

District Disaster Management Group Members Responsibilities

Manual



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1. Purpose

The District Disaster Management Group (DDMG) Responsibilities Manual provides:

- an overview of the functions of the DDMG
- advice on the membership of the DDMG
- advice on the appointment process for DDMG members
- advice on the functions and responsibilities of DDMG members
- a list of related templates and forms to assist with appointments and DDMG membership.

2. District Disaster Management Group functions

A District Disaster Management Group (DDMG) for each disaster district is established in accordance with Section 22 of the [Disaster Management Act 2003](#) (the Act).

The DDMG has the following functions for the disaster district as outlined in Section 23 of the Act:

- to ensure that disaster management and disaster operations in the district are consistent with the Queensland Disaster Management Committee's (QDMC) strategic policy framework for disaster management for the State
- to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management
- to provide reports and make recommendations to the QDMC about matters relating to disaster management and disaster operations in the district
- to regularly review and assess—
 - the disaster management of local groups in the district; and
 - local disaster management plans prepared by local governments whose areas are in the district
- to ensure that any relevant decisions and policies made by the QDMC are incorporated in its disaster management, and the disaster management of local groups in the district
- 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
- to coordinate the provision of State resources and services provided to support local groups in the district
- to identify resources that may be used for disaster operations in the district and to make plans for the allocation, and coordination of the use, of resources
- to establish and review communications systems in the group, and with and between local groups in the district, for use when a disaster happens
- to ensure information about an event or a disaster in the district is promptly given to the QDMC and each local group in the district
- to prepare a district disaster management plan
- to perform other functions given to the group under the Act.

3. Members of the District Disaster Management Group

Section 24 (1) of the Act states that “a district group consists of the persons prescribed by regulation to be members of the group.” Section 5 of the [Disaster Management Regulation 2014](#) (the Regulation) stipulates the following persons are members of a DDMG:

- a Chairperson appointed by the Police Commissioner
- a Deputy Chairperson appointed by the Police Commissioner





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- a person appointed as the Executive Officer under section 27 of the Act
- representative/s from the local governments in the district
- representatives of State departments as required to ensure effective disaster management in the district
- representatives of the Hospital and Health Service as required to ensure effective disaster management in the district
- other persons appointed by the Police Commissioner as required to ensure effective disaster management in the district.

4. Member appointments

DDMG members should hold the necessary qualifications and experience to support disaster management. Appointments under 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 to eliminate the need for a new appointment when a change in personnel occurs.

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

The following table provides a summary of each position’s appointment.

