

# Local Disaster Management Group Responsibilities

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## CHAPTER 1: LOCAL DISASTER MANAGEMENT GROUP MEMBERS

### 1. Overview

Membership of the Local Disaster Management Group (LDMG) is outlined in the *Disaster Management Regulation 2014* (the Regulation). Appointments under the *Disaster Management Act 2003* (the Act) can be made to a person or by position (see section 24A of the *Acts Interpretation Act 1954*). It is strongly recommended that appointments be made by position which eliminates the need for a new appointment when a change in personnel occurs.

Generally, an LDMG is comprised of:

- Chairperson (must be a councillor) appointed by the relevant local government under section 34 of the Act.
- Deputy Chairperson (recommended to be a councillor) appointed by the relevant local government under section 34 of the Act.
- Local Disaster Coordinator (must be an employee of the local government) appointed by the relevant local government under section 35 of the Act.
- Person nominated by the Commissioner, Queensland Fire and Emergency Services (QFES) appointed by the relevant local government under section 33 of the Act.
- Other persons appointed by the relevant local government under section 33 of the Act, as identified by the local government's functional requirements.

Forms and templates provided in this manual are to support the appointment requirements and responsibilities of LDMG members.

## CHAPTER 2: LDMG ROLES AND RESPONSIBILITIES

### 2. Members

Local group members are appointed under section 33 of the Act. It is suggested that LDMG membership consists of representatives with the necessary expertise or experience and delegation authority to assist with a comprehensive, all hazards, all agencies approach to disaster management.

Where a person or position undertakes a dual function as LDMG and District Disaster Management Group (DDMG) member, consideration should be given to appointing a deputy to both positions.

Section 14(1) of the Regulation allows a member of a disaster management group, with the approval of the Chairperson, to appoint, by signed notice, another person as their deputy. In identifying and nominating a deputy, a disaster management group member must acknowledge that the nominated person has the necessary expertise or experience to perform the functions associated with membership of the group. A form for a member of a disaster management group to appoint a person as their deputy is available (see form F.1.041 DM 13 Authorisation to Appoint a Deputy).

To notify of an LDMG member appointment or change, either permanent or temporary for more than a two week period, the following process applies:

1. Advice via written notification must be sent to the Commissioner, QFES and the relevant District Disaster Coordinator (DDC) by the LDMG Chairperson, LDMG Deputy Chairperson or LDC (refer to the associated toolkit item of the relevant position for the template to utilise).
2. Temporary changes must be notified by the Chairperson to the State Disaster Coordination Centre (SDCC) in case of a disaster event and can be emailed directly to





[SDCC@qfes.qld.gov.au](mailto:SDCC@qfes.qld.gov.au) (refer to the associated toolkit item of the relevant position for the template to utilise).

3. All concerned parties should be notified of changed appointments.

## 2.1. Chairperson

In accordance with section 34 of the Act the relevant local government should appoint a Chairperson to the LDMG.

The Chairperson must be a Councillor of a local government.

### 2.1.1 Responsibilities of the Chairperson

- Manage and coordinate the business of the group.
- Ensure, as far as practicable, that the group performs its functions.
- Report regularly to the relevant district group and the Commissioner, QFES about the performance of the group and its functions.
- In accordance with s 16 of the Regulation, the Chairperson is to preside at LDMG meetings.
- Nominate a Local Government representative to the DDMG, refer section 2.5 of the DDMG Responsibilities Manual (use template T.1.266 Notice of Local Government Appointment to DDMG Template)

### 2.1.2 Associated Toolkit Items

- [T.1.031 Notice of Permanent Appointment of LDMG Chairperson LDMG Template](#) (previously template 1E)
- [T.1.035 Notice of Temporary Appointment of LDMG Chairperson LDMG Template](#) (previously template 1F)
- [T.1.266 Notice of Local Government Appointment to DDMG Template](#) (previously template 1B)

## 2.2. Deputy Chairperson

In accordance with section 34 of the Act the relevant local government should appoint a person to be the Deputy Chairperson to the LDMG.

It is recommended that the Deputy Chairperson is also a councillor of the local government.

### 2.2.1 Responsibilities of the Deputy Chairperson

- Section 16 of the Regulation provides that the Deputy Chairperson is to preside at LDMG meetings if the Chairperson is absent from the meeting.

### 2.2.2 Associated Toolkit Items

- [T.1.031 Notice of Permanent Appointment of LDMG Chairperson LDMG Template](#) (previously template 1E)
- [T.1.035 Notice of Temporary Appointment of LDMG Chairperson LDMG Template](#) (previously template 1F)

## 2.3. Local Disaster Coordinator (LDC)

In accordance with section 35 of the Act, the Chair of the LDMG must, after consultation with the Commissioner, QFES, appoint a LDC for the group.

A person may only be appointed as a LDC if the Chair is satisfied that the person has the necessary experience or expertise to perform the functions of the LDC.





