



Cabinet Policy
for
District 201V3
Disaster Response & Recovery



Revision No.	V1.01	Relates to:	Disaster Response & Recovery Projects	
Revision Date	13 th July 2023	Applies to	All Lions Clubs	
Author	CC Steve Boyce			
Authorised by	DG Kim Ainsworth	Date	20/8/2023	

DISTRICT 201V3 DISASTER RESPONSE AND RECOVERY PLAN

FORWARD

Australians have to endure the stress associated with emergencies that result from a wide range of natural and man-made disasters that recur on an annual basis. It is an inherent human characteristic to instantly offer assistance to any fellow human being in distress. Regrettably, such action will often introduce an element of chaos into an otherwise manageable situation. Therefore, properly structured preparation is essential.

The Lions organisation has proved (on a global scale) it has an unmatched capability to provide direct and immediate humanitarian support at the point of most need. The capacity to provide this disaster service exists in the Australian Lions family. Although its members are not generally trained as fire fighters, rescuers, or paramedics, nor structured for this purpose, each Lions Club is generally well positioned and capable to react immediately to alleviate the anguish and suffering of victims resulting from their loss of sustenance and/or personal effects.

With almost 70 Lions Clubs, the District capacity is considerable - on the occasion of most incidents there will normally be a Lions Club located nearby. Regrettably, however, due to these Lions elements being dispersed over a vast area and the general lack of coordinated forward planning, it is not surprising that this has resulted in Lions not being "first to mind" with the general public and most disaster organisations. The need to redress this less than satisfactory situation has necessitated the production of this Cabinet Policy.

The policy is intended to provide the District Governor with a Disaster policy for the District's specific needs. It is issued as an aid to leadership to enable the District, its Clubs', and all members of the Lions family to meet their commitment to the community in which they live and serve. This is intended to be a living document that should be updated in the light of experience gained or lessons learned through practical experience of meeting the needs in disasters. For this purpose, Disaster Activity Reports should be forwarded to the District Disaster Chairperson.

The purpose of this plan is to enable officers (at all levels) to:

- Adopt the policy for use in their area of responsibility.
- Use it as a matrix for developing a local plan.
- Aid the memory.
- Apply it as a basis of conducting Disaster Management training.
- Introduce Lions capability to Government agencies and other service organisations.
- Measure performance during disaster operations.
- Provide a common language.
- Ease channels of communication.
- Identify an echeloned structure.
- Allow coordination at all levels.

Experience has proven it is essential that appropriate Lions assignments and procedures be in place and well-practiced before any event occurs.

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INTRODUCTION

Acknowledgement

“The District Governor and Lions of District 201v3 acknowledge and pay respect to the First Nation’s People Communities; recognise their continued connection to the land and waterways; pay our respects to the Elders both past and present and emerging”

General

1. It is an inherent human characteristic to instantly aid any fellow human being in distress. Regrettably, such action will often introduce an element of chaos into an otherwise manageable situation, therefore strict direction and co-ordination is essential. This plan has been created taking into consideration past emergency and disastrous events.

Purpose

2. The purpose of this Cabinet Policy is to provide:
 - 2.1. for the smooth implementation and development of a structured, integrated process for the provision of Lions support in a disaster situation,
 - 2.2. a local adjunct to the LCI “Lions Alert Program”.
 - 2.3. an informative reference document for the guidance of other agencies with which Lions elements may be in close co-operation during a disaster.

The (Former) Lions Alert Program

3. Lions Clubs International has established an International Disaster response strategy. The District Disaster Chairperson is responsible for implementing this strategy.
4. The Lions disaster response strategy underpins this document. This policy outlines the District response to the Lions Clubs International strategy.
5. Lions' disaster response notifications and advice about disaster responses will be issued through the Multiple District Website. <http://lionsclubs.org.au> .



Definition of Disaster

6. All disasters are emergencies but not all emergencies are disasters.
7. Emergency: An unexpected or sudden great misfortune, a calamity, a grievous adversity causing extreme distress.
8. Disaster: An actual or imminent occurrence, which endangers or threatens the safety and/or health of persons, damage to property and/or disruption to the environment.

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9. Disasters normally have a huge political impact due to the chaos created. Emergencies are sensitive issues but are usually manageable and of moderate political importance; except at the applicable Local Government level.
10. Lions' involvement in an emergency (whatever the need) will be much easier to manage than with a disastrous occurrence.

Definition of organisations and terms (used throughout this document)

LCI- The International Association of Lions Clubs, more commonly known as Lions Clubs International, is an international non-political service organisation established originally in 1917 in Chicago, Illinois, by Melvin Jones. It is now headquartered in Oak Brook, Illinois. As of January 2020, it had over 46,000 local clubs and more than 1.4 million members in more than 200 countries and geographic areas around the world. Registered office: Street Address 300 W 22nd St, Oak Brook, IL 60523, USA

Lions Club- Since the first club was formed in Australia in 1947, Australian Lions has grown dramatically in size and impact with over 1250 clubs and 25,000 members now giving back through an array of community-based programs and initiatives. Each club is autonomous. The members of the club choose their own members, elect their own board, manage their own affairs, choose their own projects, decide their own donations, and make any other decisions, that they wish, within the ethics and purposes of Lions Clubs International.

