



Shelters & Evacuation Centres Working Group Terms of Reference

1. Intent

The Shelters & Evacuation Centres Working Group provides a multi-agency coordinated response to support shelters and evacuation centres before, during and after disasters.

2. Scope

The terms of reference apply to Councillors, Local Disaster Management Group (LDMG) members and advisors, and staff of Townsville City Council (TCC).

The terms of reference are based on requirements from the [Disaster Management Act 2003](#) and the [Disaster Management Regulation 2014](#).

3. Powers of the committee

The SECWG is established under section 30 of the *Disaster Management Act 2003* (the Act).

Council through the LDMG retains primary responsibility for managing disaster events within the local government area (s 4A).

The LDMG Terms of Reference apply to this working group.

This working group is a permanent working group of the Townsville LDMG.

4. Purpose

To meet the Working Group roles and responsibilities outlined in the Townsville Local Disaster Management Plan.

To actively participate in the reviews and evaluations of the Shelters and Evacuation Centres Sub Plan and procedures and to provide expert advice to help refine the roles, responsibilities and key actions required to ensure the effective implementation of the plan.

To review resources available to assist in the activation of this plan.

To communicate this plan within each agency and provide the appropriate training as required.

Electronic version current uncontrolled copy valid only at time of printing.

Document No. - 27277141

Authorised by - Local Disaster Coordinator

Document Maintained by - Emergency Management Section

TLDMG Shelters & Evacuation Centres Working Group ToR

Version No. 1
Initial Date of Adoption (Version 1) - July 2025
Current Version Reviewed - July 2025
Next Review Date - July 2029
Page 1 of 6

To actively participate in the SECWG meetings.

To conduct and actively participate in any 'mock' exercises testing the performance of this plan and provide constructive evaluations and suggested improvements.

To provide reports and information to the LDC and TLDMG.

To provide advice, recommendations and updates to the TLDMG on planned and current sheltering options during a disaster event.

5. Membership

The maximum voting membership of the working group will be 10 persons, including the Chair and Deputy Chair of the working group. In addition, the Chair of the TLDMG is an ex officio member of each working group and may address the working group on any issue but does not have an entitlement to vote.

Membership of the working group is voluntary and final appointment of core and advisory member agencies will be determined by the Chair of the working group and the Local Disaster Coordinator. Working group memberships must be endorsed by the TLDMG.

Advisory members to the working group participate in working group meetings in a non-voting capacity and invitations can be made to include non-working group members to actively participate in working group discussions as subject matter experts.

6. Chairperson

The Chairperson is the Townsville City Council General Manager Environmental Health & Regulation (GMEHR).

The In-House Counsel (TCC) (or delegate) is the Deputy Chairperson.

In the absence of the nominated chairperson or representative, members at the meeting can elect a chairperson for that meeting.

7. Secretariat

The Chairperson will arrange the secretariat duties at each meeting.

In the absence of the Chairperson or their representative, members at the meeting can elect a secretariat for that meeting.

Duties include:

- maintaining the membership register;

- recording and distributing agenda, minutes and other required documents for meetings;
- maintaining an updated contact register;
- coordinating and tracking action items arising from each meeting;
- attending to any other business of the SECWG;
- Provide Status reports for the TLDMG Full Committee meeting, and
- Providing a situation report to the TLDMG as required.

8. Meetings

- Communication between the working group will occur via emails/phone calls as required and during the annual meeting.
- Meetings are to be held prior to the 1st July each year to confirm all plans and documents are ready for upcoming season.
- Meetings can be either in person or online using TEAMS platform
- A meeting to be held after an event to update learnings from the past season and confirm exercise planning.
- Meetings to be called by the Chairperson.
- Members may request a special meeting to the Chairperson in which the Chairperson may call a special meeting depending on the circumstances.
- Agenda will be distributed at least five working days prior to the next scheduled meeting
- The membership can request an item to be placed on the agenda up to seven working days prior to the next meeting. Alternatively, the item can be introduced as Other Business.

9. Quorum

Quorum will comprise half the core membership plus one.

No business should be conducted at meetings without a quorum.

The Chairperson will decide whether the meeting will go ahead.

10. Proxies

Members are encouraged to nominate a proxy if they are unable to attend a meeting

11. Committee term

The SECWG is required as an ongoing operational requirement.

12. Reporting

The Shelters and Evacuation Centres Working Group reports to the LDMG through the Chairperson.

Agendas, minutes of meetings and action plans are to be copied to the Chair of the LDMG and the Local Disaster Coordinator.

The Chairperson of the Evacuation Centres Working Group will provide updates to the Townsville LDMG as required, and written reports to Council on request.

13. Situation Reports

Each agency will use their own situational report (SITREP) template.

During operations, the Chairperson will be responsible for providing information towards the SITREP for the LDC. Each agency is responsible for providing timely SITREPS to the Chairperson to review and compile.

During operations, the Chairperson will be responsible for recording key decisions and actions they undertake in the performance of their duties. This can be recorded in the form of a diary or notebook.

14. Evaluation of performance

The SECWG will undertake an annual assessment of performance against the Terms of Reference.

15. Responsibility

The TLDMG is responsible for the adoption, amendment and repeal of the Terms of Reference and the Local Disaster Coordinator is responsible for the development and amendment of any associated procedures and guidelines.

16. Review

It is the responsibility of the Local Disaster Coordinator to monitor the adequacy of the Terms of Reference and recommend appropriate changes. These Terms of Reference will be formally reviewed every four years or as required by Council.

These Terms of Reference are to remain in force until otherwise amended/repealed by resolution of Council.



Cr Andrew Robinson
Chairperson
Townsville Local Disaster Management Group
Date: 15 July 2025

Electronic version current uncontrolled copy valid only at time of printing.

Document No. - 27277141

Authorised by - Local Disaster Coordinator

Document Maintained by - Emergency Management Section

TLDMG Shelters & Evacuation Centres Working Group ToR

Version No. 1

Initial Date of Adoption (Version 1) - July 2025

Current Version Reviewed - July 2025

Next Review Date - July 2029

Page 5 of 6