

Bundaberg District Disaster Management Group

BUNDABERG DISTRICT DISASTER MANAGEMENT PLAN

Incorporating the Local Government Areas of:
Bundaberg Regional Council
North Burnett Regional Council

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Business

Endorsement and Authorisation

The Bundaberg 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* and the following documents to provide for effective disaster management in the Bundaberg Disaster District:

- the State Disaster Management Plan
- Queensland Emergency Management Assurance Framework
- Prevention Preparedness, Response and Recovery Disaster Management Guidelines
- Strategic Policy Framework

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



.....
Grantley Marcus
District Disaster Coordinator
Chairperson
Bundaberg District Disaster Management Group

Dated: xx/xx/2023

Document Control

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:

Executive Officer
Bundaberg District Disaster Management Group
PO Box 1214
Bundaberg QLD 4670

Any changes to the intent of the document must be endorsed by the Bundaberg District Disaster Management Group (DDMG).

A copy of each amendment is to be forwarded to those identified in the membership list.

Amendment Register

No / Ref	Issue Date	Comment	Inserted by	Date
1/2018	22/08/2018	DDMG Review – update of MoG details / Agency information	CAMERON	22/08/2018
1/2019	26/02/2019	Update DDCC Satellite Liaison Officer duties as per recommendation 10.3 – Post Disaster Assessment Report – Deep Water Fire - 2018	CAMERON	26/02/2019
1/2020	26/08/2020	DDMP Review – MoG changes updated. Governance Section - Remove Functional Lead Agency, Supporting Lead Agency and Hazard Specific Plans (duplicated in DDMP) Community Context – Update information to reflect latest Census Data Operations – Removed District Appreciation (duplicate information) District Disaster Coordination Centre – Update location details / Satellite Location – Liaison Officer	CAMERON	

No / Ref	Issue Date	Comment	Inserted by	Date
		<p>Disaster Operations Functional Plan Register – Added Extreme Weather Event Contingency Plan and Paradise Dam Evacuation Sub-plan to register and re-numbered.</p> <p>Immediate / Short Term Recovery replaced with Transition from Response Operations to Recovery Operations to reflect SDMP.</p> <p>Functions of Recovery table updated to refer to SDMP for list of functions.</p> <p>QERMF endorsed as risk management methodology.</p> <p>Dam Failure Paradise Dam added to Bundaberg District Risk Register, Risk Analysis, Risk Evaluation and Risk Treatment Plan as Risk No. 7.</p>		
1/2021	06/07/2021	<p>DDMP Review</p> <p>MoG Changes Updated</p> <p>DACC Process inserted</p> <p>Updated DDMG member / advisor membership</p> <p>Distribution List merged with Group Contact List (Annexures A and B)</p>	CAMERON	06/07/2021
1/2022	03/11/2022	<p>DDMP Review</p> <p>Update ABS 2021 data / Bundaberg Airport general information</p> <p>Rewrite of Recovery Strategy</p> <p>Remove Operational Plan 3 – Paradise Dam Evacuation Sub-Plan</p>	CAMERON	03/11/2022

No / Ref	Issue Date	Comment	Inserted by	Date
		Remove Dam Failure 'Paradise Dam' as a specific risk in risk register		
1/2023		DDMP Review MoG Changes Updated State Emergency Service p20 removal of Innes Park and South Kolan (units no longer active)	CAMERON HESS	

Distribution

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

In compliance with s 56 of the *Disaster Management Act 2003*, a copy of the plan is available on the Queensland Police Service website: 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.Bundaberg@police.qld.gov.au

Governance

Purpose

This district disaster management plan is prepared under the provision of s 53 of the *Disaster Management Act 2003* (DM Act). This plan details the arrangements within the Bundaberg Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management.

Objectives

The objective of the Bundaberg District Disaster Management Plan (DDMP) 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) Strategic Policy Framework; the State Disaster Management Plan (SDMP); the Prevention Preparedness, Response and Recovery Disaster Management Guidelines; and any other Guidelines relevant to district level disaster management; and
- the development, implementation, and monitoring of priorities for disaster management for the district.

Strategic Policy Statement

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

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

Scope

This plan details the arrangements necessary to undertake disaster management within the Bundaberg Disaster District in support of the two local governments, Bundaberg and North Burnett Regional Councils. 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.

Disaster Management Priorities

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

- improve community (including business) disaster planning/mitigation and preparation;
- manage training of Bundaberg 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 Bundaberg DDMG are contained within the Annual Operational Plan (see attached Annexure H).

This operational plan outlines the operational priorities for the forthcoming year pursuant to the provisions of s 53(2)(e) of the DM Act.

The operational plan is used as a tool to outline, implement, manage, and monitor current disaster management priorities for the district and will be reviewed annually by the Executive Officer (XO) in consultation with the Chair of the Bundaberg DDMG District and member agencies.

Bundaberg District Disaster Management Group

Establishment

The Bundaberg DDMG is established in accordance with s 22; 'Functions' of the DM Act which incorporates the Bundaberg and North Burnett Regional Council areas.

Role

The Bundaberg DDMG is comprised of representatives from regionally based Queensland government agencies, government owned corporations, non-government organisations, and industry, commerce and key community representatives, who can provide and coordinate whole-of-Government support and resource gap assistance to disaster affected communities.

The Bundaberg 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).

Functions

Under s 23 of the DM Act, the Bundaberg DDMG has the following functions for which it is established, to:

- a) 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;
- b) develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management;
- c) provide reports and make recommendations to the State group about matters relating to disaster management and disaster operations in the district;
- d) regularly review and assess:
 - i. the disaster management of local groups in the district; and
 - ii. local disaster management plans prepared by local governments in the district;
- e) 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) 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) coordinate the provision of State resources and services to support local groups in the district;
- h) identify resources that may be used for disaster operations in the district;
- i) make plans for the allocation, and coordination of the use, of resources mentioned in paragraph (h);

- j) establish and review communications systems in the group, and with and between local groups in the district, for use when a disaster happens;
- k) 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) prepare, under section 53, a district disaster management plan;
- m) perform other functions given to the group under this Act; and
- n) perform a function incidental to a function mentioned in paragraphs (a) to (m).

Membership

The Bundaberg DDMG is comprised of persons and representatives as nominated in s 24 of the DM Act 'Membership':

- Chairperson – District Disaster Coordinator (DDC)
- Deputy Chairperson
- Executive Officer
- A representative of each local government within the district
- Persons representing departments that the Queensland Disaster Management Committee, in consultation with the District Disaster Coordinator, considers appropriate to be represented on the group.

The core membership of the Bundaberg DDMG is comprised of the following:

- Queensland Police Service (QPS)
 - Chairperson
 - Deputy Chairperson
 - Executive Officer
- Queensland Fire and Emergency Services (QFES)
- Queensland Ambulance Service (QAS)
- Department of Agriculture and Fisheries (DAF)
- Department of Health (Q-Health)
 - Wide Bay Hospital and Health Service
 - Wide Bay Hospital and Health Service – Wide Bay Public Health Unit
- Department of Housing (DoH)
- Department of Energy and Public Works (DEPW)
 - Q-Build
- Department of Education (DoE)
- Department of Environment and Science (DES)
- Department of Transport & Main Roads (DTMR)
 - Main Roads
 - Maritime Safety Qld (MSQ)

- Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)
- Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA)
 - Communities
- Local Government within Disaster District
 - Bundaberg Regional Council (BRC)
 - North Burnett Regional Council (NBRC)

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:

- ABC
- Australian Defence Forces – MJOSS/SQ
- Department of Child Safety, Seniors and Disabilities Services (DCSSDS)
- Department of Regional Development, Manufacturing and Water (DRDMW)
 - Water
- Department of Premier and Cabinet (DPC)
- Ergon
- Queensland Building and Construction Commission (QBCC)
- Queensland Rail (QR)
- Queensland Reconstruction Authority (QRA)
- SunWater
- Telstra
- Other stakeholder the DDC considers appropriate to ensure effective disaster management for the district

The Bundaberg DDMG contact list is to be updated during group meetings and is included as Annexure A to this plan.

Roles and Responsibilities

A detailed itemisation of the roles and responsibilities of member agencies is outlined within the SDMP. The Bundaberg DDMG adopts the itemisation of these roles and responsibilities at the district level.

[State Disaster Management Plan](#)

Business and Meetings

Reporting requirements within the Bundaberg Disaster District shall be in accordance with s 38 of the DM Act, Part 3 of the Disaster Management Regulation and Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline. The District Disaster Management Group may conduct its business, including its meetings, in a way it considers appropriate.

A quorum for a meeting of the Bundaberg DDMG is the number equal to one-half of its members for the time being holding office plus one (1); or if one-half of its

members for the time being holding office is not a whole number, the next highest whole number.

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; and
- 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 the Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline:

[Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline](#)

Training

Disaster management training is an essential means through which agencies can develop and maintain their disaster management capabilities and capacity. Training and education are important in ensuring all agencies within Queensland disaster management arrangements can seamlessly integrate, cooperate, and contribute to effective and coordinated disaster operations.

Section 16A of the Act provides a legislative requirement for the Commissioner QFES, to ensure that persons involved in disaster operations are appropriately trained to maintain or enhance capability under Queensland's disaster management arrangements. It is also the responsibility of all stakeholders with disaster management and disaster operations roles to undertake the training relevant to their role as outlined in the Queensland Disaster Management Training Framework (QDMTF).

The QDMTF outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role.

Each disaster management group should regularly assess training needs and develop a training program in consultation with their regional QFES Emergency Management Coordinator (EMC).

Agencies and organisations represented on the Bundaberg DDMG are responsible for providing suitable opportunities for representatives (including deputies) to attend required training. In addition, each agency 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, Bundaberg DDMG representatives (including deputies) are encouraged to complete training courses beyond their relevant minimum requirements of the Queensland Disaster Management Training Framework.

Exercises

Exercises are a key component of disaster management strategies and are conducted with the objective of practising the coordination procedures during an event including:

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

The Bundaberg DDMG will conduct at least one exercise annually, to include all core members. Additionally, on an annual basis, functional committees may exercise their respective sub-plans, independent of the aforementioned disaster district exercise.

Disaster Risk Assessment

Community Context

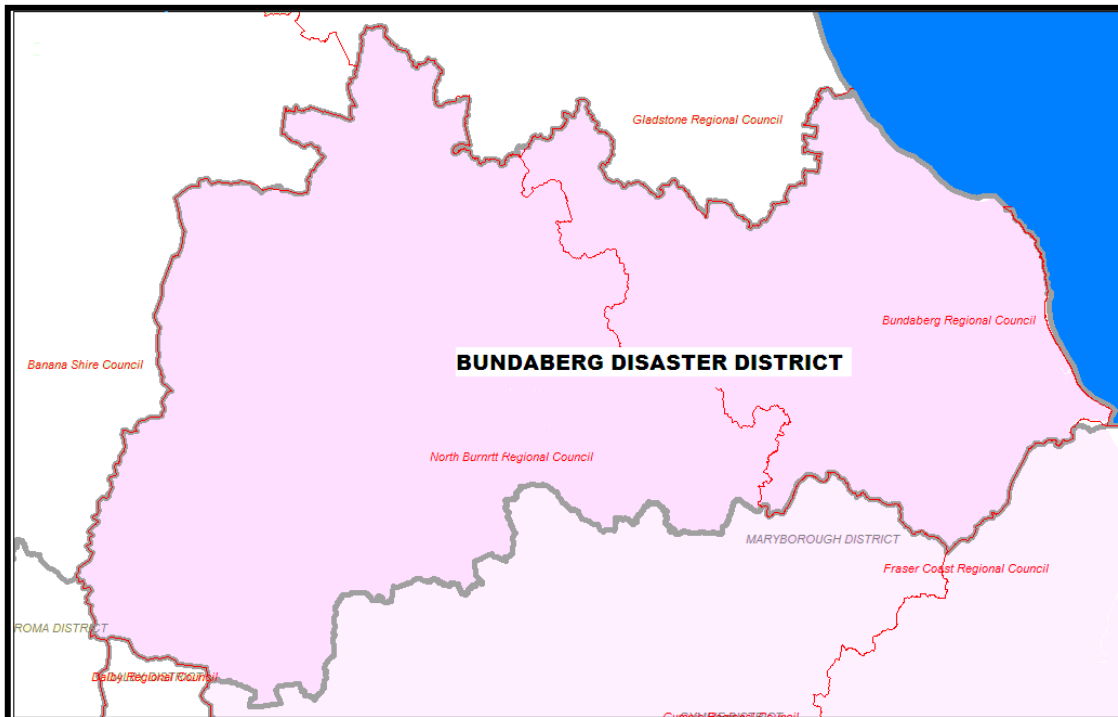


Figure 2: Map of the Bundaberg Disaster District

The Bundaberg Disaster District comprises the local government areas of the Bundaberg Regional Council and North Burnett Regional Council. The Bundaberg and North Burnett Regional Councils are each required to form a Local Disaster Management Group (LDMG) in accordance with s 29 of the DM Act.

