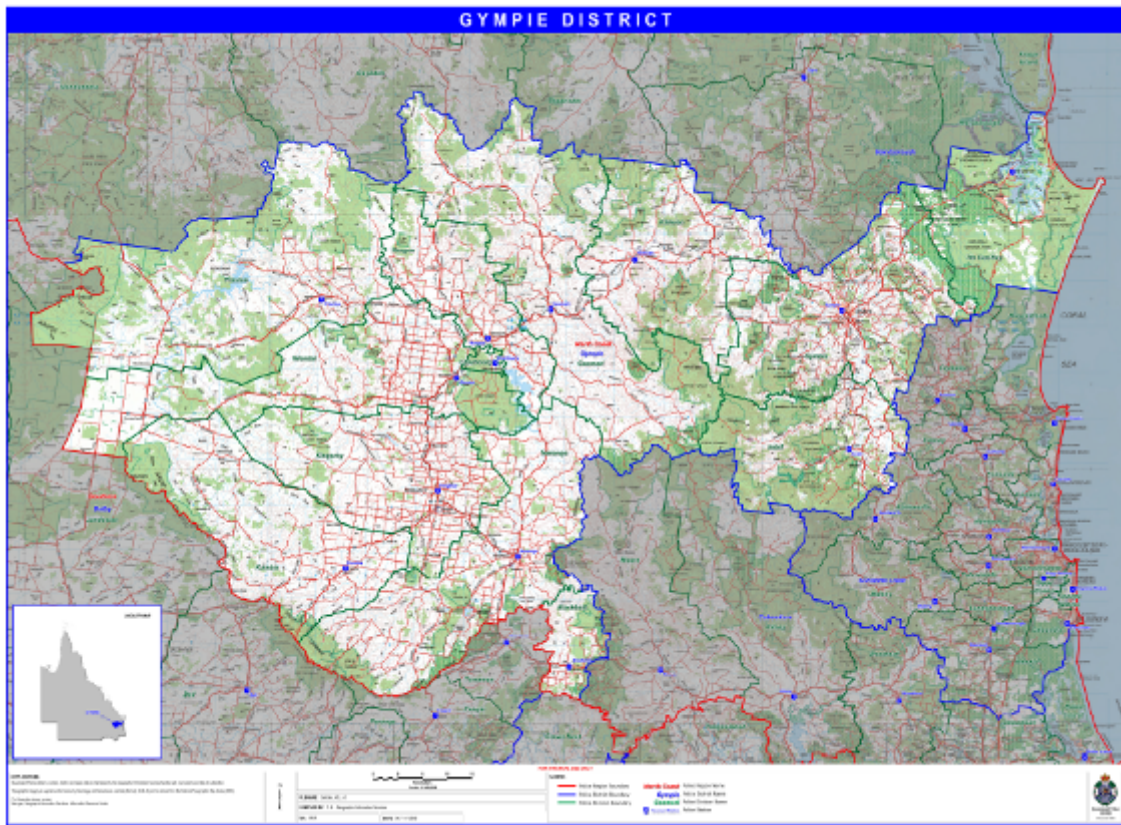




Gympie District Disaster
Management Group

Gympie District Disaster Management Plan

(Last updated 16/07/2013)



Foreword

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

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

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

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

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

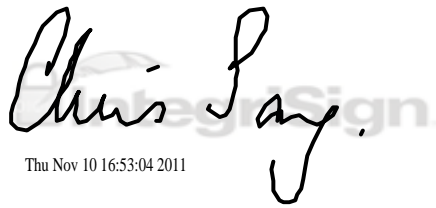
The plan is a dynamic document which may be amended as required to incorporate legislative changes and lessons learned from activations during disaster situations. The plan will also be reviewed periodically and amended as necessary to address the districts most significant risks as identified through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

Superintendent C.M.Sang
District Disaster Coordinator
Gympie District

Endorsement

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

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



Thu Nov 10 16:53:04 2011

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

Dated

Contents

Foreword	2
Endorsement	3
Contents	4-5
Document Control	6
Amendment Control	6
Amendment Register	6-7
Distribution	7
Definitions	8-10
Abbreviations and Acronyms	11-12
Administration and Governance	13
Authority to Plan	13
Purpose	13
Objectives	13
Strategic Policy Framework	13-14
Scope	14-15
Disaster Management Priorities	16
Review and Renew Plan	17
Review of Local Disaster Management Arrangements	17-18
District Disaster Management Group	18
Establishment	18
Membership	18-19
Functional Committees	20-21
Supporting Committees	22
Roles and Responsibilities	23-31
Meetings	32
Reporting	32
Disaster Risk Management	33
Community Context	33-35
Hazards	36
Risk Assessment	37
Risk Treatment	38
Capacity Building	38
Training	39-40
Exercises	40-41
Post Disaster Assessment	41-43
Response Strategy	43-45
Warning Notification and Dissemination	43-45
Activation	46
District Disaster Coordination Centre	47
Concept of Operations for Response	48
Annual Reporting	48

Gympie District Disaster Management Group

Operational Reporting	48
Request for Assistance	48
Request for Air Support	48-49
Request for Supplies and Equipment.....	49
Provision of Assistance	50
Post Operational Report	50
Information Management.....	50
Media Management.....	50-51
Financial Management	51
District Disaster Arrangements	51
State Disaster Relief Assistance (SDRA)	51
Natural Disaster Relief Assistance (NDRA)	51-52
Accessing support and allocation of resources.....	52
Disaster Declaration.....	53
Resupply.....	53
Functional Plans	54-55
Hazard Specific Arrangements.....	56
Recovery Strategy.....	56-57
Scope	57
Functions of Recovery	57
Parameters and constraints	58-59
Operational and Action Plans	59-60
Development of the Disaster Management Plan.....	60
Disaster Management Operations Plan	61-69
Annexure Index	70
Annexure A - Distribution List.....	71-72
Annexure B - DDMG Contact List.....	73-74
Annexure C - DDMG Identified Hazards.....	75-76
Annexure D – DDMG Risk Register	77-78
Annexure E – DDMG Risk Analysis.....	79-82
Annexure F – DDMG Risk Evaluation.....	83-84
Annexure G – DDMG Risk Treatment Plan.....	83-84
Annexure H - District Reporting Requirements	85
Annexure I – District Levels of Activation	86-87
Annexure J – Disaster Management Plan Legislative Checklist	88
Annexure K – Request for Assistance Form.....	90-91
Appendices	91-92

Document Control

Amendment Control

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

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

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

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

Amendment Register

No / Ref	Issue Date	Comment	Inserted by	Date
1/2012	08/02/2012	Amendment to <i>Warning Notification & Dissemination</i> section	Snr Sgt M.F.SYMES	08/02/2012
2/2012	08/02/2012.	Review of <i>Local Disaster Management Arrangements</i> modified to indicate LDMP reviews to be conducted in June.	Snr Sgt M.F.SYMES	08/02/2012
3/2013	07/01/2013	DDMG membership updated to include <i>Core and Advisory members</i> .	Snr Sgt M.F.SYMES	07/01/2013
4/2013	13/01/2013	<i>Agency abbreviations and acronyms</i> updated to reflect State Govt changes.	Snr Sgt M.F.SYMES	13/01/2013
5/2013	14/02/2013	<i>Roles & Responsibilities</i> updated to reflect State Govt Agency changes	Snr Sgt M.F.SYMES	14/02/2013
6/2013	25/03/2013	<i>Community Context</i> updated to include source validation.	Snr Sgt M.F.SYMES	25/03/2013
7/2013	25/03/2013	<i>Community Awareness</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	25/03/2013

