



**LDMG
ACTIVATIONS
SUB PLAN**

Table of Contents

Document control	3
Authority to Plan	3
Purpose	3
Objectives	3
Notification process for the activation of LDMG	4
Timely activation	5
Stages of activation	5
Responsibilities	5
Extraordinary meetings	6
Meeting format.....	6
Meeting minutes and actions	6
Contingency planning	6
Appendix	7
Appendix 1: LDC, Deputy or delegate activation of the LDMG and LDCC according to Activation levels	7
Appendix 2 – Key roles and initial actions	11
Appendix 3 - Finding LDMG contacts on Outlook and ECM	12
.....	12
Appendix 4 - Extraordinary meeting template agenda	13
Appendix 5 - Using Guardian IMS for taking minutes and actions	15
Appendix 6 - Acronyms.....	16

Document control

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

Minor amendments to this plan can be made by the LDC. Amendments which affect the intent of the plan must be endorsed by the Local Disaster Management Group And approved by the Rockhampton Regional Council unless it has been delegated to the LDMG (Act Div3 Subdiv1 57 (1)).

All approved amendments are to be listed below.

Version	Date	Comments	Approved by
1.1	June 2021	Supersedes Activation Sub Plan 2016 (Version 1); Sub plan reviewed.	LDC
1.2	February 2023	Sub Plan reviewed and updated	
2.0	January 2025	Updated: Addition of Agenda for an Extraordinary LDMG Adding email templates for activating LDCC and LDMG Removal of LDMG specific administration Addition of a guardian IMS user guide for Extraordinary LDMG minutes and actions documents.	Endorsed by LDMG 03/02/25

Authority to Plan

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

Purpose

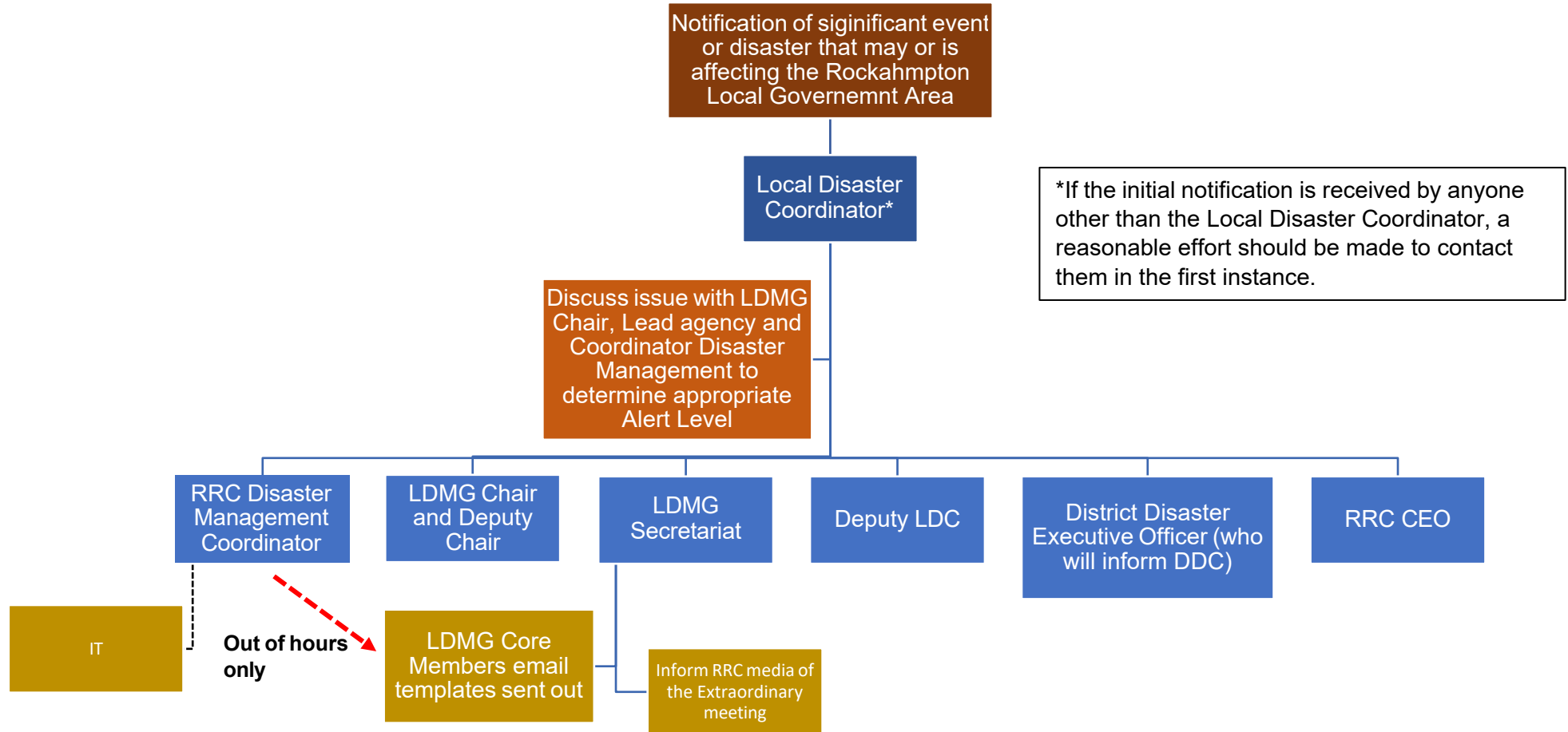
The purpose of this Sub Plan is to outline the activation process for the Rockhampton Local Disaster Management Groups (LDMG) in response to a disaster event.

