

Local Disaster Management Group

Activation Plan

A sub-plan of the Local Disaster
Management Plan



SP-4

OCTOBER 2020

Barcoo Shire Council

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Heart of the channel country
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Endorsement

This sub-plan provides a guide for timely activation of the Local Disaster Management Group (LDMG) to meet the needs of the community in a disaster event.

It is endorsed by the LDMG and approved for distribution.



.....
(Signature)

Mayor Sally O'Neil

Chairperson

Barcoo Local Disaster Management Group

Date: 28 October 2020

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Acknowledgements

Portions of this document are wholly or partially derived from the following sources:

- Barcoo Shire Local Disaster Management Plan 2018-19
- Disaster Management Act 2003
- Queensland Disaster Management Guideline

The acknowledgement recognises the source and use of material from the above references throughout this plan.

Document Control

The *Barcoo Shire Local Disaster Management Group Activation Sub-Plan* is a controlled document. The Local Disaster Coordinator (LDC) holds the master copy of this document.

Amendments

Any suggested or proposed amendments are to be forwarded in writing to:

Local Disaster Coordinator
Barcoo Shire Council
P.O. Box 14
Jundah, QLD 4736
Email: shire@barcoo.qld.gov.au

The LDC may approve inconsequential amendments to this document, however will ensure that any significant changes must be submitted to the LDMG for approval and be endorsed by Barcoo Shire Council.

A copy of each amendment will be forwarded to LDMG members. On receipt, the amendment is to be inserted into the plan and version control records updated.

Version control

Version	Date	Comments
2.0	March 2019	
2.1	October 2019	
3.0	October 2020	Annual Review

Distribution

Copies of the sub-plan will be distributed to members of the Barcoo Shire LDMG and other entities as determined.

Organisation	Copy
Local Disaster Coordinator, Barcoo Shire LDMG	Master copy
Chairperson, Barcoo Shire LDMG	1
Media Liaison Officer	1
Barcoo Shire LDMG core membership	5
District Disaster Coordinator, Longreach	1
Longreach Emergency Management Coordinator	1
Queensland Fire and Emergency Services	
Others to be added as required	

Abbreviations and acronyms

Abbreviation/acronym	Full name
LDC	Local Disaster Coordinator
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
QFES	Queensland Fire and Emergency Services

PART 1 –ADMINISTRATION AND GOVERNANCE

Authority to plan

This plan has been prepared under the authority of the Barcoo Shire 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 of sub-plan

The purpose of this sub-plan is to provide details relating to the activation of the LDMG in response to a disaster or emergency event.

Objectives of sub-plan

1. Identify and detail activation arrangements of LDMG
2. Detail communications systems and arrangements

Maintenance of this sub-plan

This plan is to be maintained by the LDC or delegate. It should be reviewed annually to ensure it remains current and relevant.

Governance

The Disaster Management Act 2003 (The Act) prescribes that a local government must have a disaster response capability (S.80) and that it must establish a Local Disaster Management Group (a '*local group*') to coordinate disaster operations within its area of responsibility (S.30).

Barcoo Shire Council has established an LDMG in accordance with the Act and as a consequence the group may be required to activate to coordinate a local response to a disaster event. The decision to activate the Shire's disaster management arrangements is dependent upon a number of factors, including likelihood of impact and community consequences.

As such, the activation of the LDMG requires a balanced approach between activating in a timely and measured approach versus the unnecessary activation which may have a detrimental effect on credibility as well as having financial implications for Council.

When activated, there may be instances where the meeting of all members of the LDMG will not be possible. However, a 'Core Group' of the LDMG will ensure that all significant matters can be addressed as required.

Planning assumptions

- All members of the LDMG should maintain situational awareness at all times and specifically during the seasonal wet period where events in other areas of the State may impact the Shire (e.g. river/creek flooding).
- Not all events will require the full activation of the Shire's disaster management arrangements. However components of the system may be used to facilitate support to affected communities (e.g. emergency re-supply of isolated properties).
- The activation of the LDMG should be considered in the context of prevention, preparation, response and recovery (PPRR) in respect of all hazards.

Review and evaluation procedures

The review of operational activities undertaken during a disaster is a key component of developing greater capacity and the improvement of council's disaster management arrangements.

As with the response phase, a formal evaluation of *LDMG activation* activities should be undertaken after the operation has terminated.

