

Dalby District Disaster Management Plan



Foreword

The Dalby Disaster District Management Group is established in compliance with Section 22 of the Disaster Management Act 2003. The purpose of the group is to manage disaster operations across the Western Downs Regional Council area of 38,000 km². Much of the district is traversed by the Condamine River and its tributaries, rendering the area prone to seasonal flooding.

The Dalby Disaster District Plan has been established within the guidelines of the Queensland Disaster Management System and utilising the best Risk Management Practices available at the time of publication. This plan is to be read in conjunction with Local Government and lead agencies Disaster Management Plans and Recovery Plans within the Dalby Disaster District. The Recommendations of the Queensland Flood Commission Interim Report have also been considered in this plan.

Control of this document is vested in the State Counter Disaster Organisation. In accordance with Section 26 of the Disaster Management Act 2003, the Dalby Disaster District Co-ordinator is the State Government's nominee as Co-ordinator of all disaster management arrangements at Disaster District level.

Copies of the Plan are allocated by the Disaster District Co-ordinator to each individual or an authorised representative of each group nominated in the Distribution List attached to this document.

Suggested amendments to the Plan should be forwarded in writing to:

District Disaster Co-ordinator
Dalby Police District Office
P. O. Box 420
Dalby Qld. 4405

This Plan replaces all previous editions and is due for revision prior to 31 August 2012 or as determined under revision provisions of Part 2.3 of this Plan.

Endorsement

The preparation of this district disaster management plan has been undertaken in accordance with the *Disaster Management Act 2003 (DM Act)*, to provide for effective disaster management in the district.

The plan is endorsed for distribution by the District Disaster Management Group.

M BIANCHI
District Disaster Coordinator
Dalby District Disaster Management Group

Date:

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Distribution

This plan has been distributed in accordance with the distribution list at Annexure A.

Definitions

Advisor	A person invited to participate in the business of the DDMG in an advisory capacity on an as-needed basis.
Chairperson	The person appointed by the Commissioner, Queensland Police Service as the Chairperson of the DDMG. The Chairperson of the DDMG is the District Disaster Coordinator.
Coordination	The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc) in accordance with priorities set by disaster management groups. Coordination operations horizontally across organisations and agencies.
Deputy Chairperson	The person appointed by the Commissioner, Queensland Police Service as the Deputy Chairperson of the DDMG.
Disaster	A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption. (<i>Disaster Management Act 2003</i>)
Disaster District	Part of the state prescribed under a regulation as a disaster district.
Disaster Management	Arrangements about managing the potential adverse effect of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster. (<i>Disaster Management Act 2003</i>)
Disaster mitigation	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event. (<i>Disaster Management Act 2003</i>)
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event. (<i>Disaster Management Act 2003</i>)
Disaster response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support. (<i>Disaster Management Act 2003</i>)
Disaster response operations	The phase of disaster operations that relates to responding to a disaster. (<i>Disaster Management Act 2003</i>)
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster. (<i>Disaster Management Act 2003</i>)
Disaster risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria. (<i>COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i>)
District Disaster Coordinator	A person appointed under the <i>Disaster Management Act 2003</i> who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group.
District Disaster Management Group	The group established in accordance with s22 of the Act to provide coordinated State Government support and resources to LDMGs on behalf of local governments.

District Disaster Management Plan	A plan prepared in accordance with s53 of the Act, that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	(1) Any of the following: <ul style="list-style-type: none"> a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak c. an infestation, plague or epidemic (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>) d. a failure of, or disruption to, an essential service or infrastructure e. an attack against the state f. another event similar to an event mentioned in (a) to (e). (2) An event may be natural or caused by human acts or omissions. (<i>Disaster Management Act 2003</i>)
Executive Officer DDMG	A Police officer appointed to the position of Executive Officer to the district group by the Commissioner, Queensland Police Service.
Executive Team	The Chairperson, Deputy Chairperson and Executive Officer.
Extraordinary Meeting	A meeting convened by the Chairperson in response to an operational event both inside and outside the disaster district.
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead relevant organisations that provide a supporting role.
Guidelines	Guidelines are developed under s63 of the Act to inform the SDMG, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.
Hazard	A source of potential harm, or a situation with a potential to cause loss. (<i>Emergency Management Australia, 2004</i>)
Local Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster operations for the LDMG.
Local Disaster Management Group	The group established in accordance with s29 of the Act to support the disaster management and operational activities of local governments.
Local Disaster Management Plan	A plan that documents agreed arrangements that are in place to deal with disaster events within the local government's area of responsibility.
Member	A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group.
Ordinary Meeting	A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chairperson) to discuss routine business of the group.
Post-disaster Assessment	Addresses performance during and the risks revealed by a disaster event in order to improve future development of mitigation measures. Post-disaster assessment forms part of continuous improvement of the whole system. (<i>Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i>)
Primary Agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.

