

DISASTER MANAGEMENT POLICY

ADMINISTRATIVE POLICY



1 Scope

This policy applies to all Rockhampton Regional Council disaster management responsibilities, operations and activities.

2 Purpose

The purpose of this policy is to recognise disaster management and associated disaster operations as a whole of Council responsibility integrated across the range of Council functions to improve and expand the Council's and community's resilience to natural and man-made disasters.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Disaster Management Act 2003

Disaster Management Regulation 2014

Queensland Disaster Management Strategic Policy Statement

Queensland Emergency Management Assurance Framework

Queensland Emergency Risk Management Framework 2017

Queensland State Disaster Management Plan

Rockhampton Regional Council Local Disaster Management Plan

4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Disaster Management Act 2003</i>
Council	Rockhampton Regional Council
Disaster	As defined in section 13(1) of the <i>Disaster Management Act 2003</i> : a serious disruption in a 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.
Disaster Management	As defined in section 14 of the <i>Disaster Management Act 2003</i> : Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.

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Disaster Operations	As defined in section 15 of the <i>Disaster Management Act 2003</i> : 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.
Disaster Response Capability	As defined in section 80(2) of the <i>Disaster Management Act 2003</i> : The ability to provide equipment and a suitable number of persons, using the resources available to Council, to effectively deal with or help another entity to deal with an emergency situation or a disaster in the Council's area.
District Group	A District Disaster Management Group is established for each disaster district.
LDMG	Local Disaster Management Group
QEMAF	Queensland Emergency Management Assurance Framework
QERMF	Queensland Emergency Risk Management Framework 2017
Serious Disruption	As defined in section 13(2) of the <i>Disaster Management Act 2003</i> : (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.
State Group	State Disaster Management Group

5 Policy Statement

The Act provides the legislative basis for disaster management activities within all levels of Government and the Queensland Disaster Management System.

It is recognised that for particular disaster situations, support for the community is required to be provided, in the first instance, from Council, taking into account its capacity and resources. Such assistance would be provided in cooperation with local emergency service providers, government and non-government agencies and community groups.

5.1 Functions

Under section 80 of the Act, Council has the following legislated functions:

- (a) To ensure it has a disaster response capability;
- (b) To approve its Local Disaster Management Plan;
- (c) To ensure information about an event or a disaster in its area is promptly given to the District Disaster Coordinator; and
- (d) To perform other functions given to it under the Act.

5.1.1 Local Disaster Management Group

One of the key responsibilities of Council, outlined in section 29 and 30 of the Act, is the establishment of a LDMG. The key functions of this group include:

- (a) Ensure disaster management and disaster operations are consistent with the State group's strategic policy framework for disaster management for the State;
- (b) To develop effective disaster management and regularly review and assess the disaster management;
- (c) To help the Council prepare a local disaster management plan;
- (d) To identify and provide advice to the district group about support services required by the local group to facilitate disaster management and disaster operations in the area;

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- (e) To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- (f) To manage disaster operations in the area under policies and procedures decided by the State group;
- (g) To provide reports and make recommendations to the district group about matters relating to disaster operations;
- (h) To identify and coordinate the use of resources that may be used for disaster operations in the area;
- (i) To establish and review communications systems in the group, and with the district group and other local groups in the disaster district for use when a disaster happens;
- (j) To ensure information about a disaster in the area is promptly given to the district group;
- (k) To perform other functions given to the group under the Act; and
- (l) To perform a function incidental to a function mentioned in paragraphs (a) to (k).

5.2 Objectives

Council is committed to the development of its arrangements and programs for the effective management of disasters and disaster operations in accordance with the QEMAF. The objectives of the QEMAF are to:

- (a) Direct, guide and focus all entities to achieve key disaster management outcomes for the community;
- (b) Promote cooperation between entities responsible for disaster management in the State;
- (c) Support emergency services, other entities and the community to identify and improve disaster management capabilities;
- (d) Identify opportunities for cooperative partnerships to improve disaster management outcomes;
- (e) Support continuous improvement in disaster management;
- (f) Provide consistency and reinforce cultural interoperability based on shared responsibilities; and
- (g) Promote excellence in disaster management.

5.3 Principles

Council's disaster and emergency management arrangements and programs will be aligned with the principles contained within the QEMAF.

5.3.1 Leadership

Leadership will be demonstrated at all levels through a commitment to a shared culture of disaster management excellence. Strategic planning within the context of resources and risk, will underpin clear decision making and planning priorities to achieve disaster management outcomes for the community. Specifically, Council will:

- (a) Develop and maintain a comprehensive, all hazards, all agencies, approach by achieving the right balance of prevention, preparedness, response and recovery, regardless of the nature of the hazard through established partnerships;
- (b) Apply effective corporate governance committed to continuous improvement of disaster management policy, programs, practices and service delivery to improve community safety;
- (c) Provide sufficient Council employees from across all departments to effectively carry out Council's disaster management responsibilities; and
- (d) Provide appropriate training to all Council employees with a recognised disaster management role or responsibility.

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5.3.2 Public Safety

Public safety will be the primary driver for the continuous improvement of Council's disaster management arrangements. These arrangements will be delivered through the LDMG. Specifically, Council will:

- (a) Prioritise public safety when developing the Local Disaster Management Plan; and
- (b) Develop a transparent, systematic and consistent approach to disaster risk assessment and management based on the QERMF.

5.3.3 Partnership

Strategic partnerships with LDMG members and other entities involved in disaster operations will improve disaster management outcomes as they will be well governed, drive clear roles and responsibilities and promote true collaboration. Specifically, Council will:

- (a) Engage in consultative decision-making through the LDMG;
- (b) Enter into necessary or beneficial arrangements with other entities to perform disaster management activities; and
- (c) Collaborate across Council departments and with other emergency service providers in engaging the community so they are informed and prepared and understand their role in disaster management arrangements.

5.3.4 Performance

A culture of performance drives disaster management outcomes. Performance is monitored and analysed against the QEMAF standard. Good practice is embedded across all phases of disaster management. Specifically Council will:

- (a) Conduct an annual audit of Council's Local Disaster Management Plans and processes to ensure compliance with QEMAF standard requirements;
- (b) Conduct an annual disaster exercise utilising Council's Local Disaster Management Plans and processes to ensure the plans and processes remain effective; and
- (c) Undertake additional or refresher training of disaster personnel as necessary to ensure that disaster management processes can be undertaken efficiently.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) Audit reports relating to disaster/emergency management activities being undertaken by Council indicate a policy review from a legislative, compliance or governance perspective is justified;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by Council.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Infrastructure Planning
Policy Quality Control	Legal and Governance



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