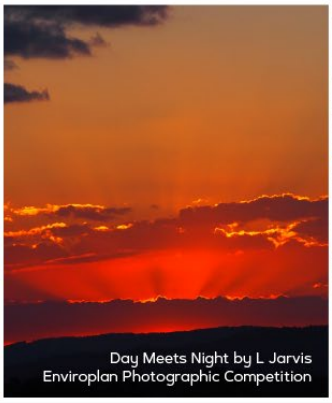
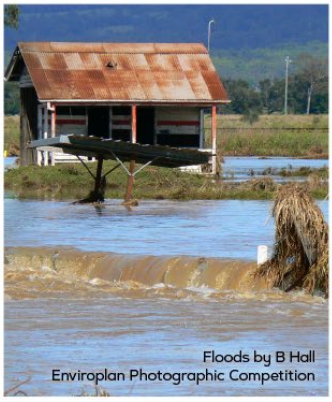
City of Ipswich

Local Disaster Management Group Terms of Reference

A5178608: January 2022

Fire Breaks by M Donovan
Enviroplan Photographic Competition


Day Meets Night by L Jarvis
Enviroplan Photographic Competition


Floods by B Hall
Enviroplan Photographic Competition

Approvals

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TABLE OF CONTENTS

1.1 Establishment 3
1.2 Authorising Environment 3
1.3 Purpose and Role 3
1.4 Functions 3
1.5 Membership 4
1.5.1 Chairperson and Deputy Chairperson/s 4
1.5.2 Membership 4
1.5.3 Categories of General Membership 4
1.5.4 Register of Membership 5
1.6 Secretariat 5
1.7 Meetings 5
1.7.1 Meeting Classification 5
1.7.2 Meeting Frequency and Occurrence 5
1.7.3 Quorum 6
1.7.4 Presiding at Meetings 6
1.7.5 Conduct of Meetings 6
1.7.6 Notice of Resolution 7
1.7.7 Minutes 7
1.7.8 LDMG Member (Deputy) 7
1.7.9 LDMG Member (Advisor) 7
1.7.10 Observers and Special Guests 7
1.8 Obligations of Membership 7
1.8.1 Obligations of a Member 7
1.8.2 Obligations of a Deputy Member 8
1.8.3 Obligations of an Advisory Member 8
1.9 Annual Reporting 8
1.10 Amendments 9

1.1 Establishment

The City of Ipswich Local Disaster Management Group (City of Ipswich LDMG) is established under section 29 of the *Disaster Management Act* 2003 (the Act).

1.2 Authorising Environment

This document should be read in conjunction with the following legislative instruments:

- *Disaster Management Act 2003*
- *Disaster Management Regulation 2014*
- *Local Government Act 2009*
- *Local Government Regulation 2012*

The following instruments contribute to the authorising environment of this procedure:

a. Emergency Management Assurance Framework *issued pursuant to section 16N of the Disaster Management Act 2003.*
b. Disaster Management Strategic Policy Statement *issued by the Queensland Government.*
c. Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline *Issued pursuant to section 63 of the Disaster Management Act 2003.*
d. Queensland Disaster Management Training Framework *issued in accordance with s16A(c) of the Disaster Management Act 2003.*

1.3 Purpose and Role

Ipswich City Council, through the City of Ipswich LDMG, retains primary responsibility for managing disaster events contained within the local government area[1].

The City of Ipswich LDMG is unable to direct entities on how to conduct their business and operations, including that of Ipswich City Council itself. The City of Ipswich LDMG is committed to the concepts of partnership, leadership, public safety and performance[2].

1.4 Functions

The City of Ipswich LDMG has the following functions pursuant to the Act[3]:

a. To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State.
b. To develop, effective disaster management, and regularly review and assess the disaster management.
c. To help the local government for its area to prepare a local disaster management plan.

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[1] Section 4A, Disaster Management Act 2003, Guiding Principles
[2] Office of the Inspector General Emergency Management, (2018). Emergency Management Assurance Framework
[3] Section 4A, Disaster Management Act 2003, Principles

d. To identify, and provide advice to, the relevant district group about support services required by the local group to facilitate disaster management and disaster operations in the area.
e. 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.
f. To manage disaster operations in the area under policies and procedures decided by the State group.
g. To provide reports and make recommendations to the relevant district group about matters relating to disaster operations.
h. To identify, and coordinate the use of, resources that may be used for disaster operations in the area.
i. To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens.
j. To ensure information about a disaster in the area is promptly given to the relevant district group.
k. To perform other functions given to the group under the Act.
l. To perform a function incidental to any of the previous functions mentioned.

