

Scenic Rim Regional Council

LOCAL DISASTER MANAGEMENT GROUP

TERMS OF REFERENCE AND GUIDE

VERSION 3.0





IMPORTANT INFORMATION

Certain sections of this 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.

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VERSION CONTROL

	Details	Authored	Date	Approved
1	Developed document	Scenic Rim Regional Council Disaster Management Coordinator, Alisa Totenhofer	26 August 2020	27 November 2020
2	Change and update of positions and minor administration updates	Scenic Rim Regional Council Disaster Management Coordinator, Alisa Totenhofer	11 January 2022	11 January 2022
3	Addition of recording and transcribing of meetings for minuting purposes only	Scenic Rim Regional Council Disaster Management Coordinator, Alisa Totenhofer	25 July 2023	11 August 2023

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

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

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 Scenic Rim Regional Council
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ENDORSEMENT

The Scenic Rim Local Disaster Management Group Terms of Reference and Guide, version number 3, dated 11 August 2023 has been endorsed by the Scenic Rim Local Disaster Management Group, in accordance with the *Disaster Management Act 2003*.

The Scenic Rim Local Disaster Management Group Terms of Reference and Guide, version number 3, was adopted by the Scenic Rim Local Disaster Management Group on 11 August 2023, 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.



OLIVER PRING

General Manager Council
Sustainability, Scenic Rim
Regional Council
Local Disaster Coordinator,
Scenic Rim Local Disaster
Management Group

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



Council Beaudesert Chambers, 2023 Scenic Rim Local Disaster Management Group

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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.



Council Beaudesert Chambers, 2023 Scenic Rim Local Disaster Management Group

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 characterised 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 the Scenic Rim Local Disaster Management Group activation.

This guide also refers to:

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

Under the adopted Local Disaster Management Plan, these registers will be updated at least quarterly or as required².

This guide should be read in conjunction with the Local Disaster Management Plan available on Scenic Rim Regional Council’s website found here:

[scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents](https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents)

¹Queensland Government. Queensland State Disaster Management Plan. (2018) Section 1.3.3 Local focus <https://www.disaster.qld.gov.au/plans> ²Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 2.2 Terms of Reference <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents>



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 Scenic Rim 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, and
- 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 the Scenic Rim under policies and procedures decided by the State Disaster Management Committee,
- (g) to provide reports and make recommendations to the

