

District Disaster Management Group Members Responsibilities

Manual – M.1.040



PPRR DM GUIDELINE – SUPPORT TOOLKIT

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Contents

CHAPTER 1: DISTRICT DISASTER MANAGEMENT GROUP MEMBERS.....	4
1. Overview	4
CHAPTER 2: DDMG ROLES AND RESPONSIBILITIES.....	4
2. Members	4
2.1 Chairperson/DDC.....	5
2.2 Deputy Chairperson	6
2.3 District Executive Officer	7
2.4 District Disaster Management Group Secretariat	9
2.5 Local Government Members.....	10
2.6 State Government Members.....	11
2.7 Other	11
2.8 Disaster Management Functional Members	12





CHAPTER 1: DISTRICT DISASTER MANAGEMENT GROUP MEMBERS

1. Overview

The Chairperson, Deputy Chairperson and Executive Officer of the District Disaster Management Group (DDMG), each have specific legislated functions under the *Disaster Management Act 2003* (the Act).

DDMG members are appointed in accordance with section 24 of the Act. While the Act appointments are to “a person” or “persons” in section 24, these persons will be appointed by agency positions in accordance with the Acts Interpretation Act 1954 section 24A(1)(e).

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

Membership should include:

- Chairperson/District Disaster Coordinator (DDC)
- Deputy Chairperson
- Executive Officer (XO)
- representatives of each relevant local government in the disaster district
- representatives of State government departments
- other members as deemed applicable.

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

CHAPTER 2: DDMG ROLES AND RESPONSIBILITIES

2. Members

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.

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 the appointment of appropriate representatives as DDMG members, as described further in this chapter. In order to ensure appropriate organisational positions are appointed it is suggested that:

- 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 jurisdictional 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 Chief Executive Officer.
- 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.
- It is advised that the agency responsible for appointing the DDMG member provide the designated position with a letter notifying them of the appointment and outlining the representative’s role and responsibilities as a member of the DDMG.
- When the appointed membership position changes, the process is repeated as required.





Section 14(1) of the *Disaster Management Regulation 2014* (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).

2.1 Chairperson/DDC

In accordance with section 25 (1), 25 (2), and 25 (3) of the Act, the Commissioner of the Queensland Police Service (QPS) has appointed a Chairperson/DDC position for each Disaster District. The DDMG Chairperson is also the DDC, in accordance with section 25A of the Act. The DDC is the State's representative on the ground in a disaster within the disaster district.

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, refer to Table 1 below.

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

To notify of a Chairperson/DDC appointment change, either permanent or temporary for more than a two week period, the following process applies:

1. Advice via written notification should be sent to the Commissioner, QPS and the State Disaster Coordination Centre (SDCC) (use template T.1.047 DDMG Notification of current Chairperson-Deputy Chairperson District Position Letter) by the Chairperson or XO.
2. Temporary changes must be notified by the Chairperson or XO to the SDCC in case of a disaster event and can be emailed directly to SDCC@qfes.qld.gov.au.
3. All concerned parties should be notified of changed appointments.

Chairperson/DDC Positions by Disaster District tabled below:

Region	Disaster District
Assistant Commissioner, Brisbane Region	Brisbane Disaster District
Inspector Bundaberg Patrol Group	Bundaberg Disaster District
District Officer Far North	Cairns Disaster District
Inspector Charleville Patrol Group	Charleville Disaster District
Inspector Dalby Burnett Patrol Group	Dalby Disaster District
Inspector Gladstone Patrol Group	Gladstone Disaster District
District Officer Gold Coast	Gold Coast Disaster District
Inspector Gympie Patrol Group	Gympie Disaster District
Inspector Cassowary Coast Patrol Group	Innisfail Disaster District
District Officer Ipswich	Ipswich Disaster District
District Officer Logan	Logan Disaster District
Inspector Longreach Patrol Group	Longreach Disaster District