After-action reviews (also known as Operational Debriefs) are conducted to:

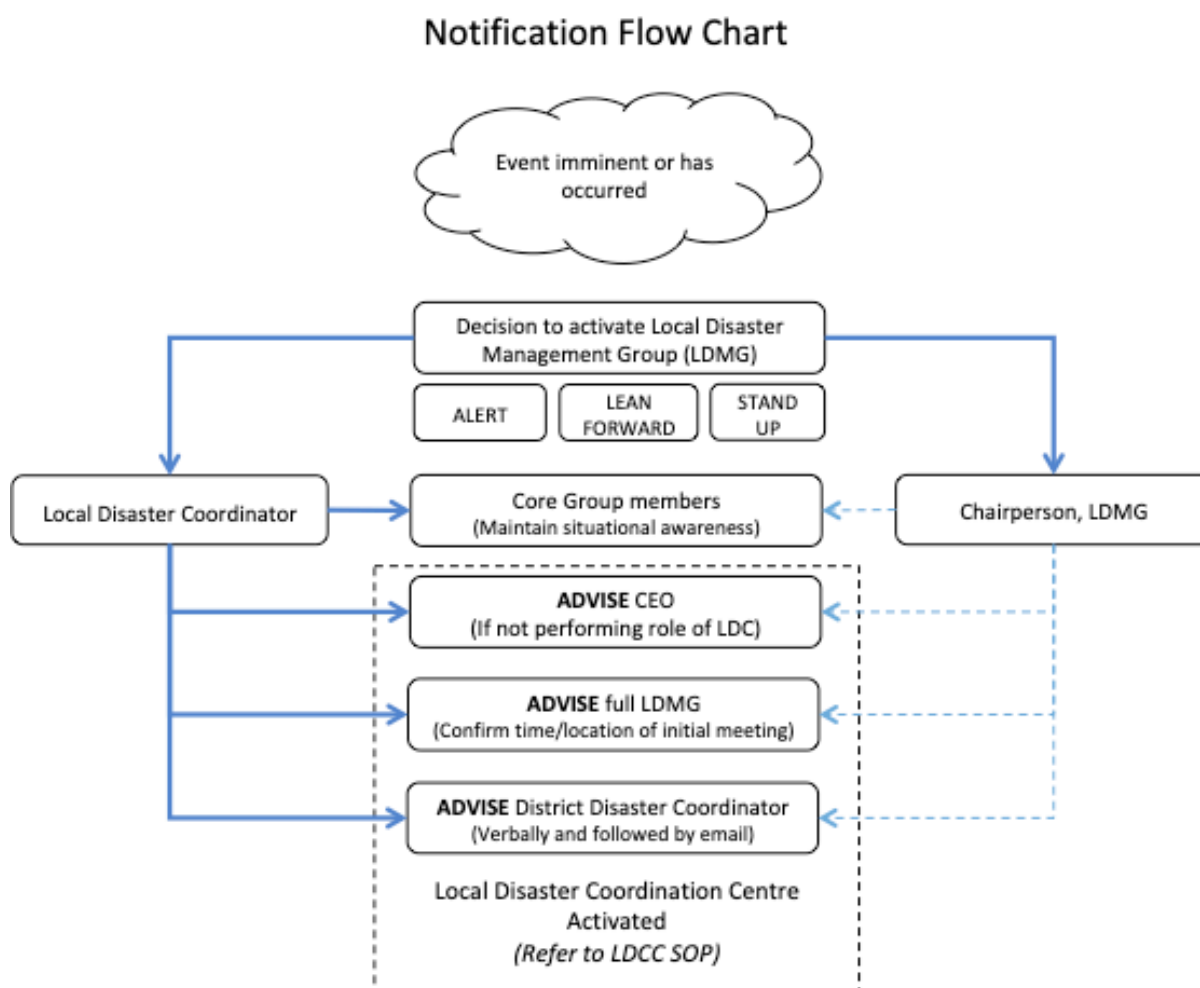
- Assess operational performance undertaken including actions, decisions or processes
- Document those processes that worked well and identify a course of action to ensure that they are captured and updated in relevant plans for use during the next event
- Assess capability and consider where additional planning, training and/or exercises may enhance capability

Any review on activation of the LDMG can be undertaken as a component of the overall review of the event. Debriefing and after activation reporting processes are referenced in the LDMP.