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

Objectives

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

Notification process for the activation of LDMG



Activations

Timely activation

Activation would normally occur:

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

Stages of activation

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

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

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

The activation of the LDMG and LDCC are simultaneous and both activations need to happen simultaneously. Appendix 1 explains the actions the LDMG executive would need to do to activate the LDMG and LDCC.

Responsibilities

The activation of the LDMG is the functional responsibility of the Chair of the Local Disaster Management Group. The Chair, after consultation with the LDC and Coordinator Disaster management will activate the LDMG. Whilst the Chair is the role which formally has the legislative power to activate the LDMG, the actions associated with activating the LDMG are performed by the LDC, Deputy LDC, Secretariat, CDM and DM team.

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

- Evacuation Sub Group
- Local Recovery Groups

Role cards for initial actions for each key role can be found in Appendix 2.

Extraordinary meetings

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

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

Meeting format

Extraordinary meetings are usually held in a blended format (in person with the option to dial in through MS Teams) at the Council Chambers at Rockhampton City Hall and organised by the LDMG Secretariat. Instructions for setting up of the Council Chambers can be found in the room. Meetings may occur fully remotely using Ms Teams.

Meeting minutes and actions

At least 2 staff are required during an extraordinary meeting; one staff to take the minutes and one staff to take down the actions. The templates for the meeting minutes and actions will be found on Guardian IMS.

Refer to the below appendices for setting up an extraordinary meeting:

1. Finding LDMG contacts - Appendix 3
2. Extraordinary meeting template agenda – Appendix 4
3. Using Guardian IMS for taking minutes and actions – Appendix 5

Contingency planning

All efforts must be made by the LDC to have discussed a predetermined location and time for the next LDMG meeting when an initial extraordinary LDMG meeting is held.

There may be some instances such as loss of power, loss of telecommunications, access and egress issues, cybersecurity incidents and sudden onset disasters such as earthquakes when it is not possible to have prior notice that the LDMG and LDCC are going to be stood-up. In this case, core members should make a reasonable effort to go to Rockhampton Regional Council City Hall, if and when it is safe to do so. If power is available but access to City Hall is not possible, core members should attempt to join the meeting via Ms Teams. All reasonable efforts of communications will be made to arrange an extraordinary meeting when it is possible.

Appendix

Appendix 1: LDC, Deputy or delegate activation of the LDMG and LDCC according to Activation levels

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION	EMAIL TEMPLATE
ALERT	<p>A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility.</p> <p>Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential threat.</p>	<p>Immediately upon becoming aware of a potential threat, the LDMG should be activated to the "Alert Stage" regardless of the event or the identification of a lead agency.</p> <p>Upon receipt of a warning or information that an emergency/disaster event may occur or affect the relevant area of responsibility, organisations must be alerted to ensure readiness to act if called upon.</p>	<p>During the "Alert Stage" the LDC shall:</p> <p>a) maintain a watching brief and monitor situation for all events; b) establish contact with the DDC; c) inform nominated LDCC staff, LDMG members and Chairpersons of Sub Groups of the implementation of the "Alert Stage" d) determine whether an extraordinary LDMG meeting is required</p>	<p>Contact with the DDC, through the District Disaster Management Support Officer (XO) will be by telephone or otherwise as determined by the LDC.</p> <p>LDCC staff, LDMG members and Chairpersons of Sub Groups will receive emails stating "LDMG/LDCC @ Alert Stage".</p> <p>The email will contain non sensitive information about the event.</p> <p>Chairpersons of the Sub Groups are responsible for advising members of their Groups of activation to the "Alert Stage."</p>	<p>Subject: Local Disaster Management Group at Alert To: LDMG Core and Advisors cc CEO</p> <p>Good Morning/ Afternoon/ Evening,</p> <p>The Chair of the Rockhampton Local Disaster Management Group at XXXAM/PM has activated the Group to Alert in response to XXX (details of potential threat e.g., east coast low forming into a tropical cyclone). The future predictions of the threat are (e.g., path of cyclone, forecast rainfall).</p> <p>Upon reading this, please review your agency's responsibilities and roles pertaining to the potential threat and ensure a state of readiness if your agency is called upon.</p> <p>Acknowledgement of this email is required by return email.</p>

