



Local Disaster Management Group Charter

Local Disaster Management Group Charter

COVID-19 Roles and Responsibilities

- Coordinating LDMG agencies and resources as per Disaster Management Act 2003.
- Coordinating Council resources to ensure as a Local Government we have a response and recovery capability (with full support to Qld Health being the lead agency).
- Contact point and consistent liaison between Sunshine Coast council and District Disaster Management Group (DDMG) and State Disaster Coordination Group (SDCG).
- Coordination point between Human/Social group and LDMG response for COVID-19 event.
- Conduit between LDMG and Council, to maintain continuity of delivery of essential services to the community, to fulfil the statutory obligations under the Disaster Management Act 2003.
- Working with the Mayor to ensure his commitments and requirements are serviced.
- Member of both the Control Group, Working groups (Stream A and B) and Managers group to provide advice/input into Council's requirement under the DM Act (particularly for Response and Recovery).
- Supporting Qld Health as the lead agency with specific requests for assistance and resources.
- Reporting on agency specific activities currently being conducted, requests for service from Qld health or community, and providing situational awareness of community need and their capacity to deliver essential services.
- Liaison between other Councils to share best practise and knowledge.

Following extracted from section 3.0 of the Sunshine Coast Council Local Disaster Management Plan 2019-2022.



3.0 Local Disaster Management Group

3.1 Sunshine Coast Local Disaster Management Group (Local group)

The Sunshine Coast Local Disaster Management Group was established by the Sunshine Coast Council in May 2008 in accordance with Section 29 of The Act.

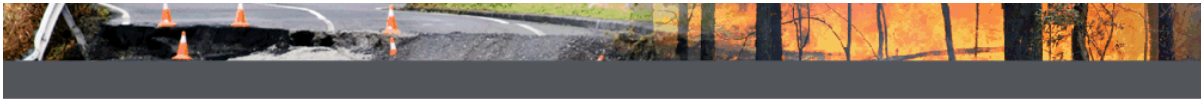
The Local Group will coordinate disaster operations within the area administered by the Sunshine Coast Council.

3.2 Functions of the Local Disaster Management Group

In accordance with Section 30 of The Act the Local Group has the following functions:

- a to ensure that disaster management and disaster operations in the area are consistent with the state group's strategic policy framework for disaster management for the state
- b to develop effective disaster management, and regularly review and assess the disaster management
- c to help the local government for its area to prepare a local disaster management plan
- d to identify, and provide advice to the relevant district group about, support services required by the Local Group to facilitate disaster management and disaster operations in the area
- e to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- f to manage disaster operations in the area under policies and procedures decided by the State or district group
- g to provide reports and make recommendations to the relevant district group about matters relating to disaster operations
- h to identify, and co-ordinate the use of, resources that may be used for disaster operations in the area
- i to establish and review communications systems in the Local Group, and with the relevant district group and other Local Groups in the disaster district of the relevant district group, for use when a disaster happens
- j to ensure information about a disaster in the area is promptly given to the district group
- k to perform other functions given to the group under The Act.
- l to perform a function incidental to a function mentioned in paragraphs (a) to (k).





3.3 Meetings of the Local Group

The Local Group will meet separately four times each year with the meetings timed to consider higher risk periods.

During disaster and emergency situations a Local Group extraordinary meeting may be called and be held either in person or via teleconference to consider and discuss the situation.

For ordinary meetings of the Local Group a notice of meeting is to be sent by the secretariat at least three weeks, preferably four weeks in advance of the meeting and an agenda will be sent one week prior to the meeting. Notice of the meeting and a meeting agenda will be sent by email to members. Meeting minutes are to be prepared and sent as soon as practicable following the meeting.

For extraordinary meetings, notice of a meeting may be communicated by SMS, email or a telephone call to members as soon as it is determined that a meeting of the Local Group is required.

Minutes of each meeting will be prepared and retained as required by legislation. An Action Register will also be prepared and maintained to provide a running log of actions of the Local Group and as a reference document and historical document of past Local Group resolutions and actions.

Following each Local Group meeting contact lists for the Local Group and associated sub-groups shall be updated. The revised contact listing will be sent to Local Group members with the minutes of the meeting for member's retention.