Local disaster centre activation procedures

For detailed information on activation of an LDCC, refer to Barcoo Shire Local Disaster Coordination Centre Standard Operating Procedures.

PART 2 –ACTIVATION PROCEDURES



Decision and authority to activate

The LDC (or delegate) will determine whether or not to activate the LDMG and move it to either an ALERT, LEAN FORWARD OR STAND UP stage as per local disaster management arrangements (LDMP). This decision should be made in consultation with the Chairperson of the LDMG wherever possible.

The stage of activation chosen will be determined by the circumstances of the event including speed of onset and current situation. However, the final decision to activate is vested in the Chairperson of the LDMG or delegate.

When activating the LDMG, it will be necessary to consider whether it is desirable to activate the Local Disaster Coordination Centre immediately or at a later stage. Again, this will be determined by the situation at the time. However, it is prudent to activate both simultaneously. (*Refer to LDCC Standard Operating Procedure for further information*).

It is essential that the District Disaster Coordinator (DDC) is advised (verbally and in writing) every time the LDMG moves to either initial activation or a new activation stage. Regular communications should be maintained with the DDC through the District Disaster Coordination Centre (if activated) for the duration of the event until *Stand Down*.

Criteria for activation

This decision to activate the LDMG will be based on the following:

1. An impending threat, which in the opinion of the Chairperson and LDC would require a coordinated response under the Local Disaster Management Plan (LDMP)
2. The sudden impact of a hazard that requires a coordinated response under the LDMP
3. A request from a lead agency/response agency for assistance under the LDMP
4. At the request/direction of the District Disaster Coordinator (DDC) or
5. At the direction of the Queensland Disaster Management Committee (QDMC)

LDMG membership

As per the LDMP, the Barcoo Shire LDMG comprises of two distinct groups, namely

1. Core group
2. Advisory group

Core group

Chairperson LDMG – Mayor	Deputy LDC – Director of Corporate Services, Council
Deputy Chairperson- Deputy Mayor	Queensland Police – Officer in Charge, Jundah
Local Disaster Coordinator (LDC) – Chief Executive Officer, Council	State Emergency Service – Local Controller, Council

Advisory group

Shire engineer	Dept. of Transport and Main Roads
Aerodrome manager	Telstra representative
Water treatment plant operator	Local business operators
Community information centre manager	Queensland Fire and Rescue Service
Dept. of Education (local schools)	Bureau of Meteorology (Hydrology)
Ergon Energy representative	Jindalee Over The Horizon Radar Network
Community organisations	

Stages of activation

The core group will maintain situational awareness in relation to any hazard or event, which has the potential to require activation of the local disaster management arrangements and should regularly communicate to assess the situation. The full membership of the LDMG will be placed on ALERT, LEAN FORWARD or STAND UP as required.

ALERT

- A heightened level of vigilance due to the possibility of an event occurring in the Shire
- No action is required however the situation should be monitored at all times.
- All LDMG members are expected to maintain situational awareness and keep abreast of the latest situation (e.g. weather conditions where applicable).

LEAN FORWARD

- An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness
- LDCC may be on stand by – set up/prepared but not activated
- LDMG members are required to be available to attend meetings of the LDMG
- Appropriate preparatory actions to be taken by all agencies

STAND UP

- An operational state whereby resources are mobilised, personnel are activated and operational activities commenced
- Local Disaster Coordination Centre fully operational
- Local Disaster Coordinator implements Local Disaster Management Plan and Sub Plans as appropriate
- LDMG members to ensure personnel from their own respective agencies are aware LDMG / LDCC is fully operational and provide Liaison Officers where appropriate.

It is important to note that the levels of activation may not necessarily occur sequentially. The LDMG will immediately move immediately to STAND UP if required.

Deactivation stage

STAND DOWN

- A transitional stage from response to an event back to normal core business and/or recovery operations
- Normally implemented on a progressive basis as the situation winds down