	ACTIVATION LEVEL	THREAT/TRIGGER	ACTION	COMMUNICATION	EMAIL TEMPLATE
LEAN FORWARD	An operational state prior to 'stand up' characterised by a heightened level of situation awareness of a disaster event (either current or impending) and a state of operational readiness. Centres are on standby, prepared but not activated.	<p>The period normally following an alert when deployment of resources is imminent.</p> <p>As the threat or the effects of an emergency/ disaster becomes imminent, members of the relevant organisations or sections are placed on "Lean Forward" being ready to respond immediately.</p> <p>The Chairperson LDMG will, in consultation with the LDC, make the decision to activate to the "Lean Forward Stage."</p>	<p>The LDC will ensure that the below actions have been completed:</p> <ul style="list-style-type: none"> a) notify the DDC b) inform LDMG members of "Lean Forward stage" c) continue to monitor the situation d) ensure the LDCC is fully established & setup ready for operation. Some staff may carry out business as usual tasks from this centre. e) Create an operation within Guardian IMS f) establish contact with LDCC staff and find out staff availability g) establish contact with the Sub Group Chairpersons; h) consider release of public communication (via media officer) i) notify nominated liaison officers of "Lean Forward stage" j) consult with the Chairperson LDMG, lead agency, and key stakeholders regarding future action and implementation of the LDMP k) call an extraordinary meeting of the LDMG if deemed appropriate 	<p>Contact with the DDC, through the District Disaster Management Support Officer (XO), nominated agency liaison officers and Sub Group Chairpersons will be by telephone or otherwise as determined by the LDC.</p> <p>LDCC staff and LDMG members will be sent an email stating "LDMG/LDCC – Lean Forward Stage – please acknowledge".</p> <p>All members must reply to the email to confirm receipt. Those that are unable to reply to the email will be contacted per listed telephone numbers.</p> <p>Chairpersons of the Sub Groups are responsible for advising members of their Groups of activation to the "Lean Forward Stage."</p>	<p>Subject: LDMG/LDCC @ Lean Forward To: LDMG Core and Advisor Members cc</p> <p>The Chair LDMG and LDCC has been activated to the Lean Forward stage due to (details of potential threat e.g., east coast low forming into a tropical cyclone). The LDCC will be established at (location) if stood up. LDMG member agencies should be prepared to send an Agency Liaison Officer when requested.</p> <p>LDMG member agencies with a responsibility to respond to this event must ensure their agency's resources are prepared and ready for deployment, if called upon.</p> <p>Core members of the LDMG will be briefed and further advice will be forwarded to all advisory members and relevant stakeholders following the briefing. You are requested to monitor your emails for further notifications.</p> <p>As at (date and time of latest advice/warning) the (agency/organisation in charge of issuing advice/warnings, e.g., Bureau of Meteorology) has advised the following: (e.g., path of cyclone, forecast rainfall).</p> <p>Acknowledgement of this email is required by return email</p>

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION	EMAIL TEMPLATE
STAND UP	<p>The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced.</p> <p>Disaster coordination centres are activated.</p>	<p>Upon the decision of the Chairperson of the LDMG to mount an operation; all required members are called to their posts. Such posts may be pre-planned or as dictated by the emergency. The Alert and Lean Forward stages may not be possible if the disaster strikes without warning. In addition, the situation may dictate that while some members are called out, others will remain on stand-by. This will ensure back up and continuity of staffing if the operations are prolonged. The Chairperson LDMG will notify the LDC of the decision to activate to the "Stand Up" Stage</p>	<p>The LDC will then:</p> <p>a) notify the DDC and submit a sitrep;</p> <p>b) escalate LDCC staffing levels as required;</p> <p>c) commence LDCC operations</p> <p>d) call an extraordinary meeting of required representatives of the lead agency and LDMG – set a LDMG meeting schedule.</p> <p>e) request the Sub Groups to meet, if required;</p> <p>f) notify the media and public (via the Media Liaison Officer) of the public telephone number for assistance (1300 652 659).</p>	<p>Contact with the DDC, through the District Disaster Management Support Officer (XO) will be by telephone.</p> <p>LDMG and LDCC staff members will be sent an email commencing "LDMG – Stand Up – please acknowledge".</p> <p>All members must reply to the email to confirm receipt.</p> <p>Those that are unable to reply to the email will be contacted per listed telephone numbers.</p> <p>Chairpersons of the Sub Groups are responsible for advising members of their Groups of activation to the "Stand Up" Stage.</p>	<p>Subject: LDMG/LDCC @ Stand Up To: LDMG Core and Advisor Members cc CEO</p> <p>On behalf of the Local Disaster Coordinator, please be advised that the LDMG and LDCC has been activated to the Stand-Up stage due to <i>(details of potential threat e.g., east coast low forming into a tropical cyclone)</i>. The LDCC is operating at (location) during the hours <i>(hours of operation, e.g., 8am to 5pm)</i>.</p> <p>To date the (detail the actions taken in preparation to respond, e.g., evacuations to be carried out, evacuation centres etc).</p> <p>LDMG meetings have been held and further invitations will be sent to required attendees.</p> <p>As at (date and time of latest advice/warning) the (agency/organisation in charge of issuing advice/warnings, e.g., Bureau of Meteorology) has advised the following: (e.g., path of cyclone, forecast rainfall).</p> <p>LDMG member agencies with a responsibility to respond for this event must ensure their agency's resources are ready, if not already deployed.</p> <p>Acknowledgement of this email is required by return email.</p>