3.4 Sub-groups of the Local Group

A Local Group may form a sub-group to consider an aspect of the Local Group's function and to develop planning documents. If the Local Group creates a sub-group it will do so by resolution at a meeting and adopt a Charter for that sub-group.

Local Group sub-groups may include, but are not limited to:

- communities of interest (at risk, vulnerable or isolated communities)
- community awareness and education
- community support
- evacuation planning

- information and communications technology
- public health
- public information and warnings.

Sub-groups described above would meet as often as required to enable the task that is being considered to be progressed and completed.

3.5 Local community sub-groups

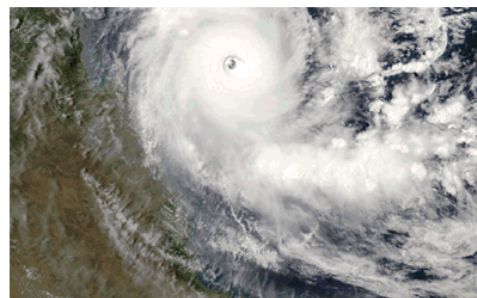
The Local Group may also work with local geographic community groups, business groups, and others, to prepare emergency and business continuity plans, to build community capacity and resilience.

The Local Group may resolve to create a sub-group to develop local community plans. The sub-group may become a standing group or a group that exists only during the planning phase. If such a sub-group was created it would be by resolution of the Local Group and have a charter. Sub-groups for local communities will meet as frequently as required by the risk profile of that local community.

3.6 Reporting requirements

Local Group members are expected to report their agency's disaster management activities to the Local Group at the group's meetings. This report will be circulated with the minutes of the group's meeting.

The Local Group will report its activities to the Sunshine Coast Council in an annual report prepared by the Local Disaster Coordinator (or delegate). The report will outline the work of the disaster management system during the previous year and indicate how the Local Group's work fulfilled the requirements of the group as set out in The Act. The Local Group will forward a copy of the report to the DDC at the end of the financial year.





3.7 Membership of the Local Group

Members of the Local Group have been appointed by the Sunshine Coast Council in accordance with s33 and s34 of The Act. In appointing people to the Local Group, Council has sought to select representatives from those agencies and organisations on the Sunshine Coast who:

- a have a key role in responding to disaster or emergency situations
- b manage key assets
- c provide essential community services.

Membership of the Local Group will be reviewed annually by the Chair of the Local Group, the LDC and the Chief Executive Officer of Queensland Fire and Emergency Services (QFES). The DDC will then be advised of the membership of the Local Group as per the requirements of s37 of The Act.

In addition to its members, the Local Group may seek the assistance of individuals or organisations as circumstances require. These persons sit as advisors to the group. They will receive copies of the agendas and minutes and can attend and participate in meetings and discussions as required. They however do not have voting rights on decisions.

3.8 Deputy/alternate members of the Local Group

Members of the Local Group are to identify a deputy/alternate who can attend Local Group meetings or take on the duties of the member in their absence or unavailability. A person who is a deputy/alternate member should have the necessary expertise and experience to fulfil the role of the relevant member of the Local Group if required.

3.9 Chair and Deputy Chair of the Local Group

Under s34 of The Act the Sunshine Coast Council has appointed the Mayor of the Sunshine Coast Council as chair of the Local Group and the Deputy Mayor as the deputy chair.

3.10 Functions of the Chair of the Local Group

Section 34A of The Act identifies that the Chairperson of a Local Group has the following functions:

- a to manage and coordinate the business of the group.
- b to ensure, as far as practicable, that the group performs its functions.
- c to report regularly to the relevant district group, and the chief executive of the department, about the performance by the Local Group of its functions.

3.11 Sunshine Coast Local Disaster Coordinator

Under s35 of The Act the Chair of the Sunshine Coast LDMG, after consultation with the Chief Executive of the Queensland Fire and Emergency Services has appointed the Group Executive of Built Infrastructure, Sunshine Coast Council as Sunshine Coast Local Disaster Coordinator (LDC).

The LDC is the Local Group's member of the Sunshine Coast District Disaster Management Group (SCDDMG).