District Officer Mackay	Mackay Disaster District
Inspector Tablelands Patrol Group	Mareeba Disaster District
District Officer Wide Bay Burnett	Maryborough Disaster District
District Officer Mount Isa	Mount Isa Disaster District
District Officer Moreton	Redcliffe Disaster District
District Officer Capricornia	Rockhampton Disaster District
District Officer South West	Roma Disaster District
District Officer Sunshine Coast	Sunshine Coast Disaster District
District Officer Darling Downs	Toowoomba Disaster District
District Officer Townsville	Townsville Disaster District
Inspector Warwick Patrol Group	Warwick Disaster District

Table 1: Chairperson/District Disaster Coordinator Positions by Disaster District

2.1.1 Responsibilities of the Chairperson/DDC

- Provide drive, leadership and direction to the DDMG and its members in the undertaking of prevention and preparedness activities to fulfil its legislated functions e.g. preparation of disaster management plans (deliberate planning), refer to Chapter Four of the Guideline.
- Manage and coordinate the business of the group.
- Ensure, as far as practicable, that the group performs its functions.
- Report regularly to the state group about the performance by the district group of its functions.
- Lead the DDMG, to ensure the effective performance of three key tasks in support of local government's disaster response and recovery operations:
 - immediate planning
 - request management
 - information management.
- Ensuring post-disaster reviews are undertaken and documented in a Post-Disaster Analysis Report (refer T.1.264 Post-Disaster Analysis Report Template).
- Ensure the report findings are incorporated into the DDMG Annual Operational Plan and disaster management plan for the monitoring and implementation of recommendations.

2.1.2 Associated Toolkit Items

- [T.1.047 DDMG Notification of current Chairperson-Deputy Chairperson District Position Template](#) (previously template 1F)
- [T.1.264 Post-Disaster Analysis Report Template](#)

2.2 Deputy Chairperson

In accordance with section 25 of the Act, the Commissioner of the QPS has appointed a Deputy Chairperson for each DDMG. 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.

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





PPRR DM GUIDELINE – SUPPORT TOOLKIT

Last Updated: 19 January 2018

1. Advice via written notification should be sent to the Commissioner of the QPS and the SDCC (use template T.1.047 DDMG Notification of current Chairperson-Deputy Chairperson District Position Letter) by the Chairperson or XO
2. Temporary changes must be notified by the Chairperson or XO to the SDCC in case of a disaster event and can be emailed directly to SDCC@qfes.qld.gov.au.
3. All concerned parties should be notified of changed appointments.

2.2.1 Responsibilities of the Deputy Chairperson

- The role of the Deputy Chairperson during normal business activities is to preside at DDMG meetings in the absence of the Chairperson/DDC in accordance with section 16 (2) of the Regulation.
- The Deputy Chairperson has no legislated role in operational activities, however, it may be appropriate for the Deputy Chairperson to be delegated the responsibilities of the DDC in the absence of the DDC.

2.2.2 Associated Toolkit Items

- [T.1.047 DDMG Notification of current Chairperson-Deputy Chairperson District Position Template](#) (previously template 1F)

2.3 District Executive Officer

In accordance with section 27 of the Act the Commissioner of the QPS has appointed by position a member of the police service as XO for each DDMG (see Table 2: 'DDMG Executive Officers by District').

DDMG XOs by Disaster District tabled below:

Rank	Region	Disaster District
Inspector	Disaster Management Support Officer, Brisbane Region	Brisbane Disaster District
Senior Sergeant	Disaster Management Support Officer Bundaberg Patrol Group	Bundaberg Disaster District
Senior Sergeant	Disaster Management Support Officer Far North District	Cairns Disaster District
Sergeant	Disaster Management Support Officer Charleville Patrol Group	Charleville Disaster District
Sergeant	Disaster Management Support Officer Dalby Burnett Patrol Group	Dalby Disaster District
Senior Sergeant	Disaster Management Support Officer Gladstone Patrol Group	Gladstone Disaster District
Senior Sergeant	Disaster Management Support Officer Gold Coast District	Gold Coast Disaster District
Senior Sergeant	Disaster Management Support Officer Gympie Patrol Group	Gympie Disaster District
Sergeant	Disaster Management Support Officer Cassowary Coast Patrol Group	Innisfail Disaster District
Senior Sergeant	Disaster Management Support Officer Ipswich District	Ipswich Disaster District
Senior Sergeant	Disaster Management Support Officer Logan District	Logan Disaster District





