



LDMG ACTIVATIONS SUB PLAN

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Document control

This Sub Plan will be reviewed regularly and updated as necessary. The Local Disaster Coordinator (LDC) will ensure contact details are kept and up to date.

Minor amendments to this plan can be made by the LDC. Amendments which affect the intent of the plan must be endorsed by the Local Disaster Management Group.

All approved amendments are to be listed below.

Version	Date	Comments	Approved by
1.1	June 2021	Supersedes Activation Sub Plan 2016 (Version 1); Sub plan reviewed.	LDC
1.2	February 2023	Sub Plan reviewed and comprehensive updated	

Authority to Plan

This plan has been prepared under the authority of the Rockhampton Regional Council (RRC) Local Disaster Management Group (LDMG), as an operational Sub Plan of the Local Disaster Management Plan and in accordance with section 30 of the Disaster Management Act 2003 (the Act)

Purpose

The purpose of this Sub Plan is to outline the activation process for the Rockhampton Local Disaster Management Groups (LDMG) in response to a disaster event. The sub plan and the triggers to activate the Local Disaster Management Plan (LDMP) in response to an emergency or disaster event threatening or impacting the community.

This Sub Plan is to be used in conjunction with the Local Disaster Management Plan and its Sub Plans. It sets out the agreed legislative responsibilities and actions for the LDMG and applies to emergency/disaster events and associated hazards within the Rockhampton Regional Council (RRC) Local Government Area.

Objectives

The objectives are to:

- Support the Chair and the Local Disaster Coordinator (LDC) to activate the Local Disaster Management Group (LDMG) and Local Disaster Coordination Centre (LDCC) to the level that is appropriate to the risk or potential risk to the community.
- Enable members of the LDMG and the LDCC to respond appropriately to the level of activation, to support multi-agency coordination.

Local Disaster Management Group Membership

As outlined in the Disaster Management Regulation 2014 (the Regulations), LDMG appointments can be made to a person or a position.

Local group members are appointed under s33 of the Act. LDMG members should have expertise, experience and appropriate delegation authority to assist with a comprehensive, all hazards approach to any disaster. Section 14(1) of the Regulation allows a member of a disaster management group, with the approval of the Chairperson, to appoint, by signed notice, another person as their deputy. (See Annexures for membership templates)

As outlined in the State Disaster Management Plan (SDMP), the disaster management essential functions are; :

Evacuation Management	Search And Rescue	Public Health, Mental Health And Medical Services
Mass Casualty Management	Mass Fatality Management (Including Victim Identification)	Emergency Medical Retrieval
Temporary Emergency Accommodation	Emergency Supply	Resupply
Damage Assessments	Reticulated Water Supply And Dam Safety	Energy Infrastructure (Electricity And Gas)
Telecommunications Services And Recovery	Transport Systems	Building And Engineering Services
ICT Infrastructure	Human And Social Recovery	

[\(M1030-LDMG-Responsibilities-Manual\)](#)

The LDMG is generally comprised of:

- Chairperson (**must be a councillor**) appointed by the relevant local government under section 34 of the Act.
- Deputy Chairperson (recommended to be a councillor) appointed by the relevant local government under section 34 of the Act.
- Local Disaster Coordinator (must be an employee of the local government) appointed by the relevant local government under section 35 of the Act.
- Person nominated by the Commissioner, Queensland Fire and Emergency Services (QFES) appointed by the relevant local government under section 33 of the Act.
- Other persons appointed by the relevant local government under section 33 of the Act, as identified by the local government's functional requirements

Key contacts

- Chair – LDMG
- Local Disaster Coordinator (LDC)
- District Disaster Coordinator (DDC)
- District Disaster Executive Officer (DDXO)
- Coordinator Disaster Management (CDM)
- Core Members LDMG
- Advisor Members LDMG

Governance

Functions of Local Government

Section 80 (2) of the Act outlines the functions of a local government in disaster management.

A “disaster response capability’ for local government means the ability to provide equipment and a suitable number of persons, using the resources available, to effectively manage or help another entity to manage an emergency situation or a disaster in the local government area”

Key Functions

1. In accordance with the State Plan, the functions of the LDMG are to have a local level of capability that is recognised as the frontline for the disaster management of the LGA, primarily due to local knowledge, experience and networks. As per section 4A (C) of the Act, Rockhampton Regional Council is responsible for the management of disaster events in the RRC LGA.
2. LDMG key functions, responsibilities, toolkits and templates under s30 of the Disaster Management Act 2003 are in the LDMG-Responsibilities-Manual M.1030 (State of Queensland) (Queensland Fire and Emergency Services) 2017.

Endorsements, Reviews and Amendments

- This Sub Plan will be reviewed annually in accordance with s59 of the Act.
- The LDC of the LDMG may approve minor amendments.
- The LDMG must endorse amendments that affect the intent of the plan and/ or and comprehensive reviews
- The LDC will ensure that all copies of the plan are replaced with the most up to date version as soon as possible after plan is approved
- The LDC will ensure contact details are kept and up to date
- The LDC will ensure any updates or amendments are disseminated to the members of the group
- The LDC will ensure up to date plan/s are available online on the RRC Emergency Dashboard and via appropriate internal and external communication platforms
- The LDC will ensure that there is a ‘public facing’ sub plan document, and that operational, sensitive and confidential details are NOT contained within the ‘public facing’ document or that personal or confidential details are not available in any versions accessible by the public
- Release of operational facing documents that contain sensitive, personal details or confidential information is limited to membership of the LDMG/ LDCC.

Responsibilities

The activation of the LDMG is the functional responsibility of the Chair of the Local Disaster Management Group. The Chair, in consultation with the LDC will activate the LDMG.

In addition to legislative functions, the LDMG should consider the establishment of;

- Terms of reference for the group
- Evacuation
- Local Recovery Groups

Ordinary Meetings

Under the Disaster Management Regulation 2014 (the Regulation), disaster management groups at all levels, local, district and state, must meet at least once every six months at the times and places decided by the Chair. These meetings must meet quorum requirements as outlined in section 13 of the Regulation.

Timely activation

Activation would normally occur:

- a. As a response to a warning system, alert or perceived need which identifies a disaster or emerging threat to the region or parts of the region;
- b. As a response to indications or advice of a worsening situation;
- c. In response to an unexpected event;
- d. At the request of the responsible Lead Agency Incident Controller to the LDC (or delegate) identify a requirement to provide support to the Incident Coordination Centre (ICC);
- e. At the request of the DDC;
- f. At the request of the Chair of the LDMG; and
- g. In accordance with triggers for activation identified in Local Disaster Management Plan (LDMP) or Threat Specific Sub Plans.

