

SCENIC RIM REGIONAL COUNCIL
**LOCAL DISASTER MANAGEMENT GROUP
TERMS OF REFERENCE AND GUIDE**

VERSION 1.0



scenicrim.qld.gov.au



Important Information

Certain sections of this Scenic Rim Local Disaster Management Group Terms of Reference and Guide, which is an annexure to the Scenic Rim Local Disaster Management Plan are privileged and confidential and are not available for distribution to the general public.

Scenic Rim Regional Council permits the use of material contained in the Scenic Rim Local Disaster Management Group Terms of Reference and Guide being reproduced for research or planning purposes provided that any material used remains unaltered and due recognition of the source of the materials is recognised.

Any party using the information for any purposes does so at their own risk and releases and indemnifies Scenic Rim Regional Council against all responsibility and liability (including negligence, negligent misstatement and pure economic loss) for all expenses, losses, damages and costs as a consequence of such use.

All requests for additional or clarifying information regarding this document are to be referred to:

The Local Disaster Coordinator
Scenic Rim Local Disaster Management Group
Scenic Rim Regional Council
PO Box 25
BEAUDESERT QLD 4285

Ph. 07 5540 5111

Website: www.scenicrim.qld.gov.au



Endorsement

The Scenic Rim Local Disaster Management Group Terms of Reference and Guide, version number 1, dated 26 August 2020 has been endorsed by the Scenic Rim Local Disaster Management Group, in accordance with the *Disaster Management Act 2003*.



.....

Randall Deans

Manager Health Building and Environment, Scenic Rim Regional Council
Local Disaster Coordinator, Scenic Rim Local Disaster Management Group

Dated: 11 December 2020

The Scenic Rim Local Disaster Management Group Terms of Reference and Guide, version number 1, was adopted by the Scenic Rim Local Disaster Management Group on 27 November 2020, in accordance with the *Disaster Management Act 2003*.

The Scenic Rim Local Disaster Management Group Terms of Reference and Guide is hereby approved for distribution.



.....

Cr Greg Christensen

Mayor, Scenic Rim Regional Council
Chair, Scenic Rim Local Disaster Management Group

Dated: 14 December 2020



Version Control

	Details	Authored	Date	Approved
1	Developed document	Scenic Rim Regional Council Disaster Management Unit	26 August 2020	27 November 2020

This is a living document, if printed this document will become out of date. For the most current version of this document, please visit Scenic Rim Regional Council's Disaster Management - Plans and Documents website.

Web: <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents>

All proposed amendments to the Scenic Rim Local Disaster Management Group Terms of Reference and Guide are to be submitted in writing to the Scenic Rim LDMG at the address below:

Local Disaster Coordinator
Scenic Rim Local Disaster Management Group
PO Box 25
BEAUDESERT QLD 4285

mail@scenicrim.qld.gov.au



TABLE OF CONTENTS

Important Information	2
Endorsement	3
1. Distribution	6
2. Rationale	6
3. Terms of Reference	7
3.1 Establishment.....	7
3.2 Purpose.....	7
3.3 Statutory Functions	7
3.4 Additional Functions	8
4. Membership of the Local Disaster Management Group.....	9
4.1 Chair	9
4.2 Deputy Chair	9
4.3 Local Disaster Coordinator (LDC).....	9
4.4 Deputy Local Disaster Coordinator (DLDC)	10
4.5 Local Recovery Coordinator (LRC).....	10
4.6 Deputy Local Recovery Coordinator (DLRC)	10
4.7 Disaster Management Unit (DMU).....	11
4.8 Members	11
4.9 Deputies.....	12
4.10 Advisors	12
4.11 Observers.....	12
4.12 Register and Contact List	13
5. Responsibilities.....	13
6. Conduct of Business.....	15
6.1 Meetings.....	15
6.2 Notice of Meetings.....	15
6.3 Activated Agenda	15
6.4 Quorum	15
6.5 Endorsement and Decision Making	16
6.6 Chairperson.....	16
6.7 Business Documents.....	16
6.8 Secretariat Support	16
7. Activation of Local Disaster Management Group.....	17
7.1 Context.....	17
7.2 Timely Activation.....	17
7.3 Stages of Activation	18
7.4 Triggers for Activation	21
8. District Disaster Management Group	25
8.1 Member	25
8.2 Deputy Member	25
8.3 Member Responsibilities	25



1. Distribution

This is a controlled document that supports the implementation of the Scenic Rim Local Disaster Management Plan.

This Terms of Reference and Guide is distributed to all persons listed in the Scenic Rim Local Disaster Management Group (LDMG) contact list, as members, advisors or observers.

2. Rationale

The State Disaster Management Plan acknowledges that:

“Local governments are primarily responsible for managing events in their local government area through their Local Disaster Management Group (LDMG).

LDMGs are empowered by legislation to act as the frontline of disaster management in Queensland. This work is undertaken from a perspective of shared responsibility among all stakeholders and is characterized by consultation, collaboration and participation.”¹

This guide details:

- how Scenic Rim Regional Council forms its Local Disaster Management Group,
- the Terms of Reference for the group,
- the membership appointment process,
- the expectations of members, and
- triggers and stages of activation of LDMG

The Local Disaster Management Group Members Guide also refers to:

- Register (Contact List) of Membership of the Scenic Rim Local Disaster Management Group (Members, Advisors and Observers)

Under the approved Scenic Rim Local Disaster Management Plan, these registers will be updated at least quarterly or as required.²

This guide should be read in conjunction with the Scenic Rim Local Disaster Management Plan available on Scenic Rim Regional Council's website found here: <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents>

¹ Queensland Government, Queensland State Disaster Management Plan (2018) Section 1.3.3 Local focus

² Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.5 Core Membership



3. Terms of Reference

3.1 Establishment³

The Scenic Rim Local Disaster Management Group is established by Scenic Rim Regional Council in accordance with Section 29 of the *Disaster Management Act 2003*.