District-As of June 2023 there are 68 local Lions clubs within the District. Each Club is autonomous. It chooses its own members, board, projects and manages its own affairs. District is an Incorporated Association. Its legal identification is District 201V3 of Lions Clubs International Incorporated. Each year the members of the District appoint a District Governor. The District Governor under the supervision of the International Board of Directors shall represent the association in the District. He/she shall be the Chief Administrative Officer of the District and have direct control and supervision over all District Officers.

The District Governor Elect shall assume his/her duties as District Governor from the rise of the International Convention at which he/she was installed.

Multiple District 201 (MD Council)- The Multiple District (also known as Lions Australia) is governed by the Multiple District Council, consisting of the Council Chairpersons and the nineteen Governors of the Districts of the Multiple District. The registered name of the Association is Multiple District 201 Of Lions Clubs International Inc.

The Council is assisted by appointed officers and chairpersons of coordinating committees. Constitutionally, the officers of the Multiple District are the Council Chairperson, Executive Officer, Council Treasurer and the Legal Officer. The duty of the Council is to implement Lions Convention resolutions, control the organisation of Lions projects and the Lions Convention, create new initiatives for the growth of Lionism, and to control the finances of the Multiple District. Each Club belongs to a District who each year elect a District Governor. The Governor is a member of the Council.

The registered office of Multiple District 201 of Lions Clubs International (Lions Australia). Street Address 31-33 Denison Street, Newcastle West NSW 2302, Australia. Postal Address, Locked Bag 2000, Newcastle NSW 2300, Australia. Phone 02 4940 8033

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Local Government- Local government is the third level of government in Australia, administered with limited autonomy under the states and territories, and in turn beneath the federal government. The Australian local government is generally run by a Council, and its territory of public administration is referred to generically by the Australian Bureau of Statistics as the local government area or LGA, each of which encompasses multiple suburbs or localities often of different postcodes; however, stylized terms such as "city", "borough" and "shire" also have a geographic or historical interpretation. The Council Board members are generally known as Councilors, and the head Councilor is called the Mayor. As of June 2023, there are 10 local government areas that are within the areas covered by this document.

State Government- The Commonwealth of Australia is a Federal nation with six states (and two mainland territories). Victoria is a state in southeastern Australia. It is the second-smallest state, with a land area of 227,444 km² the second-most-populated state (after New South Wales), with a population of over 6.7 million; and is the most densely populated state in Australia (29 per km²). Victoria is bordered by New South Wales to the north and South Australia to the west, and is bounded by the Bass Strait to the south (with the exception of a small land border with Tasmania located along Boundary Islet), the Great Australian Bight portion of the Southern Ocean to the southwest, and the Tasman Sea (a marginal sea of the South Pacific Ocean) to the southeast. The state encompasses a range of climates and geographical features from its temperate coastal and central regions to the Victorian Alps in the northeast and the semi-arid north-west.

The majority of the Victorian population is concentrated in the central-south area surrounding Port Phillip, and in particular within the metropolitan area of Greater Melbourne, Victoria's state capital and largest city and also Australia's second-largest city, where over three quarters of the Victorian population live. The state is home to four of Australia's 20 largest cities: Melbourne, Geelong, Ballarat and Bendigo. The population is culturally diverse, with 35.1% of inhabitants being immigrants.^[10]

Federal Government- The Australian Government, also known as the Commonwealth Government or His Majesty's Australian Government, is the National Government of Australia, a federal parliamentary constitutional Monarchy. Like other Westminster-style systems of government, the Australian Government is made up of three branches: the executive (the Prime Minister, the Ministers, and Government Departments), the Legislative (the Parliament of Australia), and the Judicial.

The Federal Legislature has two chambers: the House of Representatives (lower house) and Senate (upper house).^[2] The House of Representatives has 151 members, each representing an individual electoral district of about 165,000 people.^[3]

The Government is based in the Nation's Capital, Canberra, in the Australian Capital Territory.

NGO- (Non-Government Organisation)- a non-profit organisation that operates independently of any government, typically one whose purpose is to address a social or political issue. NGOs often have a comprehensive understanding of local contexts and deep development expertise, with sophisticated models that guide their understanding of, and approach to development. They focus on building local capacity and empowering communities to manage their lives and livelihoods. Their strong local partnerships and approach to strengthen local systems supports locally led development and humanitarian responses and ensures sustainability. NGOs also often work in areas that others don't or can't reach, such as in remote, fragile and conflict affected areas.

