



LDMG

Terms of Reference

Important Information

Certain sections of this Local Disaster Management Group Terms of Reference, which is an annexure to the Rockhampton Regional Council Local Disaster Management Plan, are privileged and confidential and are not available to the public.

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Amendment Control

AMENDMENT		PLAN UPDATED	
Version No.	Issue Date	Amendment content	Date inserted / approved by Council
1.0	22/11/2023	Developed document.	
1.1	26/03/2024	Feedback from core members incorporated.	
2.0	16/12/2024	Minor amendments to agency names. Amendments to plan update schedule. Addition of annexures.	

This document is not to be altered, amended, or changed in any way other than those amendments authorised by the Rockhampton Council Local Disaster Management Group (LDMG).

Any proposed amendments to the Local Disaster Management Group Terms of Reference should be forwarded in writing to: Coordinator Disaster Management Rockhampton Regional Council PO Box 1860 Rockhampton QLD 4700.

Endorsement

The Local Disaster Management Group Terms of Reference is approved and ready for distribution.


..... 13/1/2025
Peter Kofod
Local Disaster Coordinator
Rockhampton Regional Council
Local Disaster Management Group

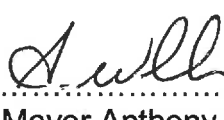

..... 14/1/2025
Mayor Anthony Williams
Chair
Rockhampton Regional Council
Local Disaster Management Group

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1 Introduction

The State Disaster Management Plan acknowledges that:

“Local governments are primarily responsible for disaster management. Local level capability forms the frontline of disaster management. Local governments, through their LDMG, are primarily responsible for mitigating, preventing, preparing for, responding to and recovering from a disaster in their local government area.”

This guide details:

- how Rockhampton Regional Council forms its Local Disaster Management Group,
- the Terms of Reference for the group,
- the membership appointment process,
- the expectations of members,
- membership register (contact list) of the Rockhampton Local Disaster Management Group (members, advisors and observers) and
- specific operational requirements of the group

This guide should be read in conjunction with the Local Disaster Management Plan available on the Rockhampton Regional Council's website found here:

<https://www.rockhamptonregion.qld.gov.au/CouncilServices/Disaster-Management/Councils-Role-Plans>

2 Distribution

This is a controlled document that supports the implementation of the Rockhampton Regional Council Local Disaster Management Plan.

This Terms or Reference is distributed to all persons listed in the Rockhampton Regional Council Local Disaster Management Group (LDMG) contact list, as members, advisors, or observers.

3 Terms of Reference

3.1 Establishment

The Disaster Management Arrangements Section 29 stipulates that a local government must establish a LDMG for the local government's area (LGA).

The group is to develop effective disaster management and regularly assess arrangements. The group is to assist the local government to prepare a disaster risk assessment, identify and coordinate resources for disaster operations in the area, identify and provide advice to the district group about residual risk and prepare and review the LDMP. The group is to ensure the community is aware of mitigating the adverse effects of an event and preparing for responding to and recovering from an event.

3.2 Purpose

In the event of a disaster, decision-making authority for disaster management in the local government area rests with the Rockhampton Region Local Disaster Management Group (LDMG). Such authority involves the coordination of disaster operations and activities performed during all four stages of disaster management prevention, preparedness, response, and recovery agencies.

The purpose of the Rockhampton Local Disaster Management Group is to assist the community to:

- mitigate wherever possible, the potential adverse effects of a disaster event.
- prepare for managing the effects of a disaster event; and
- effectively respond to and recover from a disaster event.

3.3 Statutory Functions

In accordance with the *Disaster Management Act 2003* (DMA), the Rockhampton Local Disaster Management Group has the following functions:

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

3.3.1 Additional Functions

In addition to the statutory functions outlined under the DMA, the Rockhampton Local Disaster Management Group has the following functions:

- a) assist Rockhampton Regional Council implement its disaster management policy and plans through consultation and collaborative working, and
- b) assist in the implementation of best practice disaster management, post disaster operations and exercises.

3.4 Membership

The Disaster Management Regulations 2014 (DMR) provides that:

- a) a local disaster management group consists of the persons appointed as members of the group by the relevant local government for the group.
- b) at least one person appointed to the LDMG must be a person nominated by the chief executive of the department.
- c) at least one person appointed to the group must be a Councillor of a local government.
- d) the relevant local government for a local group may appoint a person as a member only if satisfied the person has the necessary expertise or experience to be a member.