Environment

Geography

The Bundaberg Disaster District is located approximately 360 km north of Brisbane to its largest population centre of Bundaberg. It covers a total area of 26,300km². It is predominately bordered by the Maryborough and Gympie Disaster Districts to the south, Gladstone Disaster District to the north and north-west and Dalby Disaster District to the south-west.

The Bundaberg Disaster District is bordered by the Pacific Ocean on the east and has approximately 90 km of coastline from Baffle Creek to Burrum River. It extends west and takes in the main western townships of Childers, Gin Gin, Monto, Eidsvold, Mundubbera, Gayndah, Biggenden and Mt Perry.

Bundaberg is located on the Burnett River 12 km from the eastern coastline and has an area of 95 km². Bundaberg is typified by very flat terrain. The Burnett River is the cause of flooding in the city and environs. The two main western areas for the Bundaberg Regional Council are Gin Gin and Childers.

The Fred Haigh Dam, located near Gin Gin, provides water for the local irrigation system. To the south and east of Gin Gin are river flats and undulating lightly timbered lands to farmland. To the north and west of Gin Gin the country rises to

rugged mountainous regions with heavily timbered areas. Some of this country is impenetrable.

The topography of Childers is relatively flat, with undulating red soil hills in the Childers/Cordalba area.

The North Burnett Regional Council covers an area of 19,708 km² and has a population of around 10,144 (ABS 2021). The region takes its name from the Burnett River that flows through the district.

Paradise Dam, the main ground water source for the Bundaberg local government area, is located between Mt Perry, Gayndah and Biggenden. The Cania and Wuruma dams provide the fresh water supplies for the remainder of the North Burnett local government area. Each of these water storage facilities are managed by SunWater.

Primary production, dairy, agriculture, forestry, and mining are the most significant industries in the North Burnett region.

Numerous National Parks and State Forests are located within the Bundaberg Disaster District including Mon Repos, Goodnight Scrub, Kinkuna, Woodgate, Cania Gorge, Mt Walsh, Auburn River and Woowoonga National Parks, Coominglyah and Cordalba State Forest and Tolderodden Regional Park.

The District has four major river systems:

- Burnett River;
- Kolan River;
- Gregory River; and
- Isis River.

Climate and Weather

The climate of the area may be best described as sub-tropical, characterised by an absence of temperature extremes. Summer peak temperatures rarely exceed 35 degrees, with the winter minimum rarely falling below 8 degrees on the coast and 5 degrees inland. The moderate rainfall, (1,200 mm annual average on the coast and 704 mm to 916 mm in the North Burnett) occurs mainly during the summer months. This rainfall decreases as the distance from the coast increases. Severe weather events are rather infrequent, the most common being a tropical cyclone.

On the coast, there is an average of about eight thunderstorms per year, with a higher number in the inland. Severe local damage has been caused occasionally by focussed tornado storms (Bucca 29 Nov 1992; Bargara, 26 Jan 2013, Bundaberg Nov 2017).

The threat period for storm damage is considered to extend from November to April and the cyclone season extends over a similar period, although cyclones have occurred in other areas well outside this time scale.

Community

Demography

The estimated residential population of the Bundaberg Disaster District is approximately 110,262 (ABS 2021).

The population of Bundaberg Region was 100,118 people (ABS 2021), who lived in 35,242 dwellings. The average annual population growth rate is 1.2% (Queensland 1.7%). The bulk of the urban population lives in Bundaberg and its adjoining costal community of Bargara. The two larger western townships of Childers and Gin Gin are located on the Bruce Highway. The population of North Burnett Regional Council was 10,144 (ABS 2021), who live in 3,914 dwellings. The average annual population growth rate is -1.0%.

The age structure of the Bundaberg Disaster District is significantly older than the Queensland average with a median age of 46 as opposed to a Queensland average of 37.9. Both Bundaberg Regional Council (24.6%) and North Burnett Regional Council (25.2%) have a significantly higher percentage of people age over 65 in comparison to the Queensland average (16.1%). Although this structural ageing of the population is a national phenomenon, the impacts are experienced earlier and more profoundly in the district.

The Aboriginal and Torres Strait Islander Census population of Bundaberg Disaster District in 2021 was 4,963 or 5.0% for Bundaberg Regional Council and 708 or 7% for North Burnett Regional Council.

People living in the Bundaberg Disaster District were predominantly born in Australia (80.1% BRC) and (78.1% NBRC), which is higher than the Queensland average (71.4%).

Both Bundaberg and North Burnett Regional Council areas are significantly high on the Index of Relative Socio-Economic Disadvantaged in comparison to the state average. Bundaberg Regional Council is 49.5% in Quintile 1 (most disadvantaged), North Burnett Regional Council is 57.1% in Quintile 1 (most disadvantaged), compared to the Queensland average of 20% in Quintile 1 (most disadvantaged).¹

Administrative Centres

The major centre in the district is Bundaberg which accommodates key education, business, and industry. Smaller centres at Bargara, Childers, Gin Gin, Woodgate, Monto, Eidsvold, Biggenden, Mundubbera, Gayndah, and Mt Perry provide services to their local communities. Bundaberg Regional Council has service centres located at Bundaberg, Bargara, Childers, and Gin Gin. The North Burnett Regional Council's main office is located at Gayndah, with further offices located at Monto, Eidsvold, Biggenden, Mundubbera, and Mt Perry.

Community Organisations

Numerous community sporting, cultural, and service groups are located throughout the district. A full list is available on the respective council websites:

Bundaberg Regional Council
www.bundaberg.qld.gov.au

North Burnett Regional Council
www.northburnett.qld.gov.au

Healthcare

The Wide Bay Hospital and Health Service (WBHHS) covers the entire Bundaberg Disaster District and extends from Miriam Vale in the north, to Glenwood in the South. The Wide Bay Hospital and Health Service operates eight public hospitals

(Bundaberg, Gin Gin, Childers, Monto, Eidsvold, Mundubbera, Biggenden, and Gayndah) and one Primary Health Centre (Mt Perry) in the Bundaberg Disaster District. In addition to the public hospitals there are two private hospitals (Friendly Society Private Hospital and Mater Misericordiae Hospital) located in Bundaberg.

The Department of Communities, Housing and Digital Economy provides disability services, support and facilities to people with a disability and their carers living in the district.

Health Services are delivered in a variety of settings including hospitals, community-based centres, residential aged care, satellite and outreach services, mobile services, and in peoples' homes.

Aged Care

With a growing aged population, the region provides a number of aged care services along with extensive medical and supporting infrastructure and services.

As of 30 June 20, Bundaberg and North Burnett Regional Councils had the following number of aged care services and placements (ABS 2021):

- Bundaberg Regional Council
 - 25 aged care services
 - 983 aged care service operational places
- North Burnett Regional Council
 - 13 aged care services
 - 132 aged care service operational places

Transport

The region is well connected and easily accessible through the Bundaberg Airport. Bundaberg Airport has a 2,000-metre runway, with the capacity to land a Boeing 737 Max (186 seater).

There are no domestic airports serving the North Burnett region, but the main towns each have landing fields that can cater for small propeller aircraft.

The district is served by three primary land transport corridors, the Bruce Highway, the Burnett Highway, and the North Coast railway line.

Shopping Facilities

The district has shopping precincts in each town supported by major centres in Bundaberg (Hinkler Central, Sugarland Plaza Bundaberg, Northway Plaza) and Bargara (Bargara Central).

Response Organisations

Volunteer Marine Rescue

There is an active Volunteer Marine Rescue located at Burnett Heads which operates 11.5 alloy catamaran (Bundy Rescue 2) powered by two 300hp outboard motors and a 5m Sea Jay centre console (Bundaberg Rum). They also maintain a limited coast radio station that monitors marine radio traffic.

Queensland Ambulance Service

Ambulance Stations are located at Bundaberg (Thabeban and Bundaberg West), Biggenden, Burnett Coast, Childers, Eidsvold, Gayndah, Gin Gin, Monto, and Mundubbera.

Queensland Fire and Rescue Services

Fire Stations are located at Bundaberg, Bargara, Burnett Heads, Childers, Elliott Heads, Gin Gin, Biggenden, Eidsvold, Gayndah, Monto, and Mundubbera.

Queensland Police Service

Police Stations are located across the district at Bundaberg, Bargara, South Kolan, Childers, Gin Gin, Monto, Eidsvold, Biggenden, Mundubbera, Gayndah, and Mt Perry.

Rural Fire Brigades

QFES Rural Brigades are located at Bundaberg, Elliott Heads, Childers, Woodgate, Yandaran, Gin Gin, Avondale, Biggenden, Eidsvold, Gayndah, Monto, Mount Perry, and Mundubbera.

State Emergency Service

SES Units are active with in the district, with groups located at Bargara, Bundaberg, Childers, Elliott Heads, Gin Gin, Moore Park, Woodgate, Biggenden, Eidsvold, Gayndah, Monto, Mundubbera, and Mt Perry.

Surf Life Saving

Surf Lifesaving Clubs are active in the Bundaberg area and are located at Moore Park Beach, Elliott Heads, and Bargara.

Economy / Industry

As in most of the district, tourism is a growth industry. The Bundaberg Rum Distillery, Great Barrier Reef, turtle nesting and coastal beaches attract tourist trade. Childers has become a 'stopover' point for thousands of travellers, being the 'rest stop' situated halfway between Brisbane and Rockhampton. Woodgate Beach is a popular destination for holidaymakers each holiday season.

Bundaberg has both heavy and light industry. Bundaberg has internationally recognised companies in the aero and avionic industries. Further internationally recognised industries are Bundaberg Rum (Bundaberg Distilling Co.) and Bundaberg Brewed Drinks. Bundaberg is also a hub for the seafood production and processing industry and is an acknowledged centre for the international yachting fraternity. Border Force officers are located at Bundaberg.

Located on the mouth of the Burnett River, Bundaberg Port has a significant marina and with substantial berthing and repair facilities.

The North Burnett region is rural based with several mountain ranges incorporating several national parks or state forests such as Auburn River, Cania Gorge, Mount Walsh National Park, and Normanby Range. Major population centres in the region include Biggenden, Eidsvold, Gayndah, Monto, Mount Perry, and Mundubbera. Renowned industries within the North Burnett Region include citrus, livestock, and dairy. Industries of key importance to the regional economy, especially from an export potential perspective, include:

- horticulture – table grapes, stone fruit, mangoes, avocados, rock melons, potatoes, peanuts, blueberries and asparagus;
- field crops - lucerne, barley, wheat, sorghum and pasture legumes;
- mining - gold and siltstone;
- timber; and

- tourism.

Community Preparedness

The Bundaberg and North Burnett Regional Councils have conducted community resilience, preparedness, and awareness campaigns. They included print, online, and radio campaigns to increase the community's disaster awareness and preparedness. The community's preparedness is generally good and expected to improve with the further work conducted in conjunction with Local Disaster Management Groups.

Public Buildings

Throughout Bundaberg and the North Burnett there are a number of public and community buildings, with many of these able to be utilised as evacuation or temporary relocation centres.

- Bundaberg Regional Council has a comprehensive list which can be found in the Community and Wellbeing Sub-plan under 'Facilities' of the Bundaberg Local Disaster Management Plan; and
- North Burnett has a comprehensive list for the six major townships within the region being Biggenden, Eidsvold, Gayndah, Monto, Mt Perry, and Mundubbera. The list is attached as an appendix to each town's respective Disaster Support Group Plan.

Special Events and Festivals

Special events that attract large concentrations of people include:

- Australia Day celebrations;
- Multicultural festivals (Bundaberg and Childers);
- Agrotrend;
- Crush Festival;
- Pageant of Lights;
- Monto Dairy Festival;
- Eidsvold Charity Cattle Drive;
- Gayndah Orange Festival;
- Chinese New Year; and
- Annual Show (Bundaberg).

