



Townsville Aged Care Partnership Group Terms of Reference

1. Intent

The Townsville Aged Care Partnership Group (TACPG) aims to provide practical support and resource sharing in the event of an emergency or disaster event and where the impact requires evacuation of residents offsite.

2. Scope

The terms of reference apply to Councillors, Local Disaster Management Group (LDMG) members and advisors, staff of Townsville City Council (TCC) and staff of the organisations within the Townsville Aged Care Partnership Group (TACPG).

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 Townsville Aged Care Partnership Group 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 Subgroup

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.

The TACPG is to mitigate risks within the residential aged care facilities and retirement villages in an emergency or evacuation event and provide valuable support to staff and residents to ensure continuity and effectiveness of care.

This TACPG Agreement is recognised as a sub plan of the *Townsville Local Disaster Management Plan* and will be supported by resources available to the Townsville Local Disaster Management Group (TLDMG) during emergency events.

5. Membership

The membership of the Townsville Aged Care Planning Group (TACPG) comprises representatives from Residential Aged Care Facilities, Retirement Villages, independent service providers, and in-home care agencies located in Townsville and the surrounding local government areas.

Participation is voluntary and subject to approval by the Chair of the working group in consultation with the Local Disaster Coordinator.

6. Chairperson

The Chairperson is a representative from the North Queensland Primary Health Network (NQ PHN)

The Deputy Chairperson is a nominated representative from a Residential Aged Care Facility or Retirement Village as appointed by the Chairperson.

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

7. Secretariat

The Facilities Manager or delegate 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 WG;
- 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 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 WG is required as an ongoing operational requirement.

12. Reporting

The Townsville Aged Care Partnership 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 Townsville Aged Care Partnership Group will provide updates to the Townsville LDMG as required, and written reports to Council on request.

13. Situation Reports

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 WG 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 the TLDMG.

17. Townsville Aged Care Partnership Group Agreement

Facilities and organisations who have signed the partnerships agreement have agreed to provide assistance to members, who have signed the agreement.

Facilities are to provide assistance where practical when the Partnership Agreement is activated.

The decision to implement the *TACPG Agreement* arrangements will be made by facility CEOs and Managers.

The objectives of the agreement are

- To establish effective communications and information systems between relevant providers.
- To activate emergency or evacuation plans in a timely manner.
- To provide a timely emergency response process.
- To provide for the care and welfare of the aged care community throughout all emergencies or evacuation management stages.
- To minimise the impact to seniors in the event of an emergency or evacuation where possible; and
- To establish sharing of resources in the event of an emergency or evacuation where possible as per *TACPG Facility Information List*



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