	ACTIVATION LEVEL	THREAT/ TRIGGER	ACTION	COMMUNICATION	EMAIL TEMPLATE
STAND DOWN	<p>Transition from responding to an event back to normal core business and/or recovery operations.</p> <p>There is no longer a requirement to respond to the event and threat is no longer present.</p>	<p>Contact with the DDC, will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email commencing “LDMG – Stand Down – please acknowledge”. All members must reply to the email to confirm receipt.</p> <p>Those that are unable to reply to the email will be contacted per listed telephone numbers. Chairpersons of the Sub Groups are responsible for advising members of their Groups of activation to the “Stand Down” Stage.</p>	<p>Upon being advised of the conclusion of an operation the LDC will:</p> <p>a) notify DDC – submit sitrep; b) ensure completion and collation of all paperwork within LDCC; c) prepare post operational activities(i.e. debrief and reviews); d) Close LDCC – transition to Recovery</p>	<p>Contact with the DDC, through the District Disaster Management Support Officer (XO) will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email stating “LDMG – Stand Down” and provide details of final meeting times and LDCC closure process.</p>	<p>Subject: LDMG/LDCC @ Stand Down To: as detailed in LDMG Core and Advisor Members cc CEO</p> <p>On behalf of the Local Disaster Coordinator, please be advised that the LDMG and LDCC has been activated to the Stand Down stage due to (details of finalisation of response). The LDCC is transitioning to the Local Recovery Coordination Centre and will establish at (location)/remaining at (location). LDMG member agencies required to send an Agency Liaison Officer for Recovery operations will be contacted separately.</p> <p>A LDMG debrief meeting will be held, invitations will be sent to required attendees.</p> <p>Any Agency Liaison Officers that worked within the LDCC are invited to attend the LDCC debrief, invitations will be sent to required attendees. Agency Liaison Officers are to ensure that all paperwork pertaining to operations in the LDCC are provided to (name of Executive Support Officer) at the cessation of LDCC or at the debrief, for appropriate recording and document control.</p> <p>Please forward onto relevant ALOs.</p>