Numerous community events occur throughout the district a full list is available on the respective council websites:

Bundaberg Regional Council
www.bundaberg.qld.gov.au

North Burnett Regional Council
www.northburnett.qld.gov.au

Critical Infrastructure

Key infrastructure in the Bundaberg Disaster District includes:

- strategic road corridors including the Bruce Highway and Burnett Highway;
- road network including sealed and unsealed road, bridges and culverts;
- North Coast Rail Line;
- Bundaberg Airport;
- Gayndah Aerodrome Ted Kirk Field;
- Bundaberg Base Hospital;
- Friendly Society Private Hospital and Mater Misericordiae Hospital;
- medical and care facilities, Gin Gin, Childers, Biggenden, Eidsvold, Gayndah, Monto and Mundubbera;
- water storage reservoirs including Paradise Dam, Cania Dam, Fred Haigh Dam, Wuruma Dam, Wongarra Balancing Storage, and Isis Balancing Storage;
- water supply network;
- sewerage treatment and disposal networks;
- stormwater and underground drainage networks;
- electricity distribution network;
- telecommunications networks (voice and data); and
- repeater stations for Radio (including emergency services network) and TV on Mt Goonaneman, Mt Watalgan, Mt Perry, Childers Water Tower, and The Hummock.

Essential Services

Essential services include:

- Electricity: Ergon is the region's electricity distribution network provider;
- Gas Supply: Natural Gas and bottled gas is distributed by authorised agents;
- Water Supply: Water treatment plants for BRC are located at Bundaberg East, Svensson Heights, Gin Gin, Gooburru, Woodgate, Avenell Heights, Qunaba, Monduran, Thabeban, Moore Park Beach, Kepnock, Bundaberg West, Winfield, Welcome Creek, and Wallaville. Within the North Burnett, water treatment plants are located at all major townships within the region, Monto, Eidsvold, Biggenden, Mundubbera, and Gayndah. Other small towns have local water supplies and other properties rely on tank water;
- Sewerage: The majority of urban properties are connected to the sewerage system. Those properties not connected to the system have a range of on-site treatment systems;
- Telecommunications. The landline and mobile phone networks have a number of service providers. The top two are Telstra and Optus. Mobile phone reception varies subject to terrain and repeater facilities in the rural areas; and
- Internet connection: 69.3% of households in Bundaberg Regional Council have an internet connection at their dwelling and 59.7% of households in the North Burnett Regional Council have an internet connection at their dwelling.

Hazardous Sites

A range of dangerous goods travel via bulk tankers and intermediate or smaller containers along the Brisbane to Gladstone transport corridor. These include petroleum, liquefied petroleum gas, liquefied ammonia, molten sulphur, liquefied chlorine, concentrated hydrochloric acid, compressed hydrogen, and sodium cyanide. The primary road route comprises the Bruce Highway (National Route 1) and feeder roads to/from regional centres. Cyanide is also transported on the Gin Gin-Mt Perry Road to the Mt Rawdon Gold Mine near Mt Perry operated by Evolution Mining.

Dangerous and hazardous goods also travel along the North Coast railway corridor. Both the Bruce Highway and the North Coast rail line pass either through or near numerous settled areas, including Bundaberg City.

There are a significant number of fuel storage depots including service stations and marina refuelling facilities throughout the region.

The railway station and the port are potential hazardous sites as they may harbour hazardous materials from time to time.

The Mt Rawdon Gold Mine tailing dam is a potential hazard due to its toxicity. Bundaberg is home to Bundaberg Rum and the distillery in east Bundaberg, there is a risk of fire, explosion, and hazardous materials at this site.

Proposed Future Development

The Bundaberg Regional LGA is a growing community with a predicted growth rate of 1.2% and the North Burnett Regional LGA is predicted to experience negative growth at -1.0%. The most significant developments are in the areas of Bundaberg and Bargara for residential development and associated infrastructure.

Hazards

Each Local Government has conducted an assessment of the threats to their area as well as having identified any appropriate mitigation strategies that may be implemented. The role of the District Disaster Management Group and District Disaster Coordinator is not to deal with these individual threats but to assist the Local Disaster Management Groups in implementing their respective Local Disaster Management Plans. Some of the hazards that are common to most of the Local Government areas include, but are not limited to:

- category 3+ cyclone (including east coast low);
- storm surge >1m above Highest Astronomical Tide (HAT);
- major flooding;
- major transport incident (road, rail, sea and air);
- emergency diseases / pandemic (human);
- earthquake;
- tornado;
- severe storm;
- wildfires (> Level 4);
- tsunami;
- offshore oil spill;

- urban structural fire;
- dam failure;
- terrorist related incident;
- failure of critical infrastructure;
- hazardous materials incident;
- emergency diseases / pandemic (animal);
- emergency diseases / pandemic (plant);
- insect/vermin plague; and
- landslip.

For more specific details relating to these hazards please refer to:

- Bundaberg DDMG risk assessment Annexure B; and
- Local Government Local Disaster Management Plans.

Detailed Natural Disaster Risk Assessment Studies have been undertaken by the Bundaberg and North Burnett Regional Councils. These studies provide information on specific risks within their specific regions. These studies include storm tide studies; flood risk studies; and bushfire risk management studies.

Risk Management Process

Risk management processes conducted by the group are to be undertaken in accordance with the National Emergency Risk Assessment Guidelines and comply with Risk Management Standard AS/NZS ISO 31000:2009.

The Bundaberg DDMG District Risk Assessment Team (DRAT) will meet to review the Bundaberg Disaster District Risk Management Plan. This group will comprise identified stakeholders and be chaired by the Executive Officer of the Bundaberg DDMG. Also sitting on the Bundaberg DDMG District Risk Assessment Team will be a suitable representative of each of the local government areas and the QFES EMC.

The SDMP endorses the Queensland Emergency Risk Management Framework (QERMF), as a risk assessment methodology that can be used within disaster management planning at all levels of Queensland disaster management arrangements.

Risk Assessment

The Bundaberg DDMG has undertaken a risk assessment and developed a district risk register incorporating risk identification, risk analysis and risk evaluation in accordance with the process outlined in the National Risk Assessment Guidelines.

The risks identified in the district risk register are not a duplication of those risks identified in the Local Disaster Management Group's risk register and seeks to only address those risks that will significantly impact on the local government area to such a degree that the risk requires sharing with broader district stakeholders. Those risks and their evaluation and analysis are contained in Annexures C and D of this plan.

The Risk Assessment provided in Annexure D is a preliminary risk assessment based on the results of an ongoing review of the Bundaberg and North Burnett

Regional Council's Disaster Hazard Risk Assessments in an effort to identify residual risk.

Risk Treatment

Risks outlined in the District Risk Register are analysed by members of the Bundaberg DDMG with a view to identifying strategies for risk treatment. These strategies are contained in the District Risk Treatment Plan (detailed in Annexure E of this plan). Along with these strategies, the District Risk Treatment Plan 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 Bundaberg DDMG under the guidance of the District Disaster Coordinator. The District Risk Treatment Plan is to be presented to the Bundaberg DDMG for ratification.

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

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

Operations

Response Strategy

Warning Notification and Dissemination

The Bundaberg DDMG has a responsibility to ensure warnings are disseminated to members of the Local Disaster Management Groups, District Disaster Management Group, Queensland Disaster Management Committee, member agencies and the community. Multiple means of communication are used, and agencies are responsible for communicating within their organisation as per the QDMA structure.

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 Manual governs the use of EA in Queensland.

This manual is located at:

[Queensland Emergency Alert Manual](#)

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.

Activation and Triggers for Response

The authority to activate the Bundaberg District Disaster Management Plan is vested in the Chairperson/District Disaster 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 Queensland Disaster Management Committee and/or Bundaberg DDMG; the Chair of a Local Disaster Management Group; a member of the Bundaberg DDMG and/or a member of a response agency.

The District Disaster Coordinator should determine when, and to what extent, the Bundaberg 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 Bundaberg DDMG or the activation of the District Disaster Coordination Centre. Activation activities can be as minimal as the provision of information to Bundaberg DDMG members regarding the risks associated with a potential or imminent hazard impact.

The four levels of activation, as defined in the State Disaster Management Plan, are detailed tabled below.

Level of Activation	Definition
Alert	<p>A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility.</p> <p>Some action may be required, and the situation should be monitored by staff capable of assessing and preparing for the potential threat.</p>

Lean forward	<p>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.</p> <p>Disaster coordination centres are on stand-by; prepared but not activated.</p>
Stand up	<p>The operational state following 'Lean Forward' whereby resources are mobilised, personnel are activated, and operational activities commenced.</p> <p>Disaster coordination centres are activated.</p>
Stand down	<p>Transition from responding to an event back to normal core business and/or recovery operations.</p> <p>There is no longer a requirement to respond to the event and the threat is no longer present.</p>

District Disaster Coordination Centre (DDCC)

The Bundaberg DDCC has two locations listed below, event dependant the DDC will determine which location is to be used for the establishment of the DDCC.

District Disaster Coordination Centre location 1 is located at:

**Bundaberg Regional Council Office
190 Bourbong Street, Bundaberg**

Contact details are contained in the District Disaster Coordination Centre Instructions. (Operational Plan 1)

District Disaster Coordination Centre location 2 is located at:

**Bundaberg Police Station
256 Bourbong Street, Bundaberg**

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

Alternate District Disaster Coordination Centre locations may be identified, as determined by the District Disaster Coordinator.

The exact location of the District Disaster Coordination Centre will be determined by the District Disaster Coordinator in consultation with the Local Disaster Coordinators and appropriate members of the Bundaberg DDMG. District Disaster Coordination Centre staff and Bundaberg DDMG members will be advised of the location when the Bundaberg DDMG moves to Lean Forward status.

Satellite Location – Liaison Officer

Where deemed necessary by the DDC, a DDCC liaison officer is to be embedded in local DCCs or Combatant Authority Command Posts within the Disaster District (e.g. Gayndah Disaster Coordination Centre – Gayndah Airport for NBRC LDCC or QFES ICC for fire related events).

The specific location and staffing model (more than 1 officer maybe required) for liaison officer/s is to be at the direction of the DDC and in consultation with the Deputy DDC, XO and relevant LDC or combatant authority. Where possible, and if approved, staff required to operate in these positions should be pre-deployed to its location prior to any event impacting an area in order to ensure safe and ready access via open transport routes, as well as providing sufficient time and capacity to gain suitable situational awareness. Approval for pre-deployment is to be obtained from the Bundaberg Patrol Group Inspector.

The purpose of a 'Liaison Officer' is to:

- provide the relevant LDCC / LDMG / Combatant Authority with timely support, assistance and guidance in response to disaster/s in accordance with the DDC's operational objectives; and
- provide a direct link to the Bundaberg DDCC and report regularly to ensure the DDCC maintains situational awareness.

The LDCC / LDMG / Combatant Authority shall operate independently, but in consultation with the 'Liaison Officer'. The Liaison Officer is to adhere to the disaster management arrangements by reporting to the DDCC / DDMG on its operations, unless directed otherwise by the DDC or SDCC.

Any location to be utilised, shall where practicable, be located within close proximity to a LDCC / Combatant Authority Command Centre and should be sufficiently resourced for its purpose. It must also provide adequate shelter, power, communications, and amenities. Contact details for any liaison officer shall be provided to the DDMG and SDMG at the earliest practicable opportunity.

Staffing of the District Disaster Coordination Centre

The **Centre structure** will consist of:

- District Disaster Coordinator;
- Deputy District Disaster Coordinator;
- Executive Officer, Bundaberg DDMG;
- Operations Officer;
- Planning Officer;
- Intelligence Officer; and
- Administration and Logistics

The **Support Team** will include:

- Telephonists;
- Registry Officer;
- Agency Liaison Officers will attend the District Disaster Coordination Centre as required (e.g., QFES, QAS, DTMR, QH);
- Overall management of the district disaster response is the responsibility of the District Disaster Coordinator;
- Management of the District Disaster Coordination Centre is the responsibility of the appointed Executive Officer of the Bundaberg DDMG;

- The minimum staffing level required to operate the Centre is at the discretion of the District Disaster Coordinator. In general, there will be two teams working opposing shifts who will staff the Centre; and
- District Disaster Coordination Centre staff will be drawn from the Bundaberg Police Patrol Group and personnel from various participating Government and non-Government Departments / Agencies.

In the event that 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 Wide Bay Burnett Police District, requests for additional QPS staff will be managed internally in conjunction with the stand-up of a State Police Operations Centre (SPOC).

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

The District Disaster Coordination Centre Instruction, which outlines how the District Disaster Coordination Centre will be operated, is included within the Operational Plan section of this plan. (Operational Plan 1)

Operational Reporting

The Bundaberg District Disaster Coordination Centre will maintain operational information on the Queensland Police Service Disaster Incident and Event Management System (DIEMS). Once the District Disaster Coordination Centre receives all local and agency Situation Reports (SITREPs), it is the responsibility of the Executive Officer of the Bundaberg DDMG to maintain the SITREP update board (13) on DIEMS, so that the State Disaster Coordination Group 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.

