**Logan District   
Disaster Management Plan**



## Foreword

The Logan District Disaster Management Group (The Group) provides assistance and Disaster Management Coordination across the Logan City and Scenic Rim Regional Councils. The district is a dynamic and rapidly growing area of South East Queensland and despite its idyllic lifestyle the local government areas that make up the Logan Disaster District are occasionally subjected to the impact of disasters both natural and non-natural.

The Logan Disaster District has a wide range of topography, changing demographics and diversified range of industry, therefore, there is a need for a dynamic and robust District Disaster Management Plan.

This district disaster management plan has been prepared by the Logan District Disaster Management Group under the authority of the *Disaster Management Act 2003*. It forms the basis and guidelines for the Prevention, Preparedness, Response and Recovery activities of the joint agencies within the Logan District Disaster area when responding to a disaster that has impacted or has the potential to seriously impact upon the district or an individual local government within the district.

The plan is a dynamic document that will be kept up to date to match changes in legislation and reflect lessons learnt from natural disasters elsewhere in the State.

Whilst as a community we may not be able to prevent disaster from occurring, we can through pre-planning, prepare our community and enhance its resilience to the adverse impact of any threat.

**Chairperson**Logan District Disaster Management Group

## Endorsement and Authorisation

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

* The Queensland State Disaster Management Plan
* Queensland Emergency Management Assurance Framework
* Queensland Prevention, Preparedness, Response and Recovery Guidelines
* 2016 Qld Disaster Management Strategic Policy Statement

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

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]()

**Chief Superintendent Melissa Adams**

District Disaster Coordinator

Logan District Disaster Management Group

Date:

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## Document Control

##### Amendment and Version Control

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

***Chief Superintendent Melissa Adams  
District Disaster Coordinator***  
***11 Civic Parade, Logan Central  
Logan City, Queensland 4114***

The DDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be endorsed by the District Disaster Management Group (DDMG). A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

##### Amendment and Version Control Register

The amendment and version control register is located at Annexure F.

##### Distribution

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

A copy of the Logan District Disaster Management Plan (The Plan) is available for inspection, free of charge, by members of the public by visiting <https://www.police.qld.gov.au/qps-corporate-documents/disaster-management-plans> or at the Logan District Police Complex, 11 Civic Parade, Logan Central, Queensland 4114.

## Definitions and Abbreviations

Terms used in this plan align to the Inspector General Emergency Management’s Qld Disaster Management Lexicon.

This lexicon is available at <https://www.igem.qld.gov.au/assurance-framework/queensland-disaster-management-lexicon/web-version>

Other definitions and a list of abbreviations is available at Annexure B.

Governance

## Authority to Plan

The Logan District Disaster Management Group (The Group) has the authority to prepare, write and implement a District Disaster Management Plan in accordancewith Sections 23(b), and 53(1) of the *Disaster Management Act 2003.*

## Purpose

The Logan District Disaster Management Plan (The Plan) is designed to decrease and mitigate where possible, the effects of a major incident or disaster within the boundaries of the disaster district through providing a framework for effective coordination of support to the Local Disaster Management Groups in Logan and Scenic Rim Local Government areas. Additionally, it will provide guidance for Prevention, Preparedness, Response and Recovery (PPRR) activities for the Group and supporting agencies.

The Plan is a living document that details arrangements within the Logan Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management and disaster operations.

## Objectives

The objective of the Plan is to facilitate the implementation of effective and efficient disaster management strategies and arrangements of the Group 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) 2016 *Strategic Policy Statement,* the Queensland State Disaster Management Plan, the *PPRR Guidelines,* and any other Guidelines relevant to district level disaster management and disaster operations;
* the development, implementation and monitoring of priorities for disaster management for the district;
* detail the disaster management structure for the Group;
* list the agreed roles and responsibilities, under this plan, of the various entities that have been designated to have lead agency and/or support agency roles in the plan;
* describe the likely effects of identified threats to the community and property in the area;
* provide a concept of operations which includes prevention/mitigation, preparedness, response and recovery (PPRR)
* provide operational plans that may address specific threats;
* coordinate the provision of State Agency resources and services provided to support local groups in the district;
* identify resources that may be used in a disaster operation in the district.

## Scope

This plan details the arrangements necessary to undertake disaster management within the Logan Disaster District. This includes the local government areas of:

* Logan City Council
* Scenic Rim Regional Council.

## Review and Renew Plan

The Executive Officer is to ensure that the Plan is reviewed, in accordance with Section 55 of the *Disaster Management Act 2003*, at least annually. The review will consider the outcomes of any lessons identified by way of practical, field or tabletop exercises or activations and perceived changes in requirements.

The review may also be undertaken by a sub-committee / working group / groups established by the Group. Corrective actions and recommendations for improvement identified in the annual external assessment are to be implemented within timeframes identified by the Chairperson of the Group.

## District Disaster Management Group

##### Establishment

The Group is established for the Logan Disaster District under the provisions of Section 22 of the *Disaster Management Act 2003*.

##### Membership

|  |  |
| --- | --- |
| Position | Entity / Agency |
| Chairperson | District Disaster Coordinator, QPS |
| Deputy Chair | Deputy District Disaster Coordinator, QPS |
| Executive Officer | Disaster Management Support Officer, QPS |
| Members | Queensland Fire and Emergency Services (QFES) |
|  | Queensland Ambulance Service (QAS) |
|  | Queensland Health – Metro South Hospital and Health Service |
|  | Queensland Health – Metro South Public Health |
|  | Logan City Council |
|  | Scenic Rim Regional Council |
|  | Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts |
|  | Department of Transport and Main Roads |
|  | Department of State Development, Infrastructure, Local Government and Planning |
|  | Department of Environment and Science |
|  | Department of Regional Development, Manufacturing and Water |
|  | Department of Housing |
|  | Department of Energy and Public Works (Q Build) |
|  | Energy Queensland |
|  | Queensland Rail |
|  | Department of Education |
| Advisor Agencies | |
|  | Department of Defence |
|  | Department of Agriculture and Fisheries |
|  | NSW Police |
|  | Queensland Reconstruction Authority |
|  | SEQ Water |
|  | Telstra |
|  | Kyogle Council |

##### Roles and Responsibilities

Agencies holding positions within the Group are expected to discharge their responsibilities as outlined in the Queensland State Disaster Management Plan, Prevention Preparedness Response and Recovery Guidelines and District Disaster Management Arrangements. (Terms of Reference; Annexure E)

##### Cross Border Arrangements

Logan Disaster District includes parts of the Queensland / New South Wales border. To ensure effective Disaster Management representatives from Kyogle Council and the NSW Police Regional Emergency Management Officer are included as advisors on the group. Information is shared between States to allow coordinated planning and response.