LDMG meetings should be held with representatives of the relevant key agencies of the LDMG as soon as possible to:

- Ensure that the disaster event is being co-ordinated and monitored
- Determine whether the emerging event warrants the activation of the LDMG
- Ensure the lead agency implements appropriate communication strategies to regularly update and inform the LDMG in relation to the event.
- Determine whether activation of the LDCC is necessary

Stages of activation

The following activation stages apply to the activation of the LDMG:

1. Alert
2. Lean Forward
3. Stand Up
4. Stand Down

Chairpersons of Sub Committees also have the discretion to activate Sub Committees as deemed necessary. However, the decision to activate a Sub Committee should be done after consultation with the LDC and/or Chairperson of the LDMG.

The Queensland Disaster Management Arrangements are activated using an escalation model based on the following levels:

Yellow	Alert	A heightened level of vigilance and preparedness due to the possibility of an event
Amber	Lean Forward	An operational state prior to 'stand up'
Red	Stand Up	The operational state following '<i>lean forward</i>'
Green	Stand Down	The transition from responding to an event back to normal core business.

Activations

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION
ALERT	<p>A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility.</p> <p>Some action may be required and the situation should be mentioned by staff capable of assessing and preparing for the potential threat.</p>	<p>Immediately upon becoming aware of a potential threat, the LDMG should be activated to the "Alert Stage" regardless of the event or the identification of a lead agency.</p> <p>That period when it is believed that resources may be required which enables an increased level of preparedness.</p> <p>Upon receipt of a warning or information that an emergency/disaster event may occur or affect the relevant area of responsibility, organisations must be alerted to ensure readiness to act if called upon.</p>	<p>During the "Alert Stage" the LDC shall:</p> <ul style="list-style-type: none"> a) maintain a watching brief and monitor situation for all events; b) ensure the LDCC is in a basic state of readiness by ensuring all basic LDCC equipment is relocated to the LDCC; c) establish contact with the DDC; d) inform nominated LDCC staff, LDMG members and Chairpersons of Sub Committees of the implementation of the "Alert Stage". 	<p>Contact with the DDC, will be by telephone or otherwise as determined by the LDC.</p> <p>LDCC staff, LDMG members and Chairpersons of Sub Committees will receive emails stating "LDMG/LDCC @ Alert Stage".</p> <p>The email will contain non sensitive information about the event.</p> <p>Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the "Alert Stage."</p>

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION
LEAN FORWARD	An operational state prior to 'stand up' characterised by a heightened level of situation awareness of a disaster event (either current or impending) and a state of operational readiness. Centres are on standby, prepared but not activated.	<p>The period normally following an alert when deployment of resources is imminent.</p> <p>As the threat or the effects of an emergency/ disaster becomes imminent, members of the relevant organisations or sections are placed on "Lean Forward" being ready to respond immediately.</p> <p>The Chairperson LDMG will, in consultation with the LDC, make the decision to activate to the "Lean Forward Stage."</p>	<p>The LDC will then:</p> <ul style="list-style-type: none"> a) notify the DDC ; b) inform LDMG members of "Lean Forward stage"; c) ensure the LDCC is fully established& set up ready for operation. Some staff may carry out business as usual tasks from this centre. An operation within Guardian IMS will be created; d) maintain minimum staffing level within the LDCC (i.e. LDC or nominated person and Operations Team Leader), to monitor, record, and if necessary establish communications with lead agency to ensure appropriate information flow; e) establish contact with the Sub Committee Chairpersons; f) consider release of public advice (via media officer) of activation of LDCC public telephone number (1300 652 659); for the purpose of information provision only in relation to event (this will ensure enquiries are directed to one location); g) advise all relevant agencies of activation of LDCC and that all enquiries are to be directed to same; h) notify nominated liaison officers of "Lean Forward stage"; i) continue to monitor the situation; j) consult with the Chairperson LDMG, lead agency, and key stakeholders regarding future action and implementation of the LDMP; k) call a meeting of the LDMG to brief members. 	<p>Contact with the DDC, nominated agency liaison officers and Sub Committee Chairpersons will be by telephone or otherwise as determined by the LDC.</p> <p>LDCC staff and LDMG members will be sent an email stating "LDMG/LDCC – Lean Forward Stage – please acknowledge".</p> <p>All members must reply to the email to confirm receipt. Those that are unable to reply to the email will be contacted per listed telephone numbers.</p> <p>Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the "Lean Forward Stage."</p>

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION
STAND UP	<p>The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced.</p> <p>Disaster coordination centres are activated.</p>	<p>Upon the decision of the Chairperson of the LDMG to mount an operation; all required members are called to their posts. Such posts may be pre-planned or as dictated by the emergency situation. The Alert and Lean Forward stages may not be possible if the disaster strikes without warning. In addition, the situation may dictate that while some members are called out, others will remain on stand-by. This will ensure back up and continuity of staffing if the operations are prolonged. The Chairperson LDMG will notify the LDC of the decision to activate to the "Stand Up" Stage</p>	<p>The LDC will then:</p> <ul style="list-style-type: none"> a) notify the DDC and submit a sitrep; b) escalate staffing levels as required; c) contact necessary staff to install required equipment for the LDCC; d) call a meeting of required representatives of the lead agency and LDMG; e) request the Sub Committees to meet, if required; f) notify the media (via the Media Liaison Officer) of the public telephone number for assistance (1300 652 659). 	<p>Contact with the DDC, will be by telephone or otherwise as determined by the LDC. LDMG and LDCC staff members will be sent an email commencing "LDMG – Stand Up – please acknowledge".</p> <p>All members must reply to the email to confirm receipt.</p> <p>Those that are unable to reply to the email will be contacted per listed telephone numbers.</p> <p>Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the "Stand Up" Stage.</p>

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION
STAND DOWN	<p>Transition from responding to an event back to normal core business and/or recovery operations.</p> <p>There is no longer a requirement to respond to the event and threat is no longer present.</p>	<p>Contact with the DDC, will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email commencing “LDMG – Stand Up – please acknowledge”. All members must reply to the email to confirm receipt.</p> <p>Those that are unable to reply to the email will be contacted per listed telephone numbers. Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the “Stand Up” Stage.</p>	<p>Upon being advised of the conclusion of an operation the LDC will:</p> <ul style="list-style-type: none"> a) coordinate recall of participating organisations; b) notify DDC – submit sitrep; c) ensure completion and collation of all paperwork within LDCC; d) prepare post operational activities(i.e. debrief and reviews); e) Close LDCC – transition to Recovery 	<p>Contact with the DDC will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email stating “LDMG – Stand Down” and provide details of final meeting times and LDCC closure process.</p>