Appendix 2 – Key roles* and initial actions

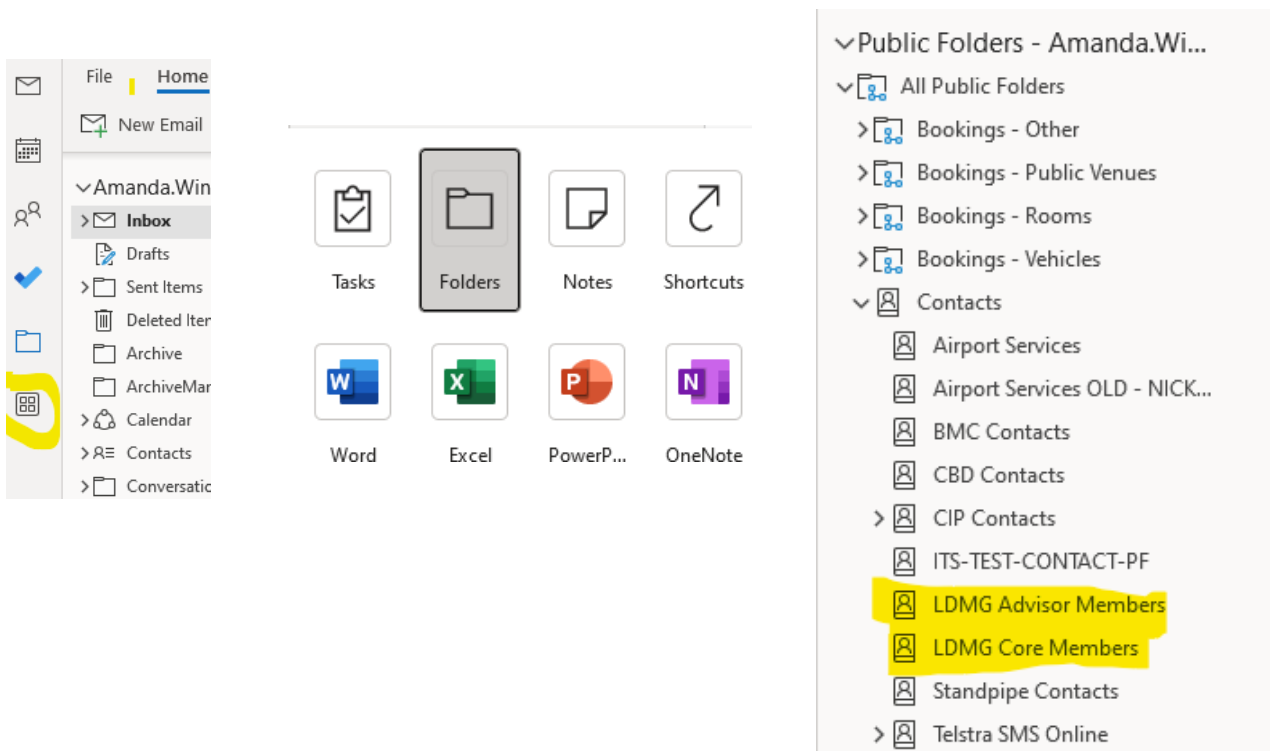
*Actions can be assigned to different roles but must be completed at LDMG activation.

Local Disaster Coordinator
1. Contact staff as per notification process
2. Initiate the activation of the LDMG and LDCC as per Appendix 1
Deputy Local Disaster Coordinator
1. If the LDC is not available to respond, undertake the role of the Local Disaster Coordinator.
2. Aid the LDC achieve the LDMG and LDCC activation as per direction
LDMG Secretariat
1. Send out email alerting LDMG members of a change in the Activation level as directed by the LDC.
2. If directed by the LDC, organise an extraordinary meeting by a) booking the Council Chambers or find alternative location b) sending out an email invite including agenda template c) prepare the Council Chambers d) check whether a second person can help with minutes and actions of the LDMG
3. Update the LDMG Members contact lists based on attendance at the Extraordinary meetings to ensure correct distribution of meeting minutes and meeting notifications.
Coordinator Disaster Management
1. Inform rest of the DM Unit about the activation of the LDMG.
2. Ensure that LDCC Staff are contacted and informed about the change in Activation Level of the LDCC & LDMG.
3. Undertake the LDMG Secretariat actions out of normal business hours.
4. Coordinate the set-up of the LDCC in the Jim Webber Rooms as per Local Disaster Coordination Centre Sub Plan.
LDMG members
1. Reply to the email confirming that you have been made aware of the LDMG Alert level change. You may not receive a call that the LDMG has been activated unless deemed necessary by the LDC.
2. Acquire any information from your agency which would be helpful to share during an extraordinary meeting.
3. Ensure that you or your deputy are able to attend any extraordinary meetings which are set up.
4. If your agency has been requested to send a Liaison officer at the LDCC, ensure they are notified, given a brief of their role, location and time they are required.
Ongoing action: Provide prompt and accurate information during LDMG meetings and when there are any significant changes to your organisation's response to the disaster event. Core members or deputies are required at all extraordinary meetings.
Sub Group Chair
1. Discuss with LDC whether change in LDMG Alert level warrants subgroup to change alert level too.
2. Communicate change of LDMG status with Sub group members if necessary.
3. Organise meeting with Sub Group members if necessary.

1.1 Accessing Outlook LDMG Contact Lists

Contact lists for LDMG Core members and LDMG Advisory members are stored in Outlook Public Folders so anyone in Council can access these lists to send emails or meeting requests. Follow these steps to access the contact lists:


- (a) In Outlook choose the **More Apps** icon:
- (b) Choose **Folders**
- (c) Choose **All Public Folders**
- (d) Choose **Contacts**
- (e) Double click on the group you need – LGMG Advisor Members or LDMG Core Members, and you will be able to choose to email them or send a meeting request.



1.2 Accessing the LDMG Core and Advisory Member contact lists in ECM

A full list of LDMG Core Members and Advisory Members is saved in ECM. Follow these steps to access the lists:

- (a) Go to **Document Management; ECM Search**; under Document **type** **40668802** in the search bar for the Core Members list or **40655441** for the

Advisory Members list; press **More** ; then **Download; Original**. If updating the document choose **Check out to** instead of Download; and then Local Drive.