Queensland disaster management arrangements	Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management.
Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment. (Disaster Management Act 2003)
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.
Residual Risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'. (<i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk	The effect of uncertainty on objectives. (<i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from <i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk Register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk Treatment	Process of selection and implementation of measures to modify risk. (<i>National Emergency Risk Assessment Guidelines</i>)
Serious Disruption	Serious disruption means: loss of human life, or illness or injury to humans; or widespread or severe property loss or damage; or widespread or severe damage to the environment. (Disaster Management Act 2003)
State Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster response operations for the SDMG.
State Recovery Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster recovery operations for the State Disaster Management Group.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's disaster management arrangements, including agency roles and responsibilities.
State Recovery Coordinator	A person appointed under the Act who is responsible for the coordination of disaster recovery operations for the SDMG.
Temporary District Disaster Management Group	A DDMG established under the Act by the SDMG Chair, in consultation with the Commissioner, Queensland Police Service, as a temporary district group to manage a disaster across two or more affected disaster districts.

Abbreviations and Acronyms

DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
EMQ	Emergency Management Queensland
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGO	Non-Government Organisation
QDMA	Queensland disaster management arrangements
QPS	Queensland Police Service
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMG	State Disaster Management Group
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements
SITREP	Situation Report
SOP	Standard Operating Procedure
SPF	<i>Disaster Management Strategic Policy Framework</i>
the Act	<i>Disaster Management Act 2003</i>
the Minister	Minister for Police, Corrective Services and Emergency Services
XO	Executive Officer

Administration and Governance

Authority to Plan

This District Disaster Management Plan is prepared under the provisions of s53 of the Act.

Purpose

This plan details the arrangements within the Dalby disaster district to provide whole-of-government planning and coordination capability to support local governments in disaster management and disaster operations.

Objectives

The objective of the Dalby District Disaster Management Plan is to facilitate the implementation of effective and efficient disaster management strategies and arrangements including:

- the development, review and assessment of effective disaster management for the district including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster;
- compliance with the State Disaster Management Group's (SDMG) *Strategic Policy Framework*; the State Disaster Management Plan; the *District Disaster Management Guidelines*; and any other Guidelines relevant to district level disaster management and disaster operations.
- the development, implementation and monitoring of priorities for disaster management for the district.

Strategic Policy Framework

Disaster management and disaster operations in the Dalby District are consistent with the *Disaster Management Strategic Policy Framework*. This is achieved by:

- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery;
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations;
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms;
- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the *National Emergency Risk Assessment Guidelines* and the *Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines*;
- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management;
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders; and
- promoting community resilience and economic sustainability through disaster risk reduction.

Scope

This plan details the arrangements necessary to undertake disaster management within the Dalby disaster district. This includes the local government area of:

- *Western Downs Regional Council*

Disaster Management Priorities

- Flooding.
- Bush Fire.

The impact of such events may require the implementation of support arrangements under this Plan. The overarching disaster management priority for the Dalby DDMG is to provide coordination and support to the LDMG during disaster events.

Review and Renew Plan

In accordance with Section 55 of the Disaster Management Act 2003, the Dalby District Disaster Management Group will review, or renew, the DDMP when the group considers it appropriate. However, the Dalby District Disaster Management Group will review the effectiveness of the plan at least once a year.

Review of Local Disaster Management Arrangements

In accordance with Section 23(d) of the Disaster Management Act 2003 the Dalby District Disaster Management Group will regularly review and assess the disaster management of the Local Disaster Management Group within the district.

Review of disaster management of the Local Disaster Management Group will be undertaken through participation in Local Disaster Management Group meetings and training exercises and liaison with Emergency Management Queensland.

District Disaster Management Group

Establishment

The Dalby District Disaster Management Group has been established in accordance with Section 22 of the Disaster Management Act 2003.

Membership

Membership of the Dalby Disaster District Management Group is subject to amendment from time to time upon motion of the DDMG and approval by the Chief Executive, Department of Community Safety. Advisors will be appointed as required. These members may attend meetings as invited but allows for the management of a quorum under the act. Advisors do not have voting rights but are invited to contribute to the meetings upon invitation and would benefit from the distribution of information and minutes.

Section 40 DMA states a quorum “is equal to one half of the members plus one”.