The following details the membership of the Rockhampton Region Local Disaster Management Group as appointed in accordance with Section 33 and 34 of the DMA. The Group is chaired by a Councillor of the local government. The Chair must appoint a Local Disaster Coordinator (LDC) to manage disaster operations for the area. The Chair may appoint a Local Recovery Coordinator (LRC) (ideally not the same person as the LDC). Members may be appointed by the local government. All members must have the necessary expertise or experience to assist the group undertake and meet its legislative requirements. Membership of the group shall mean and include any person acting in the capacity of an appointed member.

The Rockhampton LDMG will consist of Core members and Advisory members.

3.4.1 Core Members

Core members are members that are considered the permanent members of the group, with the ability to provide a vote in decision making. The Core members of the Rockhampton Region LDMG include:

Chairperson	Mayor	RRC
Deputy Chairperson	Deputy Mayor	RRC
Local Disaster Coordinator	General Manager Regional Services	RRC
Local Recovery Coordinator	General Manager Communities	RRC
Core members	Manager Infrastructure Planning	RRC
	Coordinator Disaster Management	RRC
	QPS Inspector	Rockhampton Station
	QAS Officer In Charge	Rockhampton Station
	Manager of Bushfire Mitigation (MBM)	Rockhampton
	SES Local Controller	SES/RRC

Section 37 of the DMA stipulates that the relevant local government for a local group must, at least once a year, give written notice of the core members of the group to:

- the chief executive; and
- the chairperson for the disaster district in which the local group is situated.

Section 14 of the DMR allows a core member of a local disaster management group, with the approval of the chairperson of the group, to appoint by signed notice another person as his or her deputy.

Deputies may attend a group meeting in the core member's absence and exercise the member's functions and powers under the DMA at the meeting. A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting, if the permanent member is absent.

Persons nominated as deputies are welcome to attend the meetings of the LDMG however if deputies are in attendance whilst the core member is present, they are not counted in the quorum and do not vote in the decision making.

A register of core member details and their nominated deputy will be maintained by the secretariat to the LDMG. It is the core member's responsibility to update these member details with the secretariat at least annually by 1st August each year or as necessary to respond to changes within a core member's organisation.

Voting to confirm consensus/support on critical decisions of the group will occur following discussion and consideration of relevant information available. Where appropriate the Group may use flying minutes to seek a decision, if the Group is unable to meet in person or via a dial in/electronic meeting format.

It is expected that core members attend all meetings of the LDMG.

If neither the nominated core member or their deputy are able to attend the meetings, the secretariat to the LDMG is to be advised and a proxy with the relevant expertise can be sent on their behalf but they are not counted in the quorum and do not vote in the decision making.

3.4.2 Advisory Members

The LDMG may co-opt additional members or seek the assistance of individuals or organisations as circumstances may require. They sit as advisors to the group and whilst involved with the business of the group, they will receive copies of the group's agenda and minutes and activation alerts issued during an event. Advisory members do not hold any voting rights and do not contribute to forming a quorum for the group.

Advisory membership generally consists of the following:

- Anglican Care
- Australian Red Cross
- Blue Care
- Capricornia Corrections Centre
- Capricorn Helicopter Rescue Service
- Central Queensland Hospital and Health Service
- Chaplain Watch
- Country to Coast
- Department of Primary Industries
- Department of Education
- Department of the Environment, Tourism, Science, and Innovation
- Department of Housing and Public Works
- Department of Transport and Main Roads
- Department of Local Government, Water and Volunteers
- District Disaster Management Group
- Ergon Energy
- Lifeline
- Maritime Safety Queensland
- Mater Private Hospital
- NBN
- QBuild
- Queensland Parks and Wildlife Service
- Queensland Police Service (& Emergency Management)
- Queensland Reconstruction Authority
- RSPCA
- Salvation Army
- Services Australia
- Stanwell Power Station
- St John Ambulance
- Volunteer Coast Guard Association
- Volunteering Queensland