Rockhampton LDMG Extraordinary Meeting Agenda

No.	Item	Who
1.	Welcome	Chair
2.	Apologies	Secretariat
3.	Review outstanding actions from last meeting (not during the first meeting)	Secretariat
4.	Status of LDMG (<i>Alert/ Lean Forward/ Stand Up/ Stand Down</i>)	LDC
5.	Updates	All Members
A	Update from Lead Agency (<i>include common understanding of the event – what has happened and what is happening</i>)	
B	Update from Core members	
C	Update from Advisories by Exception (<i>only agencies with relevant information should share their input</i>)	
D	Update from Public Information (<i>RRC comms and Lead agency comms</i>)	
E	Update from Supporting Subgroup Chair(s) (<i>if stood-up</i>)	
6.	Shared Understanding of Risk (<i>current and predicted risks</i>)	All Members
7.	Critical information or decision points for discussion (<i>hazard specific considerations</i>)	Coordinator DM
8.	Public communication strategy (<i>including warnings</i>)	Lead Agency
9.	Disaster Management Plans activated or being considered	Coordinator DM
10.	Agree a strategic aim for the LDMG (<i>what should LDMG be working towards</i>) Aim: To provide timely, coordinated, and effective assistance to (<i>insert affected communities</i>) from (<i>insert hazards</i>), ensuring the safety and well-being of individuals, limiting property loss and damage, and safeguarding the environment. Objectives: Multiagency coordination to ensure provision of adequate community support. Conduct rapid damage and needs assessments. Restore critical infrastructure and services. <i>LDMG members may suggest additions/amendments to the example.</i>	LDC
11.	Disaster Declaration (<i>Is this required for this event?</i>)	LDC
12.	Request For Assistance (RFA)/ Council2Council (<i>required?</i>)	LDC
13.	Identification of additional agencies or stakeholder engagement (<i>if not present/ not invited</i>)	All members
14.	Decisions made (<i>summary</i>)	LDC
15.	Review of actions (<i>clarification of actions</i>)	Secretariat
16.	Information sharing & reporting schedule - All agency updates should be done through Guardian IMS or sent to ldcc@rrc.qld.gov.au .	LDC
17.	Date, time & location of next meeting	LDC



How to use the Extraordinary LDMG Meeting Agenda

ADMIN	1. Welcome - It is important to keep this section brief. Ask members to introduce themselves before they speak rather than going round the room.
	2. Apologies
	3. Review outstanding actions from last meeting - The first extraordinary meeting will not have any outstanding actions.
GATHER INFORMATION	4. Status of LDMG - This should have been already discussed with the Lead agency, LDC and CDM but should be agreed upon with core members during the meeting.
	5. Updates
	A. Update from Lead Agency – Provide a Common Operating Picture (COP), for example: A (insert disaster/impact) has/will impact/ed (insert area) starting on (date and time) resulting in (insert affects from disaster). (Lead agency) are working with (support agencies) by (insert actions being done, if known/any). Most up to date information should be shared, the challenges and any support required.
	B. Update from Core members - ask members to be concise and relevant.
	C. Update from Advisories by Exception - ask member to be concise and relevant.
	D. Update from Public Information - What has been shared over social media in relation to the disaster by internal and external media.
DECISIONS & ACTIONS	E. Update from Supporting Subgroup Chair(s) - Share the status of their Subgroup and anything that has been achieved or are working on.
	6. Shared Understanding of Risk – May include Update from Bureau of Meteorology (BOM). Projected weather forecast – will upcoming weather add further risk to the current disaster? Other risks associated with the disaster for example: loss of power, communications, access and egress, community isolation, service provision, fuel and food shortages, exclusion zones, scheduled events etc.
	7. Critical Information or decision points for discussion – Check relevant plans. What decisions need to be made in relation to the disaster? Examples: Is evacuation required? Should evacuation centres need to be stood up? Do roads need to be closed? Do exclusion zones need to be put in place? Should the Flood barrier be considered?
	8. Public communication strategy - Agree on what messaging need to be shared with the public for example: Roads closed, open evacuation centres, services available (sandbags and water refill stations) and hazard specific warnings.
	9. Disaster Management Plans activated or being considered - List the plans in use to ensure all agencies are aware.
	10. Agree a strategic aim for the LDMG - Shown on first page. The aim should be reviewed in the relation to what is happening at the different stages of response and may be adapted accordingly. Objectives are optional but should be mentioned if they are part of the main discussion points.
	11. Disaster Declaration - This is based on loss of life, illness and injury to humans, property loss or damage and damage to the environment. The LDMG can request the DDMG to make the declaration through official procedures.
	12. Request For Assistance (RFA)/ Council2Council - Have all local resources been exhausted or likely to be overwhelmed by the response? Are any specialist resources required that cannot be acquired at a local level? Are extra staff required to manage and coordinate the disaster?
SUMMARY	13. Identification of additional agencies or stakeholder engagement - Who else needs to be at the table and who else should be involved in the conversation?
	14. Decisions made/ Strategic direction - What are the immediate and priority decisions made in this meeting?
	15. Review of Actions - Clarify which agency is responsible for each listed action and by when.
	16. Information sharing & reporting schedule - Share when is the next Sitrep is due by.
	17. Date, Time & Location of next meeting – Ensure no clashes with DDMG and LRG.