Membership of the Dalby DDMG consists persons representing the below listed departments and agencies in accordance with Section 24 of the Disaster Management Act 2003. The Dalby District Disaster Management Group Contact List is available upon application from:

District Disaster Co-ordinator
Dalby Police District Office
P. O. Box 420
Dalby Qld. 4405

Membership of the District Disaster Management Group is:

1. District Disaster Co-ordinator (Chairperson)
2. Deputy Chairperson
3. Executive Officer
4. Deputy Executive Officer/s

Liaison Officers of the following “Core Member” groups:

5. Department of Transport/Main Roads
6. Department of Communities
7. Department of Works
8. Qld Health
9. Department of Environment and Resource Management/ Department of Primary Industries
10. QLD Fire & Rescue Service
11. Red Cross
12. Ergon Energy
13. Queensland Ambulance Service
14. Emergency Management Queensland

Chairperson of the following Local Government Counter Disaster Committee:

15. Western Downs Regional Council

Liaison Officers of the following Agencies:

16. Qld Fire & Rescue Service (Rural Operations) for bush fire threat
17. Telstra Country Wide
18. Department of Public Health
19. Centrelink
20. Coal Seam Gas Industries
20. Queensland Rail
21. Education Queensland
22. ABC Radio – Southern Queensland

Roles and Responsibilities

Organisation	DDMG Position	Responsibilities
Queensland Police Service	Member	<ul style="list-style-type: none"> • Manage and coordinate the business of the group. • To ensure as far as practicable the group performs it's function. • To report to the State Group about the performance by the district group of its functions. • HazChem. • Road Incidents. • Terrorist Incidents.
Western Downs Regional Council		<ul style="list-style-type: none"> • Provide representation on the group having regard to effective disaster management for the disaster district.
Department of Public Works		<ul style="list-style-type: none"> • Building and Engineering Services. • Emergency Supply.
Department of Transport and Main Roads.		<ul style="list-style-type: none"> • Transport, main roads and engineering. • Road incidents.
Queensland Health		<ul style="list-style-type: none"> • Health. • Pandemics.
Department of Environment and Resource Management		<ul style="list-style-type: none"> • Environment and natural resources
Department of Communities		<ul style="list-style-type: none"> • Community Recovery.
Emergency Management Queensland		<ul style="list-style-type: none"> • Resupply. • State Emergency Services Coordination.
ABC Western Queensland		<ul style="list-style-type: none"> • Alerts. • Community SITREPS
Department of Emergency Services (Qld Fire and Rescue Service ~ Rural Division)		<ul style="list-style-type: none"> • Bush Fires.
Qld Fire and Rescue Service		<ul style="list-style-type: none"> • Chemical / Biological Incidents. • HazChem incidents.
Queensland Ambulance		<ul style="list-style-type: none"> • Patient triage/first response. • Patient transport.

Telstra Country Wide		<ul style="list-style-type: none"> • Telecommunications. • Telephone and SMS alerts.
South West Public Health		<ul style="list-style-type: none"> • Health and well being.
Department of Employment, Economic Development and Innovation		<ul style="list-style-type: none"> • Exotic Animal and Plant Disease.
Ergon Energy		<ul style="list-style-type: none"> • Electricity. • Power infrastructure.
Education Queensland		<ul style="list-style-type: none"> • Education.
Red Cross		<ul style="list-style-type: none"> • Catering. • Evacuation Centre Coordination. • Registration of evacuees.
Queensland Rail		<ul style="list-style-type: none"> • Transportation. • Rail infrastructure.

Meetings

Disaster management group meetings will be held at least once in every 6 month period at a location decided by the chairperson of the group and in accordance with Sections 39 and 42 of the Disaster management Act 2003.

Reporting

In accordance with Section 23 Disaster Management Act 2003, the Dalby District Disaster Management Group will regularly review the disaster management plan and provide reports to the State group about matters relating to disaster management and disaster operations in the district. This reporting will occur on an annual basis.

Disaster Risk Assessment

Community Context

The Western Downs Regional Council covers the towns of Bell, Brigalow, Chinchilla, Condamine, Dalby, Drillham, Dulacca, Jandowae, Jimbour, Kaimkillenbun, Kogan, Miles, Moonie, Tara, The Gums, Wandoan and Warra.

Western Downs Regional Council is among the highest local government performers in Queensland and Australia which covers an area of 37,938 square kilometres. Traversed by national highways astride the headwaters of the Murray-Darling, the Western Downs region is a

hive of activity and growth through continued agriculture, manufacturing and resource diversification.



The region's population continues to reverse the trend of rural decline, increasing to 31,897 in June 2010, a 1.3 % increase on 2009.

The region's economy also continues to grow, despite the negative global environment. Businesses in the region have diversified from traditional markets in the agricultural sector into components, parts and services for the energy sector. Gross Regional Product (GRP) was 1.875 billion up 17.4% in 2008/09, almost double the growth of Queensland. Mining led this extraordinary growth, increasing its GRP by over 400% to overtake Agriculture, Fishing & Forestry as the largest regional contributor to GRP.

The energy resources sector, which comprises coal, coal seam gas, coal seam gas water, ethanol and power station development, has the potential to more than triple the gross regional product.

Abundant natural gas and thermal coal reserves are underpinning the region's economic strength and driving large-scale infrastructure developments including the \$1.2 billion Kogan Creek Power Station, two gas-fired power stations and multiple coal seam gas projects.

