



City of Moreton Bay

Appendix 1 - Charter and Roles

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Document control

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Disaster Resilience Working Group Overview

To help share the workload, your organisation should consider creating a working group, which meets at least annually, to implement the disaster resilience action plan. The benefits of a working group include bringing together individuals with diverse skills and expertise to collaboratively identify potential risks, develop effective strategies, and implement practical solutions to mitigate and respond to disasters. The working group may be drawn from your organisation's members or from non-members and working group participants do not necessarily need to be on your management committee.

Meeting topics for the working group could include:

- Reviews and updates to the disaster resilience action plan
- Resources, training, and support available to the organisation and its members
- Scenario-based exercises and simulations to test the organisation's disaster response procedures and identify any areas for improvement
- Communication and engagement with other stakeholders, such as local emergency services, government agencies and community groups

Disaster Resilience Working Group Charter

Purpose

The Disaster Resilience Working Group supports our organisation to effectively prevent, prepare for, respond to, and recover from disasters.

The duties and responsibilities of the working group are to:

- Implement our disaster resilience action plan;
- Keep the disaster resilience action plan updated and review it at least annually;
- Coordinate with relevant organisations and stakeholders to support immediate and ongoing recovery efforts in the event of a disaster;
- Conduct debriefs and evaluations to identify areas for improvement in recovery planning and implementation;
- Provide regular updates on the disaster situation and recovery efforts.

Authority

The organisation's management committee or board has authorised the Disaster Resilience Working Group, within the scope of the duties and responsibilities set out in this charter to:

- Perform the activities required to address its responsibilities and make recommendations to the management committee or board;
- Require attendance by specified personnel at meetings as appropriate;
- Have access to information it considers relevant to its responsibilities under this charter.

Membership

The working group shall comprise at least five members appointed by the management committee or board. Management committee or board members may also sit on the working group.

Chairperson

The chairperson shall chair meetings and set the agenda. Should the chairperson be absent from a meeting, the working group members present shall appoint a chairperson for that particular meeting.

Meetings

The working group should meet at least annually, and the chairperson or any member may call a meeting.

Meeting Attendance

Any person may be invited by the chairperson to attend meetings, but not necessarily for the full duration of the meeting. Invitees may take part in the business of and discussions at the meeting, but have no voting rights.

Quorum and Voting

The quorum for meetings is more than half of the members of the working group.

Matters will be decided by consensus or, if consensus is not achievable, then by a majority of votes of members present. The chairperson shall not have a second or casting vote.

Minutes

The communications lead or another delegated member of the working group shall prepare the meeting minutes promptly following each meeting. After the chairperson has given preliminary approval, the draft minutes are circulated to all working group members. The minutes shall be ratified by email.

Reviews

The working group will review at least annually this charter and recommend to the management committee or board any appropriate amendments.

Reporting

The working group will provide minutes to the management committee or board and to the subsequent working group meeting.

Disaster Resilience Working Group Roles

By assigning specific roles to members of the working group, the organisation can ensure that all necessary areas of expertise are covered, and that each member has clear responsibilities and tasks to complete. This can increase accountability, reduce confusion, and promote effective collaboration and communication. Overall, it can help to build a culture of resilience and preparedness within the organisation, and support effective disaster prevention, preparation, response, and recovery efforts.

As the disaster resilience team are likely to take on these roles in addition to their other responsibilities with the organisation, it is important that they are supported by other volunteers and staff who can share the workload and provide additional capacity when needed. Therefore, the roles are identified to lead their areas of responsibility with support from other members of the organisation.

| Disaster Resilience Role | Name | Contact Details |
|--------------------------|------|-----------------|
| Working Group Chair | | |
| Communications Lead | | |
| Evacuations Lead | | |
| Volunteers Lead | | |
| Recovery Lead | | |

The disaster resilience roles are explained in the following tables across the PPRR framework to provide a clear and structured approach for ensuring action before, during, and after a disaster. The key skills and experience for each role are also noted. Training should be provided for disaster-specific knowledge and additional support will be available to help volunteers develop their skills and experience.

Working Group Chair

| PPRR Phase | Working Group Chair role |
|--|---|
| Prevention | <ul style="list-style-type: none"> ● Lead the working group to: <ul style="list-style-type: none"> ○ Identify potential hazards and risks that may impact the organisation ○ Ensure that members of the organisation are aware of potential disaster risks and prevention strategies |
| Preparedness | <ul style="list-style-type: none"> ● Lead the working group to keep the disaster resilience action plan up to date |
| Response | <ul style="list-style-type: none"> ● Provide leadership to the working group in responding to a disaster ● Oversee the implementation of the disaster resilience action plan by the working group |
| Recovery | <ul style="list-style-type: none"> ● Lead the working group to: <ul style="list-style-type: none"> ○ Coordinate with relevant organisations and stakeholders to support immediate and ongoing recovery efforts ○ Conduct debriefs and evaluations to identify areas for improvement ○ Advocate for additional resources and support to assist with recovery and reconstruction efforts |
| <p>Key skills and experience:</p> <ul style="list-style-type: none"> ● Ability to lead and coordinate the working group ● Knowledge of disaster recovery action plan and supporting materials ● Good planning and problem-solving skills ● Ability to work well with others and build relationships | |