Disaster Risk Management

## Community Context

*Note: data for this section is based on the Census conducted in 2021.*

The area administered by Logan Disaster District covers an area of approximately 5,201 sq. km, consisting of the local government areas of Scenic Rim and Logan. The district is surrounded by the disaster districts of Brisbane, Gold Coast, Ipswich, and the New South Wales disaster district of North Coast Emergency Management Region. Current data shows the Logan Disaster District’s population, as of 2021, was 388 082.

It should be noted that the Scenic Rim Local Government Area has a high tourism appeal and that over peak periods, population in those areas (including day visitors) may be significantly higher than base figures.

The top employing industries across the district are:

* Hospitals (except Psychiatric Hospitals)
* Supermarkets and Grocery Stores
* Takeaway Food Services
* Other Social Assistance Services
* Road Freight Transport

(Source: Combined 2021 Census Date Logan and Scenic Rim LGAs)

##### Cultural and Linguistic Diversity

The Logan Disaster District is an extremely diverse community. The disaster district has in excess of 200 separate cultures living within the district.

Logan City

75.1 % of residents speak English only at home.

21.1 % of residents also speak a language other than English at home.

Scenic Rim

89.5% of residents speak English only at home.

5.4 % of residents also speak a language other than English at home.

##### Logan Disaster District

2.86% of residents across the district do not speak English or do not speak it well.

The top 5 languages (other than English) used at home are:

* Samoan
* Punjabi
* Mandarin
* Arabic
* Hindi

## Natural Environment

##### Topography

The district has a widely varied topography with multiple National Parks, the Great Dividing Range, vast agricultural pastural land and large urban areas.

There are a number of urban growth areas within the district, with some eventually meeting up with adjoining council areas.

##### River Systems

The disaster district has three main river systems that flow throughout the district. They are:

Logan River with its headwaters in the Rathdowney area flows north through Scenic Rim Regional Council to Waterford and then easterly to the coast.

Albert River with its headwaters in the mountains south of Beaudesert flows north / northeast and feeds into the Logan River at Alberton.

Pimpama River which partially forms the southern boundary of the district has its headwaters in the Mount Tamborine / Ormeau area and flows east to Jacobs Well and the coast.

Minor rivers include the Bremer River to the North-West and Coomera River to the east.

##### National Parks

There are a number of National Parks located throughout the Disaster District. Management of the parks is undertaken by the National Parks and Wildlife Service and further information on these parks can be located on their website.

The parks by council area are:

Scenic Rim Regional Council

* Tamborine National Park
* Lamington National
* Main Range National Park
* Mount Barney National Park
* Moogerah Peaks National Park

Logan City Council

* Daisy Hill Conservation Park
* Plunkett Conservation Park
* Wickham National Park
* Wickham Timber Reserve

Other parks include the Mount Perry Conservation Park, Buccan Conservation Park and Carbrook Wetlands Conservation Park. All of these parks are important wetlands and home to a variety of plants and wildlife.

##### Referable Dams

There are a number of referable dams located across the Disaster District. Referable Dams are required to have Emergency Action Plans (EAPs) which are reviewed by the District Disaster Management Group and approved by the Local Disaster Management Group of the applicable area.

The following referable dams are located within the Logan Disaster District:

* Wyaralong Dam
* Maroon Dam
* Moogerah Dam
* Lake Dennis Dam
* Bromelton Off-Stream Storage
* Expedition Drive, Yarrabilba Detention Basin

EAPs may be viewed at <https://www.business.qld.gov.au/industries/mining-energy-water/water/industry-infrastructure/dams/emergency-action-plans/map>

## Built Environment

##### Essential Infrastructure / Emergency Services

The Logan Disaster District has a number of essential infrastructure and emergency service facilities. Mitigation strategies to protect, maintain and improve resilience of this infrastructure is the responsibility of the infrastructure owner. During the response to an event, priority is given to protecting and re-establishing essential infrastructure and emergency services in accordance with response and recovery activities. The priority will be determined by the DDMG in accordance with the disaster context, impact and response capability.

The following are identified as essential infrastructure:

* Schools
* Emergency Service Establishments
* Hospitals
* Power Infrastructure
* Water Infrastructure (drinking and waste)
* Major Roads & Supply Routes.

##### Major Industrial Precincts

There are a number of industrial precincts throughout the district.

Scenic Rim region has a multimodal transport precinct established at Bromelton which facilitates the movement of goods from interstate rail onto trucks for distribution.

Logan City has small industrial estates scattered throughout the Council area providing a number of industrial and commercial services.

##### Residential

Significant development is occurring across the district with development of residential estates in a number of areas. Developments of note include:

* Areas around Beaudesert township
* Yarrabilba (extending from Logan Village to Tamborine Village)
* Flagstone (which will eventually grow to join New Beith and through to Springfield).

##### Transport Infrastructure

The district transport network includes priority freight networks connecting into the South-East Queensland region including Pacific Motorway, Mount Lindesay Highway, Cunningham Highway and Logan Motorway.

Public transport networks across the district include rail and bus network infrastructure connecting between Brisbane and Gold Coast.

Department of Transport and Main Roads is responsible for creating a single integrated transport network accessible to everyone. This state transport network includes state-controlled roads such as motorways and arterial roads; other transport infrastructure includes railways, public transport infrastructure including busways. For links to Regional Transport Plans for South-East Queensland and South Coast District including the Logan Disaster District: <https://www.tmr.qld.gov.au/About-us/Corporate-information/Publications/Regional-Transport-Plans>

Local Government is responsible for the design, construction, management and operation of the local road network, public spaces, footpaths, local bike paths and other community facilities and bus stop infrastructure on public transport routes. All public transport services (for example, bus and rail) are provided by the Queensland Government Provision of shared passenger transport services for seniors.

Way2Go: Connecting Logan is an Integrated Local Transport Plan which outlines Council’s transport aspirations and guides the delivery of an effective, integrated and resilient transport system for a forecast 2041 population of 586,000 people. Information relating to Way2Go: Connecting Logan is available at: [Way2Go: Connecting Logan – Logan City Council](https://www.logan.qld.gov.au/roads-and-infrastructure/Way2go) Roads.

## Risk Assessment

In partnership with the Logan City and Scenic Rim Regional Council’s Local Disaster Management Groups a risk assessment for the disaster district has previously been completed and is constantly under review. Risks added or removed from the current assessment will be reflected in the amended plan. Both local government areas have undertaken risk assessments under the Queensland Emergency Management Risk Framework (QERMF) and have escalated risks beyond their capability / capacity to The Group.

