

Disaster Management Groups Business and Meetings

Manual



Updated: November 2024

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Document	Version	Amendment	Approved by	Date
Disaster Management Groups Business and Meetings Manual	V.2	Refer to Amendment Schedule	Deputy Commissioner – Disaster & Emergency Management	11/24



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1. Purpose

The Disaster Management Groups Business and Meetings Manual is designed to assist Local Disaster Management Groups (LDMG) and District Disaster Management Groups (DDMG) secretariats with business and meeting protocols. The manual also contains a suite of sample templates (Appendix A) which can be used by LDMGs and DDMGs if required.

Details on the membership and functions of members of LDMGs and DDMGs can be found in the:

- [Local Disaster Management Group Responsibilities Manual](#)
- [District Disaster Management Group Responsibilities Manual](#).

2. Disaster management group business

2.1 Letterhead/logo

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 on all LDMG Documentation. The sample templates provided allow space for individual logos to be inserted.

Each District Disaster Management Group (DDMG) is required to use the Queensland Government Coat of Arms for all business documentation. This ensures, DDMG business documentation is easily identifiable. Agencies use their own agency/departmental letterhead for departmental/agency business related to the DDMG, for example DDMG member agency reports.

2.2 Combined Local Disaster Management Group

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 administering the *Disaster Management Act 2003* and the relevant District Disaster Coordinator (DDC) or the district in which the local governments are situated. To establish a combined LDMG complete the 'Ministerial Approval to Combine LDMG Template' in Appendix A.

2.3 Temporary Disaster District Group Creation

Under section 28A of the Act, the Chairperson of the Queensland Disaster Management Committee (QDMC) may, after consulting with the Police Commissioner, establish a temporary DDMG, if the Chairperson of the QDMC is satisfied that a disaster has happened, is happening, or is likely to happen. To establish a temporary DDMG, complete the 'Establishment of a Temporary DDG Membership Template' in Appendix A. Details on the membership and functions of members of temporary DDMGs can be found in the [District Disaster Management Group Responsibilities Manual](#).

2.4 Terms of Reference

DDMGs and LDMGs are required to maintain a Terms of Reference. To develop a Terms of Reference use the 'DDMG Generic Terms of Reference Template' or 'LDMG Generic Terms of Reference Template' in Appendix A.

2.5 Annual reports

DDMGs and LDMGs are required to prepare Annual Reports, which report on the group's activities of the previous financial year.





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The LDMG annual report is provided to the relevant Executive Officer for noting by the DDMG. Relevant content from the LDMG annual report is incorporated into the DDMG annual report which then informs the QDMC 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.

Annual reports can be developed using the 'DDMG Annual Report Template' and the 'LDMG Annual Report Template' in Appendix A.

2.6 Inductions

All Disaster management group members are required to undertake induction and complete relevant training as soon as possible following their appointment to the group. Training requirements are as outlined in the [Queensland Disaster Management Training Framework \(QDMTF\)](#).

All inductions and training are recorded on the [Disaster Management Learning Management System](#) and training reports can be provided to disaster management groups by their Emergency Management Coordinator (EMC).

2.7 Meetings

Under Section 12 of the *Disaster Management Regulation 2014* (the Regulation), local, district, and State disaster management groups must meet at least once every six months at the times and places decided by the Chairperson of each group.

Additionally, the Chairperson of the disaster management group must call a meeting of the group if asked, in writing, to do so, as outlined in the table below:

Request for Meeting	Local	District	State
Minister responsible for administering the <i>Disaster Management Act 2003</i>			✓
Chairperson of the QDMC		✓	
Chairperson for the disaster district in which the LDMG is situated	✓		
At least one half of the members of the disaster management group	✓	✓	✓

However, if it is not practical for the meeting to be requested in writing in all circumstances, the requirement for the request to be made in writing does not apply. A meeting can be requested orally, with the request put in writing as soon as reasonably practicable.

These meetings must meet quorum requirements outlined in section 13 of the Regulation:

A quorum for a meeting of a disaster management group is the number equal to—

- (a) one-half of its members for the time being holding office plus 1; or*
- (b) if one-half of its members for the time being holding office is not a whole number, the next highest whole number*

Disaster management groups may meet more regularly than once every six months and may conduct its business, including its meetings, in a way it considers appropriate.

Section 17 of the Regulation provides guidance on the conduct of meetings. This section enables members to participate in meetings of the disaster management group remotely (by teleconferencing) and are to be taken as being present at the meeting.





2.8 Attendance

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. The 'Meeting Attendance Sheet Template' and the 'Progressive Meeting Attendance Template' at Appendix A are designed for this purpose. A member may appoint a person to be a deputy to attend meetings on their behalf (see Notice of appointment of deputy LDMG DDMG in Appendix A).

If a member, or their appointed deputy, continually does not attend disaster management group meetings it is suggested the disaster management group Chairperson and/or Deputy Chairperson meet with the member to discuss the ongoing non-attendance at meetings.

2.9 Advisors to disaster management groups

Disaster management groups may invite participants from a range of organisations to be advisors on their groups.

The list of disaster management group advisors should be regularly reviewed to reflect current disaster management priorities and arrangements for the group. Advisors participate in disaster management group meetings on an invitation-only basis and do not form a part of the quorum. Advisor input informs group decision-making, however, meeting resolutions will only be carried by member consensus.

Advisors need to attend and complete appropriate QDMTF training to ensure they have an adequate level of understanding of Queensland's disaster management arrangements to contribute effectively.

2.10 Membership records

Each disaster management group is required to maintain a register of its current members and advisors. The 'Register of Contact Details Template' (see Appendix A) can be used to ensure all contact details are centrally located. Member details can be collected using the 'Member Contact Details Template' in Appendix A.

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
- 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*.

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.

Each time membership details change, the Secretariat should update their register of contact details with the current disaster management group membership details and distribute an updated copy to the group.