The region has a number of major highways traversing through its boundaries including the Warrego Highway, Condamine Highway, Bunya Highway, Moonie Highway and the Leichhardt Highway.

The Condamine River, which flows west to the south of Dalby via Chinchilla and Condamine before flowing into the Balonne River, and its network of tributaries form part of the Murray Darling Basin. Flooding in the system can cause flooding in Western Downs Regional centres such as Dalby, Warra, Chinchilla, Condamine and numerous other small communities. Access to western and northern centres within the State can also become restricted during times of flood due to major highways being flooded.

Hazards

Due to the topography of the District, the major threats and as a result, the hazards for disaster management that have been identified by Local Disaster Management Groups in the district as potential threats to their communities include, but not limited to,

- Flood
- Severe storm
- Major Transport incident/road/rail/air
- Earthquake / Land slip
- Bush Fire
- Exotic Animal and Plant Disease
- Major HAZCHEM Incident
- Any other event which requires the acquisition and coordination of Disaster District and/or State resources in support of Local Government.

This may include Biological/Chemical or other terrorist incidents.

Risk Assessment

In accordance with the National Emergency Risk Assessment Guidelines August 2009, the Dalby District Disaster Management Group conducted a district risk assessment and developed a risk assessment register incorporating risk identification, risk analysis and risk evaluation for the disaster district. Refer to Annexure B.

Risk Treatment

In accordance with Section 7.1.4 of the National Emergency Risk Assessment Guidelines August 2009, no residual district level risks have been identified which require the development and implementation of a Risk Treatment Plan.

Capacity Building

Community Awareness

In accordance with Section 23(f) of the Disaster Management Act 2003, the Dalby District Disaster Management Group has identified the following key strategies to address community awareness;

- Planning and preparedness awareness program for residents of the community outlining basic steps residents can undertake to prepare for and respond to evacuation (including the storage of basic human needs items) and damage to infrastructure to mitigate the adverse affects of an event.
- Planning and preparedness awareness program for residents of the community outlining basic steps home and land owners can undertake to mitigate the adverse affects of an event.
- Annual review of LDMG plans by Executive Officer to ensure the inclusion and activation of recovery provisions where appropriate.
- Annual review of DDMG plan by Executive Officer to review the inclusion and activation of recovery provisions where appropriate.

Training

Key Strategies to provide relevant and appropriate training to members of the DDMG and other relevant stakeholders of the district disaster management arrangements are contained within the 'Dalby District Disaster Management Group Training Proposal'.

Refer to Annexure D.

Exercises

To ensure an appropriate system of monitoring and review of the Dalby DDMP in accordance with Section 55 of the Disaster Management Act 2003 and district disaster management arrangements generally, key strategies relating to the conduct of exercises at district level will include;

- Facilitation and conduct of desktop training exercises annually which are relevant to the disaster management priorities and hazards identified within the Dalby DDMP
- Facilitation and conduct of a full practical exercise involving all members of the Dalby DDMG on an annual basis or as deemed necessary by the DDC

These exercises will be utilised as a tool by the Dalby DDMG to review the effectiveness of the DDMP.

To ensure transparency and impartiality, these exercises will be overviewed, reviewed and evaluated by an independent member of the SDCC or appropriate DDC as determined by the Dalby DDC

Post-Disaster Assessment

Key strategies associated with the conduct of Post – Disaster Assessments will include;

- Full debrief of all DDMG meetings in accordance with Section 1.4.8 of the Queensland Police Service Operational Procedures Manual after all disaster activation of the group.

These debriefs will be utilised as a tool by the Dalby DDMG to review the effectiveness of the DDMP in accordance with Section 55 of the Disaster Management Act 2003.

Response Strategy

Warning Notification and Dissemination

DDMG members will receive warning products via a number of means.

The DDC will receive notification directly from the State Disaster Coordination Centre (SDCC) and internally through Queensland Police Service Communication Centres. The DDC will ensure the dissemination of warnings to the Western Downs Local Disaster Management Group.

DDMG member agencies will be notified by telephone and email utilising information provided by each agency on the Contact List and may also receive notification from internal agency central offices.

A number of agencies will also receive warnings directly from the Bureau of Meteorology.

Details regarding responsibility for notification processes within DDMG member agencies are detailed in respective agency plans. Agency plans will include detailed contact registers to achieve dissemination of warnings.

In summary, the responsibilities of DDMG member agencies for notification in Local Government areas is shown in the following table.

Responsible Agency	Group/Agency Notified
<i>Queensland Police Service</i>	<i>Queensland Police Service Stations and establishments</i>
<i>Emergency Management Queensland</i>	<i>State Emergency Service Units/Groups</i>

The process for the notification and dissemination of warning products is not a function dependant on the activation of the DDMG, rather should be an automatic responsibility of DDMG Executives and members regardless of the status of activation of the DDMG.