The District Disaster Coordination Centre shall advise the State Disaster Coordination Centre (SDCC) Watch Desk once the Bundaberg DDMG is activated.

Once activated, the Bundaberg DDMG will provide real time situational reporting on the event and disaster management operations of local and district groups via the SITREP update board.

Disaster Declaration

Where the District Disaster Coordinator considers it is necessary for a disaster declaration within the Bundaberg Disaster District, the District Disaster Coordinator 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 District Disaster Coordinator will also discuss the outcome of any consultation with members of the Bundaberg 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 Fire 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 DM Act and report the decision subsequently to the Bundaberg DDMG and the Local Disaster Management Group/s.

Response Function Lead Agencies

A detailed itemisation of the disaster response functions, and associated lead agencies, is outlined within the SDMP. The Bundaberg DDMG adopts the itemisation of these functions at the district level.

[State Disaster Management Plan](#)

District Level Functional Plans

To support agency level response functions and responsibilities at a district level, some functional lead agencies have developed functional plans. Functional plans include:

Disaster Operations Functional Plan Register

Functional Group	Responsible person/Lead agency	Key Accountabilities
<p>Human and Social Community Recovery</p> <p>(Bundaberg DDMP - Functional Plan 3)</p>	<p>Communities - Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts</p>	<p>As detailed in the Bundaberg Disaster District Human Social Recovery Plan, arrangements for the coordination of community recovery services including:</p> <ul style="list-style-type: none"> • <i>community support and the restoration of community support services and networks;</i> • <i>supporting individuals and households</i> • <i>social impact and needs assessment and monitoring;</i> • <i>personal support and information;</i> • <i>physical health and emotional support;</i> • <i>psychological, spiritual, cultural and social wellbeing support;</i> • <i>public safety and education support</i> • <i>activities that ensure affected communities and interest groups are involved in the decision-making process;</i> • <i>temporary accommodation;</i> • <i>financial assistance to meet immediate individual needs and uninsured household loss and damage.</i>
<p>Housing</p> <p>(Bundaberg DDMP - Functional Plan 4)</p>	<p>Housing - Department of Housing</p>	<p>As detailed in the Regional Disaster Management Plan – Wide-Bay Burnett, Housing will coordinate the acquisition and/or provision of services in support of counter disaster operations including:</p> <ul style="list-style-type: none"> • <i>maintenance of contact registers for:</i> <ul style="list-style-type: none"> - <i>professional service providers, e.g. engineers (geotechnical, structural, civil, etc.), heritage architects, other professional officers and consultants;</i> - <i>specialist building contractors, service providers, and suppliers;</i> - <i>building services and trade personnel to support regionally-based disaster response or recovery operations;</i> - <i>coordination of structural assistance grant (SAG) assessments (excluding caravans and vessels) on behalf of the Department of Communities, Housing and Digital Economy;</i>

Functional Group	Responsible person/Lead agency	Key Accountabilities
		<ul style="list-style-type: none"> • <i>coordination of the assessment of temporary housing needs post impact;</i> • <i>provision of temporary accommodation advice and services for impacted members of a community and/or response/recovery teams;</i> • <i>maintenance of caches of temporary accommodation units in two separate holding locations (North Queensland and Southwest Queensland);</i> • <i>coordination of temporary office accommodation for use by state government agencies and departments as forward command posts, recovery centres, local disease control centres, storage facilities and ablution facilities, including connection of building services;</i> • <i>coordination of temporary leased accommodation for state government agencies and departments;</i> • <i>coordination of technical advice on the structural suitability of buildings for use as community evacuation centres or places of refuge;</i> • <i>coordination of vehicles to support response and recovery activities, if available;</i> • <i>other building and engineering services tasks requested by a District Disaster Coordinator or the State Disaster Coordination Centre within the scope of the building and engineering services function.</i>
Maritime (Bundaberg DDMP – Functional 5)	Department of Transport and Main Roads - MSQ	As detailed in the Extreme Weather Event Contingency Plan, the overall objective of the plan is to provide for the safety of vessels and their operations during extreme weather events.

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 agencies, that the Bundaberg DDMG needs to consider as supporting references to complementing this plan.

Hazard	Primary Agency	State and National Plans
Animal and Plant Disease	Department of Agriculture and Fisheries	Australian Veterinary Emergency Plan (AUSVETPLAN) Australian Aquatic Veterinary Emergency Plan (AQUAVETPLAN) Australian Emergency Plant Pest Response Plan (PLANTPLAN) Biosecurity Emergency Operations Manual (BEOM)
Biological (human related)	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Bushfire	Queensland Fire and Emergency Services	Wildfire Mitigation and Readiness Plans (Regional)
Chemical	Queensland Fire and Emergency Services	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Heat Wave	Queensland Health	Heatwave Response Plan
Pandemic	Queensland Health	Queensland Pandemic Influenza Plan National Action Plan for Human Influenza Pandemic Queensland Whole-of-Government Pandemic Plan
Ship-Sourced Pollution	Transport and Main Roads	Queensland Coastal Contingency Action Plan National Plan for Maritime Environmental Emergencies
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

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 Prevention, Preparedness, Response and Recovery (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.

Request for Assistance

The Bundaberg DDMG 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.

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

Requests for Assistance may be received by email, in person, within Guardian or through DIEMS.

Upon receipt of a Request for Assistance, it will be prioritised accordingly by the District Disaster Coordinator, Deputy Chair or Executive Officer in consideration of Requests for Assistance received from other impacted Local Disaster Management Groups. The Bundaberg DDMG shall make all reasonable endeavours to locate the required resource or service from within the disaster district.

Resources and services acquired by the Bundaberg DDMG and appropriated to a Local Disaster Management Group may be recalled and reallocated at the discretion of the District Disaster Coordinator.

In the event the required resource or service is not available elsewhere in the disaster district, the Bundaberg DDMG shall forward a request, in the required form, to the State Disaster Coordination Centre for consideration.

In acquiring resources, the Bundaberg 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 of the Bundaberg DDMG shall ensure that accurate records are maintained in respect to requests for assistance, resource acquisition and allocation, and financial expenditures.

Request for Air Support

The Bundaberg DDMG as an entity does not possess any Aviation resources. All resources within the disaster district are owned and managed by government departments, corporate entities, or private business operators. Where a resource or service, which is required to conduct disaster response activities, is not available within the jurisdiction of the Local Disaster Management Group, the Local Disaster Management Group may request assistance from the Bundaberg DDMG to provide such resources.

The Bundaberg DDMG may make the request for assistance for air support to the State Disaster Coordination Centre for consideration. Any aviation assets deployed to Bundaberg Disaster District for local control and tasking should be done in

accordance with the Bundaberg DDMG – Air Service Coordination Plan (Operational Plan 2).

Request for Australian Defence Force (ADF) Assistance

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 SDC and upon approval are forwarded to EMA via the Crisis Coordination Centre 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 six categories of DACC with the following three 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 to be 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 the nature and scope of the 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 the nature and scope of recovery effort and available resources. The COMDISPLAN must be activated for DACC 3 to apply.

Request for Supplies and Equipment

The Bundaberg DDMG as an entity does not possess any resource reserves. All resources within the disaster district are owned and managed by the Bundaberg Regional Council, North Burnett 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. Copies of local disaster management plans are available on the respective council websites 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 Local Disaster Management Group, the Local Disaster Management Group may request assistance from the Bundaberg 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, triggering the need to resupply provisions to that area.

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

Efforts should be made in the first instance to provide the requested resupply of provisions from within the capability and capacity of the Bundaberg DDMG. Where a District Disaster Coordinator organises a resupply operation from within district resources, they should ensure that suitable measures have been activated under State Disaster Relief Arrangements (SDRA) or Disaster Recovery Funding Arrangements (DRFA) 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 District Disaster Coordinator receives a Request for Assistance for resupply operations which is outside of the capability or capacity of the Bundaberg DDMG, the Request for Assistance is to be forwarded to the State Disaster Coordination Centre.

The Queensland Resupply Manual outlines in detail the governance and operational process relating to the resupply of essential goods to communities within Queensland and is located at:

[Queensland Resupply Manual](#)

Emergency Supply

During a disaster related event, particularly 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.

Emergency supply is the acquisition and management of emergency supplies and services in support of disaster operations. It is best delivered by a logistics cell or capability at either the Local, District or State Disaster Coordination Centre, depending on the specific situation.

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 Recovery Funding Guidelines to be considered for reimbursement. Guidelines for these arrangements are located at the Queensland Reconstruction Authority website:

[Queensland Disaster Relief and Recovery Guidelines](#)

The Bundaberg DDMG should predetermine event-related financial management arrangements to ensure costs are appropriately endorsed and captured from the onset of operations. The District Disaster Coordinator, in consultation with the Bundaberg DDMG Executive Team, is responsible for establishing and maintaining financial management procedures for the District Disaster Coordination Centre.

Each support agency is responsible for providing its own financial services and support to response operations relevant to that agency.

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

Operational Plans

The Bundaberg DDMG has developed a number of operational / functional plans for use during response and recovery phases undertaken prior to, during, and after disaster events. These operational / functional 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 Executive Officer of the Bundaberg DDMG to ensure these plans are reviewed annually in consultation with the Chair of the Bundaberg DDMG and member agencies. These plans include:

- District Disaster Coordination Centre General Instructions (Operational Plan 1);
- Air Services Coordination General Instructions (Operational Plan 2);
- Human Social Recovery Sub-plan (Available upon request to Communities-Functional Plan 3);
- Regional Disaster Management Plan – Wide-Bay Burnett (Available upon request to the Department of Housing – Functional Plan 4); and
- Extreme Weather Event Contingency Plan Gladstone Region (incorporating Mary River, Hervey Bay, Tin Can Bay, Bundaberg, Gladstone, Port Alma, Fitzroy River and Rosslyn Bay) – Functional Plan 5.

Recovery Strategy

The Bundaberg District Recovery Strategy may be activated upon direction from the District Disaster Coordinator or the Queensland Disaster Management Committee. This recovery strategy provides a framework for the coordination of recovery operations within the district and is supported by the procedures outlined in the Prevention, Preparedness, Response and Recovery Disaster Management Guideline and the Queensland Recovery Plan.

[Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline](#)

[Queensland Recovery Plan](#)

Disaster recovery is the coordinated process of supporting disaster-affected communities’ psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure, and economic and environmental restoration (including restoration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination). The Queensland approach is based on the nationally agreed principles for recovery from the Australian Emergency Management Handbook 2.

Triggers to Activate Recovery

It is important to recognise that individuals, groups, and communities are likely to be at varying stages of recovery and that recovery arrangements must be flexible and dynamic to meet these recovery demands accordingly. For example, transition from response to recovery in large scale or geographically dispersed events may be staged, with response and recovery operations being undertaken concurrently.

The standing up of the District Recovery Group in Bundaberg may occur in response to significant disasters on the recommendation by the District Disaster Coordinator. All other times, recovery operations will be managed by the DDMG.

Transition from response operations to recovery operations

The Queensland Recovery Plan outlines that transition from response operations to recovery operations will be influenced by the nature of the disaster and therefore requires a degree of flexibility. For example, transition from response to recovery in large scale or geographically dispersed events may be staged, with response and recovery operations being undertaken concurrently.

Transition from response to recovery at the local and district level, and the need to undertake such a process, will be informed by local circumstances and determined by the Chairs of the relevant LDMGs/DDMGs. Transition will be guided by:

- situation reports (SitReps) which evidence the de-escalation of response operations;
- status of response and immediate recovery/relief operations;
- impact and needs assessments;
- response and early recovery situations that may escalate; and
- anticipated recovery issues and risks.

Functions of Recovery

The Queensland Recovery Plan outlines the functional portfolios and coordination functions for recovery. The Bundaberg DDMG adopts the itemisation of these functions at the district level as detailed below.

Function	Lead Agency	Focus
Human and Social	Department of Communities	focuses on supporting the emotional, social, physical and psychological health and wellbeing of

Function	Lead Agency	Focus
		individuals, families and communities following a disaster.
Economic	Department of State Development	focuses on rectifying the direct and indirect impacts on the economy as a result of a disaster.
Environment	Department of Environment and Science	focuses on rectifying the impacts on the natural environment as a direct result of a disaster or through a secondary impact or consequence. Impacts to the environment may include damage or loss of flora and fauna, poor air quality, reduced water quality, land degradation and contamination, as well as cultural and built heritage listed place issues.
Building	Department of Public Works	focuses on rectifying damage and disruption which inhibits the capacity of essential services and the building sector, including housing, accommodation, education and health facilities.
Roads and transport	Department of Transport and Main Roads	focuses on rectifying the effects of a disaster on transport networks, including road, rail, aviation and maritime normally result in difficulty accessing communities and disruption to critical supply chains (both in and out of the impacted area).