1.5 Membership

1.5.1 Chairperson and Deputy Chairperson/s

Ipswich City Council appoints Mayor Teresa Harding as the Chairperson of the Group.

Ipswich City Council appoints Cr Kate Kunzelmann as the Deputy Chairperson (Primary) of the Group and Cr Russell Milligan as the Deputy Chairperson (Secondary) of the Group.

1.5.2 Membership

The LDMG consists of the following members:

- The chairperson and deputy chairpersons appointed pursuant to section 10 of the Disaster Management Regulation 2014.
- At least 1 person nominated by the Commissioner, Queensland Fire and Emergency Services (QFES), pursuant to Section 9(2) of the Disaster Management Regulation 2014.
- Other persons appointed as members by Ipswich City Council, pursuant to section 9(1)(b) of the Disaster Management Regulation 2014

1.5.3 Categories of General Membership

The City of Ipswich LDMG has three membership categories, these being

a. Member – full voting rights
b. Deputy Member – limited voting rights
c. Advisor – no voting rights

1.5.4 Register of Membership

A register of the membership of the LDMG will be maintained by the Secretariat and published publicly as part of the Local Disaster Management Plan.

1.6 Secretariat

Ipswich City Council will function as the Secretariat of the City of Ipswich LDMG.

The Secretariat has the following functions:

a. Arranging, communicating and documenting meetings
b. Maintaining and updating the terms of reference
c. Facilitating the appointment and cessation of members to the City of Ipswich LDMG, including induction
d. Maintaining a register of members with contact information and distributing this after each regular LDMG meeting
e. Maintaining a process of monitoring and reporting participation and attendance at meetings, training, exercises and presentations by members
f. Compiling and submitting the District and the State with an annual report which is to include, but not limited to, the reporting participation and attendance at meetings, training, exercises and presentations by members
g. Requesting a training needs analysis from Queensland Fire and Emergency Services and distributing this after each regular LDMG meeting

1.7 Meetings

1.7.1 Meeting Classification

Meetings will be classified as:

- **Regular –** prearranged meetings to discuss general business, arrangements and other matters.
- **Disaster Operations** – meetings that are a result of the activation of the Queensland Disaster Management Arrangements.

1.7.2 Meeting Frequency and Occurrence

The City of Ipswich will meet at least three times per year with an indicative theme for each meeting. The meetings will generally be held on a Wednesday commencing at 1.00pm and concluding by 3.00pm.

Month of Meeting	Theme of Meeting
February	Continuous Improvement
June	Planning and Preparedness
October	Seasonal Briefing and Arrangements

Note: there is flexibility on the times, dates and themes of meetings to meet emerging trends, issues, events, or to optimise attendance.

At a minimum, the City of Ipswich LDMG is required to meet at least every 6 months[4] or upon written request by the Minister, the Chairperson of the Ipswich District Disaster Management Group or one half of members of the City of Ipswich LDMG[5].

1.7.3 Quorum

A quorum[6] for the City of Ipswich LDMG is established as

a. One half of the members holding office, plus 1, or
b. If one half of the members holding office is not a whole number, the next highest whole number.

1.7.4 Presiding at Meetings[7]

The Chairperson of the City of Ipswich LDMG is to preside at all meetings in which they are present. If the Chairperson is absent from a meeting of the LDMG, but the deputy chairperson is present, the Deputy Chairperson is to preside.

If the Chairperson and Deputy Chairperson are both absent from a meeting —

a. The member of the LDMG nominated by the chairperson is to preside; or
b. If the Chairperson does not nominate a member under paragraph (a) — the member nominated by the Deputy Chairperson is to preside.

If the offices of Chairperson and Deputy Chairperson are vacant, the member of the LDMG chosen by quorum by the members present, is to preside.

1.7.5 Conduct of Meetings[8]

The City of Ipswich LDMG may hold meetings or allow members of the LDMG to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen. A member who takes part in a meeting of a disaster management group under subsection (1) is taken to be present at the meeting.

A resolution is validly made by a disaster management group, even if it is not passed at a meeting of the group, if

a. A majority of the members of the group gives written agreement to the resolution; and
b. Notice of the resolution is given under procedures approved by the group.

[4] Section 12, Disaster Management Regulation 2014, Time and place of the meeting
[5] Section 12, Disaster Management Regulation 2014, Time and place of the meeting
[6] Section 13, Disaster Management Regulation 2014, Quorum
[7] Section 16 Disaster Management Regulation 2014, Presiding at meetings
[8] Section 17 Disaster Management Regulation 2014, Conduct of meetings

1.7.6 Notice of Resolution

When resolutions are proposed outside of a meeting, for example by email, two weeks' notice of a resolution is to be provided, unless emergent circumstances exist.

