australia](#).



PART 1 – ESTABLISHMENT AND MEMBERSHIP

1.1 Establishment and Functions

DDMGs are established for the disaster districts under s. 22 of the DM Act. In accordance with s. 23 of the DM Act, a DDMG has the following functions for the disaster district:

	DDMG FUNCTIONS	SUMMARY
(a)	Ensure that disaster management and disaster operations in the district are consistent with the SPF;	The SPF establishes elements, strategies and key performance indicators for the disaster management groups to discharge their disaster management responsibilities in accordance with the DM Act.
(b)	Develop effective disaster management for the district, including a District Disaster Management Plan (DDMP), and regularly review and assess disaster management;	Effective disaster management for DDMGs follows the comprehensive (all-hazards, all agencies and prepared communities) approach of prevention, preparedness, response and recovery, whilst applying effective risk management.
(c)	Provide reports and make recommendations to the SDMG about matters relating to disaster management and disaster operations in the district;	Establishment of DDMG accountability through consistent reporting (preparation of special reports, annual reports and operational reports) on disaster management and disaster operations against the SPF ensures DDMGs meet their responsibilities in accordance with the DM Act.
(d)	Regularly review and assess the disaster management of LDMGs in the district;	Effective disaster management for LDMGs follows the national concepts and principles of a comprehensive (prevention, preparedness, response and recovery), all-hazards, all agencies and prepared communities approach, whilst applying effective risk management. It is the role of the DDMG to review and assess LDMG disaster management activities in the disaster district.
(e)	Ensure that any relevant decisions and policies made by the SDMG are incorporated in its disaster management, and the disaster management of LDMGs in the district;	SDMG decisions and policies such as the State Plan, the SPF and disaster management or operational guidelines are considered and incorporated into district and local disaster management through planning and disaster management activities.
(f)	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;	Disaster management and disaster operational activities and requirements are communicated to the community, utilising effective public education and, awareness strategies and mechanisms.
(g)	Coordinate the provision of State resources and services to support LDMGs in the district;	The capacity and capability of local government is enhanced through identification and provision of resources in an organised, timely and efficient manner to the affected communities, following the disaster management pyramid and considering the operational priorities against the presented risks.

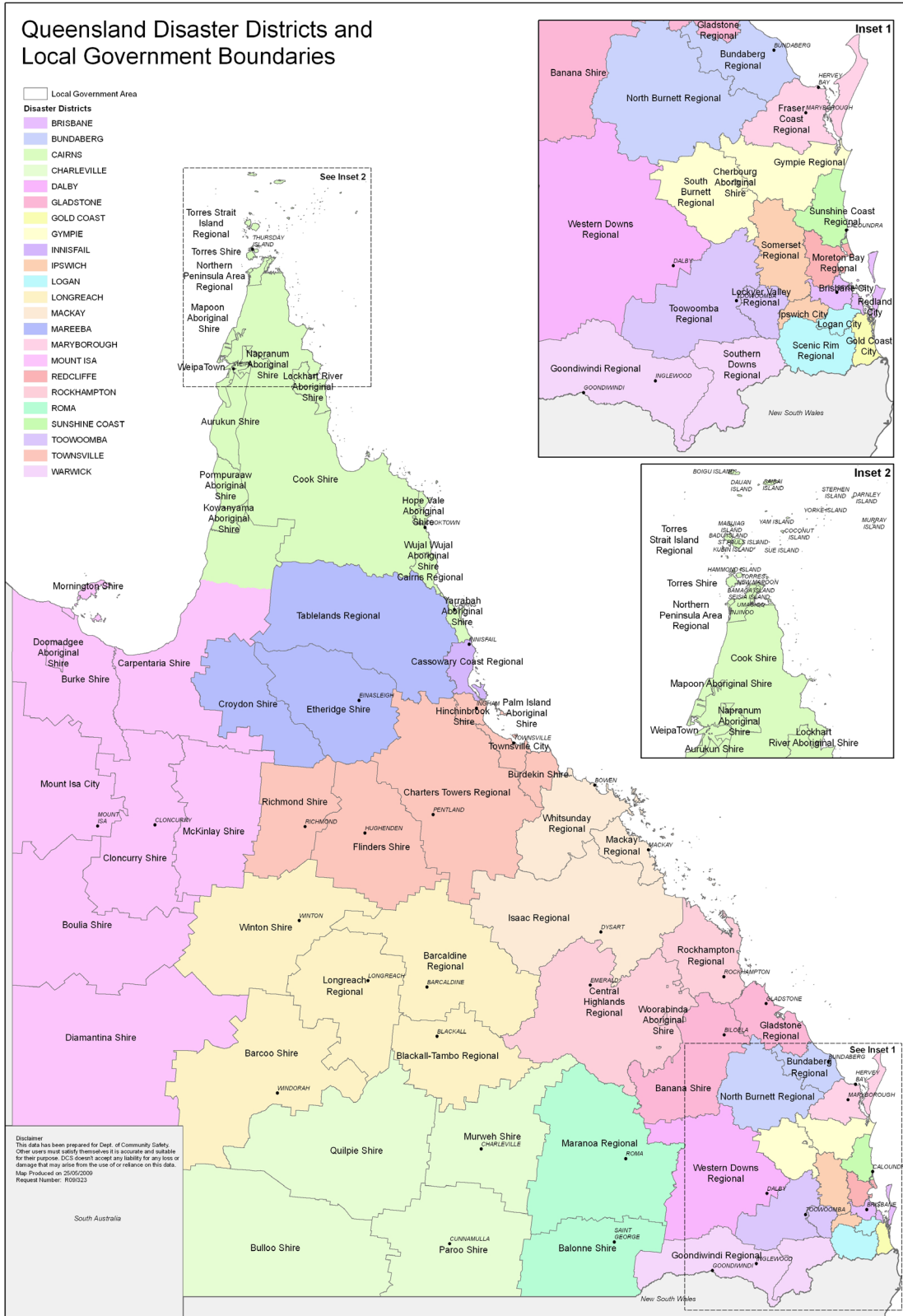
(h)	Identify resources that may be used for disaster operations in the district;	Resources are identified and prioritised by undertaking a risk management assessment of the disaster district. This identifies those resources that will be required and are accessible within the district. A gap analysis and contingency plans are implemented to ensure the shortfall can be accessed from outside the disaster district e.g. State or Australian Government.
(i)	Make plans for the allocation, and coordination of the usage of resources mentioned in paragraph (h);	Development of disaster plans at all levels of government to guide disaster management activities.
(j)	Establish and review communication systems for use when a disaster happens, in the group, and with and between LDMGs in the district;	Maintain a contemporary, up-to-date approach to communications and communication systems.
(k)	Ensure information about an event or a disaster in the district is promptly given to the SDMG and each LDMG in the district;	Establish clear command, control and coordination arrangements to support disaster management and operations at all levels.
(l)	Prepare, under s. 53 of the DM Act, a DDMP;	The DDMP outlines how disaster management principles are applied, how risks to the district are managed and how disaster operation arrangements will be activated.
(m)	Perform other functions given to the group under the DM Act;	Other functions may be accepted by members in support of a primary agency's management of events, such as Avian / Equine Influenza or an oil spill.
(n)	Perform a function incidental to a function mentioned in paragraphs (a) to (m).	Members will have the resources to assist other agencies and the community from time to time. Through effective plans collaborative arrangements may be reached by agreement.

1.1.1 Terms of Reference

A generic Terms of Reference (ToR) for DDMGs can be found in [Appendix 1A](#). DDMGs may wish to adopt the suggested ToR and / or amend to meet the needs of the individual DDMG.



1.1.2 Queensland Disaster Districts



1.1.3 Local Disaster Management Groups by Disaster District

DDMG	Local Disaster Management Groups by Disaster District		*Population (Approx.)	Size of District - km ² (Approx.)
Brisbane	Brisbane	Redlands	1,164,791	1,860
Bundaberg	Bundaberg	North Burnett	102,987	26,102
Cairns	Aurukun	Northern - Peninsula Area	185,234	134,045
	Cairns	Pormpuraaw		
	Cook	Torres		
	Hope Vale	Torres Strait		
	Kowanyama	Weipa		
	Lockhart River	Wujal Wujal		
	Mapoon	Yarrabah		
	Napranum			
Charleville	Bulloo	Quilpie	9,214	229,458
	Murweh	Paroo		
Dalby	Dalby		30,869	37,938
Gladstone	Banana	Gladstone	73,016	39,012
Gold Coast	Gold Coast		497,848	1,332
Gympie	Cherbourg	South Burnett	79,289	15,299
	Gympie			
Innisfail	Cassowary Coast		30,356	4,684
Ipswich	Ipswich	Somerset	174,766	6,462
Logan	Logan	Scenic Rim	306,165	5,206
Longreach	Blackall-Tambo	Longreach	10,458	240,121
	Barcaldine	Winton		
	Barcoo			



Mackay	Isaac	Whitsunday	167,666	90,124
	Mackay			
Mareeba	Croydon	Tablelands	46,505	133,482
	Etheridge			
Maryborough	Fraser Coast		95,689	7,102
Mount Isa	Boulia	Doomadgee	31,686	394,774
	Burke	McKinlay		
	Carpentaria	Mornington		
	Cloncurry	Mount Isa		
	Diamantina			
Redcliffe	Moreton Bay		356,709	2,033
Rockhampton	Central Highlands	Rockhampton	141,737	78,537
		Woorabinda		
Roma	Balonne	Roma	17,980	89,815
Sunshine Coast	Sunshine Coast		312,804	3,120
Toowoomba	Lockyer Valley	Toowoomba	189,070	15,221
Townsville	Burdekin	Palm Island	223,470	147,789
	Charters Towers	Richmond		
	Flinders	Townsville		
	Hinchinbrook			
Warwick	Southern Downs	Goondiwindi	45,606	26,374

*Population Source: Australian Bureau of Statistics Estimated Resident Population at 30 June 2008.

District Size Source: Department of Environment and Resource Management Digital Cadastral Database 2009.

1.2 Membership

DDMG members are appointed in accordance with s. 24 of the DM Act.

Whilst the DM Act appointments are to “a person” or “persons” in s. 24, these persons will be appointed by agency positions in accordance with the *Acts Interpretation Act 1954* s. 24A(e).

The DDMG is comprised of representatives who are deemed to have the necessary expertise or experience in assisting with a comprehensive, all-hazards, all agencies approach to disaster management. It is the role and responsibility of DDMG members to actively participate in the DDMG to ensure the legislative functions are fulfilled.

Membership should be formed based on the individual needs of the DDMG and reviewed annually. Membership should include:

- Chairperson / District Disaster Coordinator (DDC) – as appointed by the commissioner of the police service under s. 25 (1)(a) of the DM Act – see [District Disaster Coordinator / Chairperson](#);
- Deputy Chairperson – as appointed by the commissioner of the police service under s. 25 (1)(b) of the DM Act – see [Deputy Chairperson](#);
- Executive Officer – as appointed by the commissioner of the police service under s. 27 of the DM Act – see [Executive Officer](#);
- Representatives of each relevant local government in the disaster district as appointed under s. 24(1)(c) of the DM Act – see [Local Government Members](#);
- Representatives of State government departments as appointed under s. 24(1)(e) of the DM Act – see [State Government Departmental Members](#);
- Other members as deemed applicable, such as individuals, representatives of government owned corporations and non-government organisations, as identified in the DDMP, as appointed under s. 24(1)(f) – see [Other Members](#).



Membership on multiple DDMGs by one designated position / person should be avoided. This is to ensure that DDMG members can attend and participate in the business of the DDMG, during both ordinary and extraordinary (e.g. during an event/disaster) activities.

Agencies are responsible for appointment of appropriate representatives as DDMG members. In order to ensure appropriate organisational positions are appointed it is suggested that:

1. the participating agency nominates a designated position as a DDMG member. The agency nominee should be at a level that can commit the resources of the agency in accordance with the agency’s jurisdiction responsibilities and / or as determined by the agency’s functional plan, following a risk based analysis, with the full authority and responsibility of the agency’s CEO;
2. the agency representative appointment should be by a designated organisational position, not to an individual – this ensures appointments do not need to be changed whenever a new person fills a position;



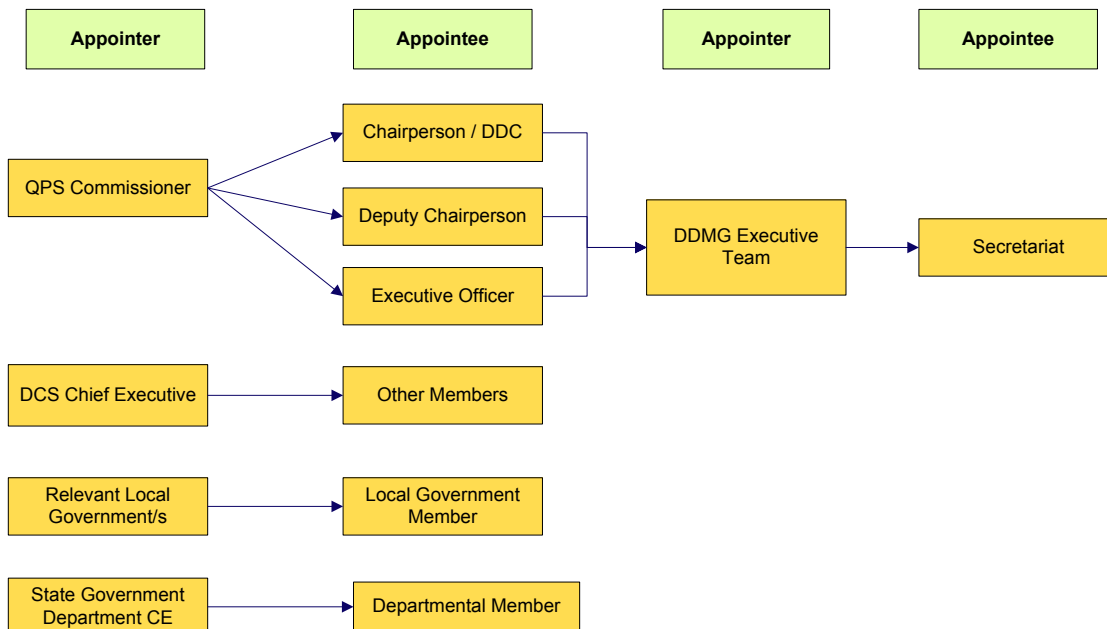
3. the agency responsible for appointing the DDMG member should provide the designated position incumbent with a letter notifying them of the appointment and outlining the representative’s role and responsibilities as a member of the DDMG;
4. When the appointed membership position changes the process is repeated as required.