ESO- (Emergency Service Organisation) such as the Police, Ambulance, Fire and SES services.

ALF- (Australian Lions Foundation). Founded in 1980, the Australian Lions Foundation provides Lions Clubs

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across Australia the ability to quickly react in times of need, providing financial assistance for community projects and emergency service support to those affected by natural disasters. When disaster strikes, Lions volunteers are always there, as demonstrated by the organisation's vital and ongoing support in helping rebuild communities affected by the recent fires and floods.

Over \$4.6 million was raised for the Australian Lions Foundation National Bushfire Appeal (in response to the 2019/2020 Black Summer Bushfires).

Australian Lions Foundation works closely with Lions' grassroots network to do whatever it can to assist in making a difference in their communities. In addition to disaster relief, Australian Lions Foundation also provides over 100 grants each year to help Lions clubs fund a range of initiatives and projects in their communities.

LCIF- (Lions Clubs International Foundation)- Founded in 1968, the mission of LCIF is to "empower Lions clubs, volunteers, and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian services and grants that impact lives globally, and encourage peace and international understanding."

For more than 50 years, LCIF has dedicated its energies to increasing the ability of Lions everywhere, helping them empower the communities they serve.

STRUCTURE

Responsible Agencies

11. The responsibility for the protection of lives, property, and relief of the population within the boundaries of the District lies within the State of Victoria, and its agencies, assisted and supported by the Commonwealth. Local Government is a critical component in disaster management and is usually the first interface with Non-Government Organisations (NGO). These authorities, through their appropriate disaster management agencies, undertake planning for the Prevention – Preparation – Response and Recovery stages of a disaster. Lions District 201V3 is developing agreements with all Local Governments, in the boundaries of the District, to be part of this planning process. Lion's part of this process is to be prepared to be responsive to the needs of a distressed community when warranted.

Lions Participation

12. The Lions organisation has proved (on a global scale) that it has an unmatched capability to provide direct and immediate humanitarian support at the point of most need. Its primary capacity is financial assistance; but it also has a capacity to provide limited material and physical relief on urgency of need basis.

Lions Capability

13. In Australia, The Lions four-tiered structure of Multiple District, District, Zone and Club is established, in place and operates on well-practiced channels of communication. There are almost 70 Lions Clubs in District 201V3. The District's boundaries lie wholly within the State of Victoria. Consequently, the District has the capacity to assist the State disaster requirements. Each Lions Club is metropolitan, suburban or

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regionally based. Many are in close proximity to the principal Emergency Service Organisations (ESO) – such as the Police, Ambulance, Fire and SES services.

Lions Capacity

14. At any point of incident or occurrence the local Club has autonomy over its own assets including human and financial resources. This capacity can be quickly augmented from the coordinated resources of the other Clubs of the Zone in which it operates. Should additional resources be required, the next and most viable level of Lions disaster management is the District, where the District Disaster Chairperson is a Cabinet member with direct access to the District Governor who will have the resources of almost 70 Clubs, and the District, on which to draw. Should there be need to co-ordinate Lions response on a national level; the District Governor may request assistance from the National Office of Multiple District 201.

PLANNING REQUIREMENTS

Occurrences (Possible Causes)

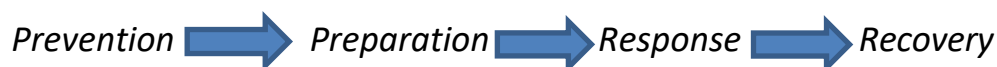
15. The range of natural and man-made hazards in Australia is extensive. All of the following incidents will normally have a disruptive impact on the nearest local community and all too often much wider a field.

Bush fires - Chemical Explosion - Criminal Act - Drought - Environmental Disruption - Disease Epidemic - Floods - Industrial Occurrence - Infrastructure Breakdown – Landslides - Maritime Acts - Structural Collapse - Tempest - Transport Accident - Urban Chaos - Violent Civil Unrest.

16. District 201V3 disaster planning must be structured to produce a single plan that will be responsive to any need arising from each or all the above occurrences.

Stages of a Disaster

17. There are four stages of a Disaster. Lions' involvement is more likely to be in the immediate humanitarian response and recovery stage (both short and longer term). Planning should reflect this probability.



18. The characteristics of a Disaster are Cause – Frequency – Duration – Speed of Onset, plus Destructive Potential. However, Lions will not be able to affect any control over these factors but must make allowance for cause and effect during any planning process. Recovery starts at the point of first applied assistance – as stated, the need for Lions support will most likely occur in this phase.

Planning Considerations

19. **Accurate Information:** It is essential that acquired information clearly determine the full scope of the Lions support that is needed, both for immediate relief and potential development. Duplication of effort with other capable agencies can create confusion that could result in a critical waste of scarce resources.

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20. **Assessment of Need:** The very earliest need may be a Club's immediate response in support for its fellow members who may be early victims of occurrence. Early co-ordination with other agencies to assess the needs of the community is essential; this will help determine what requirement can be met from Lions' existing capabilities, and to ensure no "double up" of assistance by multiple agencies.