Appendix

Appendix 1 - Acronyms

Acronym	Full title
ABS	Australian Bureau of Statistics
Act	Disaster Management Act (2003)
ADF	Australian Defence Force
ADSL	Asymmetric Digital Subscriber Line
AEP	Annual Exceedance Probability
AIDR	Australian Institute of Disaster Resilience
AIDR	Australian Institute of Disaster Resilience
AIIMS	Australasian Inter-Service Incident Management System
ALO	Agency Liaison Officer
BMO	Bushfire Management Office
BoM	Bureau of Meteorology
C2C	Council to Council
CASA	Civil Aviation Safety Authority
CDA	Comprehensive Damage Assessment
CQHHS	Central Queensland Hospital and Health Service
DA	Damage Assessment
DACC	Defence Assistance to the Civil Community
DAF	Department of Agriculture and Fisheries
DCDSS	Department of Communities, Disability Services and Seniors
DCHDE	Department of Communities, Housing and Digital Economy
DCSYJMA	Department of Children, Youth, Justice and Multicultural Affairs
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DE	Department of Education
DERM	Department of Environmental Resources Management
DES	Department of Environment and Science
DHA	Department of Home Affairs
DIEMS	Disaster, Incident and Event management System
DITIS	Department of Tourism, Innovation and Sports
DM	Disaster Management
DM Portal	Disaster Management Portal
DOC	Department of Communities
DoD	Department of Defence
DPC	Department of Premier and Cabinet
DRA	Australian Government Disaster Recovery Allowance
DRA *	Disaster Recovery Appeal

DRFA	Disaster Recovery Funding Arrangements
DSDATSIP	Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships
DTMR	Department of Transport and Main Roads
DTMR	Department of Transport and Main Roads
EA	Emergency Alert
EADRA	Emergency Animal Disease Response Agreement
EAP	Emergency Action Plan
EHO	Environmental Health Officer
EMAF	Emergency Management Assurance Framework
EMC	Emergency Management Coordinator
EMS	Emergency Management System
EPPRD	Emergency Plant Pest Response Deed
EWN	Early Warning Network
GH	Gauge Height
GIS	Rockhampton Regional Council Geographical Information System
HAZMAT	Hazardous materials
HHS	Hospital and Health Service
IMS	Incident Management System
IMT	Incident Management Team
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGA	Local Government Area
LGR	Local Recovery Coordinator
LO	Liaison Officer
KPOC	Key Point of Contact
MoU	Memorandum of Understanding
NBN	National Broadband Network
NDIS	National Disability Insurance Scheme
NDRRA	National Disaster Relief and Recovery Arrangements
NEMA	National Emergency Management Agency
NGO	Non-Government Organisation
NSR	National Situation Room
Office of IGEM	Office of the Inspector-General Emergency Management
PPRR	Prevention, Preparedness, Response and Recovery
Primary Agency	Hazard Specific Primary Agency
QAS	Queensland Ambulance Service
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee

QDTMF	Queensland Disaster Training Management Framework
QEMR	Queensland Emergency Management Report
QERMF	Queensland Emergency Risk Management Framework
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
QRA	Queensland Reconstruction Authority
Region	The area under the management of Rockhampton Regional Council
RRC	Rockhampton Regional Council
SEAC	Satellite Emergency Advisory Committee
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements
SES	State Emergency Service
SESC	State Emergency and Security Council
SEWS	Standard Emergency Warning Signal
SitRep	Situation Report
SOP	Standard Operating Procedures
SRC	State Recovery Coordinator
SRG	State Recovery Group
STMC	State-wide Traffic Management Centre
the Act	Disaster Management Act, 2003
the Deputy Premier	The Deputy Premier of Queensland
the Guideline	Queensland Prevention, Preparedness, Response <i>and</i> Recovery Disaster Management Guideline
the Minister	The Minister for Police, Corrective Services and Fire and Emergency Services
the Premier	The Premier of Queensland
the Regulation	<i>Disaster Management Regulation (2014)</i>
the Standard	Standard for Disaster Management in Queensland
the Treasurer	The Treasurer of Queensland
USAR	Urban Search and Rescue
VQ	Volunteering Queensland
XO	Executive Officer

Appendix 2 - Glossary

Term	Definition
Activation	The commencement of a process or activity in response to a trigger. An activation is not a declaration, nor is it dependent on the declaration of a disaster situation (see definition for declaration). For example, activation of relief measure, as detailed in the Queensland Disaster Relief and Recovery Arrangements.
Alert	A level of activation: a heightened level of vigilance due to the possibility of an event in the area of responsibility. Some action may be required. The situation should be monitored by someone capable of assessing the potential threat.
All Hazards Approach	This approach assumes that the functions and activities applicable to one hazard are most likely applicable to a range of hazards and consequently, a disaster management plan captures the functions and activities applicable to all hazards.
Annual Report	A written report described under s44 of the <i>Disaster Management Act 2003</i> , prepared by the State group about disaster management in the State.
Anthropogenic hazards	Human-induced hazards which are induced entirely or predominantly by human activities and choices. (United Nations Office for Disaster Risk Reduction, 2017)
Assembly Point	A designated location specifically selected as a point which is not anticipated to be adversely affected by a hazard.
Campaign	A single approved message sent to telephone numbers through Emergency Alert in response to an event.
Campaign Area	The geographical area approved by the Emergency Management Person to where Campaigns will be sent.
Capability	The ability to achieve a desired effect in a specific environment/context.
Capacity	The combination of all the strengths, attributes and resources available within an organisation, community or society to manage and reduce disaster risks and strengthen resilience. Capacity may include infrastructure, institutions, human knowledge and skills, and collective attributes such as social relationships, leadership and management.
Chairperson	The person appointed under the Disaster Management Act 2003 as the Chairperson of a disaster management group.
Chief Executive	The chief executive of the department, as referred to in s16A of the Disaster Management Act 2003, currently the Commissioner, Queensland Fire and Emergency Services.
Chief Executive Officer	Queensland Government Departments are led by Directors-General, who are effectively the Chief Executive Officers.