Note that 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 Police Commissioner and the Chairperson of the district group for the disaster district in which the local group is situated (see Annual notice of LDMG membership template in Appendix A).





2.11 Meeting preparation and agenda

When preparing to hold a LDMG and/or DDMG meeting the 'Meeting Checklist Template' (Appendix A) provides key considerations for the Secretariat of the group to consider.

A meeting agenda can be developed using the 'Meeting Agenda Template' (Appendix A). A call for agenda items should be sent to members and advisors four weeks prior to the meeting. The Meeting Briefing Template could assist members and advisors with their agenda items.

The Secretariat should issue the agenda and meeting papers one week prior to the meeting.

Additionally, the Member Status Report Template should be completed and be tabled at the meeting by members and advisors (where appropriate).

In circumstances where an agenda items need to be considered outside of a scheduled meeting, a flying minute can be used. Flying minutes can be developed using the 'Flying Minute Template' in Appendix A.

2.12 Meeting minutes

The disaster management group must keep minutes of all meetings in accordance with section 18 of the Regulation. The disaster management group meeting minutes provide a summary of key discussion points and resolutions. Meeting minutes may be subject to public scrutiny under the *Right to Information Act 2009*.

It should be noted in the minutes whether a quorum was established at the meeting and supported by a list of attendees. The 'Meeting Attendance Sheet Template' (Appendix A) may assist with this.

Meeting minutes should be distributed to members and advisors of the group one week after the meeting. Any feedback received on the minutes should be discussed with the chairperson of the group and updated accordingly. The 'Meeting Minutes Template' in Appendix A can be a useful tool for developing meeting minutes.

The meeting minutes should also contain details on any correspondence received by the group, which can be recorded on the 'Correspondence Register Template' (Appendix A).

2.13 Resolution 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 an historical record of past disaster management group resolutions. The 'Resolution Register Template' is designed to be used for this purpose.

Updates to the resolution register should occur on the day of the meeting and be distributed by the secretariat, along with the meeting minutes. Any feedback received on the resolution register should be discussed with the Chairperson of the group and updated accordingly.

2.14 Submission of meeting and noting briefs to State

The DDMG may wish to provide meeting and noting briefs to the State for information or action. The diagram in Appendix B provides a summary of this process.

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](#) outlines the requirements for retaining documents in accordance with the *Public Records Act 2002*.





3. Further information

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

4. Related links

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

- [Local Disaster Management Group Responsibilities Manual](#)
- [District Disaster Management Group Responsibilities Manual](#)
- [Queensland Disaster Management Training Framework](#)
- [Disaster Management Learning Management System](#)
- [Queensland State Archives General Retention and Disposal Schedule for Administrative Records](#)





Appendix A - Sample templates

The below sample templates are available to support local and district groups with their business management practices and are listed in order of how they appear throughout the manual. If you would like access to a soft copy of these templates, contact D&Gframework@police.qld.gov.au.

- Ministerial Approval to Combine LDMG Template
- Establishment of a Temporary DDG Membership Template
- DDMG Generic Terms of Reference Template
- LDMG Generic Terms of Reference Template
- DDMG Annual Report Template
- LDMG Annual Report Template
- Meeting Attendance Template
- Progressive Meeting Attendance Template
- Register of Contact Details Template
- Meeting Checklist Template
- Meeting Agenda Template
- Meeting Briefing Template
- Member Status Report Template
- Flying Minute Template
- Meeting Minutes Template
- Correspondence Register Template
- Resolution Register Template
- DDMG-DDMP Legislative Checklist
- LDMG-LDMP Legislative Checklist





Ministerial Approval to Combine Local Disaster Management Groups (LDMG) Template

SECTION 1: To be completed by District Disaster Coordinator (DDC)

Date of request:	Click or tap to enter a date
Relevant Disaster Districts:	Choose an item, Choose an item, and Choose an item
Combining Local Governments:	Choose an item, Choose an item, and Choose an item
Background:	Insert background context
Current issues: <i>Why do the local governments want to combine? What benefits will this provide?</i>	Insert context on current issues

Prior to making this request, consultation has occurred with:

- The District Disaster Management Group (DDMG) for the disaster district
- Each relevant local government that agrees to unite (as outlined above)

Signature:	
Name:	Full name
Position:	District Disaster Coordinator
Phone number/s:	Phone number/s

SECTION 2: To be completed by the Minister responsible for administering the *Disaster Management Act 2003*

The request to combine the identified local governments for the purpose of establishing a Local Disaster Management Group (LDMG) is:

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Reason if not approved:	Insert text
Date of approval:	Click or tap to enter a date
Signature:	





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Name:	Click or tap here to enter text
Position:	Minister for Click or tap here to enter text

[INSERT LETTERHEAD/LOGO]

Establishment of a Temporary District Disaster Management Group (TDDMG) Membership Template

Guiding instructions (to be deleted): Attach the gazetted notice to this letter once published.

Executive Officer
Queensland Disaster Management Committee **and** Commissioner
Queensland Police Service

Click or tap to enter a date.

Dear Full name,

In accordance with section 28A of the *Disaster Management Act 2003* (the Act), a Temporary District Disaster Management Group (TDDMG) known as M.1.052 District Management Groups Business and Meetings Manual has been established as detailed in the attached gazetted notice dated Click or tap to enter a date.

I, the appointed Chairperson, appoint the below members in accordance with section 28B of the Act, for the management of the disaster event in the gazetted M.1.052 District Management Groups Business and Meetings Manual temporary district.

TDDG Position	Organisation	Position Title	Name
Local Govt Member			
Local Govt Member			
Member			
Member			
Member			
Member			
Member			

Yours sincerely





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Signature above (to be deleted)

Full name

M.1.052 District Management Groups Business and Meetings Manual Temporary District Disaster Management Group Chairperson

[INSERT LETTERHEAD/LOGO]

DDMG Generic Terms of Reference

[INSERT DDMG NAME] DISTRICT DISASTER MANAGEMENT GROUP TERMS OF REFERENCE

Establishment

The District Disaster Management Group (DDMG) is established under section 22 of the *Disaster Management Act 2003* (the Act).

