



## **Foreword**

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The community's located within the Gympie Disaster District are susceptible to the impacts from a variety of natural and technological hazards. These communities may also be susceptible to the effects of human-caused hazards, namely terrorist related events.

The Gympie District Disaster Management Plan (the Plan) has been prepared under the authority of the *Disaster Management Act 2003* to provide a framework for holistic and comprehensive disaster management within the Gympie District.

The plan is designed to enhance the District's disaster management capacity by ensuring the necessary strategies are in place to provide a comprehensive (Prevention/Mitigation, Preparedness, Response and Recovery), all-agency, whole-of-government approach to disaster management through effective disaster management arrangements which may be applied in an all-hazards context.

The plan also incorporates some hazard specific strategies for disaster management in respect to the hazards which have been identified through hazard analysis as having potential to cause the most significant losses within the community physically, psychologically and economically.

The plan has been prepared by a planning committee comprised of representatives from the various entities who will have significant roles in disaster management operations.

The plan is a dynamic document which may be amended as required to incorporate legislative changes and lessons learned from activations during disaster situations. The plan will also be reviewed periodically and amended as necessary to address the districts most significant risks as identified through hazard analysis, and ensure compliance with current best practice procedures in disaster management planning.

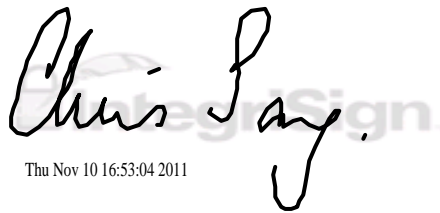
Superintendent C.M.Sang  
District Disaster Coordinator  
Gympie District

## Endorsement

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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.



Thu Nov 10 16:53:04 2011

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Superintendent C.M.Sang  
District Disaster Coordinator  
Gympie District Disaster Management Group

Dated

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## Document Control

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### Amendment Control

This District plan is a controlled document. The controller of the document is the Gympie District Disaster Coordinator (DDC). Any proposed amendments to this plan should be forwarded in writing to:

The Executive Officer  
Gympie Disaster District Management Group  
PO Box 176  
GYMPIE Q 4570

The DDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be endorsed by the District Disaster Management Group (DDMG).

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

### Amendment Register

Amendment		Plan Updated	
No / Ref	Issue Date	Inserted by	Date

### 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.
Chair	The person appointed by Governor in Council as the Chairperson of the DDMG. The Chair of the group 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 Chair	The person appointed by Governor in Council as the Deputy Chairperson of the DDMG.
Disaster	A serious disruption to the 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 (DM)	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 Management Group	One of or a number of any of the following: the SDMG, DDMGs or LDMGs.
Disaster Management Strategic Policy Framework	A strategic tool which identifies principles that guide the development and implementation of policy and initiatives to achieve disaster management priorities.
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 (s. 15, DM Act).
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> )
Disaster District 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.

## Gympie District Disaster Management Group

District Disaster Management Group (DDMG)	The group established in accordance with s. 22 of the DM 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"> <li>a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening</li> <li>b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak</li> <li>c. an infestation, plague or epidemic (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>)</li> <li>d. a failure of, or disruption to, an essential service or infrastructure</li> <li>e. an attack against the state</li> <li>f. another event similar to an event mentioned in (a) to (e).</li> </ul> (2) An event may be natural or caused by human acts or omissions. ( <i>Disaster Management Act 2003</i> )
Executive Officer (XO) DDMG	The person appointed by the Commissioner, Queensland Police Service as the XO of the DDMG.
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 (LDMG)	The group established in accordance with s. 29 of the DM Act to support the disaster management and operational activities of local governments. The specific functions of the LDMG are outlined in s. 30 of the DM Act.
Local Disaster Management Plan	A plan that documents agreed arrangements that are in place to deal with disaster events within its area of responsibilities.
Member	A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group.
Minister	Minister for Police, Corrective Services and Emergency Services.
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.

## Gympie District Disaster Management Group

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
Quorum	The minimum number of DDMG members required to validate the business of the group.
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'. (ISO Guide 73:2009 Risk management – Vocabulary)
Risk	The effect of uncertainty on objectives. (ISO Guide 73:2009 Risk management – Vocabulary)
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from ISO Guide 73:2009 Risk management – Vocabulary)
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. (National Emergency Risk Assessment Guidelines)
Serious Disruption	Serious disruption means: (a) loss of human life, or illness or injury to humans; or (b) widespread or severe property loss or damage; or (c) 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 all-hazards disaster management arrangements, including agency roles and responsibilities at each tier of the arrangements.
State Disaster Management Group (SDMG)	The group established in accordance with s. 17 of the DM Act who is responsible for disaster management and operational arrangements for the state of Queensland. The specific functions of the SDMG are outlined in s. 18 of the DM Act.
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

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<b>ADF</b>	Australian Defence Force
<b>AUSVETPLAN</b>	Australian Veterinary Plan
<b>BoM</b>	Bureau of Meteorology
<b>DACC</b>	Defence Aid to the Civil Community
<b>DDC</b>	District Disaster Coordinator
<b>DDCC</b>	District Disaster Coordination Centre
<b>DDMG</b>	District Disaster Management Group
<b>DDMP</b>	District Disaster Management Plan
<b>DES</b>	Department of Emergency Services
<b>DM Act</b>	Disaster Management Act 2003 (Qld)
<b>DoC</b>	Department of Communities
<b>DPI</b>	Department of Primary Industries
<b>DRC</b>	District Recovery Coordinator
<b>DRG</b>	District Recovery Group
<b>EAP</b>	Emergency Action Plan
<b>ECC</b>	Earthquake Coordination Committee (Queensland)
<b>EMA</b>	Emergency Management Australia
<b>EMQ</b>	Emergency Management Queensland
<b>EOC</b>	Emergency Operations Centre
<b>EPA</b>	Environmental Protection Agency
<b>FMD</b>	Foot and Mouth Disease
<b>LDC</b>	Local Disaster Coordinator
<b>LDCC</b>	Local Disaster Coordination Centre
<b>LDMG</b>	Local Disaster Management Group
<b>LDMP</b>	Local Disaster Management Plan
<b>NDRRA</b>	Natural Disaster Relief and Recovery Arrangements
<b>NGO</b>	Non-Government Organisation
<b>OPSO</b>	Operations Officer Queensland Police Service
<b>QAS</b>	Queensland Ambulance Service
<b>QCCAP</b>	Queensland Coastal Contingency Action Plan
<b>QDMA</b>	Queensland disaster management arrangements
<b>QFRS</b>	Queensland Fire & Rescue Service
<b>QFRS-RFS</b>	QFRS – Rural Fires Service
<b>QLDVETPLAN</b>	Queensland Veterinary Emergency Plan
<b>QPS</b>	Queensland Police Service
<b>QR</b>	Queensland Rail
<b>QT</b>	Queensland Transport
<b>QTCCC</b>	Queensland Tropical Cyclone Coordination Committee
<b>RAAF</b>	Royal Australian Air Force
<b>SDC</b>	State Disaster Coordinator
<b>SDCC</b>	State Disaster Coordination Centre
<b>SDCG</b>	State Disaster Coordination Group
<b>SDMG</b>	State Disaster Management Group
<b>SDMP</b>	State Disaster Management Plan
<b>SDRA</b>	State Disaster Relief Arrangements
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SES</b>	State Emergency Service
<b>SOP</b>	Standard Operating Procedure
<b>SPF</b>	Queensland Disaster Management Strategic Policy Framework
<b>the Act</b>	Disaster Management Act 2003
<b>the Minister</b>	Minister for Police, Corrective Services and Emergency Services
<b>XO</b>	Executive Officer

# **ADMINISTRATION AND GOVERNANCE:**

## **Authority to Plan**

This District Disaster Management Plan is prepared under the provisions of s 53 of the Disaster Management Act 2003 (including amendments in 2010).

## **Purpose**

This plan details the arrangements within the Gympie Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management.

## **Objectives**

The objective of the Gympie 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.
- the development, implementation and monitoring priorities for disaster management for the district.

## **Strategic Policy Framework**

Disaster management and disaster operations in the Gympie District are consistent with the State Disaster Management Group's (SDMG) Strategic Policy Framework for disaster management for the State. 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;

## Gympie District Disaster Management Group

- 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

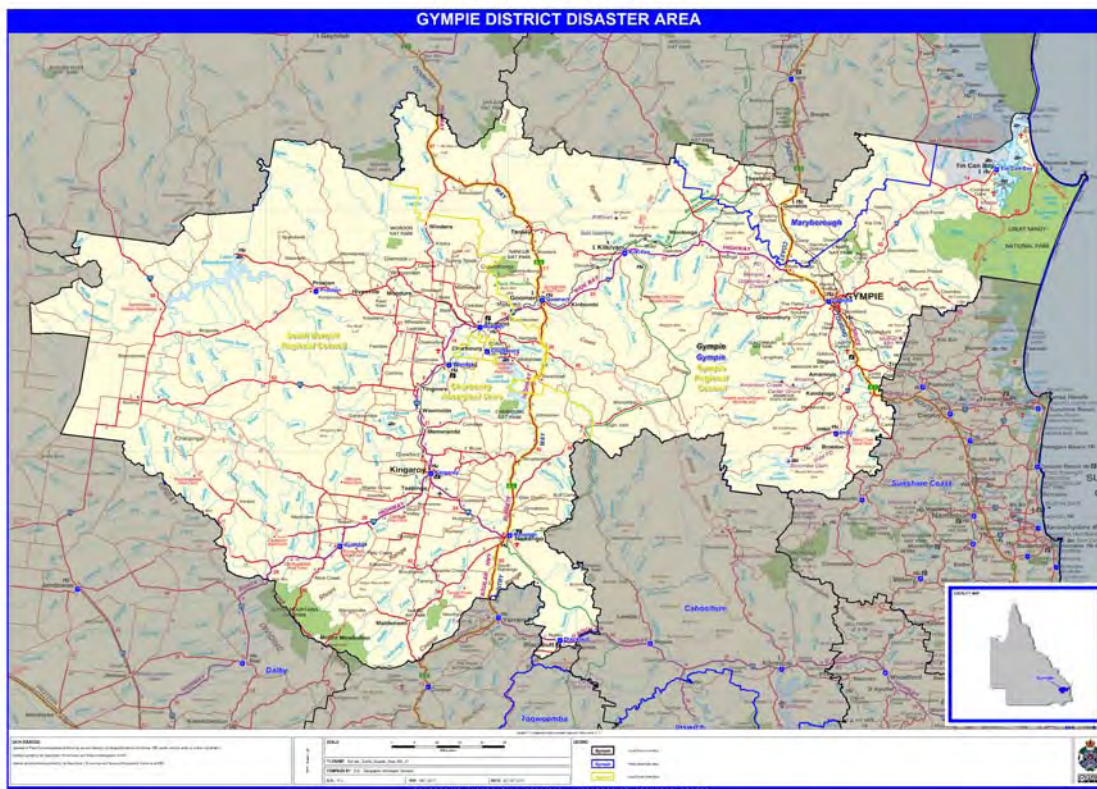
This plan provides for the mobilisation of the disaster management system in support of the Gympie Regional Council, South Burnett Regional Council and Cherbourg Aboriginal Shire Council. This entails the use of any State and Commonwealth government department and/or agencies and all resources available for the prevention of, preparedness for, response to and recovery from, the effects of disasters or events having a community consequence, whilst utilising an all hazards approach. Those actions are defined as:

- **Prevention** - includes the identification of hazards, the assessment of threats to life and property, and the taking of measures to reduce or mitigate such losses. Prevention and mitigation measures are designed to avoid or reduce the consequences of hazards impacts upon the community. Disaster managers at all levels are responsible for using a disaster risk management process to identify prevention and mitigation options, to refer these options and recommendations to the appropriate agency, and to monitor the outcomes.
- **Preparation** - includes arrangements or actions outlined in plans to deal with a hazard impact. In addition to providing a network of managers who can support the disaster management system, the plan also provides for the acquisition of knowledge and information which is essential in anticipating when to mobilise the disaster management structure and acquiring the type and level of resources that will be needed.
- **Response** - is the process of activating plans to combat the many incidents that occur within a disaster or a community consequence event and for providing assistance to affected communities. The aim of response operations is to prioritise and concentrate efforts to save the most lives, protect the greatest amount of property, and render the largest part of an affected area safe.
- **Recovery** - is the process by which individuals' families and communities are assisted to regain an acceptable level of functioning following a disaster or community consequence event, through the provision of information, personal support, resources, specialist counselling and health services.

For planning and operational management purposes, Queensland is divided into 23 Disaster Districts based on local government boundaries. The Gympie Disaster District is a combination of three local government boundaries as identified below:

- Gympie Regional Council
- South Burnett Regional Council
- Cherbourg Aboriginal Shire Council

## Gympie District Disaster Management Group



Each of the 3 local government areas is made up of several main townships, namely:

### **GYMPIE REGIONAL COUNCIL:**

- Imbil
- Gympie
- Kilkivan
- Goomeri
- Tin Can Bay
- Rainbow Beach

### **SOUTH BURNETT REGIONAL COUNCIL:**

- Murgon
- Proston
- Wondai
- Kingaroy
- Nanango
- Kumbia
- Blackbutt

### **CHERBOURG ABORIGINAL SHIRE COUNCIL:**

- Cherbourg

## Gympie District Disaster Management Group

### Disaster Management Priorities

According to the Bureau of Transport Economics (2001), the direct, tangible and intangible costs of natural disasters have cost the Australian community \$37.8 billion between 1967 and 1999, and annual average of \$1.14 billion. The costs to the Queensland community over the corresponding time frame have been estimated to have been \$7.9 billion.

The losses categorised as Direct, Indirect and Intangible costs associated with disasters are described as follows:

Direct	Indirect	Intangible
Infrastructure	Disruption of public services	Death & injury
Residential housing	Agriculture (e.g. Agistment)	Dislocation
• Structure	Network disruption	Memorabilia
• Contents	Business disruption	Health impacts (including mental health)
Commercial Building	Emergency & relief agencies	Cultural & heritage
• Structure	Alternative accommodation	
• Contents	Clean-up	
Agriculture	Economy, community sustainability	Health impacts (including mental health)
• Livestock	Economy and sustainability	
• Crops & pastures	Economy, community sustainability, clean-up	
• Equipment	Business disruption, economy	
• Fences	Clean-up, business disruption	

The planning group concluded that the hazards to which the disaster district was susceptible could come from one or more sources of risk including natural, technological, biological, geological, meteorological, social, geochemical, geophysical, geo-biological, civil/political, management activities and controls, economic circumstances, political circumstances, or a combination of any one or more thereof.