As the organisational position is the appointee and not the person, when an individual is acting in the appointed organisational position, he/she then is the official member of the group for the period he/she is acting in the organisational position.

The member should update his/her details on the Disaster Management Portal and email DDMG members advising them of the change ([see Appendix 1B: Notification of change to DDMG member incumbent](#)).

DDMG member appointments



Refer to the relevant *District Disaster Management Plan* and the *State Disaster Management Plan* for further information on DDMG members’ individual roles and responsibilities.

1.2.1 Local Government Members

Local government appointments to the DDMG are in accordance with s. 24(1)(d)(i)-(iv) of the DM Act. A local government or combined local governments must:

- each appoint a separate designated position to act as the local government representative for the DDMG;
- inform the DCS Chief Executive of the appointment;
- inform the Chairperson / DDC of the relevant disaster district of the appointment.

When a new local government or combined local government representative is appointed, that representative must be independently appointed using the same process.



When appointing a local government member to a DDMG it is suggested that consideration be given to whether the most appropriate position / person is available to attend and participate in the business of the DDMG for both ordinary and extraordinary DDMG activities.



An example of a local government membership notification letter, which may be used to inform the DCS Chief Executive and the relevant Chairperson / DDC, can be found in Appendix 1C.

1.2.2 State Government Departmental Members

Departmental appointments to the DDMG are made in accordance with s. 24(1)(e), (3), (4) and (7) of the DM Act. Appointment of departmental members to the DDMG occurs through the following process:

1. In consultation with the Chairperson / DDC, the DCS Chief Executive identifies appropriate departments to be represented, having regard to the specific requirements of the relevant disaster district;
2. Once the DDMG departmental requirements are identified, the DCS Chief Executive will write to departmental Chief Executives (CEs) requesting appointment of appropriate representative/s. A single submission, including all DDMGs, is to be tabled at the pre-storm and cyclone season SDMG meeting each year;
3. The departmental CE will appoint the designated position/s that will represent the department on the DDMG;
4. CE of the department will inform the designated position incumbent of the DDMG appointment as the departmental representative. (see [Appendix 1D: Government Department appointment notification letter](#));
5. Departmental CE will inform the DCS Chief Executive and the relevant Chairperson / DDC of the appointment.
6. Following the SDMG meeting, the SDMG Secretariat will inform both the DCS Chief Executive and the DDMG Chairpersons of the departmental appointments.



The departmental nominee should be at a level that can commit the resources of the agency in accordance with the agency's disaster management responsibilities and / or as determined by the agency's functional plan, following a risk based analysis, with the full authority and responsibility of the Department's CE.



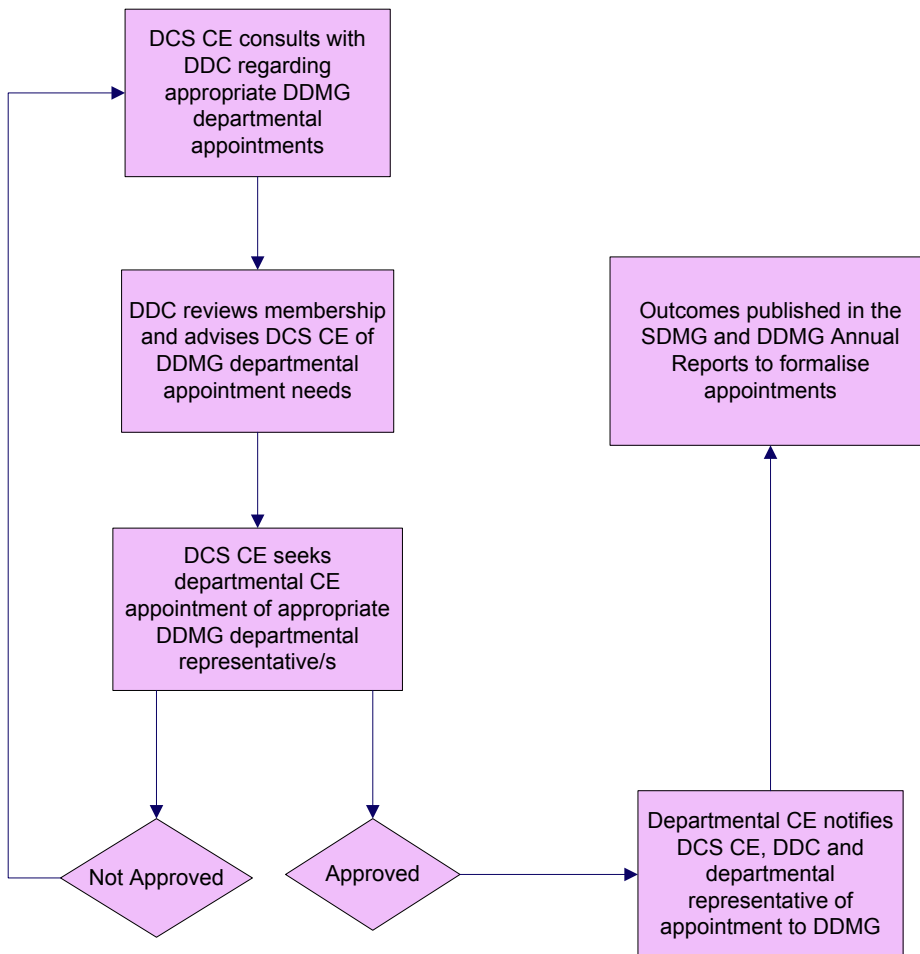
Suggested Departmental Membership

The departments identified by the DCS Chief Executive as being appropriate for representation on DDMGs are (but not limited to):

- Department of Communities
- Department of Community Safety
 - Emergency Management Queensland
 - Queensland Ambulance Service
 - Queensland Fire and Rescue Service
- Department of Employment, Economic Development and Innovation
- Department of Environment and Resource Management
- Department of Public Works
- Department of Transport and Main Roads
- Queensland Health
- Queensland Police Service

As each disaster district is unique, it is acknowledged that the composition of DDMGs may differ to meet the needs of the individual disaster district.

Diagram B – Departmental appointment process



1.2.3 Other members

In accordance with s. 24(f) of the DM Act, the DCS Chief Executive may appoint any other person that is considered appropriate to be a member of the DDMG, having regard to effective disaster management for the disaster district.

The appointment of other members to the DDMG occurs through the following process:

1. Nomination
 - A government owned corporation, non-government organisation, industry and commerce, key community representatives or any individual may approach the DCS Chief Executive or the Chairperson / DDC to seek representation on a relevant DDMG; or
 - The DDMG may approach a government owned corporation, non-government organisation, industry and commerce, key community representatives or any individual, to have a representative on the relevant DDMG;
2. The DCS Chief Executive and the relevant Chairperson / DDC consult in regards to the individual DDMG needs;



- An appointment is made accordingly.



Suggested other agency membership

Other agencies identified by the DCS Chief Executive as being appropriate for representation on DDMGs include, but are not limited to:

- Communications companies (i.e. Telstra)
- Public utilities companies (i.e. Energex, Ergon)
- Australian Red Cross
- Building Services Authority

1.3 DDMG Executive Team

The executive team comprises of the Chairperson, Deputy Chairperson and Executive Officer of the DDMG, each having specific legislated functions under the DM Act.

1.3.1 Chairperson / District Disaster Coordinator

In accordance with s. 25(1)(a) of the DM Act the commissioner of the police service has appointed Chairperson incumbents for each Disaster District (see Table A: 'Current appointed District Disaster Coordinators').

The DDMG Chairperson is also the DDC, in accordance with s. 25A of the DM Act.

To have a Chairperson appointment changed by the commissioner of the police service the following process applies:

- A person who has the necessary expertise or experience to be the Chairperson / DDC is nominated by a request sent to the commissioner of the police service (see [Appendix 1E: Request to change DDC / Deputy Chairperson appointment](#));
- The commissioner of the police service assesses the nomination;
- Once the nomination is supported, the commissioner of the police service approves the appointment;
- All concerned parties are notified of the outcome.



As the organisational position is the appointee and not the person, when an individual is acting in the appointed organisational position, he/she then is the Chairperson / DDC, for the period he/she is acting in the organisational position.



If there is a change to the Chairperson / DDC incumbent, out of courtesy to the SDMG and for operational purposes, the DDC should complete Appendix 1F: Notification of current DDC / Deputy Chairperson incumbent and send/email to the Executive Officer of the SDMG. This should occur for permanent changes (e.g. filling of a Chairperson / DDC position vacancy), and for periods of relieving longer than two weeks.

The Chairperson should also remember to update his/her details on the Disaster Management Portal and email DDMG members advising them of the change.

Functions

The functions of the Chairperson / DDC in accordance with s. 26 of the DM Act are to:

	CHAIRPERSON / DDC FUNCTIONS	SUMMARY
(a)	Manage and coordinate the business of the group;	The Chairperson / DDC must discharge the powers, functions and responsibilities empowered to that person to effect disaster management and operations in the disaster district.
(b)	Ensure, as far as practicable, that the group performs its functions;	Strong leadership, accountable management and sound relationships are a key to a strong, productive DDMG.
(c)	Coordinate disaster operations in the disaster district for the group;	Understand and activate arrangements in anticipation of, and/or response to, and recovery from events.
(d)	Regularly report to the SDMG about the performance by the DDMG of its functions;	The SDMG is the peak body and as such the responsible body for disaster management in the State.



See also the *District Disaster Management Guidelines* for additional information.

Disaster District	District Disaster Coordinator
Brisbane	Assistant Commissioner, Metropolitan North Region
Bundaberg	District Officer ¹ , Bundaberg Police District
Cairns	District Officer, Cairns Police District
Charleville	District Officer, Charleville Police District
Dalby	District Officer, Dalby Police District
Gladstone	District Officer, Gladstone Police District
Gold Coast	District Officer, Gold Coast Police District
Gympie	District Officer, Gympie Police District
Innisfail	District Officer, Innisfail Police District
Ipswich	District Officer, Ipswich Police District
Logan	District Officer, Logan Police District
Longreach	District Officer, Longreach Police District
Mackay	District Officer, Mackay Police District
Mareeba	District Officer, Mareeba Police District
Maryborough	District Officer, Maryborough Police District
Mount Isa	District Officer, Mount Isa Police District
Redcliffe	District Officer, Redcliffe Police District
Rockhampton	District Officer, Rockhampton Police District

¹ District Officer is the term used by the QPS and is equivalent to the Commissioned Officer in Charge of the District.



Disaster District	District Disaster Coordinator
Roma	District Officer, Roma Police District
Sunshine Coast	District Officer, Sunshine Coast Police District
Toowoomba	District Officer, Toowoomba Police District
Townsville	District Officer, Townsville Police District
Warwick	District Officer, Warwick Police District

Table A: Current appointed District Disaster Coordinators¹

1.3.2 Deputy Chairperson

In accordance with s. 25(1) of the DM Act the commissioner of the police service has appointed Deputy Chairperson incumbents for each DDMG (see Table B: ‘Current appointed DDMG Deputy Chairpersons’).

To have a Deputy Chairperson appointment changed by the commissioner of the police service, the following process applies:

1. A person who has the necessary expertise or experience to be the Deputy Chairperson is nominated by a request sent to the commissioner of the police service (see [Appendix 1E: ‘Request to change Chairperson / Deputy Chairperson appointment’](#));
2. The commissioner of the police service assesses the nomination;
3. Once the nomination is supported, the commissioner of the police service endorses the appointment;
4. All concerned parties are notified of the outcome.



As the appointee is the organisational position and not the person, when an individual is acting in the appointed organisational position, he/she then is the Deputy Chairperson for the period he/she is acting in the organisational position.



If there is a change to the Deputy Chairperson incumbent, out of courtesy to the SDMG and for operational purposes, the Chairperson / DDC should complete Appendix 1F: ‘Notification of current Chairperson / Deputy Chairperson incumbent’ and send/email to the Executive Officer of the SDMG. This should occur for permanent changes (e.g. filling of a Deputy Chairperson position vacancy), and for periods of relieving longer than two weeks. The Deputy Chairperson should also remember to update his/her details on the Disaster Management Portal and email DDMG members advising them of the change.

² Current as of November 2010. A current list is maintained and can be provided by the Secretariat of the SDMG.

Functions

The function of the Deputy Chairperson in accordance with s. 41(2) of the DM Act is to preside at DDMG meetings when the Chairperson / DDC is absent.

DDMG	Deputy Chairperson Appointee
Brisbane	Chief Superintendent, Metropolitan South Region
Bundaberg	Senior Sergeant, Bundaberg Police Station
Cairns	Inspector, Cairns Police District
Charleville	Senior Sergeant, Charleville Police Station
Dalby	Senior Sergeant, Dalby Police Station
Gladstone	Senior Sergeant, Gladstone Police Station
Gold Coast	Inspector, Gold Coast Police District
Gympie	Senior Sergeant, Gympie Police Station
Innisfail	Senior Sergeant, Innisfail Police Station
Ipswich	Inspector, Ipswich Police District
Logan	Inspector, Logan Police District
Longreach	Senior Sergeant, Longreach Police Station
Mackay	Inspector, Mackay Police District
Mareeba	Senior Sergeant, Mareeba Police Station
Maryborough	Senior Sergeant, Maryborough Police Station
Mount Isa	Inspector, Mount Isa Police District
Redcliffe	Inspector, Redcliffe Police District
Rockhampton	Inspector, Rockhampton Police District
Roma	Senior Sergeant, Roma Police Station
Sunshine Coast	Inspector, Sunshine Coast Police District
Toowoomba	Inspector, Toowoomba Police District
Townsville	Inspector, Townsville Police District
Warwick	Senior Sergeant, Warwick Police Station

Table B: Current appointed DDMG Deputy Chairpersons³

³ Current as of November 2010. A current list is maintained and can be provided by the Secretariat of the SDMG.



1.3.3 Executive Officer

In accordance with s. 27 of the DM Act the commissioner of the police service appoints an Executive Officer for each DDMG (see Table C: 'Current appointed DDMG Executive Officers').

To have the appointed Executive Officer incumbent changed, the following process applies:

1. A person who has the necessary expertise or experience to be the Executive Officer is nominated by a request sent to the commissioner of the police service (see [Appendix 1G: Request to change DDMG Executive Officer appointment](#));
2. The commissioner of the police service assesses the nomination;
3. The commissioner of the police service approves the appointment of the DDMG Executive Officer;
4. All concerned parties are notified of the outcome.



As the appointee is the organisational position and not the person, when an individual is acting in the appointed organisational position, he/she then is the Deputy Chairperson for the period he/she is acting in the organisational position.