Activation

The DDC is responsible for activating the DDMG. This would generally occur following consultation with one or more of; the Chairperson of the SDMG; the Chairperson of a LDMG; and/or a member of the DDMG.

The four levels of activation are:

Alert

A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat.

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. Disaster coordination centres are on stand by; prepared but not activated.

Stand up

The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.

Stand down

Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

The District levels of activation are outlined at Annexure C.

District Disaster Coordination Centre

The primary location for the Dalby DDCC will be the Dalby District Police Headquarters, 47 Drayton Street, Dalby, Qld, 4405.

The contingency coordination centre will be the Queensland Ambulance Service, Cunningham Street, Dalby, Qld, 4405, or as nominated by the District Disaster Co-ordinator.

Standard Operational Procedures for the management of the DDCC are available from the Executive Officer, Dalby DDMG.

Concept of Operations for Response

Operational Reporting

Situation Reports

All participating organisations involved in operations shall submit Situation Reports (SITREPS) to the District Disaster Co-ordinator in the prescribed form and in accordance with the following requirements.

- upon activation of Local Disaster Management Plan
- As the situation changes
- As requested by the District Disaster Co-ordinator

The Disaster District will provide SITREPS to the State Disaster Coordination Centre, LDMG Chairpersons and Functional Agencies as deemed necessary by the District Disaster Co-ordinator.

Financial Management

Financial management processes for the recording of expenses incurred by Queensland Police Service Staff during a disaster for application for NDRRA funding is outlined in attached Annexure E

Media Management

Management of the media will be coordinated through the Media and Public Relations Branch or as nominated by the District Disaster Coordinator.

All media releases concerning Disaster District related support operations must be authorised by the District Disaster Co-ordinator.

Accessing Support and Allocation of Resources

Requests for Assistance

The Western Downs Local Disaster Management Group shall submit their requests for assistance on the prescribed form to the District Disaster Co-ordinator. Requests that cannot be met at Disaster District level shall be submitted to the State Disaster Coordination Centre for actioning.

Disaster Declaration

A declaration of a disaster situation shall be made by the District Disaster Co-ordinator with the approval of the Minister (Reference Section 64, 65 & 66 of the Disaster Management Act 2003).

Any such Declaration made pursuant to the above shall:

- be in the prescribed form;
- come into force immediately it is declared; and
- continue in force for fourteen (14) days from and including the date the declaration was made unless sooner revoked by Order in Council (Section 68 of the Disaster Management Act 2003) or a regulation extends, under section 67, the period of the disaster declaration situation beyond the end of the 14 days.

Resupply

In accordance with Queensland Government policy 'Resupplying Isolated Communities Policy and Procedures' October 2009, the following applies:

- DDCs are responsible for ensuring that any request for resupply from any LDMG in their District Disaster is processed through the District Disaster Coordination Centre. No requests from LDMGs for resupply operations are to be referred to the State Disaster Coordination Centre (SDCC) until they have been checked and endorsed by the DDC.
- The DDC is to examine each request received from a LDMG for a resupply operation and, if it is considered an operation is warranted, refer a copy of the request to the Executive Officer, State Disaster Management Group (XO SDMG) accompanied by pertinent recommendations.
- DDCs should be aware they are requesting operations that may be unbudgeted for and not claimable under NDRRA. They are accountable for their decision in committing State Government funds and should not support the resupply if it does not meet the requirements of this policy. Such requests should be clearly identified to the XO, SDMG.

- DDCs will also be responsible for:
 - a. Wherever practicable, satisfying requests for resupply operations to isolated communities by using resources available to them, in accordance with instructions issued by the XO SDMG. Details of three local competitive quotes for the transportation of the resupply goods should be forwarded to the SDCC;
 - b. Where it has been determined that the SDCC will be making arrangements for satisfying requests for resupply operations, collating all requests from LDMGs and passing them to the SDCC in accordance with directions from the SDCC;
 - c. Checking LDMG requests for resupply to ensure they comply with the guidelines before processing them any further. Where any apparent discrepancies arise, that cannot be resolved with the LDMG, they are to be referred to the XO SDMG for resolution;
 - d. Monitoring resupply operations in their Disaster District to ensure the most efficient use of resources;
 - e. Where variations to the 'essential supplies' guidelines are being sought by a LDMG, examining those requests and making recommendations on them to the XO SDMG; and
 - f. Liaise with major mail centre to ensure delivery of essential mail.

NOTE: If suitable resources are available to a DDC within a Disaster District, the XO SDMG may authorise the DDC to contract those resources for the task(s) – in these cases, the SDCC will raise a purchase order and be responsible for payment of the resource. A report on the progress of each operation is to be included in the DDC's daily Situation Report (SITREP) to the SDCC.

District Resupply Operation

If a DDC organises a resupply operation from within District resources they should ensure that suitable measures have been activated under SDRA or NDRRA to ensure cost recovery. If such measures are NOT activated, then they should seek State approval under this policy to ensure financial cover is available.