Common Alerting Protocol	Provides a digital message format for all types of alerts and notifications and can be used for Emergency Alert messages.
Community	A group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace etc.
Community Mobilisation	When Community members provide self-activated, uncoordinated emergent community response and recovery in a disaster event (e.g., friends, families and neighbours volunteering to help themselves and others through their interpersonal relationships and their socioeconomic connections).
Comprehensive Approach	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response and recovery (PPRR). PPRR as aspects of emergency management, not sequential phases.
Consequence	The outcome or impact of an event and may be expressed qualitatively or quantitatively. There can be more than one consequence from an event. Consequences are generally described as the effects on people, society, the environment and the economy. (Geoscience Australia)
Contingency Plan	A plan developed to assist with managing a gap in capability to ensure services are maintained. This plan describes organised and coordinated courses of action with clearly identified institutional roles and resources, information processes and operational arrangements for specific actions at times of need. Contingency planning can be done as deliberate planning or immediate planning as it seeks to address gaps on an as needs basis.
Coordination	The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc.) in accordance with priorities set by disaster management groups. Coordination operates horizontally across organisations and agencies.
Coordination Centre	A centre established at State, district or local government level as a centre of communication and coordination during times of disaster operations.
Council to Council	A streamlined method for providing assistance from one local government group to another within Queensland's disaster management arrangements.
Critical infrastructure	The physical structures, facilities, networks and other assets which provide services that are essential to the social and economic functioning of a community or society.
Damage Assessment	The process of collecting quantifiable data that enables the assessment of the impact of an event. Data collected could be used to inform Impact Assessments.
Debrief	A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

Declaration of a Disaster Situation	The formal procedure to enable declared disaster powers under the Disaster Management Act 2003 (s64-s69) as required. Specific powers may be used to prevent or minimise loss of life, injury or damage.
Declaration of an Emergency Situation	An emergency situation declared under the Public Safety Preservations Act 1986 (s5).
Declared	For a disaster situation declared under s69 of the Disaster Management Act 2003 - the State or, if the disaster situation is declared for a part of the State, the part.
Declared area	For a disaster situation declared under s64(l) of the Disaster Management Act 2003 - the disaster district, or the part of the disaster district, for which the disaster situation is declared; or
Declared disaster powers	Means the powers of a district disaster coordinator or a declared disaster officer under s77 and s78 of the Disaster Management Act 2003.
Defence Assistance to the Civil Community	Emergency defence assistance provided by the Australian Government where a disaster is actually or potentially of such a magnitude that state or territory resources are inadequate, unavailable or unable to be mobilised quickly.
Deliberate Planning	A process to develop plans prior to events or situations which may require a disaster response and recovery, to enable an organised and coordinated approach to the required response and recovery.
Deputy Chairperson	The person appointed under the Disaster Management Act 2003 as the Deputy Chairperson of a disaster management group.
Diagram	Illustrates diagrammatically how a function or operation should occur e.g., process diagram.
Directed Evacuation	Also known as compulsory evacuation is where a relevant government agency has exercised a legislated power that requires people to evacuate. A directed evacuation under the Act requires the declaration of a disaster situation. A DDC may declare a disaster situation which requires the approval of the Minister for Fire and Emergency Services and must be made in accordance with section 65 of the Act. During a disaster situation, the DDC and Declared Disaster Officers are provided with additional powers under sections 77-78 of the Act. These powers may be required to give effect to a directed evacuation. An LDC, as part of the LDMG, may make a recommendation to a DDC that a directed evacuation is required, based on their situational awareness in preparation for an imminent disaster. However, as the LDMG/LDC has no legislative power to effect a directed evacuation, the responsibility for authorising a directed evacuation remains with the DDC. When an evacuation is directed, general advice and direction will be provided in relation to timings, places of shelter, location and preferred evacuation routes.
Disaster	A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.

Disaster District	A defined area referred to as a 'Disaster District', each district comprises one or more local government areas. Each Disaster District is established to provide disaster management and operations support to its associated local government area/s.
Disaster Management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
Disaster Management Group	Means the state group, a district group or a local group.
Disaster Management Plan	The State group, district groups and local groups must prepare a plan (State Disaster Management Plan, District Disaster Management Plan and Local Disaster Management Plan) for disaster management in the State, disaster district and local government's area respectively.
Disaster Management Portal	A secure information hub for state, district and local groups, which provides information and publications pertaining to Disaster Management planning, preparedness, response and recovery.
Disaster Management Stakeholder	Any individual, group, corporation, business, organisation, agency, who may affect or be affected by a decision, activity or outcome of disasters or hazards and the approach to prevention, preparedness, response or recovery phases.
Disaster Management Sub-plan	An appendix to a Disaster Management Plan, Sub-plans provide further detailed arrangements, methods and protocols relating to particular supporting activities undertaken by the disaster management groups and their member agencies.
Disaster Management System	The Queensland's disaster management system refers to the legislation, regulations, plans, standards, policies, technology systems, guidelines and associated publications in place to facilitate effective disaster management across the four phases of prevention, preparedness, response and recovery.
Disaster Management Website	A platform for the Queensland Government to make disaster management information publically available (e.g. PPRR DM Guideline, Strategic policy Statement).
Disaster Officer	For a disaster situation, means: A police officer; or A person authorised under s75(l) of the Disaster Management Act 2003 to exercise declared disaster powers for the disaster situation
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of an event.
Disaster Recovery Operations	The phase of disaster operations that relates to recovering from a disaster.

Disaster Response Capability	A 'disaster response capability' for local government means the ability to provide equipment and a suitable number of persons, using the resources available, to effectively manage or help another entity to manage an emergency situation or a disaster in the local government area.
Disaster Response Operations	Disaster response operations means the phase of disaster operations that relates to responding to a disaster.
Disaster Risk Reduction	Disaster risk reduction is aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.
Disaster Situation	Means a disaster situation declared under s64(1) by the district disaster coordinator with the approval of the Minister or by the Minister or Premier s69 of the Disaster Management Act 2003.
District Disaster Coordinator	The chairperson of a district group is also the district disaster coordinator of the district group. The function of the district disaster coordinator is to coordinate disaster operations in the disaster district for the group.
District Disaster Management Group	The group established under s22 of the Disaster Management Act 2003. The DDMG Provides whole-of-government planning and coordination capacity to support local governments in disaster management and operations.
District Disaster Management Plan	A plan prepared under s53 of the Disaster Management Act 2003 that documents planning and resource management to counter the effects of a disaster within the disaster district.
District Executive Officer	The Commissioner of the Queensland Police Service is to appoint a person as the executive officer of the district group. The function of the executive officer of a district group is to support the group in the performance of its function, as directed by the chairperson of the district group.
District Recovery Group	A district recovery group may be established by the DDMG to identify and prioritise their objectives in rebuilding and reconnecting after disaster across the impacted district.
Emergency Alert	A national telephone warning system that provides Australian emergency authorities with an enhanced ability to warn the community in the event of an emergency. The warning system is another tool available for organisations to issue emergency warnings. Emergency Alerts will be issued via landline and mobile telephones.
Emergency Alert Campaign	A single approved message sent to telephone numbers in response to an event.
Emergency Alert Portal	A secure platform for state, district and local groups, which provides a shared storage hub for pre-prepared Emergency Alert polygons and messages.