3.2 Purpose⁴

The purpose of the Local Disaster Management Group is to assist the Scenic Rim community to

- mitigate the potential adverse effects of a disaster event
- prepare for managing the effects of a disaster event
- effectively respond to, and recover from a disaster or emergency event.

3.3 Statutory Functions⁵


In accordance with the *Disaster Management Act 2003*, the Scenic Rim Local Disaster Management Group has the following functions:

- (a) to ensure that disaster management (i.e. prevention, preparedness, response and recovery arrangements and actions) and disaster operations in Scenic Rim are consistent with the State Disaster Management Committee's strategic policy framework for disaster management for the State
- (b) to develop effective disaster management strategies, and regularly review and assess the disaster management arrangements within the region
- (c) to help Scenic Rim Regional Council to prepare a local disaster management plan
- (d) to identify and provide advice to the relevant district group (i.e. Logan Disaster District Management Group) about, support services required by the Scenic Rim Local Disaster Management Group to facilitate disaster management and disaster operations in the region
- (e) to ensure the Scenic Rim community is aware of ways of mitigating the adverse effects of a disaster event, and preparing for, responding to and recovering from a disaster
- (f) to manage disaster operations in Scenic Rim under policies and procedures decided by the State Disaster Management Committee
- (g) to provide reports and make recommendations to the Scenic Rim Local Disaster Management Group and Logan District Disaster Management Group about matters relating to disaster operations
- (h) to identify, and coordinate the use of resources that may be used for disaster operations in Scenic Rim
- (i) to establish and review communications systems in the Scenic Rim Local Disaster Management Group, and with the Logan District Disaster Management Group and the neighbouring Cities of Gold

³ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.1 Responsibilities

⁴ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.2 Terms of Reference

⁵ State of Queensland (2020). *Disaster Management Act 2003*: Section 30, p35-36.



Coast, Ipswich, Logan, and Lockyer Valley and Southern Downs Regional Council Local Disaster Management Groups for use when a disaster happens

- (j) to ensure information about a disaster in the area is promptly given to the Logan District Disaster Management Group
- (k) to perform other functions given to the group under the *Disaster Management Act 2003*; and
- (l) to perform a function incidental to a function mentioned in paragraphs (a) to (k).

3.4 Additional Functions

In addition to the statutory functions outlined under the *Disaster Management Act 2003*, the Scenic Rim Local Disaster Management Group has the following additional functions:

- (a) to assist Scenic Rim Regional Council in implementing effective cross-boundary disaster management arrangements utilising the provisions of Section 60 of the *Local Government Act 1993*
- (b) to assist Scenic Rim Regional Council implement its disaster management policy⁶
- (c) to provide a forum for and to assist in the implementation of best practice disaster management and lessons learned from exercises and disaster operations.⁷

⁶ Scenic Rim Regional Council, (2018) Disaster Management Council Policy WI06.01CP

⁷ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 6.6 Training and Exercises



4. Membership of the Local Disaster Management Group

4.1 Chair

Scenic Rim Regional Council appointed the Mayor, as the Chair of the Scenic Rim Local Disaster Management Group.⁸

The chairperson has the following functions;

- To manage and coordinate the business of the group,
- To ensure as far as practicable, that the group performs its functions, and
- To report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.⁹

The Chair is a member to the Scenic Rim Local Disaster Management Group

4.2 Deputy Chair

Scenic Rim Regional Council appointed Councillor of Division 2 as the Deputy Chair of the Scenic Rim Local Disaster Management Group.¹⁰

The role of the Deputy Chair to the Local Disaster Management Group is to serve as a deputy of the Chair, should the Chair be unavailable to attend to the Local Disaster Management Group business and to allow for continuance of the role for extended operations.

4.3 Local Disaster Coordinator (LDC)

Scenic Rim Regional Council appointed its Manager of Health, Building and Environment as the Local Disaster Coordinator of the Scenic Rim Local Disaster Management Group.

The function of the Local Disaster Coordinator is to help the group to manage and coordinate its business.

This includes managing:


- membership,
- meeting schedules, agenda, minutes and other administration,
- disaster management programs,
- activation and alert procedures, and
- disaster coordination centre.¹¹

⁸ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.4.1 Chair

⁹ Disaster Management Act (2003). Part 2 Disaster management groups and committees. Section 34A

¹⁰ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.4.2 Deputy Chair

¹¹ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.4.3 Local Disaster Coordinator



However, the primary responsibility of the Local Disaster Coordinator includes;

- to coordinate disaster operations for the local group,
- to report regularly to the local group about disaster operations, and
- to ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implement.¹²

The Local Disaster Coordinator is a member to the Scenic Rim Local Disaster Management Group

4.4 Deputy Local Disaster Coordinator (DLDC)

Scenic Rim Regional Council has two (2) appointed Deputy Local Disaster Coordinators for the Local Disaster Management Group:

- Manager of Resources and Sustainability, and
- Currently un-appointed position.