The risk studies being undertaken are based on accepted principles of risk management (ISO 31000:2009) and emergency risk management. The assessment considers all known hazards and the risks to the disaster district. Risk treatment options and strategies to manage residual risk are detailed in later sections of this plan. Full details of the risk assessments will be included in the respective Local Disaster Management Plans for each council.

##### Hazards

Direct hazards / threats to the Logan Disaster District have been identified as:

1. Flood including dam failure flood;
2. Storm surge / Tsunami;
3. Storm (wind, rain, hail);
4. Major Transport Accident (road, air, rail);
5. Fire (urban and rural);
6. Emergency Animal / Plant Disease;
7. Hazardous Material Accident;
8. Gas Line Accident;
9. Pandemic;
10. Earthquake;
11. Landslip;
12. Structural collapse;
13. Terrorism;
14. Heatwave.

Specific detail of the threats in each of the local government areas is included in the relevant local government local disaster management plans.

The district is also likely to be indirectly impacted by hazards / threats originating in neighbouring district / local government areas or from across the Queensland / New South Wales border.

## Risk Treatment

Logan City and Scenic Rim Regional Councils will consider their risks and escalate risks beyond their capability / capacity to manage to the District. The District will escalate any of those risks beyond their capability to the State.

The District is transitioning to the Queensland Emergency Risk Management Framework. Logan City Council and Scenic Rim Regional Council have completed their QERMF assessments and escalated a number of risks to the District Group.

Prevention

Asset owners undertake mitigation works throughout the year aligned to identified risks and strategic agency plans.

Some examples include:

* QFES – Operation Sesbania (bushfire hazard reduction)
* Council – Drainage works, town planning, natural environment management
* NPWS – National Parks hazard management programmes.

Prevention activities are also undertaken through town planning and other regulatory activities to ensure built infrastructure plans for and is undertaken with consideration to disaster risk management for both planned and unplanned events.

Preparedness

## Community Awareness

Community awareness programs ensure that the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster. The Group supports the LDMG’s in community awareness and education programs that increases the community resilience by raising awareness and providing easily accessible information and tools. This information is to be available in numerous languages other than English that acknowledges the diverse culture within the Logan Disaster District. Where the LDMG undertakes a community engagement activity, the Group will, where appropriate assist that LDMG in undertaking the activity

## Training

Disaster management training is a legislated provision under section 16A (c) of the Act with mandatory courses for key positions outlined in the Queensland Disaster Management Training Framework (QDMTF). This is an essential means through which agencies can develop and maintain their disaster management capabilities and capacity. Training and education can provide the knowledge, skills and attitudes required to address the issues of disaster management through prevention, preparedness, response and recovery. Furthermore, training is important in ensuring that all agencies can seamlessly integrate their arrangements and contribute to an effective and coordinated disaster management response.

QFES Emergency Management Coordinators (EMCs) are responsible for delivering disaster management training within the local, district and state DM groups in accordance with the QDMTF. EMCs in collaboration with Local Government Disaster Management Officers and district executive officers maintain a calendar for training which is conducted within the district and LGAs. This process enables the Logan District to collaborate on dates for training, exercising and meetings.

Agencies and organisations represented in the Group have the legislated responsibility of providing suitable opportunities for representatives (including deputies) to attend required training. In addition, each agency also has a responsibility to conduct relevant internal training / exercising of their staff and where appropriate, offer other agencies the opportunity to participate.

To enhance knowledge and disaster management capabilities, representatives (including deputies) are encouraged to complete training courses beyond their relevant mandatory requirements of the QDMTF.

## Exercises

Exercises are a key component of preparation of individuals, disaster management groups and associated organisations to undertake their role in the Queensland Disaster Management Arrangements.

Disaster management exercises can:

* practice 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;
* evaluate emergency plans;
* identify planning and resource issues;
* promote awareness;
* develop capability and capacity;
* evaluate risk treatment strategies;
* validate training already conducted;
* identify performance gaps and areas for the potential improvement in the skills of agency representatives involved in disaster management; and
* evaluate equipment, techniques and processes in general.

The Group will conduct at least one exercise annually, to include all core members. Additionally, on an annual basis, functional committees will exercise their respective sub-plans, independent of the disaster district exercise. As a part of the exercise regime, the District Disaster Coordination Centre will exercise members to prepare them for their role in an event and to identify improvements in the operation of the centre.

## After Action Reviews

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.

After action 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 and;
* assess capability and consider where additional training and / or exercises may enhance capacity.

The findings of any review will be included in the Group’s Lessons Management System.

Guidelines and reporting requirements relating to post disaster reviews are contained within Section 5.11 of the PPRR Guidelines.

Response

## Response Strategy

The response strategy outlined in this plan has been developed utilising identified risks and treatment plans contained in the risk matrix (annexure C4) to enable potential impacts and the consequence of disaster events to be addressed and to provide a flexible and scalable approach. The response strategy is realistic to the response capabilities of the Group supported by partner agencies and the relevant agency sub plans and supports the core ethos of the Queensland Disaster Management Arrangements that response is locally lead.

The primary response objective is to minimise or prevent loss of life and damage to property. To achieve this objective, the following activities are undertaken:

##### Situational Awareness

The first step in response is to obtain situational awareness. Situational awareness consists of three components:

* Perception (knowing the issue)
* Comprehension (understanding the interaction of all the components of the issue)
* ProjeCTION (understanding where the problem is going to allow effective forward planning).

Situational Awareness is not static and evolves with the situation. The group develops and maintains situational awareness through preplanning, understanding the environment and effective communication through a multitude of information sources.

##### Communication

Effective communication across the Group pre-impact where time allows, during impact and post impact is a key strategy to ensuring a ‘Common Operating Picture’. To achieve this, the Group communicates via various means depending on the onset, scale and impact of the event. Standard platforms for communication in the Group are DIEMS, TEAMS, email and SMS.

##### Coordination

The Qld Disaster Management Arrangements are based on the concept of coordination. For agencies who use ‘Command and Control’ in the disaster management setting this is interchanged with Communication and Coordination’. The Group seeks to harness all the capabilities available to respond most effectively, to achieve the best outcome for all stakeholders and for the community. Coordination will be achieved through effective planning, consistent and open communication and through employing a support structure appropriate to the scale and impact of an event.

## Warning Notification and Dissemination

Warnings are specific information regarding a hazard which may or will impact the Disaster District.  Warnings are disseminated by lead agencies and provide the DDC with inputs to guide Activation Status and operational response actions.

Warnings may be received from a number of sources including:

* Bureau of Meteorology
* State Disaster Coordination Centre (SDCC)
* Lead Agencies (QFES, QPS etc).

Warnings received by the DDC will be forwarded to member agencies via email or SMS to members and relevant LDMG’s within the district who may be impacted.

