

# Dalby District Disaster Management Plan 2022

---



**Incorporating Local Disaster Management Group:**

❖ **Western Downs Regional Council**



**Queensland  
Government**

Disaster Management

## Business

### Endorsement and Authorisation

---

The Dalby District Disaster Management Plan is endorsed under the authority of the District Disaster Management Group.

This plan has been developed in accordance with the *Disaster Management Act 2003 (DM Act)* and the following documents to provide for effective disaster management in the Dalby Disaster District:

- the State Disaster Management Plan
- Queensland Emergency Management Assurance Framework
- Guidelines for District Disaster Management Groups
- Strategic Policy Framework.

The plan will be maintained by the District Disaster Coordinator and will be reviewed annually unless otherwise required.



Wayne Rasmussen APM  
District Disaster Coordinator  
Dalby District Disaster Management Group

Dated: 23<sup>rd</sup> day of February, 2022.

**EMAF Component 4: Planning**

- Key Outcome 4.1 and 4.2
- Indicators 4 (c)

## Amendments

---

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

A/Senior Sergeant Chris Mitchell  
Executive Officer  
Dalby District Disaster Management Group  
47 Drayton Street,  
DALBY QLD 4405

Any changes to the intent of the document must be endorsed by the Dalby 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

No / Ref	Issue Date	Comment	Inserted by	Date

### Distribution

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

In compliance with Section 56 of the *Disaster Management Act 2003* [QLD], a copy of the plan is available on the Queensland Police Service website: [www.police.qld.gov.au](http://www.police.qld.gov.au)

This plan is also available for inspection free of charge to members of the public. All applications are to be made to the Executive Officer via address above or email to [DDC.Dalby@police.qld.gov.au](mailto:DDC.Dalby@police.qld.gov.au).

#### EMAF Component 4: Planning

- Key Outcome 4.1
- Indicators 4 (e)

# Contents

---

## **BUSINESS**

### **Endorsement and Authorisation**

#### **Document Control**

Amendment Control .....	
Amendment Register .....	
Distribution.....	

#### **Contents**

**Abbreviations and Acronyms** see Annexure D

**Definitions** see Annexure E

#### **Governance**

Authority to Plan .....	
Purpose.....	
Objectives.....	
Strategic Policy Framework.....	
Scope .....	
Disaster Management Priorities .....	

#### **District Disaster Management Group**

Establishment .....	
Role.....	
Functions.....	
Membership.....	
Observers.....	
Functional and Supporting Committees .....	
Roles and Responsibilities .....	
Meetings.....	
Operational Priorities.....	

#### **Administration**

Reporting.....	
Annual Report .....	
QDMC Briefing.....	
Records Management.....	

#### **Capacity Building**

Training .....	
Exercises.....	
Post Disaster Assessment .....	

#### **Disaster Risk Management**

Community Context .....	
Geography.....	
Climate and Weather .....	
Critical Infrastructure.....	
Hazards .....	
Risk Assessment .....	
Risk Treatment .....	

## **OPERATIONS**

### **District Appreciation**

Geography.....	
Climate and Weather.....	
Demography.....	
Critical Infrastructure	

### **Response Strategy**

Warning Notification and Dissemination .....	
Activation.....	
District Disaster Coordination Centre.....	
Concept of Operations for Response.....	
Operational Reporting.....	
Disaster Declaration.....	
Resupply .....	
Functional Plans .....	
Hazard Specific Arrangements.....	
Request for Assistance .....	
Request for Air Support.....	
Request for Supplies and Equipment .....	
Financial Management.....	

### **Recovery Strategy**

Transition Triggers.....	
Immediate/Short Term .....	
Medium/Long Term.....	
Dalby District Recovery Committee .....	
Parameters and Constraints.....	
Operational and Action Plans.....	
Considerations for Recovery .....	
Recovery Lead Agencies .....	

### **Review and Insurance**

Review and Renew Plan .....	
External Assessment .....	
Review of Local Disaster Management Arrangements.....	

### **Annexure Index**

A	Distribution List
B	Dalby District Disaster Management Group Contact List
C	Dalby District Risk Register
D	Abbreviations and Acronyms
E	Definitions
F	Dalby DDMG Annual Operational Plan

## Governance

---

### Purpose

This District Disaster Management Plan is prepared under the provisions of Section 53 of the *Disaster Management Act 2003* [QLD] (the Act). This plan details the arrangements within the Dalby Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management.

#### EMAF Component 4: Planning

Key Outcome 4.2

Indicators 4 (a)

### Objectives

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

- the development, review and assessment of effective disaster management for the district including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster
- compliance with the Queensland Disaster Management Committee's (QDMC) Queensland Disaster Management 2016 Strategic Policy Statement; the State Disaster Management Plan; the 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.

#### EMAF Component 4: Planning

- Key Outcome 4.1 and 4.2
- Indicators 4 (c)

### Strategic Policy Statement

Disaster management and disaster operations in the Dalby Disaster District are consistent with the Queensland Disaster Management 2016 Strategic Policy Statement which informs the State's strategic approach to disaster management.

It identifies two strategic objectives that underpin disaster management in Queensland:

- Strive to safeguard people, property and the environment from disaster impacts
- Empower and support local communities to manage disaster risks, respond to events and be more resilient.

#### EMAF Component 1: Hazard Identification and Risk Assessment and 4: Planning

- Key Outcomes 1.2, 4.1 & 4.2
- Indicators 1 (a) and 4 (c)

### Scope

This plan details the arrangements necessary to undertake disaster management within the Dalby Disaster District in support of the local government; Western Downs Regional 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.

**EMAF Component 4: Planning**

- Key Outcome 4.2
- Indicators 4 (a)

## **Disaster Management Priorities**

The priorities for the Dalby District Disaster Management Group (DDMG) are to:

- improve community (including business) disaster planning/mitigation and preparation
- manage training of DDMG members in line with the Queensland Disaster Management Training Framework
- integrate effective disaster risk reduction initiatives into strategic and corporate plans at appropriate levels of government, community organisations, industry and commerce
- monitor and evaluate the disaster management arrangements to:
  - streamline arrangements
  - develop clear accountability, including defined roles and responsibilities at all levels of the disaster management arrangements
  - improve the communication flow process; and develop whole-of-government, media and community engagement arrangements.

The Annual Operational Priorities for the Dalby DDMG are contained within the DDMG Annual Operational Plan attached at Annexure F.

**EMAF Components 2: Hazard Mitigation and Risk Reduction, 3: Capability Integration and 4: Planning**

- Key Outcomes 2.3, 3.2, 4.1 & 4.2
- Indicators 2 (b), 3 (f) and 4 (b), (c), (d) (f)

# Dalby District Disaster Management Group

## Establishment

The Dalby DDMG, which incorporates Western Downs Regional Council, is established in accordance with Section 22 of the Act.

## Role

The Dalby DDMG is comprised of representatives from Queensland Government agencies, government owned corporations, non-government organisation, industry and commerce and key community representatives, who can provide and coordinate Whole-of-Government support and assistance to disaster affected communities.

The Dalby DDMG performs a 'middle management' function within Queensland Disaster Management Arrangements (QDMA) by providing coordinated state government support when requested by the Local Disaster Management Groups (LDMG's).

## Functions

Under Section 23 of the DM Act, the Dalby DDMG has the following functions:

- a) to ensure that disaster management and disaster operations in the district are consistent with the State group's (the Queensland Disaster Management Committee) strategic policy statement for disaster management for the State
- b) to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management
- c) to provide reports and make recommendations to the State group about matters relating to disaster management and disaster operations in the district
- d) to regularly review and assess the disaster management of local groups in the district
- e) to ensure that any relevant decisions and policies made by the State group are incorporated in its disaster management, and the disaster management of local groups in the district
- f) to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- g) to coordinate the provision of State resources and services provided to support local groups in the district
- h) to identify resources that may be used for disaster operations in the district
- i) to make plans for the allocation, and coordination of the use, of resources mentioned in paragraph (h)
- j) to establish and review communications systems in the group, and with and between local groups in the district, for use when a disaster happens
- k) to ensure information about an event or a disaster in the district is promptly given to the State group and each local group in the district
- l) to prepare, under section 53, a district disaster management plan
- m) to perform other functions given to the group under this Act
- n) to perform a function incidental to a function mentioned in paragraphs (a) to (m).



**EMAF Component 4 Planning**

Key outcome 4.1

Indicator 4 (c)

**Functional Lead Agencies**

<b>Function</b>	<b>Lead agency</b>	<b>Roles and Responsibilities as detailed in the State Disaster Management Plan 2015</b>
<b>Transport</b>	Department of Transport and Main Roads (DTMR)	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>Human and Social Recovery</b>	Department of Communities, Disability Services and Seniors (DCDSS)	Arrangements for the coordination of community recovery services including: <ul style="list-style-type: none"> <li>• Information on the range of recovery services available;</li> <li>• Information of the physical effects of a disaster;</li> <li>• Personal support services;</li> <li>• Financial assistance to eligible applicants under the following schemes: <ul style="list-style-type: none"> <li>• Disaster Relief Assistance;</li> <li>• Associations Natural Disaster Relief;</li> <li>• Special Benefits;</li> </ul> </li> <li>• Provision of counselling and mental health services;</li> <li>• Longer term accommodation services; and</li> <li>• Facilitation of community participation in the redevelopment of social networks and community infrastructure.</li> </ul>
<b>Health</b>	Department of Health (Q-Health)	Arrangements for the provision of medical and health resources to support disaster response and recovery operations through: <ul style="list-style-type: none"> <li>• Command, control and coordination of medical resources;</li> <li>• Public health advice and warnings;</li> <li>• Psychological and counselling services; and</li> <li>• Ongoing medical and health services required during the recovery period.</li> </ul>
<b>Building and Engineering Services</b>	Department of Housing and Public Works (DHPW)	Arrangements for the provision of resources and services pertaining to all engineering disciplines which may be required to assist disaster response and recovery operations.
<b>Emergency Supply</b>	Queensland Fire and Emergency Services (QFES)	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.
<b>Communications</b>	Department of Housing and Public Works (DHPW)	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.

## Supporting Lead Agencies

Agency	Roles and Responsibilities
<b>Queensland Ambulance Service</b>	As contained in Section 3D (Service's Functions) of the <i>Ambulance Service Act 1991</i> [QLD] includes the provision of ambulance services during rescue and other related activities, transport of persons requiring attention to medical or health care facilities, participate in counter disaster planning, coordinate volunteer first aid groups.
<b>Queensland Fire and Emergency Services</b>	As contained in Section 8B (Functions of the service) of the <i>Fire and Emergency Services Act 1990</i> [QLD] includes 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> [QLD] includes 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.

### EMAF Component 4: Planning

- Key Outcomes 4.1, 4.2 & 4.3
- Indicators 4(d) – further evidenced through meeting minutes, reports and emails

### EMAF Component 4: Planning and Component 8: Control

- Key Outcomes 4.1, 4.2, 8.1
- Indicator 4 (a), 8(b)(c)(d)(f)

## DDMG Governance

### Membership

The DDMG is comprised of persons and representatives as nominated in Section 24 of the Act (Membership):

- Chairperson – District Disaster Coordinator
- Deputy Chairperson
- Executive Officer
- a representative of each local government within the district
- a representative of departments the QDMC in consultation with the DDC, considers appropriate to be represented on the group.

The **core membership** of the Dalby DDMG is comprised of the following members/representatives:

- Queensland Police Service (QPS)
  - Chairperson
  - Deputy Chairperson
  - Executive Officer
- Queensland Fire and Emergency Services (QFES)
  - Emergency Management Coordinator
  - Fire & Rescue
- Queensland Ambulance Service (QAS)
- Department of Communities, Disability Services and Seniors (DCDSS)
- Department of Transport & Main Roads (DTMR)
- Darling Downs Hospital and Health Service
- Western Downs Regional Council.