3.12 Functions of the LDC

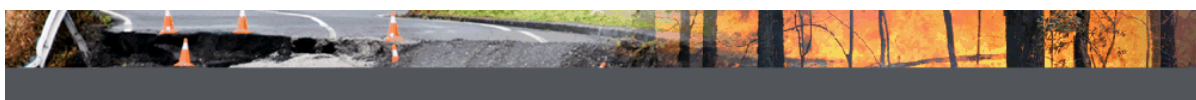
S36 of The Act states that the LDC has the following functions:

- a to coordinate disaster operations for the Local Group
- b to report regularly to the Local Group about disaster operations
- c to ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented.

The Chief Executive Officer of the Sunshine Coast Council has delegated to the LDC authority to exercise the powers of the Chief Executive Officer during the activation of the LDMP including and limited to identifying and coordinating the use of resources that may be used for disaster operations in the Sunshine Coast local government area (Reference Council Delegation No. 2010-41).

3.13 Secretariat for the Local Group

The LDC will provide a nominated council officer to act as the secretariat for the Local Group. The secretariat will provide day to day support to the group (e.g. reports, meeting agendas, minutes, contact lists) and monitoring of training requirements of Local Group members.



3.14 Membership of the Local Group

See the following tables:

- Table 1: LDMG membership as at December 2018
- Table 2: LDMG Advisors and invited observers as at December 2018.

Table 1: LDMG membership as at December 2018

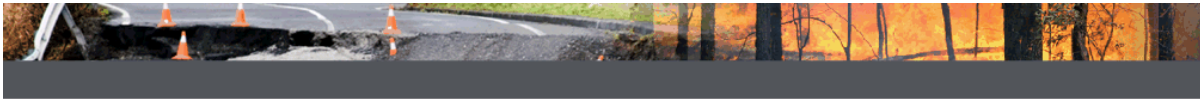
Role	Position
Chairperson	Mayor, (SCC)
Deputy Chairperson	Deputy Mayor, SCC
Local Disaster Coordinator	Group Executive Built Infrastructure, SCC
Deputy Local Disaster Coordinators	Coordinator Disaster Management, SCC Manager Environment and Sustainability Policy, SCC
Local Recovery Coordinator	Group Executive Economic and Community Development, SCC
Deputy Local Recovery Coordinator	Manager, Community Development and Planning, SCC
Community Liaison Officer	Coordinator Healthy Places, SCC
Department of Communities, Disability Services and Seniors Representative	Senior Advisor – Community Recovery, Department of Communities, Disability Services and Seniors
Department of Education and Training	Principal Advisor Education Services, North Coast Region 1
Energex Representative	Principal Asset Officer (North Coast), Energex
Media Liaison Officer	Manager Communication, SCC
Queensland Ambulance Service Representative	Officer in Charge, Kawana Station, Queensland Ambulance Service
Queensland Fire and Emergency Services (Emergency Management) Representative	North Coast Region Emergency Management Coordinator
Queensland Fire and Emergency Services (Fire) Representative	Inspector, Sunshine Coast Queensland Fire and Emergency Services (Fire)
Queensland Fire and Emergency Services (Fire - Rural Operations) Representative	Area Director Rural Operations, Queensland Fire and Emergency Services (Fire) Rural Operations
Queensland Health Representative	Emergency Response Coordinator, Sunshine Coast University Hospital, Queensland Health
Queensland Police Service Representative	Senior Sergeant, Officer in Charge, Nambour Police Station
State Emergency Services (SES)	Local Controller SES
Unitywater Representative	Network Engineering Manager

All members will nominate a deputy to ensure continuity and full agency representation.



Table 2: LDMG Advisors and invited observers as at June 2018

Role	Position
Australian Broadcasting Corporation – ABC Local Radio	Regional Contact Manager, ABC Radio
Australian Red Cross	Emergency Services Regional Coordinator SQ
Australian Volunteer Coast Guard Sunshine Coast Squadron	Commander Mooloolaba Coastguard
Caloundra Coastguard	Commander
Department of Transport and Main Roads	Principal Project Officer
District Disaster Management Group	Executive Officer to the District Disaster Coordinator
Information Technology Advisor	Head of Digital Information Services, SCC
Policy Advisor	Coordinator Disaster Management, SCC
Queensland Fire and Emergency Services (Disaster Management)	Regional Director
Queensland Parks and Wildlife Service	Senior Ranger
Queensland Rail	Manager Emergency Preparedness
Rural Fire Brigade	Group Officer Caloundra Area
SEQWater Representative	Manager Incident and Security Management
Sunshine Coast Airport Representative	Sunshine Coast Airport Operations Manager
Sunshine Coast Council Emergency Operations and Recovery Team (EORT)	Coordinator Disaster Management, SCC
TAFE Queensland (East Coast) Representative	Manager, Facilities and Services, Sunshine Coast TAFE
Surf Life Saving Queensland Representative	Regional Manager – Sunshine Coast
Telstra Representative	Sunshine Coast Account Executive
Tourism and Events Queensland	Director, Sunshine Coast
Visit Sunshine Coast Representative	Chief Executive Officer, Visit Sunshine Coast
University of the Sunshine Coast	Vice-Chancellor