The planning group considered the whole range of possible hazards in terms of probability of occurring and the seriousness of the consequences if they did occur. The planning group have identified, utilising a range of assessment methods including the Fosters Index Modal and the SMAUG (Seriousness, Manageability, Acceptability, Urgency, Growth) Model, that the following hazards pose the most serious threat to the communities with the Gympie Disaster District:

- Flooding;
- Tropical cyclones, storm tide (surge);
- Fire;
- Emergency animal disease;
- Dam failure;
- Tsunami;
- Earthquake; and a
- Terrorist related incident.

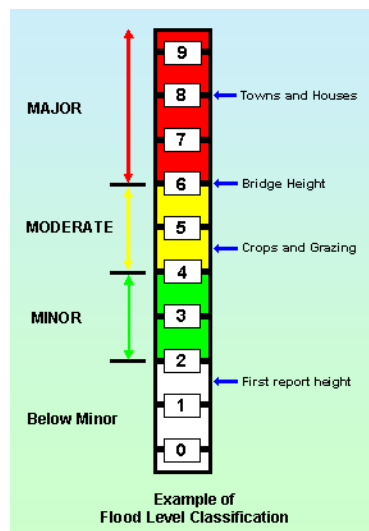
## Gympie District Disaster Management Group

### Flooding:

The Commonwealth Bureau of Meteorology (BoM) in conjunction with the Local Governments through the State, continuously monitor rainfall and river water levels, especially those which pose a threat to communities and transportation routes. The BoM issues appropriate warnings when water levels reach heights whereby they may create localised flooding or disruption to the community. This monitoring is facilitated by a network of over one thousand rainfall stations and eight hundred river height stations state-wide.

In the Gympie Disaster District flooding is most likely to occur during the summer months wet season and occurs mainly as a consequence of heavy rains associated with low pressure systems and cyclones. Communities are not able to prevent flooding, however, they are able to plan for such events and in doing so prevent and mitigate their affects. Preventing or restricting building in known flood prone areas through land use management. This is also a requirement of the *Integrated Planning Act 1997* and the State Planning Policy 1/03: *Mitigating the Adverse Impacts of Flood, Bushfire and Landslide* and its associated Guidelines.

#### Flood Level Classification



### Tropical cyclone / storm surge:

According to the Bureau of Meteorology, six (6) to eight (8) cyclones may develop in the vicinity of Australia annually. Of these one (1) or two (2) can be expected to be severe cyclones, category 3 to 5, and one (1) or two (2) can be expected to cross the coastline of eastern Queensland.

Cyclone strengths are measured according to the wind speed of the strongest gusts, and are categorised as 1 to 5.

The cyclone categories, including wind speeds and the typical effects may be described diagrammatically as follows:

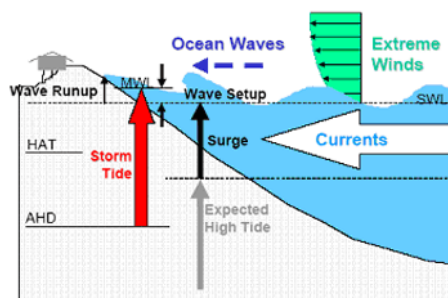
## Gympie District Disaster Management Group

Category	Strongest Gust (km/h)	Typical Effects (indicative only)
1 (Tropical Cyclone)	Less than 125 (Gales)	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2 (Tropical Cyclone)	125-169 (Destructive winds)	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
3 (Severe Tropical Cyclone eg. Roma)	170-224 (Very destructive winds)	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4 (Severe Tropical Cyclone eg. Tracy)	225-279 (Very destructive winds)	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5 (Severe Tropical Cyclone eg. Vance)	More than 280 (Very destructive winds)	Extremely dangerous with widespread destruction.

Source: Bureau of Meteorology Website: [www.bom.gov.au](http://www.bom.gov.au)

Storm tides (surges) are produced by all tropical cyclones and comprise the effects of the wind, waves and currents in association with the actual tide recorded, the cyclones central pressure, forward speed and direction and Bathymetry in the area where the event is occurring.

The storm tide components may be described diagrammatically as follows:



Source: Bureau of Meteorology Website: [www.bom.gov.au](http://www.bom.gov.au)

All coastal local governments have maps which depict the varying levels of inundation that may be expected with different levels of storm tides. The Tin Can Bay and Rainbow Beach areas with an approximate population of 3,276 (source: Australian Bureau of Statistics, *Regional Population Growth (Category No. 3218.0)*) is most at risk of storm surge within the Disaster District.

### Bush Fire:

An outbreak of a large uncontrolled bush fire would require the mobilising of a large amount of resources and the threat of evacuation of potentially large amounts of persons from across the district. Fire is perhaps the greatest threat to the district

## **Gympie District Disaster Management Group**

and mitigation processes and plans are well developed amongst every LDMG within the Gympie Disaster District.

Almost all areas of the district have bush fires as a high risk threat however the South Burnett Region and the western reaches of the Gympie Regional Council (Widgee, Kilkivan and Goomeri areas) are the most at risk.

### **Emergency Animal Disease:**

An outbreak of emergency animal disease, such as foot and mouth disease (FMD) requires the implementation of a 'standstill' order in respect to movement of all cloven hoofed animals, and the slaughtering and destruction of all animals on properties known, or suspected, of carrying infected animals, along with animals on all neighbouring properties.

Both the Commonwealth and State have in place plans and procedures, namely AUSVETPLAN and QLDVETPLAN, to deal with the outbreaks of diseases in animals. The Department of Primary Industries have estimated an outbreak of FMD in Australia would cost the community approximately \$16 billion.

### **Dam Failure:**

The Borumba Dam, Bjelke Petersen Dam (commonly known as Lake Barambah) Boondoomba Dam and Cedar Pocket dam are water storage areas within the disaster district. Seqwater and Sunwater have in place Emergency Action Plans for monitoring the dam walls during times of extreme rainfall. This plan requires the water levels and any other relevant information be provided to the relevant LDMG's and the DDC on a regular basis.

### **Tsunami:**

The recent **(Dec 2004)** tsunami in the Indian Ocean has impacted on the coastal areas of the disaster district. As seen, there are serious consequences however mitigation for such an event is indefinable. The Tin Can Bay and Rainbow Beach areas with a population of 3,276 (*source: Australian Bureau of Statistics, Regional Population Growth (Category No. 3218.0)*) is most at risk of a Tsunami event within the Disaster District.

### **Earthquake:**

As with tsunamis, the mitigation for such an event is indefinable.

### **Terrorist related activity:**

Australia is not immune to terrorist activities, especially following involvement in the Gulf War and more recently Iraq. The Bali Bombings in 2002 are evidence of this.

The threat of a terrorist activity to the Gympie Disaster District is extremely low; however the most likely target if it should occur would be power facilities in the South Burnett (Tarong Power station) and dams within the Disaster District. Given the recent escalation of Coal Seem Gas projects throughout the south Burnett these projects are also seen as potential terrorist target. As previously indicated the terrorist threat to these installations is deemed to be very low at this time.

An attack of this nature would have a significant affect on the region socially, psychologically and economically.

## **Gympie District Disaster Management Group**

Only maintaining vigilance on a national perspective, and trusting that the national security and intelligence organisations will be able to provide timely warning of the likelihood of such incidents will the community be able to prevent such incidents or minimise their affects.

### **Review and Renew Plan**

In accordance with s55 of the Act, the Gympie DDMG may review, or renew the Gympie DDMP when the group considers it appropriate. However, the group must review the effectiveness of the plan at least once a year.

Annexure F –Legislative Checklist DDMG Plan

### **Review of Local Disaster Management Arrangements**

In accordance with section 23 of the Disaster Management Act it is a function of the DDMG to regularly review and assess the disaster management of local groups in the district.

It will be the responsibility of each Regional Council to annually review their local disaster management arrangements, including their respective Local Disaster Management Plans, and submit a review report to the DDC. This review report is to be compiled in a format similar to the DDMG Annual Report. It is recommended that the review be conducted in consultation with representative/s from EMQ. This review is to be submitted:

- June each year

The disaster management arrangements and capabilities of the Gympie Regional Council, South Burnett Regional Council and Cherbourg Aboriginal Shire Council including their respective Local Disaster Management Plans, shall be formally reviewed annually by the DDMG and coordinated by the Executive Officer. It is recommended that the review be conducted in consultation with representative/s from EMQ. This review is to be as follows:

- July each year

The effectiveness of the LDMG shall be reviewed against the 'Criteria for review of Emergency Management Plans' as contained in Annex A to Chapter Eleven of the Australian Emergency Manual, *Community Emergency Planning Guide*, 2<sup>nd</sup> Edition.

The effectiveness of each LDMP shall be reviewed utilising the 'Local Disaster Management Plan Review and Assessment Workbook' in accordance with s23 of the Act. It will be the responsibility of the DDC assisted by the XO, EMQ Area Director and Local Disaster Coordinator of each LDMG to ensure the LDMP is reviewed annually.

The outcome of these reviews will be presented to the SDMG in November each year for consideration.

The LDMG and their respective LDMP may be reviewed at any other time should it become apparent to the DDC that urgent attention is required to ensure the operational effectiveness of LDMG activities. The outcome of these reviews will be presented to the SDMG at the earliest opportunity for consideration.

### **DISTRICT DISASTER MANAGEMENT GROUP:**

#### **Establishment**

The Gympie District Disaster Management Group (DDMG) is established in accordance with section 22; of the Disaster Management Act 2003.

#### **Membership**

The DDMG is comprised of persons and representatives as nominated in section 24: 'Membership' of the *Disaster Management Act 2003*, as follows:

- Chairperson, District Disaster Coordinator (QPS);
- Deputy Chairperson (QPS);
- The person appointed as the Executive Officer (XO) of the district group (QPS);
- A representative of each local government, or combined local governments, as the case may be, within the district; and
- Persons representing departments whom the Executive Officer of the SDMG in consultation with the DDC considers appropriate to be represented.

The following organisations have been considered appropriate for inclusion as members of the Gympie DDMG:

- Australian Defence Forces (ADF)
- Building Services Australia
- Bureau of Meteorology (BOM)
- Counter Disaster & Rescue Services
- Department of Communities (DOCS)
- Department of Education
- Department of Health (Q-Health)
- Department of Primary Industries (DPI)
- Department of Public Works (Q-Build)
- Department of Transport
- Department of Transport (Maritime Division)
- Emergency Management Queensland (EMQ)
- Department of Environmental & Resource Management (DERM)
- Energex
- Ergon Energy
- Forestry Plantation Queensland
- Media
- Queensland Ambulance Service (QAS)
- Queensland Fire and Rescue Service (QFRS)
- Queensland Fire and Rescue Service (Rural Fires Division)
- Queensland Police Service (QPS)
- Queensland Rail (QR)
- Seqwater
- Sunwater
- Telstra

## **Gympie District Disaster Management Group**

Titled '*Gympie DDMG Contact List*' and contained in Annexure 'B' to this Plan is a detailed list of current members of the Gympie DDMG, including their contact details.

## Functional and Supporting Committees

### Functional Committee

Function	Lead agency	Roles and Responsibilities
<b>Transport</b>	Department of Transport (Queensland Transport)	As detailed in the State Disaster Management Plan (2010) including arrangements for the provision of transport resources for the transportation modes of road, rail, air and sea, and transport engineering to support disaster response and recovery operations
<b>Community Recovery</b>	Department of Communities	As detailed in the State Disaster Management Plan (2010) including arrangements for the coordination of community recovery services including: <ul style="list-style-type: none"> <li>• <i>Information on the range of recovery services available;</i></li> <li>• <i>Information of the physical effects of a disaster;</i></li> <li>• <i>Personal support services;</i></li> <li>• <i>Financial assistance to eligible applicants under the following schemes:</i> <i>Disaster Relief Assistance;</i> <i>Associations Natural Disaster Relief;</i> <i>Special Benefits;</i></li> <li>• <i>Provision of counselling and mental health services;</i></li> <li>• <i>Longer term accommodation services; and</i></li> <li>• <i>Facilitation of community participation in the redevelopment of social networks and community infrastructure.</i></li> </ul>
<b>Health</b>	Department of Health (Q-Health)	As detailed in the State Disaster Management Plan (2010) including arrangements for the provision of medical and health resources to support disaster response and recovery operations through: <ul style="list-style-type: none"> <li>• <i>Command, control and coordination of medical resources;</i></li> <li>• <i>Public health advice and warnings;</i></li> <li>• <i>Transportation of patients;</i></li> <li>• <i>Psychological and counselling services; and</i></li> <li>• <i>Ongoing medical and health services required during the recovery period.</i></li> </ul>

## Gympie District Disaster Management Group

<b>Building and Engineering Services</b>	Department of Public Works (Q-Build)	As detailed in the State Disaster Management Plan (2010) including <i>arrangements for the provision of resources and services pertaining to all engineering disciplines which may be required to assist disaster response and recovery operations.</i>
<b>Emergency Supply</b>	Department of Public Works (Q-Build)	As detailed in the State Disaster Management Plan (2010) including <i>arrangements for the provision and issue of emergency supplies to support disaster response and recovery operations, including arrangements for the procurement, coordinated delivery and management of emergency supplies and associated services.</i>
<b>Communications</b>	Department of Public Works (Q-Build)	As detailed in the State Disaster Management Plan (2010) including <i>arrangements for the re-establishment of electronic communication links either within a disaster affected area or within areas outside the affected area, and the provision of special communication facilities to support State and Disaster District level operations mounted in support of an affected area.</i>

## Gympie District Disaster Management Group

### Supporting Committee

Agency	Roles & Responsibilities
<b>Queensland Ambulance Service</b>	As contained in section 3D: 'Service's Functions' of the <i>Ambulance Service Act 1991</i> including the provision of ambulance services during rescue and other related activities, transport of persons requiring attention at medical or health care facilities, participate in counter disaster planning, coordinate volunteer first aid groups.
<b>Queensland Fire and Rescue Service</b>	As contained in section 8B: 'Functions of the service' of the <i>Fire and Rescue Services Act 1990</i> including the protection of persons, property and the environment from fire and hazardous materials, protection and extrication of persons trapped in vehicles, building or elsewhere.
<b>Queensland Police Service</b>	As contained in section 2.3: 'Functions of the service' of the <i>Police Service Administration Act 1990</i> including the preservation of peace and good order, the prevention of crime, upholding the law generally, and rendering help as may be reasonable sought by members of the community.

