

# **Disaster Management Groups Business and Meetings**

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Manual – M.1.052



**PPRR DM GUIDELINE – SUPPORT TOOLKIT**

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## CHAPTER 1 – DISASTER MANAGEMENT GROUP BUSINESS

### 1. Business

#### 1.1. Letterhead/Logo

As Local Disaster Management Group (LDMG) business is conducted on behalf of the relevant local government or combined local governments, the relevant local government/s letterhead and logos should be used for all LDMG business.

Each District Disaster Management Group (DDMG) is required to use the Queensland Government Coat of Arms for all business, to assist in making the DDMG business easily identifiable and to raise the profile of the DDMG as a legislated entity. Agencies would use their own agency/departmental letterhead for departmental/agency business e.g. a DDMG member agency (e.g. Queensland Health).

The Queensland Government Corporate Identity Manual provides a whole-of-government standard for the implementation of the Queensland Government's corporate identity, and is available via the Department of the Premier and Cabinet website: [www.premiers.qld.gov.au](http://www.premiers.qld.gov.au).

The templates in this manual are provided to support disaster management group's business and meeting facilitation and record keeping.

#### 1.2. Combined Local Disaster Management Groups

Under section 31 of the *Disaster Management Act 2003* (the Act), local governments may combine for the purpose of establishing a single LDMG. Approval must be provided by the Minister and the relevant District Disaster Coordinator (DDC).

##### 1.1.1. Associated Toolkit Items:

- [T.1.053 LDMG Ministerial approval to combine Template](#) (previously template 1A)

#### 1.2. Temporary Disaster District Group Membership

Under s28A of the Act, the Chairperson of a DDMG may, after consulting with the Commissioner of the Queensland Police Service, establish a temporary DDMG. The temporary district group is responsible for the management of the disaster for the districts, as directed by the Chairperson.

##### 1.2.1. Associated Toolkit Items:

- [T.1.042 DDMG Establishment of a Temporary Disaster District Group Membership](#) (previously template 1)

#### 1.3. Annual Reports

To inform the Queensland Disaster Management Committee (QDMC) Annual Report, DDMGs are required to prepare a DDMG Annual Report, reporting on activities of the previous financial year. The DDMG reports its normal business activities to the QDMC on an annual basis through the DDMG Annual Report.

It is important that LDMGs have input into the QDMC annual reporting process. To enable this LDMGs are required to complete a status report at the end of each financial year and provide the completed report to the relevant DDC.



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**1.3.1 Associated Toolkit Items:**

- [T.1.070 LDMG Annual Disaster Management Status Report Template](#) (previously template 1V)
- [T.1.091 DDMG Annual Report Template](#)

**1.4. Inductions**

Disaster management group members and specific group positions are required to undertake an induction as soon as possible following appointment, in line with the Queensland Disaster Management Training Framework (QDMTF). The induction package includes a Member Checklist to provide a record of information to be retained for future reference.

A complete list of specific positions and Responsible Officers who conduct disaster management group inductions is outlined on page 35 of the Queensland Disaster Management Training Handbook.

All inductions and training are recorded on the Disaster Management Learning Management System and reports can be provided to disaster management groups by the Queensland Fire and Emergency Services (QFES) Emergency Management Coordinator.

For further information on Induction or Training refer to the Queensland Disaster Management Training Handbook.

**1.4.1 Associated Toolkit Items:**

- [T.1.090 DDMG Induction Checklist for new DDMG members](#) (previously template 1J)
- [Queensland Disaster Management Training Handbook](#)
- [Queensland Disaster Management Training Framework](#)

**CHAPTER 2 – DISASTER MANAGEMENT GROUP MEETINGS AND RECORDS****2. Meetings**

Under the *Disaster Management Regulation 2014* (the Regulation), disaster management groups at all levels, local, district and state, must meet at least once every six months at the times and places decided by the Chair. These meetings must meet quorum requirements as outlined in section 13 of the Regulation.

However, the Chair of the disaster management group must call a meeting of the group if asked, in writing, to do so by:

	Local	District	State
Minister for Fire and Emergency Services			✓
Chair of the QDMC		✓	
Chair for the disaster district in which the LDMG is situated	✓		
At least one half of the members of the disaster management group	✓	✓	✓

Notwithstanding the above, the disaster management group may meet more regularly than once every six months and may conduct its business, including its meetings, in a way it considers appropriate.



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Members may participate in meetings of the disaster management group remotely by teleconferencing and are to be taken as being present at the meeting. The disaster management group is to keep minutes of all meetings.

A variety of templates to assist disaster management groups to manage business and meetings are available in the Toolkit.

