



# Townsville Local Disaster Management Group (LDMG) Terms of Reference

## 1. Intent

The Townsville Local Disaster Management Group (TLDMG) has overall responsibility for managing disaster events within the local government area.

## 2. Scope

The terms of reference apply to Councillors, TLDMG 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 LDMG is established under Section 29 of the *Disaster Management Act 2003* (the Act).

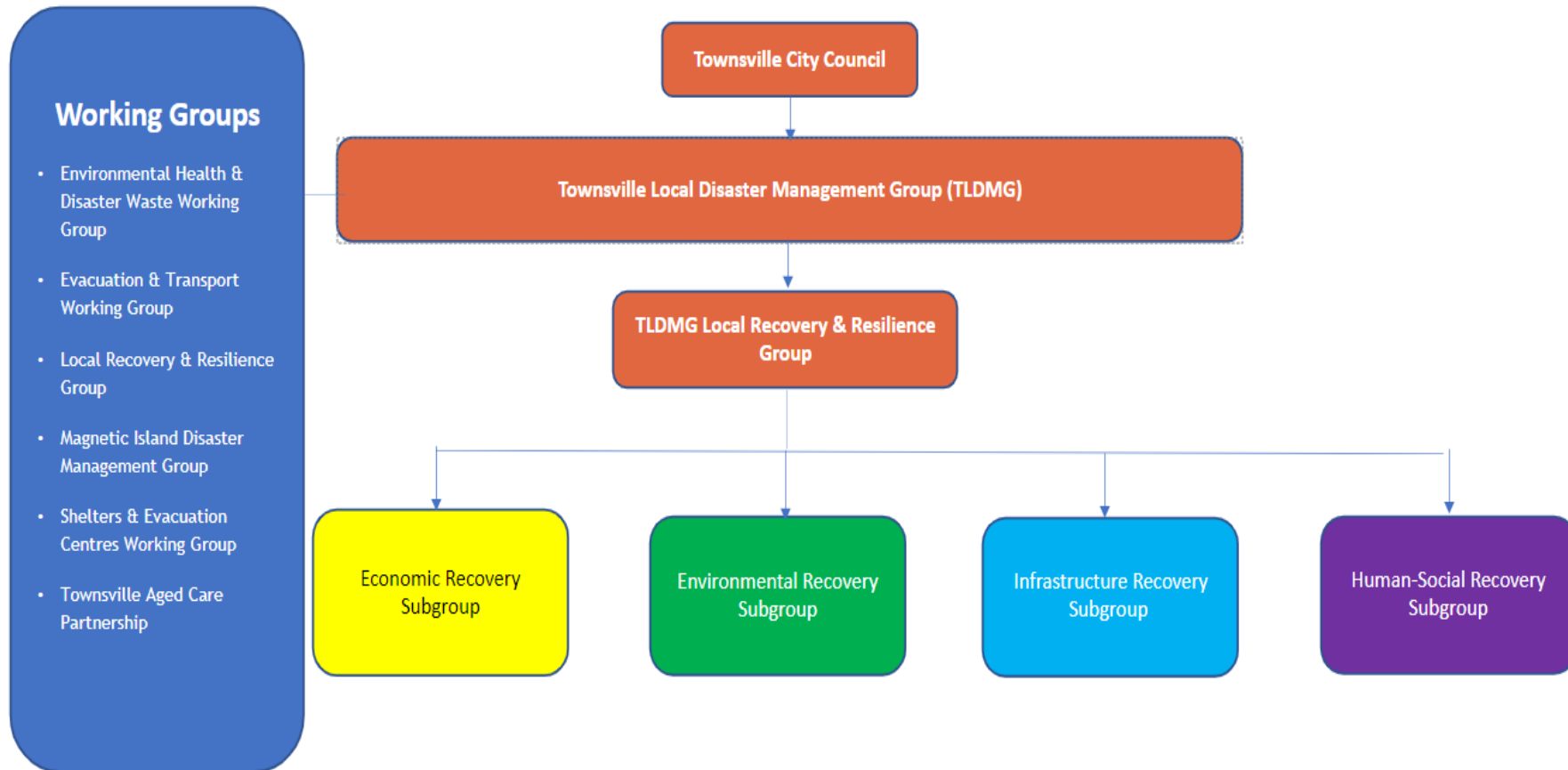
TCC, through the TLDMG retains primary responsibility for managing disaster events within the local government area (s.4A).

A LDMG Local Recovery and Resilience Group (LRRG) also exists with four Subgroups that report into the TLDMG, with a TCC employee as the coordinator of each subgroup and a Councillor as the LRRG Chairperson. This includes:

- Economic
- Environment
- Infrastructure
- Human-Social

A number of permanent Working Groups may be established also exist to support the response to specific issues. Working Groups report into the TLDMG.