3.15 Responsibilities of Local Group members

All Members of agencies represented on the Local Group are expected to attend and be able to participate at Local Group meetings.

A task of members of the Local Group is to be involved in the formulation of disaster management strategies and plans for the Sunshine Coast government area, through participation at full group meetings or through participation in a Local Group Sub-Group. It is expected that if unavailable, members would send their nominated Deputy to a meeting of the Local Group.

See the following tables:

- Table 3: Responsibilities of LDMG members and advisors
- Table 7: LDMG Lead agency identification.

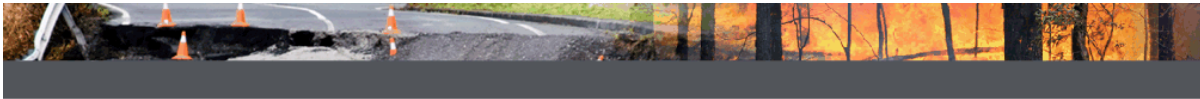
Table 3: Responsibilities of LDMG members and advisors

LDMG role	LDMG responsibilities
Chairperson	To chair LDMG Meetings and to provide the primary link between the LDMG and council. To manage and coordinate the business of the group, to ensure, as far as practicable, that the group performs, its functions, to report regularly to the relevant district group, and the chief executive of the department, about the performance by the Local Group of its functions.
(Deputy Chairperson)	To provide advice and support to the Chair and LDMG. To chair LDMG Meetings in the absence of the Chair. To provide a link between the LDMG and council. To participate in the issuing of public information and warnings. To chair the Recovery Sub Committee if required.
Local Disaster Coordinator (LDC)	To coordinate disaster operations for the Local Group, report regularly to the Local Group about disaster operations, to ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented. To provide advice and support to the Chair and Local Group. To activate the Local Plan and LDCC when required.
Deputy LDC	To undertake the functions of the LDC in the LDC's absence.
Local Recovery Coordinator (LRC)	To coordinate the local recovery group. To liaise with functional lead agency representatives and work with identified agencies and the community to develop the specific operational recovery strategy. To provide advice and support to the Chair and recovery group. To activate the Disaster Recovery Plan when required.
Deputy LRC	To undertake the functions of the LRC in the LRC's absence.
ABC Rep	Liaison between the agency and the LDMG. Support and advice to the Media Liaison Officer.
Australian Red Cross	Liaison between the agency and the LDMG. Responsibilities as identified in the Local Plan, particularly operational plans for community support, evacuation centre management and recovery.
Coast Guard Rep	Liaison between Australian Volunteer Coast Guard Sunshine Coast and LDMG.



Table 3: Responsibilities of LDMG members and advisors continued...