Threat Specific Hazards		
<b>Oil Spill</b>	Department of Transport (Maritime Division)	Detail the strategy and actions to be carried out in the event of an oil spill occurring in waters within the vicinity of the Queensland coastline.
<b>Wildfire</b>	Queensland Fire and Rescue Service (Rural Fires Division)	Under development at State level
<b>Emergency Animal Disease</b>	Department of Primary Industries	Detail the arrangements to cope with a serious exotic animal disease.

## Roles and Responsibilities

Organisation	DDMG Position	Responsibilities
Queensland Police Service	Chairperson – District Disaster Coordinator	As detailed in s.26 of the DM Act, including: <ul style="list-style-type: none"> <li>• Chair the DDMG meeting;</li> <li>• Manage and coordinate the business of the group;</li> <li>• Ensure the DDMG performs its functions;</li> <li>• Coordinate the DDMGs activities in terms of disaster operations throughout the district;</li> <li>• Provide reports as necessary to the SDMG.</li> </ul>
Queensland Police Service	Deputy Chairperson of DDMG	Assist the DDC / Chairperson as required. Chair the DDMG meetings in the absence of the Chairperson. Assume the role as DDC / Chairperson in the absence of that person.
Queensland Police Service	Executive Officer of DDMG	As detailed in s.28 of the DM Act, including, <ul style="list-style-type: none"> <li>• Establish DDCC &amp; relevant SOP's;</li> <li>• Maintain &amp; distribute DDMG contact list;</li> <li>• Perform admin. &amp; secretarial functions;</li> <li>• Develop &amp; conduct exercises;</li> <li>• Identify training needs</li> </ul>
Queensland Police Service	Operations Support Officer	Support the Chairperson, Deputy Chairperson and XO in the performance of their functions.

## Gympie District Disaster Management Group

<p><b>Department of Emergency Services</b></p>	<p>Senior representative as appointed by their relevant organisation.</p>	<p>As detailed in s.24 of the DM Act, support the DDMG in the effective disaster management of the disaster district.</p> <p>Includes;</p> <ul style="list-style-type: none"> <li>• Develop &amp; facilitate disaster management training;</li> <li>• Assist to develop &amp; conduct exercises.</li> </ul>
<p><b>Liaison Officers (Representatives from Local, State and Non-Government organisations)</b></p>	<p>Senior representative as appointed by their relevant organisation</p>	<p>As detailed in s.24 of the DM Act, provide advice to DDMG and resource allocations relevant to parent organisational functions in order to provide effective disaster management of the disaster district.</p>

## Gympie District Disaster Management Group

### Meetings

The Gympie DDMG shall, at least twice annually, conduct full meetings at the Gympie Police Station (or other location nominated by the Chairperson) and report the outcomes in terms of Appendix 'A' to the Executive Officer, State Disaster Management Group.

### Reporting

Reporting requirements within the Gympie Disaster District shall be consistent with the requirements of the *Disaster Management Act 2003* as follows:

#### Administrative Reporting:

- (a) The chair of each Local Disaster Management Group shall provide details in respect to the membership of their group annually to the Executive Officer of the State Disaster Management Group;
- (b) The District Disaster Coordinator shall provide details in respect to the membership of the Disaster District Management Group annually to the Executive Officer of the State Disaster Management Group;
- (c) Local Government Disaster Management Groups and the District Disaster Management Group shall, at least twice annually, conduct full meetings of their respective groups and report the outcomes in terms of Appendix 'A' to the Executive Officer, State Disaster Management Group;
- (d) Disaster District Functional Committees shall, at least twice annually, conduct full meetings of their respective committee and report the outcomes in terms of Appendix 'A' to the Disaster District Coordinator;

#### Operational Reporting:

- (a) Local Government Disaster Management Groups shall advise the DDC immediately the LDMG is activated or placed on stand-by;
- (b) The DDC shall advise the Executive Officer of the SDMG immediately the DDMG is activated or placed on stand-by;
- (c) Once activated, or placed on stand-by, Local Government Disaster Management Groups will provide situation reports (SITREPs) on the disaster event and disaster management operations in the approved form to the DDMG within the timeframes as may be required;
- (d) Once activated, or placed on stand-by, the DDMG will provide SITREPs on the event and disaster management operations in the approved form to the SDCC within the timeframes as may be required;
- (e) Following an activation of the DDMG or DDCC, the Deputy Chairperson will provide a briefing on the event for the DDC.

## Gympie District Disaster Management Group

### DISASTER RISK MANAGEMENT:

#### Community Context

The Gympie Disaster District is quite diverse and comprises of 3 Regional Councils:

1. Gympie Regional Council;
2. South Burnett Regional Council; and
3. Cherbourg Aboriginal Shire Council

It is recognised that in accordance with s.28A of the Disaster Management Act 2003 (Temporary disaster district groups) the Gympie Disaster District could also incorporate other areas outside of its nominated boundaries, or alternatively could form part of another disaster district.



#### GEOGRAPHICAL

##### Location:

From Double Island Point in the east to the Great Divide in the west, the majority of the district is located between Latitudes 26° S-27° S and Longitudes 151° E-153° E.

##### Area:

With an area extent of some 23337 square kilometres, the district is broken into two regions by the Jimna and Coastal Ranges. The townships of Gympie, Imbil, Tin Can Bay, Rainbow Beach, Kilkivan and Goomeri in the east being known as the Cooloola Region are within the Gympie Regional Council boundaries while the western region containing the Murgon, Wondai, Kingaroy and Nanango townships are known as the South Burnett and are located within the South Burnett Regional Council boundaries. Cherbourg also in the western region is within the boundaries of the Cherbourg Aboriginal Shire Council.

## Gympie District Disaster Management Group

### Climate:

Considered a warm temperate zone, the district has an average annual rainfall of between 1000-1500 millimetres much of which falls between the months of November to May. The average summer temperatures for January are between 20<sup>o</sup>-30<sup>o</sup> C with the average winter temperatures being between 10<sup>o</sup>-20<sup>o</sup> C.

### Topography:

The district encompasses many and varied geographical features from the shores of the Cooloola Coast undulating west through National Parks, State Forests, various mountain ranges, extensive farming and grazing land to the Bunya Mountains in the Great Dividing Range at over 400 metres above sea level.

### Rivers & Dams:

Several major river systems traverse the district, including the Mary River and its tributaries in the east, the Barker and Barambah Creek system in the central north, Stuart and Boyne in the north-west, Cooyar Creek and tributaries in the south west.

There are also several major dams constructed in the district; the Borumba Dam on the Yabba Creek 12 km west of Imbil, the Bjelke Petersen Dam (also known as Lake Barambah) on the Barker Creek just up from the junction of Barambah Creek 19km southeast of Murgon, the Boondoomba Dam on the Boyne and Stuart River system about 20km west of Proston, and the Cedar Pocket Dam on Deep Creek about 20km East of Gympie.

## DEMOGRAPHIC

### Population:

The population of the District is approximately 83,503 (as at 2011) and is located within an area of approximately 23337 square kilometres across three (3) Local Government Authorities. The District enjoys an excellent growth rate with its dual attractions of either coastal or rural living environments.

Community/Location	Local Government Authority	Population (2011)
Gympie Regional Council	Gympie Regional Council	49334
South Burnett Regional Council	South Burnett Regional Council	33040
Cherbourg Aboriginal Council	Cherbourg Council	1129
<b>Total</b>		<b>83503</b>

*Source: Old Government Web-Site and Regional Council Records*

It should also be noted that special events will increase the population at various centres throughout the year, e.g.: the National Music Muster held the last weekend in August in the Amamoor Creek State Forest 25km southwest of Gympie has an attendance in excess of 80,000 people from all over Australia and overseas with about 40,000 patrons camping onsite for up to two weeks. Further, Rainbow Beach is the Cooloola Coast's gateway to Fraser Island and attracts thousands of campers and visitors to the area each Christmas and Easter.

## **Gympie District Disaster Management Group**

### **City/Towns:**

Gympie is the provincial city of the district, Kingaroy is the largest principle town within the district with Nanango being the next largest. Other main centres in the district are the towns of Murgon, Tin Can Bay & Rainbow Beach, Wondai, Blackbutt, Cherbourg, Goomeri, Imbil, Kilkivan, and Proston.

### **Industries:**

The Cooloola Region is mainly tourism, timber, farming, small crops, manufacturing and commerce with Gold mining an ongoing process in and around Gympie and Kilkivan. Much of this region is State Forest and the Cooloola Section of the Great Sandy National Park. The Tin Can Bay Military Training Camp (Camp Kerr) is situated on the northeast corner of the Cooloola Shire.

The South Burnett Region is diverse in primary production, being the leaders in navy beans and peanut cultivation, with maize, sorghum, barley and wheat farming forming the significant agricultural base. Murgon is considered the beef centre of the South Burnett with a live weight selling centre and export meat works. The Tarong Power Station situated about 16km west of Nanango is one of the largest in Queensland while the nearby Meandu open cut coal mine produces coal for the power station. Much of the South Burnett is also given up to State Forest with the Bunya National Park situated in the southwest corner on the Great Divide. Coal Seem Gas industries are currently expanding throughout the South Burnett; this industry will be a major financial asset for the State development.

### **Transport Routes:**

Several transport routes traverse the district. In the east is the Bruce Highway carrying the main traffic flow through Gympie. The Tin Can Bay Road carries the main traffic flow from Gympie to the Cooloola Coast and Fraser Island. The Wide Bay Highway is the main corridor for traffic flowing from Gympie and the Bruce Highway to the South Burnett. The main traffic corridor through the South Burnett from Toowoomba and Dalby in the southwest is the New England, Burnett and Bunya Highways. The D'Aguilar Highway joins the New England Highway at Yarraman (Rosalie Shire).

The main northern electric rail line traverses the Cooloola Shire with a regular rail line connecting the South Burnett Region from Maryborough through Theebine in the north. A rail line to Blackbutt and Yarraman (Rosalie Shire), but not Nanango, links the South Burnett from Brisbane in the south.

Major air corridors are found over both the eastern and western regions of the district with military aircraft also utilising the airspace from the Oakey Airbase to and from the Tin Can Bay Military Training Camp which has its own airport. There are several local authority and private airports situated at Gympie, Kingaroy, Wondai and Nanango with a number of smaller airfields dotted throughout the district.

## Gympie District Disaster Management Group

### Hazards

The Gympie Disaster Risk Assessment Team (DRAT) was specifically formed within the Gympie DDMG to conduct an in-depth risk identification, analysis and assessment of hazards for the Gympie Disaster District. DRAT concluded that the hazards to which the Gympie Disaster District was susceptible could come from one or more sources of risk including natural, technological, biological, geological, meteorological, social, geochemical, geophysical, geo-biological, civil/political, management activities and controls, economic circumstances, political circumstances, or a combination of any one or more thereof. Consideration was also given to associated impacts and effects of hazards to/from bordering districts.

DRAT considered the whole range of possible hazards in terms of probability of occurring and the seriousness of the consequences if they did occur. DRAT identified, utilising a range of assessment methods including the *National Emergency Risk Assessment Guidelines*, Fosters Index Model and the SMAUG (Seriousness, Manageability, Acceptability, Urgency, Growth) Model, that the following hazards pose the most serious threat to the communities with the Gympie Disaster District:

- Major flooding
- Category 3+ Cyclone (including east coast low)
- Storm tempest (including Tornado)
- Storm surge
- Bush Fire
- Major Transport Incident (road, rail, sea and air)
- Hazardous Materials Incident
- Emergency Diseases (human)
- Emergency Diseases (animal)
- Emergency Diseases (plant)
- Insect/vermin plague
- Urban Structural Fire
- Oil Spill at Sea
- Tsunami
- Earthquake
- Landslip
- Failure of Critical Infrastructure
- Dam Failure
- Terrorist related incident

The district is also likely to be impacted by hazards / threats occurring in neighbouring local government areas such as:

- Emergency animal/plant disease carried through or into the area by transports; and
- Failure of critical infrastructure such as power and communications.

More specific details relating to these hazards are outlined in Annexure C.

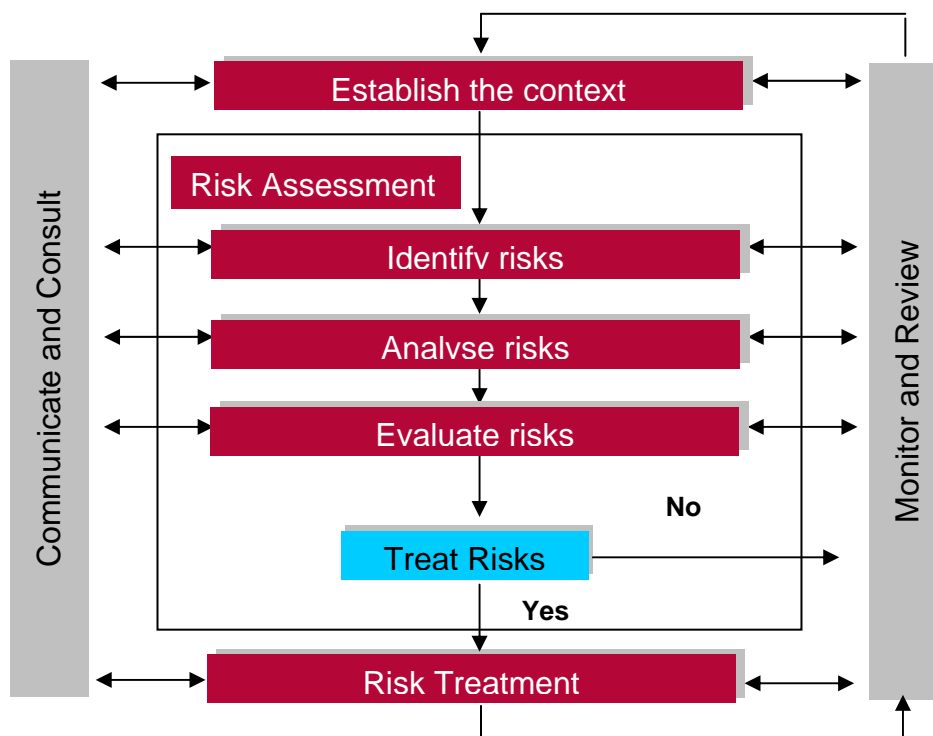
## Risk Assessment

Risk is the concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and environment. Risks should be assessed through consideration of the likelihood that the event would arise and the consequences of its impact.