**2.0.1. Associated Toolkit Items:**

- [T.1.055 LDMG Generic LDMG Terms of Reference Template](#) (previously template 1C)
- [T.1.089 DDMG Generic DDMG Terms of Reference](#) (previously template 1A)
- [T.1.087 DDMG Ordinary Meeting Checklist](#) (previously template 2A)
- [T.1.063 LDMG Meeting Checklist Template](#) (previously template 1P)
- [T.1.086 DDMG District Disaster Management Plan Legislative Checklist](#) (previously template 3C)
- [T.1.084 DDMG Local Disaster Management Plan Legislative Checklist](#) (previously template 3D)
- [T.1.074 DDMG Meeting Brief Template](#) (previously template 2D)
- [T.1.062 LDMG Briefing Paper Template](#) (previously template 1N)
- [T.1.080 DDMG Noting Brief Template](#) (previously template 2H)
- [T.1.079 DDMG Agenda Template](#) (previously template 2F)
- [T.1.064 LDMG Sample Meeting Agenda Template](#) (previously template 1O)
- [T.1.082 DDMG Extraordinary Meeting Agenda Template](#) (previously template 2G)
- [T.1.078 DDMG Member Status Report](#) (previously template 2I)
- [T.1.061 LDMG Member Status Report Template](#) (previously template 1Q)
- [T.1.077 DDMG Correspondence Register](#) (previously template 2M)
- [T.1.069 LDMG Sample Correspondence Register Template](#) (previously template 1U)

**2.1. Attendance**

If a member, or their appointed deputy, continually does not attend disaster management group meetings it is suggested the disaster management group Executive (Chairperson and Deputy Chairperson) meet with the member to discuss the ongoing non-attendance at meetings. A formal record of disaster management group member attendance should be maintained for assurance and good governance purposes and to monitor member attendance across meetings.

**2.1.1. Associated Toolkit Items:**

- [T.1.056 LDMG Meeting Attendance Sheet Template](#) (previously template 1J)
- [T.1.058 LDMG Progressive Record of Attendance Template](#) (previously template 1K)
- [T.1.075 DDMG Attendance Sheet](#) (previously template 2B)
- [T.1.076 DDMG Progressive Meeting Attendance Sheet](#) (previously template 2C)

**2.2. Deputy appointment**

Section 14 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.



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**2.2.1. Associated Toolkit Items:**

- [F.1.041 DM13 Authorisation to Appoint a Deputy](#)

**2.3. Advisors to the Disaster Management Groups**

Disaster management groups 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 disaster management group advisors is regularly reviewed to reflect current disaster management priorities and arrangements for the area. It is at the discretion of the disaster management group which meetings the advisors attend, which may be on a regular basis or as required. While advisor input is considered by members in their decision making, meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of a quorum.

It is recommended that contact details for advisors are maintained, updated and treated the same as member details in order to be prepared for operational and non-operational activities. An advisor needs to attend and complete appropriate disaster management training to ensure an adequate level of understanding of Queensland's disaster management arrangements.

**2.4. Meeting Minutes**

The disaster management group meeting minutes provide a summary of key discussion points and resolutions and may be subject to public scrutiny under the *Right to Information Act 2009*. It should be noted in the minutes whether or not a quorum was established at the meeting. The meeting attendance sheet should then be attached to the back as an accurate account of who attended the meeting and whether the meeting had a quorum, thereby making any resolutions or decisions valid.

**2.4.1. Associated Toolkit Items:**

- [T.1.059 LDMG Meeting Minutes Template](#) (previously template 1R)
- [T.1.073 DDMG Meeting Minutes Template](#) (previously template 2J)
- [T.1.072 DDMG Flying Minute Template](#) (previously template 2E)
- [T.1.060 LDMG Flying Minute Endorsement Template](#) (previously template 1M)

**2.5. Resolution statement**

In addition to meeting minutes, the disaster management group Secretariat may consider producing a resolution statement to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions. Once acquitted, the resolution should be recorded on a resolution register.

**2.5.1. Associated Toolkit Items:**

- [T.1.065 LDMG Resolution Statement Template](#) (previously template 1S)
- [T.1.081 DDMG Resolution Statement](#) (previously template 2K)