Role

DDMGs comprise representatives from regionally based Queensland government agencies, government owned corporations, non-government organisations, industry and commerce, and key community representatives, who provide and coordinate whole-of-government support and resource-gap assistance to disaster-stricken communities. DDMGs perform a 'middle management' function within Queensland's disaster management arrangements by providing coordinated state government support when requested by Local Disaster Management Groups (LDMGs) on behalf of local governments.

Functions section 23

Under the Act, the DDMG has the following functions:

- (a) 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.
- (b) to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management.
- (c) to provide reports and make recommendations to the QDMC about matters relating to disaster management and disaster operations in the district.
- (d) to regularly review and assess the disaster management of LDMGs in the district and local disaster management plans prepared by local governments whose areas are in the district.
- (e) to ensure that any relevant decisions and policies made by the QDMC are incorporated in its disaster management, and the disaster management of LDMGs in the district.
- (f) 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.
- (g) to coordinate the provision of State resources and services provided to support LDMGs in the district.
- (h) to identify resources that may be used for disaster operations in the district.





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- (i) to make plans for the allocation, and coordination of the use, of resources mentioned in paragraph (h).
- (j) to establish and review communications systems in the group, and with and between LDMGs in the district, for use when a disaster happens.
- (k) to ensure information about an event or a disaster in the district is promptly given to the QDMC and each LDMG in the district.
- (l) to prepare, under section 53, a district disaster management plan (DDMP).
- (m) to perform other functions given to the group under this Act.
- (n) to perform a function incidental to a function mentioned in paragraphs (a) to (m).





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Membership section 24(1)

Legislated

A DDMG consists of the following members:

- (a) the person appointed as the district disaster coordinator (DDC) of the DDMG under section 25(1)(a);
- (b) the person appointed as the deputy chairperson of the DDMG under section 25(1)(b);
- (c) a person appointed b:
 - (i) if there is 1 local government only in the disaster district for the DDMG—the local government; or
 - (ii) if there are 2 or more local governments in the disaster district and none of the local governments unite under section 313—each local government; or
 - (iii) if there are 2 or more local governments in the disaster district and all the local governments unite under section 31—each combined local government; or
 - (iv) if there are 3 or more local governments in the disaster district and not all the local governments unite under section 31—
 - (A) each local government that does not unite; and
 - (B) each combined local government;
- (d) a number of persons, each of whom represents a department the executive officer of the QDMC considers appropriate to be represented on the group, having regard to effective disaster management for the disaster district
- (e) any other person appointed by the executive officer of the QDMC that the executive officer considers appropriate to be a member of the DDMG, having regard to effective disaster management for the disaster district.

Attachment A contains a list of the DDMG members.

Non-Legislated

- Providing a quorum is achieved, the DDMG may appoint advisors to assist in the business of the DDMG
- Engagement of advisers to the DDMG should reflect current government priorities and the disaster management arrangements for Queensland
- These advisors can be drawn from all levels of government and non-government organisations and assist on either a permanent or 'as required' basis
- Advisors are not members of the DDMG and so are not to be counted for quorum purposes.

District Disaster Management Plan (DDMP) section 23(b)

Preparation section 53

The DDMG must prepare a DDMP for disaster management in the disaster district for the group. The DDMP must include provision for:

- (a) the QDMC's strategic policy framework for disaster management for the State.
- (b) the roles and responsibilities of entities involved in disaster operations and disaster management in the district.
- (c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b).
- (d) events that are likely to happen in the district.
- (e) priorities for disaster management for the district.





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- (f) the matters stated in the disaster management guidelines as matters to be included in the plan.
- (g) other matters about disaster management in the disaster district the group considers appropriate.

A DDMP must be consistent with the disaster management guidelines, in accordance with section 54.

Reviewing and renewing the DDMP section 55

- The DDMG may review, or renew, its DDMP when the group considers it appropriate.
- However, the DDMG must review the effectiveness of the DDMP at least once a year.

Reporting Arrangements section 26

DDCs must prepare and provide a written report about the performance by the DDMG of its functions for input into the QDMC Annual Report on behalf of the DDMG.

As outlined in section 44 of the Act, the QDMC, as soon as practicable after the end of each financial year, must prepare and give to the Chairperson of the QDMC a written report about disaster management in the State, and publish the report on an appropriate website. The report must include:

- (a) information about activities undertaken during the financial year to maintain or enhance the State's disaster management
- (b) details of disaster operations performed during the financial year
- (c) information about priorities for disaster management
- (d) other matters about disaster management the QDMC considers appropriate.

Meetings

Frequency of Meetings section 38(1)

Meetings of the DDMG must be held at least once in every six months at the times and places decided by the Chairperson.

- The Chairperson must call a meeting if asked, in writing, to do so by the Chairperson of the QDMC or at least one-half of the members of the DDMG.

Meetings can be held or allow members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.

Quorum section 38(1)

A quorum for a meeting of the DDMG is the number equal to:

- (a) one-half of its members plus 1; or
- (b) if one-half of its members is not a whole number, then the next highest whole number.

Secretariat Support

The DDMG Executive Team (Chairperson, Deputy Chairperson and Executive Officer) elects an appropriate person/position to provide administrative and secretariat support to the DDMG.