Emergency Management	Emergency management is also used, sometimes interchangeably, with the term disaster management, particularly in the context of biological and technological hazards and for health emergencies. While there is a large degree of overlap, an emergency can also relate to hazardous events that do not result in the serious disruption of the functioning of a community or society.
Emergency Management Person	A person appointed by the Australian Law Reform Commission under the Commonwealth Telecommunications Act 1997 with the authority to delegate access to the Location Based Number Store to classes of person.
Emergency Supply	Emergency supply is the acquisition of items and resources to assist in the protection of the community or its assets in the preparation for a disaster, or during the immediate aftermath of a disaster with the provision of resources that the Local Disaster Management Group is not able to secure through its established logistics sub-plan.
Essential Goods	<p>Essential goods are considered to include:</p> <ul style="list-style-type: none"> • Basic foodstuffs – preferably either dried or tinned or otherwise packaged to last ‘on the shelf’ without special storage requirements by the isolated communities; • Basic cleaners, disinfectants and the like to enable communities to maintain adequate hygiene practices (subject to clearance by the carrying agency). • Baby foods, formula feeds for babies and nappies (the use of cloth nappies instead of ‘packaged’ nappies should be encouraged wherever possible) • Foodstuffs other than above to meet special dietary requirements (on certification by an appropriate medical authority). • Medicines and medical supplies, water purification tablets/treatments (subject to clearance by the carrying agency). • Dried pet foods (tinned pet food should be obtained prior to isolation). • Fuels (subject to clearance by the carrying agency) for essential motor transport, to keep electrical generators running to provide power for cooking, heating, lighting, refrigeration, water pumps and similar electrically powered appliances used to prepare or preserve food, maintain life, or provide purified water. • Aviation fuel (subject to it being used for reconnaissance or to resupply local homesteads). • Batteries (subject to clearance by the carrying agency) for powering transistor radios, or handheld/ portable radio transmitters/receivers. <p>Other goods which, in the opinion of the Deputy Commissioner, Queensland Fire and Emergency Services (on advice from the appropriate authority), are deemed necessary to maintain the physical and/or psychological welfare of the inhabitants of the isolated communities.</p>
Establishing the context	Defining the external and internal parameters to be considered when managing risk and setting the scope and risk criteria for the risk management activity. (Australian Emergency Management Institute, 2015)
Evacuation	The planned movement of persons from an unsafe or potentially unsafe location to a safer location and their eventual return.

Evacuation Centre	A building located beyond a hazard to provide temporary accommodation, food and water until it is safe for evacuees to return to their homes or alternative temporary emergency accommodation.
Evacuation Facilities	Describe a variety of sites which may need to be established to accommodate people during an evacuation. Categories of evacuation facilities comprise: <ul style="list-style-type: none"> • Evacuation centre • Public Cyclone Shelter • Place of refuge
Evacuation Route	A designated road, not anticipated to be adversely affected by the hazard, to be used for travel to a safer location.
Evacuation zone	A designated exposed area from which people are evacuated.
Event	An event means any of the following: <ul style="list-style-type: none"> • a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening • an explosion or fire, a chemical, fuel or oil spill, or a gas leak • an infestation, plague or epidemic • a failure or, or disruption to, an essential service or infrastructure • an attack against the state • another event like an event mentioned above. An event may be natural or caused by human acts or omissions.
Exercise	A controlled, objective-driven activity used for testing, practising or evaluating processes or capabilities
Exposed area	An area that has been identified as being at threat from the effects of a hazard
Exposed Population	The population that inhabits a potentially hazardous area (see exposed area).
Exposure	The elements within a given area that have been, or could be, subject to the impact of a particular hazard. Exposure is also sometimes referred to as the 'elements at risk'.
Form	Operational or legislative forms required to be completed by disaster management stakeholders in order to perform, coordinate or direct a specific operation.
Functional Committees	Functional committees are established to address specific issues associated with the delivery of disaster management functions within their particular district, based on requirements of the district and the Functional Lead Agency.
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead relevant organisations that provide a supporting role.

Functional Plan	A functional plan is developed by lead agencies to address specific planning requirements attached to each function. Although the functional lead agency has primary responsibility, arrangements for the coordination of relevant organisations that play a supporting role are also to be outlined in these plans.
Functional Recovery Group	Five functional recovery groups - Human and Social, Economic, Environment, Building and Roads and Transport, are responsible for supporting the delivery of recovery efforts across impacted communities. The functional recovery groups leverage existing strong partnerships between local and state government to ensure close collaboration and coordination during the management of recovery activities. The functional recovery groups provide a platform to coordinate effort by all agencies involved in recovery, this includes a multi-disciplinary approach to needs analysis, consequence management, community engagement, planning and service delivery.
Geospatial	Relating to or denoting data that is associated with a particular location or that has a geographic component to it. These components can be in the form of coordinates, addresses or postcodes. (Australian Geospatial-Intelligence Organisation)
Handbook	Specifically developed to describe a method to be undertaken in relation to a certain field e.g., Disaster Management Training Handbook, QEMRF Risk Assessment Handbook.
Hazard	A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. (United Nations Office for Disaster Risk Reduction, 2017)
Hazard Specific Plan	A hazard specific plan is developed by a state agency with assigned lead responsibility to address a particular hazard under the State Disaster Management Plan.
Hazard Specific Primary Agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Hot debrief	A hot debrief is conducted immediately after response operations conclude. Participants share learning points while their response experiences are fresh.
Immediate Planning	A process to develop plans which is event driven and based upon the development of situation awareness by assessing actual or impending event characteristics and projecting the potential impacts and consequences.
Impact Assessment	The analysis of the consequences of an event, including psychosocial (emotional and social), economic, natural and built environment.
Lean Forward	An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby, prepared but not activated.
Leaving Time	Time taken in leaving the home. This includes collecting personal effects, enquiring regarding neighbours and friends and securing the premises.
Level of risk (or risk level)	Magnitude of a risk, or a combination of risks, expressed in terms of the combination of vulnerability, consequence and their likelihood.