Gympie District Disaster Management Group

8/2013	02/04/2013	<i>Training</i> updated to reflect best practices and include DMA Training Framework as per DDMP review.	Snr Sgt M.F.SYMES	02/04/2013
9/2013	02/04/2013	<i>Exercises</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	02/04/2013
10/2013	04/04/2013	<i>Post Disaster Assessment</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
11/2013	04/04/2013	<i>Operational Reporting</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
12/2013	04/04/2013	<i>Financial management</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
13/2013	04/04/2013	<i>Media Management</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
14/2013	04/04/2013	<i>Hazard Specific Arrangements</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
15/2013	04/04/2013	<i>Disaster Declaration</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
16/2013	04/04/2013	<i>Parameters & Constraints</i> updated to reflect best practices.	Snr Sgt M.F.SYMES	04/04/2013
17/2013	08/05/2013	<i>DDMG Contact List</i> updated to reflect State Govt and DDMG member changes.	Snr Sgt M.F.SYMES	08/05/2013
18/2013	08/05/2013	Include <i>ADF member</i> to DDMG.	Snr Sgt M.F.SYMES	08/05/2013
19/2013	16/07/2013	<i>DDMG contact list</i> updated to reflect new members.	Snr Sgt M.F.SYMES	16/07/2013

Distribution

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

Definitions

Advisor	A person invited to participate in the business of the DDMG in an advisory capacity on an as-needed basis.
Chair	The person appointed by Governor in Council as the Chairperson of the DDMG. The Chair of the group is the District Disaster Coordinator.
Coordination	The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc) in accordance with priorities set by disaster management groups. Coordination operations horizontally across organisations and agencies.
Deputy Chair	The person appointed by Governor in Council as the Deputy Chairperson of the DDMG.
Disaster	A serious disruption to the community, caused by the impact of an event, that requires a significant coordinated response by the state and other entities to help the community recover from the disruption (<i>Disaster Management Act 2003</i>).
Disaster District	Part of the state prescribed under a regulation as a disaster district.
Disaster Management (DM)	Arrangements about managing the potential adverse effect of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster (<i>Disaster Management Act 2003</i>).
Disaster Management Group	One of or a number of any of the following: the SDMG, DDMGs or LDMGs.
Disaster Management Strategic Policy Framework	A strategic tool which identifies principles that guide the development and implementation of policy and initiatives to achieve disaster management priorities.
Disaster mitigation	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event. (<i>Disaster Management Act 2003</i>)
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event (s. 15, DM Act).
Disaster response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support. (<i>Disaster Management Act 2003</i>)
Disaster response operations	The phase of disaster operations that relates to responding to a disaster. (<i>Disaster Management Act 2003</i>)
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster. (<i>Disaster Management Act 2003</i>)
Disaster risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria. (<i>COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i>)
Disaster District Coordinator	A person appointed under the <i>Disaster Management Act 2003</i> who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group.

Gympie District Disaster Management Group

District Disaster Management Group (DDMG)	The group established in accordance with s. 22 of the DM Act to provide coordinated State Government support and resources to LDMGs on behalf of local governments.
District Disaster Management Plan	A plan prepared in accordance with s53 of the Act, that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	(1) Any of the following: <ul style="list-style-type: none"> a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak c. an infestation, plague or epidemic (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>) d. a failure of, or disruption to, an essential service or infrastructure e. an attack against the state f. another event similar to an event mentioned in (a) to (e). (2) An event may be natural or caused by human acts or omissions. (<i>Disaster Management Act 2003</i>)
Executive Officer (XO) DDMG	The person appointed by the Commissioner, Queensland Police Service as the XO of the DDMG.
Executive Team	The Chairperson, Deputy Chairperson and Executive Officer.
Extraordinary Meeting	A meeting convened by the Chairperson in response to an operational event both inside and outside the disaster district.
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead relevant organisations that provide a supporting role.
Guidelines	Guidelines are developed under s63 of the Act to inform the SDMG, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.
Hazard	A source of potential harm, or a situation with a potential to cause loss. (<i>Emergency Management Australia, 2004</i>)
Local Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster operations for the LDMG.
Local Disaster Management Group (LDMG)	The group established in accordance with s. 29 of the DM Act to support the disaster management and operational activities of local governments. The specific functions of the LDMG are outlined in s. 30 of the DM Act.
Local Disaster Management Plan	A plan that documents agreed arrangements that are in place to deal with disaster events within its area of responsibilities.
Member	A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group.
Minister	Minister for Police, Corrective Services and Emergency Services.
Ordinary Meeting	A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chairperson) to discuss routine business of the group.
Post-disaster Assessment	Addresses performance during and the risks revealed by a disaster event in order to improve future development of mitigation measures. Post-disaster assessment forms part of continuous improvement of the whole system. (<i>Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i>)
Primary Agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.

Gympie District Disaster Management Group

Queensland disaster management arrangements	Whole-of-Government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management
Quorum	The minimum number of DDMG members required to validate the business of the group.
Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment. (<i>Disaster Management Act 2003</i>)
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.
Residual Risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'. (<i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk	The effect of uncertainty on objectives. (<i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from <i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk Register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk Treatment	Process of selection and implementation of measures to modify risk. (<i>National Emergency Risk Assessment Guidelines</i>)
Serious Disruption	Serious disruption means: (a) loss of human life, or illness or injury to humans; or (b) widespread or severe property loss or damage; or (c) widespread or severe damage to the environment. (<i>Disaster Management Act 2003</i>)
State Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster response operations for the SDMG.
State Recovery Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster recovery operations for the State Disaster Management Group.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's all-hazards disaster management arrangements, including agency roles and responsibilities at each tier of the arrangements.
State Disaster Management Group (SDMG)	The group established in accordance with s. 17 of the DM Act who is responsible for disaster management and operational arrangements for the state of Queensland. The specific functions of the SDMG are outlined in s. 18 of the DM Act.
State Recovery Coordinator	A person appointed under the Act who is responsible for the coordination of disaster recovery operations for the SDMG.
Temporary District Disaster Management Group	A DDMG established under the Act by the SDMG Chair, in consultation with the Commissioner, Queensland Police Service, as a temporary district group to manage a disaster across two or more affected disaster districts.

Abbreviations and Acronyms

ADF	Australian Defence Force
AUSVETPLAN	Australian Veterinary Plan
BoM	Bureau of Meteorology
DACC	Defence Aid to the Civil Community
DAFF	Department of Agriculture, Fisheries and Forestry
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DEHP	Department of Environment and Heritage Protection
DHPW	Department of Housing and Public Works
DM Act	Disaster Management Act 2003 (Qld)
DOC	Department of Communities, Child Safety and Disability Services
DRAT	District Risk Assessment Team
DRC	District Recovery Coordinator
DRG	District Recovery Group
DSDIP	Department of State Development, Infrastructure and Planning
DSITIA	Dept of Science, Information Technology, Innovation and Planning
DTMR	Department of Transport and Main Roads
EAP	Emergency Action Plan
ECC	Earthquake Coordination Committee (Queensland)
EMA	Emergency Management Australia
EMQ	Emergency Management Queensland
EOC	Emergency Operations Centre
EPA	Environmental Protection Agency
FMD	Foot and Mouth Disease
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGO	Non-Government Organisation
OPSO	Operations Support Officer Queensland Police Service
QAS	Queensland Ambulance Service
QCCAP	Queensland Coastal Contingency Action Plan
QDMA	Queensland disaster management arrangements
QFRS	Queensland Fire & Rescue Service
QFRS-RFS	QFRS – Rural Fires Service
QLDVETPLAN	Queensland Veterinary Emergency Plan
QNPRSR	Queensland National Parks, Recreation, Sport and Racing
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
SDMG	State Disaster Management Group
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements
SEWS	Standard Emergency Warning Signal
SES	State Emergency Service
SOP	Standard Operating Procedure

Gympie District Disaster Management Group

SPF	Queensland Disaster Management - Strategic Policy Framework
the Act	Disaster Management Act 2003
the Minister	Minister for Police and Community Safety
XO	Executive Officer

ADMINISTRATION AND GOVERNANCE:

Authority to Plan

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

Purpose

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

Objectives

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

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

Strategic Policy Framework

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

- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery;
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations;
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms;
- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the National Emergency Risk Assessment Guidelines and the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines;

Gympie District Disaster Management Group

- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management;
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders; and
- promoting community resilience and economic sustainability through disaster risk reduction.