The DDC should ensure that provision is made for the carriage of mail when applicable.

Functional Plans

The following functional plans will be held as a separate document by the Executive Officer, Dalby District Disaster Management Group:

Qld Resupply Guidelines
 Western Downs Regional Council Disaster Management Plan
 Western Downs Regional Council Evacuation Plan
 Dalby Disaster Recovery Plan

Hazard Specific Arrangements

Incident management plans relating to the following organisations who are currently conducting activities within the boundaries of the Western Downs Regional Council area will be held as a separate document by the Executive Officer, Dalby District Disaster Management Group:

Queensland Gas Corporation

OriginEnergy

Arrow Energy

Power Stations located within Western Downs Regional Council area

Hazard specific plans relating to the following topics will also be held as a separate document by the Executive Officer, Dalby District Disaster Management Group:

Influenza Pandemic

Animal Disease

Plant Disease

Bushfire

Recovery Strategy

This recovery strategy provides a framework for the coordination of recovery operations within the district and is supported by the procedures outlined in the *Queensland Recovery Guidelines*.

Scope

This recovery strategy has been developed to:

- include all functions of recovery (human-social, infrastructure, economic and environmental);
- define broad parameters for effective coordination of recovery in the district;
- identify constraints for recovery at district level; and
- identify for each recovery function, a broad scale of recovery that can be managed at district level.

Activation

The district recovery strategy may be activated upon direction from the DDC or the SDMG.

As disaster response and immediate/short term recovery occurs concurrently, the activation of the strategy will commence with immediate/short term recovery actions undertaken within the response phase.

The level of district support required in the medium/long term recovery phase will be dependant on the recovery structure advised by the SDMG for each specific event.

Immediate/Short Term Recovery

The immediate/short term recovery phase occurs concurrently to response operations. Immediate/short term recovery activities of the DDMG will typically include:

- support to LDMGs to ensure the conduct of rapid damage and need assessment;
- support to LDMGs to ensure the provision of immediate community services (e.g. health services, food, clothing and shelter, financial relief);
- support to LDMGs to ensure the restoration of critical utilities and services; and
- support to LDMGs to ensure the provision of temporary housing.

During this phase it should be decided whether there will be a requirement for medium/long term recovery; the type of recovery assistance will be required from the DDMG and the timeframe for the transition to the medium/long term recovery.

Transition Triggers

The DDMG will utilise the following as triggers to commence the process of transition from immediate/short term to medium/long term recovery:

- emergency is contained;
- no further hazard or secondary threats are likely in the near future;
- response organisations cease their activities;
- public safety measures are in place and work effectively;
- evacuation centres have closed; or
- initial rehabilitation has commenced.

The appointment of the Recovery Coordinator should take place at the latest during the transition phase and preferably during the response/short term recovery phase of the event.

Medium/Long Term Recovery

The level of support required by the DDMG during the medium /long term recovery phase will be dependant on the nature and scale of the disaster. The level of involvement of the DDMG may range from supplementation of a Local Recovery Group to the establishment of a District Recovery Group.

District Recovery Group

Where appropriate to the scale of the disaster the medium/long term recovery phase may include the establishment of a District Recovery Group with specific membership appointed as appropriate to the type of event and functions of recovery.

Where a District Recovery Group is established, the recovery coordination is handed over to the Recovery Coordinator who will be the DDC or a person appointed by the DDC.

The medium/long term District Recovery Group will comprise any or all members of the DDMG, and any additional invited members as required. Organisations that are not members of the DDMG may be invited where required, for example: Chambers of Commerce, insurance companies, major employment (industry) organisations in the area.

Once established the District Recovery Group will be provided with a Terms of Reference specific to the event. The District Recovery Group should develop an Action Plan to meet the requirements of the Terms of Reference.

District Actions/Resources

The following table identifies for each recovery component a broad scale of recovery actions and resources that can be managed at the district level. This incorporates recovery actions and resources that may be undertaken as an element of a District Recovery Group or where assistance from the district is provided through the injection of district resources into the local government recovery group.

Recovery Component	Supporting Actions / Resources
Human –Social	Department of Communities
Infrastructure	Department of Works
Economic	Department of Employment, Economic Development and Innovation
Environment	Department of Environment and Resource Management

Transition to Normal Business

The conclusion of the recovery phase will be determined by the relevant Recovery Group. The Recovery Group will manage the recovery process for as long as whole of government recovery support is required, the Terms of Reference for the Group have been achieved and until government recovery agencies have the capacity to accept the management of the workload within the agencies core business processes.