The Gympie DDMG shall undertake a district risk assessment based on the Australian Standard for Risk Management (AS/NS 4360:2004), and in accordance with the process outlined in the *National Emergency Risk Assessment Guidelines*. Those risks identified in this risk assessment process are to be recorded in the District Risk Register, as contained in Annexure D of this Plan. This risk register has been developed to incorporate risk identification, risk analysis and risk evaluation.

A review of Local Disaster Management Plans will assist the DRAT in conducting a risk assessment of potential hazards that have the ability to impact across local government boundaries, or may significantly impact a single local government. DRAT identified that risks contained in the District Risk Register should NOT be a duplication of the risks identified by the LDMG's but only those risks that the DDMG has to manage. As an aid to this risk assessment process LDMG's have been requested by the DDC to document and notify the DDMG of any risks that require transferring or sharing with the DDMG.

The district risk assessment process, including a review of the District Risk Register, shall be conducted in conjunction with a review of the District Disaster Management Plan.



The risk management process (AS/NZS ISO 31000:2009)

### Risk Treatment

Risks identified in the Risk Register are analysed by the Gympie District Risk Assessment Team (DRAT) in order to identify strategies for risk treatment. The District Risk Treatment Plan contains preferred treatment options, responsibilities and timeframes for implementation.

Responsibility for the implementation of risk treatment strategies, monitoring and reporting shall be determined by members of the DRAT under the guidance of the DDC. The District Risk Treatment Plan is to be presented to the Gympie DDMG for endorsement.

To progress any treatment options, the DDMG is to request responsible agencies to incorporate specified risk treatment strategies in their agency corporate planning processes for recognition and implementation.

In instances where the applications of treatment strategies at district level are identified as not being adequate and residual risks remain, the DDMG is to determine whether risk transfer or risk sharing with the SDMG is a treatment option. In these instances the DDMG is to document and notify the SDMG of these with a view to transferring or sharing the risks.

A review of the district risk treatment plan shall be conducted in conjunction with any district risk assessment review process.

***Refer to the Risk Treatment Plan at Annexure D***

### Capacity Building:

#### Community Awareness

Both District and Local Disaster Management Groups have responsibilities for ensuring their community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster. This requirements are included under section 23 (f): 'Functions' (Disaster District), and 30 (e): 'Functions' (Local Government) of the *Disaster Management Act 2003*.

Section 56: 'Plan to be available for inspection etc.' of the *Disaster Management Act 2003* requires District Disaster Management Plan to be made available for viewing by the public.

This section also provides that members of the community may also purchase a copy of the plan upon the payment of an appropriate fee, as decided by the Disaster District Coordinator.

Members of the DDMG shall provide LDMGs, functional committees and other NGOs all necessary assistance as may be required from time to time to give effect to their respective community awareness/education programs.

Consideration should be given to inviting media representatives to DDMG and LDMG meetings and exercises to enhance the community's awareness in respect to the existence of disaster management arrangements and preparedness levels.

## **Gympie District Disaster Management Group**

Consideration should be given to the use of the QPS Facebook as a community awareness medium during disaster preparedness, response and recovery phases. This is to include the encouragement of public evacuees registering through the on-line National Registration Inquiry System.

### **Training**

Training of DDMG members and other relevant stakeholders is to be completed in accordance with the 'Queensland Disaster Management Training Framework and Pathway' developed by Emergency Management Queensland.

This training is to include the processes, hazards, functions and activities that underpin disaster management and disaster operations. A record of all training undertaken is to be included in the Maryborough DDMG Annual Report.

The XO Gympie DDMG will monitor and review training requirements in accordance with the DDMG Annual Operational Plan and Disaster Management Training Calendar.

### **Exercises**

Exercises are a key component of disaster management strategies and are conducted with the objective of:

- practicing the coordination procedures during an event including;
  - activation of Disaster Management Groups;
  - activation of District Disaster Coordination Centres;
  - information management including dissemination of information in respect to threats and warnings, requests for assistance and providing situation reports;
- enhancing the interoperability of agency representatives;
- evaluating emergency plans;
- identifying planning and resource issues;
- promoting awareness;
- developing competence;
- evaluating risk treatment strategies;
- validating training already conducted;
- identifying performance gaps and areas for the potential improvement in the skills of agency representatives involved in disaster management; and
- evaluating equipment, techniques and processes in general.

The DDMG will conduct at least two (2) exercises annually, one of which will include all functional committees.

## Gympie District Disaster Management Group

### Post-Disaster Assessment

To aid the development of effective disaster management for the district, the Gympie DDMG is to conduct a post-disaster assessment and provide a written report to the SDMG as to the outcomes of this assessment. This assessment report is to be forwarded to the SDMG within 14 days of the Gympie DDMG post-disaster debriefing be held.

The focus of the post-disaster assessment will be to examine the disaster management processes BEFORE, DURING and AFTER the disaster. The following is a guide for use in the post-disaster assessment process.

#### BEFORE

- Warnings - official for LDMG/DDMG
- Warnings - to public (both state and local level)
- Activation processes
- Establishment of Coordination capabilities
- Interaction with community to assist preparedness

#### DURING

- Coordination (between LDCC and DDCC and SDCC)
- Situational Awareness - Rescue, Evacuation, Areas of Impact, etc
- Decision making processes - operational response and planning (staying ahead of the evolving event)
- Tasking
- Task and resource Tracking (Logistics)
- Situational Reporting (all levels)
- Interaction with Community to assist response
- Record Keeping
- Command, Communications, and Control
- Administration and Welfare (sustainability of response)
- Financial management/tracking

#### AFTER

- Coordination and Transition to Recovery
- Record Keeping
- Financial management and Claim process
- Stand down process - triggers, phasing, reporting, etc.
- Debriefing practices

Within each of these three broad headings (BEFORE, DURING and AFTER) the focus should be on:

- Practices that were not successful
- Practices that were successful
- Practices that require immediate improvement
- Longer term improvements (including actions and timelines)

## Gympie District Disaster Management Group

In line with the District Disaster Management Guidelines the Post-Disaster Assessment Report is to be completed in partnership with EMQ to provide an overview of the lessons identified following an event and importantly recommendations for improving disaster management.

Recommendations may include:

- QDMA or State level issues for referral and consideration by the SDMG/SDCG;
- Issues for resolution by the DDMG; and
- Advice for improvements to local disaster management arrangements.

## Response Strategy

### Warning Notification and Dissemination

Responsible Agency	Group/Agency Notified
Queensland Police Service	Queensland Police Service Stations and establishments, DDMG members and LDMG's.
Emergency Management Queensland	State Emergency Service Units/Groups
Qld Health	All Queensland Health Services including Hospitals, Population Health and Mental Health
Department of Communities	Child safety, Disability Services, Housing, HACC and Community Care, ATSI Services and District Recovery committee,
Qld Fire and Rescue Service	Queensland Fire and Rescue Stations, including Rural Fire Services
Queensland Ambulance Service	Queensland Ambulance Service Stations and establishments
Department of Public Works	QBUILD
Department of Employment Economic Development and Innovation	Boating and Fisheries, Tourism and Regional Development, Bio security Operations
Department of Transport and Main Roads	All Transport and Main Roads Offices, Qld Rail.
Department of Environment and Resource Management	Queensland Parks and Wildlife, Environmental Protection Services as required
ERGON	All ERGON Offices
Education and Training	All relevant educational and training facilities
Cherbourg Aboriginal Shire Council, Gympie regional Council and South Burnett Regional Council	All council divisions.
TELSTRA	Regional Office
Regional Director ABC	Ensure public advice in accordance with MOU with state of Qld.

## Gympie District Disaster Management Group

Upon receipt of information that communities located within the Gympie Disaster District are or may be threatened by a particular hazard, the District Disaster Coordinator (DDC) shall ensure that the community and local governments receive appropriate warnings in respect to those threats.

Warnings will be communicated to the vulnerable community by their respective local Government in accordance with the relevant provisions of the respective Local Government Disaster Management Plan.

Departments or organisations with specific responsibility for issuing warnings or the management of specific threats, for example, the Bureau of Meteorology for meteorological related information and the Department of Primary Industries for Emergency Diseases in Animals, shall issue warnings in accordance with their standard operating procedures.

Where events require a higher level of warning, including mandatory evacuations especially in respect to cyclone impacts and storm tide events, such warnings shall be issued by the DDC. If the warning relates to a storm tide event, refer to the provisions of the *Tropical Cyclone Storm Tide Warning-response System* handbook for a draft format of the warning message.

**The Standard Emergency Warning Signal (SEWS)**, approved by agreement between all states and territories in 1999 shall be utilised in respect to warning issues for events involving the following:

- *Wind gusts > 125 kilometres per hour (equivalent to category 2 and above cyclones);*
- *Storm tide > 0.5 metre above Highest Astronomical Tide;*
- *Large hail > 4 centimetre in diameter;*
- *Tornado(s);*
- *Major floods, flash floods and/or dam break;*
- *Intense Rainfall leading to Flash Floods and/or landslides (1-6 hour rainfall total > 50 year Average Recurrence Interval);*
- *Geo-hazards including effects of earthquakes and or tsunami waves > 1 metre (tide dependent);*
- *Major urban and rural fires;*
- *Major pollution, hazardous material or bio-hazard emergency;*
- *Civil defence emergency (as defined in Article 61 of Protocol 1 of the 1977 Protocols Additional to the Geneva Conventions of 1949);*
- *Other major emergency situations.*

The use of SEWS may be considered outside of the aforementioned eligible events, in which case the DDC will liaise with the Assistant Commissioner, North Coast Police Region, and advise the Executive Officer of the SDMG accordingly.

### Activation

The authority to activate the Gympie District Disaster Management Plan is vested in the Chairperson/Disaster District Coordinator, or in that person's absence the Deputy Chairperson. This is to occur following consultation with one or more of the following; the Chair of the SDMG and/or DDMG; the Chair of a LDMG; a member of the DDMG and/or a member of a response agency.

The four levels of activation are:

## **Gympie District Disaster Management Group**

### **1. 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.

### **2. Lean forward**

An operational state prior to 'stand up' characterised by heightened level of situational awareness of disaster event (either current or impending) and state of operational readiness. Disaster coordination centres are on stand by; prepared but not activated.

### **3. Stand up:**

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

### **4. 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.

## Gympie District Disaster Management Group

	Triggers	Actions	Communications
<b>Alert</b>	<ul style="list-style-type: none"> <li>One or more LDMGs operational</li> <li>Awareness that threat may be widespread</li> </ul>	<ul style="list-style-type: none"> <li>XO brief DDC on activation level of LDMG/s</li> <li>Analysis of threat</li> <li>Contact LDC/s</li> </ul>	<ul style="list-style-type: none"> <li>DDC and XO on mobile remotely</li> </ul>
<b>Lean Forward</b>	<ul style="list-style-type: none"> <li>Potential requirement for DDMG to coordinate disaster operations or provide support because of threat level or resource requirements</li> </ul>	<ul style="list-style-type: none"> <li>Maintain contact with LDC/s</li> <li>Communication procedures established</li> <li>Planning commenced for support to DDCC and staff briefed</li> <li>Advise State regarding status of DDMG</li> <li>Establish contacts &amp; set up communication systems</li> <li>Receipt of Sitreps from LDMG/s</li> <li>Brief DDMG core members</li> <li>Planning for potential support to LDMG/s</li> </ul>	<ul style="list-style-type: none"> <li>DDC, XO and DDMG members on mobile and monitoring email remotely</li> <li>Ad-hoc reporting</li> </ul>
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>Request for support received from LDCC/s</li> <li>Large threat is imminent with impact in District</li> <li>Coordinated support required</li> <li>Significant State resources committed</li> </ul>	<ul style="list-style-type: none"> <li>Develop situational awareness</li> <li>Pass on urgent warnings</li> <li>Initial Sitrep to SDCC</li> <li>DDCC activated and roster developed</li> <li>Forward planning commenced</li> <li>SDCC advised DDMG stood up</li> <li>Regular Sitreps provided to SDCC</li> <li>Logistics, operations, planning and administrative cells in place</li> <li>Coordination of State support commenced</li> <li>Receive advice from State Disaster Coordinator (if appointed)</li> </ul>	<ul style="list-style-type: none"> <li>DDCC contact through established land lines and generic email addresses</li> <li>DDC, XO and DDMG members present at DDCC, on established land lines and/or mobiles, monitoring emails</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>LDMG/s stood down from response</li> <li>Recovery arrangements functioning</li> </ul>	<ul style="list-style-type: none"> <li>Final checks for outstanding requests</li> <li>Assist LDMG/s to transition to recovery</li> <li>Debrief of staff in DDCC &amp; DDMG members</li> <li>Consolidate financial records</li> <li>Final situation report sent to SDCC</li> <li>Hand over to Recovery Coordinator (if appointed)</li> <li>Return to core business</li> </ul>	<ul style="list-style-type: none"> <li>DDMG members not involved in recovery operations resume standard business and after hours contact arrangements</li> </ul>

## Gympie District Disaster Management Group

### District Disaster Coordination Centres

The **primary** District Disaster Coordination Centre (DDCC) is located at:

Conference Room  
Gympie District Police Headquarters  
30 Channon Street  
Gympie  
Ph: 5480 1444  
Fax: 5482 1385

A **secondary** DDCC is located at:

Meeting Rooms  
Gympie Regional Council Office  
Channon Street, Gympie  
Ph: 5481 0800  
Fax: 5481 0801

These venues are fully equipped with computers, fax machine, photocopier, telephones, and welfare facilities. Both buildings are equipped with a generator as an alternate power supply in the event main electricity power supply is disrupted.