Scope

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

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

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

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

Gympie District Disaster Management Group



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

GYMPIE REGIONAL COUNCIL:

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

SOUTH BURNETT REGIONAL COUNCIL:

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

CHERBOURG ABORIGINAL SHIRE COUNCIL:

- Cherbourg

Gympie District Disaster Management Group

Disaster Management Priorities

The priorities for the Gympie Disaster Management Group are to

- Implement effective governance through sound performance management and a focus on continuous improvement.
- Ensure consistent application of legislation, regulations and supporting policies.
- Ensure clear and transparent decision making, through collaboration, cooperation and communication.
- Establish a formal reporting system that ensures that evaluation analysis is captured and communicated.
- Develop and maintain a DDMG membership, where members are appropriately qualified and able to contribute to meeting the functions of the DDMG.
- Review and implement District Sub-committees to meet identified needs and hazards.
- Compile, exercise and review District Plans to ensure effective disaster management.
- Review and exercise Local Government Disaster Management Plans to ensure effective disaster management.
- Develop and exercise effective community communications strategies.
- Develop and maintain effective relationships with key stakeholders.
- Improve community (including business) disaster planning/mitigation and preparation;
- Manage training of DDMG members in line with the Queensland Disaster Management Training Framework.
- Integrate effective disaster risk reduction initiatives into strategic and corporate plans at appropriate levels of government, community organisations, industry and commerce.
- Monitor and evaluate the disaster management arrangements to:
 - streamline arrangements;
 - develop clear accountability, including defined roles and responsibilities at all levels of the disaster management arrangements;
 - improve the communication flow process; and
 - develop whole-of-government, media and community engagement arrangements.

Gympie District Disaster Management Group

The Gympie DDMG Annual Operational Plan has been prepared as a tool to outline, implement, manage and monitor these priorities. The Annual Operational Plan is controlled by the Executive Officer of the Gympie DDMG, in consultation with the DDC and other DDMG members.

Review and Renew Plan

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

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

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

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

The effectiveness of the DDMP and Sub-plans shall be reviewed against the 'Criteria for review of Emergency Management Plans' as contained in Annex A to Chapter Eleven of the Australian Emergency Manual, *Community Emergency Planning Guide*, 2nd Edition.

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

Review of Local Disaster Management Arrangements

In accordance with section 23 of the *Disaster Management Act 2003*, it is a function of the DDMG to regularly review and assess the disaster management of local groups in the district.

It will be the responsibility of each Regional Council to annually review their local disaster management arrangements, including their respective Local Disaster Management Plans and submit a review report to the DDC.

This review report is to be compiled in a format similar to the DDMG Annual Report. It is recommended that the review be conducted in consultation with representative/s from EMQ. This review is to be submitted:

- June each year

The disaster management arrangements and capabilities of the Cherbourg Aboriginal Shire Council, Gympie Regional Council and South Burnett Regional Council, including their respective Local Disaster Management Plans, shall be formally reviewed annually by the DDMG and coordinated by the Executive Officer. It is recommended

Gympie District Disaster Management Group

that the review be conducted in consultation with representative/s from EMQ. This review is to be as follows:

- June each year

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

The effectiveness of each LDMP shall be reviewed utilising the 'Local Disaster Management Plan Review and Assessment tool'.

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

The LDMG and their respective LDMP may be reviewed at any other time should it become apparent that urgent attention is required to ensure the operational effectiveness of LDMG activities.

The outcome of these reviews will be presented to the SDMG at the earliest opportunity for consideration.

The DDMG will also work with local government groups to establish an annual calendar of exercises to be conducted locally and in conjunction with other District and Local Government Groups, in accordance with District Disaster Management Groups Annual Operational Plans.

DISTRICT DISASTER MANAGEMENT GROUP:

Establishment

The Gympie District Disaster Management Group (DDMG) is established in accordance with section 22; 'Functions' of the Act which incorporates the Cherbourg Aboriginal Shire Council, Gympie Regional Council and the South Burnett Regional Council.

Membership

The DDMG is comprised of persons and representatives as nominated in section 24: 'Membership' of the Act.

Core membership consists of:

- Cherbourg Aboriginal Shire Council – Member
- Gympie Regional Council - Member
- South Burnett Regional Council - Member
- Queensland Police Service –DDC, Deputy DDC, Executive Officer,
- Queensland Fire and Rescue Service - Member

Gympie District Disaster Management Group

- Queensland Ambulance Service - Member
- Emergency Management Queensland - Member
- Department of Transport and Main Roads – Member
- Department of Communities, Child Safety and Disability Services - Member
- Queensland Health (Public Health) – Member
- Queensland Health (Clinical Services) - Member
- Department of Housing and Public Works - Member
- Department of Environment and Heritage Protection – Member
- Department of Agriculture, Fisheries and Forestry - Member

Advisory membership consists of:

- Energex – Advisory Member
- Ergon – Advisory Member
- Education Queensland – Advisory Member
- Sunwater – Advisory Member
- Telstra – Advisory Member
- Australian Defence Force – Advisory Member
- ABC Radio – Advisory Member
- Queensland National Parks, Recreation, Sport and Racing – Advisory Member
- Persons representing departments whom the Executive Office of the SDMG in consultation with the DDC considers appropriate to be represented on the group as advisors.

DDMG Contact list is included as Annexure: B to this plan.

Functional and Supporting Committees

Functional Committee

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

Gympie District Disaster Management Group

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

Gympie District Disaster Management Group

Supporting Committee

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

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

Roles and Responsibilities

Organisation	DDMG Position	Responsibilities
Queensland Police Service	District Disaster Coordinator DDC	<ul style="list-style-type: none"> • Manage and coordinate the business of the group; • Ensure, as far as possible, the DDMG performs its functions; • Report regularly to the SDMG about the performance by the DDMG of its functions; and • Coordinate disaster operations in the disaster district. • Chairs the meeting of the DDMG and co-ordinates Agency Responses. • Responsible for the activation of the DDMG and overall co-ordination of resources for all operations. • May notify the Operations Officer (Manager of Co-ordination Centre) to open and prepare the Co-ordination Centre. • Ensure a collaborative approach to compliance with legislation.
Queensland Police Service	Executive Officer XO	<ul style="list-style-type: none"> • Support the DDMG in the performance of its functions, as directed by the chairperson. • Responsible for the notification of DDMG members of activation of the DDCC. • Open and prepare the Co-ordination Centre. • Manage the normal business of meetings on behalf of the DDMG.
Queensland Police Service	Deputy DDC	<ul style="list-style-type: none"> • Assist the DDC / Chairperson as required. • Assume the role as DDC / Chairperson in the absence of that person. • Manages the DDC on behalf of the DDC during activations. The Deputy DDC may represent the DDC at meetings.