If there is a change to the DDMG Executive Officer incumbent, out of courtesy to the SDMG / relevant DDC and for operational purposes, the DDMG Executive Officer should complete Appendix 1H: Notification of current Executive Officer incumbent and send/email to the Executive Officer of the SDMG and the relevant DDC. This should occur for permanent changes (e.g. filling of an Executive Officer position vacancy), and for periods of relieving longer than two weeks. DDMG Executive Officers should also remember to update their details on the Disaster Management Portal and email DDMG members, advising them of the change.

Functions

The function of the Executive Officer in accordance with s. 28 of the DM Act is to support the group in the performance of its functions, as directed by the Chairperson / DDC.



See also the *District Disaster Management Guidelines* for additional information.

DDMG	Executive Officer Appointee
Brisbane	Senior Sergeant, Brisbane Disaster District
Bundaberg	Senior Sergeant, Bundaberg Police Station
Cairns	Senior Sergeant, Cairns Police District
Charleville	Sergeant, Charleville Police Station
Dalby	Sergeant, Dalby Police Station

DDMG	Executive Officer Appointee
Gladstone	Sergeant, Gladstone Police Station
Gold Coast	Senior Sergeant, Gold Coast Police District
Gympie	Sergeant, Gympie Police Station
Innisfail	Sergeant, Innisfail Police Station
Ipswich	Senior Sergeant, Ipswich Police District
Logan	Sergeant, Logan Police District
Longreach	Sergeant, Longreach Police Station
Mackay	Senior Sergeant, Mackay Police District
Mareeba	Sergeant, Mareeba Police Station
Maryborough	Sergeant, Maryborough Police Station
Mount Isa	Senior Sergeant, Mount Isa Police District
Redcliffe	Senior Sergeant, Redcliffe Police District
Rockhampton	Senior Sergeant, Rockhampton Police District
Roma	Senior Sergeant, Roma Police Station
Sunshine Coast	Senior Sergeant, Sunshine Coast Police District
Toowoomba	Sergeant, Toowoomba Police District
Townsville	Senior Sergeant, Townsville Police District
Warwick	Sergeant, Warwick Police Station

Table C: Currently Appointed DDMG Executive Officers⁴

1.3.4 Secretariat

The Secretariat of the relevant DDMG is generally responsible for carrying out the normal administrative business duties such as official records management on behalf of the group. The Secretariat is not legislated, therefore it is important that the Executive Team (Chairperson, Deputy Chairperson and Executive Officer) discuss and agree upon an appropriate person / position to undertake the Secretariat functions on behalf of the DDMG to meet the needs of the group.

⁴ Current as of November 2010. A current list is maintained and can be provided by the Secretariat of the SDMG.



1.4 Temporary disaster district groups

If a disaster event is happening, is likely to happen, or has happened, in two or more adjoining disaster districts, under s. 28A of the DM Act, the SDMG chairperson may, after consulting with the commissioner of the police service, establish a temporary district disaster management group. The temporary district group is responsible for the management of the disaster for the districts, as directed by the SDMG Chairperson.

The SDMG Chairperson must:

1. Publish details of the districts for which the temporary group is established by gazette notice;
2. Dissolve the temporary group when it is no longer required.

A temporary group consists of:

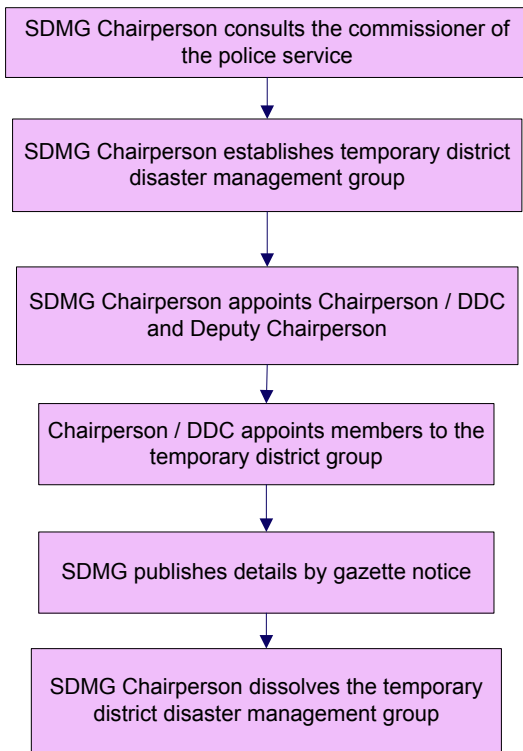
1. A Chairperson / DDC appointed by the SDMG Chairperson, after consultation with the commissioner of the police service;
2. A Deputy Chairperson appointed by the Chairperson of the SDMG, after consultation with the commissioner of the police service;
3. A person nominated by each local government whose area is entirely or partly in a disaster district for which a temporary group is established;
4. Representatives from appropriate State government departments with regard to effective disaster management;
5. Any other person considered appropriate and appointed by the chairperson / DDC of the temporary district group (see [Appendix 1: Establishment of a Temporary Disaster District Group - Membership](#)).

Functions

The chairperson / DDC of a temporary district group has to:

1. Coordinate disaster operations in the temporary disaster district;
2. Manage and coordinate the business of the group;
3. Ensure that the group performs its functions;
4. Report regularly to the SDMG about the performance of the temporary district group.

Diagram C – Temporary disaster district group establishment process





1.5 Induction

All appointed DDMG members are required to participate in an initial induction program. Once a representative has been appointed as a member, the representative should contact the DDMG Executive Officer to organise an induction which may take place formally or informally, dependent on the individual's needs.

It is recommended that the induction includes:

- An introduction to the Chairperson / District Disaster Coordinator, Deputy Chairperson, Executive Officer and other DDMG members;
- The DM Act;
- The Disaster Management Strategic Policy Framework;
- The State Disaster Management Plan;
- The District Disaster Management Plan;
- Overview of the Queensland disaster management arrangements;
- Functions, roles and responsibilities of the DDMG and its members;
- Disaster Management Portal and disaster management websites;
- Any disaster management guidelines relevant to the DDMG;
- Information on how to access further disaster management training.

A suggested [Induction checklist](#) for new DDMG members can be found in [Appendix 1](#).



Further information about disaster management training can be obtained through the appropriate EMQ Regional Office.

PART 2 – MEETINGS

2.1 Meeting Conduct

In accordance with s. 38 of the DM Act, the DDMG may conduct its business, including its meetings, in a way it considers appropriate.

Meeting Types:

- **Ordinary** – a meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chairperson). Ordinary meetings are used to address the general business of the group.
- **Extraordinary** – a special meeting convened by the Chairperson in response to an operational event.

2.1.1 Times and places

Section 39 of the DM Act outlines that the DDMG must meet at least once every six months at time and a place decided by the Chairperson / DDC. Therefore, at least two ordinary meetings should be held each year. The Chairperson / DDC must call a meeting of the group if asked to do so by the Chairperson of the SDMG, or at least one-half of the DDMG members. The request to call a meeting must be made in writing, unless it is not practicable in the circumstances, and the oral request is put in writing as soon as reasonably practicable.

- **Ordinary Meetings** – meeting dates, times and venues for the coming year are endorsed as a meeting resolution at the last meeting of the year. This should occur annually (see [Appendix 2D – Template for Briefing Paper](#)). Dates should be noted in diaries on confirmation of this resolution. Members are further reminded of each following meeting date as part of the agenda for each ordinary meeting.
- **Extraordinary Meetings** – as extraordinary meetings are convened as required, individual members are contacted and advised of the extraordinary meeting date/s, venue/s and time/s by a nominated person (usually the Secretariat).



DDMGs are required to meet at least once every six months.



2.1.2 Quorum

A quorum is required in order for meeting resolutions to be officiated. DDMG members are required to achieve quorum, which in accordance with s. 40 of the DM Act, is equal to:

- one-half of its members holding office plus one; or
- in the case where one-half of its members is not a whole number, the next highest whole number.



For example if the DDMG comprises 14 members, a meeting is only deemed to have achieved quorum if eight DDMG members are present.

An attendance sheet is to be completed at the commencement of each DDMG meeting to record member attendance and ensure the meeting has a quorum. This attendance sheet also forms part of the meeting minutes (see Meetings [Appendix 2B: DDMG Attendance Sheet](#)).

If it is anticipated that a scheduled meeting will not have a quorum, the DDC may:

1. Proceed with the meeting – any proposed resolutions would need to be endorsed via a flying minute;
2. Reschedule the meeting – this option is best if there are proposed agenda items that would require a discussion from members;
3. Cancel the meeting – whilst not the preferred option, the DDC may cancel a meeting if the proposed agenda items could be held over until the next scheduled meeting (keeping in mind the legislative meetings requirement, see [Meetings - Times and places](#)).
4. Progress the business via a flying minute – this option allows progression of any urgent agenda items whilst not requiring a physical meeting of the DDMG (see [Meetings – Flying Minute](#)).

2.1.3 Member attendance at meetings

DDMGs are encouraged under s. 42(1) of the DM Act to hold meetings, or allow members of the group to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.



Instead of DDMG members travelling a long distance to attend a meeting in person, s. 42 of the DM Act allows for members to attend DDMG meetings using any technology that reasonably allows members to hear and take part in discussions as they happen e.g. via teleconference or video conference.

In accordance with s. 42(2) of the DM Act a member who takes part in a DDMG meeting via teleconference or video conference, is considered to be present at the meeting. Therefore at the beginning of each DDMG meeting when the attendance sheet is completed, those members attending via teleconference / video conference are to be marked as attending.



Anyone who is in attendance at a DDMG meeting needs to be recorded on the attendance sheet, even if the individual is there as an advisor or observer (see Appendix 2B: DDMG Attendance Sheet).

2.1.4 Member non-attendance at meetings

If a member continually does not attend DDMG meetings, then it is suggested that the DDMG Executive Team meets with the member to discuss the ongoing non-attendance at DDMG meetings. [Appendix 2C: DDMG progressive meeting attendance sheet](#) will assist with monitoring DDMG member attendance.

2.1.5 Deputy attendance at meetings

A DDMG member may, with the Chairperson's approval, appoint by signed notice another person as his/her deputy (see [Appendix 1K – Authorisation to appoint a deputy](#)). The deputy may attend meetings in the member's absence and exercise the member's functions. Therefore, a deputy attending a meeting on behalf of a member contributes towards the quorum and holds voting rights. A deputy register is to be maintained by the DDMG.

When a deputy is formally authorised to act in the appointed position of a DDMG member, the person acting in the appointed position is deemed to be the relevant agency's DDMG representative. For further information see [Appendix 1B: Notification of change to DDMG member incumbent](#).

2.1.6 Presiding at meetings

In accordance with s. 25A of the DM Act, the Chairperson is the DDC of the DDMG.

Under s. 41 of the DM Act, the Chairperson / DDC of the DDMG is to preside at all meetings. If the DDC is absent from a DDMG meeting, the Deputy Chairperson is to preside.

If both the Chairperson and the Deputy Chairperson are absent from a DDMG meeting:

- A member nominated by the Chairperson / DDC is to preside;
- If the Chairperson / DDC has not nominated a member, the Deputy Chairperson can nominate a member to preside;
- If both the appointments of Chairperson and Deputy Chairperson are vacant, the DDMG may choose a member to preside.

It should be recorded as part of the meeting minutes who is presiding for the meeting.



2.1.7 Flying Minute

Section 42(3) of the DM Act allows for resolutions to be made by the DDMG, even if not passed at a DDMG meeting, if a majority of the members provide written agreement to the resolution, and if notice of the resolution is given under procedures approved by the DDMG.

A flying minute may be used to progress business of an urgent nature in the instance where convening a meeting of the DDMG is not practicable. Some guidelines for the use of flying minutes are:

- A flying minute should detail necessary background on the matters being raised and should clearly articulate recommendations for DDMG members' consideration;
- The flying minute should contain a section for members to complete and indicate whether they agree or disagree with the proposed resolution;
- A DDMG Briefing Paper (see [Appendix 2D: DDMG Briefing Paper](#)) on the issue should accompany the flying minute endorsement schedule, as it provides in-depth information on the matter which is being considered;
- A DDMG Agenda listing the Item/s should also be attached (see [Appendix 2F: Agenda template](#));
- As flying minutes are only used for urgent business, they may be conducted via email.
- Proposed resolutions passed by members via a flying minute are to be included for ratification on the next ordinary DDMG meeting agenda.

An example of a [DDMG Flying Minute endorsement schedule](#) is included in [Appendix 2E](#).