Representatives of the following departments / agencies may be invited to attend DDMG meetings and assist in disaster operations in an **advisory and co-operative** disaster capacity as required:

- Australian Broadcasting Commission
- Australian Defence Forces – MJOSS/SQ
- Department of Environment and Science
- Department of Agriculture and Fisheries
- Department of Local Government, Racing and Multicultural Affairs
- Department of State Development, Manufacturing, Infrastructure and Planning
- Australian Red Cross
- Ergon
- Telstra
- Department of Human Services (Centrelink)
- Department of Health – Environmental Health

- Department of Education
- Department of Housing and Public Works – Building and Asset Services
- Queensland Corrective Services (Community Corrections)
- Queensland Reconstruction Authority
- Australian Bureau of Meteorology (BoM)
- Any other department / agency as deemed appropriate.

The Dalby DDMG Contact list is regularly updated at DDMG meetings and is included as Annexure B to this plan.

**EMAF Component 3: Capability Integration and 8: Control**

- Key Outcomes 3.1 and 8.1
- Indicators 3 (d), 8 (f)

## Roles and Responsibilities

A detailed itemisation of the roles and responsibilities of member agencies are outlined within the State Disaster Management Plan. The Dalby DDMG adopts the itemisation of these roles and responsibilities at the district level.

The State Disaster Management Plan can be found here:

[State Disaster Management Plan](#)

**EMAF Component 4: Planning and 8: Control**

- Key Outcomes 4.1, 8.1
- Indicators 4 (b)(d)(f), 8(b)(c)

## DDMG Business

### Meetings

Reporting requirements within the Dalby Disaster District shall in accordance with s. 38 of the DM Act, and Queensland's District Disaster Management Group Guidelines. The DDMG may conduct its business, including its meetings, in a way it considers appropriate.

**Ordinary** – a meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chairperson). Ordinary meetings are used to address the general business of the group.

**Extraordinary** – a special meeting convened by the Chairperson in response to an operational event.

Reporting requirements within the Dalby Disaster District shall be consistent with the requirements of Queensland's Disaster Management Guidelines as follows:

<http://www.disaster.qld.gov.au/Pages/default.aspx>

*Disaster Management Act 2003:*

[Qld Disaster Management Act 2003](#)

**EMAF Component 4: Planning and 8: Control**

- Key Outcomes 4.1, and 8.1
- Indicators 4 (b) (d) (f) and 8 (b) (c)

## Administration

### Reporting

Business reporting requirements of the DDMG are to be managed by the Executive Officer. Meetings, status reports and annual operational planning requirements will be maintained in accordance with the Act and guidelines.

### Administrative Reporting

- The Chairperson of each LDMG shall provide details in respect to the membership of their group annually to the Executive Officer of the DDMG
- The District Disaster Coordinator shall provide details in respect to the membership of the DDMG annually to the Executive Officer of the QDMC
- LDMGs and the DDMG shall, at least twice annually, conduct full meetings of their respective groups and report the outcomes to the Executive Officer, QDMC
- Disaster District Functional Committees shall, at least twice annually, conduct full meetings of their respective committee and report the outcomes to the District Disaster Coordinator.

### Member Status Reports

Written member status reports on behalf of core member agencies are used to update other DDMG members on the status of the member agency's disaster management initiatives, projects, training/exercises, community awareness programs, disaster management plans, operations conducted or contact information.

This information assists the DDMG to evaluate the status of the disaster management and disaster operations for the disaster district. Member status reports are to be provided for each DDMG meeting.

### Annual Reports

A district annual report is to be furnished to the QDMC prior to the end of each financial year. This allows for relevant information to be considered for inclusion in the State group annual report. The Executive Officer of the DDMG is responsible for the preparation of this report.

#### **EMAF Component 4: Planning**

- Key Outcomes 4.3
- Indicators 4 (c) (f)

## Capacity Building

### Post Disaster Assessment

The review of operational activities undertaken during a disaster is a key component in ensuring capability development and the continuous improvement of disaster management arrangements.

Post-disaster reviews are conducted to:

- assess disaster operations undertaken for a given disaster including actions, decisions or processes

- document those processes that worked well and identify a course of action to ensure that they are captured and updated in relevant doctrine for use in the next operation
- assess capability and consider where additional training and/or exercises may enhance capacity.

Guidelines and reporting requirements relating to post disaster assessments are contained within Section 9.9.4 of the DDMG Guidelines at; <http://disaster.qld.gov.au/Disaster-Resources/Documents/Queensland%20District%20Disaster%20Management%20Guidelines.pdf>

**EMAF Component 3: Capability Integration and 4: Planning**

- Key Outcomes 3.3, 4.1
- Indicators 3 (g) (h) & 4 (c)

## Training

Disaster management training has been identified nationally as an essential means through which agencies and individuals can develop and maintain their disaster management capabilities and capacity. Training can provide the knowledge, skills and proficiency required across the disaster management phases of prevention, preparedness, response and recovery. Furthermore, training is important in ensuring that all agencies can seamlessly integrate their arrangements and contribute to effective and coordinated disaster operations. Disaster management training is one of the activities undertaken to maintain or enhance the Queensland disaster management arrangements. Disaster management training is also identified in the key outcomes of the capability integration component of the Standard for Disaster Management in Queensland.

Section 16A(c) of the Disaster Management Act 2003, establishes the responsibility to ensure that persons performing functions under the Disaster Management Act 2003 in relation to disaster operations are appropriately trained. In accordance with the Disaster Management Act 2003 the Queensland Disaster Management Training Framework (QDMTF) outlines the training to be undertaken by Queensland disaster management stakeholders to support the effective performance of each identified key role. Officers appointed as deputies to a key stakeholder role are also required to undertake the appropriate identified learning pathway. Where an stakeholder has the potential to perform a number of roles, they should ensure they undertake the learning pathways for all the roles. Stakeholders are also encouraged to undertake further elective courses or modules in addition to those outlined in their learning pathway.

A copy of the QDMTF can be found in the Disaster Management Training Handbook <https://www.disaster.qld.gov.au/dmg/st/Documents/H1026-DM-Training-Handbook.pdf#search=training%20handbook>. This handbook has been developed to support the Queensland Disaster Management Training Framework and it includes the Framework, detailed information on supporting training policy, application of the Framework, training delivery methodologies, stakeholder training requirements, and course and induction overviews. The Framework outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role. The Framework encompasses the disaster management arrangements themselves and the functions and activities that underpin disaster management and disaster operations in Queensland.

All Stakeholders involved with the Disaster Management Group must undertake the Queensland Disaster Management Arrangements training and undergo an induction process into the group. The Disaster management group will also determine what further training is required based on stakeholders roles, functions and events that are relevant to disaster management groups area to enable stakeholders to perform their roles effectively. It is the responsibility of all stakeholders with disaster management roles under the Disaster Management Act 2003 to undertake the training relevant to their role as outlined in the Queensland Disaster Management Training Framework. It is anticipated that all stakeholders

will complete the mandatory courses specific to their role within a twelve month period of commencement in that role.

**EMAF Component 3: Capability Integration and 4: Planning**

- Key Outcomes 3.1, 3.2, 3.3 & 4.1
- Indicators 3(c)(d)(e)(f)(g) & 4(f)

## 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
- evaluating equipment, techniques and processes in general.

The DDMG will conduct at least one exercise annually, to include all core members of the DDMG. However, if the DDMG activates in an operational capacity, an annual Exercise is not required. Additionally, on an annual basis, functional committees will exercise their respective sub-plans, independent of the aforementioned disaster district exercise.

## Integrated Lessons Learnt Management Process

Lesson learnt by activation or exercises from either the Dalby DDMG and Western Downs Regional Council LDMG is shared within both groups. This is achieved by way of a standing DDMG meeting agenda that engages the groups to share lessons learnt, (by way of evaluations and/or report) share any improvements and identify any deficiencies, providing an integrated management and monitoring process to drive improvements benefitting all stakeholders.

**EMAF Component 3: Capability Integration and 4: Planning**

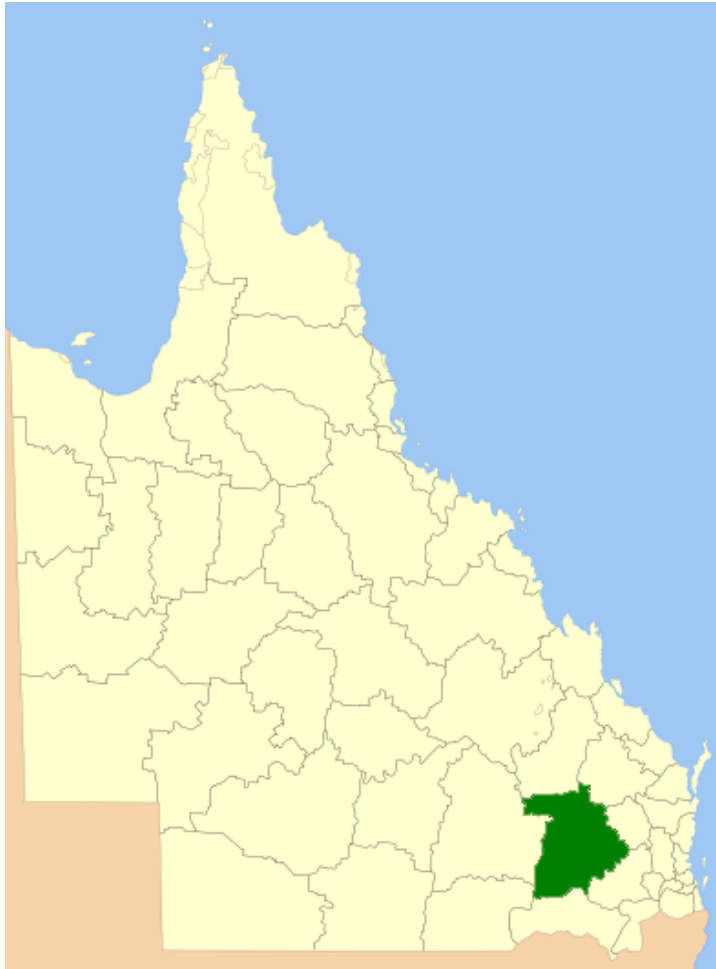
- Key Outcomes 3.2, 3.3 & 4.1
- Indicators 3 (b), (e) (g) & 4 (e)

## Disaster Risk Assessment

---

### Community Context

The Dalby Disaster District comprises the local government area of the Western Downs Regional Councils who are required to form Local Disaster Management Groups in accordance with s29. of the Act.



*Figure 1: Map of the Dalby Disaster District – Incorporating the Western Downs Regional Council area*

### **Administrative Centres**

Dalby is the largest town within the District and has all the essential infrastructure and services of any major town. Chinchilla and Miles are the other larger centres in the district and provide administrative and commercial hubs for the region. A large number of Government Departments and other companies have their Regional Offices based in Dalby.

### **Transport**

The main road transport corridors traversing this District are the Warrego, Bunya, Moonie, Condamine and Leichhardt Highways. Light aircraft strips are located in Dalby, Chinchilla and Miles and there are restrictions on the types of aircraft which each strip can accommodate.

### **Shopping Facilities**

The region has shopping precincts in the larger centres of Dalby, Chinchilla and Miles. Smaller towns are well serviced by smaller supermarkets and convenience type shops such as IGA and Spar supermarkets.



## Geography

A region the size of Tasmania, just 2.5 hours west of Brisbane and an easy drive from the Sunshine and Gold Coasts, the Western Downs has a growing population of over 34,000 people. The region's diverse economy, vibrant active communities and the extensive infrastructure and multi-billion-dollar energy investments are ensuring that the Western Downs continues to go from strength-to-strength.

Dating back to the 1840s the Western Downs Regional Council area is predominantly rural, with numerous small townships and villages. The largest township is Dalby, with smaller townships at Bell, Chinchilla, Jandowae, Miles, Tara and Wandoan and several villages. The Council area encompasses a total land area of about 38,000 square kilometres. Rural land is used largely for agriculture, particularly grain and cotton growing, with some sheep and cattle grazing and broadacre farming. Forestry and mining are also important industries, with the area being home to oil fields, coal mines, a power station and gas exploration.

