V7: November 6 2024

LOCAL DISASTER COORDINATION CENTRE (LDCC) SUB PLAN

TRC
TABLELANDS REGIONAL COUNCIL

Acknowledgement of Country

We acknowledge the Native Title parties across the Tablelands Regional Council area and other family groups who are the traditional custodians of this land. We recognise your continuing connection to Country and pay respect to Aboriginal and Torres Strait Islander Elders past, present and emerging including:

- Bar Barrum of the area around the Walsh River and to the west of the Wild River
- Dulabed and Malanbarra Yidinji of the Gillies Range area
- Girramay of the Kirrama area
- Gugu Badhun of the Wairuna/Lamonds Lagoon area
- Jirrbal of the Koombooloomba, Ravenshoe and Herberton areas
- Mamu of the Millaa Millaa area
- Ngadjon-Jii of the Malanda and Topaz areas
- Tableland Yidinji of the Kairi, Tolga, Tinaroo and Lake Barrine areas
- Warrungu of the Gunnawarra/Goshen area.

Contents

Version Control & Record of Amendments

Issue Date	Version	Outline of Revisions	Prepared by	Approved
December 11 2013	V1.0	Presented to LDMG for approval as live operational document.	SD	RL
November 5 2014	V2.0	Annual review – minor changes.	SD	RL
November 4 2015	V3.0	Annual review – minor changes.	SD	RL
November 24 2015	V3.1	Minor changes to AIIMS PD's.	SD	RL
November 16 2016	V3.2	Minor changes - LDMG Chairperson and new DDMG arrangements.	SD	JP
November 10 2017	V3.3	Annual review – minor changes.	SD	JP
December 18 2018	V3.4	Minor organisational changes and updates to position descriptions.	SD	JP
January 20 2021	V4	Changes to LDMG Chairperson and location of LDCC.	SD	BW
January 18 2022	V5	Comprehensive rewrite plan modernisation	SD	BW
October 18 2023	V6	Annual review – minor changes.	SD	BW
November 6 2024	V7	Annual review – minor changes.	SD	RM

Section 1: Overview of Plan

3.1 Context & Assumptions

Disaster coordination centres bring organisations together to ensure effective disaster management before, during and after an event. Disaster coordination centres support disaster management groups at local, district, state and Commonwealth levels to ensure disaster operations are coordinated in the most expedient and efficient manner — refer section 1.4 of Local Disaster Management Plan (LDMP).

The Tablelands Regional Council (TRC) Local Disaster Coordination Centre (LDCC) will be managed and staffed by local government employees and supported by Agency Liaison Officers from government and non-government organisations (NGOs) appropriate to the area.

Not all disasters that require activation of the Tablelands Local Disaster Management Group (LDMG) will require the activation of the LDCC. Smaller events and occasions where TRC is not the lead agency (e.g. bushfires, etc.) may not require activation of this plan. These events may be handled using existing agency communications and management practices.

If activated, the LDCC should be in a safe location. The LDCC operationalises the LDMG's decisions and plans and implements strategies on behalf of the LDMG during operations. The LDCC must have the capability to manage and coordinate resources, manage information and report to various stakeholders and pass requests for assistance (RFAs) to the District Disaster Coordination Centre (DDCC).

1.2 Aim & Objectives of Plan

The aim of this sub-plan is to detail the arrangements that have been developed for the activation and operations of the LDCC in response to a disasters affecting the TRC area.

The key objectives of this sub-plan are to:

- describe the standard operating processes and procedures involved in the activation, management and operation of the LDCC

- detail the role and responsibilities of key personnel involved in the operation of the LDCC

- ensure effective communication, coordination of action, decision making and reporting

- facilitate the collection, collation and dissemination of information between the LDMG, DDMG and TRC community

- prioritise requests for personnel and resources and coordinate the use of additional resources allocated by the DDMG.

1.3 Functional Responsibility & Support Agencies

The Local Disaster Coordinator (LDC) is responsible for the management of the LDCC to provide overall coordination of disaster operations.

The operation of the LDCC is a shared responsibility. All members and advisors to the Tablelands LDMG are support organisations to this sub-plan.

1.4 Ownership

This sub-plan is owned by the LDC on behalf of the LDMG. All significant amendments must be approved by the LDMG.

The LDC will ensure the:

- master document is retained with relevant supporting documents
- level of circulation of the sub-plan is determined by the LDMG and details are recorded of copyholders
- sub-plan is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- sub-plan is tested and exercised as determined by the LDMG.

1.5   Links With Other Documents

This sub-plan is interdependent on, and should be read in conjunction with, the LDMP. It links directly to all other sub-plans including the LDMG Emergency Contact Lists.

Section 2: Activation & Notification Procedures

2.1   Activation of the Plan

The level of activation for the LDCC will depend on the complexity, nature and extent of a disaster. The LDC and LDMG Chair may authorise the immediate activation of the LDCC if the situation is deemed urgent. For events with a longer lead time, the decision to activate the LDCC will be made by the core membership of the LDMG.

In some circumstances it may not be appropriate for the LDCC to be activated e.g. sudden impact events where a designated lead agency is coordinating the response.

These criteria should be considered when deciding whether to activate the LDCC (refer to activation flowchart at 2.2):

• Is there a requirement for face-to-face, coordinated, multi-agency liaison and communication with a range of stakeholders that cannot be managed remotely using Guardian Information Management System (Guardian IMS)?

• Has the responsible lead agency requested the activation of the LDCC or are they requesting additional support with the coordination of resources?

• Has there has been a request/direction from the DDC?

2.2   Notification Flowchart
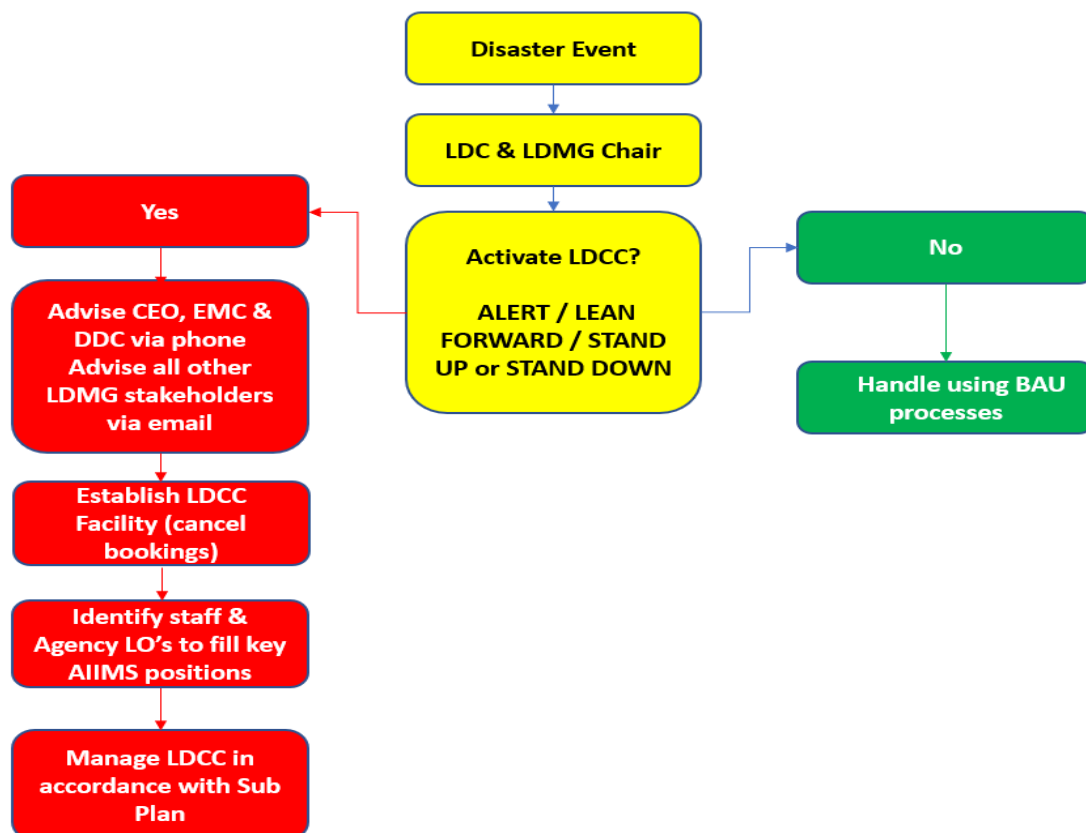
2.3   Notification Process

When the activation and 0peration of the LDCC Sub-plan is invoked, the TRC Chief Executive Officer (CEO), DDC and Queensland Fire Department (QFD) Emergency Management Coordinator (EMC) will be advised.