2.2 Meeting Agenda

2.2.1 Ordinary Meetings

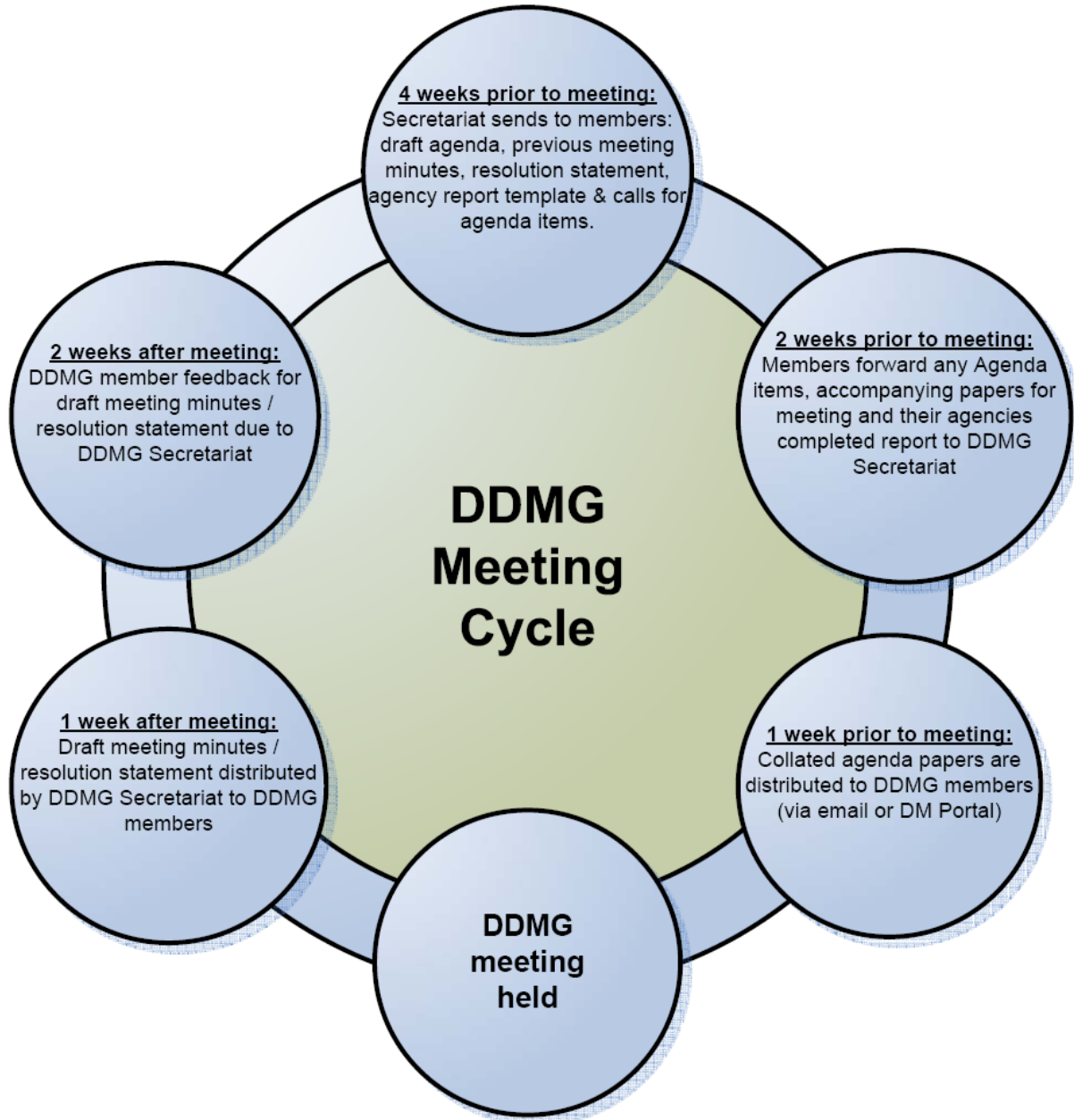
Individual disaster districts are very diverse and members may have to travel a considerable distance to attend a DDMG meeting. Therefore it is imperative that agenda items raised at an ordinary meeting reflect the goals and aims of the DDMG. To ensure this occurs, all proposed agenda items must be documented on a Meeting Brief (see [Appendix 2D: Meeting Brief](#)) and submitted to the Chairperson / DDC for vetting, prior to the distribution of the agenda and meeting papers by the Secretariat.

A call for agenda items is made by the DDMG Secretariat to members one month prior to the scheduled meeting. Members have a two-week period to provide agenda items, allowing time for the Secretariat to collate agenda items.

The DDC may also request a local government / agency to provide a meeting brief or a noting brief regarding a particular issue which the Chairperson / DDC feels should be addressed at a DDMG meeting.



2.2.2 DDMG Meeting Cycle



Also see [Appendix 2A: Ordinary Meeting Checklist](#).

2.2.3 Order of Business

For an ordinary meeting of the DDMG, the standard order of business detailed on the agenda (see [Appendix 2F – Meeting Agenda template](#)), unless otherwise advised, is generally:

1. Welcome and apologies;
2. Minutes, Resolution Statement and business arising from previous meeting;
3. Members' agency briefs – by exception;
4. Agenda Items raised for discussion by members;
5. Inward/Outward Correspondence;
6. Other business;
7. Next meeting.



If a topic arises and a discussion that will take longer than 10-15 minutes is required, it should be suggested that the topic is discussed off-line with the relevant stakeholders. The topic resolution from that off-line meeting can then be tabled at the next meeting for DDMG endorsement.

Agenda item meeting briefs may include issues or topics such as:

- DDMG / LDMG priorities for the next 12 months;
- Local Government issues;
- Agency issues or initiatives;
- Update on agency Functional Plans;
- Planning - DDMG / LDMG;
- Risk Assessment – DDMG / LDMG;
- Presentations or training.



See also the *District Disaster Management Guidelines* for additional agenda suggestions.



2.2.4 Extraordinary Meetings

As the agenda for an extraordinary meeting focuses primarily on the situation at hand, the meeting agenda is prepared by the DDMG Secretariat on advice from the DDC and may include briefings provided by the hazard specific primary agency, depending on the nature of the event, as detailed in the State or District Disaster Management Plan. The DDMG Secretariat will liaise with the appropriate members to provide these briefings as required.

For an extraordinary meeting of the DDMG, the order of business detailed on the agenda (See [Appendix 2G – Extraordinary Meeting Agenda template](#)), unless otherwise advised, is generally:

1. Welcome and apologies;
2. Current situation overview;
3. Other agency reports (by exception);
4. Communication Strategy;
5. Priorities and further action (if any);
6. Other Business;
7. Future Meetings.

2.3 Meeting Papers

There are two types of meeting papers:

- **Meeting Briefs** – used to raise an agenda item at an ordinary meeting. The brief should clearly articulate the issue being raised and detail recommendations for DDMG consideration. This ensures the members are across the issue prior to the meeting to the point where discussion can be held regarding the required resolution.
- **Noting Briefs** – Noting briefs are for information only and should not contain recommendations other than that the members note the brief. They are used to update DDMG members on the status of key initiatives, projects and for local government, departmental or other agency status updates. It is expected that members will read the Noting Briefs prior to attending the meeting as these briefs are not raised during the meeting unless further discussion is required.

Meeting Brief and Noting Brief templates of each meeting paper type are located in [Part 2 – Meetings Appendices](#).



To help distinguish between what is a Meeting Brief and a Noting Brief on the agenda, it is suggested that Meeting Briefs are referenced numerically e.g. 1, 2, 3 etc. and Noting Briefs are referenced alphabetically e.g. A, B, C etc.

2.3.1 Members Status Reports

Written member status reports on behalf of the member agency are used to update other DDMG members on the status of the member agency's disaster management initiatives, projects, training, community awareness, disaster management plans, operations and contact information (See [Appendix 2I – DDMG Member Status Report](#)). This information assists the DDMG to evaluate the status of disaster management and disaster operations for the disaster district. Oral agency reports would be provided at DDMG meetings by exception.

2.3.2 Distribution of papers

Meeting papers should be distributed to members at least one week prior to a meeting. Distribution will include a copy of the meeting agenda, previous meeting minutes, meeting briefs and noting briefs (and any associated attachments) and members' status reports. Members should ensure they have read the meeting papers prior to attendance at the meeting and have a good understanding of what is expected of them, to assist the flow of the meeting agenda in a timely manner.



2.3.3 Presentations / Training

DDMGs are encouraged to have at least one presentation or training session at each ordinary meeting. It is recommended that presentations / training should be between 10 to 30 minutes, depending on the amount of DDMG business included on the agenda.

If the presenter intends on distributing documents / material at the meeting they should be advised in advance of the number of attendees, to ensure they bring enough copies for all appointed members.

It is required that any documents, maps, plans and/or PowerPoints, which will be handed out during the presentation / training session, be provided to members attending via teleconference / video conference prior to the meeting, to enable them to participate.



Why not ask a couple of members to give a 5 to 10 minute presentation on their agencies / local governments' functional plans and what assistance / services they can provide to the DDMG.

2.4 Meeting Minutes

It is a requirement under s. 43 of the DM Act that the DDMG keeps minutes of its meetings.

The DDMG meeting minutes should provide a summary of key discussion points and the resolutions. It is important to remember that the minutes may be subject to public scrutiny under the *Right to Information Act 2009* (see [DDMG Business – Records Management](#) for further information).

It should be noted in the meeting minutes whether or not a quorum was established at the meeting. The Meeting Attendance Sheet (see [Appendix 2B – Attendance Sheet](#)) should then be attached to the back, as it forms part of the meeting minutes as an accurate account of who attended the meeting and whether the meeting had a quorum, thus making any resolutions or decisions valid.

An example of [DDMG Meeting Minutes template](#) which could be used for both ordinary and extraordinary DDMG meetings is available in [Appendix 2J](#).



Meeting minutes are not a transcript of meeting undertakings, but provide a summary of key discussion points and resolutions. DDMG meeting minutes are confidential and not for wider distribution, but may be subject to Right to Information.

2.5 Resolutions

In order for DDMG meeting resolutions to be validated, it is a requirement under s. 42 of the DM Act that a majority of members provide written agreement to the resolution. This can occur even if the resolution is not passed at the meeting, i.e. via a flying minute.

In order to ensure that resolution requirements are met, the DDMG can conduct its business in numerous ways:

- Via meeting where a quorum is achieved:
 - Meeting resolutions are passed by a majority of members at the meeting;
 - Resolutions are communicated to members via meeting minutes;
 - Members are asked to endorse the meeting minutes in writing via email to the DDMG Secretariat (NB – email must be received from the appointed members' email address to be counted towards quorum).
- Via meeting where a quorum is not achieved:
 - Proposed resolutions are identified at the meeting;
 - Proposed resolutions are communicated to members via a flying minute;
 - Members are requested to endorse the flying minute via signature and return to the DDMG Secretariat.



2.5.1 Resolution Statement

In addition to meeting minutes, the DDMG Secretariat should produce a resolution statement. The purpose of this document is to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions.

Prior to each ordinary meeting of the DDMG, members will be requested to:

- review the current resolution statement (distributed with meeting papers);
- provide (where applicable) a status update, advising of any actions undertaken with regards to the resolution.

To capture any actions as a result of discussion outcomes, a resolution statement should be documented. Please refer to examples below.

- The DDMG decision in relation to <XYZ> is to *«insert the action required and the responsible position/person »*
- The DDMG decision is that this matter will be dealt with out-of-session and the DDMG member/s <XYZ> will *«insert what the members are required to do»*. The outcome of this resolution will be reported back to the DDMG at the next meeting.

The resolution will remain active on the resolution statement until such time that it has been acquitted (e.g. all required actions have been undertaken), when it will be removed from the resolution statement and recorded on the DDMG resolution register.

An example of a [DDMG Resolution Statement](#) is contained in [Appendix 2K](#).

2.5.2 Resolution Register

For governance purposes, a register detailing each resolution passed by the DDMG, including necessary details of actions undertaken to acquit the resolution, should be kept. This provides an easy reference document and a historical record of past DDMG resolutions.

An example of a [DDMG Resolution Register](#) is contained in [Appendix 2L](#).

2.6 DDMG Correspondence Register

In order to assist with tracking of DDMG correspondence, both inwards and outwards, it is suggested that a DDMG Correspondence Register is kept. This allows for all members to be aware of any correspondence that concerns the DDMG, and will assist with the information flow and decision making of the DDMG.

[Appendix 2M – DDMG Correspondence Register](#) provides a correspondence template.

PART 3 - BUSINESS

3.1 Advisors to the DDMG

The DDMG may invite participants from a range of entities, such as community entities, to participate in the business of the group in an advisory capacity, as required.

It is suggested that the list of DDMG advisors is regularly reviewed to reflect current State Government priorities and the disaster management arrangements for the disaster district. It is at the discretion of the DDMG what meetings the advisors attend; this may be on a regular basis or as required.

Whilst advisor input is considered by members in their decision-making, meeting resolutions will only be carried by member consensus.



Suggested Advisors

The advisors identified by the Chairperson / DDC as being appropriate to assist DDMGs include:

- Australian Defence Force (ADF)
- Building Services Authority
- RSPCA

It is strongly recommended that contact details for advisors are maintained, updated and treated the same as member details, in order to be prepared for operational and post operational activities.

3.1.1 Observers

On occasions the DDMG may be approached by interested parties to observe DDMG activities. This is at the discretion of the Chairperson / DDC (Observers must be noted on the meeting minutes).



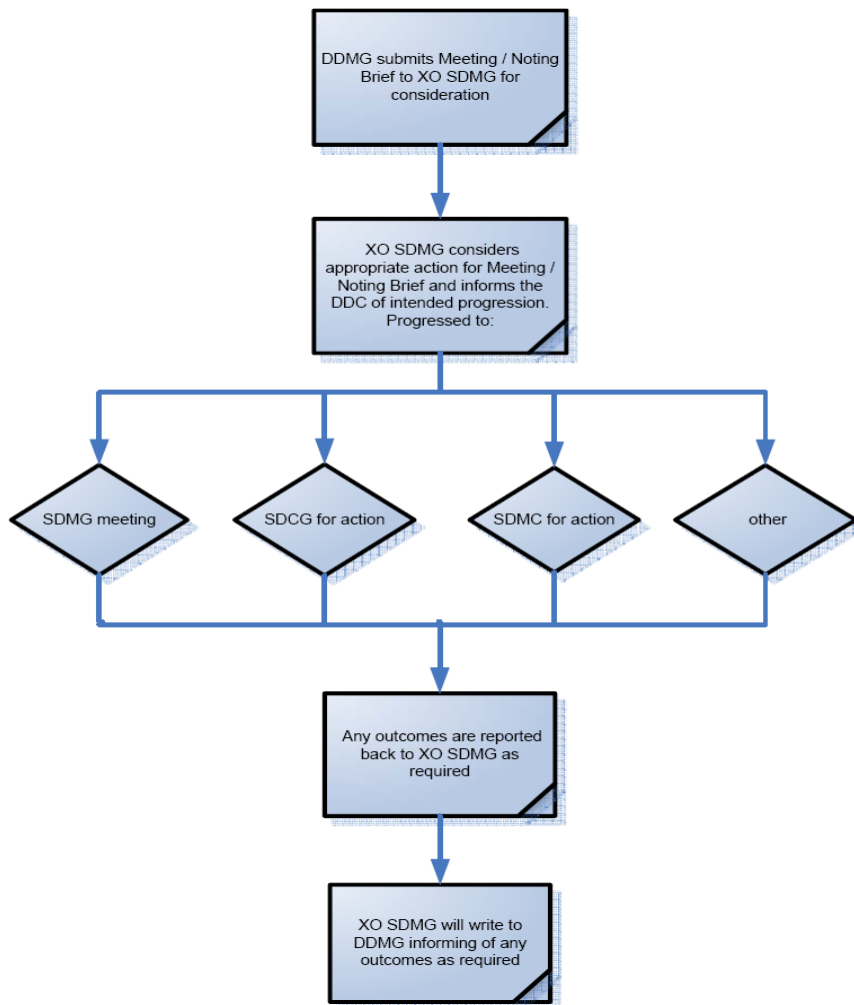
3.2 SDMG Briefing Paper / Noting Brief

DDMGs in accordance with s. 23(c) of the DM Act are to ‘provide reports and make recommendations to the SDMG about matters relating to disaster management and disaster operations in the district’. The SDMG has a standing invitation for DDMGs to provide agenda items or noting briefs to the Executive Officer of the SDMG for consideration.