Where deemed necessary by the DDC, a DDCC is to be set-up at an alternative location within the Disaster District (e.g. Kingaroy or Murgon). The specific location and staffing model for this coordination centre is to be at the direction of the DDC and in consultation with the Deputy DDC, XO and relevant LDMG. Any location to be utilised as a regional DDCC is to be in close proximity to a LDMG disaster coordination centre and should be sufficient for its purpose. It must also provide adequate shelter, power, communications and amenities. Contact details for any regional DDCC shall be provided to the SDMG and DDMG at the earliest practicable opportunity.

#### Staffing of district co-ordination centre

The DDCC will consist of at least four (4) elements related to its information processing function:

1. The Control Element:  
A decision maker and specialist advisors (DDC & DDCG)
2. The Communications Element:  
Radio/telephone operations; keyboard operations (computer); clerical support.
3. The Operational Element:  
Staff to support info collection, evaluation and decision making process;
4. The Administration and Support Element:  
Administrator, finance officer and logistics officer

## Gympie District Disaster Management Group

The District Executive Officer will be responsible for the management of the District Disaster Co-Ordination Centre (DDCC).

### Concept of Operations for Response

#### Operational Reporting

##### Annual

The DDC is to report annually to the Executive Officer, State Disaster Management Group on the effectiveness of Gympie District Disaster Management Plan.

##### Operational

During operations there is an expectation that **Situation Reports (SITREPS)** will be forwarded either by FAX or EMAIL to the Executive Officer, Disaster District Management Group in accordance with the following requirements:

- 0800 hours (8:00am) and 1600 hours (4:00pm) daily;
- as the operational situation changes; or
- as requested by the District Disaster Coordinator

The Disaster District will provide Situation Reports to the State Disaster Coordination Centre at 0900 and 1700 hours daily or as required.

##### Requests for Assistance

Local Government Disaster Management Groups and Chairpersons of functional sub committees shall submit a **Request for Assistance (RFA)** on the prescribed form to the Executive Officer, DDMG.

An RFA should always indicate the required end state or resultant outcome. All requests without explanation of what it will be used to produce or achieve, will be returned.

Requests that cannot be met at District level shall be forwarded to the State Disaster Coordination Centre, on the prescribed form, for actioning.

To ensure standardisation of format with the State Counter Disaster Organisation, and to expedite the referral of requests up to and including Commonwealth Government level, the format in Appendix 2 - Forms Folder is to be used for all requests at Local Government, District and State levels. Following are explanatory notes on the requests:

##### Request for Air Support

This may take a number of forms depending on circumstances, e.g. the request could be for a single evacuation or rescue task, or it could be a request to pre-position an aircraft in an area for a prolonged period. The most common request received, is the pre-posting of aircraft in a disaster district during the emergency. The information required to consider such requests is:

## **Gympie District Disaster Management Group**

- (1) description of types of tasks likely to be undertaken, e.g. casualty evacuation, distributing relief supplies, reconnaissance, etc.;
- (2) an indication of the likely commitment including likely radius of operation and number of tasks per day;
- (3) person or authority who will be co-ordinating requests at the disaster site (including call sign);
- (4) location of base that aircraft will be working from and availability of fuel, by type, at the base if possible;
- (5) current conditions of airfield(s), loading zone(s) in area, if known;
- (6) expected duration of task; and
- (7) reasons why alternative methods including commercial and other operators cannot undertake the task.

### **Request for Supplies and Equipment**

- (1) description of item(s) including any known handling restrictions, e.g. weight and dimensions if aircraft movement is involved;
- (2) quantities required, by locations;
- (3) whether request includes transport or if supplier has made this arrangement;
- (4) whether the request is a loan, i.e. are items recoverable;
- (5) person or authority who will take responsibility for the supplies or equipment, by location when delivered to site;
- (6) address and telephone number of consignee (if not the same as in (5),) who will accept delivery;
- (7) urgency of request and date/time by which delivery should be completed; and
- (8) reasons why unable to provide, or arrange for the supplies from local or commercial sources.

Requests are to be sent by Telephone, Fax or Email by DDC direct to Executive Officer, Central Control Group, SDCC:

Verbal requests are to be confirmed by "hard copy" (written or emailed) as soon as possible after the request, and be endorsed with a final paragraph:

"This confirms verbal request by ..... (person).....at .....(time).....hour on ..... (date).....".

## **Gympie District Disaster Management Group**

### **Provision of Assistance**

A request that can be met within resources or capabilities of the Disaster District may be managed at District Level and the required outcome communicated to the Local Government Disaster Management Groups. A resource that is provided to Local Government for their use may be provided with its own management structure, which will work for / with Local Government officers.

### **Post Operational Report**

Following a formal Disaster District operational debrief, the Executive Officer, on behalf of the DDC shall provide a written Post Operational Report (POR) to the Executive Officer, SDMG detailing the full extent of the event and subsequent operation.

### **Information Management**

Upon activation of the District Disaster Coordination Centre (DDCC) information in the form of situation reports (SITREPS) and requests for assistance will be forthcoming from all affected Local Governments within the Disaster District.

The District Disaster Management Group (DDMG) will then analyse and process the information received. The type of information received should include:

- current situation – the type, size, location, impact, numbers affected by and consequences of the disaster (refer below);
- potential situation – the likely outcome of the disaster and a worst case scenario;
- description of the issues to be overcome – it is expected that most request from local government will be in the terms of a description of the end state required.

The DDMG will be able to produce SITREPS for the State Coordination Group (SCG) from the information they receive from local councils. The DDMG will use this information to review and submit requests to the SCG to satisfy current needs. Forward planning can be undertaken by reference to a worst-case scenario and projected needs.

### **Media Management**

The community shall be kept informed of the activities of the District Disaster Management Group, especially in terms of disaster events and disaster management operations prior to, during and following an event.

Formal comments/interviews with the media in respect to a disaster event and disaster operations on behalf of the Disaster District shall only be made by the DDC or Deputy Chairperson in consultation with and assistance from other DDMG members as necessary.

Generally, media should not be provided access to the DDCC during activation.

Media briefing procedures are contained in the Standard Operating Procedures for DDCC. The Chairperson will appoint suitable person/s to perform media liaison duties and organise media representatives who attend the DDCC briefing area.

Contact details for media entities with the district are included in the Standard Operating Procedures for DDCC which forms an appendix to this plan.

## **Gympie District Disaster Management Group**

### **Release by District Media Liaison Officer ONLY (Upon authorisation of DDC)**

- Factual information as to the nature, extent, cause, effects and the consequences of the disaster;
- Details of organizations, authorities, and counter disaster operations involved in coping with the disaster including emergency contact telephone numbers;
- Evacuation arrangements and details concerning access by residents or general public to or from the disaster impact area;
- Details of any casualties and property damage;
- Particulars of any action taken by the DDC, Local SES Controllers, Police or an Authorised Persons pursuant to Section 23 or 24 of the Disaster Management Act 2003. (Powers under a Declared State of Disaster)
- Details of intended or possible further response action by the Statutory Services and State Emergency Services;
- Information as to State Counter Disaster Organization policies.

### **General Rules of Guidance**

- Do not comment on any matters, which touch on the affairs or responsibilities of any organization other than own functional service.
- Do not express opinions. Deal only in confirmed facts.
- Domestic information releases must:
  - Not be a matter, which can only be released by District MLO;
  - Be made only by an authorised officer;
  - Be exclusively to the operations of that officer's organization;
  - Be factually correct.
- If in doubt, refer to the District Disaster Co-ordinator.

## **Financial Management**

In most instances, activation of the District Disaster Plan and subsequent operational activities will involve expenditure of funds to cover costs in providing support to affected Local Government areas.

The Minister for Police, Corrective Services and Emergency Services (supported by Emergency Management Queensland) is responsible for activating and coordinating the delivery of NDRRA assistance measures.

Following an eligible disaster event and an initial evaluation of damage, loss and personal hardship, the Minister for Police, Corrective Services and Emergency Services (on behalf of the Queensland Government) will activate those NDRRA relief/assistance measures that are appropriate.

The activation of relief measures is dependent on a demonstrated need for a particular category of assistance and also whether:

- The damage was caused by an eligible disaster event; and
- State expenditure on eligible NDRRA assistance measures will exceed the small disaster criterion of \$240,000. Where the small disaster criterion will

## **Gympie District Disaster Management Group**

not be reached, the Minister may consider the activation of State (funded) Disaster Relief Arrangements (SDRA) for community response or personal hardship needs.

### **District Disaster Arrangements**

Events requiring the activation of this Plan will, in most cases, involve the expenditure of funds to cover costs i.e. equipment hire, aircraft hire, food, fuel, accommodation purchase etc. The costs will be met as per established arrangements.

The Executive Officer, State Disaster Management Group, has issued guidelines as to what constitutes authorised expenditure. Any expense outside of these guidelines must be referred to the Executive Officer for determination.

Following operations, the Regional Director, EMQ will ensure that all Local Government incurred expenditure is collated, certified and forwarded to the NDRA Finance Officer, EMQ for payment. Processing of all accounts should be expedited following operations to ensure early payment. All expenditure must be supported by either an itemised account or receipt for goods and services provided by the claimant. Claims not supported will not be paid.

### **State Disaster Relief Assistance (SDRA)**

The SDRA scheme is used to refund costs associated with events impacting on Qld communities which is not likely to meet the thresholds (up to \$200,000) needed for the provision of State and Commonwealth monies under the NDRA, referred to later.

SDRA is activated only by personal hardship and distress related cases whereupon the Department of Communities applies and manages its Disaster Relief Scheme. Although disaster management operational costs are not a trigger for SDRA, they can be included into cost reimbursement once the scheme is implemented.

SDRA does not cover infrastructure and asset recovery costs of State and Local Government. Early advice on estimation of costs will be necessary for the Minister to activate this scheme.

### **Natural Disaster Relief and Recovery Arrangements (NDRRA)**

The intent of the NDRRA is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster or terrorism event. The arrangements provide a cost sharing formula between the State and Australian Government and include a range of pre-agreed relief measures.

To claim for expenditure reimbursement under SDRA or NDRRA arrangements:

The relevant arrangements must be activated;

The relevant relief measures must be activated and the expenditure must meet the eligibility requirements of that measure; and

Documentary support for all eligible expenditure detailed in the claim must be provided by the claimant.

Further information on disaster financial assistance arrangements is available in the Queensland Relief and Recovery Arrangements Guidelines.

## Gympie District Disaster Management Group

### Accessing Support and Allocation of Resources

District Disaster Management Groups do not themselves possess any resource reserves. All resources within the disaster district are owned and managed by the various local governments, government departments, corporate entities or private business operators. Resource lists are included in each local disaster management plan, all of which form appendices to this district plan.

Local Disaster Management Groups who require assistance in the form of resources or services not available within their jurisdiction, or if available, have been or are likely to be expended, may request assistance from DDMG in providing those resources. Such requests shall be in the approved form (*Request for Assistance*).

Upon receipt of a request for assistance, the DDMG shall make all reasonable endeavours to locate the required resource of service from elsewhere within the disaster district.

Resources and services acquired by the DDMG and appropriated to a LDMG may be recalled and reallocated at the discretion of the DDMG.

In the event the required resource or service is not available elsewhere in the disaster district, the DDMG shall forward a request, in the required form (*Request for Assistance*) to the SDMG.

In acquiring resources, the DDMG will enter into normal contractual arrangements at commercial rates. Normal accepted practices in terms of purchase and acquisition apply.

Appropriate approvals shall be obtained prior to the incurrence of any financial expenses.

The DDC, Deputy Chairperson and Executive Officer shall ensure that accurate records are maintained in respect to requests for assistance, resource acquisition and allocation and financial expenditures.

### Disaster Declaration

The statutory machinery for declarations relative to disaster management and the management of emergent situations are contained in the following Acts:

<b>'Disaster Situation'</b>	<i>Disaster Management Act 2003</i> (the Act) Section 64: 'Declaration'
<b>'Emergency Situation'</b>	<i>Public Safety Preservation Act 1986</i> Section 5: 'Declaration of emergency situation'
<b>'CBR Emergency'</b>	<i>Public Safety Preservation Act 1986</i> Section 12: 'CBR emergency may be declared'
<b>'State of Emergency'</b>	<i>State Transport Act 1938</i> Section 2: Emergency Powers

## Gympie District Disaster Management Group

Under s.64 of the Disaster Management Act 2003 the DDC may, with the approval of the Minister [for Police, Corrective Services and Emergency Services], declare a 'disaster situation' for the district, or a part of it, if satisfied:

- a) *A disaster has happened, is happening or is likely to happen, in the disaster district; and*
- b) *It is necessary for the district disaster coordinator ... to exercise declared disaster powers to prevent or minimise any of the following:*
  - i. *Loss of human life;*
  - ii. *Illness or injury to humans;*
  - iii. *Property loss or damage;*
  - iv. *Damage to the environment*

Section 64 of the Act further prescribes that before declaring a disaster situation, the DDC must take reasonable steps to consult with the DDMG and the local governments within the area to be included in the declaration.

Section 65: 'Form and notice of declaration' of the Act prescribes that the declaration of a 'disaster situation' must be in the approved manner.

A declaration of a disaster situation can be made orally if the DDC is satisfied it is necessary to exercise declared disaster powers under section 64 before an approved form can be obtained and completed. If an oral declaration is made, the declaration must be recorded in the approved form as soon as is reasonably practicable after the oral declaration is made.

With the exception of a declaration under s.12: CBR emergency may be declared' of the *Public Safety Preservation Act 1986*, a declaration in existence at the time a 'disaster situation' comes into force is inconsistent and will cease to have effect.

Upon formal approval, members of the SDMG, DDMG and LDMG/s are to be notified as to the activation of the Disaster Declaration.

Persons requiring exercising declared disaster powers under the Act are to be advised verbally of a disaster declaration as a matter of priority.

A copy of the Disaster Declaration form is to be retained by the Executive Officer, Gympie DDMG.

### Resupply

Due to the nature of some disasters there will be occasions where areas within the disaster district become isolated for a lengthy period of time, requiring the need to resupply provisions to that area.

Local Disaster Management Groups, who require assistance in the form of resupply of provisions, shall request the assistance from the DDMG in arranging this resupply. Such requests shall be in the approved form (*Request for Assistance*).