All TRC staff and LDMG agencies should be notified that the LDCC is operational and regular updates to stakeholders should be maintained for the duration of the event. Agencies will be required to nominate an Agency Liaison Officer to be present in the LDCC as required.

The community should be advised via a media release that the LDCC is operational — refer Public Information and Warnings Sub-plan.

2.4   Activation Stages

The LDCC will need to be activated to an appropriate level to coordinate the response to the event. The activation level will be determined by the LDMG and will be based on a four-stage process.

Activation Level	Description
Alert	Requires a heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required, however the situation should be monitored by someone capable of assessing the potential of the threat.
Lean Forward	An operational state prior to Stand Up characterised by a heightened level of situational awareness of a disaster (either current or impending) and a state of operational readiness.
Stand Up	The operational state following Lean Forward where resources are mobilised, personnel are activated, and operational activities commenced.
Stand Down	When there is no longer a requirement to respond to the event and the threat is no longer present, or when transitioning from responding back to normal core business and/or recovery operations.

A checklist is available in Guardian IMS to assist the LDC in ensuring all key tasks have been considered and initiated. A consolidated version is available at Appendix A.

Section 3: Set up & Operation of the LDCC

3.1   Primary LDCC

The Tablelands' primary LDCC is the TRC Community Education and Disaster Coordination Centre (Coordination Centre) at 15 Vernon Street, Atherton.

The Coordination Centre has been built to withstand a Category 5 severe tropical cyclone and has architectural design features, such as laminated glass and strengthened aluminium screens, to protect the glazed openings from windborne debris. The Standard Operating Procedures for the facility contain useful information on how the Coordination Centre functions. The location is not considered to be at risk of bushfire or flooding.

The building is fully accessible.

3.2   Alternative LDCC

If required, an alternative LDCC can be activated. This will most likely be the TRC Boardroom at 45 Mabel Street, Atherton or one of TRC's other facilities.

Guardian IMS facilitates the ability for mobile options with disaster management systems and data stored on the cloud as a robust back-up solution that allows an LDCC to be set up at any location. This could also be a virtual LDCC if required.

3.3   Access Arrangements

Systems are in place to allow the LDCC to be activated and established at any time.

The building is accessible to staff 24 hours a day using a swipe card. Access is via the main entrance on Vernon Street during LDCC operations.

The LDCC is a restricted area while in operation. Where possible, a person should staff the reception area ensuring no unauthorised persons enter the LDCC and that all staff and authorised visitors sign in and out.

3.3   Set Up Arrangements

The Coordination Centre was purpose-designed and built as a LDCC including the DCC, call centre, conference rooms, kitchen, etc. The building is fully air-conditioned, has sensor lighting in most locations, wi-fi and audio-visual equipment including digital free-to-air TV.

The LDCC is fully scalable and flexible and can be set up in whatever configuration is appropriate, based on the severity and nature of the disaster event. While some areas are used by TRC and agency staff, and hired out to the community, a condition of hire is that it can be occupied as the LDCC at any time.

It is important to ensure the appropriate configuration of functional areas with equipment and resources to support the role and responsibilities of staff. The LDCC comprises several rooms. At least two rooms are dedicated facilities and permanently set up so they can be made operational with little to no notice. Other rooms may require some set up of computers, phones, etc. The set-up should be in accordance with the floor plan. All resources should be checked e.g. telephones, computers, radios, plans, etc. before the centre is moved to stand up. The LDC is responsible for checking that the Systems and Information Team have set-up the LDCC and signed-off the action as completed.

LEGEND
REFER TO ROOM LAYOUT SHEETS (RLS)
FOR DETAILED PLACEMENT OF FURNITURE.

SBR   BIKE RACK. STAINLESS STEEL.

FUTURE SES STORE

FUTURE WATERTANK 5000L

PATIO
29

OFFICE 2/ MEETING
04

BULK STORE
14

KITCHEN
13

SES
24

OFFICE 1
03

DISASTER COORDINATION CENTRE
05

COMMS
11

LDMG
07

CONFERENCE/ BREAK-OUT
08

CALL CENTRE
06

RADIO ROOM
12

ENTRY
01

E WC
18

PWD
19

GENERATOR
22

PLANT ROOM
23

RECEPT / ADMIN
02

WORK SPACE
26

OFFICE
25

CORRIDOR
27

STORE 1
09

STORE 2
10

M/WC

CLNR
21

L'DRY
20

FILE ROOM
15

STORES
16

EXT STORES
28

COVERED PARKING

north
N

FURNITURE / FIT-OUT PLAN - GROUND FLOOR
1 : 100

3.4 Emergency Power to LDCC

The LDCC has an existing secondary power source to ensure uninterrupted power supply to the building. The generator room has an automatic failover generator (140KVa) capable of powering the entire facility including the server room. It also has a 2000 litre fuel tank and load sharing device. A visual alarm alerts occupants when fuel in the tank reaches 20% and the Strategic Assets Team is responsible for ensuring the generator is fuelled and remains operational.

The Coordination Centre has a dependency on data centre in the A1 facility. The A1 facility has independent generator power and is equipped with a 275kva generator that powers the entire facility including the data centre. The generator is load tested monthly and a stock of diesel is held to enable continuous operation for 24 hours. The generator fuel capacity is 1400 litres. The Strategic Assets Team is responsible for ensuring the generator remains operational including managing the loading and servicing contract.

Fuel supply can be replenished from the diesel bowser at Tolga Depot, which has an alternative power source. Fuel trailers should be tested for water prior to refuelling the generator in long periods of heavy rain.

3.5 Guardian Information Management System (IMS)

Guardian IMS cloud-based is the electronic workflow used in the LDCC. The spatially integrated solution holds plans and preparation documents, and creates a chronological record of events and a fully auditable trail of actions including details on the allocation and management of tasks, bulletins, evacuation centres, road closures and reports. Typical reports include sitreps, jobs completed and outstanding tasks by type and location.

If access to Guardian IMS is not achievable, the LDCC will revert to a paper-based information management system until the system is reinstated.

3.6 Information & Communications Technology

The facility has access to suitable telecommunications, data and radio coverage, and is fitted out to ensure it can meet the communication requirements of the LDCC.

3.6.1 Computers & Laptops

There are 18 desktop computers in the LDCC, and an additional 12 laptops can be made available. Additional desktop and laptops may be sourced from surrounding offices (dependent on operational requirements). Each computer requires the internet to access Guardian IMS (refer 3.5), and key positions will require MS Office products. Some roles require access to specialised systems such as MapInfo and QGIS. All computers should be set up to print to the local printer (LDCC-Cannon-07).