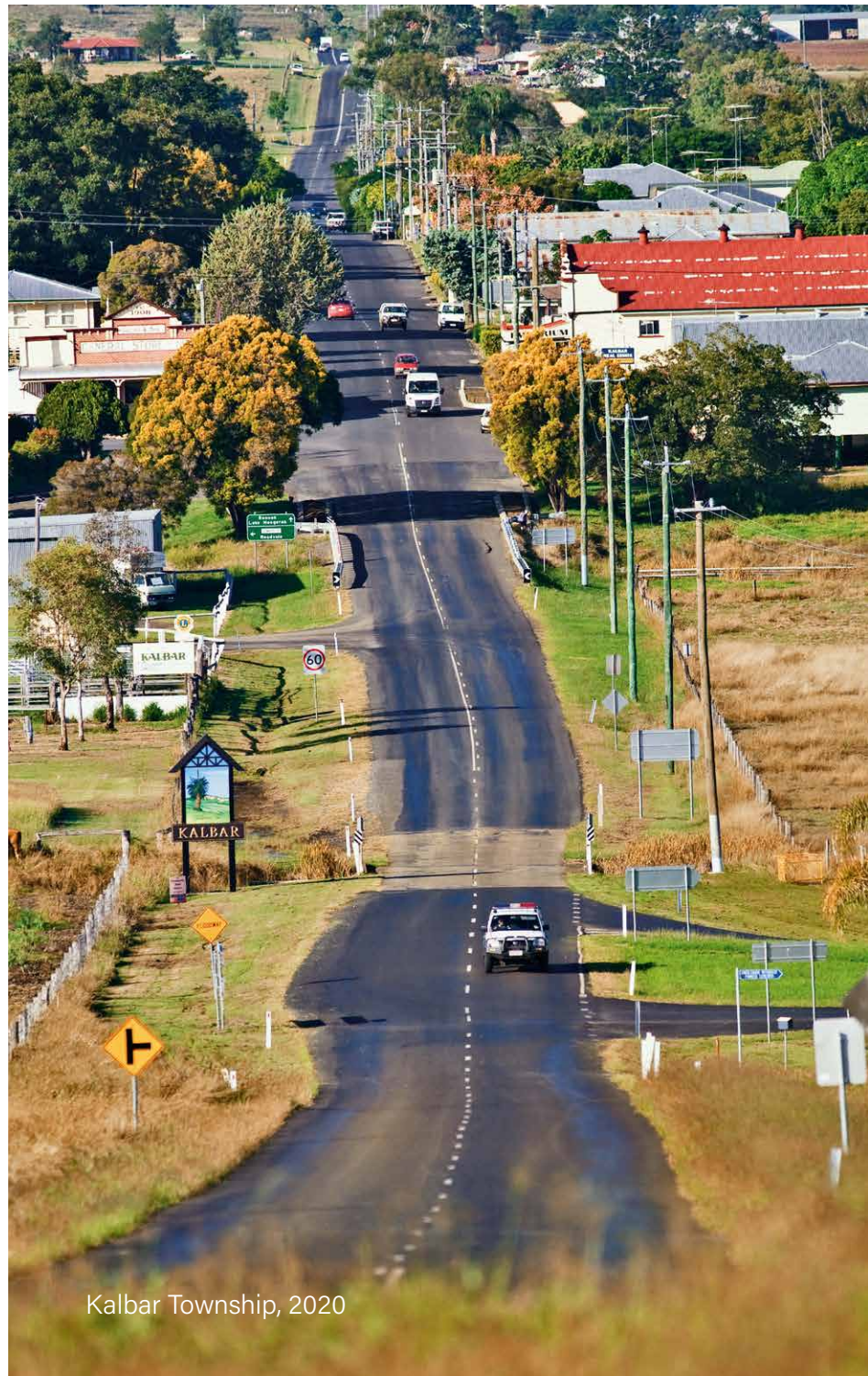
- Scenic Rim Local Disaster Management Group and Logan District Disaster Management Group about matters relating to disaster operations,
- (h) to identify, and coordinate the use of resources that may be used for disaster operations in Scenic Rim,
- (i) to establish and review communications systems in the Scenic Rim Local Disaster Management Group, and with the Logan District Disaster Management Group and the neighbouring Cities of Gold 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).

³Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 2.1 Responsibilities <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents> ⁴Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 2.2 Terms of Reference <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents> ⁵State of Queensland. *Disaster Management Act 2003* Section 30, p35-36

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 Part 1 [9] of the *Local Government Act 2009*,
- (b) to assist Scenic Rim Regional Council implement its disaster management policy⁶, and
- (c) to provide a forum for and to assist in the implementation of best practice disaster management and lessons learned as opportunities for improvement from exercises and disaster operations⁷.



Kalbar Township, 2020

⁶Scenic Rim Regional Council. Disaster Management Council Policy W106.01CP. (2022) <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents> ⁷Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 8.6 Review <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents>



4. MEMBERSHIP

4.1 CHAIR

Scenic Rim Regional Council appointed the Mayor, as the Chair of the Scenic Rim Local Disaster Management Group⁸.

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 functions⁹.

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 Group¹⁰.

The role of the Deputy Chair to the Scenic Rim Local Disaster Management Group is to serve as a deputy of the Chair, should the Chair be unavailable to attend

to the Scenic Rim 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 General Manager Council Sustainability 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 centre¹¹.

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 implemented¹².

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 Scenic Rim Local Disaster Management Group:

- Principal Specialist Regulatory Services, and
- Vacant.

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 to the Scenic Rim Local Disaster Management Group's business and to allow for a continuance of the role for extended operations¹³.

⁸Scenic Rim Regional Council, Local Disaster Management Plan (2023) Section 2.3.1 Chairperson <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents> ⁹State of Queensland. *Disaster Management Act 2003* Part 2. Section 34A ¹⁰Scenic Rim Regional Council, Local Disaster Management Plan (2023) Section 2.3.1 Chairperson <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents> ¹¹Scenic Rim Regional Council, Local Disaster Management Plan (2023) Section 2.3.2 Local Disaster Coordinator (LDC) <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents> ¹²State of Queensland. *Disaster Management Act 2003* Part 2. Section 36 ¹³Scenic Rim Regional Council. Local Disaster Management Plan, (2023) Section 2.3.2 Local Disaster Coordinator (LDC) <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents>

4.5 LOCAL RECOVERY COORDINATOR (LRC)

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

- Principal Specialist Community Development.