The role of the Deputy Local Disaster Coordinator is to serve as deputy for the Local Disaster Coordinator, should the Local Disaster Coordinator be unavailable to attend personally to the Local Disaster Management Group's business and to allow for a continuance of the role for extended operations.¹³

4.5 Local Recovery Coordinator (LRC)

Scenic Rim Regional Council appointed its Manager of Community and Culture as the Local Recovery Coordinator of the Scenic Rim Local Disaster Management Group.

The function of the Local Recovery Coordinator is to coordinate the recovery function for the Local Disaster Management Group. This can be done through a Local Recovery Group (LRG), where agencies plan for and coordinate recovery operations, where the LRC reports to the Local Disaster Management Group.¹⁴

The Local Recovery Coordinator is an advisor to the Scenic Rim Local Disaster Management Group.

4.6 Deputy Local Recovery Coordinator (DLRC)

Scenic Rim Regional Council has one (1) appointed Deputy Local Recovery Coordinator for the Local Disaster Management Group:

- Manager of Regional Prosperity and Communications.

The role of the Deputy Local Recovery Coordinator is to serve as deputy for the Local Recovery Coordinator, should the Local Recovery Coordinator be unavailable to attend personally to the Local Disaster Management Group or Local Recovery Group's business and to allow for a continuance of the role for extended operations.

¹² Disaster Management Act (2003). Part 2 Disaster management groups and committees. Section 36

¹³ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.4.4 Deputy Local Disaster Coordinator

¹⁴ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 9.2 Local Recovery Group



4.7 Disaster Management Unit (DMU)

Scenic Rim Regional Council supports disaster management within the region with its Disaster Management Unit, which is staffed by a full-time qualified and experienced disaster management coordinator and assisted as requested by other Council officers to fulfil the disaster management function.

Scenic Rim Regional Council appoints the Disaster Management Coordinator to the Local Disaster Management Group.

The Disaster Management Coordinator is responsible for providing:

- expertise and advice on disaster management to the Local Disaster Management Group, and
- secretariat and other administrative support to the group on behalf of the Local Disaster Management Group,
- to assist the Local Disaster Coordinator to fulfil the operational function of response and recovery when during an event, and
- and deliver the Scenic Rim Regional Council's Disaster Management Policy, internal strategy and implementation plan.¹⁵

4.8 Members

Scenic Rim Regional Council appoints members to the Scenic Rim Local Disaster Management Group. Members are appointed to the Local Disaster Management Group for the purpose of ensuring that it is able to meet its functions.

Scenic Rim Regional Council appoints members on the basis of:

- their ability to represent their agency and commit their agency to contribute to Local Disaster Management Group's business,
- their knowledge of the Queensland Disaster Management Arrangements, or their ability to rapidly acquire this knowledge, and
- their knowledge of the organisation, business and agenda of the Scenic Rim Local Disaster Management Group and the Scenic Rim Local Disaster Management Plan, or their ability to rapidly acquire this knowledge.

Appointments as members are endorsed by the Chair and Local Disaster Coordinator of the Local Disaster Management Group.

Scenic Rim Regional Council will, at least once a year, give written notice of the members of the Local Disaster Management Group and appointments to the State Disaster Management Committee and the Logan District Disaster Coordinator.¹⁶

Representatives in the members group are the core members of the Local Disaster Management Group, information obtained is for their knowledge for critical decision making and strategic planning to combat the disaster event. Information is not to be distributed outside of their organisation and reporting management structure. It is the member's responsibility to obtain and inform with appropriate information between the Local Disaster Management Group and their organisation.

¹⁵ Scenic Rim Regional Council, (2018) Disaster Management Council Policy WI06.01CP

¹⁶ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.5 Core Membership



4.9 Deputies

Scenic Rim Regional Council authorises agencies to nominate one person to serve as a deputy, should their representative be unable to attend Local Disaster Management Group meetings.

Deputies are recommended by their agency, and approved by the Chair and Local Disaster Coordinator of the Local Disaster Management Group.

Whilst deputies may assist in the Local Disaster Management Group's decision making processes through debates and other inputs, they do not hold endorsement rights and do not contribute to forming a quorum for the Local Disaster Management Group unless they are acting in the capacity of an absent member.

4.10 Advisors

The Scenic Rim Local Disaster Management Group may be supported by agencies other than permanent members to provide an advisory role for hazard or threat specific events.

Whilst advisors assist in the Local Disaster Management Group's decision making processes through the provision of expertise, they do not hold any voting rights and do not contribute to forming a quorum for the group.

Representatives in the advisor group are there to support the Local Disaster Management Group, information obtained is for their knowledge and their organisation on how they can best support the Local Disaster Management Group. Information is not to be distributed outside of their organisation and reporting management structure. It is the advisor's responsibility to obtain and inform with appropriate information between the Local Disaster Management Group and their organisation.

The Chair and/or Local Disaster Coordinator are authorised to invite advisors and other persons to the Local Disaster Management Group.

In order for an agency to become an Advisor, a written submission needs to be received by the Disaster Management Unit for the Disaster Management Coordinator, Local Disaster Coordinator and/or Chair to approve. Alternatively, the Local Disaster Coordinator or Chair will approach a particular agency to provide their expertise to the Local Disaster Management Group, to better inform the group for endorsement and/or decision making.