3.6.2 Voice Calls (VOIP)

All telephony is internet based and the LDCC is equipped with MS Teams voice over internet protocol (VOIP) technology. Additional headsets and handsets can be provided by the Systems and Information Team subject to operational constraints.

The telephone numbers for disasters are 1300 362 242 and 07 4089 2200. Calls are answered by trained staff (loggers) who will record the details of the enquiry or request for assistance in the Guardian IMS system. Incidents will then be tasked to Agency Liaison Officers for action.

Other telephone numbers for the Tablelands LDCC are ex-directory and not for public release. These numbers are included in the Tablelands LDMG Emergency Contact List (refer Guardian IMS references).

In some circumstances the NBN Priority lines in the LDCC will be activated and the relevant numbers issued to the media for public enquiries. See LDMG Emergency Contact List in Guardian IMS references for further details.

Calls will be routed through Well Done International until communications are reinstated if voice connections are unavailable.

3.6.2 Mobile Phones
Mobile phones and chargers are not stored in the LDCC however staff can use TRC-issued. All personnel attending the LDCC should have their work-issued mobile phone and charger.

3.6.3 Emails
The email address for the LDCC is disastermanagement@trc.qld.gov.au. Emails are cloud-based so should remain accessible if internet connectivity is available.

3.6.4 Videoconferencing
The LDCC is equipped with MS Teams videoconferencing and videoconferencing can be used when physical meetings are impractical.

3.6.4 Satellite Phone
A satellite phone is available in the LDCC. See LDMG Emergency Contact List for further details.

3.6.5 Multi-Function Colour Printer
A multi-function colour printer is available for copying, printing, scanning and faxing documents.

3.6.6 Radio Room
The radio room is designed to provide resilience should normal communications fail, and external antennas are fitted to the Coordination Centre. The space has four workstations. Radio systems include:

- TRC VHF radio
- UHF citizen band
- Queensland Parks and Wildlife VHF network
- Queensland Police Service (QPS) channel 34 radio — multi-agency radio channel
- State Emergency Service
- HF amateur radio
- Tablelands Radio and Electronic Club (TREC) equipment

Refer Resilient Communications Sub-plan. For further detail.

3.6.7 Information Displays
The LDCC is equipped with a variety of information displays including audio-visual screens and whiteboards that can be used to display critical information. The facility can display free-to-air digital television to monitor news broadcasts. A battery-operated radio is also held at the LDCC to monitor radio broadcasts as a backup.

The Coordination Centre Standard Operating Procedures provide instructions on using the information displays.

3.6.8 ICT Support to the LDCC
TRC's Systems and Information Team (in liaison with external contractor RMT) maintain the ICT systems that support LDCC operations and are part of the Logistics Cell. The Systems and Information Team is required to assist with the set-up of the LDCC, ensure the ICT systems are functioning efficiently, deal with requests for additional ICT resources and resolve ICT issues that may arise during response and recovery operations. Requests from the LDCC to the Systems and Information Team are to be prioritised.

Contact details for Systems and Information staff and RMT are in the LDMG Emergency Contact List.

3.7   LDCC Equipment & Resources

TRC will endeavour to provide stationery, consumables, furniture and equipment for the LDCC. Stationery in the disaster management cupboards provides a variety of resources to assist with the effective operation of the centre. Refer resource list at Appendix D. Additional supplies will be obtained from existing stocks in A1 or procured as required.

Section 4: LDCC Operations

4.1 Key Functions of the LDCC

The LDMG does not have the resources to operate a complex disaster coordination centre or system. Initial disaster coordination must be based on the use of existing facilities and resources at the time of the event.

The LDCC will operationalise LDMG decisions and plan and implement strategies on behalf of the LDMG. The LDCC will gather information that can be provided to the community and used for reporting to other levels in the disaster management system.

4.1.1 Coordinate Resources

Coordination is primarily concerned with the systematic acquisition and application of resources (people, material and equipment) in accordance with priorities set by the LDMG.

The LDCC coordinates local resources, identifies where extra resources are needed and passes information and RFAs to the DDCC.

4.1.2 Manage Information

The LDCC will receive information from various sources and will manage and disseminate that information to stakeholders including:

- members of the community asking for assistance or requiring updates
- government departments through situation reports, meetings and informal communications
- 0ther levels of the Queensland Disaster Management System (e.g. DDMG, State Disaster Coordination Centre and Queensland Disaster Management Committee).

4.1.3 Develop Long-term Strategies

The LDCC is required to forward plan to enable long-term strategies for the management of the event. An Incident Action Plan (IAP) documenting the objective that the LDMG aims to achieve may be developed. Refer Appendix B.

4.1.4 Coordinate Agencies

The LDC is responsible for coordinating disaster operations and providing the framework and system for organisations to work to a common goal and with a unified approach.

Agency Liaison Officers will be represented in the LDCC as required. Agency Liaison Officers are experts in relation to their agency and may include emergency services, Government agencies, NGOs and volunteer organisations.

4.1.5 Maintain Records

Staff working in the LDCC are required to ensure they maintain adequate records via Guardian IMS. Detailed notes including verified photographs and videos should be added to tasks and bulletins. A contemporaneous log of actions with full justification for decision should be maintained.

Under no circumstances should documents be removed from the LDCC. All documents, plans and papers produced within the LDCC are to be retained under the direction of the LDC for a period in accordance with TRC policy.

4.2 Hours of Operation

The hours of operation of the LDCC are at the discretion of the LDC based on advice from the LDMG and this may include 24/7 working arrangements.

4.3   Media Management

The release of public information and warnings will be managed in accordance with the [Public Information and Warnings Sub-plan](#).

The media cannot access the LDCC without the consent of the LDC. The Public Information Officer will manage sanctioned visits.

4.4   Operational Reporting — Sitreps

A guide and process for developing situation reports (sitreps) is available in Guardian IMS references. Sitreps will need to be prepared on a regular basis including:

- at activation
- at pre-determined times (usually once daily by 12noon but may be more frequent)
- as the situation changes
- on request from the DDC
- at the conclusion of operations.

Sitreps are created and stored within Guardian IMS, so they are accessible by staff and agencies supporting the LDCC. The LDC is responsible for supervising the preparation of sitreps and the Chair is responsible for the authorisation of all sitreps that are then submitted to the DDC and LDMG members.

4.5   Requests for Assistance

When all local resources have been exhausted or are inadequate, requests for assistance outside the local government area are coordinated by the LDC and directed to the DDC. Refer [Logistics sub-plan.](#)

4.6   Financial Accounting

Operational expenditure needs to be tracked using workorder numbers established specifically for the event. and finalised at the conclusion of the disaster. Invoices need to be collated, payments made, and Disaster Recovery Funding Arrangements (DRFA) claims completed. Reefer to [Financial Management sub-plan](#). Staff hours are to be captured on timesheets and staff are encouraged to keep diary notes of key tasks undertaken to assist with claim reimbursement.

Section 5: Staffing the LDCC

5.1   Management of the LDCC using AIIMS

The Australasian Inter-service Incident Management System (AIIMS) is an incident management system that enables the seamless integration of activities and resources from multiple agencies for the resolution of emergency situations. It operates for any type of incident, imminent or actual, natural, industrial or civil, and other situations in which emergency management organisations are involved. AIIMS is the incident management system in operation within the Tablelands LDCC and is based on four key principles:

- management by objectives
- functional management
- span of control
- scalability/flexibility

5.1.1   Management by Objectives

An IAP will be developed outlining the objectives or outcomes that are to be achieved. Objectives should include the intent (what), a time setting (when) and a location setting (where). Good objectives are SMART:

- **s**pecific
- **m**easurable
- **a**chievable
- **r**elevant
- **t**ime framed.