1.7.7 Minutes[9]

The Secretariat, on behalf of the City of Ipswich LDMG, must maintain minutes of meetings and copies of these are to be made available to members following each meeting.

1.7.8 LDMG Member (Deputy)[10]

A member of the LDMG may, with the approval of the Chairperson, appoint by signed notice another person as the person's deputy.

The deputy may attend LDMG meetings in the member's absence and exercise the member's functions and powers under the Act at the meeting. A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

1.7.9 LDMG Member (Advisor)

Advisors do not have voting rights for resolutions and as such they do not contribute to consideration of deciding if there is a quorum.

1.7.10 Observers and Special Guests

Observers and special guests may attend the City of Ipswich LDMG meeting upon approval from either the Chairperson, Deputy Chairperson, Local Disaster Coordinator, Deputy Local Disaster Coordinator or Secretariat. Observers and special guests do not have voting rights and as such they do not contribute to consideration of deciding if there is a quorum.

1.8 Obligations of Membership

1.8.1 Obligations of a Member

Each member has the following obligations to maintain their status with the LDMG:

a) Be nominated and maintain that nomination by the organisation that they represent.
b) Fully comply (within 12 months of membership) with mandatory requirements of the Queensland Disaster Management Training Framework issued pursuant to the Act[11].
c) Attend 2 out of 3 of every scheduled (non-disaster operations) LDMG meetings.
d) Submit, or arrange for a deputy to submit, a written member status report for each meeting by the close of business on the Friday before the scheduled meeting.
e) Submit a written response regarding disaster planning consultation and endorsement for all disaster plans.

[9] Section 18, Disaster Management Regulation 2014, Minutes
[10] Section 14, Disaster Management Regulation 2014, Meeting deputies for particular members
[11] Section 16A(c) Disaster Management Act 2003, Functions of the Chief Executive

f) Participate actively in meetings and exercises.
g) Provide updates as to absences from their members (e.g. annual leave) and changes in contact information.
h) Maintain their own situational awareness for weather events.

1.8.2 Obligations of a Deputy Member

Each deputy member has the following obligations to maintain their status with the LDMG:

a) Be nominated and maintain that nomination by the organisation that they represent.
b) Fully comply (within 12 months of membership) with mandatory requirements of the Queensland Disaster Management Training Framework issued pursuant to the Act[12].
c) Attend 1:3 of every scheduled (non-disaster operations) meeting.
d) Participate actively in meetings and exercises in which they attend.
e) Provide updates as to absences from their deputy member role (e.g. annual leave) and changes in contact information.
f) Maintain their own situational awareness for weather events.

1.8.3 Obligations of an Advisory Member

Each advisory member has the following obligations to maintain their status with the LDMG:

a) Be nominated and maintain that nomination by the organisation that they represent.
b) Fully comply (within 12 months of membership) with mandatory requirements of the Queensland Disaster Management Training Framework issued pursuant to the Act[13].
c) Attend 1:3 of every scheduled (non-disaster operations) meeting.
d) Submit, or arrange for a deputy to submit, a written member status report for each meeting by the close of business on the Friday before the scheduled meeting.
e) Participate actively in meetings and exercises in which they attend.
f) Provide updates as to absences from their advisor role (e.g. annual leave) and changes in contact information.
g) Maintain their own situational awareness for weather events.

1.9 Annual Reporting

Council will prepare for the financial year an LDMG annual report which is to be sent to the District Disaster Management Group and the Office of the Inspector-General Emergency Management.

This report will include, but is not limited to:

- Listing of all member organisations and their attendance at, and participation in the LDMG.
- Listing of all members that attended any exercises and a brief overview of the exercise itself.
- Any time that a change in status of the LDMG itself occurred.

[12] Section 16A(c) Disaster Management Act 2003, Functions of the Chief Executive
[13] Section 16A(c) Disaster Management Act 2003, Functions of the Chief Executive

1.10 Amendments

Minor and inconsequential amendments to these terms of reference may be authorised and recorded below by the Local Disaster Coordinator or delegate. Substantial or material amendments must be approved by Council resolution and endorsement of the City of Ipswich Local Disaster Management Group.

The below table outlines amendments to this term of reference.

Vers	Date	Comment
1.00	January 2019	New version.
1.01	30 April 2019	Minor and inconsequential amendments
1.02	10 October 2019	Minor and inconsequential amendments to Item 1.8.8
1.03	23 October 2019	Meeting occurrence updated to third Thursday in February, June and October per Group's 18 June 2019 resolution – amendment to item 1.8.2
2.00	28 January 2022	Update version to reflect governance changes since the last update

Table 1 - Amendment Register