3.4.3 Summary of member responsibilities

Responsibilities	Core	Advisory
Provide appropriate paperwork for member nominations	Mandatory	Mandatory
Nominate a deputy	Mandatory	Mandatory
Submit member status report prior to the LDMG meeting	Mandatory	Annually (when requested)
Review and be able to implement the Local Disaster Management Plan	Mandatory	Recommended
Attend LDMG meetings	Mandatory	Recommended
Participate in consultation on Local Disaster Management Plan and associated sub plans	Mandatory	Recommended
Attend the LDMG Annual Exercise	Mandatory	Recommended ¹
Complete training as per Queensland Disaster Management Training Framework (QDMTF)	Mandatory	Recommended
Attend LDMG Sub group meetings	Recommended	Recommended
Contribute to and report on items on the LDMG Agenda ²	Mandatory for Standing Items and Optional for items of interest.	Optional for items of interest.

1. Depending on the nature of the exercise, some advisory members will be requested to attend the annual exercise where it is likely that their specific expertise will be required.
2. Standing items on the LDMG agenda have been assigned to specific core members.

3.4.4 Sub-Groups

The LDMG may constitute sub-groups to address specific issues, functions and/or tasks. These may be permanent or temporary. Any decisions made, or actions taken on behalf of such groups must be endorsed by the LDMG, to ensure the validity of the decision under the Act, policies, and procedures. Where a sub-group of the LDMG is to be formed, a Terms of Reference for the Sub-group is to be developed and endorsed by the LDMG.

A Chairperson for each sub-group must be appointed by the LDMG. Sub-group Chairpersons or nominated sub-group members are required to submit regular reports of their progress to the LDMG at scheduled meetings, or as required.

3.4.5 Roles and Responsibilities

a) Chair

Rockhampton Regional Council appointed the Mayor, as the Chair of the Rockhampton Region Local Disaster Management Group.

The chairperson has the following functions:

- to ensure as far as practicable, that the group performs its functions, and
- to report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.

b) Deputy Chair

Rockhampton Regional Council has appointed Councillor Wickerson of Division 6 as the Deputy Chair of the Rockhampton Region Local Disaster Management Group.

The role of the Deputy Chair to the Rockhampton Region Local Disaster Management Group is to serve as a deputy of the Chair, should the Chair be unavailable to attend to the Rockhampton Region Local Disaster Management Group business and to allow for continuance of the role for extended operations.

c) Local Disaster Coordinator (LDC)

Rockhampton Regional Council appointed its General Manager Regional Services as the Local Disaster Coordinator of the Rockhampton Region Local Disaster Management Group.

The function of the Local Disaster Coordinator is to help the group manage and coordinate its business such as –

- aiding the delivery of disaster management programs,
- implementing activation and alert procedures,
- strategically leading the local disaster coordination centre when activated,
- attending the District Disaster Management Group,
- attending the Local Disaster Management Group,
- being familiar with the Local Disaster Management Plans and sub plans,
- undertaking sufficient training to undergo the responsibilities outlined.

d) Local Recovery Coordinator (LRC)

Rockhampton Regional Council appointed its General Manager Communities as the Local Recovery Coordinator of the Rockhampton Region Local Disaster Management Group.

The function of the Local Recovery Coordinator is to help the group manage and coordinate its business such as –

- chairing and strategically leading the Local Recovery Sub-group,
- aiding the delivery of disaster recovery programs,
- attending the District Recovery Group meetings,
- attending the Local Disaster Management Group,
- being familiar with the Local Disaster Management Plans and sub plans,
- undertaking sufficient training to undergo the responsibilities outlined.

e) Core Members

Core members are required to make informed decisions and help deliver the required outcomes and strategic objectives of the Local Disaster Management Group, Sub Groups and Local Disaster Coordination Centre.

f) Advisory Members

Depending on the incident, advisory members are required to provide specific advice in their area of responsibility or expertise to assist the Local Disaster Management Group make informed decisions and deliver the required outcomes and strategic objectives of the group.

3.5 Meetings

The LDMG is required to meet at least once in every six (6) months. The LDMG has resolved to meet four (4) times per year.

It is important to ensure that membership of the LDMG is not too large so that there is no difficulty encountered in achieving a quorum at meetings. This is particularly important during times of activation as the quorum requirement is not waived during disaster/emergency situations when the LDMG is activated.