The LDMG determines the objective and the LDC retains overall responsibility for the achievement of the objective. Given the changing and varying nature of disaster events, the operational objective may need to change with the circumstances of the event, or as a result of a new strategic direction being determined by the LDMG.

The objective must be communicated to all involved with the incident and each agency/section must convert the objective to specific actions (strategies and tactics).

5.1.2   Functional Management

A flexible operational structure for the LDCC based on AIIMS will ensure all vital management and information functions are performed (refer Tablelands LDCC Structure).

AIIMS is based on six key functions — incident control, operations, planning, intelligence, logistics and public information.

5.1.3   Span of Control

Span of control relates to the number of groups or individuals who can be successfully supervised by one person. The environment in which supervision is required can rapidly change and become dangerous if not managed effectively. Up to five reporting groups or individuals is desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance.

The supervisor should delegate responsibility to others where span of control is exceeded. Conversely, where the span of control is lower, or the tasks are fewer (for example in a de-escalating incident), the supervisor may reassume responsibility or reorganise delegations to fit the tasks.

5.1.4   Scalability/Flexibility

Scalability and flexibility relate to the ability to scale up (or down) as required e.g. the number of staff required to perform the functions commensurate with the scale of the event. In small events LDCC staff may multi-task

e.g. a single officer may undertake several functions concurrently. In larger events or as event escalates, more staff may be deployed to provide more specialist focus e.g. functions split and more staff allocated to undertake individual functions.

5.2   LDCC Incident Management Team

Different disasters require different levels of staff the operation. If required by the LDC, an Incident Management Team (IMT) based on the AIIMS model will be established. This will comprise some or all the following key roles:

- LDMG Chairperson
- Local Disaster Coordinator
- LDCC Room Manager
- LDC Administrator
- Operations Officer
- Tasking Officer
- Planning Officer
- Intelligence Officer
- Loggers
- Logistics Officer
- Public Information Officer.

The tasks for each position (refer Appendix A) serve as a guide to those appointments.

The LDCC structure has the ability to scale up and down as required i.e. the number of staff required to perform the functions commensurate with the scale of the event. The LDC may decide to commence the operation taking responsibility for all key functions of AIIMS and only increase staffing as required. As the event escalates, the LDC may need to consider delegating responsibility to others.

Team leaders may need to consider delegating responsibility to others as the structure expands. Everyone working in the LDCC will have a reporting line through their team leader. It is vital that staff adhere to these reporting lines to ensure the IMT can perform effectively. Refer LDCC AIIMS structure.

5.2.1 LDCC AIIMS Structure

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Recovery Officer  ←→  Local Disaster        ←→  LDMG Chairperson /
                      Coordinator (LDC)          Members

        LDCC Room Manager              LDC Admin Support
        / Deputy LDC
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Public Information Officer	Operations Officer	Planning Officer	Logistics Officer	Intelligence Officer
Public Information Support Officer	Tasking Officers	Administration Support	Supply	Call Centre Operators
	Liaison Officers	Communications Planning	Facilities	GIS Officers
			Catering	Technical Advisors
			Finance	
			ICT Support	

5.3   Staff Rostering

Rosters for at least 72 hours ahead should be developed by the Logistics Cell during the early stages of any activation. Rosters need to be developed in consultation with the Room Manager and Planning Cells and give due consideration to correct skill sets, fatigue management, rest periods, meal breaks, and shift overlap to minimise loss of situational awareness.

Staff are required to check in and out of Guardian IMS to support payments and claim reimbursements. A hard copy attendance register will be maintained at reception.

5.4   Shift Change & Handover

Staff on duty should work a maximum of 12-hour shifts and this should be reduced where possible. Departing staff should deliver a detailed handover briefing with the staff commencing their duties. This should be face-to-face whenever possible, recorded in Guardian IMS and include:

- current situation and link to latest sitrep
- current warnings
- sources of information
- outstanding actions
- future intentions.

5.5   Briefing & Debriefing

The LDC and LDMG Chair will conduct regular briefings with the LDMG, Agency Liaison Officers and staff in the LDCC. The LDC and LDMG Chair will also keep other stakeholders (e.g. DDC, TRC CEO, Mayor, etc.) briefed on disaster-related matters. Briefings will be undertaken using the SMEACS methodology (situation, mission, execution, administration, communications and safety). Regular hot debriefs will also be conducted during operations.

An immediate post-event debrief should be conducted at the conclusion of operations and followed by a formal post-event review and assessment. These will help to identify good practice and lessons learnt.

5.6   Health, Safety & Welfare Considerations

Work health and safety (WHS) practices must be maintained.

5.6.1   Fire Procedures

Normal fire evacuation procedures will apply while the facility is being used as a LDCC.

5.6.2   First Aid

A first aid kit is located in the kitchen. Assistance will be provided by TRC, Queensland Ambulance Service (QAS) and other personnel with first aid certification. Life threatening emergencies should be reported to Triple Zero (000). In these circumstances it may be appropriate to contact the QAS Communication Room (REEFCOM) and/or the QAS LDMG member to confirm they are aware of latest road closures and other relevant information in order to expedite the response process.

5.6.3   Catering

Catering is a key consideration for the effective management of staff welfare. Initially staff may self-cater or and/or food may be provided. In larger events caterers may need to be appointed by the Logistics Cell to manage daily meal requirements for staff and agencies in the LDCC, and external facilities such as evacuation centres. In protracted events catering will endeavour to be wholesome, varied and regular, and provide for special dietary needs.

5.6.4   Sleeping Arrangements

Staff should prepare an overnight bag including sleeping mat and bedding when attending the LDCC, and specific sleeping areas my need to be allocated. Commercial accommodation can be used when required.

5.6.5 Shower and Laundry Facilities

Limited shower and laundry facilities are available to staff and agencies working in the LDCC.

5.6.6 Staff Support

The safety and welfare of staff and their families must take priority. Stressful and demanding situations can quickly lead to mental health impacts and burn out of staff if not managed appropriately. The TRC Employee Assistance Program (EAP) can be accessed, and other agencies may have similar arrangements in place.

. Arrangements may need to be made for staff support when operating outside of normal working hours or working extended hours including catering, sleeping, showering and laundry facilities.

Appendix A: Position Descriptions

Duty Card	LDMG Chair
Reports to LDMG	

Responsibilities

The functions of the Chair of the LDMG are specified in section 34A of the *Disaster Management Act*:

- To manage and coordinate the business of the LDMG.

- To ensure, as far as practicable, that the group performs its functions.

- To report regularly to the district group and the chief executive of the department about the performance by the local group of its functions.

The Chair should maintain an awareness of current operations but should also focus on the longer-term strategic consequences of the event and requirements (i.e. how will the event impact the community, local economy, standard of living, tourism, environment, support and assistance, etc) and political leadership to achieve objectives.

The Chair will work collaboratively with the LDC to activate plans and approve public information and will participate in media interviews, teleconferences, and briefings with stakeholder groups (e.g. DDMG and Queensland Disaster Management Committee).

The Chair will also chair and/or participate in debrief sessions at the conclusion of operations and ensure lessons identified are implemented.

Duty Card	Local Disaster Coordinator	
Reports to LDMG		
Cell Overview		

The role of incident control is undertaken by the LDC. The LDC is an appointed position under section 36 of the *Disaster Management Act*. The functions of the LDC are to:

- coordinate disaster operations for the LDMG

- report regularly to the LDMG about disaster operations

- ensure, as far as practicable, that any strategic decisions of the LDMG are implemented.