Attachment 1

[Insert DDMG Name] District Disaster Management Group MEMBERSHIP

Members

The DDMG comprises:

- [Insert organisation position title], [Insert name of agency/department] (DDC/Chairperson)
- [Insert organisation position title], [Insert name of agency/department] (Deputy Chairperson)
- [Insert organisation position title], [Insert name of agency/department] (Executive Officer)
- [Insert organisation position title], [Insert name of local government]
- [Insert organisation position title], [Insert name of local government]
- [Insert organisation position title], Department of [Insert name of department]
- [Insert organisation position title], Department of [Insert name of department]
- [Insert organisation position title], Department of [Insert name of department]
- [Insert organisation position title], Department of [Insert name of department]
- [Insert organisation position title], [Insert name of other agency]
- [Insert organisation position title], [Insert name of other agency]

Quorum

The DDMG quorum is [insert quorum number]

Secretariat

- The Secretariat for the DDMG is [insert position title], [insert name of agency/department]





[INSERT LETTERHEAD/LOGO]

LDMG Generic Terms of Reference Template

[Insert Local Government] Local Disaster Management Group Terms of Reference

Establishment

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

Role

Section 4A

The local government, through the LDMG, retains primary responsibility for managing disaster events contained within the local government area.

Functions

Section 30

The LDMG has the following functions:

- 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.
- To develop effective disaster management, and regularly review and assess the disaster management.
- To help the local government for its area to prepare a local disaster management plan.
- 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.
- 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 manage disaster operations in the area under policies and procedures decided by the State group.
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations.
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area.
- 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.
- To ensure information about a disaster in the area is promptly given to the relevant district group.
- To perform other functions given to the group under the Act.
- To perform a function incidental to any of the previous functions mentioned.

Membership

Section 33

The LDMG consists of the following members:





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- The persons appointed as members of the group by the relevant local government for the group.
- At least 1 person nominated by the Police Commissioner.
- At least 1 person who is a councillor of a local government.

Section 34

The LDMG must appoint a member of the group as a Chairperson and a member of the group as a Deputy Chairperson. The member appointed as the Chairperson must be a councillor of a local government. The Chairperson is to report regularly to the relevant district group, and the Police Commissioner, about the performance of the LDMG.

Section 35

The Chairperson must, after consulting with the Police Commissioner, appoint in writing the chief executive officer or an employee of the relevant local government as Local Disaster Coordinator.

Section 37

At least once a year written notice of the members of the group must be given to the Police Commissioner, and the relevant District Disaster Coordinator (DDC).

Meetings

Section 39

LDMG meetings must be held at least once in every six (6) months at the times and places decided by the Chair; or when asked in writing by the relevant DDC or at least one-half of its members.

Section 40

A quorum for a LDMG meeting is the number equal to one-half of the members plus one, or, if one-half of the members is not a whole number, the next highest whole number.

Section 40A

A member of a LDMG may, with the approval of the Chairperson, appoint by signed notice another person as their deputy. The deputy may attend a meeting in the member's absence and exercise the member's functions and powers under the Act. Deputy members are to be counted in deciding if there is a quorum for a meeting.

Section 41

The Chairperson is to preside at all LDMG meetings, or in their absence the Deputy Chairperson. If both are absent the meeting must be chaired by a person nominated by the Chairperson, a member nominated by the Deputy Chairperson, or if those offices are vacant, a member of the group chosen by the members present.

Section 42

Meetings may be held using any technology that reasonably allows members to hear and take part in discussions as they happen. Members who participate in meetings using this technology are taken to be present at the meeting.

Section 43

Minutes must be taken of LDMG meetings.

Local Disaster Management Plan (LDMP)

Section 57

A local government must prepare a LDMP which must include provision for:

- The State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management.





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- The roles and responsibilities of entities involved in disaster operations and disaster management in the area.
- The coordination of disaster operations and activities relating to disaster management performed by the entities.
- Events that are likely to happen in the area.
- Strategies and priorities for disaster management for the area.
- The matters stated in the disaster management guidelines as matters to be included in the plan.
- Other matters about disaster management in the area the local government considers appropriate.

Section 58

The LDMP must be consistent with the disaster management guidelines.

Section 59

The LDMP may review or renew the LDMP when it considers appropriate, however must review the effectiveness of the plan at least once a year.

Section 60

The LDMP must be available for inspection, free of charge, by members of the public.







[INSERT LETTERHEAD/LOGO]

DDMG Annual Report Template

Guiding instruction (to be deleted): This is an optional, customisable template that can be used by a District Disaster Management Group (DDMG) to generate an annual report. This is for demonstration purposes only; there is no expectation to use this template.

XXXX District Disaster Management Group 20XX-20XX Annual Report

1. District Disaster Management Group (DDMG) Reporting Detail.....	2
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1. District Disaster Management Group (DDMG) Reporting Detail

a) Prevention

b) Preparedness

c) Response

d) Recovery

e) Review and Assessment

Endorsement

This report is submitted to the Executive Officer of the Queensland Disaster Management Committee in accordance with Section 26(c) of the *Disaster Management Act 2003*.

Annual report completed by (.....) - Executive Officer - XXXX District Disaster Management Group.

.....

(.....)
District Disaster Coordinator
XXXX District Disaster Management Group
[Month] [Year]



2. Legislation – *Disaster Management Act 2003* (the Act)

a) Section 3 – Main objects of the Act

The main objects of this Act are as follows:

- (a) to help communities:
 - (i) mitigate the potential adverse effects of an event
 - (ii) prepare for managing the effects of an event
 - (iii) effectively respond to, and recover from, a disaster or an emergency situation
- (b) to provide for effective disaster management for the State.

b) Section 4A – Guiding principles of the Act

This Act is to be administered according to the following principles—

- (a) disaster management should be planned across the following four phases—
 - (i) the taking of **preventative** measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event
 - (ii) the taking of **preparatory** measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event
 - (iii) the taking of appropriate measures to **respond** to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support
 - (iv) the taking of appropriate measures to **recover** from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment.
- (b) consideration should be given to the improvement of the resilience of a community to a disaster in all 4 phases of disaster management planning under paragraph (a)
- (c) all events, whether natural or caused by human acts or omissions, should be managed in accordance with the following— (i) a strategic policy framework developed by the Queensland Disaster Management Committee (QDMC); (ii) the State disaster management plan; (iii) any disaster management guidelines
- (d) local governments should primarily be responsible for managing events in their local government area
- (e) district groups and the QDMC should provide local governments with appropriate resources and support to help the local governments carry out disaster operations.