The dissemination of warnings to the Group will occur regardless of activation status.

Warnings are a ‘call to action’ and may also be used by the District to communicate to members of the public who may be in imminent danger. These warnings can include the use of the Emergency Alert System and the Standard Emergency Warning Signal (SEWS).

Emergency Alert campaigns allow the use of succinct text to mobile number or computer-generated voice warnings to landlines in a defined area. These short messages must be part of a coordinated information campaign which guides members of the public to authoritative sources of information to allow them to take appropriate precautions to the hazard.

Emergency Alerts issued via the Group must be authorised by the DDC and should be done in consultation with the LDMG of the area concerned. Where these are used, communication with neighbouring LDMGs should occur as residents may also be impacted.

An Emergency Alert is part of a broader range of warning strategies. When considering the use of Emergency Alerts the originator should consider whether their system will reach the affected persons. Impacting factors on the usefulness of the EA system include but are not limited to:

* Mobile phone coverage in the area (parts of the Disaster District have limited or no coverage)
* National Broadband Network – power loss can render phones inoperable that are attached to the NBN
* The Cultural and Linguistically Diverse populations within the District.

## Activation

The DDC is responsible for setting the activation level of the Group. The DDC will consider the information to hand and the level of coordination and support required. Activation of the Group or part thereof can only be authorised by the DDC. Triggers for activating the group may include:

1. a warning of an impending threat which in the opinion of the DDC, would require a co-ordinated community response; or
2. a request from an affected Local Government to provide assistance; or
3. a request from a Lead Agency for assistance under the Plan; or
4. a request from the Executive Officer Queensland Disaster Management Committee.

**The four levels of activation are:**

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

Lean forward -An operational state prior to ‘stand up’ characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster Coordination Centres are on standby; prepared but not activated.

Stand up -The operational state following ‘lean forward’ whereby resources are mobilised, personnel are activated, and operational activities commenced. Disaster Coordination Centres are activated.

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

The District levels of activation are outlined at Annexure D.

## District Disaster Coordination Centre

The Logan Disaster District maintains a capability to activate a District Disaster Coordination Centre (DDCC). Staffing for the DDCC is primarily sourced from QPS however, member agencies may be asked to support the staffing of the centre e.g., Planning Cell.

Logan DDCC functions include:

* Information management and reporting
* Undertaking forward planning
* Supporting the Group
* Creating operational effect from the decisions of the Group

Member agencies provide Liaison Officers to the DDCC to manage the Group functions associated with their agency and to contribute to planning and operations across the district.

The Group usually operates a virtual DDCC, where Liaison Officers access the centre remotely using various ICT solutions to achieve the objectives of the Group.

## Australian Defence Force Assistance to the Civil Community (DACC)

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

The principle applied to 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 DACC are made via the Request for Assistance (RFA) process to the SDCC. These requests are considered by the State Disaster Coordinator and upon approval are forwarded to National Emergency Management Agency via the National Situation Room for consideration.

In all cases it is recommended that any potential DACC requests are first discussed with the Australian Defence Force Liaison Officers (ADFLO) from the Joint Operations Support Staff (JOSS) before submitting a formal request as they can provide advice on what may be possible and can help draft the RFA.

There are 6 categories of DACC with the following 3 being pertinent to disaster management.

##### DACC Category 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).

##### DACC Category 2—Significant Emergency Assistance

DACC 2 refers to requests for significant emergency non-financial assistance. DACC 2 is considered 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.

##### DACC Category 3—Recovery Assistance from an Emergency

Defence Assistance to the Civil Community Category 3 (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. The COMDISPLAN must be activated for DACC 3 to apply.

Requesting Defence assistance is approved by the DDC and coordinated through SDCC.

## Disaster Declaration

A ‘Declaration of a Disaster Situation’ is made in accordance with the *Disaster Management Act 2003*.

The DDC may, with the approval of the Minister, declare a disaster situation for the district, or a part of it.

In some instances, the State may invoke a Disaster Declaration where the event impacts a significant part of the state.

Disaster declarations are for a limited time however may be extended by regulation.

Where possible the DDC will discuss the need for the declaration prior to requesting such with the affected Local Government areas.

A Disaster Declaration is made to enact extra-ordinary powers to allow certain classes of responders to manage the impacts of the disaster and to reduce the risk to the community.

A disaster declaration does not relate to special funding arrangements for disasters.

## Regional Rescue Capabilities and Coordination

During a disaster event the occurrence of rescue operations is likely to increase. QFES, QAS and the SES provide rescue assistance across a range of emergency situations. The QPS provides the overall coordination of multi-agency response to search and rescue incidents.

Primarily the function of Search and Rescue is a first response role and will be managed by those agencies with details communicated to the Group through the relevant agencies.

## Resupply

Where a request for resupply is received from the LDMG via Request for Assistance (RFA), the Group will coordinate it in compliance with the Queensland Resupply Manual.

The QFES member on the Group is to examine each resupply request for compliance with the resupply manual and provide the District with advice on assessment of request, for consideration of approval by DDMG or appropriate District representatives.

If the DDC authorises a resupply operation from within District resources without State approval, they should ensure that suitable measures have been activated under SDRA or DRFA to ensure cost recovery. If such measures are NOT activated, then they should seek State approval under this guideline to ensure financial cover is available.

## Liaison Officers

To ensure effective information flows during activation, Liaison Officers are embedded into local coordination centres. Liaison Officers establish communication links to relevant agency and DM Group locations to provide rapid information dissemination and validation.

QPS have a pool of trained Liaison Officers which will be deployed to QFES locations in the event of a major bushfire. QPS also may provide Liaison Officers to Qld Health during peak periods of pandemic response. These officers perform “Business as Usual” responses and improve and support DM communication links.

## Disaster Management Functions

Functional responsibilities of member agencies are in line with the Queensland State Disaster Management Plan. The following table outlines various functions, lead and support agencies, and relevant plans.