The LDC is responsible for the overall management of the LDCC and the overall direction of the local coordinated response in line with the strategic decisions made by the LDMG to achieve the necessary resolution of an incident.

Alert Responsibilities	Tick
The LDMG may meet during this stage to assess the situation and determine the most appropriate course of action.	
Lean Forward Responsibilities	
Commence operations in Guardian IMS. Maintain adequate records of all activities and ensure it stays up to date to maintain situational awareness.	
Activate the phone network, undertake radio check and ensure equipment in the LDCC is available and functioning so the centre is ready for activation.	
Regularly review Guardian IMS tasks and maintain situational awareness.	
Request LDCC personnel move to lean forward and organise staffing rosters for 72 hours (minimum). Activate a skeleton AIIMS support team if required.	
Request LDMG members move to Lean Forward and identify Agency Liaison Officers.	
Ensure the DDC is aware of the situation and regularly updated. Establish sitrep reporting requirements.	
Maintain regular contact with the Chair and regularly assess the need for decisions/actions.	
Stand Up Responsibilities	
Open the LDCC with appropriate AIIMS staffing levels and Agency Liaison Officers. Establish communications with agencies and operational facilities unable to be represented .	
Authorise a media release to the public and email to TRC staff that the LDCC is open.	
Open phone lines and incoming calls are logged, tasked and forwarded to the appropriate agency for action using Guardian IMS.	
Implement the LDMG's strategic direction and ensure stakeholders are regularly briefed and updated.	
Conduct regular meetings/briefings of the LDCC IMT to maintain situational awareness and monitor progress of the IAP.	
Regularly assess the situation, coordinate activity and manage incident operations according to the plans and procedures approved by the LDMG.	
Ensure Guardian IMS remains up to date and displays are current.	
Authorise sitreps to the DDC and ensure timings requested by the DDC are adhered to.	
Approve requests for additional resources.	
Attend DDMG Extraordinary Meetings as required. Ensure that a deputy LDC is appointed while absent.	
Authorise public information and warnings in collaboration with the Chair.	
Ensure extended operations are considered and resourced (i.e. staffing, catering, sleeping areas, rest areas, fuel for generator, etc.).	
Approve plans for demobilisation and preparations for the recovery phase.	
Stand Down Responsibilities	

Suspend operations (gradual or immediate depending on circumstances) in consultation with the Chair. Consider the need to support recovery operations.	
Forward final sitrep to the DDC.	
Notify stakeholders that the LDCC is closed.	
Secure Guardian IMS and hard copy records.	
Cleaned and restock the LDCC and check equipment to ensure readiness for next activation.	
Conduct debriefs and develop post-event report to identify good practice and lessons learnt. Update plans to reflect lessons learnt.	

Duty Card	LDCC Room Manager	
Reports to LDC		
Role overview		
To ensure the efficient operation of the LDCC and to deputise for the Local Disaster Coordinator (LDC) in their absence.		

Responsibilities	Tick
Maintain watching brief / state of readiness and receive initial information from the LDC.	
Commence operations log in Guardian IMS. Maintain adequate records of operations activities.	
Regularly review Guardian IMS tasks and maintain situational awareness.	
Ensure the LDCC is set up correctly and equipment is fully functional.	
Manage and supervise the LDCC to ensure efficient and effective functioning.	
Deputise for the LDC in their absence (see LDC action card).	
Organise IMT meetings (Operations, Planning, Logistics, Public Information, Intelligence, and Helpline cells).	
Ensure cells are working together and a high level of situational awareness and communication is maintained across the LDCC.	
Ensure key tasks are being progressed e.g. preparation of sitreps, rosters, catering, etc.	
Ensure the timing of sitreps is enforced to agencies and cells to ensure timely provision of information to the DDC.	
Provide support to staff in the use of Guardian IMS and other LDCC operational arrangements.	
Regularly review Guardian IMS for recorded tasks (look for outstanding tasks or tasks that are taking some time to complete), bulletins, road closures and public information to maintain situational awareness.	
Ensure all LDCC staff that use Guardian IMS log out during breaks and before leaving the LDCC.	
Ensure appropriate physical and human resources for ongoing operation of the LDCC. Monitor workload of all staff and suggest increases if required.	
Work with the Planning and Logistics cells to ensure rosters are developed and implemented. Ensure changeover of staff is as efficient as possible and staff are briefed and debriefed.	
Organise administrative tasks.	
Ensure the LDC is advised of complicated, significant, contentious and/or difficult issues including life-threatening situations or issues that may attract media attention i.e. fatalities and missing children.	
Contribute to sitreps and IAP.	
Participate in debriefs.	

Duty Card	LDC Administrator	
Reports to LDCC		

Role Overview

Provision of high-quality administrative support to the Incident Control Team (Local Disaster Coordinator and LDCC Room Manager). This position requires access to a laptop and/or tablet.

Responsibilities	Tick
Maintain watching brief / state of readiness and receive initial information regarding disaster event from LDC.	
Maintain the incident decision log on behalf of the Incident Control Cell ensuring justification for decision making is fully documented.	
Regularly review Guardian IMS tasks for the Incident Control Cell to ensure action is taken promptly and to maintain situational awareness. Continually remind / follow up with LDC tasks/actions.	
Ensure regular back-ups to USB are being taken in case of unexpected failure of the Guardian IMS software.	
Recording minutes / key points of LDMG and IMT meetings using MS Word for distribution following the meeting and upload to Guardian IMS.	
Continually monitor the Disaster Management email mailboxes for new messages.	
Manage the phone on behalf of the LDC if required logging calls and screening urgent messages.	
Assist with the preparation of sitreps for approval by the LDC.	
Ensure the Guardian IMS system remains up to date e.g. check in / out, road closures, bulletins, evacuation centres, etc. Remove outdated information.	
Record keeping and administrative tasks required by the Incident Control Cell.	
Ensure the LDC is advised of complicated, significant, contentious and/or difficult issues including life-threatening situations or issues that may attract media attention i.e. fatalities and missing children.	
Contribute to sitreps and IAP.	
Participate in debriefs.	

Duty Card	Operations Officer

Reports to LDC

Cell Overview

Maintain situational awareness and oversee the functions of the Operations Cell including management and supervision of :

activities that are undertaken to resolve the incident

resources (people and equipment) assigned to the Operations Cell.

The Operations Officer is delegated responsibility by the LDC to implement approved strategies to resolve the incident. In fulfilling these responsibilities the Operations Officer interacts with the Planning, Logistics, Intelligence and Public Information cells.

Responsibilities	Tick
Maintain watching brief / state of readiness and receive initial information regarding disaster from LDC.	
Commence operations log in Guardian IMS. Maintain adequate records of operations activities.	
Regularly review Guardian IMS tasks and to maintain situational awareness.	
Establish a structure within the Operations Cell. Brief and allocate operations cell staff.	
Maintain the operational response to the event and ensure Guardian IMS remains current.	
Maintain the road closure section of Guardian IMS or delegate to a TRC or Roads Liaison officer.	
Maintain the tasking section of Guardian IMS or delegate to a Tasking Officer. Ensure tasking to Agency Liaison Officers. Refer Tasking Officer Cheat Sheet.	
Coordinate activities undertaken by the Agency Liaison Officers in resolving incidents and report regularly on the implementation of the IAP.	
Monitor the tasks and resources of Agency Liaison Officers. Look for urgent or outstanding tasks or those taking time to complete and implement.	
Manage assets and ensure additional resources are requested via the Logistics Officer in a timely manner. Assist Logistics Cell to develop formal RFAs.	
Assist Planning Cell with the development of the IAP and operational plans.	
Assist Intelligence Cell to develop sitreps.	
Apply a practical and logical approach to problem solving, ensuring action is prioritised appropriately.	
Manage personnel assigned to the Operations Team (briefings, debriefings and welfare requirements). Potential units include Agency Liaison Officers and Tasking.	
Ensure the LDC is advised of complicated, significant, contentious and/or difficult issues including life-threatening situations or issues that may attract media attention i.e. fatalities and missing children.	
Contribute to sitreps and the IAP.	
Participate in debriefs .	

