Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Regional Disaster Resilience and Recovery Coordinator
Position Number:	3028
Directorate:	Organisational Services
Team:	Organisational Services
Category of Employment:	Fixed Term
Classification Level:	8
Classification Type:	Queensland Local Government Industry (Stream A) Award – State 2017 – Administration
Reports to:	Director of Organisational Services
Located:	Longreach
Accountable for:	No direct supervisory responsibility
Vehicle Authorisation:	Classification 3 – Commuter Use
Financial Delegation:	$50,000 - Supervisor/Coordinator
Revised:	October 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

Provide specialist disaster management, resilience and recovery support to RAPAD member councils through consistent regional planning, preparedness and continuous improvement.

Lead the review and standardisation of disaster management and recovery plans across RAPAD councils, working with councils, disaster management groups and government agencies to strengthen capability, resource sharing and mutual aid.

Provide strategic and operational support before, during and after disaster events, with a focus on long-term regional resilience, preparedness and recovery.

Position Responsibilities

Functional Area	Key Responsibilities
Regional Disaster Resilience & Preparedness	• Lead the review, development and continuous improvement of Local Disaster Management Plans (LDMPs), Sub-Plans and supporting documentation across RAPAD councils. • Develop consistent regional disaster management planning templates, frameworks and documentation standards to support interoperability and resource sharing. • Identify preparedness capability gaps across RAPAD councils and implement programs to improve readiness and resilience. • Support councils to meet legislative requirements under the Disaster Management Act and associated state planning frameworks. • Coordinate regional exercises, reviews and assurance activities to test disaster management capability and preparedness. • Support the implementation of lessons identified and lessons learned following exercises and disaster events.
Regional Recovery & Continuous Improvement	• Coordinate the development and review of recovery frameworks and recovery sub-plans that support effective post-disaster recovery outcomes. • Lead post-event debriefs, after-action reviews and improvement planning processes. • Coordinate regional continuous improvement programs arising from disaster events, exercises, recovery activities and assurance processes. • Monitor emerging disaster management trends, policy developments and funding opportunities and provide advice to member councils.
Regional Coordination & Resource Sharing	• Facilitate collaborative disaster management arrangements across RAPAD councils to support mutual aid, resource sharing and coordinated regional responses. • Develop and maintain regional resource registers, capability frameworks and deployment arrangements. • Support joint disaster management initiatives that improve efficiency, capability and value for money across participating councils.

	• Assist councils during activations where requested, providing specialist advice, planning support and coordination assistance. • Promote consistent approaches to disaster management operations that enable scalable and coordinated responses across the RAPAD region.
Stakeholder Engagement & Capacity Building	• Establish and maintain productive relationships with Local Disaster Management Groups, District Disaster Management Groups, Queensland Reconstruction Authority, Queensland Fire Department, State Emergency Service and other key stakeholders. • Facilitate knowledge sharing and collaboration between RAPAD councils to strengthen regional disaster resilience capability. • Coordinate training, workshops and capability development activities for Local Disaster Coordination Centre personnel, LDMG members and relevant council staff.
Other	• Other such relevant duties as required from time to time, which would generally fall within the scope of this position as directed by your accountable supervisor. • Carry out all duties in line with the Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations.

Extent of Authority

The position exercises specialist judgement and operates with limited direction, within Council policies, legislation and approved delegations.

The position is authorised to:

- Provide specialist advice and recommendations on disaster resilience, preparedness and recovery.
- Lead and coordinate regional disaster management and recovery planning.
- Facilitate regional collaboration, capability development and continuous improvement.
- Promptly escalate matters outside the position's authority, delegation, risk tolerance or operational scope to the accountable supervisor or authorised delegate.
- Provide specialist support during disaster response and recovery when directed.

The position has no direct supervisory responsibility but provides specialist leadership and coordination across participating organisations.

Key Relationships

Internal		
Position	**Nature of Relationship**	**How it Works**
Director of Organisational Services	Strategic guidance and reporting relationship	Provides professional advice, reports on priorities, project outcomes and emerging regional issues.
CEO's of RAPAD Councils	Advisory and collaborative relationship	Supports strategic planning, resilience initiatives and disaster

		management capability development.
Executive Leadership Team	Strategic partnership	Works collaboratively to embed disaster resilience and recovery planning into organisational practices.
Local Disaster Coordinators	Operational and technical support	Assists with preparedness activities, plan reviews, exercises, activations and post-event improvement processes.
Local Disaster Management Groups	Advisory and coordination relationship	Supports planning, capability development, governance and compliance requirements.
Council Departments and Operational Teams	Collaborative working relationship	Facilitates participation in planning, risk assessments, exercises, recovery planning and resilience initiatives.
External		
Position	**Nature of Relationship**	**How it Works**
District Disaster Management Groups (DDMGs)	Collaborative and advisory	Coordinates regional planning and capability development and ensures alignment with district arrangements.
Queensland Reconstruction Authority (QRA)	Strategic partnership	Supports resilience building, recovery planning and funding opportunities.
Queensland Fire Department and Emergency Services Agencies	Operational and planning partnership	Facilitates coordination, information sharing and integrated preparedness activities.
Queensland Police Service	Emergency management stakeholder	Supports disaster management planning, exercises and response arrangements.
State Government Agencies	Collaborative relationship	Coordinates regional initiatives, preparedness activities and recovery programs.
Neighbouring Local Governments	Partnership and resource-sharing relationship	Facilitates mutual aid arrangements, resource sharing and regional collaboration.
Community Organisations and Non-Government Organisations	Community resilience partnership	Supports community preparedness, recovery and resilience initiatives.