In regard to infrastructure, the region consists of around 7300 km of public, Council-maintained roads, 1100 km of footpaths, 53 bridges and 177 km of stormwater drainage. The Western Downs Regional Council area is served by the Leichhardt Highway, the Moonie Highway, the Warrego Highway and the Westlander train. In addition, there are significant telecommunications and power infrastructure as well as heavy industry assets such as gas fields, coal mines, solar and wind farms. Agricultural assets are widespread primary producers including plant and animal cultivation.

Economically, the region has a current Gross Regional Product (GRP) of \$5.54 B, 21,000 local jobs, 4,711 local businesses and 16,050 employed residents with construction being the largest industry. Mining leads the region's exports with agriculture, forestry and fishing being the second largest export. Manufacturing is the largest import filling the gap in local manufacturing businesses.

The Western Downs highest risk and credible disaster cases are riverine flooding, severe storm and bushfire. The risk of riverine flooding is mainly due to the large Condamine-Balonne catchment area and potential widespread impacts from the Condamine River entering the region at Springvale, running through the centre of the region, and then exiting on the western edge between Meandarra and Condamine. Some of the larger creeks that feed the Condamine River such as Myall Creek, Jandowae Creek and Charleys Creek can also experience significant flooding. To the South, the Moonie and Weier Rivers can also create significant issues due to riverine flooding. There is an increased impact to the region due to riverine flooding affecting major transport corridors such as the Leichardt, Warrego and Moonie Highways. This impact is not only experienced by those within the region, but also those who utilise these highways to deliver goods and services throughout Australia.

Severe storms are regularly experienced in the Western Downs causing significant personal, property and primary producer risk. Historically severe storms have been responsible for widespread housing and vehicle damage as well as significant cropping loss.

The region boasts some expansive forested areas which subsequently carry a large bushfire risk. The Barakula, Jarrah, Nudley, Diamondy and Kumbarrila State Forests, Bunya Mountains, Erringibba and Southwood National Parks, Broadwater Conservation Park, as well as numerous wooded areas around the region are closely monitored for bushfire risk. Although most of these areas are not highly populated the forested areas around the Tara Estates and Bunya Mountains are considered the highest risk to property and life.

Disaster Management in the DDMG boundaries considers an all-hazards approach and utilises disaster management planning under the Disaster Management Act 2003 as well as hazard specific initiatives such as:

- Bushfire Management Planning within the Area Fire Management Group (AFMG)

- Natural Hazards Risk Assessments under the Queensland Emergency Risk Management Framework (QERMF).

### Climate and Weather

As the Western Downs Regional Council region lies between 205 and 430 km inland from Brisbane, at the latitude of 27.2°S, the climate is sub-tropical with most rain falling in the summer months. Whilst the climate influence is predominately southeast and southwest air flow, the area may be impacted occasionally by tropical cyclones passing close to or crossing the coast.

The average annual rainfalls and temperatures for the larger population areas are as follows:

Locality	Average Annual Rainfall	Average Max Temp	Average Min Temp
Chinchilla	613 mm	25°C	8°C
Dalby	676 mm	27°C	12°C
Miles	650 mm	27°C	12°C
Tara	613 mm	31°C	17°C
Wandoan	672 mm	28°C	13°C

The above are average figures over a number of years and may vary quite significantly from year to year, for example for Dalby with monthly means ranging from 29mm in August to 94mm in December.

The highest monthly rainfall recorded is 364mm (February) and the highest annual total is 1,273mm.

The lowest monthly rainfall is zero (all months except November, December, and January) and the lowest annual total is 268mm.

The average monthly maximum temperatures for Dalby and environs range between 31.6°C in January to 18.6°C in July.

The average monthly minimum temperatures for Dalby and environs range between 18.8°C in January to 4.4°C in July.

It is not uncommon to experience temperatures down to zero and above 35°C.

### Western Downs Regional Council Local Government Area (LGA) geography overview.

The topography of the Council area is extremely flat, rising in the north, with steeper slopes in the north east to the western part of the Bunya Mountains. The altitude at Dalby is 344 metres above sea level.

The Disaster District geographical makeup varies subsequently influencing climate conditions. The region averages temperatures between 2C – 31C with lows in areas going below freezing.

Average annual district rainfall, according to the Bureau of Meteorology, is 676 millimetres. Rainfall is highly variable, and droughts are experienced regularly.

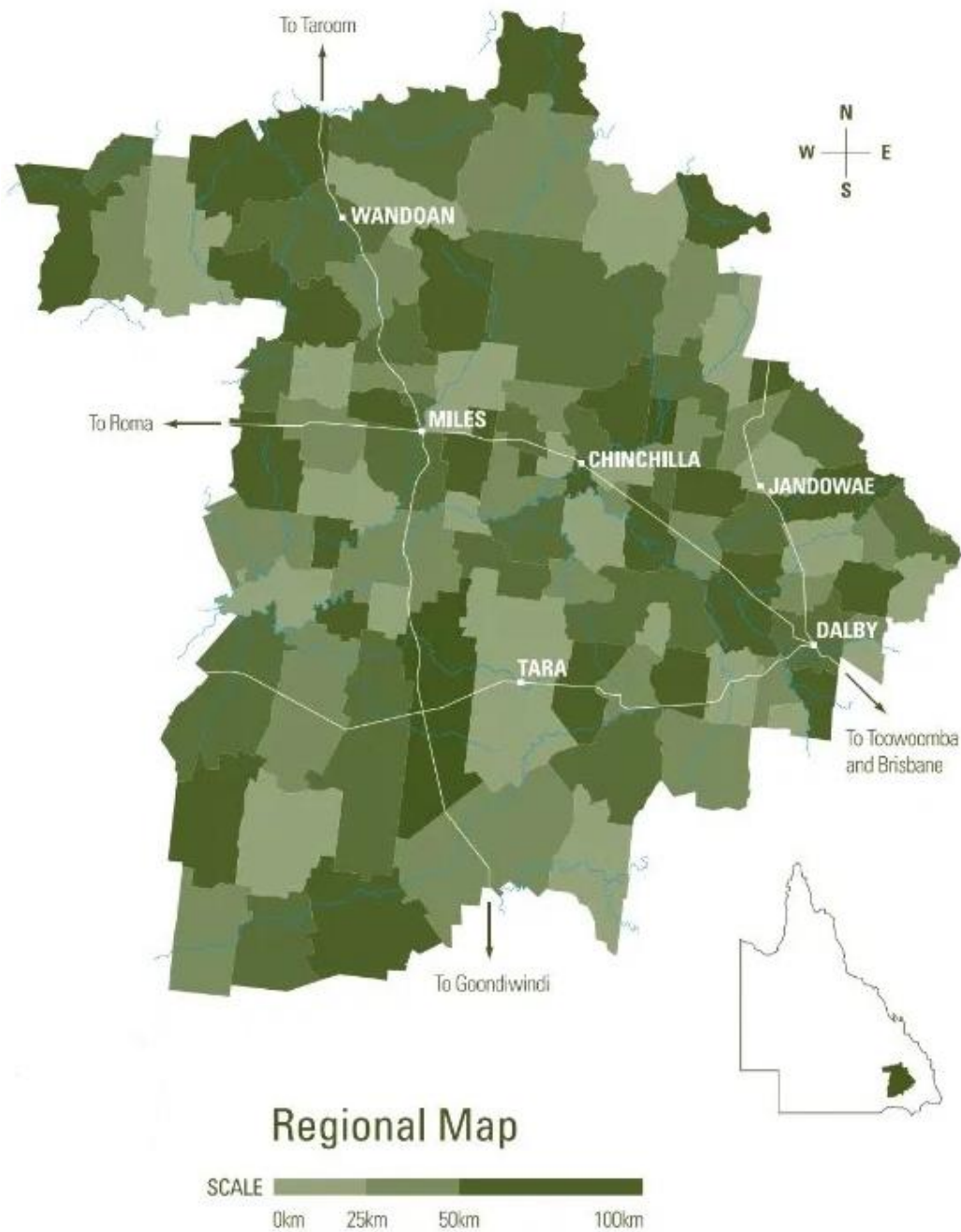
The town of Dalby is the major population centre in the Western Downs Regional Council and is seat of the local government.

The region's economy also continues to grow, despite the negative global environment. Businesses in the region have diversified from traditional markets in the agricultural sector into components, parts and services for the energy sector. Gross Regional Product (GRP) was 1.875 billion up 17.4% in 2008/09, almost

double the growth of Queensland. Mining led this extraordinary growth, increasing its GRP by over 400% to overtake Agriculture, Fishing & Forestry as the largest regional contributor to GRP.

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

The Western Downs Regional Council area is a major power generation hub for south-east Queensland with two coal-fired and three gas-fired power stations. The Surat Basin, which includes the WDRC area, has a number of coal seam methane gas fields in the region. These fields presently supply the domestic market, including a number of power stations, and the Roma to Brisbane Pipeline. A number of gas companies are developing liquefied natural gas plants in or around Gladstone to export Surat Basin gas to international markets.



## Industries

Industry in Western Downs includes large-scale engineering, coal mining, and fuel (ethanol). Dalby is the centre of a diverse and productive agricultural area with rich black soil allowing the production of crops such as wheat, cotton and sorghum. Livestock raising including pigs, cattle and sheep is also popular. Dalby is home to the second largest cattle saleyards in Australia. Two cotton gins are situated within ten kilometres of the Dalby.

Dalby is to be the site of the first dry mill grain-to-ethanol plant constructed in Australia.

The Western Downs Regional Council area is a major power generation hub for south-east Queensland with two coal-fired and three gas-fired power stations. The Surat Basin, which includes the WDRC area, has a number of coal seam methane gas fields in the region. These fields presently supply the domestic market, including a number of power stations, and the Roma to Brisbane Pipeline. A number of gas companies are developing liquefied natural gas plants in or around Gladstone to export Surat Basin gas to international markets.

## Transportation Routes

The Council area has a number of major highways traversing region - the Warrego Highway, Condamine Highway, Bunya Highway, Moonie Highway and the Leichhardt Highway.

The western corridor of Queensland railway system (Brisbane to Charleville) traverses the Western Downs Regional Council area from Dalby in the east to Dulacca in the west. There are branch lines off this system which are used infrequently and primarily for grain transportation.

## Emergency Services Organisations

### Queensland Police Service

Police Stations are located across the disaster district. For specific locations, refer to the Queensland Police Service website, station locator: <https://www.police.qld.gov.au/stations>

### Queensland Ambulance Service

Ambulance Stations are located across the disaster district. For specific locations, refer to the Queensland Ambulance Service website, station locator: <https://www.ambulance.qld.gov.au/contacts.html>

### Queensland Fire and Emergency Services

- **Fire and Rescue Service**  
Fire Stations are located across the disaster district. For specific locations, refer to the Queensland Fire and Emergency Services website, station locator: <https://www.qfes.qld.gov.au>
- **Rural Fire Brigades**  
Western Downs Regional Council supports the District Rural Fire Brigade Groups which comprises of several brigades spread throughout the region.
- **State Emergency Service**  
Western Downs Regional Council and SES QLD supports active groups. For specific locations.

## Public buildings, spaces, and events

Major public spaces in the region attracting large volumes of people include:

- Dalby Events Centre & Showgrounds
- Dalby Public Library
- Dalby Aquatic Centre

- Dalby Racecourse
- Dalby Shopping World
- Dalby Aldi shopping centre
- Dalby Coles shopping centre
- Chinchilla Entertainment precinct
- Chinchilla Showgrounds
- Chinchilla Racecourse
- Chinchilla Woolworths
- Miles Dogwood centre
- Miles Showground
- Miles Racecourse
- Wandoan Cultural Centre
- Wandoan Showgrounds.

The housing stock in the region is primarily low-set timber or brick construction and is generally well maintained.

The business centres of Dalby, Chinchilla and Miles comprises an elongated and well-maintained streetscape of single storey masonry/ brick buildings and some double storey buildings of similar construction. All major locations have an industrial precinct within close vicinity to the business centre which is comprised mostly of corrugated iron industrial sheds and more modern structures from concrete panelling.