21. **Urgency of Need:** Assessment of this factor is extremely difficult for untrained people because most victims will see their need as urgent. Local Government Human Resource / Health Officers will normally be in the best position to advise on urgency of need matters.

22. **Ability to Cope:** The profile of Lions Clubs varies enormously in membership numbers, age levels, financial resources; plus, management and trade skills. When a Club first commits its local resources, it is to advise the District Disaster Chairperson immediately and alert the Zone Chairperson to the clubs commitment.

Each club within the district appoints a Disaster Coordinator.

- This can be done once a disaster occurs, within an area served by the club. This appointment would remain in place until the disaster activities of the club, needed to support the disaster which caused the appointment, have been completed.
- It is more desirable for each club within the District to appoint a Disaster Coordinator for a one-year appointment. This would be undertaken in the same manner as the normal board appointment process. Such appointment would commence and end as per normal single-year appointments, for the club's board.

23. **Respect of Privacy:** Being a victim of any disaster or disaster situation is a most traumatic and sensitive experience. Their loss is compounded by the need to seek aid which for many will be very embarrassing, even humiliating. It is essential that the privacy of these victims be respected. Persons needing distress counselling must be referred to properly qualified personnel.

24. **Sources of Assistance:** A register of other services (both ESO and NGO) is to be maintained at all levels of the Lions structure. The title, name and contact numbers of responsible officers is to be recorded for immediate reference. Likewise, a skills register should be maintained for Club members.

25. **Funding Sources:** Disaster funds can be sourced from Lions Clubs, by request form the District Governor, specific fund-raising activities, applications for grants from appropriate government agencies (all levels) applicable to the District, as well as funds from the District's Emergency Fund and Gippsland Flood Fund, as appropriate, can be called upon. Appropriate grants may be requested from LCIF, ALF and other regional funds. Application for these fund allocations/grants must be well considered, as most fund sources will prescribe both the use and accountability of such funds. It is important to distinguish between the quick disaster funds needed during the response phase of an occurrence and the larger, more enduring project funding required during the recovery phase.

26. **Funds Management:** "Ready Reaction" funds should be maintained in a discrete "Disaster Fund" account. The District maintains an Emergency Fund, not to be styled for any specific purpose, as this limits expenditure solely for that purpose. Such account balance should not fall below \$30,000.00. For all elements of the Lions organisation, the expenditure of funding, at any level, will normally be classified as "Non- Recoverable" Such financial commitment(s) must always be both justifiable, accountable and subject to external auditing.

27. **Human/Material Resources:** In addition to the provision of financial support there may be an opportunity for Club members to provide practical forms of support. This support will normally consist of physical labour or the provision of material items – or both.

28. **Legal Matters:** It is a sad reality that litigation is an ever-present resultant of actions taken during any disaster situation. It is essential that all elements of any Lions organization, participating

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in such incidents, maintain accurate records that detail all actions undertaken. These records must include names – dates – timings – locations involved and any other data; a copy of which maybe be forwarded to the District Constitution and By-Laws Chairperson and/or District or Multiple District Legal Officers.

29. **Information Management:** District public relations staff have a vital role to perform in the passage of timely and accurate information to the public. The maintenance of morale is of critical importance and inaccurate or misinformation must be avoided at all costs. The District Public Relations Chairperson must be involved right from the outset and be the single point of contact to external information centers and media outlets for all Lions related aspects. Of particular importance is the oversighting of any Lions contact with any/all elements of the media whose members often have a desire to interview Lions at the local Club level – usually with less than satisfactory outcomes.

30. **Relationships:** Disaster planning and disaster management is multi-tiered from National/ Federal down to Local Government level. A generalized relationship with these agencies and the Lions organisation in Australia can be:

- Multiple District - National/ Federal
- District - State
- Zone/Club - Local Government

31. At the National/ Federal level the principal agency is Disaster Management Australia (EMA) – in Victoria, the principal agencies are Bushfire Recovery Victoria, Department of Environment Land Water and Planning & Emergency management Victoria. At the local level it is the Municipal Disaster Management Group or a similar title in differing local government areas. The most likely level of Lions involvement will be at the Local Government level.

32. All members of a Lions Club Board of Directors should be personally acquainted with those Local Government officers responsible for Disaster management.

33. **Higher Management:** The District Governor Elect is to assemble a District Disaster Management Committee to operate under the District Governor's authority. The Committee should consist of a District Disaster Chairperson and a minimum of two team members. The District Disaster Chairperson can coopt members as needed, with agreement from the District Governor. The District Rules and By-Laws Chairperson should be able to provide advice and consultation if required.

34. **Group Disaster Management Committee:** Most disasters and emergencies are generally managed within an area that is the geographic responsibility of the State. The District Disaster Chairperson is responsible for coordinating the Lions response to emergencies within the District.