Upon receipt of a request for assistance, it shall be prioritised and the DDMG shall make all reasonable endeavours to locate the required resource of service from elsewhere within the disaster district.

## **Gympie District Disaster Management Group**

Resources and services acquired by the DDMG and appropriated to a LDMG may be recalled and reallocated at the discretion of the DDMG.

In the event the required resource or service to resupply provisions is not available elsewhere in the disaster district, the DDMG shall forward a request, in the required form (*Request for Assistance*) to the SDMG.

The Gympie DDMG shall refer to the 'Resupplying Isolated Communities Guidelines' which forms part of the 'Queensland Resupply Guidelines' when resupply is required.

**A hard copy of these guidelines shall be retained by the XO Gympie DDMG. An electronic copy can be found on the North Coast Region Disaster Management Portal.**

### **Functional Plans**

Functional plans detail arrangements relating to supporting activities undertaken by functional lead agencies of the DDMG. Functional plans may include: Building and Engineering Plan, Emergency Supply Plan, Communications Infrastructure Plan; Health Plan; Transport and Transport Engineering Plan.

The District Disaster Management Group and functional committees have a responsibility to develop functional plans to support the Disaster Management Plan. Functional plans detail arrangements relating to supporting activities undertaken by functional lead agencies of the DDMG.

Functional plans are held separate to the district disaster management plan. A list of functional plans is contained in the Appendices of this plan, which is to be maintained by the Executive Officer, Gympie DDMG.

### **Hazard Specific Arrangements**

Hazard specific arrangements and associated plans shall be developed by the DDMG to manage individual hazards, as deemed necessary by the DDMG.

Other hazard specific plans are developed by associated agencies, which form appendices to and should be read as complementing the Gympie District Disaster Management Plan.

### 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 (economic, environmental, human-social and infrastructure);
- define broad parameters for the effective coordination of recovery operations within the district; and
- identify constraints to the coordination of recovery operations within the district.

### Functions of recovery

Effective recovery requires an integrated, multi-disciplinary approach to needs analysis, community engagement and planning. Coordinated effort by all agencies involved in recovery is required. As recovery is a complex and potentially protracted process, to assist with overall and effective coordination, aspects of recovery are conceptually grouped into four functions including:

- Economic;
- Environmental;
- Human-Social; and
- Infrastructure

The disaster management arrangements have designated four functional lead agencies for recovery. The responsibilities for the functional lead agencies for recovery have direct correlation to the relevant agency's core business.

The functional lead agencies responsible for recovery in the Gympie Disaster District, in accordance with the roles and responsibilities outlined in the State Disaster Management Plan, are:

Economic.....Department of Employment, Economic Development and Innovation (DEEDI)

Environmental...Department of Environment and Resource Management (DERM)

Human-Social....Department of Communities (DOC's)

Infrastructure....Department of Public Works (DPW)

To aid local disaster management groups in the disaster recovery process the DDC may establish a District Recovery Group (DRG). The functions of the DRG are to overview local disaster management group recovery processes within the Gympie Disaster District, and provide operational and strategic assistance, to ensure a holistic and co-ordinated recovery.

The DDC is responsible for the coordination of disaster recovery within the district, though the DDC may assign a person as a District Recovery Coordinator (DRC) to take on this role and to chair the DRG. The DRC is to report to the DDC or Deputy DDC on the functioning and progress of the recovery process.

## **Gympie District Disaster Management Group**

The focus of the DRG will be the core four functions of recovery.

If required the DRC, under the approval of the DDC or Deputy DDC, may form sub-groups to overview the four functions of recovery. Each sub-group is to contain a Gympie DDMG member (or suitable representative) from the functional lead agencies responsible for the recovery. The DRC may appoint a person as a coordinator to overview the functions of the sub-group.

The four functions of recovery often overlap and there can be an inter-relationship of responsibilities between recovery sub-groups. Upon establishing a DRG, the DDC or DRC, in consultation with DRG members, will formalise the responsibility for any overlapping recovery functions. Where appropriate, the DRC may direct that sub-group/s manage more than one recovery function as part of the district recovery process.

### **Parameters and constraints**

Disaster recovery is the coordinated process of supporting affected individuals and communities in the reconstruction of the physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social, and physical wellbeing of those affected.

Recovering from an event includes the following:

- providing relief measures to assist persons affected by the event who do not have resources to provide for their own personal wellbeing;
- restoring essential infrastructure in the area or areas affected by the event;
- restoring the environment in areas affected by the event;
- providing personal support to individuals affected by the event, including temporary hospital accommodation, emergency medical supplies, material assistance and counselling services; and/or
- supporting community development activities to restore capacity and resilience

The functional lead agencies and relevant organisations providing a supporting role to the recovery function (including relevant local organisations), should work with the affected community to rebuild and strengthen community cohesion and capacity, so that the community becomes a resilient community as soon as possible.

The lead agency for recovery in the Gympie Disaster District is the Department of Communities. As part of the disaster recovery phase Community Recovery Coordination Centres are established by the Department of Communities to coordinate:

- community recovery operations; planning; logistics and communications;
- administration within the region responding to the disaster;
- delivery of Outreach Services; and
- multi-agency situational awareness.

Detailed information with regards to the disaster recovery processes within the Gympie Disaster District is contained in the Gympie Human Social Recovery Plan, which forms appendices to this plan.

## **Gympie District Disaster Management Group**

The transition from response to recovery is an important process that should be conducted efficiently. The RESPONSE-RECOVERY TRANSITION STRATEGY has been formulated to assist in this transition planning process which forms an appendice to this plan and should be read as complementing the Gympie District Disaster Management Plan.

It is recognised that with large disasters (e.g. flood & cyclone) multiple local government regions could be affected and could require simultaneous recovery. This may place a strain on functional lead agencies to provide staff from within district resources to sit on Local and/or District Recovery Groups, and may require the deployment of staff from outside the district.

Given the broad distances across the Gympie Disaster District it is also acknowledged that constraints will be placed on functional lead agencies to provide a close working relationship to recovery groups and special arrangements may be incorporated to address this situation.

### **Operational and Action Plans**

When convened for disaster recovery operations, the Gympie DRG will develop an Operational Plan to guide its activities. This will be discussed and developed during the group's first meeting and will be developed to supplement local government disaster recovery operational plan/s. A broad timeframe will be included in this plan.

At the first meeting Action Plan's for each recovery function will also be developed. This Action Plan will list the tasks to be performed by the group, agencies/individuals responsible for the tasks and will be developed to supplement local government disaster recovery action plan/s. A timeframe for completion of the tasks will also be included in this plan.

As Local Disaster Management Groups have a lead role in the disaster recovery process, any DRG Operational or Action Plans will be developed to supplement and support LDMG disaster recovery plan/s. The DRG will operate closely with any LDMG to assist in the recovery process.

At each subsequent meeting of each group, their respective Action Plans will be reviewed and updated, with new information.

Revised plans should consider: emerging issues; additional actions that may be required; roles and responsibilities; arrangements for ongoing coordination across the functions; and progress against the original requirements.

Operational and Action plans should also identify proposed transitional arrangements that consider the requirements of affected individuals and communities. This should include service delivery arrangements and emerging issues.

Plans should also be informed, where possible, by feedback received through ongoing community engagement strategies.

Copies of completed Action Plans should then be submitted to the recovery group of the appropriate level at their final meeting, where the Operational Plan is also to be finalised. Copies of plans should be included in relevant agency and group event files.

## Gympie District Disaster Management Group

### Considerations for Operational and Action Recovery Plans

When developing Operational and Action Recovery Plans lead functional agencies and recovery groups should consider the following:

- issues identified from information gathered by impact assessments;
- arrangements outlined in existing functional plans;
- how to allocate actions and responsibilities across the four recovery functions to inform the development of action plans;
- arrangements for overall coordination of recovery operations;
- how to develop strategies for recovery with the affected community which detail the vision, goals and project outcomes of the recovery strategy;
- identifying the main short, medium and long-term priorities;
- developing project timeframes, costs, funding priorities and funding strategies;
- advertising and disseminating public information about the Action Plans;
- determining appropriate community engagement and communication strategies;
- transitional and exit strategies; and
- strategies for conducting a debrief and evaluation of recovery operations

### Development of the Disaster Management Plan

The Gympie District Disaster Management Plan details an all-embracing methodology to disaster management and is based on the comprehensive approach of prevention, preparedness, response and recovery (PPRR) by identifying six key components necessary to support Local Governments prior to, during and following hazard impacts.

For the purposes of planning, the six key actions are:

- (a) Planning
- (b) Hazard Alert
- (c) Hazard Imminent
- (d) Hazard Impact
- (e) Recovery
- (f) Operational Review

Those factors are further explained on the following pages:

**THE GYMPIE DISTRICT DISASTER MANAGEMENT PLAN WAS PREPARED BY EXECUTIVE OFFICER SENIOR SERGEANT MICK SYMES AND ACKNOWLEDGES THE CONTRIBUTION MADE BY SUPERINTENDENT CHRIS SANG, SERGEANT CHRIS MAHON, SERGEANT DAVID MCNAMARA, AO3 ELISHA RANDALL AND REGIONAL DIRECTOR (EMQ) PETER TWOMEY.**

## Disaster Management Operations Plan

**OPERATIONAL PLANNING**  
To prepare for and prevent where possible the impact of a hazard

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Remarks
An effective District Disaster operational support capability	Ensure all Functional and Threat Specific plans have been developed to support Local Government Disaster Management measures	Plans	Plans approved and presented to DDC	Annually	Functional Lead Agency Chairpersons	
	Review current subordinate plans including Local Government, Functional, Threat Specific and Special plans	Local managed risks and risk treatments Functional and special plans (eg Bris-Receplan) assessed in regards to suitability for district use	Plans and procedures updated  Functional and special plans meet necessary planning criteria	Annually	DDC Regional Director EMQ	Advice to chairs of Local Government Disaster & Functional Planning Committees of need to review & exercise plans and procedures regularly.
	Provide support for planning needs for Local Government and State Government agencies	Resources acquired  Services provided	Requests met and planning outcomes achieved	As necessary	DDC	

## Gympie District Disaster Management Group

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Remarks
An effective District Disaster operational support capability	Support the identification of risks and treatment strategies	Plans, Partnering Agreements and protocols attached	Commitment to arrangements assessed through debrief	Ongoing	DDC	Eg. Annual Fire Management protocol between ES and LG
	Submit plan for review	District Disaster Management Plan	Plan approved	Annually	DDC	
	Create development and training plans for members of the DDMG	Training plan developed	Value of the course or training supplied	Ongoing	DDMG	Supported by Regional Director EMQ and the DDC
	Supply training to staff who will undertake support roles to DDMG	Staff identified and trained	Competency level of staff as identified during exercise or activation	Ongoing	Control Group Member	Support will be given by the Regional Director EMQ

**HAZARD ALERT**  
Hazard is active but there is no immediate threat

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Remarks
An effective District Disaster operational support capability	Assess available information on level of threat	Threat identified. Intelligence gathered	Likelihood, extent, type of threat. Reliability and adequacy of information source	Immediate on advice	DDC	Review all steps of plan activation for preparedness and deficiencies.
	Establish links with Regional Director EMQ for possible activation of disaster management system	Regional Director EMQ and DDC communicating	Level of interaction and resultant actions	Immediate on advice	DDC	
	Provide early advice to relevant DDMG members	Advice given	Level and type of advice given	As soon as practicable or following initial advice	DDC Regional Director EMQ	It is expected that in some instances the briefings may need to be immediate
	Ensure coordination centre facility is in state of readiness	Coordination Centre available	All centre resources available for activation if required	Immediately on advice from DDC	DDMG Executive Officer	

## Gympie District Disaster Management Group

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Remarks
An effective District Disaster operational support capability	Assess available information on level of threat	Threat identified. Intelligence gathered	Likelihood, extent, type of threat. Reliability and adequacy of information source	Immediate on advice	DDC	Review all steps of plan activation for preparedness and deficiencies.
	Establish links with Regional Director EMQ for possible activation of disaster management system	Regional Director and DDC communicating	Level of interaction and resultant actions	Immediate on advice	DDC	
	Provide early advice to relevant DDMG members	Advice given	Level and type of advice given	As soon as practicable or following initial advice	DDC, Regional Director EMQ	It is accepted that in some instances the briefings may need to be immediate
	Ensure coordination centre facility is in state of readiness	Coordination Centre available	All centre resources available for activation if required	Immediately on advice from DDC	DDMG Executive Officer	

**OPERATIONS HAZARD IMMINENT**  
Likelihood of impact high. People at risk, property and public infrastructure under threat

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Tasks
An effective District Disaster operational support capability	Assess available information on level of threat	Threat identified Intelligence gathered	Likelihood, extent, type of threat Reliability and adequacy of information source	Immediate on advice	DDC	Review all steps of plan activation for preparedness and deficiencies.
	Establish links with Regional Director EMQ for possible activation of disaster management system	Regional Director EMQ and DDC communicating	Level of interaction and resultant actions	Immediate on advice	DDC	
	Brief all DDMG members	Briefing conducted and resultant actions identified	Extent of advice provided and directions given	As soon as possible following receipt of advice	DDC	
	Activate District Disaster Coordination Centre	Coordination Centre active	Extent of activation	Immediately on advice	XO DDMG	Deploy and task staff appropriately. Ensure staff are supported adequately
	Implement an Information Management System	Information collected, collated and disseminated	Effective Information Management System	Immediately upon activation	XO DDMG	By monitoring of outputs and issues within Local Government and Lead agency
	Forward SITREP to State Disaster Coordination Centre	SITREP forwarded	Extent of information provided	As soon as possible following receipt of information	DDC XO DDMG	

**HAZARD IMPACT**  
 People injured or deceased, homes, property and infrastructure affected

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Tasks
An effective District Disaster operational support capability	Assess available information on level of impact	Intelligence gathered Impacted areas identified	Reliability and adequacy of information source	Immediately	DDC	
	Establish links with Regional Director EMQ	Regional Director and DDC communicating	Level of interaction and resultant actions	Immediately	DDC	
	Activate District Coordination Centre	Coordination Centre active	Extent of activation	Immediately	XO DDMG	
	Implement an Information Management System	Information collected, collated and disseminated	Effective Information Management System	Immediately upon activation	XO DDMG	
	Brief all DDMG members	Briefing conducted and resultant actions identified	Extent of advice provided and directions given	Immediately	DDC	
	Forward SITREP to State Disaster Coordination Centre	SITREP forwarded	Extent of information provided	As soon as possible following receipt of information	DDC XO DDMG	