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Lead Agency | Support Agencies | Relevant Plans / Sub-plans |
| Human Social Recovery | | | |
| The provision of a coordinated process of supporting disaster – affected individuals, families and communities towards the restoration of emotional, social, economic and physical wellbeing following a disaster. | Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts | Logan City Council  Scenic Rim Regional Council  Energy & Public Works  Queensland Health  Relevant District Stakeholders  Logan District Human Social Recovery Committee | Logan District Human Social Recovery Plan |

| **Function** | **Lead Agency** | **Support Agencies** | **Relevant Plans / Sub-plans** |
| --- | --- | --- | --- |
| **Federal Government / Cross Border Disaster Management Arrangements** | | | |
| Accessing interstate and/or Australian government assistance when local and State resources are exhausted or not available. | Qld Disaster Management Committee | All agencies as required |  |
| **Damage Assessment** | | | |
| To assist the District Disaster Management Group in planning, formatting, and conducting impact assessment. | District Disaster Management Group  QFES (Damage Assessments) | All member organisations of the District Disaster Management Group |  |
| **Evacuation** | | | |
| To provide for the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. | *Voluntary:*  Local Disaster Management Group/s  *Directed:*  Queensland Police Service | Logan City Council  Scenic Rim Regional Council  State Emergency Service  Queensland Ambulance Service  Department of Transport and Main Roads  Department of Housing  Q Rail  Queensland Health | LDMG Evacuation  Sub-plans |

| **Function** | **Lead Agency** | **Support Agencies** | **Relevant Plans / Sub-plans** |
| --- | --- | --- | --- |
| **Evacuation Centre / Emergency Shelter Management** | | | |
| To manage facilities (evacuation centres / emergency shelters) that provide disaster affected people with their basic human needs. These include accommodation, food / water, community, information, and personal support as the starting point to assisting people recovering from an event. | Local Disaster Management Group/s | Logan City Council  Scenic Rim Regional Council  Queensland Health  Red Cross  Relevant District Stakeholders  Queensland Police Service | LDMG  Sub-plans  Scenic Rim Shelter Management Sub Plan |
| **Medical Services** | | | |
| To provide coordination of the health and medical resources needed in responding to medical care needs following a disaster event. | Queensland Health | Department of Energy and Public Works - QBuild  Queensland Ambulance Service  Relevant District Stakeholders |  |
| **Public Health** | | | |
| To assist in the protection of the community, via temporary or preventative health measures to minimise the threats to public health. | Queensland Health | Department of Energy and Public Works - QBuild  Queensland Ambulance Service  Queensland Police Service  Local Government Environmental Health Teams  Relevant District Stakeholders |  |

| **Function** | **Lead Agency** | **Support Agencies** | **Relevant Plans / Sub-plans** |
| --- | --- | --- | --- |
| **Public Information and Warnings** | | | |
| To provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during disaster events | Hazard Lead Agency  or  The State Crisis Communications Network when activated  or  Where no specific lead DDC | District Disaster Management Group  Bureau of Meteorology  Local Disaster Management Group/s  Electronic Media  Print media  Emergency Services | Scenic Rim Public Information and Warnings Sub Plan  Disaster Dashboards |
| **Public Works and Engineering** | | | |
| To provide for the continuity of service of essential water and sewerage services, building inspections, referable dams, road, rail, bridge and marine facility damage assessment, maintenance or repair, and demolitions and debris clearing as required | Asset owner/s | Logan City Council  Scenic Rim Regional Council  Department of Energy and Public Works - QBuild  Department of Transport and Main Roads  Queensland Rail  Queensland Urban Utilities |  |

| **Function** | **Lead Agency** | **Support Agencies** | **Relevant Plans / Sub-plans** |
| --- | --- | --- | --- |
| **Rescue** | | | |
| Provide support to communities after a disaster event and to coordinate the use of resources in search and rescue in response to an actual or potential disaster condition. | Queensland Police Service (Coordination) | Queensland Fire & Emergency Services  State Emergency Service  Queensland Ambulance Service  Volunteer Marine Rescue  Australian Volunteer Coast Guard  AusSAR | National Search and Rescue Manual Appendix 1.1 |
| **Resupply Operations** | | | |
| To ensure that communities are re-supplied with food and other essentials during times of isolation | Isolated Community - LDMG  Isolated Rural Properties  LDMG  Resupply of stranded persons – Queensland Police Service |  | PPRR Guidelines  Queensland Resupply Manual – M.1.205 |
| **Emergency Supply** | | | |
| The provision of life sustaining supplies and equipment to isolated persons until evacuated or such time as they can access otherwise | QFES | SES  Queensland Police Service | PPRR Guidelines |

| **Function** | **Lead Agency** | **Support Agencies** | **Relevant Plans / Sub-plans** |
| --- | --- | --- | --- |
| Transport | | | |
| To coordinate the use of transportation resources to support the needs of Local Government, voluntary organisations and other disaster support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions. | Department of Transport and Main Roads | Logan City Council  Scenic Rim Regional Council  Relevant District Stakeholders |  |

## Hazard Specific Arrangements

Where a hazard specific Lead Agency is appointed under state level plans, support to that Lead agency will be provided through the normal QDMA processes unless the State identifies otherwise.

Lead agencies will forward requests for assistance to the relevant LDMG and normal escalation processes will apply.

During response, a Liaison Officer will be deployed to relevant lead agency locations to provide support and ensure effective information flows. In most circumstances liaison officers will be sourced by QPS, however other member agencies may provide liaison officers where that agency is best placed to undertake that role.

* Dam Retention Failure / Flood – SEQ Water Emergency Action Plans (separate documents) and Local Government Referrable Dam plans.
* Influenza Pandemic – QLD Health Emergency Plans and Agency Business Continuity Plans (separate Documents).
* Fire – QFESCBR Incidents – QFES / QH / DAF / DES per Qld State CBR Plan. Relief and Recovery.

## Relief Vs Recovery

Relief refers to the provision of immediate support to affected persons during and immediately after the impact of an event. Relief may occur in the Response phase as well as the initial phase of Recovery.

The Qld State Disaster Management Plan defines recovery as “the coordinated process of supporting disaster affected communities’ psychosocial, and physical wellbeing, reconstructing physical infrastructure, economic and environmental restoration” and identifies 3 phases of Recovery

* Phase 1 – Post impact relief and early recovery (immediate-short term)
* Phase 2 – Recovery and Reconstruction
* Phase 3 – Transition (returning to normal/new normal)

## Relief

Relief is multi-faceted and may include (amongst other services):

* Provision of emergency supply
* Provision of emergency accommodation (including evacuation shelters)
* Activation of support measures including emergency funding and
* Provision of psychological first-aid.

## Recovery Strategy

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

Recovery is the process of returning a community to normal functioning after the impact of a disaster. Recovery can be a complex and often lengthy process in both the rebuilding or repairing of infrastructure and in the psychosocial aspect.

The PPRR guidelines identify that the best outcomes in recovery are achieved when the strategies reflect the communities need and are community lead.

Affected LDMG’s will lead the recovery supported by the recovery functional lead agencies identified in this plan.

Specific recovery structures may be developed by the Queensland Government during an event. These structures will recognise the link to Local Government and other relevant stakeholders.

The Group organises its approach to recovery into specific areas identified as:

* Community which includes human-social
* Built Infrastructure
* Transport Infrastructure
* Economic
* Environmental

Recovery actions are included in Annexure D ‘District levels of activation for Response / Recovery arrangements.’