c) Section 23 – DDMG Functions

23(c) Provide reports and make recommendations to the QDMC about matters relating to disaster management and disaster operations in the district.

d) Section 44 – Annual report

Sub section (2) - The report must include the following:

- (1) As soon as practicable after the end of each financial year, the QDMC must— (a) prepare a written report about disaster management in the State; and (b) present the report to the chairperson of the QDMC; and (c) publish the report on an appropriate website providing information to the public.
- (2) The report must include the following:
 - a. Information about activities undertaken during the financial year to maintain or enhance the State's disaster management
 - b. Details of disaster operations performed during the financial year
 - c. Information about priorities for disaster management
 - d. Other matters about disaster management the QDMC considers appropriate.
- (3) Before publication under subsection (1)(c), the report must be approved by



- a. If the chairperson of the QDMC considers it appropriate to approve the report – the chairperson; or
- b. Otherwise – the QDMC.

3. References

- *Disaster Management Act 2003*
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>
- Queensland Disaster Management Strategic Policy Statement
[Queensland Disaster Management 2016 Policy Statement](#)

4. Endnotes

Prevention:

the taking of **preventative** measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event.

Disaster Management Act 2003 section 4A (a) (i)

Preparedness:

the taking of **preparatory** measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event.

Disaster Management Act 2003 section 4A (a) (ii)

Response:

the taking of appropriate measures to **respond** to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support.

Disaster Management Act 2003 section 4A (a) (iii)

Recovery:

the taking of appropriate measures to **recover** from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic, and physical wellbeing, and the restoration of the environment.

Disaster Management Act 2003 section 4A (a) (iv)



LDMG Annual Disaster Management Status Report Template

[Insert Local Government Area] Local Disaster Management Group Annual Disaster Management Status Report

to the
[Insert Disaster District] District Disaster Coordinator
and the
[Insert Disaster District] District Disaster Management Group

[Insert date & year of report]

Contents

Insert Table of Contents

1. Membership of Local Disaster Management Group (LDMG)

Include updates to the membership of the LDMG and any general comments. Include a list of member contact details as an annexure.

2. Meetings of LDMG

LDMG meeting frequency

Include adopted meeting frequency, dates of meetings during previous financial year and any scheduled dates for next financial year.

3. Risk Management/Mitigation

Include information regarding the status of any major projects or studies undertaken or completed.

Mitigation planning

Insert information regarding disaster mitigation planning, including date of adoption by council (if required) and summary of risks addressed, etc.

Summarise identified mitigation measures/treatment options and timelines.

Summarise any identified impediments to the implementation of mitigation measures – funding, resourcing issues, responsibility, etc.

4. Integration with Business Planning

Summarise how disaster management is being integrated with the overall business of the organisation, including the incorporation of disaster management issues with other strategic and operational planning arrangements.

5. Local Disaster Management Plan

Plan review and assessment

Insert summary of review process and date/s of internal review and/or District assessment.



Amendments

Insert summary of review and/or assessment findings and actions taken or agreed commitments.

6. Operational Issues

Readiness status

Insert general comment regarding status of operational readiness, staff availability and resourcing levels of the Disaster Coordination Centre and the impacts on operations (if any).

Operations conducted.

Briefly summarise any operational involvement

Remedial action

Outline any proposed actions/improvements resulting from operational activity.

7. Training and Development

Training conducted.

Insert brief details of any training undertaken or conducted.

Identified training needs.

Insert brief details of any training that has been identified as being required, including suggested dates.

8. Exercises

Exercises conducted.

Insert brief details of any exercises conducted.

Remedial action

Outline any major proposed actions/improvements resulting from lessons learned.

Proposed exercises

Insert details of any exercises that are proposed or currently under development, including suggested dates, etc.

9. Community Awareness and Education

Public awareness activities conducted.

Insert details of any public awareness/education activities conducted.

Proposed public awareness activities.

Insert details of any public awareness/education activities that are proposed or currently under development, including suggested dates, etc.

10. Signoff and Approval

Status report completed by:

Signoff by Chair:

Date:



Meeting Attendance Sheet Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for recording meeting attendance.

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group
[Click to enter a date]

Record of Attendance:

Quorum = [Insert quorum number] appointed members

	Agency	Name	Agency abbreviation
Members	[Insert position], [insert agency/local govt. name] Chairperson/DDC		
	[Insert position], [insert agency/local govt name] Deputy Chairperson		
	[Insert position], [insert agency/local govt. name] Executive Officer		
	[insert position], [insert local govt. name]		
	[Insert position], [insert local govt. name]		
	[insert position], [insert department name]		
	[insert position], [insert department name]		
	[insert position], [insert department name]		
	[insert position], [insert department name]		
	[insert position], [insert department name]		
	[insert position], [insert agency name]		
	[insert position], [insert agency name]		
Member Apologies			
Other attendees			



Progressive Record of Attendance Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use as a progressive record of attendance for members.

Instructions:

- 1. Over the year populate the date column with the month the meetings are to be held*
- 2. List Local/District Disaster Management Group members and advisors (organisation names).*
- 3. Place a tick in the columns next to the organisation, corresponding to the meetings the representative attended.*

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group

Progressive Record of Attendance

[Insert year] – [Insert year]

Agency	Date	Date	Date	Date	Date	Date
Chairperson/District Disaster Coordinator						
Deputy Chairperson						
Executive Officer (where relevant)						
Local Disaster Coordinator (where relevant)						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
[Insert organisation name]						
Quorum achieved? (Yes/No)						



Notice of a Deputy Appointment to a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) Template

Guiding instruction (to be deleted): This is a customisable template that can be used to notify a person of their appointment as a member's deputy for a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG). Add/remove content as relevant.