LDMG role	LDMG responsibilities
Council's Emergency Operations and Recovery Team (EORT)	To provide council response and recovery planning advice, and support to the Local Disaster and Recovery Coordinators. To action council's emergency response.
Dept. of Communities, Disability Services and Seniors Rep	Liaison between the agency and the LDMG. Community Recovery advice to the LDMG.
Dept. Education and Training Rep	Liaison between the agency and the LDMG.
Dept. Transport and Main Roads Rep	Liaison between the agency and the LDMG.
Executive Officer – to the DDC	Liaison between the agency and the LDMG. Provide advice and support to the Chair and LDMG. To participate in the issuing of Public Information and Warnings.
Energex Rep	Liaison between the agency and the LDMG.
Information Technology Advisor	To provide expert advice and support to the Local Group on information and communication technology matters.
Media Liaison Officer	Preparation and dissemination of public information and warnings prior to and during an event.
Queensland Parks and Wildlife Rep	Liaison between the agency and the LDMG.
Queensland Rail Rep	Liaison between the agency and the LDMG.
Queensland Health Rep	Liaison between Queensland Health Dept., hospitals, doctors and implementation of the Health Sub Plan and the LDMG.
Rural Fire Brigade	Liaison between the agency and the LDMG.
Policy Advisor	To provide strategic policy and planning advice and secretariat support to the Local Group, Chair and Local Disaster Coordinator. To ensure staff are rostered into the Local Disaster Coordination Centre.
Queensland Ambulance Service Rep	Liaison between the agency and the LDMG.
Queensland Fire and Emergency Services (Disaster Management Rep)	To provide advice and support to the Chair and the LDC. Liaison between the agency and the LDMG. Link to the Qld Disaster Management System. Policy advice about Qld Disaster Management system. Assessment of the Local Plan.
Queensland Fire and Emergency Services (Fire Rep)	Liaison between the agency and the LDMG.
Queensland Police Service Rep	Liaison between the agency and the LDMG.
SEQWater Rep	Liaison between the agency and the LDMG.
SES Rep	Liaison between the SES and the LDMG.
Sunshine Coast Airport Rep	Liaison between the agency and the LDMG.
Surf Lifesaving Qld Rep	Liaison between the agency and the LDMG.
Tafe Queensland (East Coast) Rep	Liaison between the agency and the LDMG.
Telstra Rep	Liaison between the agency and the LDMG.
Tourism and Events Rep	Liaison between the agency and the LDMG.
Unitywater Rep	Liaison between the agency and the LDMG.
Visit Sunshine Coast Rep	Liaison between the agency and the LDMG.
University of the Sunshine Coast Rep	Liaison between the agency and the LDMG.



3.16 Agency roles and responsibilities

Table 4: Roles and responsibilities of LDMG agencies and observers

Agency	Roles and responsibilities
Local Disaster Management Group	<p>Functions as allocated to the group under s30 of The Act.</p> <p>Development of a comprehensive local disaster management plan and strategies.</p> <p>Design and maintenance of a public education/awareness program, which is delivered through member agency resources.</p> <p>Support for the coordination of response agencies through the Local Disaster Coordination Centre (LDCC).</p> <p>Reconnaissance and impact assessment.</p> <p>Provision of public information prior to, during and following disaster events.</p> <p>Recommended areas/locations to be considered for directed evacuation.</p> <p>Public advice regarding voluntary evacuation.</p> <p>Identification, resourcing, staffing, management and operation of evacuation centres.</p> <p>Provision of locally based community support services.</p> <p>Design, maintenance and operation of a disaster coordination centre, including the training of sufficient personnel to operate the centre.</p>
Australian Red Cross	<p>Provision of community support and disaster relief to disaster affected communities.</p> <p>Provision of support with the operation of Evacuation Centres on the Sunshine Coast as per the Memorandum of Understanding.</p> <p>Assistance with outreach services to disaster affected communities.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. Public awareness and education campaigns.</p> <p>Provision of advice and communication with the LDC and DDC.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Bureau of Meteorology	<p>Issue weather forecasts including weather warnings to agencies and the community.</p> <p>Provision of specialist advice and communication directly to the State Disaster Coordination Centre (SDCC). Specialist advice was previously available directly from the Bureau to the LDC on request, as and when required. The SDCC has directed that all requests for specialist advice are to be made to the State Disaster Coordination Centre directly.</p> <p>Collection and interpretation of information from rainfall and flooding telemetry systems, jointly with council.</p>
Energex	<p>Electricity supply information and warnings to Sunshine Coast disaster management agencies and the community.</p> <p>Operation and maintenance of electrical power supply distribution.</p> <p>Advice in relation to electrical power supply outages to agencies and community.</p> <p>Restoration of power and advice regarding timeframes for power restoration.</p> <p>Safety advice for consumers during disaster and emergency situations.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public education and awareness programs.</p>



Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Sunshine Coast Council	<p>Perform the following roles and responsibilities in support of the Local Group:</p> <ul style="list-style-type: none"> • Management, support, policy advice and coordination of the business of the Local Group and its sub-groups, including the development and maintenance of disaster management plans and sub plans. • Identification, development, maintenance and operation of a LDCC at a primary location and maintenance of alternative locations. • Identification and delivery of training and staffing required to operate the LDCC. • Coordination of disaster operations by the LDC through the LDCC for the Local Group ensuring that strategic decisions of the Local Group are implemented. • Lead and coordinate recovery operations and provide immediate community support and recovery needs in conjunction with the Department of Communities, Disability Services and Seniors and relevant agencies and stakeholders, including the management and operation of evacuation centres, places of refuge or temporary relocation centres. • Assist the community to prepare for, respond to and recover from an event or disaster. • Issue of public information or warnings about disaster situations in accordance with Local Plan. • Provide advice and support to the DDC. <p>General agency responsibilities:</p> <ul style="list-style-type: none"> • Development and maintenance of prevention and mitigation strategies such as Land Use Planning and Capital Works programs. • Development and maintenance of a coordinated disaster response capability through the establishment of an Emergency Operations and Recovery Team. • Development and maintenance of a response plans where the Council is identified as the Lead Agency e.g. flooding. • Development and maintenance of a Field Coordination Centre (FCC) capability which can be activated for any necessary events • Identification and delivery of training and staffing required to operate the FCC. <p>Maintenance of council essential services to the community including:</p> <ul style="list-style-type: none"> • Animal control • Civic leadership • Community contact and information • Disaster and emergency management • Environmental protection • Public Health • Refuse disposal and waste management. <p>Development and maintenance of communications systems between response and recovery agencies and coordination centres.</p> <p>Maintenance (including debris clearance) of local roads and bridges.</p> <p>Collection and interpretation of information from rainfall and flooding telemetry systems, conjointly with the Bureau of Meteorology.</p> <p>Maintenance of rainfall and flooding telemetry and warning systems.</p> <p>Community awareness and education for risks for which Council is lead agency.</p> <p>Support with QFES (DM) to the SES on the Sunshine Coast.</p> <p>Provision of advice and communication about the operations of the FCC to the LDC and DDC.</p> <p>Request and provide assistance through the LDC as required during disaster operations.</p>

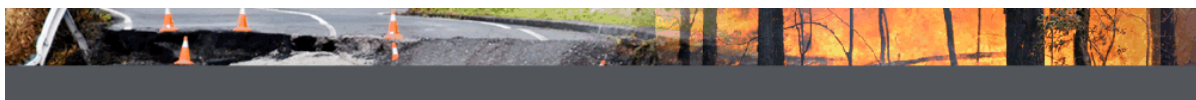


Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Ambulance Service	<p>Emergency re-hospital patient care assessment, treatment and transportation of ill and/or injured persons, selection of triage and treatment areas.</p> <p>Coordination of all other Volunteer first aid groups including QAS first responder groups.</p> <p>The establishment of an on-site triage/treatment area, casualty clearing and vehicle marshalling areas.</p> <p>Assistance with the evacuations of persons with medical conditions (specialised medical transport including aero - medical transport).</p> <p>Liaison with all other emergency services, local and state government and non-government agencies.</p> <p>Advise the LDCC.</p> <p>Request and provide assistance through the Coordination Centre as required during disaster operations.</p> <p>Provision of advice regarding transportation of medical special needs sectors of the community.</p> <p>Activation of Medical Transport Plan.</p>
Queensland Fire and Emergency Services	<p>Review and assess and report on the effectiveness of disaster management by the state at all levels, including Local Plans.</p> <p>Provision disaster management officers of coordination, policy and operational advice, at all levels of the state's disaster management system, including at the Local Group.</p> <p>Coordination of state and federal assistance for disaster management and operations.</p> <p>Facilitation of a comprehensive (prevention/preparedness/response/recovery) - all hazards – all agencies approach to disaster management.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public awareness and education campaigns.</p> <p>Management, coordination and support of the SES on the Sunshine Coast.</p> <p>Perform the following roles and responsibilities in support of disaster operations:</p> <p>Operation and maintenance of the State Disaster Coordination Centre (SDCC).</p> <p>Manage resupply operations.</p> <p>Coordinate and manage the deployment of SES across the State.</p> <p>Support the deployment of Qld Corrective Services resources.</p> <p>Provision of public information during disaster and emergency situations.</p>



Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Fire and Emergency Services (Fire)	<p>Primary agency for bushfire, chemical/hazardous materials (HazMat) related incidents.</p> <p>Development and maintenance of Incident Coordination Centre plans and capacity which can be activated for events where the QFES (Fire) is the lead agency including training in AIMS and staffing with sufficient trained personnel to operate the Centre.</p> <p>Development of fire prevention and mitigation strategies and response plans.</p> <p>Provide control, management and pre-incident planning of fires (structural, landscape and transportation).</p> <p>Safety of persons in relation to fire prevention, suppression, response and recovery operations.</p> <p>Advice and directions on public safety/evacuation from fire danger zones.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public education and awareness programs.</p> <p>Provide rescue capability for persons trapped in any vehicle, vessel, by height or in a confined space.</p> <p>Provide rescue of person isolated or entrapped in swift water/floodwater events.</p> <p>Provide Urban Search and Rescue (USAR) capability for building collapse events.</p> <p>Assist in pumping out and clean-up of flooded buildings.</p> <p>Primary Agency for chemical/hazardous materials (HazMat) related incidents.</p> <p>Provision of expert advisory services on hazardous materials through the QFES Scientific Unit.</p> <p>Provide mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster Response.</p> <p>Support the Queensland Coastal Contingency Action Plan – Chemical Spill Response Plan.</p> <p>Provide rapid damage impact assessment and intelligence gathering capabilities.</p> <p>Provide logistical and communications support to disasters within capabilities.</p> <p>Provision of advice to, and communication with the LDC and DDC about the operations of the QFES (Fire).</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Queensland Government Department of Communities, Disability Services and Seniors	<p>Coordinate provision of human-social recovery services during recovery operations in partnership with local, State, federal and non-government agencies.</p> <p>Work with affected individuals and communities to support their own recovery activities.</p> <p>Establish and manage community recovery outreach programs, centres (one-stop-shops) and coordination centres.</p> <p>Distribute financial assistance to eligible individuals and families affected by natural disasters in accordance with SDRA and NDRRA/DRFA.</p> <p>Establish outreach service teams to visit households and determine their recovery needs.</p> <p>Co-ordinate the development of community recovery communication strategy messages (strategic and operational) to support the broader disaster recovery and disaster management public communication strategy.</p> <p>Provision of advice and communication with the LDC and DDC about community recovery requirements and operations.</p> <p>Request and provide assistance through the LDCC as required during disaster response and recovery operations.</p>

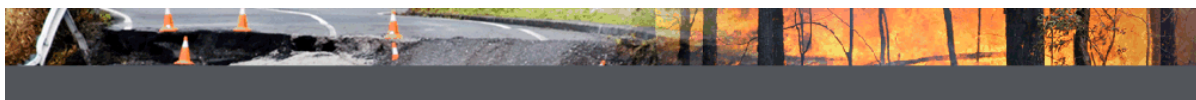


Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Government	Lead agency for health services.
Queensland Health	Primary agency for pandemic influenza, biological and radiological incidents.
	Development and maintenance of health emergency management plans.
	Ensure a whole of health emergency incident management capability to prevent, respond to and recover from any event.
	Public health information and warnings to Sunshine Coast disaster management agencies and the community.
	Provide human-social support for response and recovery e.g. psychological and counselling services for disaster affected persons.
	Ongoing medical and health services required during the recovery period to preserve the general health of the community.
	Provision of advice to, and communication with the LDC and DDC about the operations of the District Health Incident Coordination Centre.
	Request and provide assistance through the DDCC as required during disaster operations.
Queensland Police Service	Preservation of peace and good order.
	Assisting the community to prepare for, respond to and recover from an event or disaster.
	Prevention of crime.
	Security of any site as a possible crime scene.
	Investigation of the criminal aspect of any event.
	Coronial investigation procedures.
	Traffic control, including assistance with road closures and maintenance of road blocks.
	Crowd management/public safety.
	Coordination of search and rescue.
	Control and coordination of evacuation operations.
	Provide security for damaged or evacuated premises.
	Manage the register of evacuated persons in association with the Australian Red Cross.
	Provide a disaster victim identification capability.
	Respond to and investigate traffic, rail and air incidents.
	Advise the LDC, and request and provide assistance through the LDCC as required during disaster operations.
	Provide liaison officers to the LDCC.
	Fulfil the role of Sunshine Coast District Disaster Coordinator.
	Undertake the role of Executive Officer District Disaster Management Group.



Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Government	Lead agency role for any outbreak of emergency animal disease.
Department of Environment and Science	Public information and warnings to Sunshine Coast disaster management agencies and the community regarding emergency animal disease matters. Public education and awareness programs.
Department of Agriculture, and Fisheries	Development and maintenance of emergency animal disease plans. Capacity to operate an FCC. Detection and location of animal infection. Advice relative to Biosecurity matters e.g. exotic animal disease threats. Advice regarding destruction of animals as required. Advice about disaster recovery processes for primary producers. Provision of advice to, and communication with the LDC and DDC about the status of operations. Request and provide assistance through the DDCC or LDCC as required during disaster operations. Provide permit advice/ exemptions (if applicable) post event to assist with recovery e.g. relaxation of permits, emergency works Native animal advice (rescue, isolation)
Queensland Government Department of Transport and Main Roads	Primary agency for sea pollution where it impacts, or is likely to impact on Qld coastal waters. Development and maintenance of prevention and mitigation strategies.
• Transport • Main Roads • Maritime Safety Qld	Development and maintenance of operational response plans. Participation in evacuation route planning. Provide information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure as it affects transport systems. Assist with the safe movement of people as a result of mass evacuation of a disaster affected community. Provision of advice and communication with the LDC and DDC about the operations of the Department during disaster response and recovery operations. Request and provide assistance through the DDCC or LDCC as required during disaster operations.
State Emergency Service	Development and maintenance of a capacity to respond or assist other agencies respond to disaster and emergency situations. Assisting the community to prepare for, respond to and recover from an event or disaster. Public education and awareness programs. Rescue of trapped or stranded persons. Search operations for missing persons. Emergency repair/protection of damaged/vulnerable buildings especially for members of the community. Assistance with debris clearance. First aid support. Traffic control support. Assistance with communications and specialist radio communications. Assistance with emergency lighting. Provide a Liaison Officer at the FCC. Advise Queensland Fire and Emergency Services (Disaster Management) of operations underway, and request and provide assistance through the ICC to the Lead Agency or the LDCC as required by QFES during disaster operations.

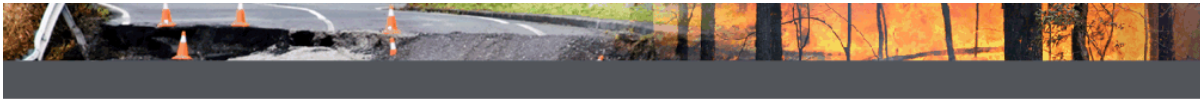


Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Sunshine Coast Airport	<p>Development and maintenance of airport emergency plans.</p> <p>Maintain airport operations.</p> <p>Provision of advice to, and communication with the LDC and DDC about the operations of the Airport Emergency Operations Centre.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Surf Life Saving Queensland (SLSQ)	<p>Development and maintenance of a capacity to respond or assist other agencies respond to disaster and emergency situations.</p> <p>Management, coordination and support of Sunshine Coast Surf Lifesaving Clubs and members during disaster operations.</p> <p>Provision of advice to, and communication with the LDC and DDC.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Unitywater	<p>Development and maintenance of Incident Coordination Centre capability and capacity which is able to be activated for events where Unitywater is a critical agency.</p> <p>Maintenance of Unitywater essential services to the community including:</p> <ul style="list-style-type: none"> • Environmental protection • Public health • Waste water treatment and disposal (Sewage) • Water (via business continuity management planning). <p>Provision of advice to, and communication with the LDC and DDC about the operations of Unitywater during disaster operations.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public education and awareness programs.</p> <p>Impact assessment.</p>
Visit Sunshine Coast	<p>Assist the tourism industry community to prepare for, respond to and recover from an event or disaster e.g. public awareness and education campaigns.</p> <p>Work with the Sunshine Coast tourism industry to provide support and assistance in the coordination of accommodation, travel, etc. for affected interstate and international tourists.</p> <p>Participation in Community Recovery process for tourism industry.</p> <p>Provision of advice to, and communication with the LDC and DDC.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>