35. **Co-ordination and Control:** The onset of any disaster situation will normally be swift but haphazard and its development will often be sporadic. Most agencies will be quick to react, as will be the case with local Lions Clubs and members of the public. Lack of co-ordination at this stage can cause unacceptable delays and inequities that can engender a sense of frustration and a loss of confidence (even anger) in any/all supporting agencies, particularly from victims!

36. It is preferable that appropriate Lions liaison appointments and procedures be in place and practiced before any event occurs. Primarily this must be at the Local Government level, but certainly with those agencies that have prime responsibility for whatever tasks Lions are asked to perform. These agencies will vary dependent upon the nature of the disaster and may include the Red Cross, SES, Police, Fire and Rescue Services, as appropriate.

37. **Co-operation:** Tragic situations present an ideal opportunity for close cooperation between service organisations such as Lions to ensure economy of effort and to minimise resource utilisation. A

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good example is the commonality that exists between Lions and Rotary could well ensure working arrangements operate smoothly. A joint endeavor of this nature would have the potential to present a formidable force whose needs and deeds must receive serious consideration by all planning and operational groups.

38. When participating in joint ventures care must be taken to clearly identify the contribution each participating component can contribute - particularly expertise, management, finance, material resources and labour. It is also essential to establish at what level each component can either be directly involved or deliver an effective outcome.

39. **Disaster Training:** It is essential that selected Lions (at all levels) have a good understanding of the general structure and operational procedures of all the Agencies, Organisations and Committees responsible for disaster management in their particular Lions' area of responsibility. The various State Disaster Services are responsible for the conduct of basic courses styled "Introduction to Disaster Management". Each to have at least one Club member attend a course of this nature, as they are basic, but suitable for the integration of Lions disaster functions with that of other agencies.

40. **Follow up Mental Health Check:** During periods of intense and stressful disaster involvement, volunteers, including Lions, could develop varied mental health issues. It's recommended that all volunteers, including Lions involved in such activities have a Mental Health Checkup. This can usually be arranged free of charge to the volunteer/ Lion and the organisation. This is usually provided, on request, by a qualified agency, by Government.

STANDARD OPERATING PROCEDURES

41. **Activation:** At the first awareness of an impending disaster situation or the onset of a real time occurrence, the District Governor shall activate this Policy and the following action is to be taken.

42. The District Disaster Chairperson is to call a meeting of the District Disaster Management Committee in preparation for possible Club involvement and to alert both the relevant Zone Chairperson(s).

43. The District's Disaster Chairperson is to make contact with the appropriate Zone Chairperson(s) and Club President(s) to be briefed on the situation and to ascertain what assistance, if any, may be required of the District resources. Taking into consideration activities already performed by the club(s)

44. When any request for assistance is received the Committee determines the District's capacity to meet the request from its own resources; Financial, Human and/or Material.

44.1. Requests for support that is beyond the District's capability are to be passed to Multiple District and/or outside agencies, for action or reinforcement.

44.2. The Club President(s) will warn Club members and allocate tasks as and when required. All members who will be involved must be recorded as participants.

45. Liaise with the District Public Relations Chairperson to ensure maximum publicity of Lions' work is distributed to the general community.

46. **Participation:** As the situation develops and the Lions organisation is committed, it is vital that there is a single point of contact established at each level of Lions disaster management to which all requests are to be made. In this case, The Club President, or Zone Chairperson in appropriate cases will contact the District Disaster Chairperson. Participation may be either financial support or the provision of human and/or material resources in a physical support role. The following guidelines should be used to assist with the proper allocation of Lions support:

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a. <u>Financial Support:</u>	
Appropriate:	Inappropriate:
*Subsistence – Water and Food.	*Income Losses.
*Protection – Shelter and clothing.	*Insurance Losses.
*Medical – Pharmaceutical Products	*Utility Services.
b. <u>Manpower/Material Support</u>	
Manpower Support:	Material Support
Food Preparation Service	Food and Water
Debris clean-up	Eating utensils
Sandbagging – including filling	Bed Linen
Driving tasks	Clothing
Message call centre operator	Reading Material

47. **Cessation of Activities:** When advised by proper authority, or when the Club wishes to withdraw its support (for whatever reason), the Club is to advise the District Disaster Chairperson and Zone Chairperson it has ceased disaster operations. At this point the Club has the responsibility to:

- Debrief Club members to ascertain any need for medical/mental health service.
- Finalise all financial commitments.
- Ensure all insurance claims are submitted.
- Ensure all recoverable materials are collected.
- Return borrowed equipment.
- **Complete an Activity Report** (Annexe D) and forward it to District Disaster Chairperson for processing.
- Liaise with the District Public Relations Chairperson to ensure maximum publicity of Lions' work is distributed to the general community.
- **Report service hours in MyLion**

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DISTRICT DISASTER PROJECTS

Lions Need for Feed Project

Background: Need for Feed was established in 2006 in response to what was at that time the driest period on record. At that time, reportedly three farmers per week around Australia were taking their own lives and many others walking off the land, unable to cope with circumstances beyond their control. One small truckload of hay was given to a group of farmers burnt out in East Gippsland.