### Critical infrastructure

#### Road System

The Warrego, Bunya, Condamine, Moonie and Leichhardt Highways are well formed, bitumen sealed, all-weather roads that carry interstate transport as well as regional traffic. Other major roads that traverse the region are a mixture of well-formed bitumen sealed and non-sealed gravel roads. There is also a network of mostly formed and a few unformed local roads. Some of these roads have gravel surfaces and are therefore susceptible to damage from water run-off. Local flooding sometimes cuts roads used for movement within the region.

#### Railway

Queensland Rail infrastructure passes through the region. This rail supports industry in conjunction with passenger transportation. For further information, refer to: <https://www.queenslandrail.com.au/business/access/Documents/South%20Western%20System%20Information%20Pack%20-%20Issue%203%20-%20October%202016.pdf>

### Water Storage

**Dalby** town water supply includes 13 bores, one weir, a treatment plant, 8.18 km of rising main, two low level reservoirs, one high service pump station, two elevated reservoirs and 168 km of distribution mains.

**Miles** town water supply includes 1 bore, 2 weirs on Dogwood Creek, a treatment plant, 3.9 km of rising main, 2 low level reservoirs, 1 high service pump station, 1 elevated reservoirs and 17.9 km of distribution mains.

**Chinchilla** town water supply includes 2 weirs on Condamine River and Charley's Creek, a treatment plant, 10.2 km of rising main, 3 low level reservoirs, 2 high service pump stations, 1 elevated reservoir and 58.8 km of distribution mains.

**Tara** town water supply includes 3 bores, a treatment plant, 1.7 km of rising main, 1 low level reservoir, 1 high service pump station, 1 elevated reservoir and 10.9 km of distribution mains.

Potable water supply for each of the smaller townships is drawn from local watercourses and bores.

### Fuel Storage

There are commercial fuel supply facilities in Dalby, Chinchilla, Miles and other towns and some villages in the region.

### Hospitals

- **Dalby** has 31 inpatient beds, 12 bed alternatives and 10 cots including an emergency department and a helipad on site. Karingal is an 80-bed residential aged care facility situated on the Dalby Hospital campus.
- **Jandowae** has 5 acute care beds and 5 long stay beds. Jandowae offers emergency, community and inpatient care options.
- **Miles** has 10 acute care beds and 14 aged care beds. Miles offers acute inpatient care, emergency, aged and child care options.
- **Tara** has 10 acute care beds and offers emergency, child and general health care provisions.
- **Wandoan** offers outpatient care only. Presentations requiring inpatient care require transporting to Miles in the first instance.

### Airfields

Five airstrips are located in the region as follows:

- **Dalby** – 2 airstrips, both sealed, aircraft below 5700 kg; used by agriculture sprayers, general aviation, recreation flyers, RDFS and charters; designated as an aircraft landing area
- **Chinchilla** - 2 airstrips, one sealed, one unsealed; accommodate aircraft to Dornier 228 under concession; used by agriculture sprayers, general aviation, recreational flyers, RDFS and charters; Registered aerodrome
- **Meandarra** – 1 airstrip graded gravel; probably usable by aircraft below 5700 kg; used by RDFS, general aviation; designated as an aircraft landing area
- **Tara** – 1 airstrip, sealed, accommodate aircraft to 5700kg; used by general aviation, RDFS and agriculture sprayers; designated aircraft landing area
- **Miles** – 1590 metre sealed runway and parking apron, with a PCN of 19 capable of catering for Dash 8 - 400 aircraft, designated a Certified Aerodrome
- **Wandoan** - 1 airstrip, grass; accommodate single engine aircraft only; used by general aviation; RDFS; designated aircraft landing area
- **Moonie** - 1 airstrip gravel; accommodate single engine aircraft only; used by general aviation designated aircraft landing area
- **Dulacca** - 1 airstrip, grass, designated aircraft landing area.

Smaller private airstrips exist on some grazing properties within the region, while helipad facilities are located at Dalby, Wandoan, Chinchilla & Miles.

## Essential Services

### Water Supply and Sewerage

All major centres within the region have reticulated water supplies. Residents in the region outside these reticulated schemes are dependent upon private infrastructure for delivery from rain, ground and surface water sources. Reticulated water supplies in all centres could be impacted by major flooding.

All major centres within the region are serviced by reticulated sewerage systems driven by electric powered pumps. Sewage systems in all communities could be impacted by major flooding.

### Gas

Reticulated gas supply is available to 75% of the Dalby town area. Bottled LPG is used within the remainder of the region.

### Electricity Supply

The main source of electrical power supply to the region is from the Queensland grid, which is supplied primarily from the base-load power stations. Powerlink Queensland is the operator of the high voltage transmission lines that supply the region, with Essential Energy as the operator of the reticulation network.

### Communications

One telecommunications carrier operates in the region. Cable is coaxial or optic fibre and there is mobile phone coverage provided by Telstra, Optus and Vodafone. Mobile phone reception is generally adequate in the major towns within the region, however away from these areas, reception is generally poor, and pockets of no reception exist in the region.

Organisations equipped with dedicated two-way radio systems include: Ergon Energy; Queensland Police Service; Queensland Fire and Emergency Service; Queensland Ambulance Service; Queensland Parks and Wildlife and the local State Emergency Service. Due to the topography of some parts of the region, difficulties in coverage by two-way radio systems are encountered.

The bulk of properties in the region are able to receive a range of TV programs, AM Radio and FM Radio stations. Local print media services include the Dalby Newspapers, localised town newsletters and Toowoomba Chronicle.

*Also refer to Annexure ... "Communication & Stakeholder Engagement Plan"*

### Food Supplies

There are large food and grocery shops located in Dalby and Chinchilla. Shops and supermarkets in the region carry quantities of food and it is estimated that this is sufficient to provide for the population for up to three days with a minimum of inconvenience.

Other essential services in the region include:

- Water Treatment Plants and associated reservoirs
- Sewage Treatment Plants
- Kogan Creek Power Station
- Jandowae dam
- Drillham Dam
- Water Reservoirs
- Town bores.

## Hazardous sites

Hazardous sites in the region include:

- Water and Sewage Treatment Plants
- Dalby Indoor Recreation and Aquatic Centre
- Chinchilla & Miles Swimming Pools
- Origin Gas infrastructure
- Fuel depots and service stations
- Dalby, Chinchilla & Miles Aerodromes (avgas)
- Moonie oil fields
- Bulk grain storage silo sites (Dalby, Kaimkillenbun, Jimbour, Miles, Dulacca, Macalister, Ulimarua & Jandowae)
- Incitec Pivot Ammonia Distribution Site Dalby
- Dalby Bio-Refinery.

## Proposed Future Development

The Dalby Disaster District is home to a growing community, mostly due to industry growth and property prices. The most significant development is the alternate (green) power solutions being constructed in the region.

## Hazards

The hazards to which the Dalby Disaster District is susceptible could come from one or more causes of risk including Natural, Socio-natural and anthropogenic sources. There is the possibility that one event may affect more than one Local Government area in the district. The hazards analysis conducted in respect to the disaster district identified that the most serious events in terms of probability of occurrence and seriousness of the consequences are, but are not limited to:

- Flooding
- Severe Storm
- Dam failure
- Marine oil spill
- Chemical/Gas hazards
- Fire-Urban
- Fire-Rural
- Mass Casualty Transport Incidents Road/Rail or Air
- Exotic Disease
- Terrorist Activity
- Space Debris Re-entry
- Pandemic.

The State-wide Natural Hazard Risk Assessment 2011 (SNHRA) provides detailed explanations of hazards faced by communities across Queensland. While there are references to events in Dalby District, it is not totally inclusive and offers guidance for planning and identifies examples of state-wide mitigation processes.



## District Risk Assessment

### Risk Management Process

Risk management processes conducted by the group are to be in line with the Queensland Emergency Risk Management Framework (QERMF). This process applies a proven, standardised and internationally recognised approach to the prioritisation, mitigation and management of risk. This includes the identification of capacity gaps and residual risk between stakeholders and the QDMA. This assists to directly inform planning and resource allocation, and to promote active communication, cooperation and coordination.

The QERMF derives risk methodology from Australian and International sources, including ISO 31000:2009 Risk management – Principles and guidelines, and National Emergency Risk Assessment Guidelines (NERAG).

Disaster District risk assessments and any subsequent reviews are conducted by members of the Dalby DDMG, and any other key advisors as deemed appropriate.

#### EMAF Component 1: Hazard Identification and Risk Assessment

- Key Outcomes 1.1
- Indicators (a, c, d)

### Risk Identification

Sources of risk will be identified on the basis of available information and in consultation with relevant stakeholders. A comprehensive and systematic approach will ensure all risks are identified and recorded. This will be achieved through effective consultation with local expertise and through the analysis of historical information.

### Risk Analysis

Risk analysis is the process through which the level of risk and its characteristics are determined through assessing the adequacy and appropriateness of existing controls and the prioritisation of risks. Risk analysis will examine the interaction between the likelihood, vulnerability and consequences to determine the overall risk. It involves consideration of the likelihood of a hazard eventuating, the vulnerabilities associated with the area under consideration and the consequences that may occur if the risk eventuates.

To establish Risk, the methodology will consider Likelihood, Vulnerability and Exposure and Consequence. This inject of Vulnerability into the process assists to assess what aspects of the area/community are vulnerable prior to an event occurring.



### Likelihood

This step assists in identifying the most credible likelihood of an event occurring, based on historical data. It relies on using the Likelihood Table (see Table 1, below) which provides

rankings based on frequency and severity of hazards using the past 50 years of meteorological and geological observations. The same system can be applied to anthropological hazards.

Whilst information specific to the Dalby Disaster District can be derived from agencies, including Bureau of Meteorology and Geoscience Australia, consideration should also be given to local area observations.

Likelihood Table		
Historical Likelihood	Likelihood Level	Definition
Has occurred 3 or more times in the last year or at least each year over the last 5 years	Almost Certain	Almost certain to occur in most cases
Has occurred twice in the last 5 years	Likely	Likely chance of occurring in most cases
Has occurred twice in the last 10 years	Possible	Might occur in most cases
May occur, and has occurred once in the last 20 years	Unlikely	Not expected to occur in most cases
May only occur in exceptional circumstances or has occurred only once in the last 50 years or more	Rare	Will only occur in exceptional circumstances and has not occurred in most cases

Table 1 – Likelihood Table

## Vulnerability

Vulnerability considers the level of vulnerability for an area/site/community. The vulnerability table provides levels ranging from 'extreme' vulnerability to 'very low' vulnerability. In assessing the level of vulnerability, key concepts are included that assess the level of vulnerability for an area/site/community which considers certain aspects that sustain a community. These include:

- recovery from a loss of essential infrastructure
- rebuild/repair of essential infrastructure
- access/resupply to or evacuation from the area/site/community
- topographic features of the area/community/site that have a direct relationship to a hazard
- demographic features of the area/site/community that typify the population as vulnerable
- health support services available in the area/site/community.

Factoring vulnerability into the methodology allows for consideration of individual characteristics of a community ensuring risk management planning is 'fit for purpose' for that particular area. Opportunities to reduce risk can often be attained through addressing community vulnerabilities.

**EMAF Component 1: Hazard Identification and Risk Assessment, 2: Hazard Mitigation and Risk Reduction and 3: Capability Integration**

- Key Outcomes 1.1, 1.2, 1.3, 2.1, 2.2 and 3.1, 3.2, 3.3
- Indicators 1 (a) (b) (d) (g) | (f), 2 | (f) (g) (i) and 3 (a) (d) (f)



**Consequences**

In determining the level of consequence of an event, or risk eventuating, an assessment is conducted of key features of a community, including:

- **people** – in terms of numbers of casualties and deaths from a risk eventuating
- **financial/economic** – impacts from a risk eventuating to the Queensland economy, which may include Gross Domestic Product (GDP), significant industries and essential infrastructure
- **community/social** – aspects such as objects of cultural significance and community cohesion
- **public administration** – governing bodies ability to cope within the response and recovery phases and the level of critical media reporting directed at governing bodies associated with the event and the level of public confidence in governing bodies
- **environmental** – the level of damage of destruction to ecosystems or species.