There are two types of SDMG meeting papers:

- [SDMG Briefing Paper](#) – used to raise an agenda item at an ordinary meeting. The brief should clearly articulate the issue being raised and detail recommendations for SDMG consideration (see [Appendix 3A](#)).
- [SDMG Noting Briefs](#)– used to update SDMG members on the status of key initiatives, projects etc. Noting briefs are for information only and should not contain recommendations other than that the SDMG members note the brief (see [Appendix 3B](#)).

Submission of Meeting and Noting Briefs to the SDMG



3.3 Disaster Management Plans

Disaster management planning is the process of developing and implementing plans and procedures that document how a community or group intends to deal with disasters. Effective disaster management requires the integration of a comprehensive, all hazards, all agencies approach.

The State, district and local groups must prepare a plan for disaster management in the State, disaster district and local government area respectively.

The plan must include provision for the following:

- (a) Disaster Management Strategic Policy Framework;
- (b) the roles and responsibilities of entities involved in disaster operations and disaster management for the State, district or local area;
- (c) the coordination of disaster operations and activities, relating to disaster management performed by the entities mentioned in (b);
- (d) events that are likely to happen in the State, district or local area;
- (e) priorities for disaster management for the State, district or local area;
- (f) the matters stated in the disaster management guidelines as matters to be included in the plan;
- (g) Other matters about disaster management that the State, District or Local group consider appropriate.

The SDMG, DDMGs and LDMGs may review, or renew, their disaster management plans when considered appropriate. However, the DDMG must review the effectiveness of the plan at least annually.



The DM Act Part 3 – *Disaster management plans and guidelines* outlines the provisions for the plan, the requirements of the plan, the reviewing and renewing of the plan and the availability of the plan for inspection.

3.3.1 State Disaster Management Plan

The State Disaster Management Plan (SDMP) may provide guidance to DDMGs in the development of the Disaster Management Plan for the disaster district. The SDMP is prepared as a requirement under s. 18(f) and in accordance with s. 49 of the DM Act. When the SDMP is reviewed or renewed, a copy of the new plan is provided to DDMGs and LDMGs.



The SDMP may also be accessed via the Disaster Management Portal (DM Portal). NOTE: The DM Portal is a secure site requiring a user log-in. To register for access to the DM Portal, please follow the links available on the disaster website www.disaster.qld.gov.au.



3.3.2 District Disaster Management Plan

District plans detail the arrangements within the disaster district to provide whole-of-government planning and coordination capability to support local governments in disaster management.

It is a function of the DDMG to develop effective disaster management for the district. This includes a district disaster management plan (DDMP). Therefore, the DDMG needs to ensure that DDMP is:

- Developed for the disaster district (see s. 23(b) of the DM Act);
- In accordance with s. 53 of the DM Act (see [Appendix 3C – DDMP Legislative Checklist](#));
- Consistent with disaster management guidelines (see s. 54, DM Act);
- Reviewed, or renewed when the group considers it appropriate (see s. 55, DM Act);
- Reviewed at least once a year for its effectiveness (see s. 55, DM Act).



Information on planning guidelines for disaster districts are detailed in the *District Disaster Management Guidelines*.

3.3.3 Local Disaster Management Plan

It is important that the DDMG has a good understanding of the Local Disaster Management Plans (LDMP) for the local governments within the district. DDMGs play an important role in the disaster management of LDMGs as they are required to:

- Regularly review and assess the disaster management of LDMGs in the disaster district in accordance with s. 23(d); and
- Ensure that any relevant decisions and policies made by the SDMG are incorporated in the disaster management of LDMGs in the district (s. 23(e) DM Act).

[Appendix 3D – LDMP Legislative Checklist](#) provides a checklist to ensure LDMPs are meeting the legislative requirements.

3.4 Annual Reporting

The SDMG is required under s. 44 of the DM Act to prepare and give the Minister for Police, Corrective Services and Emergency Services a written report about disaster management of the State after the end of each financial year. As both DDMGs and LDMGs play an integral part in the disaster management of the State, it is important that they also have input into the SDMG Annual Report.

Under s. 23(c) of the DM Act, one of the functions of the DDMG is to provide reports and make recommendations to the SDMG about matters relating to disaster management and disaster operations in the district.

It is suggested that the DDMG Annual Report is compiled using agency and LDMG reports that are submitted on a regular basis at DDMG meetings.

In order to provide the Chairperson / DDC with guidance, a DDMG Annual Report template is distributed to Chairpersons / DDCs annually at the beginning of April, with completion date of mid July. The Annual Report template is available via the Disaster Management Group (DMG) Governance sub-portal within the DM Portal.

The DDMG Annual Report is to be submitted to CE, DCS who will table the report for the SDMG.

Once received by the SDMG, the DDMG Annual Reports are reviewed and incorporated into the SDMG Annual Report.



The SDMG Annual Report is available electronically via the SDMG website www.disaster.qld.gov.au. The DDMG Annual Reports are available on the DM Portal (DMG Governance Sub-portal).

3.5 Records Management

Records management is an activity targeting preservation of evidence of actions, decisions and important communication by creating, keeping and maintaining records of these actions, decisions and communications. Public records are protected by the *Public Records Act 2002* and may be subjected to public scrutiny under the *Right to Information Act 2009*.

A public record is a file providing evidence of actions, decisions, activities and functions of a Disaster Management Group. This can include internal or external correspondence (e.g. letters, emails, memos, reports, minutes, agendas, complaints, contact with the community, other agencies etc). DDMGs must ensure that these records are complete, authentic, reliable, inviolate and usable.

The DDMG must comply with the legal, evidentiary and financial requirements (including lawful and accountable disposal of records) when managing DDMG records. The Queensland State Archives general retention and disposal schedule for administrative records requires the following documents to be retained in accordance with the *Public Records Act 2002*.



Queensland State Archives

General Retention and Disposal Schedule for Administrative Records: QDAN249 v.5

Reference number	Description of Records	Status	Disposal Action
15.2.3	Master set of records of major external or inter-agency committees / management groups. Includes: agendas, meeting briefs, noting briefs, meeting minutes, resolution statements, resolution register and both inward and outward correspondence.	Permanent	Retain Permanently
7.3.4	Material published to the general public required for Legal Deposit. Includes: Annual Reports, newsletters, pamphlets, maps, plans, charts.	Permanent	Retain Permanently
15.2.6	Membership documentation – Correspondence relating to the appointment of external and internal committee members.	Temporary	Retain for 5 years after last action
15.7.1	DDMP – Final version of plan	Permanent	Retain permanently
15.7.3	Records relating to the development of operational plans	Temporary	Retain for 3 years after last action
15.2.3	Operational event records	Permanent	Retain Permanently

NOTE: Only current member contact details are to be kept in a secure location.
Past members contact details are to be archived and disposed of as outlined in the schedule.

3.6 Membership records

Each DDMG is required to maintain a register of its current members and advisors for reference, during both general business and operational periods. As a minimum, details should consist of:

- Department / organisation or agency's name;
- Designated position title;
- Incumbent's full name;
- Postal address;
- Phone numbers (both landline and mobile);
- Email address.

See [Appendix 3E for Register of DDMG Contact Details template](#).

In accordance with the *Information Privacy Act 2009*, when collecting personal information from a DDMG member all reasonable steps must be taken to ensure that the person is aware of:

- Why you are collecting the information;
- What you will use it for;
- Your legal authority to collect the information;
- To whom you usually give that kind of information;
- To whom the receiving entity usually gives the information.

See [Appendix 3F for a DDMG Member Contact Details form](#)

Members must note that information must only be used for the purpose for which it was collected and only disclosed to persons outside the DDMG with the member's permission. The member should also be informed that the DDMG will be required to continue to keep up-to-date personal information for the purposes of disaster management.

Membership records should be kept up-to-date at all times. Each time membership details change, the Secretariat should update the member register, showing the current DDMG membership details only.

Whenever the DDMG member register is altered, an updated copy should be distributed (either hardcopy or via email) to all DDMG members and the Executive Officer of the SDMG for their information.



3.7 Letterhead / Logo

Each DDMG is required to use the Queensland Government Logo, to assist in making the DDMG business easily identifiable and to raise the profile of the DDMG as a legislated entity. The letterhead may be modified by adding an address block in the bottom right corner. The DDMG letterhead / logo should be used for all DDMG business.

Agencies would use their agency / departmental letterhead for departmental / agency business e.g. a DDMG member agency (such as QHealth) may write to the DDMG. In this instance, QHealth would use the departmental letterhead and the DDMG reply to QHealth would be on DDMG letterhead.

Each DDMG is responsible for ensuring that the integrity of the Queensland Government logo is protected and preserved. The logo must not be used in any manner that may be perceived to affect or impact on the professionalism or integrity of the DDMG or the Queensland Government.

The Queensland Government logo is not to be reproduced where it is changed, altered, added or corrupted in any manner, or incorporated as part of any other design, emblem, logo or feature.

To protect the corporate identity of the Queensland Government and ensure that the official logo of the Queensland Government is used in an appropriate manner, the Queensland Government Corporate Identity Manual provides a whole-of-Government standard for the implementation of the Queensland Government's corporate identity across a range of visual media. The Queensland Government Corporate Identity Manual is available via the Department of Premier and Cabinet website: www.premiers.qld.gov.au.

3.8 Committees

DDMGs may want to create committees on occasions, whether permanent or temporary, to assist the disaster management group with its business. An example of this would be a human-social recovery committee.

The creation of a committee needs to be passed as a DDMG meeting resolution. Terms of Reference are required to be established, to give clear guidance on the committee's establishment, functions / role, required outcomes and conduct of business.

All committees should be required to provide the DDMG with regular written status updates at DDMG meetings.

3.9 Disaster Management Portal

The Queensland Disaster Management Community Portal (DM Portal) is a disaster management communication and knowledge management tool. The DM Portal is a secure website, accessible only by registered users from Queensland's Disaster Management Community. Access is given on a case by case basis, according to the individual's involvement in the QDMA.

The DM Portal is an interactive site and members of the QDMA community are encouraged to contribute information. The range of on-line services provided by the DM Portal includes:

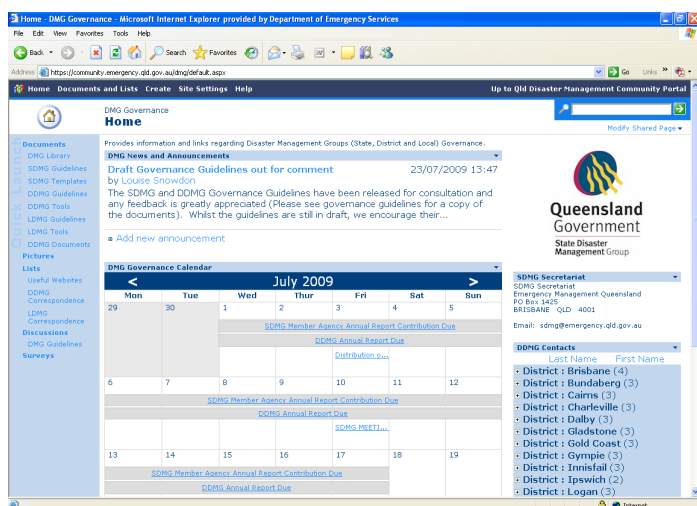
- Announcements;
- Event calendars;
- Contact lists;
- On-line documents and forms;
- Discussion forums.

To register for the DM Portal go to www.disaster.qld.gov.au/dmportal/.

3.9.1 Disaster Management Group (DMG) Governance Sub-portal

There are a number of sub-websites on the DM Portal, one of which is the DMG Governance sub-portal. The DMG Governance sub-portal content includes:

- DMG Governance News & Announcements;
- Key DMG timeframes such as SDMG meeting dates and Annual Report timelines;
- DMG Governance Guidelines – SDMG, DDMG & LDMG;
- Templates for business requirements - SDMG, DDMG and LDMG;
- DDMG completed Annual Reports and the State DDMG Annual Report.



When registering for the DM Portal remember to request access to the DMG Governance Sub-portal.



PART 4 – APPENDICES

Part 1 – Establishment and membership appendices

- Appendix 1A – Generic DDMG Terms of Reference
- Appendix 1B – Notification of change to DDMG member incumbent
- Appendix 1C – Local government appointment notification letter
- Appendix 1D – Government Department appointment notification letter
- Appendix 1E – Request to change Chairperson / Deputy Chairperson appointment
- Appendix 1F – Notification of current Chairperson / Deputy Chairperson incumbent
- Appendix 1G – Request to change DDMG Executive Officer appointment
- Appendix 1H – Notification of current DDMG Executive Officer incumbent
- Appendix 1I – Establishment of a temporary disaster district group - membership
- Appendix 1J – Induction Checklist for new DDMG members
- Appendix 1K – Authorisation to appoint a deputy

Part 2 – Meetings appendices

- Appendix 2A – DDMG Ordinary Meeting Checklist
- Appendix 2B – DDMG Attendance Sheet
- Appendix 2C – Progressive meeting attendance sheet
- Appendix 2D – Meeting Brief template
- Appendix 2E – Flying Minute template
- Appendix 2F – Agenda Template
- Appendix 2G – Extraordinary Meeting Agenda Template
- Appendix 2H – Noting Brief template
- Appendix 2I – Members status report
- Appendix 2J – DDMG Meeting Minutes
- Appendix 2K – DDMG Resolution Statement
- Appendix 2L – DDMG Resolution Register
- Appendix 2M – DDMG Correspondence Register

Part 3 – Business appendices

- Appendix 3A – SDMG Briefing Paper
- Appendix 3B – SDMG Noting Brief
- Appendix 3C – DDMP Legislative Checklist
- Appendix 3D – LDMP Legislative Checklist
- Appendix 3E – Register of DDMG Contact Details

Part 1 – Establishment and Membership Appendices

Appendix 1A – Generic DDMG Terms of Reference

Appendix 1B – Notification of change to DDMG member incumbent

Appendix 1C – Local government appointment notification letter

Appendix 1D – Government Department appointment notification letter

Appendix 1E – Request to change Chairperson / Deputy Chairperson appointment

Appendix 1F – Notification of current Chairperson / Deputy Chairperson incumbent

Appendix 1G – Request to change DDMG Executive Officer appointment

Appendix 1H – Notification of current DDMG Executive Officer incumbent

Appendix 1I – Establishment of a temporary disaster district group - membership

Appendix 1J – Induction Checklist for new DDMG members

Appendix 1K – Authorisation to appoint a deputy



Appendix 1A – Generic DDMG Terms of Reference



<<Insert DDMG Name >> TERMS OF REFERENCE

Establishment

The District Disaster Management Group (DDMG) is established under s. 22 of the *Disaster Management Act 2003* (the DM Act).