Gympie District Disaster Management Group

<p>Department of Community Safety - Emergency Management Queensland (EMQ)</p>	<p>Member</p>	<ul style="list-style-type: none"> • Representative of the functional lead agency for warnings as an agency, within the Department of Community Safety. • Representative of the agency which: <ul style="list-style-type: none"> - ensures that persons performing functions under the Act in relation to disaster operations are appropriately trained and exercised. - provides advice and support to the DDMGs and LDMGs in relation to disaster management and disaster operations. - coordinates reception operations. - administers NDRRA relief measures. - supports and manage the deployment of State Emergency Service resources. - coordinates, supports and manages the deployment of EMQ Helicopter Rescue resources. - supports the deployment of Queensland Corrective Services resources. - manages arrangements for the provision and issue of emergency supplies to support disaster response and recovery operations - manages arrangements for the procurement, coordinated delivery and management of emergency supplies and associated services.
<p>Local Government (Cherbourg Aboriginal Shire Council; Gympie Regional Council; South Burnett Regional Council)</p>	<p>Members</p>	<p>LDMG Representative reports on LDMG information and issues to DDMG.</p> <p>Similarly, the representative reports to the LDMG on issues raised by the DDMG.</p>

Gympie District Disaster Management Group

<p>Department of Public Works and Housing</p>	<p>Member</p>	<p>Department of Housing and Public Works (Qbuild) member is the representative of the functional lead agency for building and engineering services.</p> <p>Department of Housing and Public Works (Building Services) member is the representative of the functional lead agency who:</p> <ul style="list-style-type: none"> - provides support to establish strategic coordination/command and other response related built infrastructure through access to specialist building services. - provides public works-related professional services, trade staff, damage inspection, building repairs and technical support to disaster response and recovery. - provides temporary and /or portable accommodation and alternative building accommodation solutions for disaster response and recovery. -provides technical advice on structural/services suitability of buildings for use as community evacuation centres and new cyclone shelters. - additional arrangements for the provision of resources and services pertaining to all engineering disciplines which may be required to assist disaster response and recovery operations.
<p>Dept of Science, Information Technology, Innovation and the Arts (DSITIA)</p>	<p>Member</p>	<p>The DSITIA represents the functional lead agency for:</p> <ul style="list-style-type: none"> - re-establishment of electronic communication links either within a disaster affected area or within areas outside the affected area - provision of special communication facilities to support State and Disaster District level operations mounted in support of an affected area

Gympie District Disaster Management Group

<p>Queensland Public Health</p>	<p>Member</p>	<p>The Qld Health member is the representative of the functional lead agency for Public Health Services.</p> <p>The Qld Health member is the representative of the agency responsible to protect and promote public health services, in accordance with the <i>Health Act 1937, Public Health Act 2005, Food Act 2006 Water Fluoridation Act 2008, Pest Management Act 2001, Radiation Safety Act 1999</i> and pursuant to a standing MOU with the Queensland Water Supply Regulator, DEHP, the <i>Water (Safety and Reliability) Act 2008</i>.</p> <p>The Qld Health member is the representative of the agency responsible for:</p> <ul style="list-style-type: none"> - pandemic influenza, biological and radiological incidents - assessment and management of state public health risks and provision of support and advice, with regard to local government public health risks and environmental health hazards for disaster response and recovery; - communicable disease control, including management and co-ordination of responses to disease outbreaks, involving food-borne, water-borne, vector-borne and other communicable diseases, during disaster response and recovery; - assessment and management of public health risks associated with food and drinking water supplies; - disease immunisation; - provisioning of public health advisories to the DDMG, LDMGs and community; - provision of information to the community, media, LDMGs and DDMG, about keeping safe and healthy during and in the aftermath of a disaster.
<p>QAS</p>	<p>Member</p>	<p>QAS Representative will:</p> <ul style="list-style-type: none"> - ensure the provision, operation and maintenance of ambulance services - ensure access for assessment, treatment and transportation sick and/or injured persons - protect persons from injury or death, during rescue and other related activities - coordinate all volunteer first aid groups during for major emergencies and disasters - provide and support temporary health infrastructure where required

Gympie District Disaster Management Group

		<ul style="list-style-type: none"> - collaborate with Queensland Clinical Coordination Centre in the provision of paramedics for rotary wing operations - participate in search and rescue, evacuation and victim reception operations - participate in Health Facility evacuations - collaborate with Queensland Health in mass casualty management systems - provide Disaster, Urban Search and Rescue (USAR), Chemical Hazard (Hazmat), Biological and Radiological operations support with specialist logistics and specialist paramedics
<p>Queensland Fire & Rescue</p>	<p>Member</p>	<p>QFRS Member is the representative for the primary agency for:</p> <ul style="list-style-type: none"> - bushfire - chemical / hazardous materials (HazMat) related incidents - facilitation of, management and pre-incident planning of fires (structural, landscape and transportation) - facilitation of rescue capability for persons trapped in any vehicle, vessel, by height or in confined space - facilitation of rescue of persons isolated or entrapped in swift water / floodwater events - facilitation of rescue advice, chemical analysis and atmospheric monitoring at chemical / HazMat incidents - facilitation of mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster response - facilitation of Urban Search and Rescue (USAR) capability for building collapse events - facilitation of the Queensland Hazardous Materials Incident Recovery Plan - facilitation of support of the Queensland Coastal Contingency Action Plan - Chemical Spill Response Plan (a supporting plan of the National Marine Chemical Spill Contingency Plan, and National Marine Oil Spill Contingency Plan) - facilitation of Impact Assessment, and intelligence gathering capabilities - facilitation of logistical and communications support to disasters within capabilities

Gympie District Disaster Management Group

<p>Queensland Population Health (Qld Health)</p>	<p>Member</p>	<p>Queensland Health member is the representative of the functional lead agency for health services</p> <p>Queensland Health member is the representative of the primary agency for Pandemic Influenza, Biological and Radiological incidents</p> <ul style="list-style-type: none"> - protect and promote health in accordance with Health Services Act 1991 and Public Health Act 2005 - provide Clinical and State-wide and Forensic services support for disaster response and recovery - provide human-social support for response and recovery - provide appropriate pre-hospital on-site medical and health support - coordinate aero medical assets throughout the State - provide a whole-of-health emergency incident management capability to prevent. - provide respond to, and recover from any event. - provide appropriate public and community health risk and preventative measures information. - provide health emergency incident information for media communications.
<p>Dept of State Development Infrastructure and Planning (DSDIP)</p>	<p>Member</p>	<p>The DSDIP member represents the functional lead agency for:</p> <ul style="list-style-type: none"> - economic recovery - electricity, fuel and gas supply - coordination efforts to prevent, respond to, and recover from business interruption, tourism shocks and impacts on mining and energy infrastructure - assists business and industry in business resilience and recovery strategies

Gympie District Disaster Management Group

<p>Dept of Agriculture, Fisheries and Forestry (DAFF)</p>	<p>Member</p>	<p>The DAFF member represents the functional lead agency for:</p> <ul style="list-style-type: none"> - containment and eradication of exotic animal and plant diseases - coordination efforts to prevent, respond to, and recover from pests, diseases and livestock welfare - advice relative to stock and crops - destruction of stock or crops as required - assists business and industry in business resilience and recovery strategies
<p>Department of Transport and Main Roads (TMR)</p>	<p>Member</p>	<p>The DTMR represents the functional lead agency for:</p> <ul style="list-style-type: none"> - transport systems (road, rail, air and sea) - sea pollution, where it impacts, or is likely to impact, on Queensland Coastal Waters - information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure as it affects the transport system - enable an accessible transport system through reinstating road, rail and maritime infrastructure - assists with the safe movement of people as a result of mass evacuation of a disaster affected community - ensuring the capability of logistics related industries are appropriately applied to disaster response and recovery activities
<p>Department of Communities, Child Safety and Disability Services (DOC)</p>	<p>Member</p>	<p>The DOC representative represents the functional lead agency for human-social recovery.</p> <p>The DOC representative assists to:</p> <ul style="list-style-type: none"> - coordinate provision of human-social recovery services during recovery operations in partnership with local, State, federal and non-government agencies - work with affected individuals and communities to support their own recovery activities - maintain linkages with local, State, federal and non-government agencies and

Gympie District Disaster Management Group

		<p>committees</p> <ul style="list-style-type: none"> - maintain a register of State government officers available to assist in human social recovery when required - administer SDRA and NDRRA relief measures - provision of counselling and mental health services - longer term accommodation services - facilitation of community participation in the redevelopment of social networks and community infrastructure.
ABC	Advisory Member	<p>To provide accurate warnings and information to the public relevant to an event</p> <p>Provide seasonal cyclone community planning and preparations advice.</p>
Australian Defence Forces	Advisory Member	To provide advice to the DDMG regarding assistance from the ADF
Telstra	Advisory Member	<p>Telstra Energy Staff Member to provide:</p> <ul style="list-style-type: none"> - advice on telecommunication supplies - assistance with DDMG member emergency telecommunication contact

Gympie District Disaster Management Group

Ergon	Advisory Member	Ergon Energy Staff Member to provide advice on power supplies.
Sunwater	Advisory Member	Sunwater staff member to provide advice on dam water levels and activities.

