**Sample Member Status Report Template**

*Guiding instructions (to be deleted): This is a customisable template that members can use to provide their status report to the Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG).*

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

**Member Status Report**

|  |  |
| --- | --- |
| **Organisation represented:** | [Insert organisation] |
| **Meeting Date and Time** |  |

Report submitted for inclusion in the Minutes of the [Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group meeting scheduled for Click to enter a date.

The following activities [Choose an item] by [Insert organisation].

*(Delete sections or insert N/A as required depending on role and responsibility).*

1. **Mitigation** 
   1. **Risk Management / Mitigation**

*Includes such things as studies, initiatives, Mitigation Planning, Mitigation Measures being undertaken by Local Government/Department/Agency*

* 1. **Impediments to Implementation of Mitigation Measures**

*Summarise any identified impediments to the implementation of mitigation measures – funding, other resourcing issues, other organisation’s responsibility etc.*

1. **Planning** 
   1. **Integration with business planning**

*Summarise how disaster management is being integrated with the overall business of the organisation, including the incorporation of disaster management issues with other strategic and operational planning arrangements.*

|  |  |  |
| --- | --- | --- |
| **Planning – Local Disaster Management Plan** *(Local Government members only)* | | |
| **Review Date:** | **Type of Review** | **Summary of amendments** |
|  |  |  |
|  |  |  |

1. **Operational Issues**
   1. **Readiness Status**

*General comment regarding status of operational readiness*

* 1. **Staff Availability**

*Comment on staff availability for Disaster Coordination etc.*

* 1. **Coordination Centre Resourcing**

*Comment on resourcing levels of the Disaster Coordination Centre and the impacts on Operations (if any)*

* 1. **Operations Conducted**

|  |  |  |
| --- | --- | --- |
| **Date** | **Type of event** | **Summary of response activities**  **(Include role and functions undertaken by Agency/Local Govt.)** |
|  |  |  |
|  |  |  |

* 1. **Remedial Action**

*Outline three proposed actions / improvements as a result of the operational activities*

4. **Capability Development**
   1. **Training Conducted**

*Insert details of any training undertaken or conducted*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **DM component targeted**  E.g. PPRR | **Name of course / training** | **Agency training conducted by** | **Local Govt. / Agencies involved** |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **Identified Training Needs**

*Insert details of required training including preferred dates*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposed Date** | **DM component targeted**  E.g. PPRR | **Name of course / training** | **Agency training conducted by** | **Local Govt. / Agencies involved** |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **Exercises Conducted**

*Insert details of any exercises conducted*

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

* 1. **Remedial Action**

*Outline three proposed actions / improvements resulting from the exercises*

3. 1. **Proposed Exercises**

*Insert details of proposed exercises or exercises currently under development, including suggested dates etc.*

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

1. **General Business**

*Any other comments*

1. **Approval**

**Sign:**

**Report submitted by:**

**Agency/Local Government Position:**

**Date submitted:**