Duty Card	Tasking Officer	
Reports to Operations Officer		

Role Overview

To act as the nexus between the message received and the message being actioned, and to determine the priority of the message and the most appropriate agency to action the request.

Responsibilities	Tick
Maintain the tasking section in Guardian IMS.	
Determine the priority of the message and ensure urgent tasks are identified.	
Determine the most appropriate agencies and IMT members to action the request and assign a responsible agency for each incident. Ensure incidents are also tasked to relevant cells for awareness.	
Liaise with Agency Liaison Officers to maintain situational awareness and regularly update the Operations Officer with emerging issues, key trends and issues for resolution.	
Participate in debriefs .	

Tasking Officer Cheat Sheet	
TRC Liaison Officer

In large events there may be a TRC Liaison Officer and a Roads Liaison Officer. A separate Evacuation Centre Liaison role may also be established. | • Water
• Wastewater (sewerage)
• Environmental Health
• Trees down on TRC buildings/land (no powerlines)
• Evacuation centres (if no separate Liaison Officer)
• Aerodromes
• Roads (if no separate Liaison Officer) |
| Roads Liaison Officer | • TRC roads and bridges (including closures and signs)
• State-controlled roads (in liaison with Department of Transport and Main Roads)
• Trees down on TRC/state roads
• Closure of state roads and bridges |
| QPS Liaison Officer | • Search and rescue
• Public order / public safety
• Evacuations
• Traffic control
• Crowd control
• Emergency management |
| SES | • Trees down on private property (no powerlines)
• Sandbagging and tarpaulins to vulnerable people |
| QFD | • Structural fires
• Transport vehicle fires
• Transport vehicle accidents
• Hazardous materials incidents
• Entrapped persons
• Building collapse
• High angle rescue
• Swift water rescue
• Confined space rescue
• Trench Rescue
• Bushfires (rural) |
| QAS Liaison Officer | • Medical assistance
• Medical evacuations |

	• Mass casualty incidents
Ergon Liaison Officer	• Trees down anywhere involving powerlines • Damaged or fallen powerlines • No power
Telstra Liaison Officer	• Landlines and mobiles
External Agency Liaison Officer	• Tasks for any agency not physically present in the LDCC.

Duty Card	Agency Liaison Officers

Reports to Operations Officer

Cell Overview

Each agency with a role in disaster management has unique skills, knowledge and resources they use to support the community during disaster events.

Disaster coordination is about bringing together the collective skills, knowledge and resources of agencies and applying these in a systematic and coordinated manner to assist the community.

Present in the LDCC to form the Operations Cell, contribute to problem solving and sitreps, and share information in relation to tasking and requests for assistance between their agency and the LDCC.

Responsibilities	Tick
Regularly review Guardian IMS for tasks and to maintain situational awareness.	
Contribute to operational problem solving and advise on the capability and resource requirements of your organisation.	
Pass information on activity and requests for assistance from LDCC to your agency and vice versa.	
Arrange tasking to support needs of LDCC and in accordance with direction from the LDC.	
Ensure the Operations Officer is advised of complicated, significant, contentious and/or difficult issues including life-threatening situations or issues that may attract media attention i.e. fatalities and missing children.	
Ensure adequate and resilient communication between LDCC and your organisation.	
Anticipate and plan for the possible developments to ensure support and resources are available.	
Ensure adequate record keeping within Guardian IMS including assets used and expenses incurred.	
Contribute to sitreps and IAP.	
Participate in briefings and debriefs.	

Duty Card	Planning Officer	
Reports to Local Disaster Coordinator		
Cell Overview Development of the IAP, undertake risk assessments and monitor and reviews the IAP on a regular.		
Responsibilities		**Tick**
Maintain watching brief / state of readiness and receive initial information regarding the disaster from the LDC.		
Commence operations log in Guardian IMS. Maintain adequate records of all planning activities.		
Regularly review Guardian IMS for tasks and to maintain situational awareness.		
Actively seek and assess information about the event for the purpose of forward planning. The timeframe will evolve as the event unfolds — 24–72hr, 1 week, 1 month, etc.		
Prepare, disseminate and monitor operational plans and strategies.		
Facilitate access to administration support services to support other members of the IMT.		
Manage personnel assigned to the Planning Team (briefings, debriefings and welfare requirements). Potential units might include Admin Support and Communications Planning.		
Coordinate the preparation, dissemination and monitoring of the IAP.		
Contribute to sitreps.		
Participate in debriefs.		

Duty Card	Intelligence Officer

Reports to LDC

Cell Overview

Intelligence relates to the collection and analysis of information to develop intelligence and create a common operating picture.

Information is the raw, unprocessed data sourced or provided to the LDCC. The data by itself is largely without meaning. Intelligence is the result of processing data in relation to other collected data to provide understanding and knowledge of a situation to support effective decision making. Intelligence provides decision makers with situational awareness.

Responsibilities	Tick
Maintain watching brief / state of readiness and receive initial information regarding disaster event from LDC.	
Commence operations log in Guardian IMS. Maintain adequate records of all intelligence activities.	
Regularly review Guardian IMS for tasks and to maintain situational awareness.	
Collect, analyse, authenticate and interpret information from a variety of sources to develop accurate, current and timely intelligence.	
Ensure intelligence is shared with other teams and accurately depicted on maps, charts, display screens and whiteboards so it can be used to inform decision making and situational awareness.	
Manage personnel assigned to the Intelligence Team (briefings, debriefings and welfare requirements). Potential units might include Helpline, GIS and Technical Advisors e.g. dam owners.	
Coordinate the sitrep.	
Contribute to the IAP.	
Participate in debriefs.	

Intel Cheat Sheet

Weather & Rainfall

- Met Eye — http://www.bom.gov.au/australia/meteye/
- Weather observations (temperature, dew point, relative humidity, wind speed and direction, atmospheric pressure, etc.) — http://www.bom.gov.au/qld/observations/qldall.shtml. Look for the table North Tropical Coast and Tablelands.
- River levels and rainfall data — http://www.bom.gov.au/qld/flood/cns2ing.shtml
- Stream monitoring — https://water-monitoring.information.qld.gov.au/host.htm
- Dam levels — http://dashboard.trc.qld.gov.au/
- Weather radar — http://www.bom.gov.au/products/IDR193.loop.shtml#skip
- Cyclone information — http://www.bom.gov.au/cyclone/index.shtml
- National weather warnings summary — http://www.bom.gov.au/australia/warnings/index.shtml
- Joint Typhoon Warning Centre — https://www.metoc.navy.mil/jtwc/html/tropical.html
- Tropical Titbits forecast models — https://www.tropicaltidbits.com/analysis/models/. Choose Australia region, six global models to choose from.
- Windy Weather — https://www.windy.com/?-17.109,152.150,6. Graphical presentation of weather data, both ECMWF and GFS forecast models.
- CIMSS — http://tropic.ssec.wisc.edu/. For wind shear data choose Eastern Australia, Winds & Analyses in the Regional Real-Time Products map, then the Shear Tendency button.
- NOAA Geostationary Satellite Server — http://www.goes.noaa.gov/sohemi/