Levels of Activation	<p>The Queensland Disaster Management Arrangements are activated using an escalation model based on the following levels:</p> <p>Alert - a heightened level of vigilance due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential threat.</p> <p>Lean Forward - an operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby, prepared but not activated.</p> <p>Stand up - the operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.</p> <p>Stand down - transition from responding to an event back to normal core business and/or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.</p>
Liaison Officer	A person who liaises between a coordination centre and their home entity (e.g., SDCC and Energex) during disaster operations. Liaison officers communicate and coordinate their activities to achieve the best utilization of resources or services provided to the centre (e.g., provide technical or subject matter expertise, as well as, capability and capacity of their home entity).
Likelihood	The chance of something happening whether defined, measured or determined objectively or subjectively, qualitatively or quantitatively and described using general terms or mathematically. (Standards Australia/ Standards New Zealand Standard Committee, 2009)
Link	Disaster Management publications currently existing in the disaster management sector that are required to be linked with the Guideline.
Local Disaster Coordinator	The person appointed as the local disaster coordinator under s35 of the Disaster Management Act 2003. The function of the local disaster coordinator is to coordinate disaster operations in the local government area for the local group.
Local Disaster Management Group	The group established under s29 of the Disaster Management Act 2003, in place to support Local Government in the delivery of disaster management services and responsibilities in Preventing, Preparing for, Responding to and Recovering from Disaster events.
Local Disaster Management Plan	A plan prepared under s57 of the Disaster Management Act 2003 that documents arrangements to manage disaster planning and operations within the local government area of responsibility.
Local Government Area	A part of Queensland that is governed by a local government.
Local Recovery Coordinator	The Local Disaster Management Group may appoint a Local Recovery Coordinator to coordinate recovery at the local level.

Local Recovery Group	A local recovery group may be established by the Local Disaster Management Group to provide coordination and oversight of functional recovery sub-groups and to identify and prioritise their objectives in rebuilding and reconnecting after a disaster.
Lockdown	The period of time the cyclone shelter has: all windows and doors closed; all debris screens and shutters in place; all barrel bolts on external doors closed.
Logistics	The range of operational activities concerned with supply, handling, transportation and distribution of materials. Also applicable to the transportation of people.
Manual	Provides additional guidance and describes specific key responsibilities and/or how to manage, coordinate or operate a specific function across PPRR (e.g., Emergency Alert, Resupply, Evacuation etc.).
Map	A diagrammatic representation of an area or location e.g., local or district disaster management group boundary map.
Mitigation	Measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and the environment. (Australian Emergency Management Institute, 2015)
Monitoring	Continual checking, supervising, critically observing or determining the status to identify change from the performance level required or expected. Monitoring can be applied to a risk management framework, risk management process, risk or control. (Australian Emergency Management Institute, 2015)
Natural hazard	Those which are predominantly associated with natural processes and phenomena. (United Nations Office for Disaster Risk Reduction, 2017)
Neighbourhood safer places	A local open space or building where people may gather, as a last resort, to seek shelter from bushfire
Network	A group or system of interconnected people or things. (Australian Emergency Management Institute, 2015)
Node	A point in a network at which lines or pathways intersect or branch. (Australian Emergency Management Institute, 2015)
Nominated service delivery entity	Identified and assigned organisation that have established resources, capability and capacity to provide support for delivery of goods and services.
Non-Government Organisations	Non-profit making organisation operating at the local, national, or international levels. Distinct from a governmental organisation, having no statutory ties with a national government.
Offers of Assistance	The offering of financial donations, volunteers, goods and services from individuals, corporations, businesses or organisations.

Operational Plan	An operational plan is a response plan which outlines a problem/concern/vulnerability and identifies the appropriate actions (what? who? how? when?) to address the situation. The operation plan sits within the disaster management plan and is developed after conducting a risk assessment.
Phases of Disaster Management	Prevention, Preparedness, Response and Recovery.
Place of Refuge	An alternative or in addition to evacuation where individuals shelter within their homes, workplace or with family/friends if considered safe to do so.
Policy	Provides a deliberate system of principles and statement of intent to guide decisions and achieve rational outcomes.
Polygon	A Polygon is a closed 2-dimensional shape. Valid polygons in EA must only contain straight lines. Polygon (straight sides) Not a valid Polygon (has a curve) Not a Polygon (open, not closed)
Preparedness	The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event.
Prevention	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event.
Prevention, Preparedness, Response and Recovery Disaster Management Guideline	This PPRR DM Guideline serves as the 'Guidelines about Disaster Management Plans' as set out in s 63 of the Disaster Management Act 2003 and informs the state group, district groups and local governments about matters relating to: <ul style="list-style-type: none"> • the preparation of disaster management plans • the matters to be included in a disaster management plan • other matters about the operation of a district group or local group the Chief Executive considers appropriate having regard to disaster management for the state.
Public cyclone shelter	A building designed, constructed and maintained in accordance with government requirements and provides protection to evacuees during a cyclone.
Queensland Disaster Management Committee	The group established under s17 of the Disaster Management Act 2003. To make strategic decisions about Prevention, Preparedness, Response and Recovery for disaster events and to build Queensland's resilience to Disasters.
Queensland Disaster Management	Outlines training courses to be undertaken by Queensland disaster management key stakeholder roles to support the effective performance of each identified role, in accordance with s16A(c) of the Disaster Management Act 2003.