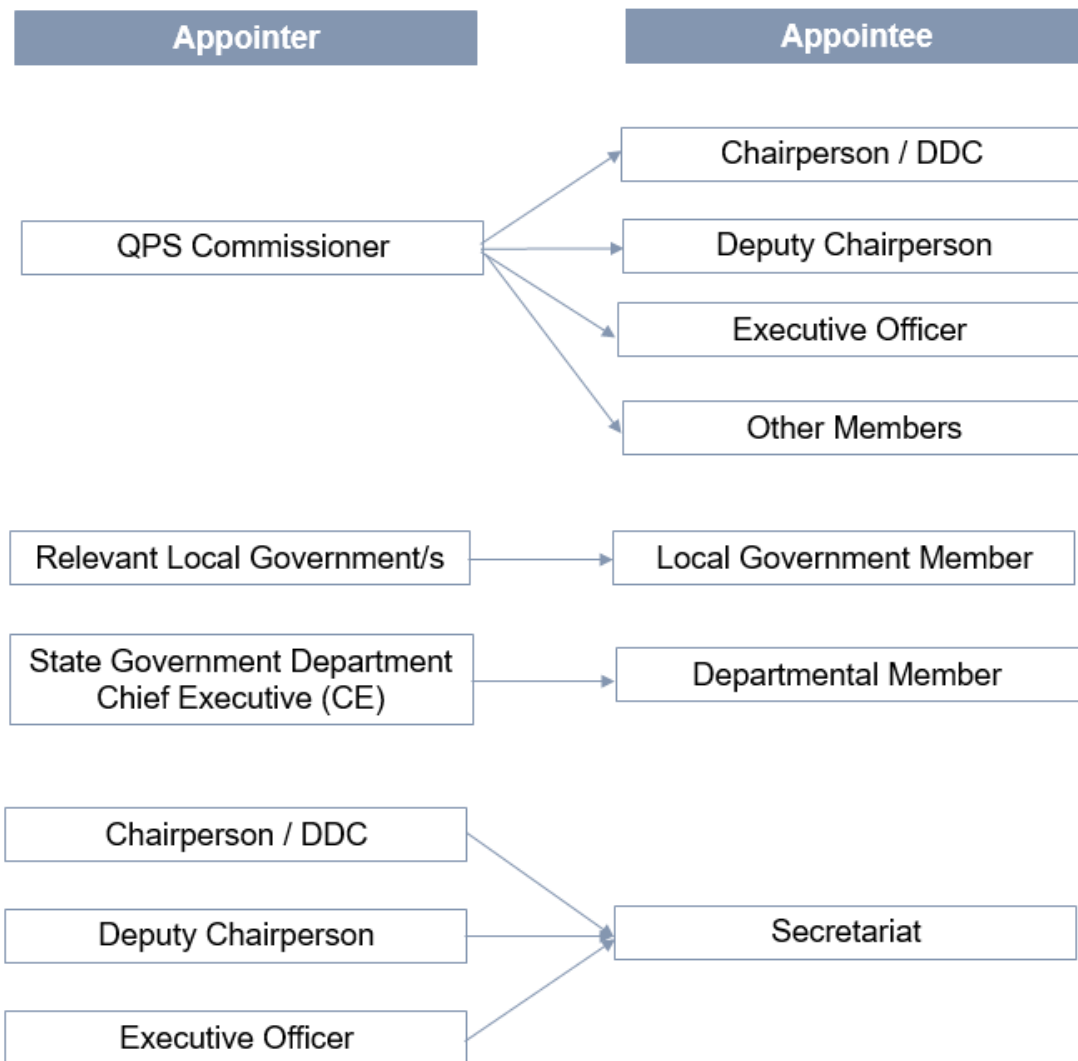
Position	Appointment
Chairperson/District Disaster Coordinator (DDC)	Section 6 <i>Disaster Management Regulation 2014</i>
Deputy Chairperson	Section 6 <i>Disaster Management Regulation 2014</i>
Executive Officer (XO)	Section 27 (1) (2) of the <i>Disaster Management Act 2003</i>
representatives of each relevant local government in the disaster district	Section 5 (1) (c) (i) (ii) (iii) and (iv) <i>Disaster Management Regulation 2014</i>
representatives of State government departments	Section 5 (1) (d), 5 (3) and 5 (4) <i>Disaster Management Regulation 2014</i>
representatives of the Hospital and Health Service as required to ensure effective disaster management in the district	Section 5 (1) (d) and 5 (3) <i>Disaster Management Regulation 2014</i>
Secretariat	The DDMG Secretariat is not legislated, the Chairperson, Deputy Chairperson and XO discuss and agree upon an appropriate person/position
Other members	Section 5 (1) (e) and 5(5) <i>Disaster Management Regulation 2014</i>

The following diagram provides a visual representation of the DDMG member appointment process.





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4.1 Appointing a deputy member

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.

4.2 Key considerations

When appointing members to DDMGs, consider:

- membership on multiple DDMGs by one designated position/person should be avoided
- members should be able to support the DDMG in an operational and non-operational environment
- agency nominee should be at a level that can commit the resources of the agency.

5. Functions and responsibilities of members





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5.1 Chairperson/DDC

The functions of the Chairperson/DCC of the DDMG are outlined in section 26 and 26A of the Act and include:

- manage and coordinate the business of the group
- ensure, as far as practicable, that the group performs its functions
- report regularly to the QDMC about the performance by the district group of its functions
- coordinate disaster operations in the disaster district for the group.

Additionally, section 16 of the Regulation requires the Chairperson to preside at all meetings or nominate a member to preside (where the Deputy Chairperson and the Chairperson are both unavailable).

5.2 Deputy Chairperson

Section 16 (2) of the Regulation provides that the Deputy Chairperson is to preside at DDMG meetings if the Chairperson is absent from the meeting (Chairperson will nominate a member to preside if both the Deputy Chairperson and Chairperson are unavailable).