The Need for Feed team came to the rescue during the Black Saturday bushfires in 2009, providing fodder where needed.

Role: The role of the Lions Need for Feed Project is to provide and deliver fodder relief and hampers. These are delivered to farmers totally free of charge into all the eastern states including Tasmania and South Australia. These deliveries are usually accompanied by household hampers, personal care packs, Lions teddies and toys for the kids, and food for farm dogs. Every farm has at least one dog!

Now in our 15th. Year, we at Need for Feed take great pride not only in being managed 100% by Lions volunteers but also last year being adopted as a national Project of Lions Australia.

Management: The Lions Need for Feed Project is a project of the Lions Club of Victoria Need for Feed. It has its own Board of Management and secures its own funding, via donations and government contributions. All costs are borne by the project. The core group of Lions members on the committee are involved on pretty much a daily basis.

The project has a Type 1 District Project status. This will expire at the rise of the District Convention in 2025, if not renewed. The project has Category B Multiple District project status. This will expire on the 30th June 2023, unless renewed.

District Disaster Response & Recovery Plan Impact: The involvement of The Lions Need for Feed Project with this plan is that regular updates should be provided by the project to the District Disaster Chairperson. This can be done as part of the usual cabinet reporting but may be required more often during periods of disaster involvement. In response to a disaster the District Disaster Chairperson should update the project on disaster activities being undertaken, that may require involvement from the project, and that may impact on the project and its activities.

Through disaster activities undertaken, as part of this plan, any Lion or volunteer that becomes aware of any victim that may benefit from the services of The Lions Need for Feed Project, should pass the victims contact details to the District Disaster Chairperson. The District Disaster Chairperson should then pass these details to the project for their processing and follow up.

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East Gippsland Timber Milling Project

Background: The project was an idea of Ingrid Biram and Glen Schaeche post the 2019/2020 Black Summer Bushfires in East Gippsland. The Biram's did not lose their house in the fires that engulfed the Sarsfield community but lost a lot of trees and fencing. The family was loaned a portable Lucas Mill to mill the lost trees into fencing. The idea to bring this to a community level was borne. 5 Rotary Clubs of Melbourne were contacted, and the first mill was purchased.

The East Gippsland Timber Milling Project was imagined to utilise all trees fallen during, and because of, the 2019/2020 summer bushfires. The trees are located on private landholdings throughout East Gippsland. The project mills these trees and turns them in to a useable resource for the landholder at nil cost to them. The common uses for this repurposed timber are for the construction/ replacement of fences and stock yards. This assists the landholder in their personal recovery. In the terms of farming land holdings this assists their agri-business recovery as well

Financial support was sought from DELWP and the Australian Lions Foundation. ALF was to provide vehicle and trailer and DELWP operational funding to deliver the project. Both organisations provided generous support allowing the project to proceed. The project was launched at Sarsfield Recreation Reserve on 26th of February this year. It's a project between the Lions Club of Bruthen and The Rotary Fire Aid Group.

Role: The role of the East Gippsland Timber Milling Project is to provide a milling service to disaster affected residents. Currently it operates with in East Gippsland, but the area of operation could easily be varied, in consultation with the project, its funding partners and District. It repurposes disaster affected trees into useful timber, to assist the landholder to reestablish their property and agri-business. At the same time the project delivers economic support to the community by employing staff in the administration and milling processes, and by making all purchases, where possible, in the local community. The contact by the project also delivers positive impacts of the affected landholders, suffering from mental health problems.

Management: The East Gippsland Timber Milling Project is a project of the Lions Club of Bruthen and is a partnership with the Rotary Fire Aid Group. It has its own Board of Management and secures its own funding. The project has costs of hired contractors for cutting the timber and of an administration assistant. Other costs are fuel, repairs, servicing etc. All ongoing costs are borne by the project and funded by external parties.

The project has a Type 1 District Project status. This will expire at the rise of the District Convention in 2024, if not renewed

District Disaster Response & Recovery Plan Impact: The involvement of The East Gippsland Timber Milling Project with this plan is that regular updates should be provided by the project to the District Disaster Chairperson. This can be done as part of the usual cabinet reporting but may be required more often during periods of disaster involvement. In response to a disaster the District Disaster Chairperson should update the project on disaster activities being undertaken, that may require involvement from the project, and that may impact on the project and its activities.

Through disaster activities undertaken, as part of this plan, any Lion or volunteer that becomes aware of any victim that may benefit from the services of The East Gippsland Timber Milling Project, should pass the victims contact details to the District Disaster Chairperson. The District Disaster Chairperson should then pass these details to the project for their processing and follow up.