The LDC must be an employee of the local government. The appointment must be made in writing and may only be revoked in writing.

### 2.3.1. Responsibilities of the LDC

- The functions of the LDC in accordance with section 36 of the Act are to:
  - coordinate disaster operations for the local group; and
  - report regularly to the local group about disaster operations.
- Ensure, as far as practicable, that any decisions of the local group about disaster operations are implemented.

### 2.3.2. Associated Toolkit Items

- [T.1.037 Notice of appointment of Local Disaster Coordinator LDMG Template](#) (previously template 1D)

## 2.4. Local Recovery Coordinator (LRC)

The LDMG may appoint a LRC to coordinate recovery at the local level.

The LRC is appointed by the Chairperson, after consultation with the Chair of the State Recovery Group (SRG) and may be appointed pre-emptively.

The person appointed should not be the same person appointed as the LDC.

### 2.4.1. Responsibilities of the LRC

- The LRC and LDC should liaise regularly during disaster operations.
- The role of a LRC, where appointed, is to chair the Local Recovery Group (LRG), liaise with functional lead agency representatives, and work with agencies and the community to assist the LDMG to implement their Recovery Sub-Plan and coordinate a recovery strategy during disaster operations.

### 2.4.2. Associated Toolkit Items

- [T.1.034 Notice of Appointment of LDMG Member LDMG Template](#) (previously template 1W)
- [T.1.032 Notice of change to LDMG member LDMG Template](#) (previously template 1H)
- [F.1.041 DM 13 Authorisation to appoint a deputy](#) (previously template DM13)

## 2.5. Secretariat

Each LDMG may appoint a Secretariat to administer the business and governance of the group.

The Secretariat is not a legislated position, therefore should be appointed by, and report to the LDMG Chairperson, LDMG Deputy Chairperson and LDC.

If the appointed Secretariat is not a member of the LDMG, this position should not be included in the calculation of a quorum.

### 2.5.1. Responsibilities of the Secretariat

- A Secretariat may provide support to the LDMG including:
  - managing legislative requirements relating to administration and meetings
  - managing the LDMG meeting cycle and associated responsibilities including monitoring action items and resolutions
  - maintaining member contact details in accordance with information privacy principles





- managing information, record keeping, decision making and administrative requirements
- Monitor member induction and training records.

### 2.5.2. Associated Toolkit Items

- [T.1.034 Notice of Appointment of LDMG Member LDMG Template](#) (previously template 1W)
- [T.1.032 Notice of change to LDMG member LDMG Template](#) (previously template 1H)

## 2.6. Other Members

LDMG members are appointed under section 33 of the Act.

LDMG members should have the necessary expertise or experience and delegation authority to assist with a comprehensive, all hazards, all agencies approach to disaster management.

In addition to the legislated members of the group, LDMGs may consider appointing members or advisors to ensure adequate coverage of the functions of disaster management. These functions are deemed essential to managing the consequences of events and their impact and help to define the roles and responsibilities of agencies involved in disaster operations.

The disaster management functions as outlined in the State Disaster Management Plan (SDMP) are:

- Evacuation management
- Search and rescue
- Public health, mental health and medical services
- Mass casualty management
- Mass fatality management (including victim identification)
- Emergency medical retrieval
- Temporary emergency accommodation
- Emergency supply
- Resupply
- Damage assessments
- Reticulated water supply and dam safety
- Energy infrastructure (electricity and gas)
- Telecommunications services and recovery
- Transport systems
- Building and engineering services
- ICT infrastructure
- Human and social recovery

The SDMP provides information on the Queensland government functional lead agency for each disaster management function and planning assistance can be sourced if required through members of these agencies on district groups.

### 2.6.1. Responsibilities of the Members

- Attend LDMG activities with a full knowledge of their agency resources and services and the expectations of their agency.
- Are available and appropriately briefed to actively participate in LDMG activities to ensure that plans, projects and operations use the full potential of their agency or function, while recognising any limitations.
- Are appropriately positioned within their agency to be able to commit agency resources to LDMG normal business activities and operational activities.





**PPRR DM GUIDELINE – SUPPORT TOOLKIT**

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- Ensure resources are available to participate in disaster operations; i.e. access to a laptop, information management templates, operational checklists, telecommunications and human resource provisions.
- Ensure that a liaison officer for their agency is present at the LDCC as the liaison point of contact (if required), and ensure plans are in place for continuity of agency representation in the LDCC during extended operations.

**2.6.2. Associated Toolkit Items**

- [T.1.033 Agency Nomination of LDMG member Template](#) (previously template 1X)
- [T.1.034 Notice of Appointment of LDMG Member LDMG Template](#) (previously template 1W)
- [F.1.041 DM 13 Authorisation to appoint a deputy](#) (previously form DM13)
- [T.1.032 Notice of change to LDMG member LDMG Template](#) (previously template 1H)