Gympie District Disaster Management Group

Meetings

The Gympie DDMG shall, at least three times annually, conduct full meetings at the Gympie District Police Office (or other location nominated by the Chairperson) and report the outcomes to the Executive Officer, State Disaster Management Group. Additional meetings may be held at the discretion of the District Disaster Coordinator.

Reporting

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

Administrative Reporting:

The chair of each Local Disaster Management Group shall provide details in respect to the membership of their group annually to the Executive Officer of the State Disaster Management Group;

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

Operational Reporting:

- (a) Local Government Disaster Management Groups shall advise the DDC immediately the LDMG is activated to any Alert level;
- (b) The DDC shall advise the Executive Officer of the SDMG immediately a LDMG or the DDMG is activated to any Alert level;
- (c) Once activated or placed on Alert, Local Disaster Management Groups and Functional Committees will provide situation reports (SITREPs) on the disaster event and disaster management operations in the approved form to the DDMG within the timeframes as defined by the DDMG;
- (d) Once activated, or placed on Alert, the DDMG will provide SITREPs on the event and disaster management operations in the approved form to the SDCC within the timeframes as defined by the SDCC;
- (e) Following an activation of the DDMG, the DDC will provide a detailed written account on the event to the SDMG in the form of a 'Post Disaster Assessment Form'.

Gympie District Disaster Management Group

DISASTER RISK MANAGEMENT

Community Context

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

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

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



GEOGRAPHICAL

Location:

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

Area:

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

Climate:

Gympie District Disaster Management Group

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

Topography:

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

Rivers & Dams:

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

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

DEMOGRAPHIC

Population:

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

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

Source: Old Government Web-Site and Regional Council Records

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

Gympie District Disaster Management Group

City/Towns:

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

Industries:

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

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

Transport Routes:

Several transport routes traverse the district.

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

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

Major air corridors are found over both the eastern and western regions of the district with military aircraft also utilising the airspace from the Oakey Airbase to and from the Tin Can Bay Military Training Camp which has its own airport.

There are several local authority and private airports situated at Gympie, Kingaroy, Wondai and Nanango with a number of smaller airfields dotted throughout the district.

Gympie District Disaster Management Group

Hazards

The Gympie Disaster Risk Assessment Team (DRAT) was specifically formed within the Gympie DDMG to conduct an in-depth risk identification, analysis and assessment of hazards for the Gympie Disaster District.

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

Consideration was also given to associated impacts and effects of hazards to/from bordering districts.

DRAT considered the whole range of possible hazards in terms of probability of occurring and the seriousness of the consequences if they did occur.

DRAT identified, utilising a range of assessment methods including the National Emergency Risk Assessment Guidelines, Fosters Index Model and the SMAUG (Seriousness, Manageability, Acceptability, Urgency, Growth) Model, that the following hazards pose the most serious threat to the communities with the Gympie Disaster District:

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

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

Emergency animal/plant disease carried through or into the area by transports; and

Failure of critical infrastructure such as power and communications.

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

Risk Assessment

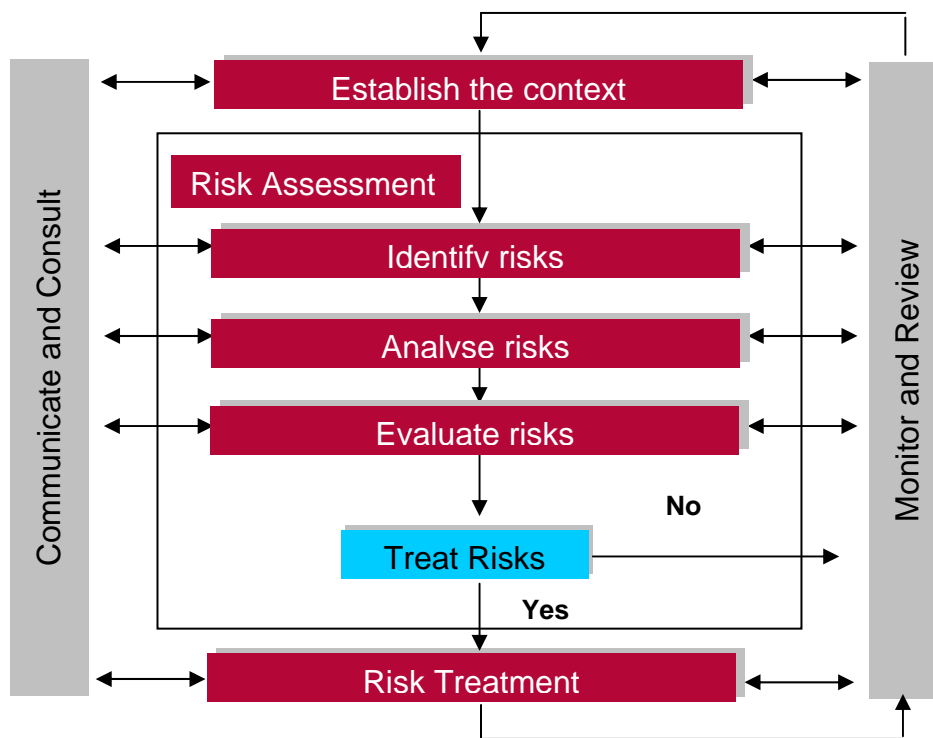
Risk is the concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and environment. Risks should be assessed through consideration of the likelihood that the event would arise and the consequences of its impact.

The Gympie DDMG shall undertake a district risk assessment based on the Australian Standard for Risk Management (AS/NZS ISO 31000:2009), and in accordance with the process outlined in the National Emergency Risk Assessment Guidelines. Those risks identified in this risk assessment process are to be recorded in the District Risk Register, as contained in Annexure D of this Plan. This risk register has been developed to incorporate risk identification, risk analysis and risk evaluation.

A review of Local Disaster Management Plans will assist the DRAT in conducting a risk assessment of potential hazards that have the ability to impact across local government boundaries, or may significantly impact a single local government.

DRAT identified that risks contained in the District Risk Register should NOT be a duplication of the risks identified by the LDMG's but only those risks that the DDMG has to manage. As an aid to this risk assessment process LDMG's have been requested by the DDC to document and notify the DDMG of any risks that require transferring or sharing with the DDMG.

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



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

Risk Treatment

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

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

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

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

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

Capacity Building:

Community Awareness

District Disaster Management Groups and Local Disaster Management Groups are to ensure their communities are prepared and resilient for potential events that may impact on the district. In accordance with s.23(f) District group functions and s.30(e) Local group functions, both groups have responsibility for ensuring their community is aware of ways of mitigating the adverse effects of an event and preparing for, responding to and recovering from a disaster.

The DDMG facilitates the development and implementation of a common approach and broader strategic direction to community awareness. It is important to acknowledge that hazards and community characteristics may be similar across local governments and media broadcast areas will routinely overlap local government boundaries.

In recognition of these facts, the DDMG has identified opportunities for consistent messaging, joint programs and commonalities across disaster management arrangements.

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

The Gympie DDMG in consultation with the LDMG's will identify and collate annual community awareness programs that include:

Gympie District Disaster Management Group

- Community awareness events; and
- Joint projects and funding opportunities for community engagement and social marketing projects targeted at addressing the specific needs of vulnerable communities

Section 56: 'Plan to be available for inspection etc.' of the Act requires District Disaster Management Plan to be made available for viewing by the public. This section also provides that members of the community may also purchase a copy of the plan upon the payment of an appropriate fee, as decided by the Disaster District Coordinator.