Infrastructure Data

- Transport and Main Roads road Conditions — http://131940.qld.gov.au/Road-Conditions.aspx
- RACQ road conditions — https://www.racq.com.au/cars-and-driving/safety-on-the-road/road-conditions
- Ergon electricity distribution network outages and disruptions — https://www.ergon.com.au/network/outages-and-disruptions/power-interruptions/outage-finder

- Powerlink electricity transmission scheduled network outages — http://www.powerlink.com.au/Network/Network_outages.aspx
- Telstra service status — https://aussieservicedown.com/status/telstra/map
- Optus service status — https://www.optus.com.au/about/network/service-status
- NBN service status — https://www.nbnco.com.au/support/network-status

Demographic & Statistical Data

- Census 2021 data — https://www.abs.gov.au/census/find-census-data/search-by-area
- TRC demographic data — http://www.trc.qld.gov.au/discover/community-profile. Higher resolution data is available at above link, but this is easier for quick and dirty statistics.
- Queensland Globe interactive mapping using Google Earth — https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/queensland-globe

Bushfire Resources

- QFD current incidents and warnings — https://www.fire.qld.gov.au/Current-Incidents
- QFD Facebook page for incident updates and warnings — https://www.facebook.com/QldFireandEmergencyServices
- Wildfire hotspot data — http://www.firenorth.org.au/nafi2/ under Fire Map Regions select North East QLD>Tablelands. Digital Earth Australia Hotspots (ga.gov.au). https://myfirewatch.landgate.wa.gov.au/map.html
- Air quality monitoring — https://apps.des.qld.gov.au/air-quality/
- Smoke and dust action levels — https://apps.des.qld.gov.au/air-quality/health/
- QPWS park alerts — https://parks.desi.qld.gov.au/park-alerts

Recent earthquake data — http://www.ga.gov.au/earthquakes/initRecentQuakes.do

Queensland Government disasters and alerts — www.qld.gov.au/alerts#tab-key-updates

General Data

Regularly update confirmed details and reports e.g. casualties, displaced persons, evacuation centres, damage sustained to hospitals, schools, aerodromes, power, sewerage, water supply, roads, etc. Variety of sources including Community Disaster Teams, emergency services, agencies, etc.

Provide other information required by the LDC, LDCC IMT and/or LDMG. Liaise with LDC in regard to who to contact and how often.

Duty Card	Loggers

Reports to Intelligence Officer or Logger Supervisor if appointed.

Role Overview

Frontline of operations and provide the initial contact for members of the public. It is crucial to the overall success of the LDCC that this role is carried out effectively. Need to be proficient at data entry and possess skills in dealing with the public. It is vital that Loggers are kept up to date with the latest information and are advised of all information to be released to the public.

Responsibilities	Tick
Ensure situational awareness e.g. road closures, public bulletins, etc.	
Accurately log information, requests and offers in Guardian IMS ensuring an adequate level of detail is recorded.	
Ensure only factual and authorised information is released.	
Exercise compassion while promoting self-help and resilience.	
Ensure urgent messages are appropriately flagged. Use discretion and common sense as most callers will likely identify their issue as urgent.	
Participate in debriefs.	

Duty Card	Logistics Officer

Reports to LDC

Cell Overview

The acquisition and provision of human and physical resources, facilities, services and materials to support achievement of incident objectives.

Effective disaster operations at the local level require resources to reduce the effects of an event on the community. Resources may be human, services or material and can be obtained from a variety of sources including government, private enterprise and the community.

Request for assistance are submitted to the DDCC if resources are not locally available. These resources are then managed by the LDCC.

Resources are to be appropriately recorded, prioritised and tracked. Resources need to be replaced or restocked and returned to normal business use once the tasking is complete.

Responsibilities	Tick
Maintain watching brief / state of readiness and receive initial information regarding disaster event from LDC.	
Commence operations log in Guardian IMS. Maintain adequate records of logistics activities.	
Regularly review Guardian IMS for tasks and to maintain situational awareness.	
Implement Logistics Sub-plan.	
Implement systems to obtain, record, manage and track the movement of human and physical resources, facilities, services and materials.	
Undertake staff rostering.	
Determine what premises are suitable for use as warehousing and storage.	
Identify required transportation resources e.g. forklifts, EWPs, etc.	
Monitor fuel stocks and instigate priority fuel supply planning to ensure continuity.	
Capture expenditure to ensure maximum reimbursement under DRFA.	
Prepare RFAs to the DDMG for authorisation by the LDC.	
Purchase equipment and supplies and organise catering.	
Coordinate resupply operations. Refer section 4 Logistics Sub-plan.	
Manage personnel assigned to the Logistics Team (briefings, debriefings and welfare requirements). Potential units might include Supply, Communications Support, Finance, Facilities and Catering.	
Contribute to IAP and sitreps.	
Participate in debriefs .	

Duty Card	Public Information Officer

Reports to LDC

Cell Overview

Provide warnings, information and advice to threatened and/or affected communities, liaise with media and manages social media.

Responsibilities	Tick
Maintain watching brief / state of readiness and receive initial information regarding disaster from LDC.	
Commence operations log in Guardian IMS. Maintain adequate records of media releases, contacts and activities.	
Regularly review Guardian IMS for tasks and to maintain situational awareness.	
Implement Public Information & Warnings Sub-Plan in collaboration with other cells.	
Establish liaison with media outlets to confirm key contacts for community alerts, warnings and media releases / briefing schedules. Encourage 24-hour transmission where appropriate.	
Release LDCC Activated media release. Send LDCC Activated all staff email.	
Ensure access to pre-formatted media releases and warnings.	
Draft media releases and warning for approval.	
Ensure information and warnings are authorised by the LDMG Chair and LDC. Distribute as per section 3.7 Public Information & Warnings Sub-Plan and ensure releases are displayed as Guardian bulletins on the Emergency Management Dashboard.	
Coordinate and manage media interviews and briefings.	
Report media misinformation and discrepancies to the LDC.	
Manage personnel assigned to the Public Information Cell (briefings, debriefings, welfare requirements, etc.).	
Contribute to Incident Action Plan and Situation Reports (SITREPS).	
Participate in debriefs.	

Appendix B: LDCC Resource List

| Item	Quantity	In TRC LDCC
AIIMS tabards	• Operations Officer (1 medium & 1 large) • Operations (5 medium & 4 large) • Planning Officer (1 medium & 1 large) • Planning (4 medium & 4 large) • Logistics Officer (1 medium) • Logistics (5 medium & 5 large) • Public Information Officer (1 large) • Public Information (1 medium) • Intelligence Officer (1 large) • Intelligence (2 medium & 1 large) • LDCC Room Manager (1 medium) • Local Disaster Coordinator (1 medium) • Observer x 6	Yes
Desk tidy trays (black)	6	Yes
Torch (heavy duty)	3	Yes
A4 lined pads	4	Yes
Highlighter pens (blue, pink, green)	10	Yes
Stapler	1	Yes
Staples	5000	Yes
Pens	10 black 10 blue	Yes
Scissors	1	Yes
Whiteboard markers (blue, black, red, green)	6	Yes
Whiteboard cleaning spray	5	Yes
Whiteboard eraser	5	Yes
Permanent marker (black)	1	Yes
Scrap note paper	4	Yes
Blu Tac	1	Yes
Ruler	1	Yes
Clips (50mm)	15	Yes
Elastic bands	100	Yes
Sticky tape and dispenser	1	Yes
Paper clips	200	Yes
Batteries D size	20	Yes
Batteries C size	20	Yes
Batteries AA size	10	Yes
Batteries AAA Size	10	Yes
Radio (battery-operated)	1	Yes
TV	1	Yes
Clock	1	Yes
Packing tape	6	Yes
ATGIS Easy Find Maps 4th Edition	8	Yes
Telephones	6	Yes
Corded telephones (DISPLAN)	4	Yes
Telephone extension cables	4	Yes
Connection sockets	4	Yes