Communications Lead

| PPRR Phase | Communications Lead role |
|---|--|
| Prevention | <ul style="list-style-type: none"> ● Develop and maintain relationships with relevant stakeholders, including the disaster resilience team ● Raise awareness of potential hazards and prevention measures ● Identify and address communication gaps or barriers |
| Preparedness | <ul style="list-style-type: none"> ● Maintain accessible communication plans and procedures (see Appendix 2: Communications Plan) ● Ensure emergency contact information is up-to-date and accessible |
| Response | <ul style="list-style-type: none"> ● Provide regular updates on the disaster situation ● Coordinate with emergency services and other organisations ● Manage social media channels |
| Recovery | <ul style="list-style-type: none"> ● Communicate recovery plans and efforts ● Work with authorities to ensure effective communication ● Provide regular updates on recovery efforts |
| <p>Key skills and experience:</p> <ul style="list-style-type: none"> ● Knowledge of disaster recovery action plan and supporting materials ● Good communication skills, both written and spoken ● Knowledge of social media management, public relations, and crisis communication ● Attention to detail and ability to provide regular updates ● Flexibility and quick response to changing situations | |

Evacuations Lead

| PPRR Phase | Evacuations Lead's Role |
|---|--|
| Prevention | <ul style="list-style-type: none"> ● Develop and maintain relationships with relevant stakeholders, including the disaster resilience team ● Identify potential evacuation scenarios and hazards |
| Preparedness | <ul style="list-style-type: none"> ● Maintain an evacuation plan (<i>refer to Appendix 2</i>) that outlines procedures, roles, and responsibilities for stakeholders ● Conduct drills to test the evacuation plan and identify areas for improvement |
| Response | <ul style="list-style-type: none"> ● Implement the evacuation plan in coordination with emergency services and other relevant organisations ● Ensure that evacuation routes are clear and safe, and that transportation arrangements are in place ● Coordinate with other members of the disaster resilience team |
| Recovery | <ul style="list-style-type: none"> ● Conduct debriefs to identify areas for improvement in the evacuation plan and procedures |
| <p>Key skills and experience:</p> <ul style="list-style-type: none"> ● Knowledge of disaster recovery action plan and supporting materials ● Good organisational and logistical skills ● Attention to detail in identifying potential hazards and risks ● Ability to work well with others and build relationships | |

Volunteers Lead

| PPRR Phase | Volunteers Lead's Role |
|---|--|
| Prevention | <ul style="list-style-type: none"> ● Develop and maintain relationships with relevant stakeholders, including the disaster resilience team ● Disseminate communication materials to raise awareness of volunteer opportunities |
| Preparedness | <ul style="list-style-type: none"> ● Recruit and coordinate volunteers for disaster preparedness efforts ● Provide appropriate training and support, including safety protocols and procedures ● Establish and maintain volunteer databases and rosters |
| Response | <ul style="list-style-type: none"> ● Mobilise and coordinate volunteers for disaster response efforts ● Assign tasks and responsibilities ● Provide necessary resources and equipment ● Ensure volunteers are trained and prepared appropriately |
| Recovery | <ul style="list-style-type: none"> ● Develop and implement plans to support volunteer efforts in the recovery phase |
| <p>Key skills and experience:</p> <ul style="list-style-type: none"> ● Knowledge of disaster recovery action plan and supporting materials ● Good leadership and communication skills to motivate volunteers ● Knowledge of volunteer management, recruitment, training, and support ● Attention to detail and ability to assign tasks and responsibilities ● Flexibility and adaptability to changing situations and needs | |

Recovery Lead

| PPRR Phase | Recovery Lead's Role |
|---|---|
| Prevention | <ul style="list-style-type: none"> ● Develop and maintain relationships with relevant stakeholders, including the disaster resilience working group |
| Preparedness | <ul style="list-style-type: none"> ● Develop and maintain relationships with relevant stakeholders, including the disaster resilience team |
| Response | <ul style="list-style-type: none"> ● Ensure that recovery efforts are initiated and coordinated as soon as possible ● Coordinate with relevant organisations and stakeholders to support immediate and ongoing recovery efforts |
| Recovery | <ul style="list-style-type: none"> ● Coordinate safe rebuilding, debris removal, and other activities ● Advocate for additional resources and support to assist with recovery and reconstruction efforts |
| <p>Key skills and experience:</p> <ul style="list-style-type: none"> ● Knowledge of disaster recovery action plan and supporting materials ● Good organisational and project management skills ● Attention to detail in evaluating recovery efforts ● Ability to work well with others and build relationships | |