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

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

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

Training

Disaster management training has been identified as an essential means through which agencies can develop and maintain their disaster management capabilities and capacity. Training and education can provide the knowledge, skills and attitudes required to address the issues of disaster management through prevention, preparedness, response and recovery. Furthermore, training is important in ensuring that all agencies can seamlessly integrate their arrangements and contribute to an effective and coordinated disaster management response.

EMQ is responsible for ensuring a coordinated approach to disaster management training within the district, including the maintenance and dissemination of the **Queensland Disaster Management Training Framework** to DDMG members.

A training needs analysis will be conducted on a constant basis by the Executive Officer and EMQ member with a view to determining any training requirements of DDMG representatives (including deputies). The Executive Officer will liaise with the EMQ member in developing a suitable training program for the district and ensuring that required training is delivered. This training program, where practicable, will maximise opportunities for joint training with LDMGs, other agencies and stakeholders involved within the Queensland Disaster Management Arrangements. The implementation of identified training will be the key responsibility of the EMQ member.

The development of the training program will involve:

- (i) A training needs analysis defining:
 - required competencies

Gympie District Disaster Management Group

- roles required
- skills and knowledge required to undertake the roles
- individuals required to undertake the roles
- current levels of competency

(ii) Competency can be determined from a number of sources:

- training records
- qualifications
- observations of on the job performance
- interview and group discussions

(iii) Identification of knowledge gaps:

- note differences between required and current levels of competency

The training program implementation is monitored through the DDMG Annual Operational Plan and developed in accordance with the **Queensland Disaster Management Training Framework**.

Agencies and organisations represented on the DDMG have the responsibility of providing suitable opportunities for DDMG representatives (including deputies) to attend required training.

To enhance knowledge and disaster management capabilities 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:

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

The DDMG will conduct at least two (2) exercises annually, to include all core members of the Gympie DDMG. Additionally, on an annual basis, functional committees will exercise their respective sub-plans, independent of the aforementioned disaster district exercise.

Gympie District Disaster Management Group

Immediately on completion of exercises, hot debriefs are to be conducted to identify issues and areas for improvement. A more detailed 'After Action Review' is to be conducted within the next following few days addressing the 'exercise design and conduct' and the 'responses to the scenario. The exercise review should identify recommendations for future action and improvements.

Specific training programs and the method by which they will be monitored and evaluated shall be in accordance with the *DDMG Annual Operational Plan*. The management of this plan is the responsibility of the Executive Officer. Training conducted will be recorded in the Annual Report.

Post-Disaster Assessment

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

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

BEFORE

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

DURING

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

AFTER

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

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

- Practices that were not successful
- Practices that were successful

Gympie District Disaster Management Group

- Practices that require immediate improvement
- Longer term improvements (including actions and timelines)

A post disaster assessment will be developed through the following process:

- During the operation of the LDCC, the LDC is to brief and request all participants to offer comment on the conduct of the LDCC and provide recommendations to improve best practice;
- As soon a practicable after an LDCC has stood down from operations, the LDC is to conduct a formal debrief of all personnel participating in the LDCC. Matters raised during the operation of the LDCC are to be raised, discussed and recorded;
- Minutes are to be produced and forwarded to the Executive Officer – DDMG.
- Each LDMG will conduct a formal debrief as soon a practicable after the LDMG is stood down of all personnel participating in the LDMG. Minutes are to be produced and forwarded to the Executive Officer – DDMG;
- During the operation of the DDCC, the DDC is to brief and request all participants to offer comment on the conduct of the DDCC and provide recommendations to improve best practice;
- As soon a practicable after the DDCC has stood down from operations, the DDC will conduct a formal debrief of all personnel participating in the DDCC. Matters raised during the operation of the DDCC are to be raised, discussed and recorded;
- Minutes are to be produced and forwarded to the Executive Officer – DDMG.
- DDC will then conduct a formal debrief as soon a practicable after the LDCC's, LDMG's and the DDCC have stood down. Minutes are to be produced and forwarded to the Executive Officer – DDMG;
- An assessment will be conducted of matters raised to identify appropriate strategies to implement and ensure best practice;
- The assessment will also identify the key partners to be involved in the development of any strategy to resolve the issues raised; and
- Any strategies developed will address the process for the implementation of improvement strategies as a component of the monitoring and review of the DDMP and the district disaster management arrangements.

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

Recommendations may include:

Gympie District Disaster Management Group

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

Response Strategy

Warning Notification and Dissemination

Responsible Agency	Group/Agency Notified
Queensland Police Service	Queensland Police Service Stations and establishments, DDMG members.
Emergency Management Queensland	State Emergency Service Units/Groups
Cherbourg Aboriginal Shire Council, Gympie Regional Council and South Burnett Regional Council	All council divisions, LDMG members.

Relevant warnings to the threats which impact on the district will predominantly be issued by the Bureau of Meteorology including, but not limited to include Severe Weather Warnings and Flood Warnings.

It will be the responsibility of the DDMG to notify and disseminate these warning products to members of the DDMG, the LDMGs and in the case of some DDMG member agencies, elements of the community, supporting facilities and infrastructure where appropriate.

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

The DDC will receive notification directly from the State Disaster Coordination Centre (SDCC) or Bureau of Meteorology and internally through Queensland Police Service Communication Centres. The DDC will ensure the dissemination of warnings to vulnerable LDMGs within the district where appropriate.

For Tsunami events where timely notification is essential, the DDC will ensure the dissemination of these warnings to vulnerable LDMG's within the district are directly provided to LDMG members in accordance with the Queensland Tsunami Notification Guidelines. LDMG members to be notified are detailed in the LDMG Priority Notification List contained in Annexure G. This notification list is also for use during other sudden events where timely notification is required and includes, but is not limited to off shore oil spills, transport incidents, tornados, earthquakes, bush fires and east coast tropical lows.

DDMG member agencies will receive warnings through a number of means, including telephone, SMS messaging and/or electronic emailing, as coordinated between the DDC and EMQ representative. DDMG member agencies may also receive warning notification from internal agency central offices.

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

Gympie District Disaster Management Group

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

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

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

The DDC may issue warnings for events, including managed evacuations in relation to cyclone impacts, riverine flooding and storm tide events. If the warning relates to a storm tide event, refer to the provisions of the Tropical Cyclone Storm Tide Warning-Response System Handbook for a draft format of the warning message.

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

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

Where events require a higher level of warning, including mandatory evacuations especially in respect to cyclone impacts and storm tide events, such warnings shall be issued by the DDC.

The DDC may decide to use the Emergency Alert System to provide urgent warnings to members of the community in relation to imminent events such as:

- Severe bushfires.
- Imminent storm surges greater than 0.5 metres above HAT.
- Hazardous Material Release.
- Tsunami land inundation greater than 1 metre.
- Chemical, Biological or Radioactive threats.
- Imminent severe cyclone – Cat 3 or higher.
- Localised very severe hail greater than 4cm diameter (golf ball size).
- Major flood likely to inundate dwellings.

Further information in relation to Emergency Alerts can be found in the Emergency Alert Queensland Operational Guidelines.

If the warning relates to a storm tide event, refer to the provisions of the *Tropical Cyclone Storm Tide Warning-response System handbook* for a draft format of the warning message.

Gympie District Disaster Management Group

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

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

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

Further information in relation to 'SEWS' can be found in the Guidelines for the Standard Emergency Warning Signal and its use in Queensland.

Gympie District Disaster Management Group

Activation

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

Four levels of Activation

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

Gympie District Disaster Management Group

District Disaster Coordination Centres

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

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

A **secondary** DDCC is located at:

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

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

Staffing of district co-ordination centre

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

1. The Control Element:

A decision maker and specialist advisors (DDC & DDCG)

2. The Communications Element:

Radio/telephone operations; keyboard operations (computer); clerical support.