The levels range from ‘catastrophic’ to ‘insignificant’ consequences for each of these features.

**Risk Matrix**

In determining risk levels, a risk matrix is used. The risk matrix (see Table 2 below) combines the likelihood, vulnerability and consequence levels to determine the risk level which ranges from ‘extreme’ to ‘very low’.

1.Likelihood		Rare					Unlikely					Possible					Likely					Almost Certain				
2.Vulnerability		View	Low	Mod	High	Ext	View	Low	Mod	High	Ext	View	Low	Mod	High	Ext	View	Low	Mod	High	Ext	View	Low	Mod	High	Ext
3.Consequence	Insignificant	VL1	VL2	VL3	L4	L5	VL2	VL3	L4	L5	L6	VL3	L4	L5	L6	M7	L4	L5	L6	M7	M8	L5	L6	M7	M8	H9
	Minor	VL2	VL3	L4	L5	L6	VL3	L4	L5	L6	M7	L4	L5	L6	M7	M8	L5	L6	M7	M8	H9	L6	M7	M8	H9	H10
	Moderate	VL3	L4	L5	L6	M7	L4	L5	L6	M7	M8	L5	L6	M7	M8	H9	L6	M7	M8	H9	H10	M7	M8	H9	H10	H11
	Major	L4	L5	L6	M7	M8	L5	L6	M7	M8	H9	L6	M7	M8	H9	H10	M7	M8	H9	H10	H11	M8	H9	H10	H11	E12
	Catastrophic	L5	L6	M7	M8	H9	L6	M7	M8	H9	H10	M7	M8	H9	H10	H11	M8	H9	H10	H11	E12	H9	H10	H11	E12	E13

Table 2 - Risk Matrix

**Risk Evaluation**

Evaluating risks involves determining which risks are tolerable and which risks require further attention or treatment. The criteria for determining tolerability could depend on various internal and external influences such as:

- prevailing political, stakeholder or community sensitivities and expectations
- the nature and type of event
- existing or emerging event trends
- strategic or organisational priorities
- resources available for treatment
- the ability of the organisation, community etc. to absorb the losses.

Decisions on the level of tolerability of risk establish criteria for treatment of risks. These may include categories such as:

- treat immediately
- treat in the near future
- treat in the longer term
- monitor.

## **Risk Treatment**

Risk treatment strategies aim to determine and implement the most appropriate action(s) to reduce risk to community elements. Residual risk is the risk that is beyond capacity and capability of the local community and disaster management arrangements to manage, taking into account risk controls.

Risks outlined in the District Risk Register are analysed by members of the Dalby DDMG with a view to identifying strategies for risk treatment. These strategies are contained in the District Risk Treatment Plan (Annexure C). The District Risk Treatment Plan also contains preferred treatment options, responsibilities and timeframes for implementation.

The allocation of responsibility for the implementation of risk treatment strategies, monitoring and reporting shall be determined by members of the DDMG under the guidance of the DDC. The District Risk Treatment Plan is to be presented to the Dalby DDMG for ratification.

To progress any treatment options, the DDMG is to request relevant responsible agencies to incorporate specified risk treatment strategies into 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 QDMC is a treatment option. In those instances, the DDMG is to document and notify the QDMC 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.

## **Decision Log**

The decision log and any supporting documentation associated with the risk register should outline and record predominately 'key decisions' in the assessment of risks, including the rationale behind judgements and who has been involved in making these decisions while preparing the risk register. In instances where the risk is transferred to the QDMC, the rationale should be clearly outlined and defensible. The decision log captures succinctly and efficiently critical attributes of key decisions made during the risk assessment process where additional detail is required. This allows for transparency in making decisions and clearly outlines those involved in the process.

## **Monitoring and Review**

The risk assessment must be reviewed annually and where required updated to ensure it is current and relevant, given changing priorities, perception and culture.

Lessons learned from training exercises and the results of evaluations after responses to events will be used to inform assessment activities. Issues identified as a part of the risk management assessment process will inform future exercise programs as part of treatment options.

The monitoring and review process is to be documented as part of the risk assessment reporting, including:

- ensuring the identified controls are operating effectively and adequately and have not changed over time
- ensuring the best and most up-to-date available information is used as evidence for the likelihood, vulnerability and consequence levels
- incorporating information from emergency events that may have occurred since the last risk assessment
- accounting for changes in the context of the risk assessment; and
- identifying and accounting for emerging risks.

**EMAF Component 1: Hazard Identification and Risk Assessment and 2: Hazard Mitigation and Risk Reduction**

- Key Outcomes 1.1, 1.2, 1.3, 2.2 and 2.3
- Indicators 1 (a) (c) and 2 (e) (i) (j) (k)

## Operations

---

### Response Strategy

#### Warning Notification and Dissemination

The Dalby DDMG has a responsibility to ensure warnings are disseminated to members of the LDMG, DDMG, QDMC, member agencies, the community and Cross Border Disaster management groups and agencies. Multiple means of communication are used and agencies are responsible for communicating within their organization as per the QDMA structure.

This process takes into consideration, rapid onset events and will utilise all available communication means including email and text message. The warning notification process is reviewed annually with contact lists updated quarterly by exception, as roles and positions change.

Methods of communication include (but are not limited to):

- Email
- Telephone (landline/mobile/satellite)
- Teleconference/videoconference/skype
- Social Media (Facebook, Twitter, Instagram)
- Fax
- HF radio.

**EMAF Components 5: Public Engagement, 6: Communications Systems, 7: Warnings, 8: Control, and 10: Cooperation and Coordination**

- Key Outcomes 5.1, 6.2, 7.2, 8.1, 10.1
- Indicators 5 (b), (d) (f), 6 (a) (d), 7(b) (c) (e) (g), 8 (b) (c) (d), 10(b)

### Emergency Alert

Emergency Alert (EA) is one of the tools that can be used to warn communities of an impending emergency and is a critical element of emergency response. The Queensland Emergency Alert Guidelines govern the use of EA in Queensland.

These guidelines are located at: [Emergency Alert Guidelines](#)

QFES is the lead functional agency for the management and administration of EA in Queensland.

Each local government has pre-prepared Emergency Alerts for hazards in their area. Further, Western Downs Regional Council has a Public Information and Warnings sub plan.

**EMAF Component 5: Public Engagement, 6: Communication Systems; 7: Warnings, 8: Control, and 10: Coordination and Cooperation**

- Key Outcomes 5.1, 6.2, 7.1, 7.2, 8.1, and 10.1
- Indicators 5 (b) (d) (f), 6 (a), 7 (b) (c) (e), 8 (b) (c) (d) (e), and 10 (a) (b)

### Activation and Triggers for Response

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

The DDC should determine when, and to what extent, the DDMG should activate in support of an event, and may bypass initial levels of activation where appropriate to the event. Activation is scalable and does not necessarily mean the convening of all members of the DDMG or the activation of the DDCC. Activation activities can be as minimal as the provision of information to DDMG members regarding the risks associated with a potential or imminent hazard impact.

The four levels of activation, as defined in the SDMP, are detailed tabled below.

Level of Activation	Definition
<b>Alert</b>	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential threat.
<b>Lean forward</b>	An operational state prior to ‘stand up’ characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand-by; prepared but not activated.
<b>Stand up</b>	The operational state following ‘Lean Forward’ whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
<b>Stand down</b>	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.

**EMAF Component 4: Planning, 8: Control, 9: Command, 10: Cooperation and Coordination, and 11: Operational Information and Intelligence**

- Key Outcomes 4.1, 8.1, 8.2, 9.1, 10.1, and 11.2
- Indicators 4 (f), 8 (b) (c), 9 (c), 10 (a) (b), and 11 (d)

## District Disaster Coordination Centre

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

**Dalby Police Complex  
Level 2  
47 Drayton Street  
Dalby**

**Contact details are contained in the DDCC Standard Operating Procedure (SOP)**

This venue is equipped with computers, photocopier, telephones, and welfare facilities. Dalby Police Complex is equipped with a generator as an alternate power supply in the event main electricity power supply is disrupted.

Alternate DDCC locations may be located at:

- Dalby Ambulance Station – conference room (QAS)
- Any other suitable location as determined by the DDC.

The exact location of the Coordination centre will be determined by the DDC in consultation with the Executive Officer, Local Disaster Coordinator and appropriate members of the DDMG. DDCC staff and DDMG members will be advised of the location when the DDMG moves to Lean Forward status.

### Staffing of the District Disaster Coordination Centre

The **Centre structure** will consist of:

- DDC
- Deputy DDC
- Executive Officer
- Operations Officer
- Planning Officer
- Intelligence Officer
- Administration and Logistics

The **Support Team** will include:

- Telephonists
- Registry Officer
- Agency Liaison Officers will attend the DDCC as required (eg, QFES, QAS, DAFF, DNRM, QHealth, and DHPW)
- Overall management of the District Disaster response is the responsibility of the DDC.
- Management of the DDCC is the responsibility of the appointed XO
- The minimum staffing level required to operate the Centre is at the discretion of the DDC. In general, there will be two teams working opposing shifts who will staff the Centre
- DDCC staff will be drawn from the Dalby Burnett Patrol Group and personnel from various participating Government and non-Government Departments / Agencies.

If the activation continues for an extended period of time, fatigue management principles will apply. Coordination centre staff will be sourced in the first instance from within South West Police District, requests for additional QPS staff will be managed internally in conjunction with the stand up of a Police Operations Centre (POC).

Member and advisory agencies will be required to manage fatigue of their staff in line with internal agency, policy and procedures

## Business Continuity

It is necessary to take reasonable steps towards planning for unplanned events that are likely to impact on normal DDCC functionality. To this end, a secondary DDCC site has been identified. The nature of disaster management is dynamic and planning cannot cover all possible scenarios. Decisions regarding business continuity with respect to the functioning of a DDCC will be made during the course of the event.

## Induction/Briefings

An induction briefing will be provided to all new personnel required to work within the DDCC. This induction will include issues relating to the layout of the building, DDCC processes, evacuation procedures, and workplace health and safety issues.

## Operational Reporting

### District Situational Reports (SITREPS)

Once the Dalby DDCC receives all local and agency SITREPs, it is the responsibility of the XO to maintain the SITREP update board on DIEMS so that the SDCC is provided with real time/accurate situational awareness and reporting to enable the preparation of the 'State Update'. Details should include all relevant information/issues surrounding the disaster situation and planning projections into the future.

- a) The DDCC shall advise the SDCC Watch desk once the DDMG is activated
- b) Once activated, the DDMG will provide real time situational reporting on the event and disaster management operations of local and district groups via the SITREP update board.

**EMAF Component 4: Planning, 6: Communication Systems, 8: Control, 9: Command, 10: Cooperation and Coordination, 11: Operational Information and Intelligence, and 12: Resource Management**

- Key Outcomes 4.1, 4.2, 6.1, 6.2, 8.1, 8.2, 9.1, 9.2, 10.1, 11.1, 11.2, and 12.1, 12.2
- Indicators 4 (a), 6 (b,d,f), 8 (b,c,d,e,f), 9 (d,e), 10 (a,b,c,d), 11 (a,b,c,d,e) 12 (a,b,c,d,e)

## Disaster Declaration

Where the District Disaster Coordinator considers it is necessary for a disaster declaration within the Dalby Disaster District, the DDC will, subject to availability, take reasonable steps to consult with the district group and each local government whose area is in, or partly in, the declared area for the disaster situation.

Where possible and if time permits, the DDC will also discuss the outcome of any consultation with members of the Dalby DDMG during an extra-ordinary meeting of the group.

The Executive Officer is responsible for preparing relevant documentation on behalf of the District Disaster Coordinator for consideration by the Minister for Police and Emergency Services.