Whilst it is important to maintain a minimum number of appointed members, there is no restriction on the inclusion of supporting advisers to the LDMG on an as needs basis. Therefore, it has been considered appropriate that the core membership of the LDMG is maintained to key Council staff and emergency service providers.

3.5.1 Notice of Meetings

Prior to the quarterly meetings, a notice of meeting and meeting agenda will be provided to all persons on the Contact List, by calendar invitation and email correspondence within an acceptable duration for the group to prepare with attached material.

3.5.2 Quorum

Under section 13 of the DMR, a quorum for the group is set at one half of the number of core members for the time being holding office plus 1; or if one half of the number of core members for the time being holding office is not a whole number, the next highest whole number. This is limited to the core LDMG membership and does not include the deputy members if the core member is in attendance.

3.5.3 Endorsement and Decision Making

Endorsement or official decision making is conducted through the Rockhampton Region Local Disaster Management Group.

Expert advice from advisers or observers and invited guests can be presented to the Rockhampton Region Local Disaster Management Group members in making an endorsement or decision. Endorsement or a significant decision will be noted in the minutes for acknowledgment and recording.

During the active phases of response and recovery of the Rockhampton Region Local Disaster Management Group, endorsement and decision making is verbally discussed and recorded in the minutes along with supporting documentation or information that assisted in making that decision.

It is expected that prior to the endorsement of a sub plan, members consult on the plan, provide feedback and expertise as well as have read the plan prior to endorsement by the LDMG.

3.5.4 Presiding the LDMG

The Chair of the Rockhampton Region Local Disaster Management Group will preside at all meetings. If the Chairperson is absent, then the Deputy Chair will preside.

A meeting of the Local Disaster Management Group can occur if both the Chair and Deputy Chair are absent, provided the Chair or Deputy Chair nominates a temporary Chair for the meeting from the core membership and a quorum is present.

3.5.5 Business Documents

The Rockhampton Region Local Disaster Management Group will maintain the following documents as records of the Group's meetings:

- Meeting agenda,
- Meeting minutes and actions register,
- Meeting schedules,
- Agency reports and presentations, and
- Progress reports on disaster management projects, such as exercise outcomes, disaster management studies, etc.)

3.5.6 Secretariat Support

The Rockhampton Regional Council will provide executive support to the Rockhampton Region Local Disaster Management Group.

The primary responsibilities of the Secretariat are:

- Meeting coordination – including sending calendar invite to members with supporting documentation such as LDMG Member Status Report, Exercise Review Reports, Disaster Programs, etc
- Meeting agendas – to be sent with calendar invites in a timely manner
- Meeting minutes and action register
- Update contact details for both core and advisory members on an annual basis or as notified of changes by the member
- Maintain mailing lists for core and advisory members on Outlook
- Update Action Register

- Compilation of annual report.

3.5.7 Action Register

In addition to meeting minutes, the LDMG should produce an actions register. The purpose of this document is to provide a running log of actions undertaken and an audit trail through to the acquittal of those actions.

Prior to each ordinary meeting of the LDMG, members will be requested to:

- Review the current actions register (distributed with meeting papers).
- Provide (where applicable) a status update advising of any actions undertaken.
- Capture any actions as a result of discussion outcomes. An action register should be documented. Refer to examples below:
 - The LDMG decision in relation to <XYZ> is to <<insert action required and the responsible position/person/s>>; and
 - The LDMG decision is that this matter will be dealt with out-of-session and the LDMG member/s <<XYZ>> will <<insert what the members are required to do>>. The outcome of this action will be reported back to the LDMG at the next meeting.

The action will remain active on the register until such time that it has been acquitted (e.g. all required actions have been undertaken), when completed it will be recorded as completed in the register.

3.6 Reporting

Monitoring and evaluating the effectiveness of the LDMG's disaster management will be undertaken by review of member agency reports, completion of the action register, annual report, and implementation of lessons management.

3.6.1 Member/Agency Status Reports

Written member/agency status reports on behalf of the agency are used to update LDMG members on the status of the member agency's disaster management initiatives. This includes mitigation, planning and community awareness/education activities, capacity and capability development, projects, disaster management plans, operations and contact information. This information assists the LDMG evaluate the status of the disaster management and disaster operations for the local government area. The link to the report is [here](#). Verbal member status reports would be provided at LDMG meetings by exception (e.g. during disasters).