Role

DDMGs comprise representatives from regionally based Queensland (Qld) government agencies, government owned corporations, non-government organisations, industry and commerce, and key community representatives, who can provide and coordinate whole-of-Government support and resource gap assistance to disaster-stricken communities. DDMGs perform a ‘middle management’ function within Queensland’s Disaster Management Arrangements (QDMA) by providing coordinated state government support, when requested by Local Disaster Management Groups (LDMGs) on behalf of local governments.

Functions (s. 23 of the DM Act)

Under the DM Act, the DDMG has the following functions:

- (a) to ensure that disaster management and disaster operations in the district are consistent with the State group’s Disaster Management Strategic Policy Framework;
- (b) to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management;
- (c) to provide reports and make recommendations to the State Disaster Management Group (SDMG) about matters relating to disaster management and disaster operations in the district;
- (d) to regularly review and assess the disaster management of LDMGs in the district;
- (e) to ensure that any relevant decisions and policies made by the SDMG are incorporated in its disaster management, and the disaster management of LDMGs in the district;
- (f) 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;
- (g) to coordinate the provision of State resources and services provided to support LDMGs in the district;
- (h) to identify resources that may be used for disaster operations in the district;
- (i) to make plans for the allocation, and coordination of the use, of resources mentioned in paragraph (h);

- (j) to establish and review communications systems in the group, and with and between LDMGs in the district, for use when a disaster happens;
- (k) to ensure information about an event or a disaster in the district is promptly given to the SDMG and each LDMG in the district;
- (l) to prepare, under s. 53, a district disaster management plan (DDMP);
- (m) to perform other functions given to the group under the DM Act;
- (n) to perform a function incidental to a function mentioned in paragraphs (a) to (m).

Membership (s. 24 (1) of the DM Act)

Legislated

A DDMG consists of the following members:

- (a) the person appointed as the chairperson of the DDMG under section 25(1)(a);
- (b) the person appointed as the deputy chairperson of the DDMG under section 25(1)(b);
- (c) a person appointed by—
 - (i) if there is 1 local government only in the disaster district — the local government; or
 - (ii) if there are 2 or more local governments in the disaster district and none of the local governments unite under section 31 — each local government; or
 - (iii) if there are 2 or more local governments in the disaster district and all the local governments unite under section 31—each combined local government; or
 - (iv) if there are 3 or more local governments in the disaster district and not all the local governments unite under section 31—
 - (A) each local government that does not unite; and
 - (B) each combined local government;
- (d) a number of persons, each of whom represents a department the chief executive of the Department of Community Safety (DCS) considers appropriate to be represented on the group, having regard to effective disaster management for the disaster district;
- (e) any other person appointed by the DCS chief executive that the chief executive considers appropriate to be a member of the DDMG, having regard to effective disaster management for the disaster district.

Attachment 1 contains a list of the DDMG members.



Non-Legislated

- Providing a quorum is achieved, as outlined in s. 40 of the DM Act, the DDMG may appoint advisors to assist in the business of the DDMG.
- Engagement of advisors to the DDMG should reflect current government priorities and the disaster management arrangements for Queensland.
- These advisors can be drawn from all levels of government and non-government organisations, and assist on either a permanent or ‘as required’ basis.
- Advisors are not members of the DDMG and so are not to be counted for quorum purposes.

District Disaster Management Plan (DDMP) (s. 23(b) of the DM Act)

Preparation (s. 53 of the DM Act)

The DDMG must prepare a DDMP for disaster management in the district. The DDMP must include provision for:

- (a) the SDMG’s Disaster Management Strategic Policy Framework;
- (b) the roles and responsibilities of entities involved in disaster operations and disaster management in the district;
- (c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);
- (d) events that are likely to happen in the district;
- (e) priorities for disaster management for the district;
- (f) the matters stated in the disaster management guidelines as matters to be included in the plan;
- (g) other matters about disaster management in the disaster district the group considers appropriate.

A DDMP must be consistent with the disaster management guidelines, in accordance with s. 54.

Reviewing and renewing the DDMP (s. 55 of the DM Act)

- The DDMG may review, or renew, its DDMP when the group considers it appropriate;
- The DDMG must review the effectiveness of the DDMP at least once a year.

Subordinate Groups and Committees (s. 48 of the DM Act)

The Minister for Police, Corrective Services and Emergency Services (the Minister) may establish committees to assist a DDMG in performing its functions. These groups and committees are to provide status reports to the DDMG on a regular basis.

Reporting Arrangements (s. 26 of the DM Act)

Chairperson / DDC must prepare and provide a written report about the performance by the DDMG of its functions for input into the SDMG Annual Report on behalf of the DDMG.

Section 44 of the DM Act outlines that the SDMG must prepare and give to the Minister a written report about disaster management in the State, , as soon as practicable after the end of each financial year. The report must include:

- (a) information about activities undertaken during the financial year to maintain or enhance the State's disaster management;
- (b) details of disaster operations performed during the financial year;
- (c) information about priorities for disaster management;
- (d) other matters about disaster management the Minister considers appropriate.

Meetings

Frequency of Meetings (s. 39 of the DM Act)

Meetings of the DDMG must be held at least once every six months at times and places decided by the Chairperson.

- The Chairperson must call a meeting if asked to do so by the Chairperson of the SDMG or at least one-half of the members of the DDMG. The request to call a meeting must be made in writing, unless it is not practicable in the circumstances, and the oral request is put in writing as soon as reasonably practicable.

DDMGs may hold meetings, or allow members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.

Quorum (s. 40 of the DM Act)

A quorum for a meeting of the DDMG is the number equal to:

- (a) one-half of its members plus 1; or
- (b) if one-half of its members is not a whole number, then the next highest whole number.

Secretariat Support

The DDMG Executive Team (Chairperson, Deputy Chairperson and Executive Officer) elects an appropriate person / position to provide administrative and secretariat support to the DDMG.



Attachment 1



«Insert DDMG Name» DDMG Membership

Members

The DDMG comprises:

- «Insert Organisational Position Title», «Name of agency / department» (Chairperson / DDC)
- «Insert Organisational Position Title», «Name of agency / department» (Deputy Chairperson)
- «Insert Organisational Position Title», «Name of agency / department» (Executive Officer)
- «Insert Organisational Position Title», «Insert name of local government»
- «Insert Organisational Position Title», «Insert name of local government»
- «Insert Organisational Position Title», Department of «Insert name of department»
- «Insert Organisational Position Title», Department of «Insert name of department»
- «Insert Organisational Position Title», Department of «Insert name of department»
- «Insert Organisational Position Title», Department of «Insert name of department»
- «Insert Organisational Position Title», «Insert name of other agency»
- «Insert Organisational Position Title», «Insert name of other agency»

Quorum

The DDMG quorum is «enter quorum number here»

Secretariat

The Secretariat for the DDMG is «Insert Position Title», «Insert name of department/agency»

End

Appendix 1B – Notification of change to DDMG member incumbent



«Insert Name»

Chairperson / District Disaster Coordinator

«Insert name» DDMG

«Address 1»

«Address 2»

«SUBURB QLD POSTCODE»

Dear DDC

I wish to notify the District Disaster Management Group (DDMG) of a change to the «insert agency name» appointed DDMG member incumbent.

As of the «insert date» until the «insert date» the incumbent will be «insert title, first and last name». «Insert title and last name» has the necessary expertise and / or experience to perform the functions of a DDMG member in accordance with the *Disaster Management Act 2003*, on behalf of the «insert agency name».

«Insert incumbent's name» 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 and last name» are:

Telephone:	
Mobile:	
Email:	
Postal Address:	
Fax:	

Should you require any further information, please contact «Insert contact person» on telephone number (07) «Insert contact number».

Yours sincerely

Sign
Outgoing DDMG member incumbent
or incumbent's supervisor



Appendix 1C - Local government appointment notification letter

<<Insert Date>>

Chief Executive Officer
Department of Community Safety
GPO Box 1425
BRISBANE QLD 4001

or

<<Insert Name>>
Chairperson / District Disaster Coordinator
<<Insert name>> DDMG
<<Address 1>>
<<Address 2>>
<<SUBURB QLD POSTCODE>>

Dear

As you are aware, section 24(6) of the *Disaster Management Act 2003* requires local government or combined local governments to inform the DCS Chief Executive and the Chairperson of the District Disaster Management Group (DDMG) of the local government appointment to the DDMG.

The <<Insert Local Government name>> local government / or combined local governments have appointed <<Insert designated position title and incumbent name>> in accordance with the *Disaster Management Act 2003*, s. 24(1) to the <<Insert DDMG name>> DDMG.

<<Insert incumbent's name>> 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 incumbent's name> are:

Telephone:	
Mobile:	
Email:	
Postal Address:	
Fax:	

Should you require any further information, please contact <<Insert contact name>> on telephone number (07) <<Insert contact number>>.

Yours sincerely

Sign
Local Government CEO

Date: __ / __ / ____

Appendix 1D – Government Department appointment notification letter



⟨Insert Name⟩
⟨Insert Position⟩
⟨Insert Department⟩
⟨Insert Address 1⟩
⟨Insert Address 2⟩

Dear ⟨⟨department representative⟩⟩

District Disaster Management Groups (DDMGs) play an important part in providing coordinated state government support and resources to disaster-stricken communities. At a recent State Disaster Management Group (SDMG) meeting the ⟨⟨insert designated position title⟩⟩ was nominated to be a member of the ⟨⟨insert name of DDMG⟩⟩ DDMG.

I wish to inform you that after consideration, and in accordance with section 24 (3) of the *Disaster Management Act 2003*, I have appointed you in your capacity as the ⟨⟨insert designated position title⟩⟩ to represent ⟨⟨insert department name⟩⟩ as the departmental representative on the ⟨⟨insert name of DDMG⟩⟩ DDMG. In this role you will be expected to commit departmental resources for disaster management purposes in accordance with our jurisdictional responsibilities and / or as determined by our functional plan, following a risk based analysis, with the full authority and responsibility of the department.

The primary functions of the DDMG are to:

- ensure the disaster management and disaster operations in the disaster district are consistent with the SDMG's Disaster Management Strategic Policy Framework;
- develop effective disaster management for the district, including a district disaster management plan, and to regularly review and assess disaster management arrangements;
- 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.

I would ask that you please contact and introduce yourself to ⟨⟨insert given name & surname⟩⟩, District Disaster Coordinator on telephone (07) ⟨⟨Insert contact number⟩⟩, who will organise an induction to the ⟨⟨insert name of DDMG⟩⟩ DDMG. You will also be required to provide your contact details to the DDMG for the purposes of disaster management.

Should you require any further information please contact ⟨⟨Insert departmental contact⟩⟩ on telephone number (07) ⟨⟨Insert contact number⟩⟩.

Yours sincerely

⟨⟨insert signature block⟩⟩
Departmental CEO



Appendix 1E – Request to change Chairperson / Deputy Chairperson Appointment



Commissioner
Queensland Police Service
GPO Box 1440
BRISBANE QLD 4001

Dear Commissioner

This letter is to request your endorsement to change **«Insert Chairperson/District Disaster Coordinator or Deputy Chairperson»** of the **«Insert name of DDMG»** District Disaster Management Group from **«Insert position title»** to **«Insert position title»** in accordance with section 25(1) of the *Disaster Management Act 2003*.

Background – *(eg. what are the current arrangements)*

Current Issues – *(why the position appointment needs to change)*

Consultation – *(Who has been consulted regarding this change to the Chairperson / Deputy Chairperson)*

Recommendation – *(Does the proposed position have the necessary expertise or experience to perform the functions and exercise the powers, of a DDMG Chairperson / Deputy Chairperson)*

Should you require any further information, please contact **«Insert contact person»** on telephone number (07) **«Insert contact number»**.

Yours sincerely

Sign

Appendix 1F – Notification of current Chairperson / Deputy Chairperson incumbent



Executive Officer
State Disaster Management Group
C/- Queensland Police Service
GPO Box 1440
BRISBANE QLD 4001

Dear

I wish to notify the State Disaster Management Group (SDMG) of a change to the **«insert disaster district name»** District Disaster Management Group (DDMG) **«insert Chairperson / District Disaster Coordinator (DDC) or Deputy Chairperson»** incumbent.

As of the **«insert date»** until the **«insert date»** the incumbent will be **«insert title, first and last name»**. **«insert title and last name»** has the necessary expertise or experience to perform the functions and exercise the powers of a **«insert Chairperson / District Disaster Coordinator (DDC) or Deputy Chairperson»** in accordance with s. 25 and s.26 of the *Disaster Management Act 2003*.

«Insert incumbent's name» 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 and last name»** are:

Telephone:	
Mobile:	
Email:	
Postal Address:	
Fax:	

Should you require any further information, please contact **«Insert contact person»** on telephone number (07) **«Insert contact number»**.

Yours sincerely

Sign

«Out going Chairperson / DDC»



Appendix 1G – Letter requesting change of DDMG Executive Officer



Commissioner
Queensland Police Service
GPO Box 1440
BRISBANE QLD 4001

Dear Commissioner

This letter is to request your endorsement of the change of the **«Insert DDMG name»** District Disaster Management Group (DDMG) Executive Officer from **«Insert current position»** to **«Insert proposed position»** in accordance with section 27(1) of the *Disaster Management Act 2003*.

Background – *(eg. what are the current arrangements)*

Current Issues – *(why the position appointment needs to change)*

Consultation – *(Who has been consulted regarding the change to the DDMG Executive Officer)*

Recommendation – *(Does the proposed position have the necessary expertise or experience to perform the functions and exercise the powers, of a DDMG Executive Officer)*

Should you require any further information, please contact **«Insert contact person»** on telephone number (07) **«Insert contact number»**.

Yours sincerely

Sign

Appendix 1H – Notification of current DDMG Executive Officer incumbent



Executive Officer
State Disaster Management Group
C/- Queensland Police Service
GPO Box 1440
BRISBANE QLD 4001

and

«Insert Name»
District Disaster Coordinator
«Insert name» DDMG
«Address 1»
«Address 2»
«SUBURB QLD POSTCODE»

Dear

I wish to notify the State Disaster Management Group (SDMG) of a change to the «insert disaster district name» District Disaster Management Group (DDMG) Executive Officer incumbent.

As of the «insert date» until the «insert date» the incumbent will be «insert title, first and last name». «insert title and last name» has the necessary expertise or experience to perform the functions and exercise the powers of the DDMG Executive Officer in accordance with s. 27 of the *Disaster Management Act 2003*.

«Insert incumbent's name» 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 and last name» are:

Telephone:	
Mobile:	
Email:	
Postal Address:	
Fax:	

Should you require any further information, please contact «Insert contact person» on telephone number (07) «Insert contact number».