PPRR DM GUIDELINE – SUPPORT TOOLKIT

Last Updated: 19 January 2018

Sergeant	Disaster Management Support Officer Longreach Patrol Group	Longreach Disaster District
Senior Sergeant	Disaster Management Support Officer Mackay District	Mackay Disaster District
Sergeant	Disaster Management Support Officer Tablelands Patrol Group	Mareeba Disaster District
Senior Sergeant	Disaster Management Support Officer Wide Bay Burnett District	Maryborough Disaster District
Senior Sergeant	Disaster Management Support Officer Mount Isa	Mount Isa Disaster District
Senior Sergeant	Disaster Management Support Officer Moreton District	Redcliffe Disaster District
Senior Sergeant	Disaster Management Support Officer Capricornia District	Rockhampton Disaster District
Sergeant	Disaster Management Support Officer South West District	Roma Disaster District
Senior Sergeant	Disaster Management Support Officer Sunshine Coast District	Sunshine Coast Disaster District
Senior Sergeant	Disaster Management Support Officer Darling Downs District	Toowoomba Disaster District
Senior Sergeant	Disaster Management Support Officer Townsville District	Townsville Disaster District
Sergeant	Disaster Management Support Officer Warwick Patrol Group	Warwick Disaster District

Table 2: DDMG Executive Officers by Disaster District

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

1. Advice via written notification should be sent to the Commissioner of the QPS and the SDCC (use template T.1.048 DDMG Notification of current DDMG Executive Officer letter) by the Chairperson or XO
2. Temporary changes must be notified by the Chairperson or XO to the SDCC in case of a disaster event and can be emailed directly to SDCC@qfes.qld.gov.au.
3. All concerned parties should be notified of changed appointments.

2.3.1 Responsibilities of the District Executive Officer

- The function of the XO in accordance with section 28 of the Act is to support the group in the performance of its functions, as directed by the Chairperson/DDC.
- The role of the XO during normal business activities is to provide advice and support to the DDC and DDMG in the undertaking of prevention and preparedness activities.
- The primary role of the XO during operational activities is to advise and support the DDC and the DDMG, to ensure the effective performance of three key tasks in support of local government's disaster response and recovery operations:
 - forward planning;
 - request management; and
 - information management.
- The XO should support the DDC in ensuring post operational debriefs are undertaken, a Post-Disaster Analysis Report is prepared in partnership with Queensland Fire and Emergency Services (QFES) and that recommendations detailed in the report findings are incorporated





into the DDMG Annual Operational Plan, monitored and implemented, recognising that recovery activities involving the DDMG and its members may still be underway (see T.1.264 Post-Disaster Analysis Report Template).

- The XO should work closely with the QFES DDMG member and other members in carrying out continuous improvement to the disaster management arrangements at district level.
- In particular the XO should ensure:
 - an understanding of their role and functions
 - the establishment of the District Disaster Coordination Centre (DDCC) including relevant procedures and instructions
 - the identification and training of staff to operate within the DDCC
 - the activation and operational management of the DDCC during times of actual or potential disaster
 - the provision of administrative and secretariat functions associated with the district group including facilitating and recording district group meetings and records relating to disaster management
 - the establishment, maintenance and distribution of a contacts directory for all DDMG members and other disaster management stakeholders, as directed by the Chair
 - the establishment of, and liaison with, a network of relevant agencies, to provide advice on current and emerging trends which may have an impact in disaster districts
 - the provision of support and advice to DDMG members to ensure they understand and can effectively perform their roles and responsibilities, both individually and collectively
 - facilitate the induction of all new DDMG members
 - in conjunction with relevant stakeholders, reviewing the District Disaster Management Plan (DDMP)
 - liaison with QFES in the development and conduct of exercises to test operational preparedness of the DDMP, functional sub-plans and DDCC operations
 - assistance to QFES with facilitating disaster management training in the district
 - assistance with the facilitation of post disaster event debriefs
 - assistance to the Chair to ensure the district group fulfils its legislated functions in accordance with section 23 of the Act
 - assistance to the district Counter Terrorism Liaison Officers to ensure that an effective relationship exists between crisis and consequence management arrangements for any disaster situation resulting from a terrorist incident
 - advice and support to the Chair and the DDMG on the development and implementation of the DDMG Annual Operational Plan
 - advice and support to the Chair and the DDMG on the development of the DDMG Annual Report to the Queensland Disaster Management Committee (QDMC)
 - provision of a report at each DDMG business meeting on the performance of the XO functions
 - performance of any other tasks or functions as required by the Chair for the efficient and effective performance of the district group.