3.6.2 Annual Report

The LDMG is to identify and provide advice to the District Disaster Management Group (DDMG) about support services required by the local group to facilitate disaster management and disaster operations in the area. Each July an annual report is to be prepared for the DDC to report on the activities of the LDMG, reflecting the effectiveness and implementation of the Plan. A comprehensive written report outlining the performance of the local group of its functions is required to be provided to the DDMG.

Reports to the DDMG will include:

- A list of Disaster Management priorities for the local government area, as per the risk assessment.
- A list of disaster management priorities for the local government area requiring District and State Group support.
- Information about the operational readiness and preparedness of the local government area.

Effectiveness of annual reports are being reviewed by relevant state and district agencies.

3.7 Review of Local Disaster Management Plan and Sub Plans

All LDMG plans and sub plans should be written to address the LDMG's actions and procedures and should not be agency specific. Agency specific plans should be referenced in the document but do not need to be added to the LDMG plan or sub plans unless beneficial. All plans should have sufficient detail to enable the Local Disaster Coordinator to activate and enact the plan or sub plans.

A minor review of the Local Disaster Management Plan or Sub Plans will occur at any point each year and will be prepared by the Lead Agency and reviewed by the Local Disaster Coordinator. Any minor reviews should be included in the plan Document Control. A minor review consists of the following:

- Correcting formatting or typing errors, or
- Updating information such as contact details, demographics, list of shelters or changes to infrastructure for example that does not change intent, functions, or responsibilities contained within the plan.

The Local Disaster Coordinator has the authority to approve minor reviews and will advise the LDMG of any minor reviews approved at the next available LDMG meeting.

A major review of the Local Disaster Management Plan and Sub Plans will be completed every 3 years and will be prepared by the Lead Agency, sent for consultation to all LDMG members, reviewed by the Local Disaster Coordinator and presented to the LDMG for endorsement. A major review consists of the following:

- Thorough review to ensure alignment with Legislation or State Guidelines, or
- Changes required to address changes in the community's risk profile, or
- Changes in intent, responsibilities, functions, or operational philosophy contained within the plan.

A major review of plans must have a minimum consultation period of four weeks in which the amended plan is sent out to all LDMG members for feedback. Any feedback received must be considered and implemented if deemed appropriate. The final plan is then sent to the LDMG for endorsement at the next available LDMG meeting. Once major reviews are endorsed by the LDMG, they are then submitted to the Council for adoption. The LDMG can decide that there may be a requirement to add plans based on Risk Assessments, change of risk profiles, and lessons identified or learnt.

The Rockhampton Regional Council Disaster Management Unit is responsible for:

- Ensuring up to date plan/s are available online on the RRC Emergency Dashboard and via appropriate internal and external communication platforms
- In conjunction with the Secretariat, ensure that there is a 'public facing' sub plan document, and that operational, sensitive and confidential details are NOT contained within the 'public facing' document or that personal or confidential details are not available in any versions accessible by the public
- Release of operational facing documents that contain sensitive, personal details or confidential information is limited to membership of the LDMG/ LDCC.

3.7.1 Responsibility for plan updates

Lead agencies are expected to undertake major reviews with the LDMG sub plans in collaboration with the RRC Coordinator Disaster Management. Where multiple lead agencies are identified, they must work together to update the sub plans. All LDMG members may be contacted to provide input into Disaster Management plans.

The Coordinator Disaster Management will be responsible for engaging with Lead Agencies to review their plans in line with the proposed schedule. The next endorsement submission is based on when the plan was last endorsed. Lead Agencies should strive to have up to date LDMG plans but there might be operational priorities which might delay when a major review occurs. Agencies should communicate with Coordinator Disaster Management about any foreseen delays in updates. Agencies can make major reviews prior to the proposed next endorsement submission.