Training Framework	
Queensland Disaster Recovery Arrangements	Queensland's Disaster Recovery Arrangements comprise a four-tiered system: three levels of government – local, state and federal – and an additional state government tier between local and state levels known as disaster districts. These arrangements enable a collaborative approach that brings together all agencies, stakeholders and resources for planning and coordinating the delivery of recovery functions
Queensland's Disaster Management Arrangements	Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management.
Recovery	The taking of appropriate measures to recover from an event, including the action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment.
Recovery Hubs	Recovery Hubs are established to provide a range of services to facilitate recovery including welfare, support, financial and emotional recovery services. Recovery Hubs are typically managed by the Department of Communities, Disability Services and Seniors.
Redundancy	Additional or alternative systems, sub-systems, assets, or processes that maintain a degree of overall functionality in case of loss or failure of another system, subsystem, asset, or process. (United Nations Office for Disaster Risk Reduction)
Reference Guide	Provides additional considerations and information for disaster management stakeholders to achieve disaster management activities across PPRR.
Relief	Efforts to meet the needs of persons affected by a disaster, to minimise further loss through the provision of immediate shelter and basic human needs.
Residual risk	The risk that remains in unmanaged form, even when effective disaster risk reduction measures are in place, and for which emergency response and recovery capacities must be maintained. (United Nations Office for Disaster Risk Reduction, 2017)
Resilience	A system or community's ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances.
Response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support.
Resupply	A response from the Queensland Government to ensure that essential goods remain available through the normal retail arrangements, but the high cost of transport is not passed on to the retailer or consumer.

Risk	The concept of risk combines an understanding of the likelihood of a hazardous event occurring with an assessment of its impact represented by interactions between hazards, elements at risk and vulnerability.
Risk assessment	An approach to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend. (United Nations Office for Disaster Risk Reduction, 2015)
Risk control	The implementation and enforcement of actions to control risk, and the periodic re-evaluation of the effectiveness of these actions. (Australian Emergency Management Institute, 2015)
Risk description	Structured statement of risk usually containing five elements: sources, events, causes, vulnerability and consequences. (Australian Emergency Management Institute, 2015)
Risk evaluation	The stage at which values, and judgment enter the decision process, explicitly or implicitly, by including consideration of the importance of the estimated risks and the associated social, environmental and economic consequences, in order to identify a range of alternatives for managing the risks. (Australian Emergency Management Institute, 2015)
Risk identification	The process of finding, recognising and describing risks. Risk identification involves the identification of risk sources, events, their causes and their potential consequences. Risk identification can involve [the use of] historical data, theoretical analysis, informed and expert opinions and stakeholders' needs. (Australian Emergency Management Institute, 2015)
Risk management	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, mitigating and monitoring risk. (Australian Emergency Management Institute, 2015)
Risk management framework	A set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. (Australian Emergency Management Institute, 2015)
Risk Register	A table, list or other representation of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk. Risk registers are produced by risk assessment processes, summarising the outputs of these processes to inform decision making about risks. Risk registers record the identification, analysis and evaluation of emergency risks. (Australian Emergency Management Institute, 2015)
Risk source	An element which, alone or in combination, has the intrinsic potential to give rise to risk. A risk source can be tangible or intangible. (Australian Emergency Management Institute, 2015)
Risk tolerance	An organisation's (or jurisdiction's) or stakeholder's readiness to bear the risk, after risk treatment, to achieve its objectives. Risk tolerance can be influenced by legal or regulatory requirements. (Australian Emergency Management Institute, 2015)
Rural Property	Includes primary producers, outstations and small towns with no retail facilities.

Safer Location	<p>A variety of designated locations which are not anticipated to be adversely affected by the hazard. Categories of safer locations comprise</p> <ul style="list-style-type: none"> • Shelter in Place • Neighbourhood safe place • Friends and Family • Assembly Points
Self-evacuation	<p>This is the self-initiated movement of people to safer places prior to, or in the absence of, official advice or warnings to evacuate. Some people may choose to leave early even in the absence of a hazard but based on a forecast. Safer places may include sheltering with family or friends who may live in a safer building or location. Self-evacuees manage their own withdrawal, including transportation arrangements. People are encouraged to evacuate early if they intend to evacuate.</p>
Shelter in place	<p>An alternative or in addition to evacuation where individuals shelter within their homes, workplace or with family/friends if considered safe to do so.</p>
Situation Report	<p>A situational report (sitrep) is brief, updated regularly and captures accurate information from the day's operations including a current and forecast situation.</p>
Situational Awareness	<p>Situational awareness or situation awareness is the perception of environmental elements and events with respect to time or space, the comprehension of their meaning, and the projection of their status after some variable has changed, such as time, or some other variable, such as a predetermined event. It is also a field of study concerned with understanding of the environment critical to decision-makers</p>
Socio-natural hazards	<p>Those associated with a combination of natural and anthropogenic factors, including environmental degradation and climate change. (United Nations Office for Disaster Risk Reduction, 2017)</p>
Specific-Purpose Committee	<p>Either permanent or temporary, established under the authority of disaster management groups for specific purposes relating to disaster management.</p>
Spontaneous Volunteers	<p>Individuals or groups who are not skilled or trained to perform specific roles in disasters and are often not affiliated with an emergency or community organisation but are motivated to help.</p>
Stand Down	<p>Transition from responding to an event back to normal core business and/or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.</p>
Stand Up	<p>The operational state following 'lean forward' whereby resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated.</p>

Standard Emergency Warning Signal	A distinctive audio signal that alerts the community to the broadcast of an urgent message relating to a major emergency or disaster. It is intended for use as an alert signal to be played on public media such as radio, television and public address systems.
Standard Operating Procedures	A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
State Disaster Coordination Group	The State Disaster Coordination Group provides support to the role of State Disaster Coordinator including coordinating available resources and disaster response operations.
State Disaster Coordinator	A person appointed under s21B of the Disaster Management Act 2003 who is responsible for the coordination of disaster response operations for the Queensland Disaster Management Committee.
State Disaster Management Plan	A plan prepared under s49 of the Disaster Management Act 2003 that documents planning and resource management for disaster management for the state.
State Recovery Coordinator	A person appointed under s21D of the Disaster Management Act 2003 who is responsible for the coordination of disaster recovery operations for the Queensland Disaster Management Committee.
State Recovery Policy and Planning Coordinator	The Chief Executive Officer of the Queensland Reconstruction Authority.
Stranded Persons	Small groups or individuals that are unable to access essential goods due to isolation and are away from their normal residence.
Sub-Groups	Established by a Local Disaster Management Group, in a permanent or temporary capacity as required, to assist the group with its business (e.g., Evacuation Project Team, Local Recovery Group)
Template	Provided to assist disaster management stakeholders achieve disaster management activities across PPRR.
Temporary Short-Term Accommodation	A stay in a safer location for a period in excess of 18 hours and may extend into days where provision of bedding and substantial meals is required.
Temporary Short-Term Respite	A stay in a safer location for a period of between 1-18 hours where provision of bedding and substantial meals is not required.
The Queensland Government Disaster	A platform for the Queensland Government to make disaster management information publicly available, enabling a complete view of disaster management publications for users.