3. The Operational Element:

Staff to support info collection, evaluation and decision making process;

4. The Administration and Support Element:

Administrator, finance officer and logistics officer

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

A DDCC SOP, which forms an appendix to this plan, details all administrative and operations functions associated with the operation of this DDCC. This DDCC SOP is maintained by the Executive Officer for the disaster district.

Concept of Operations for Response

Operational Reporting

Annual

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

Operational

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

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

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

Requests for Assistance

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

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

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

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

Request for Air Support

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

- (1) description of types of tasks likely to be undertaken, e.g. casualty evacuation, distributing relief supplies, reconnaissance, etc.;

Gympie District Disaster Management Group

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

Request for Supplies and Equipment

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

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

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

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

Gympie District Disaster Management Group

Provision of Assistance

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

Post Operational Report

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

Information Management

Upon activation of the District Disaster Coordination Centre (DDCC) information in the form of situation reports (SITREPS) and requests for assistance will be forthcoming from all affected Local Governments within the Disaster District. The District Disaster Management Group (DDMG) will then analyse and process the information received. The type of information received should include:

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

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

Media Management

The Queensland Government arrangements for coordinating public information in a crisis can be activated to provide leadership for the many cross-government communication activities that occur as a result of an incident, and to assist agencies harmonise their activities and messages.

All disaster related media enquires are to be directed to the DDMG Media Liaison Officer and Media releases authorised by the Chairperson DDMG.

Key spokespersons for the DDMG will be senior representatives of the district group (ie DDC and Executive Officer or their delegates).

It is critical that media management is coordinated and member agencies of the DDMG speak with a united voice in the dissemination of public information and warnings to the media.

Gympie District Disaster Management Group

The DDMG may conduct joint media conferences at designated times involving the key stakeholders including the Mayor or delegate of the Local Government.

The scheduling of media conferences is to be coordinated to ensure there is no conflict between State and District announcements.

Individual agencies are only to comment on their specific agencies area of responsibilities.

Financial Management

All requests for financial approval through the DDCC, are to be recorded in inward correspondence and determination of that funding request recorded in the outward correspondence

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

District Disaster Arrangements

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

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

State Disaster Relief Assistance (SDRA)

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

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

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

Natural Disaster Relief and Recovery Arrangements (NDRRA)

The intent of the NDRRA is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster or terrorism event.

Gympie District Disaster Management Group

The arrangements provide a cost sharing formula between the State and Australian Government and include a range of pre-agreed relief measures.

To claim for expenditure reimbursement under SDRA or NDRRA arrangements:
The relevant arrangements must be activated;

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

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

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

Accessing Support and Allocation of Resources

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

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

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

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

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

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

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

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

Gympie District Disaster Management Group

Disaster Declaration

Where the District Disaster Coordinator considers it is necessary for a disaster declaration within the Gympie Disaster District, The DDC will, subject to availability, discuss the need with the available members of the LDMG, or failing their availability the Chair of the LDMG in conjunction with the Local Disaster Coordinator.

Where possible and if time permits, the DDC will also discuss the outcome of that meeting with members of the Gympie District Disaster Management Group.

The Executive Officer is responsible for preparing relevant documentation on behalf of the District Disaster Coordinator for consideration by the State

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

Resupply

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

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

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

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

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

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

A hard copy of these guidelines shall be retained by the XO Gympie DDMG.

Gympie District Disaster Management Group

Functional Plans

Related Documentation

The following documents form Appendices to this Plan:

Standing Operating Procedures for the District Disaster Coordination Centre

Local Government Disaster Management Plans:

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

Functional Committee Sub plans:

Department of Public Works and Housing

Communications

Building & Engineering Services

Emergency Supply

Department of Communities, Child Safety and Disability Services

Community Recovery

Department of Transport and Main Roads

Maritime Safety Queensland

Department of Health

Health

Public Health Unit

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

- Threat Specific Plans
- Department of Transport (Maritime Division) – Oil Spill Contingency Plan
- Department of Agriculture, Fisheries and Forestry – Emergency Animal Disease
- Queensland Biosecurity Strategy
- Queensland Fire and Rescue Service – Wildfire Contingency Plan
- North Queensland Bulk Ports: Oil Spill Contingency Plan

Gympie District Disaster Management Group

- Queensland Coastal Contingency Action Plan
- Emergency Action Plan (SunWater)
- Emergency Action Plan (Seqwater)
- Tropical Cyclone Storm Tide Warning Response System (Seventh Edition 2008)
- National Storm Tide Mapping Model for Emergency Response (2002)

Legislative References

- Ambulance Service Act 1991
- Disaster Management Act 2003
- Fire and Rescue Service Act 1990
- Police Service Administration Act 1990
- Public Safety Preservation Act 1986
- State Transport Act 1938

Guidelines

- State Disaster Management Plan (2010)
- Queensland Disaster Management Strategic policy Framework (2010)
- District disaster Management Guidelines (2010)
- Governance Guidelines for DDMG's (2010)
- Queensland Evacuation Guidelines (2011)
- Queensland Resupply Guidelines (2010)
- Queensland Recovery Guidelines (2010)
- Queensland Tsunami Notification Guidelines (2010)
- Queensland Emergency Helicopter Network Tasking Guidelines (2009)
- The Standard Emergency Warning Signal (SEWS) and its use in Queensland
- Australian Defence Force Plan Ironbark' – Details procedures for the provision of assistance to the civil community through the Defence Aid to the Civil Community arrangements.
- Emergency Alert Operational Guidelines ver 3 (2011)

Hazard Specific Arrangements

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

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

These may include:

- Plant and Animal Disease;
- Terrorism;
- Bushfire; and
- Influenza Pandemic.

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

All hazard specific plans are to address the hazard actions across all PPRR phases and include information on how the QDMA lines 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 at Annexure B of 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.

Recovery Strategy:

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

Scope

This recovery strategy has been developed to:

Gympie District Disaster Management Group

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

Functions of recovery

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

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

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

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

EconomicDepartment of State Development Infrastructure and Planning
Environmental ...Department of Environment and Human-Social Department of
Community Child Safety and Disability Services of
InfrastructureDepartment of Housing and Public Works

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

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

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

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

The four functions of recovery often overlap and there can be an inter-relationship of responsibilities between recovery sub-groups. Upon establishing a DRG, the DDC or

Gympie District Disaster Management Group

DRC, in consultation with DRG members, will formalise the responsibility for any overlapping recovery functions. Where appropriate, the DRC may direct that sub-group/s manage more than one recovery function as part of the district recovery process.

Parameters and constraints

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

Recovering from an event includes the following:

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

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

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

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

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

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

It is recognised that with large disasters (e.g. flood & cyclone) multiple local government regions could be affected and could require simultaneous recovery. This may place a strain on functional lead agencies to provide staff from within district

Gympie District Disaster Management Group

resources to sit on Local and/or District Recovery Groups, and may require the deployment of staff from outside the district.

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

Operational and Action Plans

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

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

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

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

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

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

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

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

Considerations for Operational and Action Recovery Plans

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

- issues identified from information gathered by impact assessments;
- arrangements outlined in existing functional plans;

Gympie District Disaster Management Group

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

To foster and maintain confidence in the recovery operations, appropriate attention should be given to establishing processes to measure and communicate the progress of recovery within a community. This can include engaging with communities when key milestones are reached, providing regular media updates and establishing a strong web and social media presence.

Details for the coordination of communication with the community and stakeholders across the recovery functions are contained in the Gympie District Communications Sub-Plan, which forms an appendix to this plan.

Development of the Disaster Management Plan

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

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

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

Those factors are further explained on the following pages:

THE GYMPIE DISTRICT DISASTER MANAGEMENT PLAN WAS PREPARED BY EXECUTIVE OFFICER SENIOR SERGEANT MICHAEL SYMES AND ACKNOWLEDGES THE CONTRIBUTION MADE BY REGIONAL DIRECTOR (EMQ) PETER TWOMEY.