Yours sincerely

Sign
Outgoing Executive Officer



Appendix 1I – Establishment of a Temporary Disaster District Group Membership

In accordance with section 28A of the *Disaster Management Act 2003* (the Act) a Temporary Disaster District Group (TDDG) has been established as detailed in the gazetted notice on «INSERT DATE». Attach gazetted notice once published.

The Chairperson of the State Disaster Management Group has appointed «INSERT NAME», «INSERT POSITION» as the Chairperson of the temporary disaster district group in accordance with section 28C of the Act on «INSERT DATE»

The following members are appointed in accordance with section 28B of the Act.

TDDG Position	Department, Local Government, Other	Position Title	Name	Sign
Chairperson / DDC				
Deputy Chairperson				
Executive Officer				
Local Govt Member				
Local Govt Member				
Member				
Member				
Member				
Member				
Member				

I, the appointed Chairperson / DDC, have appointed the above temporary disaster district group members in accordance with section 28B of the Act, for the management of the disaster event in the gazetted temporary district.

Signature:.....

Name:

Position Title.....

Date:

Appendix 1J – Induction Checklist for new DDMG members



<< Insert DDMG Name >> DDMG

Member Induction Checklist

Name of Member:

Name of Organisation being represented:

Name of DDMG:

Name of Inductor:

CONTENT	DDMG MEMBER		DDMG INDUCTOR	
	SIGN	DATE	SIGN	DATE
SECTION 1 - INTRODUCTION				
1.1 Overview of Queensland's disaster management arrangements				
1.2 The <i>Disaster Management Act 2003</i>				
1.3 The Disaster Management Strategic Policy Framework				
1.4 The State Disaster Management Plan				
SECTION 2 – ROLES AND RESPONSIBILITIES				
2.1 Roles of the LDMG, DDMG and SDMG				
2.2 Role and responsibilities of the DDMG Executive Team (Chairperson, Deputy Chairperson and Executive Officer)				
2.3 Role and responsibilities of DDMG members				
2.4 The District Disaster Management Plan				
SECTION 3 – INTRODUCTIONS				
3.1 Introduction to the Chairperson, who is also the District Disaster Coordinator (DDC)				
3.2 Introduction to the Deputy Chairperson				
3.3 Introduction to the Executive Officer				
3.4 Introduction to other DDMG members				
SECTION 4 – USEFUL RESOURCES				



CONTENT		DDMG MEMBER		DDMG INDUCTOR	
4.1	Disaster Management Portal				
4.2	Disaster Management Websites				
4.3	Disaster Management Guidelines				
4.4	Policies / Procedures particular to the individual DDMG				
SECTION 5 – OVERVIEW OF AVAILABLE DISASTER MANAGEMENT TRAINING		SIGN	DATE	SIGN	DATE
5.1	Queensland’s Disaster Management Arrangements Induction Course – EMQ				
5.2	Introduction to Emergency Risk Management – EMQ / EMA				
5.3	AIIMS course for local government – EMQ / EMA				
5.4	Other training courses, such as those offered by EMA				
SECTION 6 – GENERAL ITEMS		SIGN	DATE	SIGN	DATE
6.1	Departmental / agency training (provided by parent agency)				
6.2					
6.3					

Appendix 1K – 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:	



CHAIRPERSON TO COMPLETE

The authorization to appoint the person/s named above as the member's deputy is supported.

Signature:	
Chairperson of :	
Printed name:	
Date and time:	

Provide a copy to the individual/s authorised as a deputy to act for the member.

Retain a copy of this form for your records and send the original to the Executive Officer of the Group.

Guidelines for completing an authorisation to appoint a deputy form DM13

General

In accordance with the Disaster Management Act 2003 (DM Act) a member of the State, District or Local Disaster Management Group may, with the approval of the chairperson, appoint by signed notice another person as his or her deputy. The deputy may attend a group meeting in the member's absence and exercise the member's functions and powers under the DM Act at the meeting. The deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

The chairperson of the group may authorise the nominated person/s as the member's deputy if satisfied on reasonable grounds that the member's deputy has the necessary expertise or experience to perform the functions of the member.

The authorisation may be given on conditions and must given in writing.

Note 1

You may place conditions on the authorisation.

e.g. the appointment may only be exercised when the member or the first nominated deputy is unavailable.

Part 2 – Meetings Appendices

Appendix 2A – DDMG Ordinary Meeting Checklist

Appendix 2B – DDMG Attendance Sheet

Appendix 2C – Progressive meeting attendance sheet

Appendix 2D – Meeting Brief template

Appendix 2E – Flying Minute template

Appendix 2F – Agenda Template

Appendix 2G – Extraordinary Meeting Agenda Template

Appendix 2H – Noting Brief template

Appendix 2I – Members status report

Appendix 2J – DDMG Meeting Minutes


Appendix 2K – DDMG Resolution Statement

Appendix 2L – DDMG Resolution Register

Appendix 2M – DDMG Correspondence Register



Appendix 2A – DDMG Ordinary Meeting Checklist

	DDMG Ordinary Meeting Checklist	
4 Weeks prior to the meeting		Tick (✓)
Draft agenda, previous meeting minutes and resolution statement sent to DDMG members.		
Call for agenda items from DDMG members for the coming meeting.		
Copy of the DDMG agency report template distributed to DDMG members.		
2 Weeks prior to the meeting		Tick (✓)
DDMG Secretariat receives member agenda items, with any meeting or noting briefs and DDMG member agency reports.		
DDC reviews agenda items and endorses the final agenda.		
1 Week prior to the meeting		Tick (✓)
Secretariat collates agenda papers and distributes to DDMG members.		
DDMG Meeting	Insert Meeting Date:	Tick (✓)
Chair of the Meeting eg. Chairperson / Deputy Chairperson / Other:		
Attendance Sheet completed		
Quorum established		
Minutes taken		
Resolution Statement updated		
Secretariat has kept a copy of any handouts for the DDMG file.		
1 Week after the meeting		Tick (✓)
Secretariat sends out a copy of the draft meeting minutes and resolution statement.		
2 Weeks after the meeting		Tick (✓)
Secretariat receives any member feedback regarding the draft meeting minutes / resolution statement.		
Based on member feedback, Secretariat updates the draft minutes / resolution statement in consultation with Chairperson / DDC.		
Once resolution statement is finalised, any resolutions that have been acquitted need to be removed from the Resolution Statement to the Resolution Register.		
Copy of meeting agenda and any meeting briefs / noting briefs, or any other documents / handouts from the meeting have been filed.		
		Tick (✓)
Once the meeting minutes and the resolution statement have been officially signed off (as a resolute of being tabled at the next meeting), the signed copies need to be attached to the meeting file with the other documents.		

Appendix 2B – DDMG Attendance Sheet

..... (Insert name DDMG) District Disaster Management Group meeting -
 (Insert Date)

Attendance

Quorum = (Insert quorum No.) appointed members

	Agency	Name	Agency Abbreviation
Members	<insert position>,<insert Agency name> Chairperson / DDC		
	<insert position>,<insert Agency name> Deputy Chairperson		
	<insert position>,<insert Agency name> Executive Officer		
	<insert position>,<insert Local Govt. name>		
	<insert position>,<insert Local Govt. name>		
	<insert position>,<insert Department name>		
	<insert position>,<insert Department name>		
	<insert position>,<insert Department name>		
	<insert position>,<insert Department name>		
	<insert position>,<insert Agency name>		
	<insert position>,<insert Agency name>		
Member Apologies			
Other attendees			



Appendix 2C – DDMG progressive meeting attendance sheet

Attendance at <<insert year>> – <<insert year>> (insert DDMG name) DDMG Meetings

Instructions:

1. Insert month and year when meetings were held for the relevant reporting period.
2. List DDMG members and advisors agency names.
3. Place a tick in the columns next to the agency, under the meetings the representative attended.

DDMG Members

Quorum = (Insert quorum No.) appointed members

Agency	Eg. Sept 10					
Chairperson / District Disaster Coordinator «Insert Agency name»						
Deputy Chairperson «Insert Agency name»						
Executive Officer «Insert Agency name»						
«Insert Local Govt. name»						
«Insert Local Govt. name»						
Qld Ambulance Service						
Qld Fire and Rescue Service						
Department of Communities «Insert Department name»						
«Insert Department name»						
«Insert Department name»						
«Insert other agency name»						
«Insert other agency name»						
Quorum Achieved? (Yes/No)						



<<Insert DDMG Name>> DDMG BRIEFING PAPER

Reference No.: <<Insert Number>>

Meeting Date:

Agenda No:

Agenda Title:

Background

Current Issues

Recommendation/s

Contact Officer:

Name	
Position	
Agency	
Telephone	
E-Mail	



<<Insert DDMG name>> District Disaster Management Group
 Flying Minute/s for Member Endorsement
 <<Insert Date>>

Agenda No. & Title	Resolution	Action Officer	Endorsed (✓)	Not Endorsed (X)
<i>Example:</i> Agenda Item 1: 2010 Meeting Dates	1. That Members endorse the 2010 DDMG Meeting Dates and make a commitment to attend future meetings.	All Members	✓	
Agenda Item 2: <Insert Title>	<Insert what the required outcome is>	<Insert who the action officer is>		
Agenda Item 3: <Insert Title>	<Insert what the required outcome is>	<Insert who the action officer is>		
Agenda Item 4: <Insert Title>	<Insert what the required outcome is>	<Insert who the action officer is>		
DDMG MEMBER ENDORSEMENT (NB – must be endorsed by appointed Member to achieve quorum and validate resolution)				
Signature: _____		Name: _____		
Date: / /		Agency: _____		

Appendix 2F – Agenda Template



<<Insert DDMG name>> DDMG Agenda

Date: <Insert Date>
Time: <Insert Time>
Venue: <Insert Venue>

	Welcome and apologies	Chair
1	Minutes, Resolution Statement and business arising from previous meeting	Chair
2	<Insert Presentation / Training>	<Insert Agency conducting>
3	<Insert Agenda Item>	<Insert the name of the Agency that is raising the agenda item>
4	<Insert Agenda Item>	<Insert the name of the Agency that is raising the agenda item>
5	Agency Reports (by exception)	Chair
6	Inward / Outward Correspondence	Chair
7	Other Business	Chair
8	Next Meeting	Chair
	Meeting Closed	Chair
Items for Noting – Progress Updates		
A	<Insert title of item for noting>	<Insert the name of the Agency that is raising the agenda item>
B	<Insert title of item for noting>	<Insert the name of the Agency that is raising the agenda item>
C		

End



Appendix 2G – Extraordinary Meeting Agenda Template



«Insert DDMG name» DDMG

Agenda – Extraordinary Meeting «Insert event name»

Date: *«Insert Date»*
Time: *«Insert Time»*
Venue: *«Insert Venue»*

	Welcome and apologies	Chair
1	«Insert event name» - Current Situation	<i>«Insert Lead Agency name»</i>
2	Other Agency Reports (by exception)	
3	Communication Strategy	
4	Priorities, further action, if any	Chair
5	Other Business	
8	Future Meetings	Chair

End

Appendix 2H – Noting Brief template



<<Insert DDMG name>> DDMG BRIEFING PAPER FOR NOTING

Reference: <<Insert Letter>>

Meeting Date:

Noting Brief No:

Brief Title:

Brief Date:

Background

Current issues

Recommendation/s

Contact Officer:

Name	
Title	
Agency	
Telephone	
E-Mail	



Appendix 2I – DDMG Member Status Report



« Inset DDMG name » District Disaster Management Group Member Status Update Report

Agency / Local Govt. Name: _____

Report submitted for inclusion in the Minutes of the District Disaster Management Group meeting scheduled for «Insert date»

The following activities have been undertaken or are being undertaken by this agency:

Mitigation

Risk Management / Mitigation (Includes such things as Studies Program (NDRP), Initiatives, Mitigation Planning, Mitigation Measures being undertaken by Local Govt. / Dept. / Agency)

Impediments to Implementation of Mitigation Measures

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

Planning

Planning - 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.

Planning – Local Disaster Management Plan (Local Government members only)

Review Date:	Type of Review	Summary of amendments

Operational Issues

Readiness Status (Insert general comment regarding status of operational readiness)

Staff Availability (Comment on staff availability for Disaster Coordination Centre etc)

Coordination Centre Resourcing (Comment on resourcing levels of the Disaster Coordination Centre and the impacts on operations (if any)).

Operations Conducted

Date	Type of event	Brief summary of response activities (Include role and functions undertaken by Agency/Local Govt.)

Remedial Action (Outline three proposed actions / improvements as a result of the operational activities).

- 1.
- 2.
- 3.

Training and Development

Training Conducted (Insert details of any training undertaken or conducted)

Date	DM component targeted Eg. PPRR	Name of course / training	Agency training conducted by	Local Govt. / Agencies involved

Identified Training Needs (Insert details of any training that has been identified as being required, including suggested dates etc)

Proposed Date	DM component targeted Eg. PPRR	Name of course / training	Agency training conducted by	Local Govt. / Agencies involved

Exercises

Exercises Conducted (Insert details of any exercises conducted)

Date	Name of exercise	Type of exercise e.g. tabletop / practical	Objectives of the exercise e.g. test communications plan	Agency coordinating the exercise	Local Govt. / Agencies involved

Remedial Action (Outline three proposed actions / improvements resulting from the exercises)

- 1.
- 2.
- 3.



Proposed Exercises (Insert details of any exercises that are proposed or currently under development, including suggested dates etc)

Date	Name of exercise	Type of exercise e.g. tabletop / practical	Objectives of the exercise e.g. test communications plan	Agency coordinating exercise	Local Govt. / Agencies involved

General Business

Any other comments:

Sign-off and Approval

Sign:

Report submitted by:

Agency / Local Government Position:

Date submitted:

Appendix 2J – Meeting Minutes template



<<Insert DDMG name>> DDMG

Ordinary Meeting Minutes <<Insert Date>>

Conducted at <Insert Venue> - commencing at <Insert Time>

Presiding Chair: <Insert Chairperson / DDC Name> (If the DDC is absent, state that: In the absence of the Chair, Deputy Chair (Insert Name & position) assumed the role of Chair of the DDMG for this meeting.)