District Recovery Coordinator

The District Recovery Coordinator (DRC) is appointed by the DDC. This appointment is made at the time of the event if required. If a DRC is not appointed, the duties will be managed by the DDC.

Indicative duties of the DRC include:

- coordinate and chair the district recovery group, reporting to the DDMG;

- liaise with functional lead agency representatives at the local and state levels;
- liaise with the Local Disaster Management Group/s and State Functional Recovery Groups/ State Disaster Coordination Group;
- coordinate the short to medium-term recovery where local resources are exhausted to address the immediate effects of the disaster and develop longer-term measures as appropriate;
- perform the role of conduit between local and state;
- develop and implement effective strategies for district participation and partnership in the recovery process work with identified agencies and Local Recovery Group/s to develop the district event-specific recovery plan;
- ensure the district event-specific recovery plan addresses all relevant functional areas of recovery – human and social, economic, environment, building, and roads and transport;
- undertake a post-operations debrief and providing a final report to the DDMG at the conclusion of recovery operations; and
- provide or delegate the responsibility for ongoing recovery reporting on the progress of the district event-specific recovery plan.

District Recovery Group

During recovery operations, the DDMG will provide support at the local level by coordinating individual agency efforts to ensure a timely, efficient, cohesive and cost-effective approach is taken to manage recovery. This support may be provided at the local level through joint local and district meetings.

Where appropriate to the scale of the disaster the medium/long term recovery phase may include the establishment of a District Recovery Group (DRG) with specific membership appointed as appropriate to the type of event and functions of recovery. Where a DRG is established, the recovery coordination is handed over to the Recovery Coordinator who will be the DDC or a person appointed by the DDC. All other times, recovery operations will be managed by the DDMG. If the Group is stood up, the chair of the DRG is the DRC. When required, the DDMG / DRC will coordinate:

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

The role of the DRG is as follows. If the DRG is not stood up, these activities will be undertaken as required by the DDMG:

- identify members for the DRG and sub-groups as required;
- ensure recovery planning and operations are included in overall disaster management activities at the district level;
- support the recovery needs of the local level, including deploying resources to support local activities;
- identify district impact assessment and recovery needs;
- maintain arrangements at district level to achieve their functional responsibilities for recovery;

- facilitates communication and information sharing, including Situation Reporting, within the District and between local and state FRGs during recovery operations;
- promote council-to-council arrangements where possible to facilitate recovery operations;
- investigate opportunities for local government collaboration and to build resilience and recovery resource capacity;
- facilitates 'regional' leadership discussions to support the State Recovery Coordinator; and
- establish a district event-specific recovery plan, if required.

Membership of the DRG can include representatives from local government, state agencies, community groups and business.

During recovery operations, the DDMG may be required to facilitate communication and information sharing within the district, and to State Functional Recovery Groups (FRGs), through their FRG lead agency members.

It is recognised that with large disasters, a State Recovery Coordinator (SRC) may be appointed by the chairperson of the QDMC to coordinate recovery operations. The DRG may be used to facilitate 'regional' leadership discussions in conjunction with regional organisations to support the SRC where required.

Operational and Action Plans

When convened for disaster recovery operations, the Bundaberg DDMG or if stood up, the DRG will develop an Operational Plan as required 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 functional recovery area will also be developed. The Action Plans will list the tasks to be performed by the DDMG, agencies/individuals responsible for the tasks and will be developed to support a local government event-specific local recovery plan, if developed.

As Local Recovery Groups (LRG) have a lead role in the disaster recovery process, any DDMG / DRG's operational or action plans will be developed to support an LRG event-specific local recovery plan. The DDMG / DRG will operate closely with any LRG to assist in the recovery process.

Copies of amended action plans should then be submitted to the DDMG. Copies of plans should be included in relevant agency and committee event files.

Considerations for Recovery Operational and Action Plans

When developing Operational and Action Plans, lead functional recovery group agencies and the DDMG / DRG should consider the following:

- terms of Reference;
- issues identified from information gathered by impact assessments;
- arrangements outlined in existing functional plans;
- how to allocate actions and responsibilities across the five recovery functions to inform the development of action plans;
- arrangements for overall coordination of recovery operations;

- how to develop strategies for recovery with the affected community which detail the vision, goals and project outcomes of the recovery strategy;
- identifying the main short, medium and long-term priorities;
- developing project timeframes, costs, funding priorities and funding strategies;
- advertising and disseminating public information about the action plans;
- determining appropriate community engagement and communication strategies;
- transitional and exit strategies; and
- strategies for conducting a debrief and evaluation of recovery operations.

Bundaberg District Human and Social Recovery Committee

The Bundaberg District currently has a standing Committee for its Human and Social Recovery functional responsibilities. The Bundaberg District Human and Social Recovery Committee, chaired by the Department of Communities, meets two to three times a year. At least one meeting a year is held in conjunction with the Local Recovery Committee meetings. Representatives from the Committee will:

- attend local subgroup meetings as required;
- facilitate and participate in local and district community's human and social recovery and Disaster Management exercises as required; and
- update the committee's contact list at every meeting and as required.

The Bundaberg District Human and Social Recovery Plan is attached as Functional Plan 3 to this plan.

Housing (DCHDE) will provide representation on the Bundaberg District Human and Social Recovery Committee as detailed in their Regional Disaster Management Plan Wide Bay Burnett Region (Functional Plan 4).

Reporting

If stood up, the DRG and sub-groups are to provide regular reports, frequency determined at time of event, to the DDMG, LDMG and relevant State Functional Recovery Groups.

Review and Assurance

Review and Renew Plan

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

- April-July - review conducted;
- September - draft amendments formally submitted to Bundaberg DDMG for approval; and
- October - approved amendments (or new plans, if appropriate) are disseminated to all stakeholders.

The sub-plans of the Disaster District Functional Committees 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 Bundaberg DDMG for consideration and approval; and
- October - approved amendments (or new sub-plans if appropriate) are disseminated to all stakeholders.

The effectiveness of the District Disaster Management Plan and Sub-plans shall be reviewed and assessed.

The District Disaster Management Plan 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 Bundaberg DDMG activities.

External Assessment

The Inspector-General Emergency Management (IGEM) is responsible for providing the Premier, Queensland 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 the Inspector-General Emergency Management supports the IGEM 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 (the Standard).

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 Inspector-General Emergency Management.

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 Bundaberg 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 at:

[Emergency Management Assurance Framework](#)

Review of Local Disaster Management Arrangements

In accordance with s 23 of the DM Act, the Local Disaster Management Group Guidelines, Strategic Policy Framework, and Emergency Management Assurance Framework, it is a function of the Bundaberg DDMG to regularly review and assess the disaster management of local groups in the district.

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

The Executive Officer of the Bundaberg DDMG and EMC attend all meetings of the Bundaberg and North Burnett Local Disaster Management Groups. These meetings discuss the minutes, agendas, business arising, general business and member agency reports.

The main purpose of attendance at these meetings by the Executive Officer Bundaberg DDMG, 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 Executive Officer Bundaberg DDMG and EMC the opportunity to overview sub-plan development and contribute to local sub-groups and disaster management projects.

Annexure Index

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B	Bundaberg District Risk Register
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D	Bundaberg District Risk Evaluation
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G	Definitions
H	Bundaberg DDMG Annual Operation Plan

Annexure A - Bundaberg District Disaster Management Group Contact List

Members

Organisation	Position	Postal Address
Bundaberg Regional Council	Mayor Chairperson, Bundaberg LDMG	PO Box 3130 BUNDABERG Qld 4670
Bundaberg Regional Council	General Manager Community & Environment Local Disaster Coordinator, Bundaberg LDMG	PO Box 3130 BUNDABERG Qld 4670
Department of Agriculture and Fisheries	District Officer (Boating & Fisheries Patrol) Bundaberg	PO Box 1143 BUNDABERG Qld 4670
Department of Communities,	Principal Community Recovery Officer	
Department of Housing	Area Manager (Housing & Homelessness Services) Wide Bay Burnett	PO Box 1120 BUNDABERG Qld 4670
Department of Education (DoE)	Regional Facilities Manager North Coast Region	PO Box 142 MARYBOROUGH Qld 4650
Department of Energy and Public Works (QBuild)	Regional Director (QBuild) Wide Bay Burnett	PO Box 299 MARYBOROUGH Qld 4650

OFFICIAL

Organisation	Position	Postal Address
Department of Environment & Science (DES)	Principal Environmental Officer, Wide Bay / Burnett, Environmental Services & Regulation	PO Box 145 Maryborough Q 4650
Department of Transport and Main Roads (DTMR)	Manager (Project Planning and Corridor Management), Wide Bay Burnett Region	Locked Bag 486 BUNDABERG Qld 4670
Maritime Safety Queensland	Assistant Regional Harbour Master Gladstone	PO Box 123 GLADSTONE Qld 4680
Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)	Regional Director (Regional Services), Wide Bay Burnett	PO Box 979 BUNDABERG Qld 4670
North Burnett Regional Council	Mayor Chairperson, North Burnett LDMG	PO Box 390 GAYNDAH Qld 4625
North Burnett Regional Council	Chief Executive Officer Local Disaster Coordinator, North Burnett LDMG	PO Box 390 GAYNDAH Qld 4625
Queensland Ambulance Service	Director Wide Bay District	PO Box 108 BUNDABERG Qld 4670
Queensland Fire and Emergency Services	Area Commander, Fire and Rescue Service, Bundaberg	57 Wyllie Street, Thabeban Qld 4670

Organisation	Position	Postal Address
Queensland Police Service	Patrol Group Inspector (Bundaberg) Chairperson (DDMG)	PO Box 1214 BUNDABERG Qld 4670
Queensland Police Service	Disaster Management Support Officer (Bundaberg) Executive Officer (DDMG)	PO Box 1214 BUNDABERG Qld 4670
Wide Bay Hospital and Health Service, Department of Health	Chief Executive Wide Bay Hospital and Health Service	PO Box 34 BUNDABERG Qld 4670
Wide Bay Hospital and Health Service, Department of Health	Manager, Wide Bay Public Health Unit	PO Box 185 BUNDABERG Qld 4670

Advisors

Organisation	Position	Postal Address
Australian Broadcasting Corporation (ABC)	Regional Content Manager ABC Wide Bay	PO Box 1152 BUNDABERG Qld 4670
Australian Defence Force	Manager Joint Operations Support Staff	Building F60 Level 1, Gallipoli Barracks ENOGERRA Qld 4051

Organisation	Position	Postal Address
Department of Child Safety, Seniors and Disability Services (DCSSDS)	Regional Director Child and Family Central Queensland Region	Level 1 Claude Wharton Building 46 Quay Street, Bundaberg Qld 4670
Department of Regional Development, Manufacturing and Water (DRDMW)	Manager Water Planning, Water Resource Management	PO Box 1167 Bundaberg Qld 4670
Department of Premier and Cabinet (DPC)	Principal Stakeholder Relationship Officer Office of Rural and Regional Queensland	
Ergon Energy	Area Operations Manager Wide Bay North	Locked Bag 887 BUNDABERG DC, Qld 4670
Queensland Building and Construction Commission (QBCC)	Area Manager	
Queensland Rail (QR)	Asset Maintenance Coordinator	
Queensland Reconstruction Authority (QRA)	Regional Liaison Officer	PO Box 15428 City East Q 4002
SunWater	Area Operations Manager Central Region	PO Box 3247 BUNDABERG Qld 4670
Telstra	Team Manager Bundaberg	PO Box 2015 BUNDABERG Qld 4670

Annexure B - Bundaberg District Risk Register

Risk Identification (District level risks only)					
Risk No.	Risk Statement	Source	Impact Category	Prevention/Preparedness Controls	Recovery/Response Controls
1.	There is the potential that a severe tropical cyclone (Category 3+) will cause damage in the coastal and in-land areas of the community, which in turn will cause impact on inhabitants, environment, agriculture, economy, significant infrastructure and service delivery.	Cyclone Cat. 3+ (includes severe east coast low)	Infrastructure People Environment Economy Social Setting Agricultural	Levee Banks Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES DTMR Housing Business Continuity Plans Communities Emergency Shelters Volunteer Organisations Medical Services / Public Health Evacuation Arrangements DAF DES Emergency Services Economic Services
2.	There is the potential that a storm surge resulting from a severe tropical cyclone (Category 3+) will cause damage in the coastal areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure and service delivery.	Storm Surge	Infrastructure People Environment Economy Social Setting Agricultural	Levee Banks Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning Storm Tide Evac Maps Flood Maps	Local DM Plans Local Council SES DTMR Housing Business Continuity Plans Communities Emergency Shelters Volunteer Organisations Medical Services / Public Health Evacuation Arrangements DAF DES Emergency Services
3.	There is the potential that a major flood will cause damage in the coastal and in-land areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure and service delivery.	Flooding (‘major’ as per BoM standards)	Infrastructure People Environment Social Setting Economy Agricultural	Levee Banks Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES DTMR Housing Business Continuity Plans Communities Emergency Shelters