##### Transition Arrangements - Response to Recovery

The transition from operational response / relief and short-term recovery to medium and long-term recovery requires a managed approach. While response and recovery processes initially operate concurrently, at some point a formal transition is required to clearly mark the end of response activities and handover of responsibility for the event to the relevant recovery group. The development of a response-recovery transition strategy can assist in formalising this process.

While any transition strategy will need to be tailored for the current event, in principle the strategy should:

* Be developed in consultation between the district group and the district recovery coordinator
* Identify areas of responsibilities
* Specify transition criteria / triggers that can be clearly identified and assessed
* Where possible, identify preliminary exit criteria from recovery to the resumption of normal day-to-day business
* Identify coordination and reporting arrangements.

The following triggers may be considered in the decision to move from response to recovery:

* Evacuation Centres are closed
* Major Transport Infrastructure Routes are open (excluding Rail)
* Any remaining isolated communities / rural properties have established supply lines
* A recovery strategy has been identified and is enacted
* Chairs of affected LDMGs and the DDC agree that response has concluded.

## Response and Recovery Capacity

The District’s current response capability is achieved through the:

* Establishment of a District Disaster Management Group (DDMG);
* Establishment and maintenance of a Local Disaster Management Group (LDMG);
* Capabilities of member agencies as detailed in the agency response and recovery table; and
* Human and Social Recovery Sub-Committee.

Recovery should commence during the response phase.

Once the scale of the disaster is identified, the Group will commence planning the recovery operation in support of the LDMG affected. Recovery will be a standing item in any Group meeting conducted during the response phase.

The District has appointed a District Recovery Coordinator (DRC) who will:

* monitor all aspects of recovery;
* communicate with Local Recovery Coordinators and District lead agencies to ascertain what, if any support is needed; and
* report to the DDC on issues and progress.

The relevant lead agencies will outline Concept of Operations to the DRC in the initial stages and provide regular updates at following meetings.

##### Human Social Recovery

Human Social recovery involves the short-term health and well-being of the community, and the longer term returning of the community to normal functioning.

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) has the lead role for coordinating the human social recovery and does so through the District Human and Social Recovery Committee. The DTATSIPCA Logan District Human Social Recovery Plan outlines response arrangements.

##### Infrastructure Recovery

Infrastructure recovery involves critical and non-critical infrastructure and may include both government and private assets. The Department of Transport and Main Roads is the lead Agency for Transport Infrastructure recovery, and the Department of Energy and Public Works is the functional lead agency for Built Infrastructure.

##### Essential Infrastructure

During a disaster event the Group will give priority to reinstating Essential infrastructure which, if destroyed, degraded or rendered unavailable for an extended period, will significantly impact on social or economic well-being or affect security. The Queensland Government has identified critical infrastructure in the following sectors:

* Banking and finance;
  + Electrical power systems;
  + Emergency services (police, fire and ambulance);
  + Food supply;
  + Gas, oil and fuel;
  + Government services;
  + Health services;
  + Information and communications;
  + Transport (air, road, water and rail); and
  + Water supply systems.

The restoration of privately owned critical infrastructure will be the responsibility of the asset owner, with owners being required to follow all relevant Local and State laws and regulations.

Essential infrastructure includes critical infrastructure and further infrastructure identified by the Group which is considered essential to the functioning of the District but has not met the States threshold as critical. The Group may consider providing assistance with restoring the asset to partial or full operations, provided the Group considers:

* The asset provides an essential service to the community
* The services must be required by community prior to when the asset owner would reasonably be able to restore that asset.

In the event of activation of the DRFA, funds may be made available to assist the recovery of public infrastructure. Details of this can be found online at [Disaster Recovery Funding Arrangements (DRFA) | Queensland Reconstruction Authority (qra.qld.gov.au)](https://www.qra.qld.gov.au/funding/drfa)

##### Non-critical Infrastructure

Owners of non-government and community infrastructure will primarily be responsible for the restoration of their own assets.

##### Economic Recovery

The Group will support economic recovery in conjunction with State Government directives. The functional lead agency for economic recovery is the [State Development, Infrastructure, Local Government and Planning](https://www.statedevelopment.qld.gov.au/) (DSDILGP).

There is no member from DSDILGP on the Logan DDMG however the Regional Directors from Ipswich and Gold Coast support the LDMGs in this role.

Department of Youth Justice, Employment, Small Business and Training (DYJESBT) support small businesses in economic recovery.

##### Environmental Recovery

The Group will support environmental recovery in conjunction with State Government directives. The functional lead agency for environmental recovery is the Department of Environment and Science.

Annexures

A Distribution List

B Definitions

C Abbreviations and Acronyms

D District Levels of Activation for Response/Recovery Arrangements

E Logan DDCC Terms of Reference

F Amendment and Version Control Register

Annexure A

Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Organisation** | **Hard Copy** | **Electronic Copy** |
| DDC | Queensland Police Service | Y | Y |
| Deputy DDC | Queensland Police Service | Y | Y |
| Executive Officer | Queensland Police Service | Y | Y |
| Deputy XO | Queensland Police Service | N | Y |
| Assistant Commissioner SER | Queensland Police Service | N | Y |
| Executive Manager SER | Queensland Fire and Emergency Services | N | Y |
| DDMG Member | Logan City Council | N | Y |
| DDMG Member | Scenic Rim Regional Council | N | Y |
| Mayor | Logan City Council | N | Y |
| Mayor | Scenic Rim Regional Council | N | Y |
| DDMG Member | Queensland Fire & Emergency Services | N | Y |
| DDMG Member | Queensland Ambulance Service | N | Y |
| DDMG Member | Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts | N | Y |
| DDMG Member | Department of Housing | N | Y |
| DDMG Member | Department of Transport & Main Roads | N | Y |
| DDMG Member | Department of State Development, Infrastructure, Local Govt and Planning | N | Y |
| DDMG Member | Department of Environment & Science | N | Y |
| DDMG Member | Department of Defence | N | Y |
| DDMG Member | ENERGEX | N | Y |
| DDMG Member | Department of Education | N | Y |
| DDMG Member | Department of Energy and Public Works | N | Y |
| DDMG Member | Queensland Health – Acute Services | N | Y |
| DDMG Member | Queensland Health - Public Health | N | Y |
| DDMG Member | Queensland Rail | N | Y |

Annexure B

Definitions

Terminology in this plan is based on the Disaster Management Lexicon published by the Inspector General Emergency Management (Queensland)

This Lexicon can be found at <https://www.igem.qld.gov.au/sites/default/files/2019-01/2018%2010%2019%20Qld%20Disaster%20Management%20Lexicon%202018.pdf>