	Responsible Agency
Welcome and Apologies	
The Chair opened the meeting at, noting the apologies	
1. Minutes, Resolution Statement and business arising from previous meeting	
·	
Resolution:	
2. Presentation / Training: <Insert name of presentation, presenter, agency>	
· <Insert name> presented to members an overview / training session on ...	
· Note key messages	
· Note if any documents were handed out to members	
Resolution:	
3. <Insert title of agenda item> (NB: This should correspond with the Meeting Brief)	



<ul style="list-style-type: none"> · <i>Capture main discussion points</i> <p>Resolution:</p> <ul style="list-style-type: none"> · <i>Capture the resolution</i> 	<p>⟨Name of who is responsible for the resolution⟩</p>
<p>4. ⟨Insert title of agenda item⟩ (NB: This should correspond with the Meeting Brief)</p>	
<ul style="list-style-type: none"> · <i>Capture main discussion points</i> <p>Resolution:</p> <ul style="list-style-type: none"> · <i>Capture the resolution</i> 	<p>⟨Name of who is responsible for the resolution⟩</p>
<p>7. Other Business</p>	
<ul style="list-style-type: none"> · <i>Document any other business that arises and any resolutions</i> 	
<p>8. Next Meeting</p>	
<ul style="list-style-type: none"> · <i>Insert the next meeting date</i> 	<p>All members</p>

Meeting Closed: ⟨Insert time⟩

Attendance Sheet attached (See Appendix A, for Attendance Sheet template)

<Insert DDMG Name>> District Disaster Management Group

RESOLUTION STATEMENT

<Insert Date>

NB: Date should be updated for each meeting

Agenda Item	Meeting Paper Recommendations	Meeting minutes/resolutions/ Action Required	Responsible Agency	<Insert meeting Date> Status Update (members to provide brief summary of actions undertaken towards completion of resolution)	<Insert meeting Date> Status Update (members to provide brief summary of actions undertaken towards completion of resolution)



The Resolution Statement may be easier to manage as an Excel document.



<<Insert DDMG Name>> District 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>(members to provide brief summary of actions undertaken towards completion of resolution)</i>	<Insert COMPLETION Date> COMPLETION OUTCOME <i>(members to provide brief summary of actions undertaken to complete the resolution)</i>



The Resolution Register may be easier to manage as an Excel document.



Part 3 – Business Appendices

Appendix 3A – SDMG Briefing Paper

Appendix 3B – SDMG Noting Brief

Appendix 3C – DDMP Legislative Checklist

Appendix 3D – LDMP Legislative Checklist

Appendix 3E – Register of DDMG Contact Details

Appendix 3A – SDMG Briefing Paper template



SDMG BRIEFING PAPER

To:	State Disaster Management Group
From:	<Insert DDMG name> District Disaster Management Group
Title:	
Date:	

BACKGROUND

CURRENT ISSUES

RECOMMENDATION/S

<p>THIS SECTION FOR COMPLETION BY THE XO SDMG ONLY (Circle appropriate action)</p> <ul style="list-style-type: none"> · SDMG MEETING · SDCG · SDMC · OTHER: <p>SIGNATURE: _____ DATE: _____</p>

<Insert DDC Name>
Chairperson / District Disaster Coordinator

Contact Officer:

Name	
Position	
Agency	
Telephone	
E-Mail	



Appendix 3B – SDMG Noting Brief template



SDMG BRIEFING PAPER

To:	State Disaster Management Group
From:	<Insert DDMG name> District Disaster Management Group
Title:	
Date:	

BACKGROUND

CURRENT ISSUES

RECOMMENDATION/S

<p>THIS SECTION FOR COMPLETION BY THE XO SDMG ONLY (Circle appropriate action)</p> <ul style="list-style-type: none"> · SDMG MEETING · SDCG · SDMC · OTHER: <p>SIGNATURE: _____ DATE: _____</p>

<Insert DDC Name>
Chairperson / District Disaster Coordinator

Contact Officer:

Name	
Position	
Agency	
Telephone	
E-Mail	

Appendix 3C – DDMP Legislative Checklist

A DDMG must prepare a district disaster management plan (DDMP) for disaster management in the disaster district for the group (s. 53(1) DM Act).

Under s. 53(2) the DDMP must include provision for:	Tick (✓)
a. SDMG's Disaster Management Strategic Policy Framework (SPF);	
b. Roles and responsibilities of entities involved in disaster operations and disaster management in the district;	
c. Coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);	
d. Events that are likely to happen in the district;	
e. Priorities for disaster management for the district;	
f. Matters stated in the disaster management guidelines as matters to be included in the plan;	
g. Other matters about disaster management in the disaster district the group considers appropriate.	
DDMP Requirements (s. 54 DM Act)	Tick (✓)
A DDMP must be consistent with the disaster management guidelines.	
Reviewing and renewing the DDMP (s. 55 DM Act)	Tick (✓)
(1) A DDMG may review, or renew, its DDMP when the group considers it appropriate. Date last reviewed:	
(2) The group must review the effectiveness of the plan at least once a year. Next planned review date:	
DDMP to be available for inspection (s. 56 DM Act)	Tick (✓)
(1) The DDMG must keep a copy of its DDMP available for inspection, free of charge, by members of the public at the places the chairperson of the group considers appropriate;	
(2) The DDMP is available in written or electronic form;	
(3) A copy of the DDMP must be given to a person on payment of an appropriate fee*, which has been decided by the chairperson of the DDMG.	
<i>*An appropriate fee means the fee that is no more than the reasonable cost of providing the copy.</i>	



Appendix 3D – LDMP Legislative Checklist

A local government must prepare a local disaster management plan (LDMP) for disaster management in the local government’s area (s. 57(1) DM Act).

Under s. 57(2) the LDMP must include provision for:	Tick (✓)
a. SDMG’s Disaster Management Strategic Policy Framework (SPF);	
b. Local government’s policies for disaster management;	
c. Roles and responsibilities of entities involved in disaster operations and disaster management in the area;	
d. Coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in (c);	
e. Events that are likely to happen in the area;	
f. Strategies and priorities for disaster management for the area;	
g. Matters stated in the disaster management guidelines as matters to be included in the plan;	
h. Other matters about disaster management in the area the local government considers appropriate.	
LDMP Requirements (s. 58 DM Act)	Tick (✓)
A LDMP must be consistent with the disaster management guidelines.	
Reviewing and renewing the LDMP (s. 59 DM Act)	Tick (✓)
(1) A local government may review, or renew, its LDMP when it considers it appropriate. Date last reviewed:	
(2) The local government must review the effectiveness of the plan at least once a year. Next planned review date:	
LDMP to be available for inspection (s. 60 DM Act)	Tick (✓)
A local government must keep a copy of its LDMP available for inspection, free of charge, by members of the public at:	
(a) the local government’s head office; and	
(b) other places the chief executive officer (CEO) of the local government considers appropriate.	
The LDMP may be made available in written or electronic form.	
A copy of the LDMP must be given to a person on payment of an appropriate fee*, which has been decided by the CEO of the local government.	
<i>*An appropriate fee means the fee that is no more than the reasonable cost of providing the copy.</i>	



Name of District Disaster Management Group:
Name of Local Groups within the Disaster District:

Chairperson / District Disaster Coordinator (as appointed under Section 25 of the DM Act)					
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
Deputy Chairperson (as appointed under Section 25 of the DM Act)					
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
Executive Officer (as appointed under Section 27 of the DM Act)					
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
Members (as appointed under Section 24 of the DM Act)					
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E

Date:



DDMG Advisors / Support Staff

ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E
ORGANISATION	POSITION TITLE	SURNAME	GIVEN NAMES	POSTAL ADDRESS	CONTACT DETAILS
					W M H E

Note: All DDMGs are to ensure compliance with the *Information Privacy Act 2009*.

The DDMG is collecting your personal information on this form for the purpose of maintaining a register of current members and advisors for reference, during both general business and operational periods, and for the group to discharge its legislative, accountability, administrative, reporting, management, personnel and financial functions. The DDMG usually gives some or all of this information to other entities involved in disaster management in the State. Collection of this information is authorised by the *Disaster Management Act 2003*. For further information about privacy and other uses and disclosures of your personal information, refer to the Office of the Information Commissioner Queensland, at www.oic.qld.gov.au/information-privacy.

Appendix 3F – DDMG Member Contact Details Collection Form



DDMG Member Contact Details

The District Disaster Management Group (DDMG) is collecting member details on this form for the purposes of disaster management and disaster operations.

The DDMG usually gives some or all of this information to other DDMG members and the Executive Officer of the State Disaster Management Group.

For further information about privacy and other uses and disclosures of your personal information, refer to the Office of the Information Commissioner Queensland, available at www.oic.qld.gov.au/information-privacy.

DDMG Member Contact Details:

DDMG Member:

Department / Agency Represented:

Department / Agency Position Title:

Work Telephone:

Work Mobile:

After Hours Telephone: (Optional)

Email:

Work Postal Address:

Work Fax:

Other:

I agree to provide my contact details for the purposes of disaster management and disaster operations.

I understand that these details will be updated from time to time and may be given to other members of the DDMG and the Executive Officer of the SDMG.

Sign:

Name:

Date:



Agency Abbreviations

ADF	Australian Defence Force
BSA	Building Services Authority
BoM	Bureau of Meteorology
COAG	Council of Australian Governments
DCS	Department of Community Safety
DEEDI	Department of Employment, Economic Development and Innovation
DERM	Department of Environment and Resource Management
DET	Department of Education and Training
DIP	Department of Infrastructure and Planning
DoC	Department of Communities
DPC	Department of the Premier and Cabinet
DPW	Department of Public Works
DTMR	Department of Transport and Main Roads
EMA	Emergency Management Australia
EMQ	Emergency Management Queensland
EPA	Environmental Protection Agency
ICA	Insurance Council of Australia
JAG	Department of Justice and Attorney-General
JOSS	Joint Operations Support Staff
LGAQ	Local Government Association of Queensland
MSQ	Maritime Safety Queensland
NRW	Natural Resources and Water
QAS	Queensland Ambulance Service
QCS	Queensland Corrective Services
QES	Queensland Emergency Services
QFRS	Queensland Fire and Rescue Service
QHealth	Queensland Health
QPS	Queensland Police Service
QPWS	Queensland Parks and Wildlife Service
Red Cross	Australian Red Cross
RFS	Rural Fire Service
SES	State Emergency Service
QTreasury	Queensland Treasury
QR	Queensland Rail
RSPCA	Royal Society for Preventing Cruelty to Animals

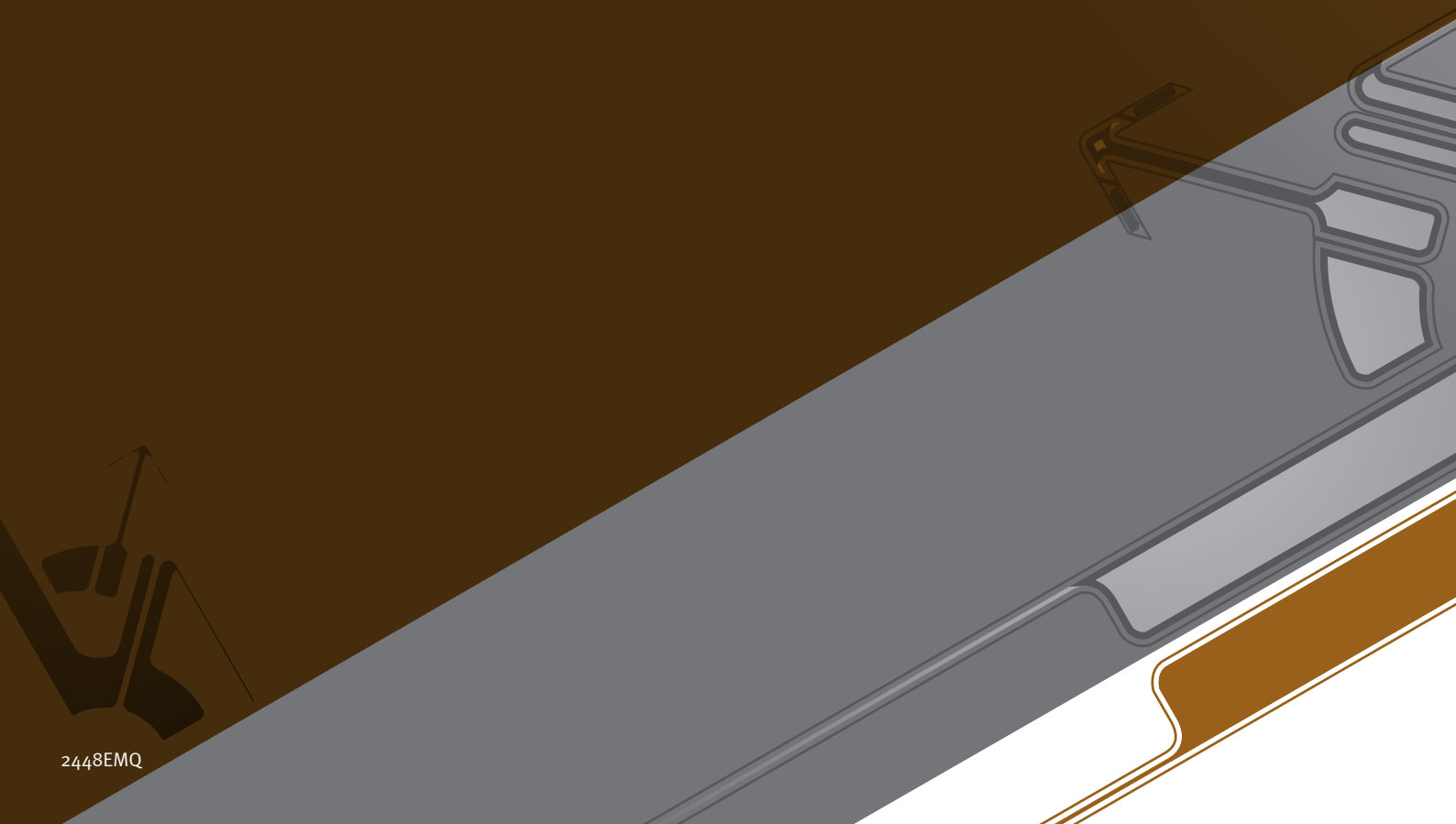
References

Legislation

- *Acts Interpretation Act 1954*
- *Disaster Management Act 2003*
- *Information Privacy Act 2009*
- *Public Records Act 2002*
- *Right to Information Act 2009*

Useful References

- Audit Office of New South Wales, 1998. On board – Guide to better practice for public sector governing and advisory boards
- Australian / New Zealand Standard ISO 31000:2009 – Risk Management – Principles and Guidelines
- Australian Standard HB 400-2004 – Introduction to Corporate Governance
- Australian Standard HB 401-2004 – Applications of Corporate Governance
- Council of Australian Governments, 2002. Natural Disasters in Australia – Reforming mitigation, relief and recovery arrangements
- Queensland Audit Office, 2004-05. Audit of the Queensland Disaster Management Arrangements no. 2



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