Risk Identification (District level risks only)					
Risk No.	Risk Statement	Source	Impact Category	Prevention/Preparedness Controls	Recovery/Response Controls
				Communication Redundancies Transport Planning Interactive Flood Mapping	Volunteer Organisations Medical Services / Public Health Evacuation Arrangements DAF DES Emergency Services ADF
4	There is the potential that a major transport incident will cause damage to the coastal and in-land areas, which in turn will impact on inhabitants, environment, significant infrastructure and service delivery.	Major Transport Incident	Infrastructure People Environment Social Setting Economy Agricultural	Environmental Planning Incident Response Planning Exercising Regulations (Transport related) Urban Planning	Emergency Services Medical Services / Public Health Local Council SES Evacuation Arrangements DES DTMR
5	There is the potential for a pandemic human disease to cause significant impact on inhabitants, and service delivery.	Emergency Diseases / Pandemic - HUMAN	People Economy Social Setting Public Admin (Short term)	Health Planning Public Education BCPs Exercising DM Plans Quarantine Planning Border Control	Health DM Plans Public Health / Medical Services DAF (state) BCPs AQIS (Commonwealth) SES
6	There is the potential that a severe earthquake will cause significant infrastructure damage to areas of the community and impact the inhabitants, environment, key infrastructure and service delivery.	Earthquake (involving significant infrastructure damage)	Infrastructure People Social Setting Economy Agricultural	Building Regulations Urban Planning Exercising DM plans Public Education Environmental Planning	Local DM Plans Local Council SES Emergency Services DTMR Housing Business Continuity Plans Communities Emergency Shelters Volunteer Organisations Medical Services / Public Health Evacuation Arrangements DAF DES

Annexure C - Bundaberg District Risk Analysis

Risk Analysis								
Risk No.	Level of Existing PP Controls		Level of Existing RR Controls		Consequence	Likelihood	Risk	Confidence Level
1. Cyclone (3+)	Levee Banks	-	Local DM Plans	2	Major	Likely	High	Moderate
	Building Regulations	2	Local Council	2				
	Drainage Maintenance	2	DTMR	3				
	Urban Planning	2	Housing	2				
	Exercising DM plans	2	Business Continuity Plans	2				
	Public Education	2	Communities	2				
	Early Warning System	3	Emergency Shelters	2				
	Environmental Planning	2	Volunteer Organisations	2				
			Medical Services / Public Health	3				
			Evacuation Arrangements	2				
			DAF	2				
			DES	2				
			Emergency Services	2				
		Economic Services	2					
2. Storm Surge	Levee Banks	-	Local DM Plans	2	Major	Likely	High	Moderate
	Building Regulations	2	Local Council	2				
	Drainage Maintenance	2	SES	3				
	Urban Planning	2	DTMR	2				
	Exercising DM plans	2	Housing	2				
	Public Education	3	Business Continuity Plans	2				
	Early Warning System	3	Communities	2				
	Environmental Planning	2	Emergency Shelters	2				
	Interactive Flood Maps	2	Volunteer Organisations	2				
			Medical Services / Public Health	3				
			Evacuation Arrangements	2				
			DAF	2				
			DES	2				
3. Major Flood	Levee Banks	-	Local DM Plans	2	Moderate	Likely	High	High
	Building Regulations	2	Local Council	2				
	Drainage Maintenance	2	SES	3				
	Urban Planning	3	DTMR	2				
	Exercising DM plans	2	Housing	2				
	Public Education	2	Business Continuity Plans	2				
	Early Warning System	2	Communities	2				

Risk Analysis							
Risk No.	Level of Existing PP Controls	Level of Existing RR Controls	Consequence	Likelihood	Risk	Confidence Level	
	Environmental Planning Communication Redundancies Transport Planning Interactive Flood Maps	3 2 2 2 2	Emergency Shelters Volunteer Organisations Medical Services / Public Health Evacuation Arrangements DAF DES Emergency Services ADF	3 3 2 2 2 2 2 3			
4. Major Transport Incident	Environmental Planning Incident Response Planning Exercising Regulations (Transport related) Urban Planning	2 3 2 3 2	Emergency Services Medical Services / Public Health Local Council SES Evacuation Arrangements DES	2 2 2 2 2 2	Moderate	Likely	High Moderate
5. Emergency Diseases / Pandemic - HUMAN	Health Planning Public Education BCPs Exercising of Plans Quarantine Planning Border Control	2 2 2 2 2 2	Quarantine Medical Services / Public Health BCPs DAF (State) AQIS (Commonwealth)	2 3 2 3 3	Major	Possible	High Moderate
6. Earthquake (involving significant infrastructur e damage)	Building Regulations Urban Planning Exercising DM plans Public Education Environmental Planning	2 2 2 2 2	Local DM Plans Local Council SES DTMR Housing Business Continuity Plans Communities Emergency Shelters Volunteer Organisations Medical Services / Public Health Evacuation Arrangements DAF DES	2 2 2 2 2 2 2 2 2 3 2 2 2	Major	Possible	High (at the lower end of the scale)

Annexure D - Bundaberg District Risk Evaluation

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
1. Cyclone (3+)	Intolerable	<ul style="list-style-type: none"> • Develop local evacuation sub plans • Identify special needs groups • Identify places of refuge • Consider evacuation timelines • Trigger Points • Emergency Alert • Review and test plans • Identify evacuation routes • Review Local & District DM Plans • Building regulations • Develop support networks • Activate LDCC & DDCC • Volunteer organisations • SES • Red Cross • Medical Services • QFES • RDA • ADF (DACC Request) • Insurance Councils Australia • Levee banks • Drainage maintenance • Environmental Planning • Building regulations • Urban Planning • Re-supply plans • Encourage retailers to stockpile extra non-perishable goods and essential stock • BCPs • Public Education • Develop community awareness • Establish media plan 	Major	Likely	High	Treatment required, with further analysis

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
		<ul style="list-style-type: none"> • Use of social media • Establish hotlines • Engage communities to promote awareness and identification of persons with special needs • DRFA/SDRA • Identify Recovery Centres • Develop Outreach Programs • Re-supply to isolated communities • Training / Exercising • Seasonal preparedness • Identify at risk utilities and develop BCP strategies • Identify at risk utilities and liaise with operators • Communication Plan 				
2. Storm Surge	Tolerable subject to ALARP	<ul style="list-style-type: none"> • National Storm Tide Mapping Model • BRC storm tide models and associated evacuation zones • Drainage maintenance • Develop community awareness • Building regulations • Audit BCPs • Develop local evacuation sub plans • Identify special needs groups • Identify evacuation centres • Identify places of refuge • Developed evacuation timelines • Trigger Points • Emergency Alerts Review and test plans • Identify evacuation routes • Establish support networks 	Major	Likely	High	Treatment required, with further analysis

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
		<ul style="list-style-type: none"> • Liaison with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact • Building regulations • Urban planning • Environmental planning • Re-supply plans • Encourage retailers to stockpile extra non-perishable goods and essential stock • BCPs • Develop community awareness • Establish media plan • Levee Banks • Use of social media • Establish hotlines • Engage communities to promote awareness and identification of persons with special needs. • DRFA/SDRA • Identify Recovery Centres • Develop Outreach Programs • Re-supply to isolated communities • Training • Seasonal preparedness • Identify at risk utilities and develop BCP strategies • Identify at risk utilities and liaise with operators • Communication Plan 				

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
3. Major Flood	Tolerable subject to ALARP	<ul style="list-style-type: none"> • BRC advanced flood mapping • Levee Banks • Drainage maintenance • Develop community awareness • Building regulations • Audit BCPs • Develop local evacuation sub-plans • Identify special needs groups • Identify evacuation centres • Identify places of refuge • Consider evacuation timelines • Trigger Points • Emergency Alert • Review and test plans • Establish support networks Liaise with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact • Re-supply Plans • Stockpile extra non-perishable goods and materials • Training • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • Engage communities to promote awareness and identification of persons with special needs. • DRFA/SDRA • Identify Recovery Centres • Develop Outreach Programs • Re-supply to isolated communities 	Moderate	Likely	High	Treatment required, no further analysis

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
		<ul style="list-style-type: none"> • Identify at risk utilities and develop BCP strategies • Identify at risk utilities and liaise with operators • Communication Plan 				
<p>4. Major Transport Incident</p>	<p>Tolerable subject to ALARP</p>	<ul style="list-style-type: none"> • Develop community awareness • Hazard reduction plans • Media Plan • Evacuation Strategy • Develop local evacuation sub-plans • Identify special needs groups • Identify evacuation centres • Identify places of refuge • Consider evacuation timelines • Trigger Points • Emergency Alert • Review and test plans • Identify evacuation routes • Establish support networks • Organisational emergency safety procedures • Safety guidelines • Qld Coastal Contingency Action Plan • Liaison with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact • Transport regulations • BCPs • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • DRFA/SDRA 	<p>Moderate</p>	<p>Likely</p>	<p>High</p>	<p>Treatment required, no further analysis</p>

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
		<ul style="list-style-type: none"> Identify Recovery Centres Develop Outreach Programs Joint Emergency Services Training 				
5. Emergency Diseases / Pandemic - HUMAN	Tolerable subject to ALARP	<ul style="list-style-type: none"> Q-Health specific plans Organisational incident management plans Develop community awareness/resilience Media plan Evacuation arrangements Development of local evacuation sub plans Identify special needs groups Identify Evacuation Centres Identify places of refuge/ temporary medical facilities Consider evacuation timelines Trigger points Emergency Alert Test & review plans Identify evacuation routes Establish support networks Organisational emergency safety procedures Safety Guidelines Organisational emergency safety procedures BCPs Develop community awareness Establish media plan Use of social media Establish hotlines DRFA/SDRA Identify Recovery Centres 	Major	Possible	High	Treatment required, no further analysis

Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
		<ul style="list-style-type: none"> • Develop Outreach Programs • Training • Communication Plan • Organisational emergency safety procedures • Safety Guidelines 				
<p>6. Earthquake (involving significant infrastructure damage)</p>	<p>Tolerable subject to ALARP</p>	<ul style="list-style-type: none"> • Emergency Alert (post event) • Liaison with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact • Building regulations • Re-supply plans • Encourage retailers to stockpile extra non-perishable goods and essential stock • BCPs • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • Engage communities to promote awareness and identification of persons with special needs. • DRFA/SDRA • Identify Recovery Centres • Develop Outreach Programs • Re-supply to isolated communities • Training • Identify at risk utilities and develop BCP strategies • Identify at risk utilities and liaise with operators • Communication Plan 	<p>Major</p>	<p>Possible</p>	<p>High</p>	<p>Treatment required, no further analysis</p>