Plan name	Lead Agency
LDMG Plans	
Local Disaster Management Plan	Rockhampton Regional Council
Natural Disaster Risk Assessment	Rockhampton Regional Council
LDMG Terms of Reference	Rockhampton Regional Council
All-Hazards Sub-Plans	
LDMG Activation	Rockhampton Regional Council
Communication	Rockhampton Regional Council
Local Disaster Coordination Centre	Rockhampton Regional Council
Evacuation Centre Management	Rockhampton Regional Council
Evacuation Planning	RRC & Queensland Police Service
Recovery	Rockhampton Regional Council
Financial Management	Rockhampton Regional Council
Community Health	Queensland Health
Fitzroy River Flood	Rockhampton Regional Council
Severe Storm, Tropical Cyclone & East Coast Low	Rockhampton Regional Council & SES
Bushfire Preparedness and Response	QFD, RFS, RRC
Other Studies and Strategies	
Bushfire Management Study 2020	QFD, RFS
Bushfire Management Strategy 2021 - 2025	QFD, RFS
Bushfire Management Mitigation Plan (2021-2025)	QFD, RFS
Bushfire Evacuation Plan – Mount Archer Area 2020	QFD, RFS, QPS, RRC
Bushfire Evacuation Plan – Mount Morgan 2022	QFD, RFS, QPS, RRC

3.7.2 Plan update schedule

Plan name	Last endorsed	Next endorsement
LDMG Plans		
Local Disaster Management Plan	January 2022	2025
Natural Disaster Risk Assessment	March 2021	Reassess 2026
LDMG Terms of Reference	March 2024	2025
All-Hazards Sub-Plans		
Communication	January 2022	2025 - 2026
Local Disaster Coordination Centre	March 2023	2024 - 2025
Evacuation Centre Management	January 2022	2025 - 2026
Evacuation Planning	January 2022	2025 - 2026
Recovery	January 2022	2024 - 2025
Financial Management	January 2022	2025 - 2026
LDMG Activation	March 2023	2024 - 2025
Community Health	January 2022	2026 - 2027
Fitzroy River Flood	January 2022	2026 - 2027
Severe Storm, Tropical Cyclone & East Coast Low	January 2022	2026 - 2027
Bushfire Preparedness and Response	March 2023	2026 - 2027
Other Studies and Strategies		
Bushfire Management Study 2020	2020	Reassess in 2025
Bushfire Management Strategy 2021 - 2025	2021	Reassess in 2025
Bushfire Management Mitigation Plan (2021-2025)	2021	Reassess in 2025
Bushfire Evacuation Plan – Mount Archer Area 2020	2020	Reassess in 2025
Bushfire Evacuation Plan – Mount Morgan 2022	2022	Reassess in 2025

3.7.3 Record keeping

Any minor or major reviews of plans once approved, must be sent to the LDMG Secretariat and Disaster Management Inbox (disastermanagement@rrc.qld.gov.au).

The Secretariat will be responsible for:

- Uploading revised documents and plans into ECM.
- Updating the public version of the documents onto the Rockhampton Regional Council website.
- Providing controlled copies of the revised documents to core members.
- Notifying Advisory members that updated documents are available on the Council website.

The Disaster Management Unit will be responsible for:

- Updating the Guardian References tab.
- Updating the Emergency Dashboard with the public version of the documents on the Rockhampton Regional Council website.

3.8 Training and Exercises

The Queensland Disaster Management Arrangements bring together a number of agencies to work in a coordinated manner to assist communities prepare for, respond to, and recover from disasters.

Disaster management training is important to ensure that all agencies can seamlessly integrate within the region's disaster management arrangements and contribute to an effective and coordinated response.

The RRC DMU in conjunction with QPS EMC, provides appropriate training and exercises of relevant member agencies such as:

- Training the members of the LDMG in relation to the Queensland Disaster Management Arrangements.
- Training the Rockhampton Regional Council and nominated agency liaison officers in the operation of the LDCC including the training in Guardian software.
- Training the region's disaster management agencies (including Rockhampton Regional Council, emergency services, community agencies and volunteer organisations) in disaster management concepts and operations; and
- Exercises to test local disaster management plans and arrangements and develop local capacity to respond to and recover from disaster events.