Appendix 5 - Using Guardian IMS for taking minutes and actions

- Go to <https://live.guardianims.com/>, sign-in and check-in.
- Choose Reports>Reports Builders from the side bar.
- Click the green + Add New button
- Complete the required information shown by . *The start and end time of the report are for the duration of the validity of the report, usually until a new version is created. These times can be amended.*
- The Report Type needed is either:
 - LDMG Extraordinary Meeting Agenda & Minutes OR
 - LDMG Extraordinary Resolution Register
- Click on the green plus icon  for the main body of text and fill with required notes.

Attachments can be added to the bottom section of the page.

- To complete the report:
 - Click Save
 - Tick Complete (when all edits are done) and click Yes
 - Click Send for Approval
 - Ensure that Include section is selected at Yes and click Continue
 - Click on Select Approval Contact
 - Choose Role from the first drop-down
 - Select the Local Disaster Coordinator from the second drop-down.
 - Choose the correct approver by clicking on 
 - Click Save
 - Click Send for Approval. *The report can be recalled if further changes are needed.*
 - Once approval is received, send it to LDMG members following the below steps.
- To send the report out to LDMG members:
 - Go to the main reports page
 - Click on this icon 
 - Select the report you want to send out
 - Populate the Email body
 - Click on Select contact
 - Select Contact Group from the first drop down
 - Select LDMG members from the second drop down
 - Click Save
 - Click Send

For the next report, you can duplicate an old report and make changes without starting all over again by following the above steps to start a new report but ticking the 'Copy from existing reports' box and use the 'Select Report' to choose which report you would like to copy. The report number will automatically update.

- Copy from existing reports
- Copy attachments for report

Appendix 6 – Acronyms

Acronym	Full title
Act	Disaster Management Act (2003)
BoM	Bureau of Meteorology
C2C	Council to Council
CEO	Chief Executive Officer
COP	Common Operating Picture
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
ECM	Enterprise Content Management
ICC	Incident Coordination Centre
IMS	Incident Management System
IT	Information Technology
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGA	Local Government Area
LRG	Local Recovery Group
RFA	Request For Assistance
RRC	Rockhampton Regional Council
XO	Executive Officer

Plan	Actions or considerations for LDMG
<p>Local Disaster Management Plan Overarching plan for the management of disasters in Rockhampton Regional Council boundary. LDMP incorporates detailed sub-plans.</p>	<p>Should the LDMP be activated? This will depend on the extent of the response and recovery required to a disaster or incident.</p>
<p>Local Disaster Management Group Activations Plan: Sub-plan to guide to the decision to activate the LDMG in response to a potential or real event.</p>	<ul style="list-style-type: none"> • Consider holding an Extraordinary LDMG meeting to confirm situational awareness, review trigger points, determine activation level and start notification process. • Consider activating the Financial Management Sub Plan and any other .
<p>Local Disaster Coordination Centre Sub Plan: Sub-plan to guide the physical establishment of the Local Disaster Coordination Centre.</p>	<p>Consider the availability of the Jim Webber Room in City Hall or alternative location.</p>
<p>Communications Sub Plan: Sub-plan to guide the development, coordination, and distribution of public information including key talking points and messages.</p>	<p>Agree on a communications strategy as early as possible.</p>
<p>Financial Management Sub Plan: Sub-plan to guide the timely capture of extraordinary disaster-related expenses to aid Council reimbursement claims.</p>	<ul style="list-style-type: none"> • Involve RRC financial management and accounting as early as possible. • Consider the early activation of cost codes to start recording expenses related to disaster response even before the LDMG is at Stand-Up. • Eligible costs associated with an eligible disaster must exceed a local government’s trigger point to be able to seek reimbursement for Emergency Works, Immediate Reconstruction Works and Reconstruction of Essential Public Assets funding under the DRFA.
<p>Evacuation Sub Plan Sub-plan to guide the safe movement of persons from an unsafe location to a safer location and their return Types of evacuations: self-evacuation, voluntary evacuation and directed evacuation.</p>	<ul style="list-style-type: none"> • Confirm triggers for evacuation and provide advice to the DDC if additional powers are required. • Consider the activation of the Evacuation Sub-Group to plan and coordinate evacuation. • Ensure clear communications are distributed by lead agency with support from other agencies. • In the event of a disaster/ emergency requiring evacuation, careful planning and consideration must be given to the needs and safety of the following groups: Persons with disabilities; residents and patients of hospitals, nursing homes, retirement villages and aged care facilities; culturally and linguistically diverse individuals; children and youth at child care centres and schools; tourists to the region (particularly those residing in caravans or on boats or vessels); and homeless people. • Consideration should be given for provision of transport to aid evacuation and the associated logistics. • Consider the risks related to having an increased number of cars on the roads, required road closures and redirection of traffic.
<p>Evacuation Centre Management Sub Plan: Sub-plan to guide the establishment, management, and closure of evacuation centres. Type of shelter available: Assembly points (temporary) and evacuation centres.</p>	<ul style="list-style-type: none"> • Consider the number of potential evacuees • Consider the potential duration of displacement • Consider the type and location of shelter available • Advise Australian Red Cross of the potential need of an evacuation centre. • Set-up of an evacuation can take between 1 and 4 hours depending on the time of year, availability and number of evacuees expected. Ideally, the opening of an evacuation centre is publicised after the initial set-up has been completed as advised by the Evacuation Centre Manager.