NOTE: Approval from the Chairperson of the respective group (LDMG/DDMG) to appoint a deputy is required under section 14 of the Disaster Management Regulation 2014.

Full name
Email address

Click or tap to enter a date

Dear Full name,

In accordance with section 14 of the *Disaster Management Regulation 2014*, and with the approval of the chairperson, I appoint you to be my deputy on the Choose an item Local Disaster Management Group (LDMG) **OR** Choose an item District Disaster Management Group, representing [Insert Agency/Organisation].

Your appointment commences on Click or tap to enter a date.

Yours sincerely

Signature above (to be deleted)

Full name

Position title

Choose an item Local Disaster Management Group *(delete if not required)*

Choose an item District Disaster Management Group *(delete if not required)*



Register of Contact Details Template LETTERHEAD/LOGO]

[INSERT

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use to manage member contact details. Note: Disaster Management Groups are to ensure compliance with the Information Privacy Act 2009 when collecting and storing personal information.

Register of [Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group Contact Details

Current at: Click to enter a date

Section 1 – to be used if completing as a DDMG (delete if not required):

DDMG Chairperson: (insert here)

DDMG Deputy Chairperson: (insert here)

DDMG Executive Officer: (insert here)

Name of Local Groups within the Disaster District: Choose an item, Choose an item and Choose an item *(Add/remove as required)*

Section 2 – to be used if completing as a LDMG (delete if not required):

LDMG Chairperson: (insert here)

LDMG Deputy Chairperson: (insert here)

Local Disaster Coordinator: (insert here)



Section 3 – to be completed by both the DDMG and LDMG:

Choose an item **Members**

Organisation	Position Title	Surname	Given names	Status (member or advisor)	Contact Details
					M: AH: E:
Organisation	Position Title	Surname	Given names	Status (member or advisor)	Contact Details
					M: AH: E:
Organisation	Position Title	Surname	Given names	Status (member or advisor)	Contact Details
					M: AH: E:
Organisation	Position Title	Surname	Given names	Status (member or advisor)	Contact Details
					M: AH: E:



Member Contact Details Template

Guiding instructions (to be deleted): This is a customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use when collecting member contact information.

Local and district disaster management groups collect member contact information for the purposes of disaster management and operations.

Information may be shared with other members, local and district coordinators, and those in positions of authority.

Information is collected and stored in line with the provisions of the *Information Privacy Act 2009*. For further information about privacy of your personal information, refer to the Queensland government privacy rights, available at <https://www.qld.gov.au/law/your-rights/privacy-and-right-to-information/privacy-rights>.

Member contact details:

Member Name:	
Agency/Organisation:	
Agency/Organisation Position:	
Telephone:	
Email:	
Work Address:	

I agree to provide my contact details for the purposes of disaster management and disaster operations. I understand that these details will be updated from time to time and may be provided to other members of the disaster management group, the relevant District Disaster Coordinator and the Police Commissioner.

Sign:

Print name:

Date:



Annual Notice of Local Disaster Management Group (LDMG) Membership Template

Guiding instruction (to be deleted): This is a customisable template that can be used to provide annual notice to the Police Commissioner and DDMG Chairperson of the LDMG membership. In accordance with section 37 of the Disaster Management Act 2003, the local government provides this update and are the signatory to this notice.

Assistant Commissioner
Emergency Management and Coordination
Command
Queensland Police Service
c/o SDCC@police.qld.gov.au

and Full name
Chairperson
Choose an item District Disaster Management
Group
Email address

Click or tap to enter a date.

Dear Assistant Commissioner and Chairperson,

In accordance with section 37 of the *Disaster Management Act 2003* (the Act), I, the appointed Choose an item of the Choose an item Local Disaster Management Group, hereby confirm the below members as of Click or tap to enter a date.

LDMG Position	Organisation	Position Title	Name
Chairperson			
Deputy Chairperson			
Local Disaster Coordinator			
Local Govt Member			
Local Govt Member			
Member			
Member			
Member			
Member			
Member			

Should you require any further information or, to advise of changes to your contact details, please contact [Insert full name] on [Insert contact information].

Yours sincerely

Signature above (to be deleted)

Full name
Position title
Insert local government

Meeting Checklist Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group



(LDMG) or District Disaster Management Group (DDMG) can use to prepare for meetings.

4 weeks prior to the meeting	Tick (√)
Draft agenda, previous meeting minutes, and resolution statement sent to members.	<input type="checkbox"/>
Call for agenda items from members for the coming meeting.	<input type="checkbox"/>
Copy of the relevant agency report template distributed to members.	<input type="checkbox"/>
2 weeks prior to the meeting	Tick (√)
Group Secretariat receives member agenda items, with any meeting or noting briefs and member agency reports.	<input type="checkbox"/>
Chairperson reviews agenda items and endorses agenda.	<input type="checkbox"/>
1 week prior to the meeting	Tick (√)
Secretariat collates agenda papers and distributes to members.	<input type="checkbox"/>
Day of the meeting Insert Meeting Date:	Tick (√)
Chairperson of the meeting (e.g. Chairperson/Deputy Chairperson/Other):	<input type="checkbox"/>
Attendance Sheet completed	<input type="checkbox"/>
Quorum established	<input type="checkbox"/>
Minutes taken	<input type="checkbox"/>
Resolution Statement updated	<input type="checkbox"/>
Secretariat has kept a copy of any handouts for filing purposes.	<input type="checkbox"/>
1 week after the meeting	Tick (√)
Secretariat forwards draft minutes to Chairperson for approval.	<input type="checkbox"/>
Secretariat distributes draft minutes and resolution statement to members	<input type="checkbox"/>
2 weeks after the meeting	Tick (√)
Secretariat receives feedback and updates draft minutes/resolution statement in consultation with Chairperson.	<input type="checkbox"/>
Acquitted resolutions are moved to the resolution register.	<input type="checkbox"/>
Signed meeting minutes and resolution statement, agenda, briefs/documents are filed accordingly.	<input type="checkbox"/>



Meeting Agenda Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for meeting agendas.