If circumstances prevent such processes to be undertaken the District Disaster Coordinator will act independently to declare the disaster and subsequently seek verbal approval in accordance with the Disaster Management Act 2003 and report the decision subsequently to the DDMG and the LDMG.



## Functional Plans

The State Disaster Management Plan 2019 (State Plan) outlines that functional plans address the functions of disaster management where government departments and agencies have a functional lead agency role. The plans and procedures are developed by the functional lead agency.

The functional plans detail arrangements relating to supporting activities undertaken by functional lead agencies of the DDMG. Functional plans include:

### Disaster Operations Functional Plan Register

Functional Group	Responsible person/Lead agency	Key Accountabilities
<b>Transport</b>	Department of Transport (Queensland Transport)	As detailed in the Queensland State Disaster Management Plan 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>Health</b>	Queensland Health	As detailed in the Queensland State Disaster Management Plan 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>• Command, control and coordination of medical resources</li> <li>• Public health advice and warnings</li> <li>• Transportation of patients</li> <li>• Psychological and counselling services</li> <li>• Ongoing medical and health services required during the recovery period.</li> </ul>
<b>Building and Engineering Services</b>	Department of Public Works and Housing (DHPW)	As detailed in the Queensland State Disaster Management Plan including arrangements for the provision of resources and services pertaining to all engineering disciplines which may be required to assist disaster response and recovery operations.
<b>Emergency Supply</b>	Queensland Fire and Emergency Services (QFES)	As detailed in the Queensland State Disaster Management Plan including 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.
<b>Communications</b>	Department of Public Works and Housing (DHPW)	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.

<b>Human and Social Recovery</b>	Department of Communities, Housing, Digital Economy and Homelessness	Functional lead agency for the Human and Social Recovery Group: <ul style="list-style-type: none"> <li>• Provision of human and social relief and recovery information and advice across all stages of disaster management</li> <li>• Administering personal financial assistance under the State Disaster Relief Arrangements or the Natural Disaster Relief and Recovery arrangements</li> <li>• Provision of support and resources to the local impacted area</li> <li>• Purchasing and coordinating the efforts of extraordinary relief, recovery and resilience focused services following a disaster</li> <li>• Provision of State level human and social recovery reporting metrics</li> <li>• Maintain and coordinate the Queensland Government Ready Reserve human and social recovery workforce</li> <li>• Purchasing the registration of volunteers through the Volunteering Queensland Community Response to Extreme Weather (CREW) online service and the referral of offers of assistance from spontaneous volunteers following a disaster</li> <li>• Upon request source additional relief and recovery volunteers.</li> </ul>
----------------------------------	--	---

**EMAF Component 4: Planning**

Key Outcomes 4.1, 4.2, 4.3

- Indicators 4 (a)

### Hazard Specific Arrangements

Whilst Queensland has adopted an all hazards approach to the development of disaster management arrangements, it is important to acknowledge that some hazards have characteristics that may require a hazard specific approach.

There may be a range of hazard specific plans developed by the relevant hazard specific primary agency the DDMG needs to consider as supporting references to the main DDMP.

These may include:

- Plant and Animal Disease
- Terrorism
- Bushfire
- Influenza/COVID Pandemic.

These plans address specific hazards where government departments and agencies have a primary management responsibility. The primary agency has responsibility to ensure that an effective hazard specific plan is prepared.

All hazard specific plans are to address the hazard actions across all PPRR phases and include information on how the QDMA links with the hazard specific arrangements and provides support to the primary agency in the management of the hazard specific event.

Specific planning is required for these arrangements as their coordination and operational procedures can be different to those of the QDMA.

Coordination centres and the structures within them can be outside the local, district and State coordination centres and the passage of information and resources may be managed using different processes.

A generic hazard specific arrangements structure and linkages and communication flow to the broader QDMA is outlined in the SDMP.

Primary agencies also have a role in ensuring State hazard specific plans link to national hazard specific plans and arrangements and that appropriate communication and relationships with counterparts at the national level are maintained.

**EMAF Component 4: Planning, 1: Hazard Identification and Risk Assessment**  
**Key Outcomes 4.1, 4.2, 4.3, 1.1**

- Indicators 4 (a), 1 (c)

Specific Hazard	Primary Agency	State and National Plans
Animal and plant disease	Department of Agriculture and Fisheries	Queensland Veterinary Emergency Plan Australian Veterinary Emergency Plan
Biological (human related)	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Bushfire	Queensland Fire and Emergency Services	State and Regional Bushfire Plans
Chemical	Queensland Fire and Emergency Services	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Influenza/COVID Pandemic	Queensland Health	Queensland Pandemic Influenza Plan National Action Plan for Human Influenza Pandemic
Radiological	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Terrorism	Queensland Police Service	Queensland Counter-Terrorism Plan National Counter-Terrorism Plan

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

**Threat Specific Plans**

- Department of Agriculture and Fisheries – Emergency Animal Disease
- Queensland Biosecurity Strategy

- Queensland Fire and Emergency Services (Rural) – Bushfire Risk Management Plans – via Area Fire Management Groups
- Emergency Action Plans (Referable Dams – Jandowae and Drillham)
- Dalby DDMG Pandemic Sub Plan
- Dalby DDMG Communications and Stakeholder Engagement Sub Plan.

### **Request for Assistance (RFA'S)**

The Dalby District Disaster Management Group does not 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.

Where resources or services are not available within their jurisdiction, or if available, have been or are likely to be expended, an LDMG may request assistance from the DDMG to provide such resources. Requests shall be in the approved Request for Assistance (RFA) form.

RFA's may be received by:

- Email
- within DIEMS.

Upon receipt of an RFA, it will be prioritised accordingly by the DDC, Deputy Chair or Executive Officer in consideration of RFA's received from other impacted LDMG's. The DDMG shall make all reasonable endeavours to locate the required resource or service from 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 DDC.

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, to the QDMC.

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

The Australian Defence Force may provide assistance in response to a disaster event, following a request for Defence Assistance to the Civil Community (DACC).

The principle applied to the provision of emergency DACC is that state and territory governments are primarily responsible for combating disasters using available paid and volunteer services and commercially available resources.

With the exception of DACC 1, requests for ADF assistance are made via the Request for Assistance (RFA) process to the State Disaster Coordination Centre (SDCC). These requests are considered by the SDC and upon approval are forwarded to the Attorney General for consideration by EMA.

There are six categories of DACC, however only three are used within disaster management.

#### **DACC 1 – Local emergency assistance**

Defence Assistance to the Civil Community Category 1 (DACC 1) is Defence emergency assistance provided to authorities at a local level where deliberate and decisive action is necessary to save human life, alleviate suffering, prevent extensive loss of animal life or prevent widespread loss and damage to property; where local civilian resources are

inadequate, unavailable or cannot be mobilised in time. DACC 1 support is provided from within the resources of a local Defence unit or base, or the integral resources of an established Joint Task Force.

DACC 1 tasks are short term in nature (generally no more than 48 hours).

**Examples of DACC 1 include:**

- a. assistance to the local State Emergency Service (SES) during a crisis with sandbagging
- b. door knocking for evacuations
- c. provision of temporary accommodation including access to Defence facilities and tents
- d. transportation for evacuation of civilians from crisis
- e. transportation of SES officers into and out of crisis areas
- f. basing support for firefighting aircraft
- g. Civilian Search and Rescue (CivSAR) requested through the Australian Maritime Safety Authority (AMSA) and local search and rescue (SAR) requested by local police (CivSAR is provided in accordance with the National Search and Rescue Manual – this support is often initiated as DACC 1, but may be elevated to DACC 2)
- h. Aero Medical Evacuation (AME) of civilians
- i. the provision of emergency assistance to law enforcement agencies for support, such as the rendering safe of non-military explosive devices that immediately threaten life and/or property (if no immediate threat to life or property then assistance which would normally be considered under DACC 6).

**DACC 2 – Significant emergency assistance**

DACC 2 refers to requests for significant emergency non-financial assistance. DACC 2 is beyond the assistance provided under DACC 1 due to the location, scale, complexity or expected duration of the request.

**DACC 2 should be considered when:**

- the Australian Government Disaster Response Plan (COMDISPLAN) has been activated and a formal request has been made for Defence assistance
- action, or continuing action, is necessary to save human life or alleviate suffering, prevent extensive loss of animal life or prevent widespread loss/damage to property, including environmental damage
- local, state or territory resources, including commercially available resources, are or imminently will be exhausted, are inadequate, not available or cannot be mobilised in time
- the support to be provided exceeds the DACC 1 resources of a Senior ADF Officer or Unit Commander
- The duration of DACC 2 assistance shall depend on nature, scope of emergency and available resources.

**Examples of DACC 2 support in addition to activities as for DACC 1 such as:**

- a. transporting a significant load of emergency supplies (for example a load over 5000kg)
- b. rotary wing support for night operation
- c. aero-medical evacuations of nursing home residents from flood affected areas
- d. may also include short term activities during the transfer of support to local and/or State/Territory recovery agencies in the immediate aftermath of an emergency. This type of support includes clearing roads of debris to allow emergency vehicles access to a disaster area.

**DACC 3 – Emergency Recovery Assistance**

DACC 3 is assistance associated with recovery from a civil emergency or disaster, where the imminent threat to life and or property has passed. Provision of this level of support involves longer term significant recovery support, such as reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. Duration of assistance shall depend on nature, scope of recovery effort and available resources.

Commonwealth Disaster Management Plan (COMDISPLAN) must be activated for DACC 3 to apply.

**Examples of DACC 3 support include:**

- a. provision of temporary bridging, shelter and power supplies
- b. restoration of roads
- c. clean up of oil pollution.

**EMAF Component 8: Control**

Key Outcomes 8.1

- Indicators 8 (a), (b), (c), (d)

### Request for Supplies and Equipment

The DDMG as an entity does not possess any resource reserves. All resources within the disaster district are owned and managed by the Western Downs Regional Council, government departments, corporate entities or private business operators. Available resources which may be necessary for disaster response activities may be requested from these entities as required. A copy of local disaster management plans are available on the respective council website/s or from the respective council offices.

Where a resource or service which is required to conduct disaster response activities is not available within the jurisdiction of the LDMG, the LDMG may request assistance from the DDMG to provide such resources.

### 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 - RFA).

Efforts should be made in the first instance to provide the requested resupply of provisions from within the capability and capacity of the DDMG. Where a DDC organises a resupply operation from within District resources they should ensure that suitable measures have been activated under SDRA or DFRA to ensure cost recovery. Should such measures NOT be activated, then they should seek State approval under this policy to ensure financial cover is available.

Where a DDC receives an RFA for resupply operations which is outside of the capability or capacity of the DDMG, the RFA is to be forwarded to the SDCC to enable the provision of the request from the LDMG. The Queensland Resupply Guidelines outline in detail the governance and operational process relating to the resupply of essential goods to communities within Queensland and are located at: [Queensland Resupply Guidelines](#).

### Emergency Supply

During a disaster related event, in particular, a rapid onset event, the situation may arise whereby members of the community require the supply of essential items and goods to maintain their health and well-being until more permanent arrangements may be made.

As detailed in the Queensland State Disaster Management Plan the 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 is the role of QFES.

At the district level, the coordination of emergency supply is the responsibility of the QFES DDMG member to the group of their delegated representative. Emergency supply may be conducted by the QFES representative from within the DDCC or another appropriate location (IOC/ROC/SOCC) as determined necessary in the circumstances.

## Financial Management

Due to the nature of many disaster situations, finance operations will often be conducted with compressed time constraints and other pressures, necessitating the use of non-routine procedures. Expenditure is on a cost-recovery basis and must meet current Government Disaster Relief and Recovery Arrangements Guidelines to be considered for reimbursement. Guidelines for these arrangements are located at:

[Queensland Disaster Management Financial Arrangements](#)

The DDMG should predetermine event-related financial management arrangements to ensure costs are appropriately endorsed and captured from the onset of operations. The DDC, in consultation with the DDMG Executive Team, is responsible for establishing and maintaining financial management procedures for the DDCC. Each support agency is responsible for providing their own financial services and support to its response operations relevant to their agency.