5.3 Executive Officer (XO)

In accordance with section 28 of the Act, the function of the XO is to support the group in the performance of its functions in accordance with section 23 of the Act, as directed by the Chairperson of the district group. In fulfilling section 28 of the Act, the following activities may be undertaken:

- providing advice and support to the Chairperson and DDMG on prevention and preparedness activities
- establishing and maintaining the DDMG contact list and facilitating member induction
- establishing the District Disaster Coordination Centre (DDCC), including relevant procedures and instructions
- developing an exercise program for the district
- identifying and coordinating training of staff to operate the DDCC in accordance with the Queensland Disaster Management Training Framework (QDMTF)
- supporting the development of the District Disaster Management Plan (DDMP)
- providing operational advice to the Chairperson and the DDMG
- completing operational activities that support resupply requests and requests for assistance
- supporting DDMG members to ensure they understand and effectively perform their roles and responsibilities
- completing the annual report
- completing after action reviews and facilitating a culture of continuous improvement.

5.4 District Disaster Management Group Secretariat

Each DDMG may appoint a Secretariat to administer the business and governance of the group. If the appointed Secretariat is not a member of the DDMG, this position should not be included in the calculation of a quorum.

A Secretariat may provide support to the DDMG including:

- managing legislative requirements relating to administration and meetings as outlined in sections 16, 17 and 18 of the Regulation





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- managing the DDMG 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
- monitoring member induction and training completions
- assisting in the collation of the DDMG Annual Report

5.5 Local Government, State departments, Hospital and Health Service and other members

Local government, State department, Hospital and Health Service and other members have no prescribed functions under the Act or Regulation. However, members should ensure they:

- attend DDMG activities with a full knowledge of their agency resources, services and expectations
- are available and appropriately briefed to actively participate in DDMG activities
- have completed relevant QDMTF training
- are available to assist in plan reviews
- have a nominated deputy
- provide current contact details to the DDMG Secretariat
- hold a copy of the DDMP and supporting documentation, as appropriate
- participate in disaster management exercises and training opportunities
- contribute to the DDMG annual operational plan
- immediately inform their agency of the DDMG's activation and reinforce their role as the designated single point of contact between the DDCC and their agency
- participate in briefings/meetings of the DDMG and operate from the DDCC as required
- when possible, assess the likelihood of extended operations and the possible need to implement DDMG member relief arrangements
- have appropriate agency specific disaster cost management arrangements established, including a process for the collation of financial documentation to ensure costs are captured for reimbursement, where eligible.

In addition to the above list, DDMG members bring organisational specific capabilities that may be of assistance to the DDMG. The capabilities for a number of organisations can be found in Appendix B of the [Interim State Disaster Management Plan 2024-25](#).

6. Temporary Districts

A temporary district can be established under sections 28A (1) and 28A (2) of the Act by the Chairperson of the QDMC in consultation with the Police Commissioner where they are satisfied a disaster has happened, is happening or is likely to happen, in two or more adjoining disaster districts.

Section 28B (1) of the Act provides that a temporary district group consists of the persons prescribed by regulation to be members of the group. Section 7 of the Regulation provides that the following persons are members of a temporary DDMG:

- a Chairperson and a Deputy Chairperson appointed by the Chairperson of the QDMC in consultation with the Police Commissioner, where they are satisfied the appointees have the necessary expertise or experience
- representative/s from the local governments in the district as appointed by the Chairperson





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- representatives of State departments as required to ensure effective disaster management in the district as appointed by the Chairperson
- representatives of the Hospital and Health Service as required to ensure effective disaster management in the district as appointed by the Chairperson
- other persons appointed by the Chairperson as required to ensure effective disaster management in the district.

The functions of the Chairperson, Deputy Chairperson, Secretariat, local government, State department, Hospital and Health services and other members remain the same as those outlined above.

7. Further Information

Contact your Emergency Management Coordinator, Disaster District Executive Officer, or the District Engagement, Disaster Operations Unit, Emergency Management and Coordination Command, Queensland Police Service as appropriate.

8. Related Links

Soft copies of the supporting documentation can be found in the following locations:

- [Notice of Appointment as District Disaster Management Group Member Template](#)
- [Establishment of a Temporary District Disaster Group Membership Template](#)
- [Notice of Local Government Appointment to District Disaster Management Group Template](#)
- [Notice of Appointment of District Disaster Management Group Template](#)
- [Authorisation to Appoint a Deputy](#)