3.8.1 Local Disaster Management Group Mandatory Training

In line with the [Queensland Disaster Management Training Framework](#) mandatory training for all core members are:

- Queensland Disaster Management Arrangements
- Introduction to Disaster Management Training- Module 1

3.8.2 Local Disaster Coordination Centre Mandatory Training

In line with the [Queensland Disaster Management Training Framework](#) mandatory training for all LDCC roles are:

- Queensland Disaster Management Arrangements
- Disaster Coordination Centre - Module 1 and 2
- It is recommended that LDCC members are proficient in Guardian IMS

There are a number of additional modules also listed in the training framework which are not mandatory, but beneficial for all LDCC staff members to attend. These are listed on the Hub and updated on a regular basis.

To create or log on to their account within the Queensland Disaster Management Learning Management System (LMS) staff can go to: <https://dmlmsqld.app.axcelerate.com/learner/>.

3.8.3 Guardian IMS

Guardian IMS is Rockhampton Regional Council's incident management system designed to help capture all critical information updates, actions and intelligence for effective decision support during a disaster.

Guardian IMS follows the principles of AIIIMS, guiding the effective management by objectives using functional roles for response and recovery and delivering a flexible framework that is easily scaled up and down to cope with the changing situation of the incidents and events. The system can be accessed, via compatible web browser, from a computer, tablet, touch screen or smartphone device, is stored in the cloud (Amazon AWS ISO 27001), uses two factor authentication and safe coding systems and is a state-of-the-art software solution that meets Australian standards.

The Disaster Management Unit will organise Guardian IMS training on a regular basis.

All LDMG Plans will be stored in the References tab on Guardian IMS.

Appendix 1 - Rockhampton Local Disaster Management Group Member Organisation Nomination form

(Insert today's date)

The Chair
Rockhampton Regional Council Local Disaster Management Group
PO Box 1860
Rockhampton QLD 4700

Dear Mayor Williams,

I would like to nominate ~~[delete whichever paragraph is not used]~~:
(insert nominee name) who holds the position of (insert position) to represent (insert organisation) on the Rockhampton Regional Council Local Disaster Management Group.
OR

(insert nominee position) to represent (insert organisation) on the Rockhampton Regional Local Disaster Management Group.

This is a replacement for (insert previous nominee name or position) who was the previous member. ~~(Delete if not applicable)~~

The nominee person or position has the necessary expertise and /or experience to perform the functions of a Local Disaster Management Group member in accordance with the *Disaster Management Act 2003*, on behalf of (insert organisation).

The contact details for the nominee are:

Telephone:	
Mobile:	
Email:	
Postal Address:	

(Insert nominee name or position) has been informed that personal contact information has been collected in accordance with the *Information Privacy Regulation 2009* for the purposes of disaster management.

Should you require any further information, please contact (insert contact name) on (insert telephone number).

Yours sincerely

(insert name)
(insert position)

Notice of Appointment of LDMG Member LDMG Template

<Insert Appointee Name and Address>

In accordance with section 33 of the *Disaster Management Act 2003* I hereby appoint you as a member of the Rockhampton Local Disaster Management Group (LDMG).

I am satisfied that you have the necessary experience or expertise to perform the functions of a member of a Local Disaster Management Group in accordance with section 30 of the *Disaster Management Act 2003*.

As a member your personal contact information is required to be collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. Please ensure that you complete the attached 'Member Contact Details Collection Form' and return the signed form to <Insert Name and Address> as soon as possible.

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>

Yours sincerely

<Insert Title and Name>

<Insert Executive Position> (Mayor, CEO or other representative of the local government)
Rockhampton Regional Council

Appendix 3 - Notice of Change to LDMG Member Template

Notice of Change to LDMG Member LDMG Template

<Insert Title and Name>
Chairperson
Rockhampton Local Disaster Management Group
<Insert Address>

Dear Chairperson

I wish to notify the Local Disaster Management Group (LDMG) of a change to the <Insert Agency or Organisation> appointed LDMG member incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title and Full Name>.

<Insert Title and Surname> has the necessary expertise and / or experience to perform the functions of a LDMG member in accordance with the *Disaster Management Act 2003*, on behalf of the <Insert Agency or Organisation>.

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Title and Surname> are:

Organisation Position Title:	
Work Telephone:	
Mobile:	
A/H Telephone: (Optional)	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>.

Yours sincerely

Outgoing LDMG member or
Authorised Organisation Representative