All processes are performed in accordance with the Queensland Government Financial Management Practice Manual and therefore in compliance with section 46M of the Financial Administration and Audit Act 1977 and other prescribed requirements.

### EMAF Component 12: Resource Management

Key Outcomes 12.1, 12.2, 12.3

- Indicators 12 (a), (b), (c), (d), (e)

## Operational Plans

The DDMG has developed a number of operational plans for use during response and recovery phases undertaken prior to, during and after disaster events. These operational plans have been developed to assist in the mitigation of residual risk passed from the local to district level. It is the responsibility of the XO to ensure these plans are reviewed annually in consultation with the Chair of the DDMG and member agencies. These plans include:

1. District Disaster Coordination Centre Standard Operating Procedures. (Available as separate document)
2. Human Social Recovery Sub Plan. (Available upon request to the Department of Community Safety).

## Recovery Strategy

The Dalby District Recovery Strategy may be activated upon direction from the DDC or the QDMC. 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 Disaster Management Guidelines -Recovery* at [QDMA Recovery Guidelines](#)

## Transition Triggers

The triggers to activate recovery are contained with Section 6 of the Queensland Disaster Management Guidelines.

Response Alert		Triggers	Actions	Communications
Response Lean Forward	Recovery Alert	Response phase at 'lean forward' level of activation	<ul style="list-style-type: none"> <li>Appointment of Local Recovery Coordinator/s (LRC/s)</li> <li>Essential elements of District Operational Recovery Group (DORG) activated</li> <li>Potential actions and risks identified</li> <li>Information sharing commences.</li> <li>DORG members in contact with DDC/DDCC and LRC/.</li> <li>Initial advice to all recovery stakeholders.</li> </ul>	LRC/s, DORG members on mobile remotely  Ad-hoc reporting
Response Stand Up	Recovery Lean Forward	Response phase at 'stand up level of activation  Immediate relief arrangements are required during the response phase	<ul style="list-style-type: none"> <li>Monitoring of response arrangements</li> <li>Analysis of hazard impact or potential impact</li> <li>Relief and recovery planning commences</li> <li>Deployments for immediate relief commenced by recovery functional agencies.</li> </ul>	LRC/s and DORG members on mobile and monitoring email remotely  Ad-hoc reporting
	Recovery Stand Up	Immediate relief arrangements continue  Medium term recovery commences	<ul style="list-style-type: none"> <li>DORG activated at LDCC or alternate location</li> <li>Recovery plan activated</li> <li>Deployments for immediate relief response</li> <li>Action plans for 5 functions of recovery activated as required</li> <li>Community information strategy employed</li> <li>Participate in response debrief</li> <li>Transition arrangements from 'response and recovery' to 'recovery' activated including handover from DDC to LRC</li> <li>Action plans for 5 functions of recovery continue</li> <li>Community information strategies continue.</li> </ul>	LRC and DORG members present at LDCC or alternate location on established landlines and/or mobiles, monitoring emails  LRC and DORG members involved in medium term recovery continue as required
Response Stand Down		Response phase moves to 'stand down' level of activation.	<ul style="list-style-type: none"> <li>Community information strategies continue.</li> </ul>	Regular reporting to LDMG/LDCs/DDC
	Recovery Stand Down	DORG arrangements are finalised. Communities return to normal activities with ongoing long-term recovery support provided by functional lead agencies as required	<ul style="list-style-type: none"> <li>Consolidate financial records</li> <li>Reporting requirements finalised</li> <li>Participate in recovery debrief</li> <li>Participate in post event debrief</li> <li>Post event review &amp; evaluation</li> <li>Long term recovery arrangements transferred to functional lead agencies</li> <li>Return to core business.</li> </ul>	LRC & DORG members resume standard business and after hours contact arrangements  Functional lead agencies report to LRC/DORG as required

### Immediate/Short Term Recovery

As disaster response and immediate/short term recovery occurs concurrently, the activation of the strategy will commence with immediate/short term recovery actions undertaken within the response phase. The concept of operations for immediate/short term recovery are located in Section 5.3 of the Queensland Recovery Guidelines.



## Medium/Long Term Recovery

The level of district support required in the medium/long term recovery phase will be dependent on the recovery structure advised by the SDMG for each specific event. The concept of operations for medium/long term recovery are located in Section 5.5 and 5.6 of the Queensland Recovery Guidelines.

## Dalby District Human and Social Recovery Committee

The Dalby District Human and Social Recovery Group meets bi-annually:

- Attend local subgroup meetings as required
- Participation in exercises
- Contacts updated every meeting.

Dalby District Human and Social Recovery Plan is available to view by contacting the Dalby DDMG Executive Officer to arrange a copy.

## Parameters

The Dalby District Human and Social Recovery Plan outlines in detail the parameters and constraints for effective coordination of recovery operations within the district.

As part of the disaster recovery phase, the Chair of the Community Recovery Committee may establish a Community Recovery Coordination Centre. The Coordination Centre is established to coordinate:

- Community recovery operations; planning; logistics and communications
- Administration within the region responding to the disaster
- Delivery of Outreach Services
- Multi-agency situational awareness.

It is recognised that with large disasters multiple Disaster Districts neighbouring to the Dalby District and within the region may be affected and could require simultaneous recovery. This may place a strain on functional lead agencies and other member agencies and organisations to provide staff from within district resources to sit on multiple Recovery Groups or within multiple coordination centres.

This may require deployment of staff from outside the district and does not restrict the Chair of the District Human and Social Recovery Committee from forming one coordination centre to address the recovery of multiple districts within the Government Region.

## Operational and Action Plans

When convened for disaster recovery operations, the Dalby District Human and Social Recovery Committee 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 the local government disaster recovery operational plan. A broad timeframe will be included in this plan.

At the first meeting Action Plans 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 the local government disaster recovery action plan.

As Local Disaster Management Committee have a lead role in the disaster recovery process, any District Human and Social Recovery Committee's operational or action plans will be

developed to supplement and support LDMG disaster recovery plan. The Human and Social Recovery Committee will operate closely with any LDMG to assist in the recovery process.

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

### Considerations for Recovery

When developing Operational and Action Plans lead functional agencies and recovery committees 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
- Strategies for conducting a debrief and evaluation of recovery operations.

#### EMAF Component 14: Recovery

Key Outcomes 14.1, 14.2

- Indicators 14 (a), (b), (c), (d)

### Recovery Lead Agencies

Function	Lead Agency
Economic	Department of State Development, Manufacturing, Infrastructure and Planning
Environmental	Department of Environment and Science
Human and Social	Department of Communities, Disability Services and Seniors
Infrastructure	Transportation infrastructure (Department of Transport and Main Roads)  Building Recovery (Department of Housing and Public Works)  Telecommunications (Telecommunications providers Energy infrastructure)  Electricity, gas, fuel (Department of Natural Resources, Mines and Energy)  Water Supply and Sewerage Infrastructure (Department of Natural Resources, Mines and Energy)

	Water Entities (Local government)
DFRA and SDR coordination (coordination function)	Queensland Reconstruction Authority
Recovery coordination and monitoring (coordination function)	Queensland Reconstruction Authority

## Review and Assurance

---

### Review and Renew Plan

In accordance with section 55 of the Act the District Disaster Management Plan shall be reviewed annually. This review shall be conducted by members of the DDMG identified by the DDC and shall be conducted as follows:

- April-July Review conducted
- September - Draft amendments formally submitted to DDMG for approval  
October - Approved amendments (or new plans, if appropriate) are disseminated to all stakeholders.

The Sub-plans of the Disaster Districts Functional Committee's shall be reviewed annually by the same members and shall be conducted as follows:

- April-July Functional Committee reviews Sub-plan
- August - Draft amendments submitted to DDMG for consideration and approval
- October - Approved amendments (or new sub-plans if appropriate) are disseminated to all stakeholders.

The effectiveness of the DDMP and Sub-plans shall be reviewed and assessed against the Inspector General Emergency Management (IGEM) Emergency Management Prioritisation Tool which can be found here: <https://www.igem.qld.gov.au/assurance-framework/emergency-management-prioritisation-tool>

The DDMP and Sub-plans may be reviewed at any other time should it become apparent that urgent amendment is required to affect the operational effectiveness of DDMG activities.

### External Assessment

The IGEM is responsible for providing the Premier, Government and people of Queensland an assurance of public safety, through the establishment and implementation of an assurance framework to direct, guide and focus work of all agencies, across all tiers of Government to the desired outcomes of the disaster and emergency management arrangements for Queensland.

The Office of IGEM supports process/es through planning, developing and conducting a range of review and assessment projects consulting stakeholders, to enable confidence in Queensland's disaster and emergency management arrangements.

The Emergency Management Assurance Framework (the Framework) has been established by IGEM to support accountability and build consistency across all levels of the disaster management arrangements and reinforces a shared responsibility for delivering better disaster management outcomes for the community.

The framework establishes the Standard for Disaster Management in Queensland and is founded on six shared responsibilities, good practice guidance and clear accountabilities.

The Standard describes the attributes of effective disaster management, outlines to stakeholders the required outcomes against the Standard and provides indicators that will contribute to the likelihood of disaster management entities achieving these outcomes. The Standard also forms the basis of Assurance Activities undertaken by the Office of the IGEM. IGEM utilise the Framework and the Standard to continually conduct assurance activities around the disaster management operations of disaster management groups to ensure quality and continuous improvement.

The Dalby DDMG will ensure its disaster management operations and planning adhere to the principles of the Framework and Standard.

Comprehensive information in relation to the requirements and components of the Framework and the Standard may be found here: [IGEM Framework and Standard](#).

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

In accordance with section 23 of the Act; the LDMG Guidelines, Strategic Policy Framework and Emergency Management Assurance Framework, it is a function of the DDMG to regularly review and assess the disaster management arrangements of local groups in the district.

All review and assessments of local disaster management arrangements conducted by the DDMG will be undertaken in accordance with the direction provided by IGEM.

The DDMG Executive Officer and EMC attends all meetings of the Western Downs LDMG. These meetings discuss the minutes, agendas, business arising, general business and member agency reports.

The main purpose of the Executive Officer attendance at these meetings is to discuss emerging disaster management priorities across the district, deal with exceptions of local and district group members as they arise and general collaboration and networking. Additionally, this provides the XO and EMC the opportunity to overview sub plan development and contribute to local subgroups and disaster management projects.

---

## **Annexure Index**

---

- A Distribution List
- B Dalby District Disaster Management Group Contact List
- C Dalby District Risk Register
- D Abbreviations and Acronyms
- E Definitions
- F Dalby DDMG Annual Operation Plan

## Annexure A - Distribution List

Position	Organisation	Hard Copy	Electronic Copy
District Disaster Coordinator	Queensland Police Service	Y	Y
Deputy Chair	Queensland Police Service	Y	Y
Executive Officer	Queensland Police Service	Y	Y
District Disaster Coordination Centre	Queensland Police Service	Y	Y
District Disaster Coordination Centre – Secondary Location	Queensland Police Service	Y	Y
Emergency Management Coordinator	QFES	N	Y
Local Disaster Coordinator	Western Downs Regional Council	N	Y
Disaster Management Officer	Western Downs Regional Council	N	Y
Program Support Coordinator	Transport and Main Roads	N	Y
Superintendent – Operations	Queensland Ambulance Service	N	Y
Manager	Department of Human Services	N	Y
Manager of Environmental Health	Department of Health	N	Y
Regional Facilities Manager	Department of Education and Training	N	Y
Dalby Area Commander	QFES	N	Y
Regional Coordinator	Red Cross	N	Y
Regional Facilities Manager	Department of Agriculture and Fisheries	N	Y
Manager	Telstra	N	Y
Environmental Services Manager	Department of Environment and Science	N	Y
Manager	Department of Communities, Disability Services and Seniors	N	Y
Manager	Department of Housing and Public Works - Building and Asset Services	N	Y
Senior Advisor	Department of State Development, Manufacturing, Infrastructure and Planning	N	Y
Manager	ERGON	N	Y
Chief of Staff	ABC Southern Queensland	N	Y
Advisor	Australian Defence Force	N	Y

Advisor	Qld Reconstruction Authority	N	Y
DMU (DIEMS)	Disaster Incident and Event Management System	N	Y
QPS	QPS WEBSITE	N	Y

## **Annexure B – Dalby DDMG Contact List**

---

Available as a separate Annexure.