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LIONS CLUBS DISASTER CAPABILITY IN SUPPORT OF OTHER AGENCIES

Introduction

The Lions organisation has proved (on a global scale) that it has an unmatched capability to provide direct and immediate humanitarian support at the point of most need. Its primary capacity is in the form of financial assistance; but it also has a capacity to provide limited material and physical relief on urgency of need basis.

Lions Capability

Lions Clubs International (LCI) has 1.3 million members in over 44,500 clubs in 200 different countries. This huge array of Clubs is spread throughout cities, suburbs, towns and villages: this means that Lions are located at the forward edge of any disastrous occurrence or Disaster situation that may arise.

Although generally its members are not trained as fire fighters, rescuers or paramedics; nor structured for this purpose, each Lions Club is generally well positioned and capable to react immediately to alleviate the anguish and suffering of victims resulting from their loss of sustenance and/or personal effects.

Lions Participation

In Australia the Lions organisation has a four-tier structure of Multiple District, District, Zone and Club, it is soundly established, in place and operates on well-practiced channels of communication. There are over 20,000 Lions in 1,400 (+) Clubs divided into 19 Districts. Each District, while not aligned to specific States boundaries, is State located with the ability to participate in support of its home State's Disaster requirements. Because each Lions Club is metropolitan, suburban, or rural based, it is normally located in close proximity to local government instrumentalities and the principal Emergency Service Organisations (ESO) – being the Police, Ambulance, Fire and SES services.

Lions Capacity

At any point of incident or occurrence the nearest Lions agency (the local Club) has autonomy over its own assets including human and financial resources. This capacity can be quickly augmented from the coordinated resources of the Zone in which it operates – normally from (say) six other Clubs. The next and most viable level of Lions disaster management is at District level, where the District Disaster Chairperson is a Cabinet member with direct access to the District Governor who will have the resources of almost 70 Clubs on which to draw. Should there be need to co-ordinate Lions' response on a national basis this would normally devolve to the National Office of Multiple District 201, which has its headquarters in Newcastle, NSW.

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Lions have the capacity to give financial assistance and/or the provision of human and/or material resources in a physical support role. The following guidelines should be used to assist with the proper request for Lions support:

a. Financial Support:	
Appropriate	Inappropriate:
Subsistence – Water and Food	Income Losses.
Protection – Shelter and clothing.	Insurance Losses.
Medical – Pharmaceutical Products	Utility Services.
b. Manpower/Material Support	
Manpower Support:	Material Support
Food Preparation Service	Food and Water
Debris clean-up	Eating utensils
Sandbagging – including filling	Bed Linen
Driving tasks	Clothing
Message call centre operator	Reading Material

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**LETTER OF INTENT BETWEEN LIONS AND A PARTNER ORGANISATION ENTERING INTO
A JOINT DISASTERPROJECT**

A joint project must be **mutually agreed** in response to a genuine need that has been identified by an appropriate government agency. Care is to be taken to ensure that the task offered is worthy of each partner's involvement.

The following points are to be agreed:

- A single joint project is preferable over separate projects conducted conjointly.
- Commitment during any extension of a "Response Phase" should be undertaken on a discrete to service basis.
- An activity that can be covered by insurance and/or government financial assistance should not be considered.

The nature of the joint task should be:

- * **A genuine need exists.**
- * **Clearly identifiable.**
- * **Recognisable.**
- * **Is measurable.**
- * **Is achievable.**
- * **Is affordable.**
- * **Is manageable.**
- Whichever task(s) is selected, such activity should be relevant to the purpose of each partner.
- Selected task(s) may be in a locality which is either currently serviced by an element of either organisation; or in an area that currently does not enjoy such support.

TABLE OF REVISIONS

Rev #	Clause	Description of Change

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DISTRICT DISASTER CHAIRPERSON

This appointment is to be filled by a suitably qualified Lion. Chosen by District Governor Elect

The District Disaster Chairperson (DDC) is the District Governor's representative and is a member of Cabinet. The DDC is the disaster coordinator who provides the link between the District and appropriate Government Authorities; plus Cabinet Officers and Club Administrators on all disaster related matters.

