

## **ANNEXURE A – LDMG TERMS OF REFERENCE**

### **Role**

#### **s. 4A**

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

### **Functions**

#### **s. 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; and
- To perform a function incidental to any of the previous functions mentioned.

### **Membership**

#### **s. 33**

The LDMG consists of the following members:

- The persons appointed as members of the group by the relevant local government for the group;
- At least 1 person nominated by the Chief Executive of the Department of Community Safety (the Chief Executive); and
- At least 1 person who is a councillor of a local government.

**s. 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.

**s. 35**

The Chairperson must, after consulting with the Chief Executive, appoint in writing the Chief Executive Officer or an employee of the relevant local government as Local Disaster Coordinator.

**s. 37**

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

**Meetings**

**s. 39**

LDMG meetings must be held at least once in every 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.

**s. 40**

A quorum for a LDMG meeting is the number equal to one-half of the members plus 1, or, if one-half of the members is not a whole number, the next highest whole number.

**s. 40A**

A member of a LDMG may, with the approval of the Chairperson, appoint by signed notice another person as his or her 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.

**s. 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.

**s. 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.

**s. 43**

Minutes must be taken of LDMG meetings.

**Local Disaster Management Plan (LDMP)**

**s. 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;
- 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; and
- Other matters about disaster management in the area the local government considers appropriate.

**s. 58**

The LDMP must be consistent with the disaster management guidelines

**s. 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.

**S. 60**

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