The function of the Local Recovery Coordinator is to coordinate the recovery function for the Scenic Rim 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 Scenic Rim Local Disaster Management Group¹⁴.

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 Scenic Rim 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 to

the Scenic Rim Local Disaster Management Group or Scenic Rim Local Recovery Group's business and to allow for a continuance of the role for extended operations.

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 Council officers to fulfil the disaster management function.

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

The Disaster Management Coordinator is responsible for providing:

- expertise and advice on disaster management to the Scenic Rim Local Disaster Management Group,
- secretariat and other administrative support to the group on behalf of the Scenic Rim Local Disaster Management Group,
- to assist the Local Disaster Coordinator to fulfil the operational function of response and recovery when during an event, and
- deliver the Scenic Rim Regional Council's Disaster Management Policy, strategies and projects¹⁵.

4.8 MEMBERS

Scenic Rim Regional Council appoints members to the Scenic Rim Local Disaster Management Group. Members are appointed to the 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 Scenic Rim 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 Group.

Scenic Rim Regional Council will, at least once a year, give written notice of the members of the Scenic Rim Local Disaster Management Group to the Logan District Disaster Coordinator¹⁶.

Representatives in the members group are the core members of

¹⁴Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 11.1 Local Recovery Coordinator (LRC) <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents> ¹⁵Scenic Rim Regional Council. Disaster Management Council Policy WI06.01CP. (2022) <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

the Scenic Rim 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 Scenic Rim Local Disaster Management Group and their organisation.

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 meetings.

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

Whilst deputies may assist in the Group's decision making process through discussion and contributions, they do not hold endorsement rights and do not contribute to forming a quorum for the 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 Scenic Rim Local Disaster Management Group's decision making processes through the provision of expertise, they do not hold any voting rights and do not

¹⁶Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 2.3 Membership <https://www.scenicrim.qld.gov.au/council-services/disaster-management/plans-and-documents>



Incident Control Centre, 2019 Bushfires

contribute to forming a quorum for the group.

Representatives in the advisor group are there to support the Scenic Rim Local Disaster Management Group, information obtained is for their knowledge and their organisation on how they can best support the 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 Scenic Rim Local Disaster Management Group and their organisation.

The Chair and/or Local Disaster Coordinator are authorised to invite advisors and other persons to the Scenic Rim 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 Chair and/or Local Disaster Coordinator to approve. Alternatively, the Local Disaster Coordinator or Chair will approach a particular agency to provide their expertise to the Scenic Rim 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's function. These agencies receive the Scenic Rim 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 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 Chair and/or Local Disaster Coordinator to approve. Alternatively, the Local Disaster Coordinator or Chair will approach a particular agency

to provide their expertise to the Scenic Rim 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 Scenic Rim Local Disaster Management Group. This includes current contact details of all relevant 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 Scenic Rim Local Disaster Management Group¹⁷.

¹⁷Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 2.3 Membership <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

Scenic Rim Regional Council

LOCAL DISASTER MANAGEMENT PLAN

VERSION 10.0



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REGIONAL COUNCIL

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 Scenic Rim Local Disaster Management Group**

- Each member and advisor are required to ensure that they or their identified deputy attend the Scenic Rim Local Disaster Management Group's meetings and participate in its business.
- Each member and advisor understand that as a member of the Scenic Rim Local Disaster Management Group, they may be asked to commit resources from their agency to contribute to the

business of the Scenic Rim 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 Scenic Rim Local Disaster Management Group.

- **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 following disaster management documentation:
 - Queensland *Disaster Management Act 2003* and *Regulation 2014*,

Local Disaster Coordination Centre, 2023 Incident Management Team



¹⁸Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 2.1 Responsibilities <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

- Queensland Disaster Management 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 Scenic Rim 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 severe emergency or 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 Scenic Rim Local Disaster Management Group and the community is informed and aware.
 - Each member and advisor is required to pass onto the Scenic Rim 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 Scenic Rim 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 Scenic Rim Local Disaster Management Unit 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/ requested¹⁹.
- **participate in other business of the Scenic Rim 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 Local Disaster Management Plan.

¹⁹Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 9.2 Local Disaster Coordination Centre <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

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 Scenic Rim 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 within an acceptable duration for the group to prepare with attached material.

6.3 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 Scenic Rim 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 primary agency must be present during decision making stages.