4.11 Observers

The Scenic Rim Local Disaster Management Group also hold an observer group for additional agencies to support the group. These agencies receive the Local Disaster Management Groups correspondence and can attend meetings if desired and when required.

Representatives in the observer group are there to obtain information for their organisation, and are not to distribute information outside of their organisation and reporting management structure. It is the observers responsibility to obtain and inform with appropriate information between the Scenic Rim Local Disaster Management Group and their organisation.

These agencies do not hold voting rights or contribute to forming a quorum, however can be called upon by the Chair and/or Local Disaster Coordinator to present to the Local Disaster Management Group according to their expertise.

In order for an agency to become an Observer, a written submission needs to be received by the Disaster Management Unit for the Disaster Management Coordinator, Local Disaster Coordinator and/or Chair to



approve. Alternatively, the Local Disaster Coordinator or Chair will approach a particular agency to provide their expertise to the Local Disaster Management Group, to better inform the group for endorsement and/or decision making.

4.12 Register and Contact List

Scenic Rim Regional Council's Disaster Management Unit maintains a current register of the LDMG. This includes current contact list which details all relevant details of members, advisors, observers and their deputies.

This register and contact list will be updated at least quarterly, with amendments distributed through the scheduled meetings of the Scenic Rim Local Disaster Management Group.

In addition, the Disaster Management Unit may update the contact list “out of session” on behalf of the Local Disaster Coordinator, if necessary. This might be due to changes in membership, or a need to provide updated contact details in preparation for a disaster event.

If updated, out of session, the Disaster Management Unit will distribute the contact list and register to the Local Disaster Management Group.¹⁷


5. Responsibilities

Members of the Scenic Rim Local Disaster Management Group are required to fulfill below points and their responsibilities outlined in the Scenic Rim Local Disaster Management Plan¹⁸:

- **attend meetings of the Local Disaster Management Group**
 - Each member and advisor are required to ensure that they or their identified deputy attend the Local Disaster Management Group’s meetings and participate in its business.
 - Each member and advisor understand that as a member of the Local Disaster Management Group, they may be asked to commit resources from their agency to contribute to the business of the Local Disaster Management Group. Members should hold sufficient delegation to be able to commit resources.
- **provide regular reports of their agency’s disaster management actions**
 - Each member and advisor is to provide a report at each meeting of the Scenic Rim Local Disaster Management Group regarding their agency’s disaster management actions and future plans.
 - Each member and advisor is required to contribute any additional information regarding their agency’s disaster management actions as required by the Local Disaster Management Group in its compilation of its annual report.

¹⁷ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.5 Core Membership

¹⁸ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 2.6.1.1 Roles and Responsibilities

- 
- **attend disaster management training, exercises and understand the Queensland Disaster Management Arrangements (QDMA)**
 - Each member and advisor are to ensure that they and their deputy complete all the mandatory training that is outlined in the Queensland Disaster Management Training Framework, provided by Queensland Fire and Emergency Services.
 - Each member and advisor must be aware and understand the Queensland Disaster Management Arrangements (QDMA), and be familiar with the below disaster management documentation;
 - Queensland Disaster Management Act, 2003 and Regulation 2014,
 - Queensland Disaster Management 2016 Strategic Policy Statement,
 - Emergency Management Assurance Framework (EMAF), the Standard for Disaster Management in Queensland,
 - Queensland Disaster Management Guidelines (Prevention, Preparedness, Response and Recovery), and
 - Scenic Rim Local Disaster Management Plan, Sub Plans and procedures.
 - **notify the Local Disaster Management Group of any disaster or potential disaster**
 - Each member and advisor is to notify the Scenic Rim Local Disaster Management Group via the Disaster Management Unit of any event within their agency's area of responsibility that has or is likely to cause a disaster within the Scenic Rim community.
 - Each member and advisor whose agency operates a disaster warning system is to pass on warnings of potential disasters in a timely fashion to the Disaster Management Unit or Local Disaster Coordinator to ensure the Local Disaster Management Group and the community is informed and aware.
 - Each member and advisor is required to pass onto the Local Disaster Management Group, via the Disaster Management Unit, information relevant to disaster response and recovery.
 - The Disaster Management Unit will ensure that all information pertaining to disasters and potential disasters, approved by the Local Disaster Coordinator is shared to the Local Disaster Management Group, or to members, advisors or observers as appropriate.
 - **contribute to disaster response and recovery actions**
 - Each member or identified deputy is required to attend scheduled meetings of the Scenic Rim Local Disaster Management Group during disaster response and recovery phases. If a disaster prevents a member from participating, the member's agency must notify the Local Disaster Management Group and provide their deputy as soon as possible.
 - Each member will commit on behalf of their agency to provide a liaison officer to work in the region's Local Disaster Coordination Centre, if required/requested.¹⁹

¹⁹ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 7.9 Liaison Officers

- **participate in other business of the Local Disaster Management Group**
 - Each member commits their agency to actively participating in the Scenic Rim Local Disaster Management Group's related business, such as training, exercises, community awareness and education, as outlined in the Scenic Rim Regional Council, Local Disaster Management Plan.

6. Conduct of Business

6.1 Meetings

In normal circumstances, the Scenic Rim Local Disaster Management Group will meet on a quarterly basis. Four meetings are held per annum. The annual meeting cycle is February, May, August and November. During a disaster, the Local Disaster Management Group will meet at least daily to ensure coordination of disaster response and recovery actions.

The Chair will call a meeting if asked, in writing, to do so by the Logan District Disaster Coordinator.