Refer to Appendix 1 for further detailed information

Local communications arrangements

Refer to Appendix 2 for further detailed information

LIST OF APPENDICES

- 1) LDMG activation levels
- 2) Local communications arrangements

Appendix 1 – LDMG activation levels

Stage	Triggers (As per LDMP)	Indicative actions	Communications description
STAND DOWN	Localised incident (e.g. traffic accident)	<ul style="list-style-type: none"> ▪ Single or multi-agency incident management ▪ No requirement for coordinated response ▪ Community functioning normally ▪ On-going community awareness activities continue ▪ On-going training / exercises for LDMG continue 	LDMG Help-line on diversion to Council “On-Call” duty officer as per standing procedures
ALERT STAGE	Awareness of a hazard that has the potential to affect the Shire	<ul style="list-style-type: none"> • Monitor hazard & identify possible risks • Initial contact with warning agency • Information sharing with all stakeholders commences • Initial planning for activation of LDCC as per LDCC SOP • Initial public advice • For fire event: Identify Council liaison officer for deployment to QFES ICC 	LDMG Help-line remains on diversion to Council “On-Call” duty officer as per standing procedures
LEAN FORWARD	<ul style="list-style-type: none"> • Likelihood that the threat may affect the local government area. • The threat is quantified. • Need to disseminate information to public • LDMG to now manage the event. 	<ul style="list-style-type: none"> • Situation monitored and analysed • Confirmation of level and potential of threat • Council staff prepare for operations • Determine trigger point for ‘STAND UP’ • Prepare/activate LDCC • Establish regular communications with relevant entities • Teleconferencing and briefing of LDMG • DDC advised of current status • Information and warnings disseminated to public as per <i>Public Information and Warnings</i> sub-plan • For fire event: LO deployed to ICC 	LDMG Help-line diverted to LDCC

Stage	Triggers (As per LDMP)	Indicative actions	Communications description
STAND UP	<ul style="list-style-type: none"> • Threat is imminent or has occurred • Community impacted • Need for coordination of event • Requests for Assistance (RFA) received by LDMG agencies or LDCC 	<ul style="list-style-type: none"> • LDMG meets (Teleconference) • LDCC is active • Operational planning commences • Council operations commence • LDMG takes full control of event management • All SOPs activated • SITREPs to DDMG commenced • DDMG advised of potential for requests for assistance 	As per operating procedures
STAND DOWN (DEACTIVATION)	<ul style="list-style-type: none"> • No requirement for a coordinated response • Recovery is taking place or community returning to normal functioning 	<ul style="list-style-type: none"> • Final checks for outstanding RFAs • Operational and financial records consolidated and filed for auditing purposes • Response to recovery transition plan implemented • LDCC debriefing conducted • LDMG debriefing conducted • Financial records consolidated • Handover to Local Recovery Coordinator • Return to local government core business • Final SITREP forwarded to DDMG and LDCC closed down 	LDMG Help-line re-diverted to Council "On-Call" duty officer at closure of operations

Appendix 2 – Local communications arrangements

Contact details

After hours – (07) 4658 6900

During office hours

Office	Telephone	Times
Jundah Office – Chief Executive Officer	07 4658 6900 0428 676 945	Monday to Friday 8.00 am – 5.00 pm
Windorah Visitor Information Centre – Manager	07 4656 3063	Monday to Friday 8.00 am – 5.00 pm
Stonehenge Visitor Information Centre - Manager	07 4658 5857 Liz Jevons 0420 219 716	Monday to Friday 8.00 am – 5.00 pm

- After hours – office phones are diverted to Council “On-Call” duty officer
- LDMG Help-line – 07 4658 6900 is diverted to Council “On-Call” duty officer
- At STAND UP – Help-line is diverted to staffed LDCC
- At STAND DOWN – Help-line is diverted back to normal operations
- Generic email address (shire@barcoo.qld.gov.au) monitored by Records Officer
- “Snap, Send, Solve” reports go direct to generic email address for location of incidents to be forwarded
- Facebook and Twitter accounts managed by Communications Officer (media@longreach.qld.gov.au)

Communications redundancies

System	Location	Description	Title	Person
UHF	Jundah Windorah Stonehenge	Ch. 39	Whole of workforce	
Satellite phones		0424 216 750	SES Local Controller	Bill Pitman
		0424 222 990	Maintenance Grader	Bruce Dern
		0405 898 218 0405 898 226	Works Supervisors	Jason Beilby Ronnie Rayment
		0405 898 212	Operational Works Manager	Bill Pitman
		0424 216 725	Rural Lands Officer	Peter Pidgeon
Teleconferencing	All locations	1800 672 949 Host p/code: 7540 4674 8915 Guest p/code: 7540 4647 3947		
IT support		07 3220 8200 helpdesk@pinaccleit.com.au		
Track tasking and log books		Maintained using email and LDMG Smartsheet		Admin Manager