6.4 ENDORSEMENT AND DECISION MAKING

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

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

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

Endorsement or a significant decision can also be made by flying minute, distributed and recorded through the Disaster Management Unit. Flying

minutes correspondence is conducted through the non-active period of the Scenic Rim Local Disaster Management Group.

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

6.5 CHAIRPERSON

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

If the Chairperson is absent from a meeting, but the Deputy Chair is present, the Deputy Chair will preside.

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

6.6 BUSINESS DOCUMENTS

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

- meeting agenda,
- meeting minutes,
- meeting schedules,
- agency reports and presentations, and
- progress reports on disaster management projects (eg, mitigation initiatives/strategies, disaster management studies, exercise outcomes, etc).

6.7 SECRETARIAT SUPPORT

The Scenic Rim Regional Council Disaster Management Unit will provide executive support to the Scenic Rim Local Disaster Management Group including meeting coordination and necessary reporting requirements (including the Annual Report, register of contact details, agenda and minutes).

Meetings will be recorded for minute taking purposes only. The recordings of the meetings will be disposed of appropriately there after the draft minutes have

been adopted by the Group. Adoption of draft minutes are noted at each quarterly meeting. Recording of activated Scenic Rim Local Disaster Management Group meetings will also occur to assist in transcribing and will be disposed of accordingly.



Local Disaster Coordination Centre, 2023 Incident Management Team

7. ACTIVATION

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 Scenic Rim 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, or the 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 Scenic Rim Local Disaster Management Group Chair, District Disaster Coordinator and other lead roles within the Scenic Rim disaster management arrangements²⁰.

7.2 ACTIVATED AGENDA

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

- Briefing on the 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 (Logan/Ipswich) 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.

²⁰Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 9.3 Activation <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

7.3 TIMELY ACTIVATION

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

In the discussion with the Members, Chair and Local Disaster Coordinator, the Disaster Management Unit will activate the Local Disaster Coordination Centre.

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

- Chair,
- Local Disaster Coordinator,
- District Disaster Coordinator,
- Members,
- Lead Agency, Incident Controller, and
- Disaster Management Unit.

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



LOGAN RIVER
TODD BRIDGE

- in response to an unexpected event, or
- 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 Coordinator²¹.

7.4 STAGES OF ACTIVATION

If an incident/emergency or disaster is to be recognised, the Local Disaster Coordinator will instruct the Disaster Management Unit to activate the 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 primary agency in combating the disaster event.

These may include:

- Resources and Sustainability Business Unit,
- Maintenance and Operations Business Unit,
- Customer, 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 are²²:

- **ALERT** – Scenic Rim 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** – Scenic Rim 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** – Scenic Rim 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** – Scenic Rim 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 required²³.
- **“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 stage²⁴.

²¹Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 9.3 Activation <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents> ²²Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 9. Response <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

²³Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 9.3.1.1 Activation Levels <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents> ²⁴Scenic Rim Regional Council. Local Disaster Management Plan. (2023) Section 8.6 Review <https://www.scenicrim.qld.gov.au/our-council/administration/council-policies-documents>

Figure 1: Activation of Disaster Management Arrangements



7.5 TRIGGERS FOR ACTIVATION

Activation Level	Threat / Trigger	Actions	Communications
<p>ALERT</p>	<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"> Notify the District Disaster Coordinator and State Disaster Coordination Centre Inform Scenic Rim Local Disaster Management Group of ALERT stage Ensure the Local Disaster Coordination Centre is fully established and set up ready for operation Maintain a watching brief and monitor the situation. Identify hazards and risks Share information with warning agency Identify evacuation risk, if applicable Determine trigger point to LEAN FORWARD 	<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, Scenic Rim Local Disaster Management Group, and Shelter 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> <p>Notification of Activation status and important Community information will be displayed on Council's Disaster Dashboard website.</p>