6.2 Notice of Meetings

Prior to quarterly meetings, a notice of meeting and meeting agenda will be provided to all persons on the Contact List, by calendar invitation and email correspondence.

6.3 Activated Agenda

If activated, initial Local Disaster Management Group meeting agendas will include the following issues:


- Briefing on disaster event,
- Consideration of the level of response required for the event,
- Specialist services or support required,
- Communication strategy,
- Resource commitment and capacity of each organisation,
- Reports from sub groups and agencies,
- Matters referred by the District Disaster Coordinator or District Disaster Management Group,
- Immediate, mid-term and longer-term priorities,
- Cost capture, funding and budgeting issues,
- Other business, and
- Location and timing of subsequent meetings

6.4 Quorum

Under Section 40 of the *Disaster Management Act 2003*, a quorum for the Scenic Rim Local Disaster Management Group is the number equal to one half of the members holding office plus 1; or if one half of the number of members is not a whole number, the next highest whole number.

A meeting of the Local Disaster Management Group must have a quorum present when decision making is part of the business of the meeting.

It is in the best interest that a member of the lead agency must be present during decision making stages.



6.5 Endorsement and Decision Making

Endorsement or official decision making is conducted through the Local Disaster Management Group according to quorum arrangements.

Expert advice from advisers or observers and invited guests can be presented to the Local Disaster Management Group members in making an endorsement or a decision.

Endorsement or a significant decision will be noted in the Local Disaster Management Group minutes for acknowledgment and recording.

Endorsement or a significant decision can also be made by flying minutes, distributed and recorded through the Disaster Management Unit. Flying minutes correspondence is conducted through the non-active period of the Local Disaster Management Group.

During the active phases of response and recovery of the Local Disaster Management Group, endorsement and decision making is verbally discussed and recording in the minutes, along with information, documentation or presentation that assisted in that decision.

6.6 Chairperson

The Chair of the Scenic Rim Local Disaster Management Group will preside at all meetings of the Local Disaster Management Group at which the Chairperson is present.

If the Chairperson is absent from a meeting of the Local Disaster Management Group, but the Deputy Chair is present, the Deputy Chair will preside.

A meeting of the Local Disaster Management Group can occur if both the Chair and Deputy Chair is absent, provided the Local Disaster Management Group elects a temporary Chair for the meeting and a quorum is present.

6.7 Business Documents

The Scenic Rim Local Disaster Management Group will maintain the following documents as records of the Local Disaster Management Group's meetings:

- meeting minutes
- meeting schedules
- meeting agendas
- progress reports on disaster management projects (eg. mitigation initiatives/strategies, disaster management studies, exercise outcomes, etc)
- agency reports from Local Disaster Management Group meetings

6.8 Secretariat Support

Through the Scenic Rim Regional Council, Disaster Management Unit, or delegated officer, executive support to the Local Disaster Management Group including meeting coordination and necessary reporting requirements will be provided (including Annual Report, register of contact details and minutes).



7. Activation of Local Disaster Management Group

7.1 Context

The Local Disaster Coordinator and individual members of the Scenic Rim Local Disaster Management Group will maintain situational awareness during 'peak' hazard periods (such as bushfire, storm or cyclone season) and maintain a watching brief during these times.

The Local Disaster Management Group may be required to be activated to coordinate the response to a major event that could or has effected the Scenic Rim community. The decision to activate the disaster management system is dependent upon a number of factors, including the perceived level of threat.

The Local Disaster Coordinator (or delegate) maintains a watching brief for the development of a potential threat through identified information sources for example, weather forecasts, agency reports, Queensland Emergency Management Reports (QEMR).

The Local Disaster Coordinator (or delegate) also regularly seeks out information about any potential threat from other sources for example monitors news broadcasts, police reports, general discussions with reputable sources and/or community concerns.

The Local Disaster Coordinator (or delegate) will analyse the information and present to the Local Disaster Management Group Chair, District Disaster Coordinator and other lead roles within the Scenic Rim disaster management arrangements.²⁰

7.2 Timely Activation

The Chairperson of the Scenic Rim Local Disaster Management Group has responsibility for activating the Local Disaster Management Group and implementing the Scenic Rim Local Disaster Management Plan.

In the discussion with the Local Disaster Management Group, Chair, the Local Disaster Coordinator will activate the Local Disaster Coordination Centre.


This will usually occur in consultation with all or some of the following:

- Local Disaster Management Group Chair
- Local Disaster Coordinator
- District Disaster Coordinator
- Local Disaster Management Group Member, Queensland Fire and Emergency Services,
- Lead Agency, Incident Controller
- Disaster Management Coordinator

Activation will occur:

- as a response to a warning or perceived need which identifies a disaster or emerging threat to the region or parts of the region; or
- as a response to indications or advice of a worsening situation; or
- in response to an unexpected event; or

²⁰ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 7.4 Concept of Operation

- 
- at the request of the responsible lead agency/control authority for the provision of resource support and coordination in support of operations; or
 - at the request of the District Disaster Coordinator.²¹

7.3 Stages of Activation

If an incident/emergency or disaster is to be declared, the Local Disaster Coordinator will instruct the Disaster Management Unit to activate the Scenic Rim Incident Management Team for the Local Disaster Coordination Centre and the activation of the Scenic Rim Local Disaster Management Group.

Other Council departments may also be notified to ensure Council can respond to assist the hazard lead agency in combating the disaster event.