Management Website	
Toolkit	A suite of supporting publications which form part of the Guideline and include policies, manuals, handbooks, reference guides, links, forms, templates, maps and diagrams. The toolkit is in place to assist disaster management stakeholders in disaster management responsibilities, functions and operations.
Trained Volunteer	Individuals formally affiliated with an emergency service organisation or NGO (e.g., State Emergency Service, Rural Fire Service, Salvation Army and service clubs) and act under their respective organisations' direction and authority.
Voluntary Evacuation	Also known as recommended evacuation is where an evacuation advice has been issued, with people strongly encouraged to consider enacting their evacuation plans. Voluntary evacuees manage their own withdrawal, including transportation arrangements.
Volunteers	People who are formally affiliated with an emergency service organisation or non-government organisation, and act under the respective organisation's direction and authority.
Vulnerability	<p>Vulnerability in relation to disaster events is a fluid and complex concept. The definition of vulnerability in the Qld Vulnerability Framework comprises three components:</p> <ul style="list-style-type: none"> • target group statement - people who would benefit from additional and targeted assistance to prepare for, respond to, and recover from disasters • vulnerability indicators - for example proximity to an event, lack of financial resources, and disruption to, or lack of available services, supports/carers medication, aids and equipment • four protective factors - wellbeing, connection, knowledge and security. <p>https://www.disaster.qld.gov.au/dmg/Glossary/Pages/default.aspx</p>

Rockhampton Local Disaster Management Group Member Status Report

Organisation represented:

Meeting Date and Time

The following activities have been undertaken or are being undertaken by the local government/agency/organisation:

(Delete sections or insert N/A as required depending on role and responsibilities)

Mitigation

Risk Management/Mitigation

May include items such as studies, mitigation initiatives, planning or measures being undertaken

Impediments to Implementation of Mitigation Measures

May include impediments such as funding, resourcing issues, responsibility

Planning

Integration with business planning

Summary of how disaster management is being integrated with the overall business of the organisation, including strategic and operational planning

Review of Local Disaster Management Plan

Review Date:	Type of Review	Summary of amendments

Operational Issues

Readiness Status

(General comment regarding status of operational readiness)

Staff Availability

(Comment on staff availability for LDCC, response etc.)

Local Disaster Coordination Centre

(Comment on resourcing levels for LDCC and possible impacts on operations.

Operations Conducted

Date	Type of event	Brief summary of response activities (Include role and functions)

Remedial Action

(Outline any proposed actions or improvements as a result of the operational activities).

- 1.
- 2.
- 3.

Capability Development

Training Conducted

Date	DM component or function	Name of course or training content	Conducted by	Participants

Identified Training Needs

(Insert details of any required training including suggested dates etc.)

Proposed Date	DM component or function	Name of course or training content	Conducted by	Participants

Exercises Conducted

Date	Name of exercise	Type of exercise e.g. tabletop/ practical	Objectives of the exercise e.g. test communications plan	Agency coordinating the exercise	Local Govt./ Agencies involved

Remedial Action

(Insert details of any proposed actions or improvements as a result of lessons learned or recommendations)

- 1.
- 2.
- 3.

Last Updated: 19 January 2018

[INSERT LOCAL GOVERNMENT LETTERHEAD/LOGO]

Proposed Exercises

(Insert details of any proposed exercises or exercises currently under development, including suggested dates etc)

Date	Name of exercise	Type of exercise e.g. tabletop/ practical	Objectives of the exercise e.g. test communications plan	Agency coordinating exercise	Local Govt./ Agencies involved

General Business

Any other comments:

Sign-off and Approval

Sign:

Report submitted by:

Local Government/Agency Position:

Date submitted:

Last Updated: 19 January 2018

Appendix 4 - Rockhampton Local Disaster Management Group Member Organisation
Nomination form

NOTE: Please print onto your Organisation letterhead

(Insert today's date)

The Chair
Rockhampton Regional Council Local Disaster Management Group
PO Box 1860
Rockhampton QLD 4700

Dear Mayor Williams,

I would like to nominate **[delete whichever paragraph is not used]:**
(insert nominee name) who holds the position of **(insert position)** to represent **(insert organisation)** on the Rockhampton Regional Council Local Disaster Management Group.

OR

(insert nominee position) to represent **(insert organisation)** on the Rockhampton Regional Local Disaster Management Group.

This is a replacement for **(insert previous nominee name or position)** who was the previous member. **(Delete if not applicable)**

The nominee person or position has the necessary expertise and /or experience to perform the functions of a Local Disaster Management Group member in accordance with the *Disaster Management Act 2003*, on behalf of **(insert organisation)**.

The contact details for the nominee are:

Telephone:	
Mobile:	
Email:	
Postal Address:	

(insert nominee name or position) has been informed that personal contact information has been collected in accordance with the *Information Privacy Regulation 2009* for the purposes of disaster management.

Should you require any further information, please contact **(insert contact name)** on **(insert telephone number)**.

Yours sincerely

(insert name)
(insert position)

Notice of Appointment of LDMG Member LDMG Template

<Insert Appointee Name and Address>

In accordance with section 33 of the *Disaster Management Act 2003* I hereby appoint you as a member of the Rockhampton Local Disaster Management Group (LDMG).

I am satisfied that you have the necessary experience or expertise to perform the functions of a member of a Local Disaster Management Group in accordance with section 30 of the *Disaster Management Act 2003*.

As a member your personal contact information is required to be collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. Please ensure that you complete the attached 'Member Contact Details Collection Form' and return the signed form to <Insert Name and Address> as soon as possible.

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>

Yours sincerely

<Insert Title and Name>
<Insert Executive Position> (Mayor, CEO or other representative of the local government)
Rockhampton Regional Council

Notice of Change to LDMG Member LDMG Template

<Insert Title and Name>
Chairperson
Rockhampton Local Disaster Management Group
<Insert Address>

Dear Chairperson

I wish to notify the Local Disaster Management Group (LDMG) of a change to the <Insert Agency or Organisation> appointed LDMG member incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title and Full Name>.

<Insert Title and Surname> has the necessary expertise and / or experience to perform the functions of a LDMG member in accordance with the *Disaster Management Act 2003*, on behalf of the <Insert Agency or Organisation>.

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Title and Surname> are:

Organisation Position Title:	
Work Telephone:	
Mobile:	
A/H Telephone: (Optional)	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>.

Yours sincerely

Outgoing LDMG member or
Authorised Organisation Representative