## 4. Structure of the committee



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 Document No. - 27277075  
 Authorised by - Local Disaster Coordinator  
 Document Maintained by - Emergency Management Section

Townsville Local Disaster Management Group ToR

Version No. 1  
 Initial Date of Adoption (Version 1) - July 2025  
 Current Version Reviewed - July 2025  
 Next Review Date - July 2029  
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## 5. Purpose

The LDMG has the following functions (s.30):

- (a) To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State.
- (b) To develop effective disaster management and regularly review and assess the disaster management.
- (c) To help the local government prepare a local disaster management plan (s.57 of the Act) which is consistent with the disaster management guidelines (s.58 of the Act).
- (d) To identify and provide advice to the relevant district group about support services required by the local group to facilitate disaster management and disaster operations in the area.
- (e) To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.
- (f) To manage disaster operations in the area under policies and procedures decided by the State group.
- (g) To provide reports and make recommendations to the relevant district group about matters relating to disaster operations.
- (h) To identify, and coordinate the use of, resources that may be used for disaster operations in the area.
- (i) To establish and review communication systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens.
- (j) To ensure information about a disaster in the area is promptly given to the relevant district group.
- (k) To perform other functions given to the group under the Act.
- (l) To perform a function incidental to any of the previous functions mentioned.

## 6. Membership

A list of Executive Members, Core Members, Advisors and their Deputies is maintained as part of the Local Disaster Management Plan - refer section 2.7.

The LDMG consists of the following members (s.33):

- Persons appointed as members of the group by Townsville City Council.
- The member appointed as Chairperson must be a Councillor of Townsville City Council (s.34).
- The Chief Executive Officer or an employee of Townsville City Council appointed as Local Disaster Coordinator (s.35).

## Executive Members:

The LDMG Executive Members are the Chairperson and the Local Disaster Coordinator (or their respective deputies as required). Executive Members are those core members who are authorised to make initial operational response coordination decisions on behalf of the LDMG to expedite processes (s.38b). The LDMG Executive has an exclusively operational response coordination function and will not at any time replace the policy decision-making role of the LDMG.

## Core Members

*Core LDMG Members and liaison officers from each organisation must have:*

- The authority to commit their respective organisation to the LDMG's agreed decisions.
- The authority to commit their respective organisation's resources without having to confer with superiors.
- A sound understanding of the Local Disaster Management Plan.

A member may, with the approval of the Chairperson, appoint by signed notice (DM13) 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 (50% +1 of members) for a meeting.

## Advisors:

The LDMG may seek the advice of persons with specialist knowledge and invite them to attend a meeting.

## 7. Responsibilities

In undertaking TLDMG responsibilities, members must ensure they:

- Attend TLDMG activities with a full knowledge of their agency resources and services and the expectations of their agency.
- Are available and appropriately briefed to actively participate in TLDMG activities to ensure that plans, projects and operations use the full potential of their agency or function, while recognising any limitations.
- Are appropriately positioned within their agency to be able to commit agency resources to TLDMG normal business activities; and
- Attend and complete appropriate disaster management training to ensure an adequate level of understanding of the Queensland Disaster Management Arrangements and Framework.

## 8. Committee term

The LDMG is required as an ongoing operational requirement.

## 9. Meetings

Five scheduled meeting will occur each year at a time and place decided by the Chair; or when asked in writing by the District Disaster Coordinator. Quorum consists of at least one-half of its members plus one (s.38 of the Act).

The Chairperson is to preside at all LDMG meetings, or in their absence the Deputy Chairperson. (s.38 of the Act)

If the chairperson and deputy chairperson are both absent from a meeting of the group—

- (a) the member of the group nominated by the chairperson is to preside; or
- (b) if the chairperson does not nominate a member under paragraph (a)—the member nominated by the deputy chairperson is to preside.

If the offices of chairperson and deputy chairperson are vacant, the member of the group chosen by the members present is to preside.

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 38 of the Act).

Minutes must be taken of LDMG meetings (s.38 of the Act). TCC administration staff provide support to the LDMG with recording meetings.

Out of session meetings between specific members are encouraged to progress actions and take advantage of opportunities for synergies with the work of other partner agencies. However, decisions must be endorsed by the LDMG.

The Flying Minute process may be used to record decisions when a meeting has not been scheduled or is not required.

## 10. Reporting

At least once a year written notice of the members of the group must be given to the Police Commissioner and the Chairperson of the Townsville District Disaster Management Group (Section 37 of the Act).

The Chairperson must, after consulting with the Police Commissioner, appoint the Chief Executive Officer or an employee of the relevant local government as Local Disaster

Coordinator of the group (s.35(1) of the Act). This appointment must be in writing and may only be revoked in writing.

If requested, the LDMG, through the Council Officer, will provide a report to Council at the end of each financial year, or otherwise as the need arises.

The Local Disaster Management Plan must be available for inspection, free of charge by members of the public (s.60 of the Act).

## 11. Evaluation of performance

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

The LDMG may review or renew the Local Disaster Management Plan when it considers appropriate, however must review the effectiveness of the plan at least once a year (section 59 of the Act).

## 12. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

## 13. 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.



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**Joe McCabe**  
Chief Executive Officer  
Townsville City Council  
Date: 18/12/2025