These may include:

- Resources and Sustainability Business Unit;
- Maintenance and Operations Business Unit;
- Community and Culture Business Unit;
- Regional Prosperity and Communications Business Unit;
- Health, Building and Environment Business Unit; and
- Subject matter experts, as required.

The four official stages or levels of activation for the Local Disaster Management Group, Local Disaster Coordination Centre and/or the Local Recovery Group are:²²

- **ALERT** – Local Disaster Management Group members and/or Local Disaster Coordination Centre staff are advised to consider operational preparedness to the warnings of the threat or potential for a requirement to respond.
- **LEAN FORWARD** – Local Disaster Management Group members are requested to ensure their operational readiness and capacity is in place to respond to the threat. Local Disaster Coordination Centre staff availability is confirmed and they are requested to commence planning for activation of the Local Disaster Coordination Centre.
- **STAND UP** – Local Disaster Management Group members are activated. The Local Disaster Coordination Centre is active, staffed and operating at the level required to undertake coordination of disaster operations to respond to the situation.
- **STAND DOWN** – Local Disaster Management Group members scale down or cease disaster operations. The Local Disaster Coordination Centre ceases coordination of disaster operations due to the passing of the threat or improvement in the situation. Coordination of disaster recovery operations is underway if required.²³

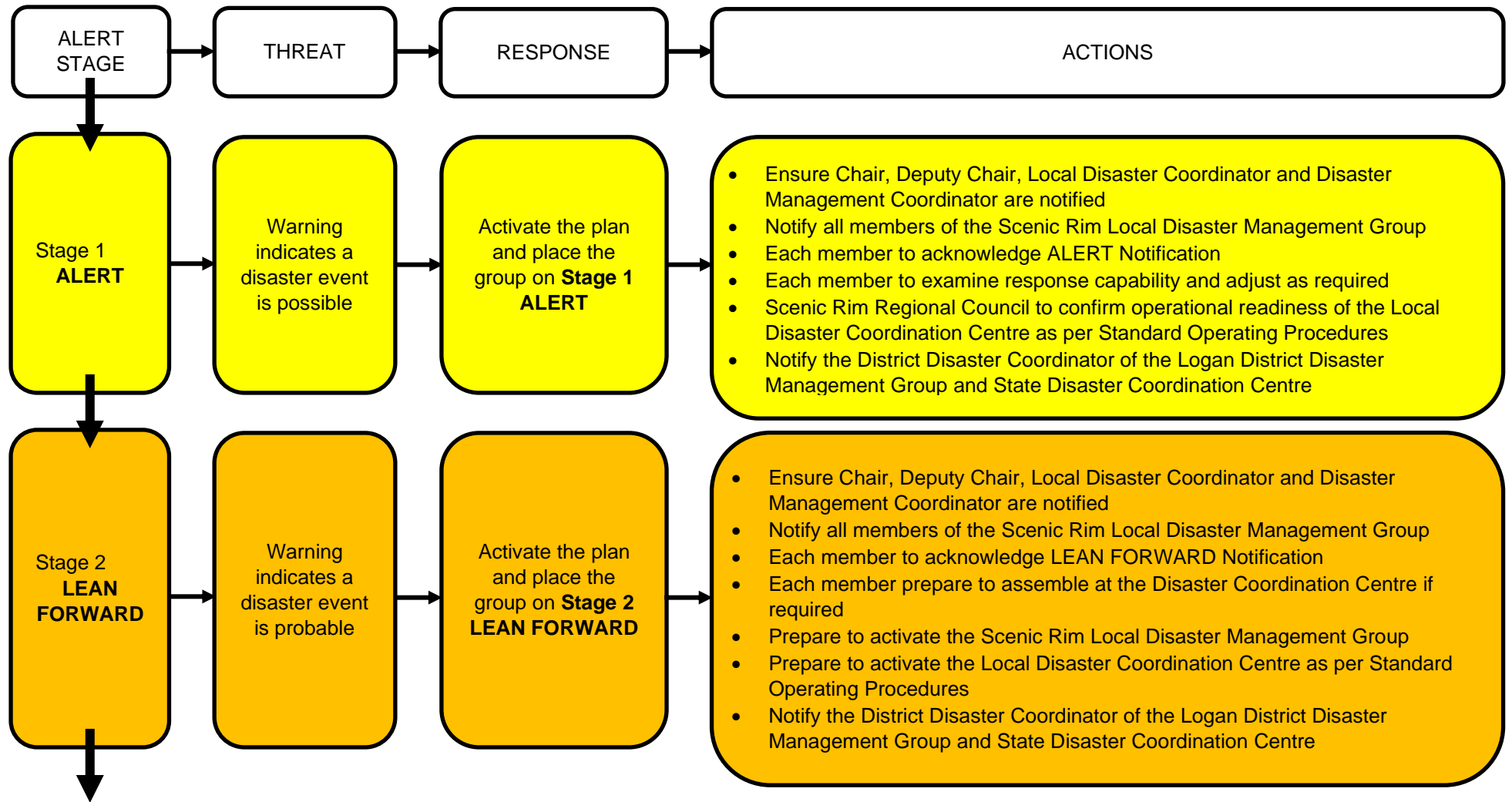
A “HOT” debrief of the Local Disaster Management Group will be conducted as soon as possible after the STAND DOWN stage. A post event debrief will be conducted within two to three weeks of the STAND DOWN stage.²⁴

