

Local Disaster Management Group Responsibilities

Manual



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1. Purpose

The Local Disaster Management Group (LDMG) Responsibilities manual provides:

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

2. Members of the Local Disaster Management Group

Section 33 (1) of the *Disaster Management Act 2003* states that “A local group consists of the persons prescribed by regulation to be members of the group.”

Section 9 of the *Disaster Management Regulation 2014* (the Regulation) stipulates the following persons are members of a LDMG:

- a Chairperson (must be a Councillor) appointed by the relevant local government
- a Deputy Chairperson (recommended to be a Councillor) appointed by the relevant local government
- a person nominated by the Police Commissioner appointed by the relevant local government under section 33 of the *Disaster Management Act 2003* (the Act)
- other persons appointed by the relevant local government.

Additionally, under section 35 (1) of the Act, the chairperson of the LDMG must, following consultation with the Police Commissioner, appoint the chief executive officer or employee of the relevant local government as a Local Disaster Coordinator (LDC) of the Group.

3. Member appointments

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

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

Position	Appointment
Chairperson	Section 10 <i>Disaster Management Regulation 2014</i>
Deputy Chairperson	Section 10 <i>Disaster Management Regulation 2014</i>
Local Disaster Coordinator	In consultation with the Chairperson and Police Commissioner the appointment and revocation of this position must be in writing. Section 35 (1) of the <i>Disaster Management Act 2003</i>
Local Recovery Coordinator	Appointed by the Chairperson of the LDMG and should not be the same person as the LDC. This position is not legislated
Secretariat	Appointed by the Chairperson of the LDMG. This position is not legislated





Other members	Section 9 (1) (b) <i>Disaster Management Regulation 2014</i>
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To notify of a LDMG executive member appointment or change, either permanent or temporary for more than a two-week period, written notification must be sent to the Assistant Commissioner of the Emergency Management and Coordination Command (EMCC), Queensland Police Service (QPS) (in accordance with delegations) and the relevant District Disaster Coordinator (DDC) by the LDMG Chairperson, LDMG Deputy Chairperson or LDC

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.

Temporary changes should be notified by the Chairperson to the State Disaster Coordination Centre (SDCC) via SDCC@police.qld.gov.au.

3.1. Annual notice about memberships

In accordance with section 37 of the Act, the relevant local government for a local group must, at least once a year, give written notice of the members of the group to the Assistant Commissioner EMCC QPS and the Chairperson of the DDMG for their disaster district.

3.2. Appoint a Deputy

Section 14(1) of the Regulation allows a member of a disaster management group, with the approval of the Chairperson, to appoint another person as their deputy by signed notice. 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. Functions and responsibilities

4.1. Chairperson

As outlined in section 34A of the Act, the functions of the Chairperson of the LDMG include:

- managing and coordinating the business of the group
- ensuring, as far as practicable, that the group performs its functions
- reporting regularly to the relevant district group and the Police Commissioner about the performance of the group and its functions
- nominating a Local Government representative for the DDMG.

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.)

4.2. 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.

4.3. Local Disaster Coordinator (LDC)

Under section 35(2) of the Act, a person may only be appointed as a LDC if the Chairperson is satisfied that the person has the necessary expertise or experience to perform the functions of the LDC.

Under section 36 of the of the Act, the functions of the LDC include:

- coordinating disaster operations for the local group





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- reporting regularly to the local group about disaster operations
- ensuring, as far as practicable, that any decisions of the local group about disaster operations are implemented.

Additionally, the LDC should liaise regularly during disaster operations with the appointed Local Recovery Coordinator (LRC).

4.4. Local Recovery Coordinator (LRC)

The LDMG may appoint a Local Recovery Coordinator (LRC) to coordinate recovery at the local level.

As outlined in the [Queensland Recovery Plan](#), the responsibilities of the LRC include:

- coordinating and chairing the local recovery group, reporting to the LDMG
- liaising with functional lead agency representatives at the local and district levels
- liaising with the DDMG
- working with identified agencies and the community to develop the local event-specific recovery plan
- coordinating the short to medium-term recovery to address the immediate effects of the disaster and develop longer-term measures as appropriate
- ensuring the local event-specific recovery plan addresses all relevant functional areas of recovery human and social, economic, environment, building, and roads and transport
- performing the role of conduit between community and government
- developing and implementing effective strategies for community participation and partnership in the recovery process
- providing advice to state government on the needs and responses of the affected individuals, communities, and other sectors
- undertaking post-operations debrief and providing a final report to the LDMG at the conclusion of recovery operations
- providing or delegating the responsibility for ongoing recovery reporting on the progress of the event-specific recovery plan.

4.5. Secretariat

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

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

A Secretariat may provide support to the LDMG including:

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

4.6. Other members

LDMGs may consider appointing members or advisors to ensure they are able to deliver on the functions of the LDMG outlined in section 30 of the Act, outlined below:

- ensure consistency between local disaster management operations and the Queensland Disaster Management Committee's (QDMC) strategic policy framework





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- manage disaster operations for the area
- develop effective disaster management, and regularly review and assess disaster management activities
- assist local government to prepare a disaster risk assessment and a Local Disaster Management Plan (LDMP)
- identify and coordinate resources for disaster operations in the area
- identify and provide advice to the district group about residual risks and support services required by the local group to facilitate disaster management and disaster operations
- ensure community awareness about mitigating the adverse effect of an event and preparing for, responding to, and recovering from a disaster
- establish and review communications to ensure their effectiveness for use when a disaster happens
- establish, when necessary, a recovery group and appoint a local recovery coordinator (LRC) to manage recovery at the local level.

Additionally, LDMG members from organisations outside local government also bring organisational specific capabilities that may be of assistance to the LDMG. These capabilities for a select number of organisations can be found in Appendix B of the [Interim State Disaster Management Plan 2024-25](#)

As members of the LDMG, representatives are required to:

- attend LDMG activities with a full knowledge of their agency resources and services and the expectations of their agency
- be 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
- be appropriately positioned within their agency to be able to commit agency resources to LDMG normal business activities and operational activities
- ensure resources are available to participate in disaster operations (for example 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.

5. Further Information

Contact your local Emergency Management Coordinator for more information.

6. Related Links

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

- [Notice of Local Disaster Management Group \(LDMG\) Executive Appointment Template](#)
- [Notice of Appointment as LDMG Member Template](#)
- [Notice of Agency Representative at a LDMG or DDMG Template](#)
- [Notice of Local Government Appointment to DDMG Template](#)
- [Annual Notice of Local Disaster Management Membership Template](#)
- [Authorisation to Appoint a Deputy](#)
- [District Disaster Management Group \(DDMG\) Responsibilities Manual](#)
- [Disaster Management Group Business and Meetings Manual](#)