Activation Level	Threat / Trigger	Actions	Communications
<p>LEAN FORWARD</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 ▪ Scenic Rim Local Disaster Management Group is now to manage the event 	<p>The Local Disaster Coordinator (or delegate) will:</p> <ul style="list-style-type: none"> ▪ Notify the District Disaster Coordinator and State Disaster Coordination Centre ▪ Inform Scenic Rim Local Disaster Management Group of LEAN FORWARD stage ▪ Maintain minimum staffing levels within the Local Disaster Coordination Centre (ie Local Disaster Coordinator or nominated person), 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 (LRC) of situation ▪ Advise Shelter Manager of any relevant information ▪ Advise Council staff to prepare for operations ▪ First briefing with the Scenic Rim Local Disaster Management Group ▪ Notify State Disaster Coordination Centre of relevant Emergency Alert polygon and message, if applicable ▪ Maintain evacuation risk, if applicable ▪ Determine trigger point to STAND UP 	<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, Scenic Rim Local Disaster Management Group, and Shelter Manager will receive emails and SMS stating, "LDMG/LDCC @ LEAN FORWARD Stage".</p> <p>The email/SMS will contain non sensitive information about the event.</p> <p>Notification of Activation status and important Community information will be displayed on Council's Disaster Dashboard website.</p>

Activation Level	Threat / Trigger	Actions	Communications
<p>STAND UP</p>	<ul style="list-style-type: none"> ▪ There is the likelihood that the threat may affect or is currently affecting the Scenic Rim region. ▪ The threat is quantified but may not yet be imminent ▪ Need for public awareness ▪ Scenic Rim Local Disaster Management Group is now to manage the event 	<p>The Local Disaster Coordinator (or delegate) will:</p> <ul style="list-style-type: none"> ▪ Notify the District Disaster Coordinator and State Disaster Coordination Centre ▪ Inform Scenic Rim Local Disaster Management Group of STAND UP stage ▪ Organise and coordinate meetings for the Scenic Rim Local Disaster Management Group ▪ Activate the Local Disaster Coordination Centre with Council's Incident Management Team ▪ Scenic Rim Local Disaster Management Group takes full coordinated response ▪ Commence development of Situational Reports (SitRep) ▪ Activate the procedures in the Scenic Rim Local Disaster Management Plan, this can include; Public Information, Emergency Alerts, Request for Assistance, Emergency Supply, Damage Assessments. ▪ Maintain evacuation risk, if applicable 	<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, Scenic Rim Local Disaster Management Group, and Shelter 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 meetings/briefings.</p> <p>Notification of Activation status and important Community information will be displayed on Council's Disaster Dashboard website.</p>

Activation Level	Threat / Trigger	Actions	Communications
<p>STAND DOWN</p>	<ul style="list-style-type: none"> ▪ No requirement for coordinated response ▪ Community has returned to basic functions ▪ Recovery activities are taking place <p>Activation of a Scenic Rim Local Recovery Group</p>	<p>The Local Disaster Coordinator (or delegate) will:</p> <ul style="list-style-type: none"> ▪ Notify the District Disaster Coordinator and State Disaster Coordination Centre ▪ Prepare for hot debrief ▪ Discuss recovery handover with Local Recovery Coordinator ▪ Continue meetings with Scenic Rim Local Recovery Group 	<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, Scenic Rim Local Disaster Management Group, and Shelter Manager will receive emails and SMS stating, "LDMG/LDCC @ STAND DOWN Stage".</p> <p>Notification of Activation status and important Community information will be displayed on Council's Disaster Dashboard website.</p> <p>Communication to continue with the Scenic Rim Local Recovery Group</p>

8. DISTRICT DISASTER MANAGEMENT GROUP

The Scenic Rim Regional Council government area and Scenic Rim Local Disaster Management Group forms under the Logan District Disaster Management Group, along with the Logan City Council government area and the Logan Local Disaster Management Group²⁵.

To support the Scenic Rim Local Disaster Management Group, the Logan District Disaster Management Group, Executive Officer 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 receive further correspondence when required and will be requested to provide advice to the Scenic Rim Local Disaster Management Group, in support from the District Disaster Coordinator.

8.1 MEMBER

Scenic Rim Regional Council appointed its Disaster Management Coordinator as the Member to the Logan District Disaster Management Group.

8.2 DEPUTY MEMBER

Scenic Rim Regional Council has one (1) appointed Deputy Member to the Logan District Disaster Management Group,

- Principal Specialist Regulatory Services

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

8.3 MEMBER RESPONSIBILITIES²⁶

Scenic Rim Regional Council member or 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 Logan District Disaster Management Group can be obtained from the Logan District Disaster Management Plan.

²⁵State of Queensland. *Disaster Management Regulation 2014*. Section 19. Schedule 1 ²⁶Queensland Prevention, Preparedness, Response and Recovery (PPRR) Guide. (2018) Section 2.4.2 <https://www.disaster.qld.gov.au/disaster-management-guideline>



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