2.3.2 Associated Toolkit Items

- [T.1.048 DDMG Notification of current DDMG Executive Officer Template](#) (previously template 1H)
- [T.1.264 Post-Disaster Analysis Report Template](#)





2.4 District Disaster Management Group Secretariat

The DDMG Secretariat is not legislated, therefore it is important that the Chairperson, Deputy Chairperson and XO 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, refer to toolkit D.1.262 DDMG Member Appointment Process.

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

1. Advice via written notification should be sent to the SDCC (use T.1.046 DDMG Notification of change to DDMG member letter) by the Chairperson or XO;
2. Temporary changes must be notified by the Chairperson or XO to the SDCC in case of a disaster event and can be emailed directly to SDCC@qfes.qld.gov.au.
3. All concerned parties should be notified of changed appointments.

2.4.1 Responsibilities

- Carry out the normal administrative business duties such as official records management on behalf of the group.
- Assist in facilitating and recording district group meetings and records relating to disaster management;
- Assist in the update the member register, showing the current DDMG membership details only.
- Produce a resolution statement to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions.
- Assist in the collation of the DDMG Annual Report which informs the QDMC Annual report.

2.4.2 Associated Toolkit Items

- T.1.046 DDMG Notification of change to DDMG member letter (previously template 1B)
- D.1.262 DDMG Member Appointment Process

2.5 Local Government Members

Local government appointments to the DDMG are in accordance with section 24 (1) of the Act and read in conjunction with section 5 (1)(c)(ii) and section 5 (2) of the Regulation, also refer to toolkit D.1.262 DDMG Member Appointment Process.

As soon as practicable after a local government or combined local government appoint a representative they must advise the Commissioner of the QFES and the DDC of the relevant DDMG of the appointment (use template T.1.045 DDMG Local government appointment notification letter) It is recommended that the local government representative be familiar with the workings of the Local Disaster Management Group (LDMG) they represent. 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.

Close partnerships between the DDMG and LDMGs are supported through at least one representative of each local government in the district being appointed as a member of the DDMG under section 24 of the Act and read in conjunction with section 5 of the Regulation. Local government representatives appointed to the DDMG should be available to participate as a member of the DDMG during activation.





2.6 State Government Members

Departmental appointments to the DDMG are made with section 24 of the Act and read in conjunction with section 5 of the Regulation, also refer to toolkit D.1.263 State Government Member Appointment Process.

Existing appointments will have been made by relevant state departments in most cases, requiring only notification of changes to incumbent members (use template T.1.046 DDMG Notification of change to DDMG member letter) by the relevant Departmental Chief Executive. However, where necessary, new appointments of departmental members to the DDMG occurs through process outlined in toolkit item D.1.263 State Government Member Appointment Process and detailed below:

1. In consultation with the Chairperson/DDC, the Commissioner of the QFES 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 Commissioner, QFES will write to departmental Chief Executives requesting appointment of appropriate representative/s.
3. The departmental Chief Executive will appoint the designated position/s that will represent the department on the DDMG.
4. The departmental Chief Executive will inform the designated position of the DDMG appointment as the departmental representative (use template T.1.043 DDMG Government Department appointment notification letter).
5. The departmental Chief Executive will inform the Commissioner of the QFES and the relevant Chairperson/DDC of the appointment.