Annexure E - Bundaberg District Risk Treatment Plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirement S Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
1. Cyclone (3+)	<ul style="list-style-type: none"> • Develop local evacuation sub plans • Identify special needs groups • Identify places of refuge • Consider evacuation timelines • Trigger Points • Emergency Alerts • Review and test plans • Identify evacuation routes • Review Local & District DM Plans • Building regulations • Develop support networks • Activate LDCC & DDCC • Volunteer organisations • SES • Red Cross • Medical Services • QFES RDA • ADF (DACC Request) • Insurance Councils Australia 	High	<ul style="list-style-type: none"> • All agencies 	<ul style="list-style-type: none"> • LDMP • DDMP • Implementation of Evacuation sub-plan • Establish Evacuation Centres • Activate BCPs • Identify at risk persons prior to event • Implement Evacuation Sub Plan • Establish places of refuge • Establish support networks • Volunteer Organisations • SES • Red Cross • Local Govt • QPS • QAS • QFES RDA • Qld Health • ADF (DACC) 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • Reflected in DM Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Levee banks - targeted • Drainage maintenance • Environmental Planning 		<ul style="list-style-type: none"> • DES • Local Govt • Private Sector • State Govt agencies • NGOs 	<ul style="list-style-type: none"> • Storm surge/flood impact studies 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • DES plans and guidelines • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Building regulations • Urban Planning • Re-supply plans • Encourage retailers to stockpile extra non-perishable goods and essential stock 		<ul style="list-style-type: none"> • Private sector • Local Govt • DSDILGP 	<ul style="list-style-type: none"> • Business to business decision making processes 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • DSDILGP plans and guidelines • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • BCPs • Each agency to develop plans to address own processes and preparatory actions to take 		<ul style="list-style-type: none"> • All agencies 	<ul style="list-style-type: none"> • Business Continuity • Exercising / Training 	Labour Acceptable (not prohibitive)	Ongoing	<ul style="list-style-type: none"> • All agencies BCPs • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
					Included in normal work schedules		of performance of coordination centres
	<ul style="list-style-type: none"> • Public Education • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • Engage communities to promote awareness and identification of persons with special needs. • DRFA/SDRA • Identify Recovery Centres • Develop Outreach Programs • Re-Supply to isolated communities 		<ul style="list-style-type: none"> • Local Govt • Communities • Human Services • QPS • Volunteer organisation 	<ul style="list-style-type: none"> • Resupply to isolated communities • DRFA/SDRA 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • Bundaberg District Human Social Recovery Plan • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Training / Exercising • Seasonal preparedness • Identify at risk utilities and develop BCP strategies • Identify at risk utilities and liaise with operators • Communication Plan 		<ul style="list-style-type: none"> • NGOs • Telstra • Optus • Ergon • Local Govt • All State Govt Agencies • ADF 	<ul style="list-style-type: none"> • BCPs • Transport Infrastructure (road, rail, air, sea) • ADF assistance (DACC) • Communication redundancy plans 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • NGOs and LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
<p>2.</p> <p>Storm Surge</p>	<ul style="list-style-type: none"> • National Storm Tide Mapping Model • Storm Tide Modelling and associated evacuation zones • Community Ed. • Drainage maintenance • Levee Banks (targeted) • Develop community awareness • Building regulations • Audit BCPs • Evacuation sub-plans • Identify special needs groups • Identify evacuation centres • Identify places of refuge • Consider evacuation timelines • Trigger Points • Emergency Alert • Review and test plans • Identify evacuation routes • Establish support networks 	<p>High</p>	<ul style="list-style-type: none"> • QFES SWR • SES Flood boats • SES • Red Cross • Local Govt • QPS • QAS • Q Health • QFES RDA • DVI 	<ul style="list-style-type: none"> • LDMP • DDMP • Implementation of Evacuation sub-plan • Establish Evacuation Centres • BCPs • Identify at risk persons prior to event 	<p>Labour</p> <p>Acceptable (not prohibitive)</p> <p>Included into normal work schedules</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Liaison with DES in relation to environmental consequences • Drainage maintenance • Identify environmental hazards which may exacerbate impact 		<ul style="list-style-type: none"> • DES • Local Govt • Private sector • All Govt agencies • NGOs 	<ul style="list-style-type: none"> • Programmed mitigation works 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • DES, LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Building regulations • Urban planning • Environmental planning • Re-supply plans • Encourage retailers to stockpile extra non-perishable goods and essential stock 		<ul style="list-style-type: none"> • Private sector • Local Govt • DSDILGP • DES 	<ul style="list-style-type: none"> • Business to business decision making processes 	Labour Acceptable (not prohibitive) Included into normal work schedules		<ul style="list-style-type: none"> • DSDILGP plans and guidelines • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • BCPs • Each agency to develop plans to address own processes and preparatory actions to take 		<ul style="list-style-type: none"> • All agencies 	<ul style="list-style-type: none"> • Business Continuity 	Labour Acceptable (not prohibitive) Included into normal work schedules		<ul style="list-style-type: none"> • All agencies BCPs • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> Develop community awareness Establish media plan Use of social media Establish hotlines Engage communities to promote awareness and identification of persons with special needs. DRFA/SDRA Identify Recovery Centres Develop Outreach Programs Re-Supply to isolated communities 		<ul style="list-style-type: none"> Communities Human Services QPS Volunteer organisation Local govt 	<ul style="list-style-type: none"> Resupply to isolated communities Insurance Council of Australia – Catastrophe Arrangements DRFA/SDRA 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> Bundaberg District Human Social Recovery Plan LDMG Plans Annual review and assessment Evaluation of exercises to test plan Evaluation of plans & processes during activation Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> Training Seasonal preparedness Identify at risk utilities and develop BCP strategies Identify at risk utilities and liaise with operators Communication Plan 		<ul style="list-style-type: none"> NGOs Telstra Optus Ergon Local Govt State Govt QBCC DTMR QFES RDA ADF 	<ul style="list-style-type: none"> BCP's Transport Infrastructure (road, rail, air, sea) ADF assistance (DACC) 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> NGO's and LDMG Plans Annual review and assessment Evaluation of exercises to test plan Evaluation of plans & processes during activation Evaluation of performance of coordination centres
3. Major Flood	<ul style="list-style-type: none"> Storm Tide Modelling and associated evacuation zones Community Ed 	High	<ul style="list-style-type: none"> QFES SWR Helo SES Flood boats 	<ul style="list-style-type: none"> LDMP DDMP 	Labour	Ongoing	<ul style="list-style-type: none"> LDMG Plans Annual review and assessment

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Levee Banks (targeted) • Drainage maintenance • Develop community awareness • Building regulations • Audit BCPs • Evacuation sub-plans • Identify special needs groups • Identify evacuation centres • Identify places of refuge • Consider evacuation timelines • Trigger Points • Emergency Alert • Review and test plans • Establish support networks 		<ul style="list-style-type: none"> • SES • Red Cross • Local Govt • QPS • QAS • Q Health • QFES RDA • DVI • ADF 	<ul style="list-style-type: none"> • Implementation of Evacuation sub-plan • Establish Evacuation Centres • BCPs • Identify at risk persons prior to event • Establish places of refuge 	<p>Acceptable (not prohibitive)</p> <p>Included in normal work schedules</p>		<ul style="list-style-type: none"> • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres • Review of BoM predictions
	<ul style="list-style-type: none"> • Liaise with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact 		<ul style="list-style-type: none"> • DES • Local Govt • Private sector • State Govt agencies • NGOs 		<p>Labour</p> <p>Acceptable (not prohibitive)</p> <p>Included in normal work schedules</p>	Ongoing	

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Re-Supply Plans • Stockpile extra non-perishable goods and materials 		<ul style="list-style-type: none"> • Private Sector • Local Govt • DSDILGP 	<ul style="list-style-type: none"> • Business to business decision making processes 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • LDMG & DSDILGP Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • BCPs • Each agency to develop plans to address own processes and preparatory actions to take • Training 		<ul style="list-style-type: none"> • All Govt agencies • Local Govt 	<ul style="list-style-type: none"> • Business Continuity • Exercising / Training 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • All agencies BCPs • Annual review / exercise and assessment of plans
	<ul style="list-style-type: none"> • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • Engage communities to promote awareness and identification of persons with special needs. • DRFA/SDRA 		<ul style="list-style-type: none"> • Communities • Human Services • QPS • Volunteer organisation • Local Govt 	<ul style="list-style-type: none"> • Resupply to isolated communities • Insurance Council of Australia • DRFA/SDRA 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • Bundaberg District Human Social Recovery Plan • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • BCPs • Identify Recovery Centres • Develop Outreach Programs • Re-Supply to isolated communities 						of performance of coordination centres
	<ul style="list-style-type: none"> • BCPs • Identify at risk utilities and develop BCP strategies • Identify at risk utilities and liaise with operators • Communication Plan 		<ul style="list-style-type: none"> • NGOs • Telstra • Optus • Ergon • Local Govt • State Govt • QBCC • DTMR • QFES • ADF 	<ul style="list-style-type: none"> • BCPs • Transport Infrastructure (road, rail, air, sea) • ADF assistance (DACC) 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • NGO's and LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
4. Major Transport Incident	<ul style="list-style-type: none"> • Develop community awareness • Hazard reduction plans • Media Plan • Evacuation Strategy • Develop local evacuation sub plans • Identify special needs groups • Identify evacuation centres • Identify places of refuge 	High	<ul style="list-style-type: none"> • QPS • QFES • QAS • QH • SES • DTMR • Qld Rail • CASA • Local Govt 	<ul style="list-style-type: none"> • LDMP • DDMP • Implementation of Evacuation sub-plan • Establish Evacuation Centres • BCPs • Transport Infrastructure (road, rail, air, sea) • Organisational Plans 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • LDMG Plans • Agency specific plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Consider evacuation timelines • Trigger Points • Emergency Alert • Review and test plans • Identify evacuation routes • Establish support networks • Organisational emergency safety procedures • Safety guidelines 			<ul style="list-style-type: none"> • QPS • QFES • QAS • QH • WH&S 			
	<ul style="list-style-type: none"> • Qld Coastal Contingency Action Plan • Liaison with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact 		<ul style="list-style-type: none"> • DES • DTMR • MSQ 	<ul style="list-style-type: none"> • BCPs • Transport Infrastructure (road, rail, air, sea) • Organisational Plans 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • DES, MSQ, LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Transport regulations 		<ul style="list-style-type: none"> • DTMR • Local Govt 	<ul style="list-style-type: none"> • Organisational Plans • Infrastructure planning 	Labour Acceptable (not prohibitive)	Ongoing	<ul style="list-style-type: none"> • DTRM, LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
					Included in normal work schedules		<ul style="list-style-type: none"> • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • BCPs • Each agency to develop plans to address own processes and preparatory actions to take 		<ul style="list-style-type: none"> • All agencies 	<ul style="list-style-type: none"> • BCPs 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • BCP, All agencies annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • DRFA/SDRA • BCPs • Identify Recovery Centres • Develop Outreach Programs 		<ul style="list-style-type: none"> • Communities • Local Govt 	<ul style="list-style-type: none"> • Communities • DSDILGP Plans • Organisational Plans 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> • Bundaberg District Human Social Recovery Plan • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> Joint Emergency Services Training 		<ul style="list-style-type: none"> NGOs Local Govt State Govt QBuild DTMR QFES QPS QAS 	<ul style="list-style-type: none"> BCPs Transport Infrastructure (road, rail, air, sea) 	Labour Acceptable (not prohibitive) Included in normal work schedules	Ongoing	<ul style="list-style-type: none"> Emergency services and LDMG plans Annual review and assessment Evaluation of exercises to test plan Evaluation of plans & processes during activation Evaluation of performance of coordination centres
5. Emergency Diseases / Pandemic - HUMAN	<ul style="list-style-type: none"> Q-Health specific plans Organisational incident management plans Develop community awareness/resilience Media plan Evacuation arrangements Development of local evacuation sub plans Identify special needs groups Identify Evacuation Centres Identify places of refuge/ temporary medical facilities Consider evacuation timelines 	High	<ul style="list-style-type: none"> QPS QFES (HAZMAT) QAS Qld Health Community Health Qld Rail DSDILGP SES AQIS Quarantine Red Cross Salvation Army 	<ul style="list-style-type: none"> LDMP DDMP Implement evacuation arrangements Implement quarantine arrangements Activate evacuation centres Border control 	Labour	Ongoing	<ul style="list-style-type: none"> Qld Health, LDMG Plans; Annual review and assessment Evaluation of exercises to test plan Evaluation of plans & processes during activation Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Trigger points • Emergency Alert • Test & review plans • Identify evacuation routes • Establish support networks • Organisational emergency safety procedures • Safety Guidelines 						
	<ul style="list-style-type: none"> • Organisational emergency safety procedures 		<ul style="list-style-type: none"> • Local Govt • Private sector • State Govt agencies • QFES (HAZMAT) • NGOs • Federal Govt 	<ul style="list-style-type: none"> • BCPs 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • Plans Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • BCPs • Each agency to develop plans to address own processes and preparatory actions to take 		<ul style="list-style-type: none"> • Private Sector • All agencies 	<ul style="list-style-type: none"> • Business Continuity 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • All agencies BCPs • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	<ul style="list-style-type: none"> • Develop community awareness • Establish media plan • Use of social media • Establish hotlines • DRFA/SDRA • BCPs • Identify Recovery Centres • Develop Outreach Programs 		<ul style="list-style-type: none"> • All Govt agencies • Local Govt 		Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • Bundaberg District Human Social Recovery Plan • LDMG Plans • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Training • BCPs • Communication Plan • Organisational emergency safety procedures • Safety Guidelines 		<ul style="list-style-type: none"> • QFES • Communities • Human Services • QPS 	<ul style="list-style-type: none"> • Resupply to isolated communities • DRFA/SDRA 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • Plans Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
6. Earthquake (involving significant infrastructure damage)	<ul style="list-style-type: none"> • Public awareness • Emergency Alert (post event) 	High	<ul style="list-style-type: none"> • QPS • QFES • SES • Communities • Human Services • Volunteer organisation 	<ul style="list-style-type: none"> • LDMP • DDMP • Implementation of Evacuation sub-plan • Establish Evacuation Centres • BCPs 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • QFES, QFES, SES, Communities, Human Services • Volunteer organisations • Annual review and assessment • Evaluation of exercises to test plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
				<ul style="list-style-type: none"> • QPS • QFES • QAS • QH • SES • Communities • DRFA/SDRA 			<ul style="list-style-type: none"> • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Liaison with DES in relation to environmental consequences • Identify environmental hazards which may exacerbate impact 		<ul style="list-style-type: none"> • DES • Local Govt • Private sector • All Govt agencies • NGOs 	<ul style="list-style-type: none"> • DES organisational plan 	Labour Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • DES, LDMG, Private Sector, State Govt agencies, NGOs • Annual review and assessment • Evaluation of exercises to test plan • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> • Building regulations • BCPs • Re-supply plans • Encourage retailers to stockpile extra non-perishable goods and essential stock 		<ul style="list-style-type: none"> • Private sector • Local Govt • DSDILGP 	<ul style="list-style-type: none"> • Business to business decision making processes 	Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> • Private sector, LDMG, DSDILGP • Annual review and assessment • Evaluation of plans & processes during activation
	<ul style="list-style-type: none"> • BCPs • Each agency to develop plans to address own processes and 		<ul style="list-style-type: none"> • All agencies 	<ul style="list-style-type: none"> • Business continuity 	Acceptable (not prohibitive) Included into normal	Ongoing	<ul style="list-style-type: none"> • DPC, All state agencies, LDMG • Annual review and assessment • Evaluation of exercises to test plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
	preparatory actions to take				work schedules		<ul style="list-style-type: none"> Evaluation of plans & processes during activation Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> Develop community awareness Establish media plan Use of social media Establish hotlines Engage communities to promote awareness and identification of persons with special needs. DRFA/SDRA BCPs Identify Recovery Centres Develop Outreach Programs Re-Supply to isolated communities 		<ul style="list-style-type: none"> Local govt Communities Human Services QPS Volunteer organisation 	<ul style="list-style-type: none"> Resupply to isolated communities Insurance Council of Australia – DRFA/SDRA 	Acceptable (not prohibitive) Included into normal work schedules	Ongoing	<ul style="list-style-type: none"> Bundaberg District Human Social Recovery Plan LDMG Plans Annual review and assessment Evaluation of exercises to test plan Evaluation of plans & processes during activation Evaluation of performance of coordination centres
	<ul style="list-style-type: none"> Training Identify at risk utilities and develop BCP strategies Identify at risk utilities and liaise with operators Communication Plan 		<ul style="list-style-type: none"> NGOs Telstra Optus Ergon Local Govt State Govt QBCC DTMR 	<ul style="list-style-type: none"> BCPs Transport Infrastructure (road, rail, air, sea) ADF assistance (DACC) 	Labour Acceptable (not prohibitive) Included into normal	BCPs Transport Infrastructure (road, rail, air, sea) ADF assistance (DACC)	<ul style="list-style-type: none"> NGOs, LDMG, QBCC, DTMR, QFES, RDA, ADF Annual review and assessment Evaluation of exercises to test plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
			<ul style="list-style-type: none"> • QFES RDA • ADF 		work schedules		<ul style="list-style-type: none"> • Evaluation of plans & processes during activation • Evaluation of performance of coordination centres