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group Meeting Agenda

Date: Click to enter a date

Time: [Insert meeting start time]

Venue: [Insert meeting location]

Agenda item		Responsible Agency
	Welcome and apologies	Chairperson
1	Minutes, Resolution Statement, and business arising from previous meeting	Chairperson
2	[Insert Presentation / Training]	[Insert agency]
3	[Insert agenda item]	[Insert agency]
4	[Insert agenda item]	[Insert agency]
5	Agency Reports (by exception)	Chair
6	Inward / Outward Correspondence	Chair
7		
8	Other Business	Chair
9	Next Meeting	Chair
Items for noting – Progress updates		
A	[Insert title of item for noting]	[Insert agency]
B	[Insert title of item for noting]	[Insert agency]
C	[Insert title of item for noting]	[Insert agency]
D	[Insert title of item for noting]	[Insert agency]
E	[Insert title of item for noting]	[Insert agency]



Meeting Brief Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use as a meeting brief.

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group

Meeting Date:

Meeting Title:

Reference No:

Background

-

Current Issues

-

Recommendation/s

-

Contact Officer

Name:	
Position:	
Agency:	
Telephone:	
Email:	



Member Status Report Template

Guiding instructions (to be deleted): This is a customisable template that members can use to provide their status report to the Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG).

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group Member Status Report

Organisation represented: [Insert organisation] _____

Meeting Date and Time _____

Report submitted for inclusion in the Minutes of the [Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group meeting scheduled for Click to enter a date.

The following activities [Choose an item] by [Insert organisation].

(Delete sections or insert N/A as required depending on role and responsibility).

1. Mitigation

1.1. Risk Management / Mitigation

Includes such things as studies, initiatives, Mitigation Planning, Mitigation Measures being undertaken by Local Government/Department/Agency

1.2. Impediments to Implementation of Mitigation Measures

Summarise any identified impediments to the implementation of mitigation measures – funding, other resourcing issues, other organisation's responsibility etc.

2. Planning

2.1. Integration with business planning

Summarise how disaster management is being integrated with the overall business of the organisation, including the incorporation of disaster management issues with other strategic and operational planning arrangements.

Planning – Local Disaster Management Plan *(Local Government members only)*

Review Date:	Type of Review	Summary of amendments



3. Operational Issues

3.1. Readiness Status

General comment regarding status of operational readiness

3.2. Staff Availability

Comment on staff availability for Disaster Coordination etc.

3.3. Coordination Centre Resourcing

Comment on resourcing levels of the Disaster Coordination Centre and the impacts on Operations (if any)

3.4. Operations Conducted

Date	Type of event	Summary of response activities (Include role and functions undertaken by Agency/Local Govt.)

3.5. Remedial Action

Outline three proposed actions / improvements as a result of the operational activities

- 1.
- 2.
- 3.

4. Capability Development

4.1. Training Conducted

Insert details of any training undertaken or conducted

Date	DM component targeted E.g. PPRR	Name of course / training	Agency training conducted by	Local Govt. / Agencies involved

4.2. Identified Training Needs

Insert details of required training including preferred dates

Proposed Date	DM component targeted E.g. PPRR	Name of course / training	Agency training conducted by	Local Govt. / Agencies involved

4.3. Exercises Conducted

Insert details of any exercises conducted



Date	Name of exercise	Type of exercise e.g. tabletop / practical	Objectives of the exercise e.g. test communications plan	Agency coordinating the exercise	Local Govt. / Agencies involved

4.4. Remedial Action

Outline three proposed actions / improvements resulting from the exercises

- 1.
- 2.
- 3.

4.5. Proposed Exercises

Insert details of proposed exercises or exercises currently under development, including suggested dates etc.

Date	Name of exercise	Type of exercise e.g. tabletop / practical	Objectives of the exercise e.g. test communications plan	Agency coordinating exercise	Local Govt. / Agencies involved

5. General Business

Any other comments

6. Approval

Sign:

Report submitted by:

Agency/Local Government Position:

Date submitted:



Flying Minute Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for meeting management.

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group Flying Minute/s for Member Endorsement

[Insert date]

Agenda Item No. and Title	Resolution	Action Officer	Endorsed (✓)	Not Endorsed (X)
<i>Example:</i> Agenda Item 1: <i>2025 Meeting Dates</i>	<i>1. That Members endorse the 2025 LDMG/DDMG Meeting Dates and make a commitment to attend future meetings.</i>	<i>All members</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agenda Item 1: [Insert title]	[Insert what the required outcome is]	[Action officer]	<input type="checkbox"/>	<input type="checkbox"/>
Agenda Item 2: [Insert title]	[Insert what the required outcome is]	[Action officer]	<input type="checkbox"/>	<input type="checkbox"/>
Agenda Item 3: [Insert title]	[Insert what the required outcome is]	[Action officer]	<input type="checkbox"/>	<input type="checkbox"/>
Agenda Item 4: [Insert title]	[Insert what the required outcome is]	[Action officer]	<input type="checkbox"/>	<input type="checkbox"/>
<p>[Choose an item] MEMBER ENDORSEMENT <i>(NB – must be endorsed by appointed Member to achieve quorum and validate resolution)</i></p> <p>Signature: _____ Name: _____ Date: _____ Agency: _____</p>				



Meeting Minutes Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for their meeting minutes.

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group Ordinary Meeting Minutes [Click to enter a date]

Conducted at Insert venue – commencing at Insert time.