The following additional terms are defined for the purpose of this plan:

|  |  |
| --- | --- |
| 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 the Commissioner, Queensland Police Service as the Chair of the DDMG. The Chair of the group is the District Disaster Coordinator. |
| Deputy Chair | The person appointed by the Commissioner, Queensland Police Service as the Deputy Chair of the DDMG. |
| 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. (*Disaster Management Act 2003*) |
| Executive Team | The Chair, Deputy Chair and Executive Officer. |
| Extraordinary Meeting | A meeting convened by the Chair 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 QDMC, 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. |
| Member | A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group. |
| Ordinary Meeting | A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chair) 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. (Adapted from *Council of Australian Governments, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002*) |
| Primary Agency | An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority. |
| Queensland Disaster Management Arrangements | Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management. |
| Recovery | The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment. (Disaster Management Act 2003) |
| Risk | The effect of uncertainty on objectives. (*ISO Guide 73:2009 Risk management – Vocabulary*) |
| Risk Management | Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from *ISO Guide 73:2009 Risk management – Vocabulary*) |
| Risk Register | A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk. |
| Risk Treatment | Process of selection and implementation of measures to modify risk. (*National Emergency Risk Assessment Guidelines*) |
| Temporary District Disaster Management Group | A DDMG established under the Act by the QDMC 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 C

Abbreviations and Acronyms

|  |  |
| --- | --- |
| DDC | District Disaster Coordinator |
| DDCC | District Disaster Coordination Centre |
| DDMG | District Disaster Management Group |
| DDMP | District Disaster Management Plan |
| DM | Disaster Management |
| DOH | Department of Housing |
| DRFA | Disaster Recovery Funding Arrangements |
| DTATSIPCA | Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts |
| EMAF | Emergency Management Assurance Framework |
| EMC  IGEM | Emergency Management Coordinator  Inspector General of Emergency Management |
| LCC | Logan City Council |
| LDC | Local Disaster Coordinator |
| LDCC | Local Disaster Coordination Centre |
| LDDCC | Logan District Disaster Coordination Centre |
| LDMG | Local Disaster Management Group |
| LDDMG | Logan Disaster District Management Group |
| LDDMP | Logan Disaster District Management Plan |
| LDMP | Local Disaster Management Plan |
| MOU | Memorandum of Understanding |
| NGO | Non-Government Organisation |
| PPRR | Prevention, Preparation, Response, Recovery |
| QAS | Queensland Ambulance Service |
| QDMA | Queensland Disaster Management Arrangements |
| QDMC | Queensland Disaster Management Committee |
| QFES | Queensland Fire and Emergency Services |
| QH | Queensland Health |
| QPS | Queensland Police Service |
| QSDMP | Queensland State Disaster Management Plan |
| SDC | State Disaster Coordinator |
| SDCC | State Disaster Coordination Centre |
| SDCG | State Disaster Coordination Group |
| SDRA | State Disaster Relief Arrangements |
| SES | State Emergency Service |
| SITREP | Situation Report |
| SOP | Standard Operating Procedure |
| SPS | Disaster Management Strategic Policy Statement |
| SRRC | Scenic Rim Regional Council |
| The Act | *Disaster Management Act 2003* |
| The Minister | Minister for Fire and Emergency Services |
| XO | Executive Officer |

Annexure D

District Levels of Activation for Response/Recovery Arrangements

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Alert** | **LEAN FORWARD** | | **STAND UP** | | **STAND DOWN** |
| **DDMG** | **Triggers** | * One or more LDMG operational * Awareness that threat may be widespread | * Potential requirements for DDMG to coordinate disaster operations | * Threat level indicate DDMG support may be required | * Request for support received from LDCC * Large threat is imminent | * Impact in the District * Coordinated support required * Significant state resources committed | * All LDMG stood down * Recovery arrangements functioning |
| **Actions** | * XO brief DDC on activation level of LDMG/s * Analysis of threat * Contact LDC/s * Commence log of events * Ensure lead agencies for various elements of recovery are notified | * Maintain contact with all LDCs * Communication procedures established * Planning commenced for support to DDCC * Advise State regarding status of DDMG * Establish all contacts * Set up email systems * Ensure LDMG response teams are aware of an engaged with relevant district recovery element leaders | * Receipt of SITREPs * Brief DDMG Core * Members * Warning orders given to DDMG * Planning for potential support to LDMGs * DDCC support staff briefed | * Develop situational awareness * Pass on urgent warnings * Commence SITREPs to SDCC * Roster developed for DDCC * DDCC activated with required staff * Forward planning commenced * SDCC advised DDMG stood up * Regular SITREPs provided to SDCC * Logistics, operations, planning and intelligence cells in place * Coordination of state support commenced | * Receive advice from State Disaster Coordinator * Ensure proper communication * Ensure all necessary elements of recovery are being delivered * Ensure processes in place for briefing to QDMC | * Final SITREPs to QDMC * Debrief of DDCC staff * Debrief of DDMG members * Finalisation of expenditure * Transition from response and recovery to recovery * Agencies not involved in recovery operations resume standard business and after hours contact arrangements * Monitor ongoing delivery elements of recovery * Ensure reporting network in place for provision of advice to QDMC regarding critical elements of recovery |

Annexure E

Terms of Reference

**Establishment**

The District Disaster Management Group (The Group) is established under s. 22 of the *Disaster Management Act 2003* (the DM Act).

**Role**

The Group comprises representatives from regionally based Queensland (Qld) government agencies, government owned corporations, non-government organisations, industry and commerce, who can provide and coordinate whole-of-Government support and resource gap assistance to disaster affected communities. DDMGs perform a ‘middle management’ function within Qld disaster management arrangements (QDMA) by providing coordinated state government support when requested by Local Disaster Management Groups (LDMGs) on behalf of local governments.

**Functions** (s.23 of the DM Act)

Under the DM Act, the DDMG has the following functions:

1. to ensure that disaster management and disaster operations in the district are consistent with the State group’s strategic policy framework for disaster management for the State;
2. to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management;
3. to provide reports and make recommendations to the Queensland Disaster Management Committee (QDMC) about matters relating to disaster management and disaster operations in the district;
4. to regularly review and assess the disaster management of LDMGs in the district, and local disaster management plans prepared by local governments whose areas are in the district;
5. to ensure that any relevant decisions and policies made by the State group are incorporated in its disaster management, and the disaster management of LDMGs in the district;
6. 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;
7. to coordinate the provision of State resources and services provided to support local groups in the district;
8. to identify resources that may be used for disaster operations in the district;
9. to make plans for the allocation, and coordination of the use, of resources mentioned in paragraph (h);
10. to establish and review communications systems in the group, and with and between LDMGs in the district, for use when a disaster happens;
11. to ensure information about an event or a disaster in the district is promptly given to the QDMC and each LDMG in the district;
12. to prepare, under s. 53, a district disaster management plan (DDMP);
13. to perform other functions given to the group under this Act;
14. to perform a function incidental to a function mentioned in paragraphs (a) to (m).