Suggested departmental members may include (but are not limited to) the agencies below. Functional lead agencies for recovery are also recommended members.

- Queensland Reconstruction Authority
- Department of Communities, Disability Services and Seniors
- Queensland Ambulance Service
- Queensland Fire and Emergency Services
- Department of Natural Resources, Mines and Energy
- Department of Education
- Department of Environment and Science
- Department of Housing and Public Works
- Department of Transport and Main Roads
- Queensland Health
- Queensland Police Service
- Department of State Development, Manufacturing, Infrastructure and Planning

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.

2.7 Other

In accordance with section 24(1) of the Act and section 5 of the Regulation, the Commissioner of the QFES 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, also refer to toolkit D.1.262 DDMG Member Appointment Process.





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 Commissioner of the QFES 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 Commissioner of QFES and the relevant Chairperson/DDC may consult in relation to the individual DDMG needs
3. An appointment is made accordingly and advice via written notification should be sent the SDCC (use template T.1.046 DDMG Notification of change to DDMG member letter) by the Chairperson or XO.

Other agencies identified as being appropriate for representation on DDMGs include, but are not limited to:

- Communications companies (e.g. Telstra, Optus)
- Public utilities companies (e.g. Energex, Ergon, SEQWater)
- Australian Red Cross
- Surf Life Saving Queensland
- Building Services Authority.

2.8 Disaster Management Functional Members

In addition to the legislated members of the group, DDMGs may consider appointing members to ensure adequate coverage of the functions of disaster management as outlined in the State Disaster Management Plan (SDMP). 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 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



**PPRR DM GUIDELINE – SUPPORT TOOLKIT**

Last Updated: 19 January 2018

- 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. In cases where DDMGs do not have a representation from each functional lead agency, assistance with planning for these areas can be sourced through members on the QDMC.

2.8.1 Responsibilities for DDMG Members

In undertaking their normal DDMG responsibilities, members should ensure they:

- attend DDMG 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 DDMG activities to ensure that plans, projects and operations use the full potential of their agency or function, while recognising any resource or capacity limitations
- are appropriately positioned within their agency to be able to commit agency resources to DDMG normal business activities
- have completed relevant disaster management training
- are available to assist in plan reviews
- have a deputy who is appropriately trained to take on their responsibilities should they be unavailable or to provide additional support during extended operations.

DDMG members should maintain a state of readiness for activations by:

- maintaining current contact registers for DDMG members
- maintaining copies of the DDMP and supporting documentation, as appropriate
- ensuring resources are available to participate in disaster operations; i.e. access to a laptop, information management templates, operational checklists, telecommunications and human resource provisions
- being appropriately positioned within each agency to be able to commit agency resources to DDMG operational activities, including provide liaison staff if required
- participating in disaster management exercises and training opportunities
- contributing to the DDMG annual operational plan.

In order to be effective during operations, DDMG member administration and activation processes should include:

- immediately informing their agency of the DDMGs activation and reinforcing their role as the designated single point of contact between the DDCC and their agency
- maintaining a close liaison with all members of the DDMG including participating in briefings/meetings of the DDMG and operating from the DDCC as required
- when possible, assessing the likelihood of extended operations and the possible need to implement DDMG member relief arrangements
- ensuring appropriate agency specific disaster cost management arrangements are established quickly and utilised effectively, including the collation of financial documentation to ensure costs are captured for reimbursement, where eligible.





2.8.2 Associated Toolkit Items

- [T.1.045 DDMG Local government appointment notification Template](#) (previously 1C)
- [T.1.043 DDMG Government Department appointment notification Template](#) (previously 1D)
- [T.1.046 DDMG Notification of change to DDMG member letter](#) (previously 1B)
- [F.1.041 DM 13 Authorisation to appoint a deputy](#) (previously 1K)
- [D.1.263 State Government Member Appointment Process](#)
- [D.1.262 DDMG Member Appointment Process](#)