Annexure Index

- A Distribution List
- B Dalby District Risk Register
- C District Levels of Activation for Response Arrangements
- D Dalby District Disaster Management Group Training Proposal
- E Financial Management Processes

Distribution List

Position	Organisation	Hard Copy ✓	Electronic Copy ✓
District Disaster Co-ordinator	Dalby DDMG Queensland Police Service		
Deputy Chairperson	Dalby DDMG Queensland Police Service		
XO	Dalby DDMG Queensland Police Service		
Deputy XO	Dalby DDMG Queensland Police Service		
Operations Co-ordinator	Southern Region Queensland Police Service		
Operations Co-ordinator	State Crime Operations Command Queensland Police Service		
Chairperson	State Disaster Management Group		
Regional Director	South West Region Emergency Management Queensland		
Chairperson	Western Downs Local Disaster Management Group		
Representative	Department of Transport and Main Roads		
Representative	Department of Communities		
Representative	Department of Public Works		
Representative	Queensland Health		
Representative	Department of Environment and Resource Management		
Representative	Dalby Queensland Fire and Rescue Service		
Representative	Australian Red Cross		
Representative	Ergon Energy		
Representative	South Western Region Queensland Ambulance Service		

Dalby District Risk Register

Risk Identification (District level risks only)					
Risk No.	Risk Statement	Source	Impact Category	Prevention/Preparedness Controls	Recovery/Response Controls
1	There is the potential that flooding may occur throughout the disaster district due to heavy rainfall in river catchment areas which may cause residents to become isolated and displaced from their homes. This may result in the need to evacuate residents to appropriate evacuation centres.	Flooding	People	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations
2	There is the potential that flooding may occur throughout the disaster district due to heavy rainfall in river catchment areas which may require individual properties and townships to be resupplied with food stuffs and medical supplies.	Flooding	People	Community Awareness Public Education Evacuations Early Warning Systems	Requests for Assistance to SDCC for aerial resupply. Emergency Management Queensland.
3	There is the potential that flooding may occur throughout the disaster district due to heavy rainfall in river catchment areas which may cause significant damage to infrastructure, utilities and service delivery.	Flooding	Infrastructure	Community Awareness Public Education	Business Continuity Plans
4	There is the potential that bush fire may occur throughout the disaster district due to high levels of natural fuel which may cause residents to become isolated and displaced from their homes. This may result in the need to evacuate residents to appropriate evacuation centres.	Bush Fire	People	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations
5	There is the potential that bush fire may occur throughout the disaster district due to high levels of natural fuel which may	Bush Fire	People	Community Awareness Public Education Evacuations	Requests for Assistance to SDCC for aerial resupply. Emergency Management

	require individual properties and townships to be resupplied with food stuffs and medical supplies.			Early Warning Systems	Queensland.
6	There is the potential that bush fire may occur throughout the disaster district due to high levels of natural fuel which may cause significant damage an disruption to infrastructure, utilities and service delivery.	Bush Fire	Infrastructure	Community Awareness Public Education	Business Continuity Plans

Risk Analysis						
Risk No	Level of Existing PP Controls	Level of Existing RR Controls	Consequence	Likelihood	Risk	Confidence Level
1	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations	Major	Possible	High	High
2	Community Awareness Public Education Evacuations Early Warning Systems	Requests for Assistance to SDCC for aerial resupply. Emergency Management Queensland.	Major	Possible	High	High
3	Community Awareness Public Education	Business Continuity Plans	Major	Possible	High	High
4	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations	Major	Possible	High	High
5	Community Awareness Public Education Evacuations Early Warning Systems	Requests for Assistance to SDCC for aerial resupply. Emergency Management Queensland.	Major	Possible	High	High
6	Community Awareness Public Education	Business Continuity Plans	Major	Possible	High	High

Risk Evaluation						
Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
1	Broadly Acceptable					No further treatment of analysis required
2	Broadly Acceptable					No further treatment of analysis required
3	Broadly Acceptable					No further treatment of analysis required
4	Broadly Acceptable					No further treatment of analysis required
5	Broadly Acceptable					No further treatment of analysis required
6	Broadly Acceptable					No further treatment of analysis required