**Membership** (s. 24 (1) of the DM Act)

Legislated

A DDMG consists of the following members:

1. the person appointed as the district disaster coordinator (DDC) of the DDMG under section 25 (3)(a);
2. the person appointed as the deputy chairperson of the DDMG under section 25 (3)(a);
3. a person appointed by—
4. if there is 1 local government only in the disaster district for the DDMG—the local government; or
5. if there are 2 or more local governments in the disaster district and none of the local governments unite under section 31 of the Act—each local government; or
6. if there are 2 or more local governments in the disaster district and all the local governments unite under section 31 of the Act—each combined local government; or
7. if there are 3 or more local governments in the disaster district and not all the local governments unite under section 31 of the Act—
8. each local government that does not unite; and
9. each combined local government;
10. a number of persons, each of whom represents a department or a Hospital and Health Service, the chief executive of the department considers appropriate to be represented on the group, having regard to effective disaster management for the disaster district;
11. any other person appointed by the chief executive that the executive officer considers appropriate to be a member of the district group, having regard to effective disaster management for the disaster district.

Attachment A contains a list of the Group members.

Non-Legislated

* Providing a quorum is achieved, as outlined in s.13 of the *Disaster management* Regulation 2014, the DDMG may appoint advisors to assist in the business of the Group.
* Engagement of advisers to the Group should reflect current government priorities and the disaster management arrangements for Queensland.
* These advisors can be drawn from all levels of government and nongovernment organisations and assist on either a permanent or ‘as required’ basis.
* Advisors are not members of the Group and so are not to be counted for quorum purposes.

**District Disaster Management Plan (DDMP)** (s.23(b) of the DM Act)

Preparation (s. 53 of the DM Act)

The Group must prepare a DDMP for disaster management in the disaster district for the group. The DDMP must include provision for:

1. The Strategic Policy Statement for disaster management for the State;
2. the roles and responsibilities of entities involved in disaster operations and disaster management in the district;
3. the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);
4. events that are likely to happen in the district;
5. priorities for disaster management for the district;
6. the matters stated in the disaster management guidelines as matters to be included in the plan;
7. other matters about disaster management in the disaster district the group considers appropriate.

A DDMP must be consistent with the disaster management guidelines, in accordance with s54.

Reviewing and renewing the DDMP (s. 55 of the DM Act)

* The DDMG may review, or renew, its DDMP when the group considers it appropriate.
* However, the DDMG must review the effectiveness of the DDMP at least once a year.

**Subordinate Groups and Committees** (s.48 of the DM Act)

The DDMG may establish committees to assist in performing its functions. These groups and committees are to provide status reports to the DDMG on a regular basis.

The Group has established the Logan District Human – Social Recovery Subcommittee, chaired by Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts to coordinate relief and recovery efforts in the human social context.

**Reporting Arrangements** (s.26 of the DM Act)

The Chairperson must prepare and provide a written report about the performance by the DDMG of its functions annually (Annual Report) on behalf of the DDMG.

Outlined in s.44 of the DM Act the State Group, as soon as practicable after the end of each financial year, must prepare and give to the Minister a written report about disaster management in the State. The report must include:

1. information about activities undertaken during the financial year to maintain or enhance the State’s disaster management;
2. details of disaster operations performed during the financial year;
3. information about priorities for disaster management;
4. other matters about disaster management the Minister considers appropriate.

**Meetings**

##### Frequency of Meetings

Meetings of the DDMG must be held at least once in every six months at the times and places decided by the Chairperson.

The Chairperson must call a meeting if asked, in writing, to do so by the Chairperson of the State Group or at least one-half of the members of the DDMG.

Meetings can be held or allow members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.

##### Quorum

A quorum for a meeting of the DDMG is the number equal to:

1. one-half of its members plus 1; or
2. if one-half of its members is not a whole number, then the next highest whole number.

**Secretariat Support**

The DDMG Executive Team (Chairperson, Deputy Chairperson and Executive Officer) elects an appropriate person / position to provide administrative and secretariat support to the DDMG.

**Training**

The Qld Disaster Management Training Framework (QDMTF) outlines the mandatory training for the various roles within the Group. The framework also allows for local areas to consider what additional training may be required to meet local hazards and needs.

In addition to QDMTF mandatory courses for DM positions, the DDMG Executive have nominated the following courses for members and deputies to undertake.

* Introduction to Emergency Risk Management
* Introduction to Lessons Management

In addition, members and deputies of agencies with a functional recovery role are to undertake:

* Introduction to recovery
* Working in recovery.

Personnel nominated to perform functional roles within the DDCC need only complete the necessary modules for the areas they are to perform duties.

Annexure F

Amendment and Version Control Register

|  |  |  |  |
| --- | --- | --- | --- |
| Amendment/ Version | Date | Updated By | Comments |
| Version 1.0 | 1/11/2007 | KTG Engineering | Initial version of plan |
| Amendment 1/2007 | 24/12/2007 | KTG Engineering | Update to community context |
| Version 1.2 | 1/09/2010 | KTG Engineering | Update of entire plan |
| Version 2.0 | 28/02/2013 | Executive Officer | Full version replacement |
| Amendment 1/2013 | 18/10/2013 | Executive Officer | Amendment to Annexure ‘D’, ‘Recovery Strategy’, Review and Renewal of Plan’, ‘Exercises’, ‘Response Strategy’ |
| Version 3.0 | 15/08/2014 | Executive Officer | Update of entire plan |
| Version 3.1 | 23/06/2015 | Executive Officer | Review of Entire plan to incorporate machinery of government changes |
| Version 4.1 | 05/12/2016 | Executive Officer | Review of Plan. Amendments to Risk Register / contact list / added Capacity Building |
| Version 4.2 | 05/09/2017 | Executive Officer | Review of Plan / Minor amendments |
| Version 4.3 | 08/08/2018 | Executive Officer | Review / Minor amendments, Triggers for recovery added, Dept changes incorporated |
| Version 5.0 |  | Executive Officer | Rewrite including alignment with IGEM documents and revised membership |
| Version 5.1 |  | Executive Officer | Annual Review. MOG changes and general update |
| Version 6.0 |  | Executive Officer | Changes in format to align to State Plan format. Update community context, risk and changes to align to machinery of Govt Changes. Input on findings from previous exercises. |
| Version 7.0 | 17/08/2023 | Executive Officer | Annual Review. MOG changes and general update. |