The responsibilities of the District Disaster Recovery Chairperson are, but not limited to:

1. Be the lead member of the District Disaster Management Team.
2. Assist and advise the District Governor on the implementation of disaster policy matters relative to all levels of the District's disaster responsibility.
3. Develop and produce the District's Disaster Recovery Policy within the guidelines incorporated in any Multiple District Disaster Plan(s).
4. To revise and update the District's Disaster Recovery Policy each Lions year, and after any event that causes the implementation of the policy. Taking into consideration any changes to policy at all levels or any changes needed from recent disaster activity etc.
5. Establish proper channels of communication and direct liaison with State, Territory and Local Government disaster authorities; and arrange for these authorities to be fully briefed on the roles, functions, abilities and capabilities of all Lions elements during a disaster situation.
6. Respond to disaster policy and/or co-ordination directives that may, from time to time, be received from Multiple District 201 or its delegates.
7. Create working arrangements and communication links with the DDC of adjacent Districts in each and every threatened area.
8. Provide guidance to the District Executive Team on the disaster training requirements for Lions personnel, including the assistance needed to support the development of Zone Chairpersons and Club Disaster Officers.
9. Maintain (through the District Treasurer) an overview of the District Emergency Fund established by the District.
10. Manage a "Register of Material Assets" and skills register available in the District and allocate priorities for utilisation of these disaster resources.
11. Lead initial investigations into disaster matters of concern to District Cabinet and/or Clubs within their areas of responsibility.
12. Maintain an "Incident Occurrence Register" and compile "After Action Reports".
13. Provide direction to the Clubs, if requested by them, in the preparation of their assistance planning.

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DISTRICT DISASTER TEAM MEMBER

This appointment is to be filled by a suitably qualified Lion. Chosen by District Governor Elect

A minimum of two District Disaster Team Members shall be appointed by the District Governor Elect in consultation with the District Disaster Chairperson (DDC) and shall come under the direction of the DDC.

The responsibilities of a District Disaster Team Member are, but not limited to:

1. To be a member of the District Disaster Management Team.
2. To assist with the implementation of disaster policy matters relative to all levels of the District's disaster responsibility.
3. To assist with the development of the District Disaster Response and Recovery Policy within the guidelines incorporated in the Multiple District Disaster Plan(s).
4. When directed by the DDC, respond to disaster policy and/or coordination directives that may, from time to time, be received from the Multiple District, or its delegates.
5. When directed by the DDC, assist with the operation of working arrangements and communication links with the DDCs of adjacent Districts in each and every threatened area.
6. Assist in providing guidance to the District Executive Team on the disaster training requirements for Lions personnel, including the assistance needed to support the development of Zone Chairpersons and Club Disaster Officers.
7. When directed by the DDC, assist with initial investigations into disaster matters of concern to District Cabinet and/or Clubs within the area of responsibility.
8. When directed by the DDC, provide direction to Clubs in the preparation of their assistance planning.

District 201V3

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District Disaster Report

(to be returned to District Disaster Team, via Cabinet secretary, within 30 days of completion of Disaster activities)

Report Prepared By:		Date:	/ / 20__
Date of Disaster Activity	/ / 20__		
Description of Activity Undertaken:			
Lions/ LEO/ Clubs involved in Activity			
Number of people served		Number of Lion Hours	
Community groups/ Non Lions Involved		Number of Non Lion Hours	
List Names of Non- Lion Volunteers			
Have total Service Hours been reported <small>(Total include total number of Lion and Non-Lion Volunteers)</small>		Y / N <small>Please Circle</small>	Number of Hours reported

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PRIVACY POLICY

1. INTRODUCTION

Lions Clubs International is a not-for-profit organisation, which, through its unmatched capability to provide direct and immediate humanitarian support at the point of most need, is in a unique position to work with Emergency Service Organisations (ESO's), such as Police, Ambulance, Fire and SES services in times of emergency and disaster.

Within Lions District 201V3, in times of emergency and disaster, the District Disaster Management Team (DDMT) works closely with ESO's in providing limited financial, material and manpower support.

The DDMT is committed to protecting the privacy of personal or sensitive information that it handles while performing their functions.

2. DEFINITIONS

Personal Information

Is recorded information is that which identifies a person, such as name, address and contact details.

3. PRIVACY COMMITMENTS

The DDMT will only collect personal information to perform its functions and achieve its objectives. Such information collected will be held securely and will only be used for the primary purpose it was collected.

The DDMT will handle personal information on a confidential basis and not disclose personal information to any third party unless authorised to do so.

4. COLLECTION OF PERSONAL INFORMATION

Personal information will generally only be collected from the individual. Where this is not practical, the DDMT may collect information from the ESO's or other third parties where circumstance so dictate.

When the DDMT collects personal information from an individual, reasonable steps will be taken to notify the individual about:

- The identity of the DDMT
- What the information will be used for
- Who the information is likely to be disclosed to
- How it is stored

These steps may include advice in person, in writing, over the telephone, or documentation provided by a third party.

5. DISCLOSURE OF INFORMATION

The DDMT will only disclose personal information for the primary purpose the information was collected. Personal information may be provided by the DDMT to organisations to which it provides support, such as ESO's.

6. DATA SECURITY AND RETENTION

All personal information held by the DDMT will be protected from unauthorised access, misuse, modification, loss or disclosure by appropriate security arrangements. Once the DDMT has completed its involvement with an emergency or disaster, the personal data collected and

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associated with that emergency or disaster will be destroyed.

7. CHANGES TO THIS POLICY

The DDMT may amend this privacy policy from time to time.

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