<p>Bushfire Preparedness and Response Sub Plan Sub-plan to guide the support to hazard-specific lead agencies in response to a bushfire hazard</p>	<ul style="list-style-type: none"> • QFD / QPWS / DNR are lead agencies tackling the hazard; LDMG is established to support the hazard-specific lead agencies and to manage community consequence (if any). • Severity of bushfire incidents depends on the fire danger rating and area being affected (populated vs unpopulated). • Bushfire incidents can escalate quickly – consider sending out an Emergency Alert if necessary. • On notification, consider the need to prepare the LDCC at a state of operational readiness. • Communications should be shared from lead agency, in addition to evacuation routes, assembly points and evacuation centres, recovery information.
<p>Fitzroy River Flood Threat Specific Plan Sub-plan to guide the management of riverine flooding</p>	<ul style="list-style-type: none"> • Rockhampton Regional Council is lead agency for responding and recovering from flood events. • Confirm modelling for expected peak flood levels with BoM (whole of Rockhampton Regional Council). • Determine potential areas of flood impacted. • Determine whether evacuation and an evacuation centre are required. • Communicate likely impact with community and stakeholders. • Does the Rockhampton Airport need the State flood barrier? A minimum of 3 days is required to erect the Flood Barrier in addition to the request processing time and transportation of additional segment from Brisbane. • Considerations: loss of power, loss of telecommunications, impact on agriculture and primary producers, impact to critical infrastructure, impact on local events.
<p>Severe Storm, Tropical Cyclone, East Coast Low Threat Specific Plan Sub-plan to guide the management of severe storms, tropical cyclones, and east coast low.</p>	<ul style="list-style-type: none"> • Rockhampton Regional Council is lead agency for responding and recovering from cyclone events. • Follow annexure C: Decision Support Tool in the Sub Plan. • Task LDCC to develop storm tide mapping, local catchment flood modelling and support geospatial products to enable detailed local planning. • Disseminate public information about the threat. • Maintain continuity of essential services: Strategic routes and region mobility, telecommunication, power supply, waste, wastewater and waste management, public health.
<p>Community Health Threat Specific Sub Plan Sub-plan to guide the support to hazard-specific lead agencies in response to a community health threat</p>	<ul style="list-style-type: none"> • Emergency Animal Disease: Lead agency - Department of Primary Industries <ul style="list-style-type: none"> ○ Considerations: establishment of exclusion zones and associated impacts, waste management and animal disposal. • Pandemic and Heatwave: Lead agency - Queensland Health <ul style="list-style-type: none"> ○ Considerations for pandemics: public events (including sports), public testing, economic impacts, issues with concurrent disasters, social isolation and mental health impacts. ○ Considerations for heatwave: the provision of cool spaces such as libraries and community centres which may be opened for extended hours for the public to utilise. • Environmental Public Health: Lead agency - Queensland Health and LDMG <ul style="list-style-type: none"> ○ Considerations: management of misinformation, effects on economy and communities. • For all scenarios, the LDMG's role is to communicate the risk to the public in liaison with the lead agency, manage community consequences and to ensure that public essential services are upheld and maintained.
<p>Recovery Sub Plan Sub-plan to guide the community recovery from a disaster event</p>	<ul style="list-style-type: none"> • Confirm the Local Recovery Coordinator and advise the DDMG • Activate the Local Recovery Group and sub-groups. • Invite the Local Recovery Coordinator to each LDMG Extraordinary event meetings to provide an update on recovery activities and future planning. • Refer to the Rockhampton Recovery Operations Summary.