## Annexure C – Dalby DDMG Risk Register

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

	cause significant damage and disruption to infrastructure, utilities and service delivery.				
--	--	--	--	--	--

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

## Annexure D – Abbreviations and Acronyms

---

<b>ADF</b>	Australian Defence Force
<b>AUSVETPLAN</b>	Australian Veterinary Plan
<b>BoM</b>	Bureau of Meteorology
<b>DACC</b>	Defence Assistance to the Civil Community
<b>DAF</b>	Department of Agriculture and Fisheries
<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 Environment and Science
<b>DET</b>	Department of Education and Training
<b>DRFA</b>	Disaster Recovery Funding Arrangements
<b>DHPW</b>	Department of Housing and Public Works
<b>DM Act</b>	Disaster Management Act, 2003
<b>DNRME</b>	Department of Natural Resources, Mines and Energy
<b>DCDSS</b>	Department of Communities, Disabilities Services and Seniors
<b>DRAT</b>	District Risk Assessment Team
<b>DRC</b>	District Recovery Coordinator
<b>DRG</b>	District Recovery Group
<b>DSDIP</b>	Department of State Development, Infrastructure and Planning
<b>DSITI</b>	Department of Science, Information Technology and Innovation
<b>DTMR</b>	Department of Transport and Main Roads
<b>EAP</b>	Emergency Action Plan
<b>ECC</b>	Earthquake Coordination Committee (Queensland)
<b>EMA</b>	Emergency Management Australia
<b>EMAF</b>	Emergency Management Assurance Framework
<b>EOC</b>	Emergency Operations Centre
<b>EPA</b>	Environmental Protection Agency
<b>EW</b>	Emergency Warning
<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>NGO</b>	Non-Government Organisation
<b>QAS</b>	Queensland Ambulance Service
<b>QCCAP</b>	Queensland Coastal Contingency Action Plan
<b>QDMA</b>	Queensland Disaster Management Arrangements
<b>QDMC</b>	Queensland Disaster Management Committee
<b>QFES</b>	Queensland Fire & Emergency Services
<b>RFS</b>	Rural Fire Service
<b>QLDVETPLAN</b>	Queensland Veterinary Emergency Plan
<b>QPS</b>	Queensland Police Service
<b>QR</b>	Queensland Rail
<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>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>	<i>Disaster Management Act 2003</i>
<b>the Minister</b>	Minister for Police, Fire and Emergency Services
<b>XO</b>	Executive Officer

## Annexure E - 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 QDMC, 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.
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.
Emergency Management Assurance Framework (EMAF)	The EMAF provides the foundation for guiding and supporting the continuous improvement of entities, disaster management programs across all phases of disaster management. The framework also provides the structure and mechanism for reviewing and assessing the effectiveness of Queensland disaster management arrangements.
Event	<p>(1) Any of the following:</p> <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> <p>(2) An event may be natural or caused by human acts or omissions. (<i>Disaster Management Act 2003</i>)</p>

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.
Queensland disaster management arrangements (QDMA)	Whole-of-Government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management
Queensland Disaster Management Committee (QDMC)	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 QDMC are outlined in s. 18 of the DM Act.
Quorum	The minimum number of DDMG members required to validate the business of the group. (50% plus one)
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. ( <i>Disaster Management Act 2003</i> )
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.
Residual Risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'. ( <i>ISO Guide 73:2009 Risk management – Vocabulary</i> )
Risk	The effect of uncertainty on objectives. ( <i>ISO Guide 73:2009 Risk management – Vocabulary</i> )
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. ( <i>Adapted from ISO Guide 73:2009 Risk management – Vocabulary</i> )
Risk Register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk Treatment	Process of selection and implementation of measures to modify risk. ( <i>National Emergency Risk Assessment Guidelines</i> )
Serious Disruption	Serious disruption means: (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. ( <i>Disaster Management Act 2003</i> )
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 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.

# Annexure F – 2019 Annual Operational Plan

## Disaster Management Priorities

---

**As outlined in the Dalby District Disaster Management Group (DDMG) Disaster Management Operational Plan 2019, the priorities for the**

**Dalby DDMG are –**

- The continual 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;
- The regular review and assessment of the disaster management arrangements of the
  - Western Downs Regional Council Local Disaster Management Group.
- Ensuring the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- Coordinating the provision of State resources and services to support the
  - Western Downs Regional Council Local Disaster Management Group;in all phases of disaster management;
- The identification, allocation and coordination of resources that may be used for disaster operations in the district; and
- The establishment and review of communications systems in the group, and with the
  - Western Downs Regional Council Local Disaster Management Group;for use when a disaster happens.
- Addressing disaster management training needs of the district through the delivery of a structured training program.
- Implement effective governance through sound performance management and a focus on continuous improvement.
- Ensure the consistent application of legislation, regulations and supporting policies and guidelines.
- Establish a formal reporting system that ensures that evaluation analysis is captured and communicated.
- Monitor and evaluate the disaster management arrangements to:
  - Ensure efficiency and effectiveness of arrangements;
  - Develop clear accountability, including defined roles and responsibilities at all levels of the disaster management arrangements;
  - Improve the communication flow processes; and
  - Develop whole-of-government media and community engagement arrangements.
- Integrate effective disaster risk reduction initiatives into strategic and corporate plans at all levels of government, industry and commerce.
- Ensure clear and transparent decision making through collaboration, cooperation and communication.

- Promote a shared responsibility in delivering all disaster management activities.

### **Principles of Disaster Management**

As part of the on-going management goals and objectives for the Dalby DDMG, the group has adopted the principles of disaster management as listed in the State Plan and reflected in the Strategic Policy Framework; namely –

- (a) Comprehensive approach;
- (b) All hazard approach;
- (c) All agencies approach;
- (d) Local disaster management capability; and
- (e) Prepared, resilient community.



## District Operational Plan (2020)

### District Operational Plan (2020)

Activity	Key Performance Indicators	Performance Measures	Date	Responsible Person/s
<b>DDMG Meetings</b>	DDMG will meet at least twice yearly	Currency of meetings conducted. Address District priorities.	16 <sup>th</sup> July 2020 12 <sup>th</sup> November 2020	Executive Officer
<b>LDMG Meetings (2 x LDMG's)</b>	LDMG's will meet at least twice yearly.	Currency of Meetings Conducted Address Local priorities.	<b>WDRC</b>	WDRC
<b>Activation (as required)</b>	Operational activation in response/recovery to/from an event.	Implementation of the DDMP.  Coordination Centre activation for disaster response and recovery operations: forward planning, resource and information management	Event dependent	DDMG Executive  DDMG - (Whole of Government)  DDMG member Activities include  Act as a liaison officer, attending the DDCC as necessary; Convey the DDC's directions / instructions to their respective organisation;  Manage information flows from the DDCC to their respective Department / Agency; Provide support and advice across agencies and the DDMG / DDC as required; Have the authority to commit their organisation's resources in support of operational requirements; Undertake functional agency responsibilities as necessary to support the functions of the DDMG and as directed by the DDC Ensure Situation Reports are forwarded at the request of the DDC; Implement agency plans as required; and Assist in the development of coordination/response plans as required.
<b>Communications/Information Systems</b>	Consultation of XO, EMC and LG DMO's after LDMG's and DDMGs and/or as required.  Maintenance of DDMG and LDMG contact list  Currency of Guardian usage	Currency of Meetings conducted  Update at meetings and as required  Attendance at Guardian Training	Continual  Continual  Continual – dates determined by WDRC	XO, EMC and LDMG  DDMG – (Whole of Government)  WDRC

	<p>Currency of DIEMS usage</p> <p>Maintenance of Cross Border Disaster Management Groups contact list</p> <p>Engagement with Cross Border Disaster Management Groups</p>	<p>Attendance at DIEMS training</p> <p>Update at meetings and as required</p> <p>Currency of Meetings attended</p>	<p>Continual – dates determined by XO</p> <p>Continual</p> <p>Continual – dates determined by Cross Border Disaster Management Groups</p>	<p>XO</p> <p>XO</p> <p>XO, EMC and LDMG</p>
<b>Community Awareness</b>	<p>Community awareness campaigns conducted</p>	<p>Attendance and dissemination of community awareness messages.</p> <p>Attendance at events and distribution of preparedness messages.</p>	<p>Dates determined by identified events – “Get Ready Campaign”.</p> <p>Community Engagement champions through QFES, QPS, WDRC and other entities</p>	<p>DDMG – (Whole of Government)</p> <p>XO – participation in community awareness activities.</p>
<b>Readiness</b>	<p>Continual improvement in Preparation, Preparedness, Response and Recovery</p> <p>Coordination Centre operational and liaison officers identified and trained.</p> <p>Member knowledge and expertise in disaster response and recovery.</p>	<p>Capability in participation in training, exercises and real event response and recovery.</p> <p>Post event reviews and exercises incorporated into district business.</p> <p>DDCC SOP reviewed. DDCC staff and liaison officers trained.</p> <p>Recommendations monitored to ensure application.</p>	<p>Continual</p>	<p>DDMG – (Whole of Government)</p> <p>Overview of Training exercises by DDMG Executive Officer/QFES EMC</p>
<b>Training</b>	<p>Training will be provided to DDMG members in accordance with the Qld Disaster Management Training Framework created by QFES</p>	<p>Training conducted Plan Review as a training outcome (where appropriate)</p>	<p>Dates to be provided by QFES</p>	<p>QFES EMC/Executive Officer</p>
<b>Exercises</b>	<p>DDMG/LDMG Exercises conducted</p> <p>Review report to District Group/Post Exercise Action items, Review/debrief to District Planning arrangements.</p> <p><b>DDMG/LDMG Exercise results and Evaluation</b> to be shared between the three groups of the Dalby DDMG to inform on lessons learnt</p>	<p>Exercises conducted. All or a number of post – exercise action items and recommendations implemented.</p> <p>Standing agenda item on DDMG meeting agenda</p>	<p>DDMG Dates to be provided by XO in consultation with QFES.</p> <p>WDRC - Type and duration to be determined.</p> <p>Dates as per DDMG meeting schedule</p>	<p>DDMG Executive Officer/QFES and LDMG</p> <p>XO</p>
<b>Disaster Risk Management</b>	<p>Risk based planning workshop.</p>	<p>Risks identified, assessed and treatment options considered/implemented. Residual risk communicated to State Group.</p>	<p>Dates to be provided by XO in consultation with QFES.</p>	<p>DDMG Executive Officer/QFES</p>
<b>Review</b>	<p>DDMP review workshop.</p>	<p>Workshop conducted, engagement, collaboration</p>	<p>October 2020</p>	<p>DDMG</p>

		and agreement on DDMP content.  DDMP presented to the District Group for consideration.  Plan adopted by District Group		DDC/Chair signs the DDMP (or endorses amendments).
<b>Reporting</b>	Annual report to State Group	Annual Report completed incorporating comprehensive approach to disaster management.	30 September 2020	DDMG Executive Officer/QFES
<b>Assessment</b>	Review of Local Disaster Management Plans Review of District Disaster Management Plan	Annual review of LDMP completed Annual review of DDMP completed	30 September 2020  31 October 2020	DDMG Executive Officer /QFES/local Govt.  DDMG Executive Officer / QFES/State Representative(s)

**Compiled by:**

**Approved by:**

\_\_\_\_\_  
**Sergeant Chris Mitchell**  
**Executive Officer**  
**Dalby Disaster District**

\_\_\_\_\_  
**Inspector Wayne Rasmussen**  
**District Disaster Coordinator**  
**Dalby Disaster District**

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_