Presiding Chairperson Click or tap here to enter text. *(If the or LDMG Chair / DDMG Chair is absent, state “In the absence of the Chairperson, Deputy Chairperson Insert Deputy Chairperson name assumed the role of the Chairperson of the LDMG/DDMG for this meeting”).*

	Responsible Agency
Welcome and Apologies	
The Chair opened the meeting at Insert time, noting the apologies	
1. <u>Minutes, Resolution Statement, and business arising from previous meeting</u>	
Capture main discussion points Resolution: Capture resolution	
2. <u>Presentation/Training: Insert name of presentation, presenter, agency</u>	
Insert presenter name presented to members on overview/training session on Insert presentation theme Note key messages Note if any documents were handed out to members Resolution: Capture resolution	
3. <u>Insert title of agenda item</u> (NB: This should correspond with the Meeting Brief) Resolution: Capture resolution	
4. <u>Insert title of agenda item</u> (NB: This should correspond with the Meeting Brief) Resolution: Capture resolution	
5. <u>Insert title of agenda item</u> (NB: This should correspond with the Meeting Brief) Resolution: Capture resolution	
6. <u>Other business</u>	
Document any other business that arises and any resolutions	
7. <u>Next Meeting</u>	
Click or tap to enter a date	All members

Meeting closed: Insert time
Attendance Sheet attached.



Correspondence Register Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for correspondence management.

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group
[Choose an item] Correspondence Register**

For period from Insert date to Insert date.

DATE	[Insert from or to] <i>Include Name and Agency</i>	CONTENT OF CORRESPONDENCE <i>Include type of correspondence i.e. email, letter and subject</i>
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		
Insert date		

Updated: Insert date



Resolution Register Template

Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use to track resolutions.

[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group Resolution Register

Last updated: [Click to enter a date]

Agenda Item	Meeting Paper Recommendations	Meeting minute resolutions/Action Required	Responsible Agency	Status Update <i>(Summary of actions undertaken including the date towards completion of resolution)</i>	[Insert completion date] Completion Outcome <i>(Summary of actions undertaken to complete the resolution)</i>



DDMG DDMP Legislative Checklist

District Disaster Management Plan Legislative Checklist

A District Disaster Management Group (DDMG) must prepare a District Disaster Management Plan (DDMP) for disaster management in the disaster district for the group (section 53(1) *Disaster Management Act 2003*).

Under section 53(2) the DDMP must include provision for:	Tick (√)
a. Queensland Disaster Management Committee (QDMC) Disaster Management Strategic Policy Statement (SPS);	<input type="checkbox"/>
b. Roles and responsibilities of entities involved in disaster operations and disaster management in the district;	<input type="checkbox"/>
c. Coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);	<input type="checkbox"/>
d. Events that are likely to happen in the district;	<input type="checkbox"/>
e. Priorities for disaster management for the district;	<input type="checkbox"/>
f. Matters stated in the Prevention, Preparedness, Response and Recovery (PPRR) Disaster Management (DM) Guideline as matters to be included in the plan;	<input type="checkbox"/>
g. Other matters about disaster management in the disaster district the group considers appropriate.	<input type="checkbox"/>
DDMP Requirements (section 54 the Act)	Tick (√)
A DDMP must be consistent with the PPRR DM Guideline.	<input type="checkbox"/>
Reviewing and renewing the DDMP (section 55 the Act)	Tick (√)
(1) A DDMG may review, or renew, its DDMP when the group considers it appropriate. Date last reviewed:	<input type="checkbox"/>
(2) The group must review the effectiveness of the plan at least once a year. Next planned review date:	<input type="checkbox"/>
DDMP to be available for inspection (section 56 the Act)	Tick (√)
(1) The DDMG must keep a copy of its DDMP available for inspection, free of charge, by members of the public at the places the chairperson of the group considers appropriate.	<input type="checkbox"/>
(2) The DDMP is available in written or electronic form.	<input type="checkbox"/>
(3) A copy of the DDMP must be given to a person on payment of an appropriate fee*, which has been decided by the chairperson of the DDMG. <i>*An appropriate fee means the fee that is no more than the reasonable cost of providing the copy.</i>	<input type="checkbox"/>



Local Disaster Management Plan Legislative Checklist

A local government must prepare a local disaster management plan (LDMP) for disaster management in the local government's area (section 57(1) *Disaster Management Act 2003* (the Act)).

Under section 57(2) the LDMP must include:	Tick (√)
▪ Queensland Disaster Management Committee (QDMC) Disaster Management Strategic Policy Statement (SPS)	<input type="checkbox"/>
▪ the local government's policies for disaster management	<input type="checkbox"/>
▪ roles and responsibilities of entities involved in disaster operations and disaster management in the area	<input type="checkbox"/>
▪ the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (c)	<input type="checkbox"/>
▪ events that are likely to happen in the area	<input type="checkbox"/>
▪ strategies and priorities for disaster management for the area	<input type="checkbox"/>
▪ matters stated in the Prevention, Preparedness, Response and Recovery (PPRR) Disaster Management (DM) Guideline as matters to be included in the plan	<input type="checkbox"/>
▪ other matters about disaster management in the area the local government considers appropriate.	<input type="checkbox"/>
LDMP Requirements (section 58 the Act)	Tick (√)
A LDMP must be consistent with the PPRR DM Guideline.	<input type="checkbox"/>
Reviewing and renewing the LDMP (section 59 the Act)	Tick (√)
(1) A local government may review, or renew, its LDMP when the local government considers it appropriate. Date last reviewed:	<input type="checkbox"/>
(2) However, the local government must review the effectiveness of the plan at least once a year. Next planned review date:	<input type="checkbox"/>
LDMP to be available for inspection (section 60 the Act)	Tick (√)
A copy of LDMP is available for inspection, free of charge, by members of the public at: (a) the local government's head office; and (b) other places the Chief Executive Officer (CEO) of the local government considers appropriate.	<input type="checkbox"/>
The LDMP is available in the following format:	
▪ Printed	<input type="checkbox"/>
▪ Electronic	<input type="checkbox"/>



Appendix B – Process for submission of meeting and noting briefs to State