Industry and Critical Infrastructure Providers	Stakeholder engagement	Facilitates planning and coordination to enhance community resilience and continuity arrangements.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- **Strategic Thinking** - Anticipates risks and opportunities to strengthen regional disaster resilience, preparedness and recovery outcomes.
- **Collaboration** - Builds and maintains effective partnerships across councils, agencies and communities to achieve shared regional objectives.
- **Leadership and Influence** - Provides expert advice and drives consistent, best-practice approaches across the RAPAD region.
- **Communication** - Communicates clearly and effectively through high-quality reports, presentations, facilitation and stakeholder engagement.
- **Adaptability and Resilience** - Responds positively to changing priorities and performs effectively in complex and high-pressure environments.
- **Accountability and Continuous Improvement** - Takes ownership of outcomes and promotes ongoing learning, innovation and improvement in disaster management capability.

Position Requirements

Skills

- High-level expertise in disaster management, resilience, preparedness and recovery planning.
- Demonstrated ability to develop strategic plans, frameworks, policy documents and operational guidance materials.
- Highly developed project management and stakeholder engagement skills.
- Ability to influence outcomes across multiple organisations without direct supervisory authority.
- Advanced analytical, problem-solving and risk management capabilities.
- Exceptional written communication skills, including the preparation of complex reports, regional strategies, recovery frameworks and executive briefings.
- Proven ability to coordinate activities across geographically dispersed organisations and stakeholders.

Knowledge

- Comprehensive understanding of the Queensland Disaster Management Arrangements.
- Thorough knowledge of the Disaster Management Act 2003 and associated State planning frameworks.
- Strong understanding of local government operations and governance.
- Sound knowledge of resilience, preparedness, response and recovery principles.
- Understanding of disaster funding, recovery arrangements and continuous improvement practices.

Mandatory Experience/Qualifications

- Current Unrestricted 'C' Class Drivers Licence
- Demonstrated experience in disaster management, emergency management, resilience, recovery or related fields.
- Experience developing and reviewing disaster management plans, sub-plans or emergency management frameworks.

- Experience working collaboratively with government agencies, local government and community stakeholders.

Desirable Experience/Qualifications

- Tertiary Qualification in Emergency Management, Public Safety, Community Resilience, Risk Management or related discipline.
- Queensland Disaster Management qualifications.
- Experience in local government disaster management environments.

Delegations and Authorisations

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	Supervisor/Coordinator	$50,000	Approval of purchase orders within approved budgets, subject to compliance with Council procurement and quotation requirements under Council policies and the CEO-to-Employee Delegations Register; procurement exceeding delegation must be escalated to an authorised delegate.

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	**Classification 3** – Commuter Use	This position is authorised to use a Council-owned or hired motor vehicle under ***Classification 3 – Commuter Use*** in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to Council business and travel to and from the workplace via the safest and most direct route, unless otherwise approved in writing by the Chief Executive Officer, relevant Director or Chief Financial Officer. The position holder must comply with all licence, safety, garaging and reporting requirements and does not have authority to approve vehicle allocations or alternative usage arrangements.

☒ Where the position has Delegations and Authorisation

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's Delegations and Authorisations Policy, the Chief Executive Officer to Employee and Contractor Delegations Register, and any Authorised Person/ Authorised Officer Instrument of Employment issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Physical Requirements

Vision and Hearing Requirements

☐ This position requires a vision test

☐ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☒	☐
Communicating With Others – Verbal	☐	☐	☐	☒
Communicating With Others - Written	☐	☐	☐	☒
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☐	☒
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☐	☒
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☐	☒
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☐	☒
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☐	☒
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☐	☒
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☐	☒
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☐	☐	☒
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☐	☐	☒

Physical Requirements

☒ This position does not require more than 10-15% manual handling/physical exertion

☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☐	☐	☒
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps	☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☒	☐	☐	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☒	☐	☐
Kneeling – To lower the body	☐	☒	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☒	☐	☐
Reaching – Extending arms out in any direction	☐	☒	☐	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☒	☐	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☐	☐	☒
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☐	☐	☒
Writing/Typing	☐	☐	☐	☒
Climb Ladders	☒	☐	☐	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☒	☐	☐	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☒	☐	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☒	☐	☐
5.1 – 10kg	☐	☒	☐	☐
10.1 -15kg	☐	☒	☐	☐

15.1 -20kg	☐	☒	☐	☐
Lift floor to hip	☐	☒	☐	☐
Lift waist to shoulder	☐	☒	☐	☐
Lift overhead	☐	☒	☐	☐

☐ Plant operation with maximum seat rating of 120kgs

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Brett Walsh, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	