Disaster Management Operations Plan

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

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

Gympie District Disaster Management Group

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

HAZARD ALERT
 Hazard is active but there is no immediate threat

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

Gympie District Disaster Management Group

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

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

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

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

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

Gympie District Disaster Management Group

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

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

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

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

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

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

Annexure Index

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

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

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

Distribution List

Position	Organisation	Hard Copy ✓	Electronic Copy ✓
Regional Director	ABC		
Manager Joint Operations Support Staff	ADF		
BSA Representative, Maryborough	BSA		
BSA Representative, South Burnett/Cherbourg	BSA		
Manager Transport Service Gympie	TMR		
Regional Executive Director North Coast Region	DOC		
Animal Health	DAFF		
Regional Manager	DEHP		
Senior Ranger, Parks and Wildlife, Cooloola Great Sandy District	DEHP		
Area Director	EMQ		
Executive Manager	EMQ		
Area Operations Manager, Wide Bay South	Ergon		
Emergency Services Liaison Officer	Energex		
Regional Director	Education Queensland		
Area Director (Gladstone)	MSQ		
Regional Director Sunshine Coast	QAS		
Area Director Sunshine Coast	QAS		
Regional Manager, QBuild Wide Bay	Dept of Housing and Public Works		
Inspector - Rural Fire Service	QFRS		
Zone Commander Sunshine Coast	QFRS		
Zone Commander WBB Rural	QFRS		
Senior EHO	Qld Health		

Gympie District Disaster Management Group

Emergency Response Coordinator	Qld Health		
Director Environmental Health	Qld Health		
Manager Business & Operational Services Wide Bay Health Services	Qld Health		
Secretariat	Qld Police Service		
DDC	Qld Police Service		
Deputy Chair Gympie DDMG	Qld Police Service		
XO Gympie DDMG	Qld Police Service		
LDC South Burnett	Local Government		
LDC Gympie LDMG	Local Government		
LDC Cherbourg LDMG	Local Government		
Chair Gympie LDMG	Local Government		
Chair Cherbourg LDMG	Local Government		
Chair South Burnett LDMG	Local Government		
Area Manager	Telstra		

Gympie DDMG Contact List

NAME		ORGANSIATION	POSITION / TITLE	WORK PH	MOBILE	EMAIL	FAX
GIVEN	SURNAME						
		Qld Police Service	District Officer Chairperson / DDC				
		Qld Police Service	District Inspector / Deputy Chairperson				
		Qld Police Service	Gympie Police / XO Gympie DDMG				
		ABC	Regional Director				
		BSA	BSA Representative				
		Dept of Transport and Main Roads	Manager Gympie				
		Dept of Communities, Child Safety and Disability Services	Regional Executive Director, North Coast Region				
		DEHP	Regional Manager				
		EMQ	Executive Manager				
		Ergon	Area Operations Manager, Wide Bay South				
		MSQ	Area Manager				
		QAS	Regional Director Ops				
		QAS	Area Director Wide Bay Burnett				

Gympie District Disaster Management Group

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

Identified Hazards

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

Gympie District Disaster Management Group

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

Gympie District Risk Register

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, significant infrastructure and service delivery.	Cyclone – Cat. 3+ (includes east coast low)	Infrastructure People Environment	Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES TMR Dept of Housing Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DAFF DEHP
2.	There is the potential that a storm surge resulting from a severe tropical cyclone (Category 3+) will cause damage in the coastal areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure and service delivery.	Storm Surge	Infrastructure People Environment	Building Regulations Drainage Maintenance Urban Planning Exercising DM plans Public Education Early Warning System Environmental Planning	Local DM Plans Local Council SES TMR Dept of Housing Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services Evacuation Arrangements DAFF DEHP
3	There is the potential that a major bush fire will cause damage in the coastal and in-land areas of the community, which in turn will impact on inhabitants, environment, significant infrastructure	Bush Fire	Infrastructure People Environment	Fire breaks Building Regulations Water Supply Maintenance Rural Planning Exercising DM plans Public Education Early Warning System	Local DM Plans Local Council SES TMR QFRS Dept of Housing Public Works Business Continuity Plans DoC Emergency Shelters Volunteer Organisations Medical Services

Gympie District Disaster Management Group

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

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

Gympie District Disaster Management Group

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

Gympie District Disaster Management Group

Risk Analysis						
Risk No.	Level of Existing PP Controls	Level of Existing RR Controls	Consequence	Likelihood	Risk	Confidence Level

Annexure F

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

Gympie District Disaster Management Group

5. Earth- quake	Tolerable subject to ALARP	<ul style="list-style-type: none"> • Improved Planning & Response Plans for affected areas. • Training for Emergency Services in evacuation of community. • Improved public education program. 	Major	Possible	High	Treatment required, no further analysis

Gympie District Risk Treatment Plan

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

Gympie District Disaster Management Group

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

DDMG Reporting Requirements

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

District Levels of Activation

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

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

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

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

Gympie District Disaster Management Group

Alert phase:

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

Lean Forward phase:

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

Stand Up phase:

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

Stand down

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

District Disaster Management Plan Legislative Checklist

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

Under s53(2) the Gympie DDMP includes:

- | |
|---|
| a. the SDMG’s strategic policy framework (SPF) for disaster management for the State; |
| b. roles and responsibilities of entities involved in disaster operations and disaster management in the district; |
| c. the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b); |
| d. events that are likely to happen in the district; |
| e. priorities for disaster management for the district; |
| f. matters stated in the disaster management guidelines as matters to be included in the plan; |
| g. other matters about disaster management in the disaster district the group considers appropriate. |

DDMP Requirements (s54)

The Gympie DDMP is consistent with the District Disaster Management Guidelines.

Reviewing and renewing the DDMP (s55)

- | |
|---|
| (1) The Gympie DDMG may review, or renew, its DDMP when the group considers it appropriate. Date last reviewed: |
| (2) However, the group must review the effectiveness of the plan at least once a year. Next planned review date: |

DDMP to be available for inspection (s56)

- | |
|---|
| (1) There is a copy of the Gympie DDMP available for inspection, free of charge, by members of the public at the Gympie District Police Office. |
| (2) The Gympie DDMP is available in written or electronic form. |
| (3) A copy of the Gympie DDMP can be given to a person on payment of an appropriate fee*, which has been decided by the DDC of the Gympie DDMG. |

**An appropriate fee means the fee that is no more than the reasonable cost of providing the copy.*

Gympie District Disaster Management Group

acceptable)

Time:

Date:

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

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

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

Authorising Officer

Name:

Position:

Gympie District Disaster Management Group

Signature:	Date:	Time:
-------------------	--------------	--------------

Appendices

The following documents form Appendices to this Plan:

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

- (ii) Local Government Disaster Management Plans:
 - Gympie Regional Council Disaster Management Plan
 - South Burnett Regional Council Disaster Management Plan
 - Cherbourg Aboriginal Shire Council Plan **(in draft)**

- (iii) Functional Committee Sub-plans:
 - Department of Housing and Public Works:
 - Communications
 - Building & Engineering Services
 - Department of Communities, Child Safety and Disability Services:
 - Human Social Recovery Plan
 - Department of Transport and Main Roads:
 - Transport Disaster Management Plan
 - Department of Health:
 - Health Disaster Management Plan (Central Public Health Unit Network)

- (iv) Resupplying Isolated Communities Guidelines

- (v) Response - Recovery Transition Strategy

- (vi) Gympie DDMG – ‘Traffic Management Plan’

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

Threat Specific Plans

- Department of Transport & Main Roads(Maritime Division): Oil Spill Contingency Plan

- Department of Agriculture, Fisheries and Forestry: Emergency Animal Disease

- Queensland Fire and Rescue Service: Wildfire Contingency Plan (Under development)

- National Marine Oil Spill Contingency Plan (2010)

- Queensland Coastal Contingency Action Plan

- State Disaster Management Plan (2010)

- Borumba Dam: Emergency Action Plan

Gympie District Disaster Management Group

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

Other relevant documentation:

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