**2.6. Resolutions register**

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





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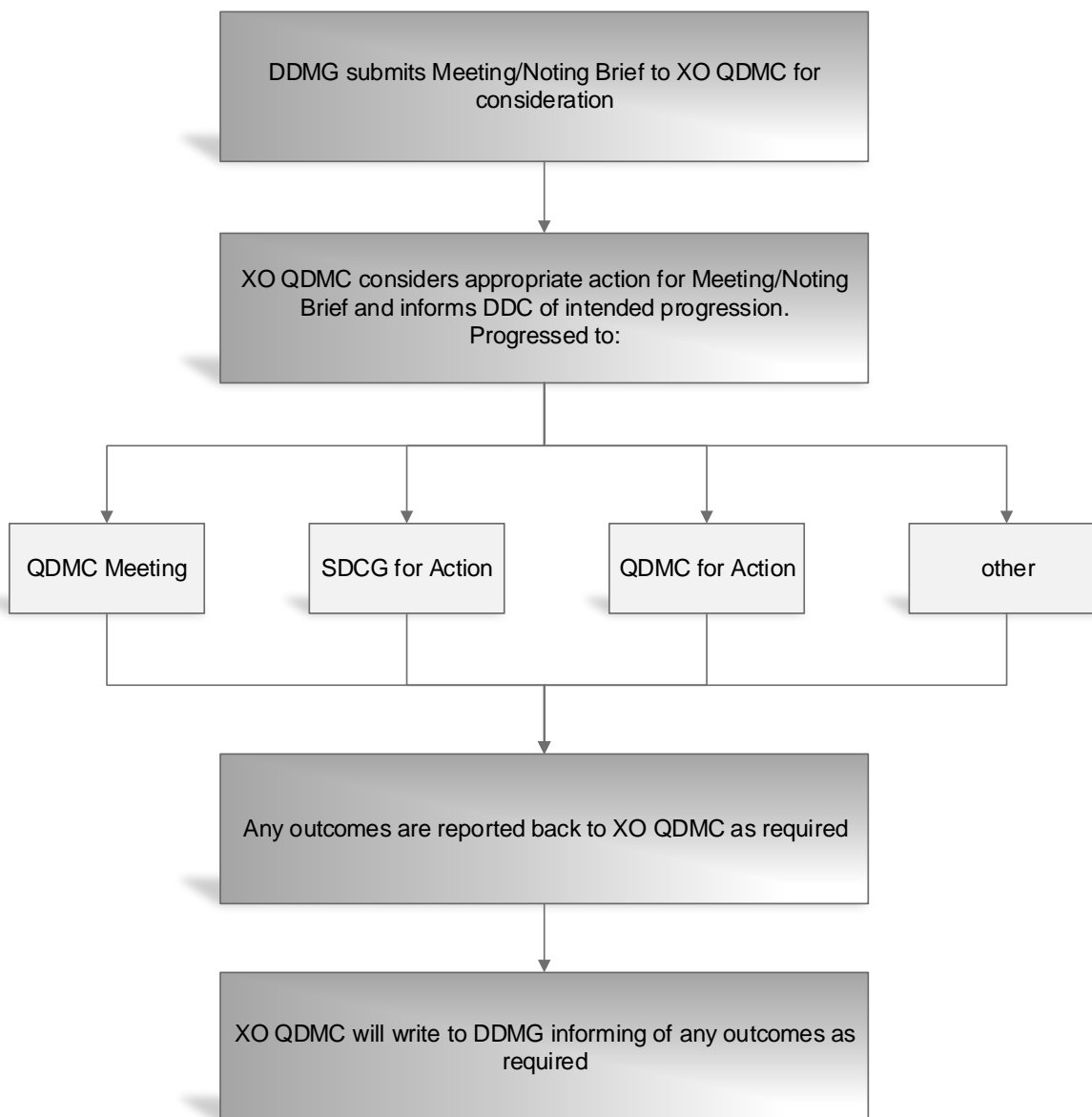


Figure 6: Submission of Meeting and Noting Briefs to QDMC

**2.6.1. Associated Toolkit Items:**

- [T.1.068 LDMG Resolution Register Template](#) (previously template 1T)
- [T.1.257 DDMG Resolution Register](#) (previously template 2L)

**2.7. Records Management**

Disaster management groups must comply with the requirements of the *Public Records Act 2002* and records may be subject to public scrutiny under the *Right to Information Act 2009*. The Queensland State Archives General Retention and Disposal Schedule for Administrative Records outlines the requirements for retaining documents in accordance with the *Public Records Act 2002* and relevant sections are outlined below.







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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
13.4.3	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 3 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

Table 7: General Retention and Disposal Schedule for Administrative Records (Source: QDAN249 v.6)

### 2.7.1. Associated Toolkit Items:

- [L.1.019 Recordkeeping Guidance](#)

## 2.8. Membership Records

Each disaster management group 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, mobile and satellite); and
- email address.

In accordance with the *Information Privacy Act 2009*, when collecting personal information from a disaster management group 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; and
- to whom the receiving entity usually gives the information.

Membership records must be collected, stored and disposed of in accordance with the Information Privacy Principles contained in Schedule 3 of the *Information Privacy Act 2009*.





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Members must note that information must only be used for the purpose for which it was collected and only disclosed to persons outside the disaster management group with the member's permission. The member should also be informed that the disaster management group will be required to continue to keep up-to-date personal information for the purposes of disaster management. Each time membership details change, the Secretariat should update the member register, showing the current disaster management group membership details only.

Whenever the disaster management group member register is altered, an updated copy should be distributed (either hardcopy or via email) to all disaster management group members.

Under section 37 of the Act, local governments are required to give written notice of LDMG membership to the Commissioner, QFES and the relevant DDC, at least once a year. This information can be provided via formal correspondence, email advice and/or as an annexure to the LDMG Annual Status Report to the DDMG.

Templates to collect and store disaster management group member contact details, for agencies to advise the LDMG of a change to their member details and to develop a membership register, are available in the toolkit

**2.8.1. Associated Toolkit Items:**

- [T.1.057 LDMG Register of LDMG Contact Details Template](#) (previously template 1I)
- [T.1.083 DDMG Member Contact Details Collection Form](#) (previously template 3F)
- [T.1.085 DDMG Register of DDMG Contact Details](#) (previously template 3E)
- [T.1.071 LDMG Member Contact Details Template](#) (previously template 1G)