## Gympie District Disaster Management Group

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Tasks
An effective District Disaster operational support capability	Activate all relevant plans	Meet with or establish links with Mayor or chair of Local Government Disaster Management Committee	Agreed approach to resolution of incident. Suitability of approach	Ongoing	DDC	
	Acquire and deploy resources and services in support of lead agencies, other State Government departments and Local Government	Resources acquired Services providers contracted Resources and services deployed	Resources suitable and accepted by requesting agency. Outcome achieved by services deployed	As necessary	DDC	
	Elevate resource and service shortfalls to State	Requests for resources forwarded	Request meet and inabilities acknowledged	As necessary	DDC	
	Identify and deploy EMQ staff to support affected Local Governments	Staff identified and deployed	Level and type of support supplied	As necessary	EMQ Manager	
	Activate financial management system	Operational expenditure recorded	Audit results	On the use of the first billable resource	XO DDMG	
	Develop strategies for the resolution of the event	Resolution Strategies	Value of Strategies	As soon as practicable	DDC	

**OPERATIONS RECOVERY**  
Restoration of the community to the pre-impact condition

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Tasks
An effective District Disaster operational support capability	Acquire and deploy resources and services in support of lead agencies, other State Government departments and Local Government	Resources acquired Services providers contracted Resources and services deployed	Resources suitable and accepted by requesting agency Outcome achieved by services deployed	As necessary	DDC	
	Ensure that Functional Committees and Local Government are meeting to address ongoing needs of affected communities	Awareness of extent of recovery	Extent of issues and involvement	Ongoing until services finalised	DDC	
	Ensure that all agencies provide ongoing information to DDC until recovery is finalised	Briefings	Extent of issues and involvement	Ongoing until services finalised	XO DDMG	

**OPERATIONAL REVIEW**  
A debrief is an essential part of the continuous improvement process.

District Planning Objective	Activity	Output	Performance Measures	Timeline	Responsible Person	Tasks
An effective District Disaster operational support capability	Final SITREP supplied to State Disaster Coordination	Final SITREP	SITREP forwarded	At the end of the operation	XO DDMG	
	All participating agencies advised of current situation	Final briefing	All agencies aware of closure	At the end of the operation	XO DDMG	
	Coordination Centre ramped down as required	Centre closed	Report given on closure to DDMG meeting	At the end of the operation	XO DDMG	
	Community Recovery operations monitored	Briefings for meetings	Extent of involvement and accuracy of briefings	As necessary	XO DDMG	
	Operational debrief conducted with all stake holders	Recommendations	Type of issues and value of recommendations	As soon as practical after closure of the centre	DDC	

**Disaster management is a cyclical process. On completion of an OPERATIONAL REVIEW, the PLANNING phase recommences for inclusion of debrief recommendations.**

## **Annexure Index**

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A.....	Distribution List
B.....	Gympie DDMG Contact List
C.....	DDMG Hazards Register
D.....	DDMG Risk Register
E.....	DDMG Risk Analysis
F.....	DDMG Reporting Evaluation
G.....	DDMG Risk Treatment Plan
H.....	Disaster Reporting Requirements
I.....	District Levels of Activation
J.....	Disaster Management Plan Legislative Checklist
K.....	Request for Assistance Form

Further annexures to this plan may include, but are not limited to, the following:

- Media Contact List
- Additional Gympie DDMG contact list
- Risk Maps – Storm Surge/Tsunami/Bushfire/Flood
- Gympie Regional Council Local Disaster Management Plan
- North Burnett Regional Council Local Disaster Management Plan
- Cherbourg Aboriginal Council Local Disaster Management Plan

**Distribution List**

<b>Position</b>	<b>Organisation</b>	<b>Hard Copy ✓</b>	<b>Electronic Copy ✓</b>
Regional Director	ABC		
BSA Representative, Maryborough	Building Services Australia		
BSA Representative, South Burnett/Cherbourg	Building Services Australia		
Manager Transport Service Hervey Bay	Dept Main Roads & Transport		
Manager Gympie Customer Service Centre	Dept Main Roads & Transport		
Regional Manager, Network Operations, Brisbane	Q Rail		
Regional Executive Director North Coast Region	Dept of Communities		
Client Service Manager - Housing	Dept of Communities		
Animal Health	DPI&F		
Regional Manager	DERM		
Senior Ranger, Parks and Wildlife, Cooloola Great Sandy District	DERM		
Area Director	EMQ		
Regional Director	EMQ		
Area Operations Manager, Wide Bay South	Ergon		
Emergency Services Liaison Officer	Energex		
Regional Director	Dept Education & Training		
Area Director (Gympie)	MSQ		
Regional Director Sunshine Coast	QAS		
Area Director Sunshine Coast	QAS		
Regional Manager, QBuild Wide Bay	Dept of Public Works		
Inspector - Rural Fire Service	QFRS		
Area Commander Gympie	QFRS		
Area Commander Kingaroy	QFRS		

## Gympie District Disaster Management Group

Area Commander Gayndah	QFRS		
Zone Commander Sunshine Coast	QFRS		
Zone Commander WBB Rural	QFRS		
Regional manager Rural Operation North Coast Region	QFRS		
Senior EHO	Qld Health		
Emergency Response Coordinator	Qld Health		
Director of Nursing, Kingaroy	Qld Health		
Director Environmental Health	Qld Health		
Environmental Health Officer	Qld Health		
Manager Business & Operational Services Wide Bay Health Services	Qld Health		
Secretariat	Qld Police Service		
DDC	Qld Police Service		
Deputy Chair Gympie DDMG	Qld Police Service		
District Inspector	Qld Police Service		
XO Gympie DDMG	Qld Police Service		
LDC South Burnett	Regional Local Government		
LDC Gympie LDMG	Regional Local Government		
LDC Cherbourg LDMG	Regional Local Government		
Chair Gympie LDMG	Regional Local Government		
Chair Cherbourg LDMG	Regional Local Government		
Chair South Burnett LDMG	Regional Local Government		
Disaster Management Officer	Regional Local Government		
Director Technical Services	Regional Local Government		
Area Manager	Telstra		

**Gympie DDMG Contact List**

NAME		ORGANSIATION	POSITION / TITLE	WORK PH	MOBILE	EMAIL	FAX
GIVEN	SURNAME						
		Qld Police Service	District Officer Chairperson / DDC				
		Qld Police Service	District Inspector / Deputy Chairperson				
		Qld Police Service	Gympie Police / XO Gympie DDMG				
		ABC	Regional Director				
		BSA	BSA Representative				
		Dept Main Roads	Manager (Gympie Customer Service Centre)				
		Dept Main Roads	Manager (Kingaroy Customer Service Centre)				
		Dept of Communities	Regional Executive Director, North Coast Region				
		DERM	Regional Manager				
		EMQ	Regional Director				
		EMQ	Area Director				
		Ergon	Area Operations Manager, Wide Bay South				
		MSQ	Captain				
		QAS	Regional Director Ops				

## Gympie District Disaster Management Group

NAME		ORGANSIATION	POSITION / TITLE	WORK PH	MOBILE	EMAIL	FAX
GIVEN	SURNAME						
		QAS	Area Director Wide Bay Burnett				
		QBuild	Regional Manager				
		QFRS Rural	Zone Commander				
		QFRS	Area Commander				
		QFRS	Area Commander Kingaroy				
		QFRS	Area Commander Gayndah				
		Qld Health	Emergency Response Coordinator				
		Qld Health	DON - Gympie Hospital				
		Gympie Regional Council	Local Disaster Coord – Gympie LDMG				
		Gympie Regional Council	Mayor / Chair – Gympie LDMG				
		South Burnett Regional Council	Mayor / Chair – South Burnett LDMG				
		South Burnett Regional Council	Local Disaster Coord – South Burnett LDMG				
		Cherbourg Aboriginal Shire Council	Mayor / Chair Cherbourg LDMG				
		Cherbourg Aboriginal Shire Council	Local Disaster Coord- Cherbourg LDMG				
		Telstra	Area Manager				

**Identified Hazards**

Hazard	Geographical Extent	Likelihood	Con- sequence	Onset & Duration Timeframes	Projected impact of climate change
Storm Tempest  (includes tornado)	All areas	Almost Certain	Minor	1 – 24 hours	Likely
Major Transport Incident	All areas (land, sea & air)	Almost Certain	Minor	1 – 72 hours	Unlikely
Cyclone - Cat. 3+  (includes east coast low)	All areas	Likely	Major  (including pockets of catastrophic)	1 – 3 days	Likely
Storm Surge	Coastal areas	Likely	Major  (including pockets of catastrophic)	1 – 3 days	Likely
Emergency Diseases / Pandemic - HUMAN	All areas.	Likely	Major	1 week – 12 months	Unlikely
Flooding  (major as per BoM standards)	Low lying areas Areas aligning rivers	Likely	Moderate	1 – 5 days	Likely
Bush Fire	All rural areas	Likely	Minor	1 – 7 days	Likely
Hazardous Materials Accident	All areas (land, sea & air)	Likely	Minor	1 – 72 hours	Unlikely
Emergency Diseases / Pandemic - ANIMAL	All areas.	Likely	Minor	1 week – 12 months	Unlikely
Emergency Diseases / Pandemic - PLANT	All areas.	Likely	Minor	1 week – 12 months	Unlikely
Earthquake (involving significant infrastructure damage)	All areas	Possible	Major	Less than 1 minute.	Likely
Tsunami (with significant infrastructure damage)	Coastal areas	Possible	Major	6 – 12 hours	Likely

## Gympie District Disaster Management Group

Hazard	Geographical Extent	Likelihood	Con- sequence	Onset & Duration Timeframes	Projected impact of climate change
Offshore Oil Spill	Coastal and riverine areas	Possible	Moderate	1 week – 6 months	Possible
Landslide	All areas	Possible	Minor	Less than 1 minute – 2 days	Likely
Urban Structural Fire	All built-up areas	Possible	Minor	1 – 3 days	Likely
Insect / Vermin plague	All areas especially communities involved in primary production.	Possible	Insignificant	1 week – 6 months	Unlikely
Dam Failure	<ul style="list-style-type: none"> <li>Downstream areas</li> </ul>	Unlikely	Catastrophic	1 – 12 hours	Likely
Terrorist Attack	<p>Critical infrastructure is a potential target of terrorist activity, which would affect all areas (see failure of Critical Infrastructure).</p> <p>Priority sites that have been identified are primary production, Tarong Power Station and dams.</p>	Unlikely	Major	1 minute - Unlimited	Unlikely
Failure of Critical Infrastructure of a significant nature (e.g. Y2K)	All areas	Unlikely	Moderate	1 day – Unlimited	Unlikely

## Gympie District Risk Register

<b>Risk Identification (District level risks only)</b>					
Risk No.	Risk Statement	Source	Impact Category	Prevention/Preparedness Controls	Recovery/Response Controls
1.	There is the potential that a severe tropical cyclone (Category 3+) will cause damage in the coastal and in-land areas of the community, which in turn will cause impact on inhabitants, environment, significant infrastructure and service delivery.	Cyclone – Cat. 3+  (includes east coast low)	Infrastructure People Environment	Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES DTMR Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM
2.	There is the potential that a storm surge resulting from a severe tropical cyclone (Category 3+) will cause damage in the coastal areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure and service delivery.	Storm Surge	Infrastructure People Environment	Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES DTMR Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM
3	There is the potential that a major bush fire will cause damage in the coastal and in-land areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure	Bush Fire	Infrastructure People Environment	Fire breaks Building Regulations Water Supply Maintenance Rural Planning Exercising DM plans Public Education Early Warning System	Local DM Plans Local Council SES DTMR QFRS Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services

## Gympie District Disaster Management Group

<b>Risk Identification (District level risks only)</b>					
<b>Risk No.</b>	<b>Risk Statement</b>	<b>Source</b>	<b>Impact Category</b>	<b>Prevention/Preparedness Controls</b>	<b>Recovery/Response Controls</b>
	and service delivery.				Evacuation Arrangements DPI&F DERM
4	There is the potential that a major flood will cause damage in the coastal and in-land areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure and service delivery.	Flooding  (‘major’ as per BoM standards)	Infrastructure People Environment	Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES DTMR Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM
5	There is the potential that a severe earthquake causing significant infrastructure damage to areas of the community will impact on inhabitants, environment, significant infrastructure and service delivery.	Earthquake  (involving significant infrastructure damage)	Infrastructure People Environment	Building Regulations Urban Planning Exercising DM plans Public Education Environmental Planning	Local DM Plans Local Council SES DTMR Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM

Risk Analysis								
Risk No.	Level of Existing PP Controls		Level of Existing RR Controls		Consequence	Likelihood	Risk	Confidence Level
1. Cyclone (3+)	Building Regulations	-	Local DM Plans	2	Major	Likely	High	Moderate
	Drainage Maintenance	2	Local Council SES	3				
	Urban Planning	2	DTMR	2				
	Exercising DM plans	2	Dept of Public Works	2				
	Public Education	3	Business Continuity	n/a				
	Early Warning System	2	Plans	2				
	Environmental Planning	3	DoC	2				
		2	Emergency Shelters	2				
			Volunteer Organisations					
			Medical Services					
			Evacuation Arrangements					
			DPI&F					
			DERM					
2. Storm Surge	Building Regulations	2	Local DM Plans	2				
	Drainage Maintenance	2	Local Council SES	3				
	Urban Planning	2	DTMR	2				
	Exercising DM plans	2	Dept of Public Works	2				
	Public Education	3	Business Continuity	n/a				
	Early Warning System	2	Plans	2				
	Environmental Planning	3	DoC	2				
		2	Emergency Shelters	2				
			Volunteer Organisations					
			Medical Services					
			Evacuation Arrangements					
			DPI&F					
			DERM					
3. Bush Fire	Fire breaks	2	Local DM Plans	2	Minor	Likely	Medium	High
	Building Regulations	2	Local Council SES	3				
	Water Supply Maintenance	2	DTMR	2				
	Rural Planning	2	QFRS	2				
	Exercising DM plans	2	Dept of Public Works	2				
	Public Education	3	Business Continuity	n/a				
	Early Warning	2	Plans	2				
			DoC	3				
				2				
				2				