District Levels of Activation for Response Arrangements

	ALERT	LEAN FORWARD		STAND UP		STAND DOWN
		LEVEL ONE	LEVEL TWO	LEVEL ONE	LEVEL TWO	
Trigger	<ul style="list-style-type: none"> • One or more LDMGs operational • Awareness that threat may be wide spread 	<ul style="list-style-type: none"> • Potential requirements for DDMG to coordinate disaster operations 	<ul style="list-style-type: none"> • Threat level indicates DDMG support may be required 	<ul style="list-style-type: none"> • Request for support received from LDCC • Large threat is imminent 	<ul style="list-style-type: none"> • Impact in the District • Coordinated support required • Significant state resources committed 	<ul style="list-style-type: none"> • All LDMGs stood down • Recovery arrangements functioning¹
Actions	<ul style="list-style-type: none"> • XO brief DDC on activation level of LDMG/s • Analysis of threat • Contact LDC/s 	<ul style="list-style-type: none"> • Maintain contact with all LDCs • Communication procedures established • Planning commenced for support to DDCC • Advise State regarding status of DDMG • Establish all contacts • Set up email systems 	<ul style="list-style-type: none"> • Receipt of SITREPs • Brief DDMG Core Members • Warning orders given to DDMG • Planning for potential support to LDMGs • DDC support staff briefed 	<ul style="list-style-type: none"> • Develop situational awareness • Pass on urgent warnings • Commence SITREPs to SDCC • Roster developed for DDCC • DDCC activated with required staff • Forward planning commenced • SDCC advised DDMG stood up • Regular SITREPs provided to SDCC 	<ul style="list-style-type: none"> • DDCC activated and roster commenced • Logistics, operations planning and administrative cells in place • Coordination of state support commenced • Receive advice from State Disaster Coordinator 	<ul style="list-style-type: none"> • Final SITREPs to SDMG • Debrief of DDCC staff • Debrief of DDMG members • Finalisation of expenditure • Transition from response and recovery to recovery • Agencies not involved in recovery operations resume standard business and afterhours contact arrangements

¹ Full detail on levels of activation for recovery arrangements are outlined in the *Queensland Recovery Guidelines*.

Dalby District Disaster Management Group Training Proposal

Training Strategies include:

- QPS members of the Dalby DDMG attend all Disaster Management related training offered by the Queensland Police Service and Emergency Management Queensland
- Active participation in exercises developed by Emergency Management Queensland (e.g. Exercise Orko; Exercise Phoenix)

Financial Management Processes

1. Corporate Card purchases

Cardholders are to organise their documentation and begin costing the invoices in SDOL as soon as possible after expenditure so that all costing are completed in the system by COB each Friday.

Cardholders are to ensure all documentation has been obtained from suppliers. If invoices have not been obtained due to extreme emergency situations, a statutory declaration will be required to be completed for each purchase.

2. Account codes

Some of the account codes that will be relevant to the operations to ensure consistency of coding and accuracy include:

- 530296 Staff Amenities : To record costs associated with staff amenities eg purchases of ice
- 530304 Plant and Equipment <\$5,000 : To record cost of purchasing plant and equipment which is immaterial in nature and is not a portable and attractive item. Items greater than \$1,000 but less than \$5,000 will need to be recorded on local plant registers or as attractive items.
- 525001 Motor Vehicles Hire External : Costs of leasing vehicles from suppliers external to the Queensland government, other than Q-Fleet.
- 525025 Motor Vehicle Accessories : Accessories purchased for motor vehicles eg: flor mats, etc which is not a repair.
- 520507 Protective Equipment : Protective equipment such as duress alarms, protective goggles, earplugs, hats, gloves, respirators etc used by staff for workplace health and safety purposes.
- 530012 Equipment Rental Operating Lease : Rental or hire of office equipment excluding IT Equipment Rental (see account 528000). Also includes rental of toilets, cold rooms etc.
- 530013 Freight & Cartage (incl.Railway Charges) : Freight charges, including railway charges and courier services.
- 530035 Stores & Stationery : Costs of general office stationery and supplies. These include computer disks and CDs, binding and laminating products. However, paper is coded to 530036; Toner is coded to 530037; Cleaning products are coded to 524004; Key cutting is coded to 524014.
- 530036 Paper Plain & Coloured Card Supplies : All plain and coloured paper and card supplies purchased for any purpose.
- 530201 Medical Services : STAFF ONLY Includes all payments for the provision of optometric, dental, G.P and specialists services (eg fees and reports).
- 530011 Refreshments & Light Meals : Catering for light meals/refreshments (excluding Alcohol) during the work day. Includes tea, coffee and milk, water, lunches/meals supplied to counter disaster teams.

- 525000 Motor Vehicles Fuel Oil : Payment for petrol, diesel, oil, etc for departmental motor vehicles or equipment such as generators.

Please check the Finance Division chart of accounts expenditure listing using the search functionality for the full list of expense account codes and account definitions.

3. Overtime payments

It is very important that all approved OT is tracked on the NDRRA template spreadsheet (an electronic copy of the spreadsheet will be available to the LDCC when activated). An updated copy of this spreadsheet is to be forwarded by the Dalby District Office to the Southern Region Finance Manager each Friday to validate the OT costs to date.

4. Travel allowance claims

The Travel Management System (TMS) is to be used for payment of TA claims. All T/A claims are to be coordinated at a District level to ensure consistency and that T/A is not claimed in error when meals have been provided through motels or through bulk purchases at the regional MIR.

5. Cost Centre Code

The relevant cost centre code utilised to capture disaster related expenditure for the Dalby District will be provided by the Finance Manager, Southern Region

Should any clarification be required in relation to financial management or purchasing, contact is to be made with the Finance Manager, Southern Region on Telephone: 07 4631 6736 Fax: 07 4638 9644