²¹ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 7.4 Concept of Operation

²² Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 7.4.1 Response activation

²³ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 7.4.1.1 Activation Levels

²⁴ Scenic Rim Regional Council, Local Disaster Management Plan (2019) Section 7.13 Conclusion of Operations



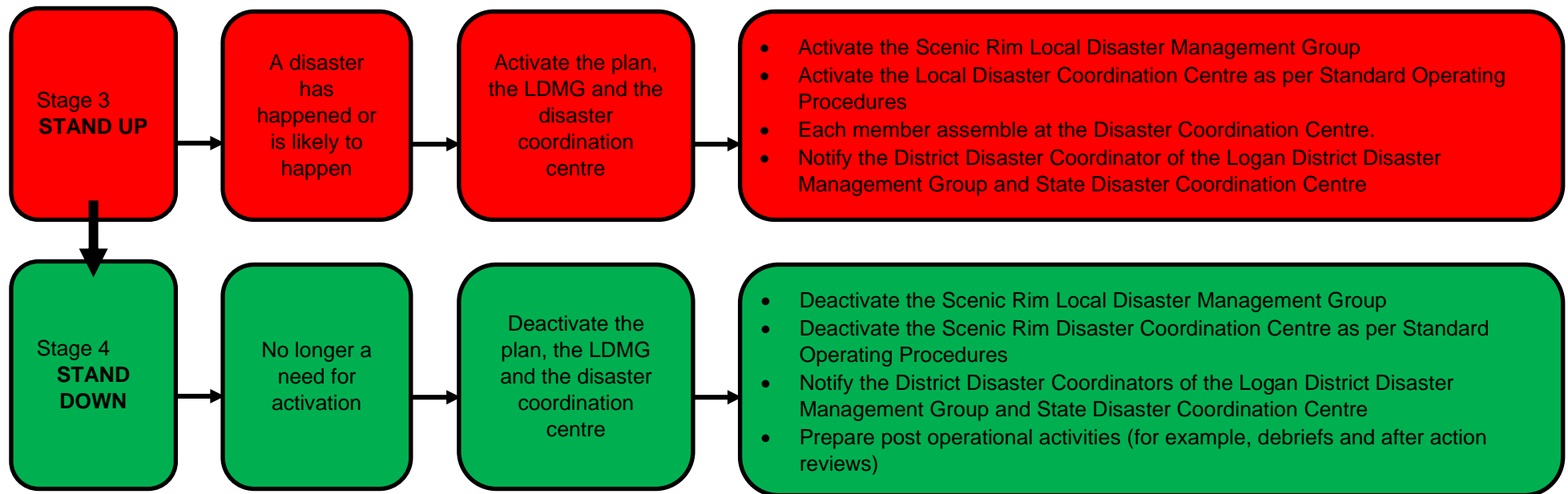


Figure 1: Scenic Rim - Activation of Disaster Management Arrangements

7.4 Triggers for Activation

Activation Level	Threat / Trigger	Actions	Actioned	Communications
ALERT	<ul style="list-style-type: none"> Awareness of a hazard that has the potential to affect the Scenic Rim region. 	<p>The Local Disaster Coordinator (or delegate) will:</p> <ul style="list-style-type: none"> Ensure the Local Disaster Coordination Centre is fully established and set up ready for operation Maintain a watching brief and monitor the situation for all events Identify hazards and risks Share information with warning agency Establish contact with the District Disaster Coordinator. Inform nominated Local Disaster Management Group members and Local Disaster Coordination Centre staff of the implementation of the Alert stage Identify evacuation risk: <ul style="list-style-type: none"> Local Disaster Coordinator District Disaster Coordinator Queensland Police Service Chair of the LDMG Australian Red Cross Notify Queensland Fire and Emergency Services of relevant Emergency Alert polygon and message at an early stage. 		<p>Contact with the District Disaster Coordinator, Queensland Fire and Emergency Services, Queensland Police Service and State Emergency Service and specific staff of Scenic Rim Regional Council will be by telephone or otherwise as determined by the Local Disaster Coordinator.</p> <p>Incident Management Team staff, Local Disaster Management Group, and Evacuation Centre Manager will receive emails and SMS stating, "LDMG/LDCC @ ALERT Stage".</p> <p>The email/SMS will contain non sensitive information about the event.</p>

LEAN FORWARD

- There is the likelihood that the threat may affect the Scenic Rim region.
- The threat is quantified but may not yet be imminent
- Need for public awareness
- Local Disaster Management Group is now to manage the event

The Local Disaster Coordinator (or delegate) will:

- Notify the District Disaster Coordinator and Queensland Fire and Emergency Services
- Inform Local Disaster Management Group members of LEAN FORWARD stage
- Maintain minimum staffing levels within the Local Disaster Coordination Centre (ie Local Disaster Coordinator or nominated person and Disaster Management Coordinator), to monitor, record and, if necessary, establish communications with the lead agency to ensure appropriate information flow.
- Establish regular communications with warning agency.
- Advise Local Recovery Coordinator of situation
- Release public advice (via the Local Disaster Coordination Centre Public Information Officer) of activation of Local Disaster Coordination Centre public telephone number (#### ####); if been approved; for the purpose of information provision only in relation to event (this will ensure enquiries are directed to one location and relieve requirement for Council Customer Service staff to provide response)
- Advise all relevant agencies of activation of Local Disaster Coordination Centre and that all enquiries are to be directed there.
- Advise Evacuation Centre Manager of any relevant information.
- Notify nominated liaison officers of LEAN FORWARD stage

Contact with the District Disaster Coordinator, Queensland Fire and Emergency Services, Queensland Police Service and State Emergency Service and specific staff of Scenic Rim Regional Council will be by telephone or otherwise as determined by the Local Disaster Coordinator.