## Gympie District Disaster Management Group

Risk Analysis								
Risk No.	Level of Existing PP Controls		Level of Existing RR Controls		Consequence	Likelihood	Risk	Confidence Level
	System		Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM	2 2				
4. Major Flood	Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	- 2 2 3 2 2 2 3	Local DM Plans Local Council SES DTMR Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM	2 2 3 2 2 3 n/a 2 3 2 2 2 2	Moderate	Likely	High	High
5. Earth-quake	Building Regulations Urban Planning Exercising DM plans Public Education Environmental Planning	2 2 2 2	Local DM Plans Local Council SES DTMR Dept of Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DPI&F DERM	2 2 2 2 2 2 n/a 2 2 2 2 2	Major	Possible	High	Moderate  (at the lower end of the scale)

## Annexure F

Risk Evaluation						
Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
1. Cyclone (3+)	Intolerable	<ul style="list-style-type: none"> <li>Improved Evacuation Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved public education program.</li> </ul>	Major	Likely	High	Treatment required, with further analysis
2. Storm Surge	Intolerable	<ul style="list-style-type: none"> <li>Improved Evacuation Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved public education program.</li> </ul>	Major	Likely	High	Treatment required, with further analysis
3. Bush Fire	Tolerable subject to ALARP	<ul style="list-style-type: none"> <li>Improved Prevention Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved public education program.</li> </ul>	Minor	Likely	Medium	Treatment required, no further analysis
4. Major Flood	Tolerable subject to ALARP	<ul style="list-style-type: none"> <li>Improved Prevention Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved public education program.</li> </ul>	Moderate	Likely	High	Treatment required, no further analysis
5. Earth-quake	Tolerable subject to ALARP	<ul style="list-style-type: none"> <li>Improved Planning &amp; Response Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of</li> </ul>	Major	Possible	High	Treatment required, no further analysis

## Gympie District Disaster Management Group

		community. • Improved public education program.				
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## Gympie District Risk Treatment Plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
1. Cyclone (3+)	<ul style="list-style-type: none"> <li>Improved Evacuation Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved public education program.</li> </ul>	High					
2. Storm Surge	<ul style="list-style-type: none"> <li>Improved Evacuation Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved public education program.</li> </ul>	High					
3. Bush Fire	<ul style="list-style-type: none"> <li>Improved Prevention Plans for affected areas.</li> <li>Training for Emergency Services in evacuation of community.</li> <li>Improved</li> </ul>	Medium					

## Gympie District Disaster Management Group

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	public education program.						
4. Major Flood	<ul style="list-style-type: none"> <li>• Improved Prevention Plans for affected areas.</li> <li>• Training for Emergency Services in evacuation of community.</li> <li>• Improved public education program.</li> </ul>	Medium					
5. Earthquake	<ul style="list-style-type: none"> <li>• Improved Planning &amp; Response Plans for affected areas.</li> <li>• Training for Emergency Services in evacuation of community.</li> <li>• Improved public education program.</li> </ul>	Medium					

## DDMG Reporting Requirements

- 1) Meetings:**
  - a. Current frequency;
  - b. Last meeting date;
  - c. Next meeting date
- 2) Disaster Management (Functional) Plan:**
  - a. Date of last review;
  - b. Type of review conducted;
  - c. Approval;
  - d. Amendments
- 3) Training and Development:**
  - a. Summary of training conducted;
  - b. Training needs identified;
  - c. Strategies planned to address identified needs
- 4) Exercises**
  - a. Conducted, including aims, objectives and outcomes;
  - b. Planned
- 5) Public awareness and education:**
  - a. Public awareness/education activities/programs conducted;
  - b. Activities/programs planned.
- 6) Risk Management/Mitigation:**
  - a. Studies Programs applied for/conducted (NDMP);
  - b. Mitigation Plans implemented;
  - c. Mitigation Measures implemented;
  - d. Emergency Risk Management assessment conducted and outcomes;
  - e. Impediments to implementation of treatment options
- 7) Business continuity:**
  - a. The entity has in place a Business Continuity Plan prepared in accordance with the best practice guidelines issues by the Australian National Audit Office
- 8) Operational issues:**
  - a. Preparedness status
  - b. Resource issues:
    - i. Staff
    - ii. Physical and Human Resource availability

**District Levels of Activation**

The authority to activate the Gympie District Disaster Management Plan is vested in the Chairperson, Disaster District Coordinator, and Deputy Chairperson of the Disaster Management Group.

The plan and the DDCC may be activated in a number of stages namely:

- **Alert**
- **Lean Forward**
- **Stand Up**
- **Stand down**
- **Debrief.**

	Triggers	Actions	Communications
<b>Alert</b>	<ul style="list-style-type: none"> <li>• One or more LDMGs operational</li> <li>• Awareness that threat may be widespread</li> </ul>	<ul style="list-style-type: none"> <li>• XO brief DDC on activation level of LDMG/s</li> <li>• Analysis of threat</li> <li>• Contact LDC/s</li> </ul>	<ul style="list-style-type: none"> <li>• DDC and XO on mobile remotely</li> </ul>
<b>Lean Forward</b>	<ul style="list-style-type: none"> <li>▪ Potential requirement for DDMG to coordinate disaster operations or provide support because of threat level or resource requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain contact with LDC/s</li> <li>▪ Communication procedures established</li> <li>▪ Planning commenced for support to DDCC and staff briefed</li> <li>▪ Advise State regarding status of DDMG</li> <li>▪ Establish contacts &amp; set up communication systems</li> <li>▪ Receipt of Sitreps from LDMG/s</li> <li>▪ Brief DDMG core members</li> <li>▪ Planning for potential support to LDMG/s</li> </ul>	<ul style="list-style-type: none"> <li>▪ DDC, XO and DDMG members on mobile and monitoring email remotely</li> <li>▪ Ad-hoc reporting</li> </ul>
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>▪ Request for support received from LDCC/s</li> <li>▪ Large threat is imminent with impact in District</li> <li>▪ Coordinated support required</li> <li>▪ Significant State resources committed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop situational awareness</li> <li>▪ Pass on urgent warnings</li> <li>▪ Initial Sitrep to SDCC</li> <li>▪ DDCC activated and roster developed</li> <li>▪ Forward planning commenced</li> <li>▪ SDCC advised DDMG stood up</li> <li>▪ Regular Sitreps provided to SDCC</li> <li>▪ Logistics, operations, planning and administrative cells in place</li> <li>▪ Coordination of State support commenced</li> <li>▪ Receive advice from State Disaster Coordinator (if appointed)</li> </ul>	<ul style="list-style-type: none"> <li>▪ DDCC contact through established land lines and generic email addresses</li> <li>▪ DDC, XO and DDMG members present at DDCC, on established land lines and/or mobiles, monitoring emails</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>▪ LDMG/s stood down from response</li> <li>▪ Recovery arrangements functioning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Final checks for outstanding requests</li> <li>▪ Assist LDMG/s to transition to recovery</li> <li>▪ Debrief of staff in DDCC &amp; DDMG members</li> <li>▪ Consolidate financial records</li> <li>▪ Final situation report sent to SDCC</li> <li>▪ Hand over to Recovery Coordinator (if appointed)</li> <li>▪ Return to core business</li> </ul>	<ul style="list-style-type: none"> <li>▪ DDMG members not involved in recovery operations resume standard business and after hours contact arrangements</li> </ul>

## **Gympie District Disaster Management Group**

### **Alert phase:**

Information is received that one or more LDMG's are operational and the district may be impacted upon by a hazard. Relevant entities, including local governments, are advised and contact details confirmed. Analysis of the threat is conducted. District Disaster Coordination Centre (DDCC) is checked for operational readiness.

### **Lean Forward phase:**

Information is received that the impact of a hazard within the district is imminent. Relevant entities, including local governments, are advised accordingly and representatives placed on stand-by for immediate activation if required. The DDC may convene a preliminary meeting or all or some DDMG members. The DDCC may be activated to perform a monitoring role. The DDC, Deputy Chair, XO and OPSO may perform this monitoring role without activating the DDCC. Advice will be forwarded to the relevant entities including a preliminary situation report to the SDCC.

### **Stand Up phase:**

Activation occurs when, the hazard has impacted the community, or its impact is imminent, and the nature of the hazard or severity requires activation of the District Disaster Management Plan, or elements thereof. Some action is required on the part of DDMG. When activated the DDCC should be operated on a 24-hour basis (refer DDCC SOPs). Throughout the period of activation, there should be ongoing liaison between the DDMG, LDMGs and the SDCC, including SITREPs, as required by the reporting requirements of this plan.

### **Stand down**

When the requirements of disaster response and recovery operations have been completed to the stage that the DDMG and DDCC are no longer required to be activated, they may be stood down.

**District Disaster Management Plan Legislative Checklist**

A DDMG must prepare a district disaster management plan (DDMP) for disaster management in the disaster district for the group (s53(1)).

<b>Under s53(2) the Gympie DDMP includes:</b>
a. the SDMG's strategic policy framework (SPF) for disaster management for the State;
b. roles and responsibilities of entities involved in disaster operations and disaster management in the district;
c. the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);
d. events that are likely to happen in the district;
e. priorities for disaster management for the district;
f. matters stated in the disaster management guidelines as matters to be included in the plan;
g. other matters about disaster management in the disaster district the group considers appropriate.
<b>DDMP Requirements (s54)</b>
The Gympie DDMP is consistent with the District Disaster Management Guidelines.
<b>Reviewing and renewing the DDMP (s55)</b>
(1) The GympieDDMG may review, or renew, its DDMP when the group considers it appropriate. <b>Date last reviewed:</b>
(2) However, the group must review the effectiveness of the plan at least once a year. <b>Next planned review date:</b>
<b>DDMP to be available for inspection (s56)</b>
(1) There is a copy of the Gympie DDMP available for inspection, free of charge, by members of the public at the Gympie District Office.
(2) The Gympie DDMP is available in written or electronic form.
(3) A copy of the Gympie DDMP can be given to a person on payment of an appropriate fee*, which has been decided by the DDC of the Gympie DDMG. <i>*An appropriate fee means the fee that is no more than the reasonable cost of providing the copy.</i>

**Proforma Request for Assistance Form**

<b>To:</b>		
<b>From:</b>		<b>Phone No.:</b>

<b>Event:</b>	<b>Request No.:</b>	<b>Date:</b>	<b>Time (24hr):</b>

<p><b>Requesting officer's name, organisation &amp; 24hr contact details:</b></p> <p>(must be the person who has <u>detailed knowledge</u> of the request &amp; is able to answer any questions)</p> <p><i>Name:</i> _____ <i>Org:</i> _____ <i>Ph no.:</i> _____</p>		
<p><b>Delivery address:</b> street address (include landmarks, GPS coordinates as required)</p>          		
<p><b>On-site contact person &amp; phone no.:</b> (must be available to accept delivery)</p> <p><i>Name:</i> _____ <i>Ph no.:</i> _____</p>		
<p><b>Priority:</b> to be delivered on-site by "<u>detail time &amp; date</u>" (Urgent or ASAP is not acceptable)</p> <p><i>Time:</i> _____ <i>Date:</i> _____</p>		

## Gympie District Disaster Management Group

**Details of request:** be specific about the desired outcome required **OR** clearly detail the resources required. Don't use acronyms, state unit quantities only, list skills sets if requesting human resources. Refer to RFA checklist below.

## Gympie District Disaster Management Group

**RFA Checklist:** ensure the following information is included in the request if applicable:

- Is transport needed
- Any hazardous situations
- Special handling requirements (forklift)
- Any access issues
- Requesting officer noted
- Priority noted
- Are skill sets clearly stated

<b>Authorising Officer</b>		
<b>Name:</b>	<b>Position:</b>	
<b>Signature:</b>	<b>Date:</b>	<b>Time:</b>

## **Appendices**

**The following documents form Appendices to this Plan:**

(i) Gympie DDMG - District Disaster Coordination Centre Standing Operating Procedures

(ii) Local Government Disaster Management Plans:

- Gympie Regional Council Disaster Management Plan
- South Burnett Regional Council Disaster Management Plan
- Cherbourg Aboriginal Shire Council Plan **(in draft)**

(iii) Functional Committee Sub-plans:

- Department of Public Works:
  - Communications
  - Building & Engineering Services
  - Emergency Supply
- Department of Communities:
  - Gympie Human Social Recovery Plan
- Department of Transport:
  - Transport Disaster Management Plan
- Department of Health:
  - Health
    - o Disaster Management Plan (Central Public Health Unit Network)

(iv) Resupplying Isolated Communities Guidelines

(v) Response - Recovery Transition Strategy

(vi) Gympie DDMG – 'Traffic Management Plan'

**The following documents should be read as complementing the Gympie District Disaster Management Plan:**

**Threat Specific Plans**

- Department of Transport (Maritime Division): Oil Spill Contingency Plan
- Department of Primary Industries: Emergency Animal Disease
- Queensland Fire and Rescue Service: Wildfire Contingency Plan (Under development)
- National Marine Oil Spill Contingency Plan (2010)
- Queensland Coastal Contingency Action Plan
- State Disaster Management Plan (2010)
- Borumba Dam: Emergency Action Plan
- Boondoomba Dam: Emergency Action Plan

## **Gympie District Disaster Management Group**

- Bjelke Petersen Dam: Emergency Action Plan
- Cedar Pocket Dam: Emergency Action Plan
- Tropical Cyclone Storm Tide Warning-Response System (Fifth Edition-2003)

### **Other relevant documentation:**

- Ambulance Service Act 1991
  - Disaster Management Act 2003
  - Disaster Management and Other Legislation Amendment Act 2010
  - Queensland Evacuation Guidelines for Disaster Management Groups
  - Fire and Rescue Service Act 1990
  - Police Service Administration Act 1990
  - Public Safety Preservation Act 1986
  - State Transport Act 1938
  - Queensland Disaster Management Planning Guidelines
  - The Standard Emergency Warning Signal (SEWS) and its use in Queensland
  - Australian Defence Force 'Plan Ironbark' – Details procedures for the provision of assistance to the civil community through the Defence Aid to the Civil Community arrangements.
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