Item	Quantity	In TRC LDCC
Cyclone protection — Astroguard for A1 facility	Bag marked office windows Bag marked boardroom Bag marked front entrance Material for boardroom veranda	Yes
Laptops	16	Yes
Network switches	2 x 16 port 2 x 8 port	Yes
Heavy duty (external) extension lead	1 orange 1 yellow	Yes
Power outlet boards (6 ports)	8	Yes
Data cables (blue)	35	Yes
Extension leads	7 x 10m 6 x 5m	Yes
Satellite phone (Iridium 9555)	1	Yes
Radio channel 34	1	Yes
Radio SES	1	Yes
Radio TRC Central Region	1	Yes
Radio TRC Southern Region	1	Yes
Radio QPWS VHF Network	1	Yes
UHF-CB handhelds & car chargers	4	Yes
Mouse pads (stored with laptops)	16	Yes
iPhone/iPad charger	10	Yes
Battery banks	12	Yes
Operational contacts status board (laminated)	1	Yes
Organisation name badges	Various	Yes
Operation log (laminated)	1	Yes
Current operations status board (laminated)	1	Yes
Offer of assistance status board (laminated)	1	Yes
Resource allocation status board (laminated)	1	Yes
AIIMS organisational chart (laminated)	1	Yes
Purchase order book	2 (10301-10350 and 10351-10400)	Yes
Tablelands phone directory	1	Yes
Atherton Tablelands Yellow Pages	5	Yes
TRC maps (roads & waterways)	1	Yes
Cyclone track maps (Coral Sea & Gulf of Carpentaria)	2	Yes
Rural Fire Brigade's map	1	Yes
TRC Street Directory maps A3	1 set	Yes
Resilient Communications Network diagram	1	Yes

Appendix C Disaster Plan Reference Library

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available in Guardian IMS & USB
Tablelands Local Disaster Management Group Plans				
Local Disaster Management Plan	TRC/LDMG	V10 November 2024	Yes	Yes
Activation and Operation of the LDCC	TRC/LDMG	V7 November 2024	Yes	Yes
Financial Management	TRC/LDMG	V10 November 2024	Yes	Yes
Public Information and Warnings	TRC/LDMG	V10 November 2024	Yes	Yes
Evacuation	TRC/LDMG	V9 November 2024	Yes	Yes
Evacuation Centre Facility Listing	TRC/LDMG	V12 November 2024	Yes	Yes
Logistics	TRC/LDMG	V8 November 2024	Yes	Yes
Emergency Transport Listing	TRC/LDMG	V7 November 2024	Yes	Yes
Resilient Communications	TRC/LDMG	V8 November 2024	Yes	Yes
Radio Network Diagram	TRC/LDMG	V8 November 2024	Yes	Yes
Public Health & Environment	TRC/LDMG	V5 November 2024	Yes	Yes
LDMG Emergency Contact List (master)	TRC/LDMG	November 2024 (linked to maintain currency)	Yes	Yes
Community All-hazard Disaster Plans				
Herberton and District	Community	V5 January 2023	Yes	Yes
Malanda and District	Community	V7 January 2023	Yes	Yes
Millaa Milllaa and District	Community	V4 January 2023	Yes	Yes
Mount Garnet and District	Community	V7 January 2023	Yes	Yes
Ravenshoe and District	Community	V7 January 2023	Yes	Yes
Tinaroo/Kairi	Community	V4 October 2022	Yes	Yes
Yungaburra and District	Community	V7 January 2023	Yes	Yes
DAM EMERGENCY ACTION PLANS				
Crooks and Wyndham Dams Emergency Action Plan	Department of Resources	Revision 22 November 2022	Yes	Yes
Koombooloomba Dam Emergency Action Plan	CleanCo	Revision 22 July 2021	Yes	Yes
Tinaroo Falls Dam Emergency Action Plan	SunWater	Issue 10 October 2022	Yes	Yes
Wild River Dam Emergency Action Plan	TRC	V11 May 2023	Yes	Yes
MAREEBA DISTRICT DISASTER MANAGEMENT GROUP PLANS				
Mareeba District Disaster Management Plan	QPS	V1 August 2022	Yes	Yes
Combined Cairns, Mareeba and Innisfail District Human & Social Functional Recovery & Resilience Plan	Department of Communities	2023-24	Yes	Yes
Far North (Mareeba) Agricultural Industry Response and Recovery Plan	DAF	2017-18 TBC	Yes	Yes
STATE DISASTER MANAGEMENT GROUP PLANS, POLICIES & GUIDELINES				
Queensland Disaster Management Plan	Queensland Government	2023	Yes	Yes
Queensland Temporary Emergency Accommodation Sub-plan	DCHDE	October 2023	Yes	Yes
Queensland Disaster Management Strategic Policy Framework	Queensland Government	November 2016	Yes	Yes
Queensland PPRR Disaster Management Guidelines	Queensland Government	March 2023 (online only)	Yes	Yes
Evacuation: Responsibilities, Arrangements and Management Manual.1.190	Queensland Government	18 September 2018	Yes	Yes

Name of Plan	Plan Owner	Current Version	Hard Copy in LDCC	Available in Guardian IMS & USB
Queensland Resupply Manual M.1.205	Queensland Government	20 July 2022	Yes	Yes
Queensland Emergency Alert Manual M.1.174	Queensland Government	5 December 2023	Yes	Yes
Queensland Standard Emergency Warning Signal (SEWS) Manual M.1.171	Queensland Government	2 May 2018	Yes	Yes
Queensland Recovery Plan	Queensland Government	June 2023	Yes	Yes
Queensland Strategy for Disaster Resilience	Queensland Government	2022-27	Yes	Yes
Queensland Multi-Agency Response Plan to Chemical, Biological & Radiological (CBR) incidents	Queensland Government	2022	Yes	Yes
Emergency Management Assurance Framework (Standard for DM in Queensland)	Queensland Government (IGEM)	July 2014	Yes	Yes
OTHER PLANS				
Lion Malanda Emergency Procedures Manual (dairy factory)	Lion	December 2 2018	Yes	Yes
KEY REFERENCE DOCUMENTS				
MoU – Emergency Catering	Salvation Army / TRC	2021-26	Yes	Yes
MoA — Mutual Aid for Local Governments	TRC / Multiple LGA's	2021-26	Yes	Yes
MoA — Provision of SES	QFD/TRC	2018	Yes	Yes
MoA — PPRR and Emergency Sheltering	ARC/TRC	2021-26	Yes	Yes
MoA — Donated Cash and Material Goods	GIVIT/TRC	2021-26	Yes	Yes
Remote Property Survey Master File	TRC	October 2023	Yes	Yes
My Community Directory (previously known as Atherton Tablelands Social Services Directory)	TRC	Online	No	Yes https://www.mycommunitydirectory.com.au/Queensland/Tablelands
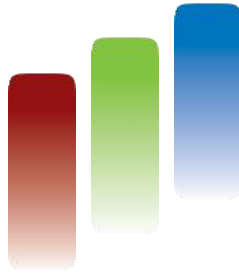
Live, discover and invest in a Tablelands community

Tablelands Regional Council

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