Incident Management Team staff, Local Disaster Management Group, and Evacuation Centre Manager will receive emails and SMS stating, "LDMG/LDCC @ LEAN FORWARD Stage".

		<ul style="list-style-type: none"> • Advise Council staff to prepare for operations • Continue to monitor the situation • Notify Queensland Fire and Emergency Services of relevant Emergency Alert polygon and message if required • Determine trigger point to STAND UP • Consult with the Chairperson of the Local Disaster Management Group, Queensland Fire and Emergency Services regarding future action and implementation of the Local Disaster Management Plan • First briefing with the Local Disaster Management Group • Maintain evacuation risk 		
<p>STAND UP</p>	<ul style="list-style-type: none"> • There is the likelihood that the threat may affect the Scenic Rim region. • The threat is quantified but may not yet be imminent • Need for public awareness • Local Disaster Management Group is now to manage the event 	<p>Actions to be undertaken (as required), supervised by the Local Disaster Coordinator (or delegate):</p> <ul style="list-style-type: none"> • Notify the District Disaster Coordinator and initiate a SITREP/s • Meeting of the Local Disaster Management Group • Activate the Local Disaster Coordination Centre • Local Disaster Management Group takes full control • Locate core group (liaison officers) of Local Disaster Management Group near the Local Disaster Coordination Centre • Notify Queensland Fire and Emergency Services of relevant Emergency Alert polygon and message if required. 		<p>Contact with the District Disaster Coordinator, Queensland Fire and Emergency Services, Queensland Police Service and State Emergency Service and specific staff of Scenic Rim Regional Council will be by telephone or otherwise as determined by the Local Disaster Coordinator.</p> <p>Incident Management Team staff, Local Disaster Management Group, and Evacuation Centre Manager will receive emails and SMS stating, "LDMG/LDCC @ STAND UP Stage".</p> <p>Telephone contact will be made with those members or agencies who have not acknowledge or attended LDMG briefings.</p>

		<ul style="list-style-type: none"> • Commence SITREP/s to District Disaster Management Group • Advise District Disaster Management Group of potential requests for support • Notify the media (via the Local Disaster Coordination Centre Public Information Officer) of the public telephone number for assistance (#### ####) or other media channels • Maintain evacuation risk 		
STAND DOWN	<ul style="list-style-type: none"> • No requirement for coordinated response • Community has returned to normal function • Recovery taking place (Local Recovery Group) 	<p>Actions to be undertaken (as required), supervised by the Local Disaster Coordinator (or delegate):</p> <ul style="list-style-type: none"> • Notify the District Disaster Coordinator and Local Disaster Management Group of status • Prepare for hot debrief • Discuss recovery handover with Local Recovery Coordinator • Hand over to Local Recovery Group, if group established - decision of Core LDMG members 		<p>Contact with the District Disaster Coordinator, Queensland Fire and Emergency Services, Queensland Police Service and State Emergency Service and specific staff of Scenic Rim Regional Council will be by telephone or otherwise as determined by the Local Disaster Coordinator.</p> <p>Incident Management Team staff, Local Disaster Management Group, and Evacuation Centre Manager will receive emails and SMS stating, "LDMG/LDCC @ STAND DOWN Stage".</p> <p>Activation of Local Recovery Group</p>



8. District Disaster Management Group

The Scenic Rim local government area and Scenic Rim Local Disaster Management Group forms under the Logan District Disaster Management Group, along with the Logan local government area and the Logan Local Disaster Management Group.²⁵

To support the Scenic Rim Local Disaster Management Group, the Logan District Disaster Management Group, Executive Officer (XO) has been allocated on the Scenic Rim Local Disaster Management Group Observers distribution list to ensure correspondence is reached, however the Executive Officer will at times received further correspondence when required and will be required to provide advice to the Scenic Rim Local Disaster Management Group.

8.1 Member

Scenic Rim Regional Council appointed General Manager of Council Sustainability, as the Member to the Logan District Disaster Management Group.

8.2 Deputy Member

Scenic Rim Regional Council appointed Manager Capital Works and Asset Management as the Deputy member to the Logan District Disaster Management Group.

The role of the Deputy Member to the Logan District Disaster Management Group is to serve as a proxy of the Member, should the Member be unavailable to attend personally to the District Disaster Management Group.

8.3 Member Responsibilities²⁶

Scenic Rim Regional Council member and deputy member to the Logan District Disaster Management Group are to attend meetings, contribute to district exercises and participate in their operational function when activated.

It is the member's responsibility to communicate between the Logan District Disaster Management Group and the Scenic Rim Local Disaster Management Group at all times. This can be done by attending both meetings and providing updates, consultation with the Local Disaster Coordinator (or delegate) or communicate in writing.

Further information on the District Disaster Management Group can be obtained from and distributed by the Logan District Disaster Management Group, Executive Officer.

²⁵State of Queensland (2020). Disaster Management Regulation 2014: Section 19; Schedule 1; p14

²⁶ Queensland Prevention, Preparedness, Response and Recovery (PPRR) Guide. (2018) Section 2.4.2