**** NOTE: This table will be updated as part of the Bundaberg DRAT ongoing risk analysis process. ***

Annexure F - Abbreviations and Acronyms

ABD	Australian Broadcasting Corporation
ADF	Australian Defence Force
AUSVETPLAN	Australian Veterinary Plan
BCP	Business Continuity Plan
BRC	Bundaberg Regional Council
BoM	Bureau of Meteorology
Communities	Department of Communities
DACC	Defence Aid to the Civil Community
DAF	Department of Agriculture and Fisheries
DCSSDS	Department of Child Safety, Seniors and Disabilities Services
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DEPW	Department of Energy and Public Works
DES	Department of Environment and Science
DoE	Department of Education
DoH	Department of Housing
DIEMS	Disaster Incident and Event Management System
DLGRMA	Department of Local Government, Racing and Multicultural Affairs
DM Act	Disaster Management Act, 2003
DPC	Department of Premier and Cabinet
DRAT	District Risk Assessment Team
DRC	District Recovery Coordinator
DRDMW	Department of Regional Development, Manufacturing and Water
DRFA	Disaster Relief Funding Arrangements
DTATSIPCA	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
DTMR	Department of Transport and Main Roads
EA	Emergency Alert
EAP	Emergency Action Plan
ECC	Earthquake Coordination Committee (Queensland)
EMC	Emergency Management Coordinator
EMAF	Emergency Management Assurance Framework
EOC	Emergency Operations Centre
EPA	Environmental Protection Agency
FMD	Foot and Mouth Disease
HAT	Highest Astronomical Tide
ICC	Incident Operations Centre
IGEM	Inspector-General Emergency Management
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
MSQ	Maritime Safety Queensland
NBRC	North Burnett Regional Council
NGO	Non-Government Organisation
PPRR	Preparation Preparedness Response Recovery
QAS	Queensland Ambulance Service
QBCC	Queensland Building and Construction Commission
QCCAP	Queensland Coastal Contingency Action Plan
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee
QERMF	Queensland Emergency Risk Management Framework
QFES	Queensland Fire & Emergency Services
QR	Queensland Rail
QRA	Queensland Reconstruction Authority
RFA	Request for Assistance
RFS	Rural Fire Service

ROC	Regional Operations Centre
QH	Queensland Health
QLDVETPLAN	Queensland Veterinary Emergency Plan
QPS	Queensland Police Service
QR	Queensland Rail
QTCCC	Queensland Tropical Cyclone Coordination Committee
RAAF	Royal Australian Air Force
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements
SEWS	Standard Emergency Warning Signal
SES	State Emergency Service
SOC	State Operations Centre
SOP	Standard Operating Procedure
SPF	Queensland Disaster Management - Strategic Policy Framework
the Act	Disaster Management Act 2003
the Minister	Minister for Fire and Emergency Services
XO	Executive Officer

Annexure G - 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 Queensland Disaster Management Committee, 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 DM Act, that documents planning and resource management to counter the effects of a disaster within the disaster district.
Emergency Management Assurance Framework	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.

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Event	<p>(1) Any of the following:</p> <ul style="list-style-type: none"> a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak c. an infestation, plague or epidemic (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>) d. a failure of, or disruption to, an essential service or infrastructure e. an attack against the state f. another event similar to an event mentioned in (a) to (e). <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 Executive Officer 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	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 Queensland Disaster Management Committee are outlined in s 18 of the DM Act.
Quorum	The minimum number of DDMG members required to validate the business of the group.

Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment. (Disaster Management Act 2003)
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.
Residual Risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'. (ISO Guide 73:2009 Risk management – Vocabulary)
Risk	The effect of uncertainty on objectives. (ISO Guide 73:2009 Risk management – Vocabulary)
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from ISO Guide 73:2009 Risk management – Vocabulary)
Risk Register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk Treatment	Process of selection and implementation of measures to modify risk. (National Emergency Risk Assessment Guidelines)
Serious Disruption	Serious disruption means: a) loss of human life, or illness or injury to humans; or b) widespread or severe property loss or damage; or c) widespread or severe damage to the environment. (Disaster Management Act 2003)
State Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster response operations for the State Disaster Management Group.
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 State Disaster Management Group.
Temporary District Disaster Management Group	A DDMG established under the DM Act by the State Disaster Management Group 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 H – Annual Operational Plan

Disaster Management Priorities:

As outlined in the Bundaberg District Disaster Management Group (DDMG)

Disaster Management Plan, the priorities for the Bundaberg 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;
 - Bundaberg Local Disaster Management Group;
 - North Burnett 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
 - Bundaberg Local Disaster Management Group; and
 - North Burnett 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
 - Bundaberg Local Disaster Management Group; and
 - North Burnett 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.

The Bundaberg District Disaster Management Group (DDMG) develops a District Annual Operational Plan outlining the operational priorities for the forthcoming year pursuant to the provisions of s 53 (2)(e) of the *Disaster Management Act 2003*. The operational plan is used as a tool to outline, implement, manage, and monitor current disaster management priorities for the district. This is that Annual Operation Plan.

Some activities may be relevant to more than one priority but will only be listed once in the Operational Plan.

Task	Member/s responsible	Due date	Comments	Periodic reporting to DDC
DDMG Ordinary Meeting Calendar	Executive Officer	TBA	<ul style="list-style-type: none"> Proposed ordinary meeting dates: <ul style="list-style-type: none"> - Thursday, 2 November 2023 - Thursday 7 March 2024 - Thursday, 27 June 2024 	<ul style="list-style-type: none"> Invitation to be sent out 4 weeks prior to meetings. Meeting agenda confirmed and presented to Chair one week prior to meetings.
Updating of Bundaberg District Disaster Management Plan	Executive Officer, DDMG Chair, DDMG Members	02/11/2023	<ul style="list-style-type: none"> Obtain latest threat specific plans from Communities, QH, QTMR, & others to update DM plan. Obtain latest BRC & NBRC LDMG DMPs Draft DM plan for comment to DDMG. 	<ul style="list-style-type: none"> Draft distributed to DDMG for review. Complete final plan and display for public access by December 2022. Agenda item for DDMG meeting on 02/11/2023.
Review of Bundaberg District Disaster Coordination Centre Guide	Executive Officer DDMG Chair	31/10/2023	<ul style="list-style-type: none"> Review to be conducted by XO. Updates to be completed by XO. 	<ul style="list-style-type: none"> Draft distributed to DDMG for review if required. Agenda item for DDMG November 2023 if required.

Task	Member/s responsible	Due date	Comments	Periodic reporting to DDC
District Disaster Coordination Centre Training	Executive Officer QFES Representative (EMC)	Ongoing	<ul style="list-style-type: none"> • Refresher DDCC training be conducted by QPS & QFES (EMC) members. • DIEMS refresher training included. • To be conducted at least twice yearly. 	<ul style="list-style-type: none"> • XO to negotiate with QFES EMC to identify training for DDCC staff. • Training to include desktop exercise to test knowledge.
Training Calendar	Executive Officer QFES Representative (EMC)	Ongoing	<ul style="list-style-type: none"> • TNA of DDMG members required for each DDMG meeting. (QFES EMC rep.) • DIEMS Refresher Training to be delivered to all DDCC staff • EMA & QFES courses – to market with DDMG members. 	<ul style="list-style-type: none"> • DDMG Chair to be briefed regarding the progress of any training delivered/required • On-going negotiation and consultation.
Annual Report	Executive Officer	31/07/2024	<ul style="list-style-type: none"> • XO to consult with DDMG members at least one month prior to due date to extract the information required for the annual report. 	<ul style="list-style-type: none"> • Draft to Chair for approval before forwarding to State. • Agenda item for DDMG meeting.

Task	Member/s responsible	Due date	Comments	Periodic reporting to DDC
Local Disaster Management Plan Annual Review	Executive Officer DDMG Chair LGA DMO Chairs LDMG QFES Representative	As directed by IGEM	<ul style="list-style-type: none"> • Obtain latest BRC & NBRC LDMG DMPs • Conduct review and assessment as per IGEM guidelines • Compile and submit report to IGEM & QPS DMU. 	<ul style="list-style-type: none"> • Draft report distributed to LDC for comment. • Reporting requirements & due date to be supplied by IGEM.
DDMG Exercise	Executive Officer DDMG Chair QFES Representative	TBA	DDMG to exercise DDMP effectiveness in conjunction with NBRC LDMG and/or BRC LDMG.	<ul style="list-style-type: none"> • XO to negotiate exercise with LDMGs & QFES EMC. • Chair to be periodically briefed as exercise progresses. • Exercise report to be provided to DDMG membership at next general meeting
DDMG & DDCC Annual Contact Exercises	Executive Officer DDMG Chair	TBA	<ul style="list-style-type: none"> • Exercise to test contact levels for DDMG members. • Exercise to test contact levels for DDCC members. 	<ul style="list-style-type: none"> • XO to coordinate exercise • Chair & DDMG members to be briefed on exercise outcomes. •

Principles of Disaster Management:

As part of the on-going management goals and objectives for the Bundaberg 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 hazards approach
- c) all agencies approach
- d) local disaster management capability
- e) prepared, resilient community.

Compiled by



02/11/2023

**Senior Sergeant Glenn Cameron
Executive Officer
Bundaberg Disaster District**

Approved by



02/11/2023

**Inspector Grantley Marcus
District Disaster Coordinator
Bundaberg Disaster District**