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## 1. Statement

Council is committed to promoting a resilient community that can prevent, prepare for, respond to, and recover from disaster impacts, with a focus on the needs of the community's most vulnerable persons.

## 2. Purpose and Principles

This policy guides Council by providing principles for discharging its responsibilities under the Disaster Management Act 2003 ('the Act') and the Disaster Management Regulation 2014 ('the Regulation').

The Act provides that local governments should primarily be responsible for managing disaster events in their local government area (section 4A(c)). Accordingly, Council:

- a) Undertakes its disaster management responsibilities in a way that complies with the various legislative and state instruments, including but not limited to the:
  - i. *Standards for Disaster Management*, issued pursuant to section 16N of the Act
  - ii. *Disaster Management Strategic Policy Statement* issued by the Queensland Government
  - iii. State Disaster Management Plan issued pursuant to section 49 of the Act
  - iv. *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline*, issued pursuant to section 63 of the Act
  - v. *Queensland Disaster Management Training Framework* issued in accordance with section 16A(c) of the Act
  - vi. *City of Ipswich Local Disaster Management Plan*, all agencies, all hazards and issued in accordance with section 57 of the Act
- b) Promotes and supports a comprehensive approach to disaster management that holistically incorporates prevention, preparedness, response and recovery.
- c) Promotes and supports individual and community resilience in accordance with the United Nations *Sendai Framework for Disaster Risk Reduction 2015-2030*, the *National Disaster Resilience Strategy*, and the *Queensland Strategy for Disaster Resilience*. This includes enabling and promoting the community to support itself and each other, as

they are often best placed to identify and, with support, reduce their vulnerability.

Further, this policy:

- d) Consistent with section 36 of the Act, enables disaster operations to be conducted under the direction of the appointed Local Disaster Coordinator (LDC), Local Recovery Coordinator (LRC), or relevant deputy
- e) Supports the role of the Council’s Disaster and Emergency Management program in building and maintaining disaster management capability and capacity through the commitment and continuing support of the Executive Leadership Team (ELT) and all levels of management across Council.

**3. Strategic Plan Links**

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme/s:

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

**4. Regulatory Authority**

Local Government Act 2009  
 Local Government Regulation 2014  
 Disaster Management Act 2003  
 Disaster Management Regulation 2014

**5. Human Rights Commitment**

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

**6. Scope**

This policy applies to all councillors, council staff, contractors, and others who act on the Council’s behalf to ensure they work in accordance with the policy principles and the relevant legislation.

**7. Roles and Responsibilities**

Role	Responsibility
<b>City of Ipswich Local Disaster Management Group</b>	The City of Ipswich Local Disaster Management Group (LDMG) is a multi-agency group established in accordance with section 29 of the Act to assist the council with disaster management. The LDMG's functions are outlined in section 30 of the Act.
<b>City of Ipswich Local Recovery and Resilience Group</b>	The City of Ipswich Local Recovery and Resilience Group (LRRG) is a multi-agency sub-group of the LDMG. Its functions are outlined in the Local Disaster Management Plan.

<b>Role</b>	<b>Responsibility</b>
<b>Chairperson, City of Ipswich LDMG</b>	The chairperson is an elected representative appointed in accordance with the Act, Regulation and by resolution of Council to manage the LDMG's business. The chairperson's functions are outlined in section 34 of the <i>Act</i> .
<b>Chairperson, City of Ipswich LRRG</b>	The chairperson is an elected representative appointed by resolution of Council to manage the LRRG's business.
<b>Local Disaster Coordinator (LDC)</b>	<p>The LDC is an officer of the Council appointed to coordinate disaster operations for the LDMG. The LDC's functions are outlined in section 36 of the <i>Act</i>.</p> <p>The LDC has the delegation and authority to utilise Council resources to achieve efficient and effective disaster operations.</p>
<b>Local Recovery Coordinator (LRC)</b>	<p>The LRC is an officer of the Council appointed to coordinate recovery operations on behalf of the LDMG and LRRG.</p> <p>The LRC has the delegation and authority to utilise Council resources to achieve efficient and effective disaster recovery operations.</p>
<b>Chief Executive Officer</b>	<p>The CEO:</p> <ul style="list-style-type: none"> <li>ensures compliance with this policy by councillors and employees;</li> <li>ensures strategic oversight of disaster operations; and</li> <li>provides decision-making and support when there are resourcing constraints and differences of opinion between LDC, LRC and/or General Managers.</li> </ul>
<b>Council Disaster and Emergency Management program</b>	Undertake the secretariat and administrative duties on behalf of the LDMG and LRRG.

## 8. Key Stakeholders

The following will be consulted during the review process:

- General Manager, Asset and Infrastructure Services
- General Manager, Community, Cultural and Economic Development
- General Manager, Corporate Services
- General Manager, Environment and Sustainability
- General Manager, Planning and Regulatory Services

## 9. Role of Councillors during a Disaster or Emergency

### a. Councillors generally

Councillors are responsible for providing high-quality leadership to the Council and the community. Councillors are often best placed in their communities and can relay important information to and from affected residents and report on broader community impacts.

**b. Local Disaster Coordination Centre (LDCC)**

Councillors cannot access the LDCC, which is staffed by council officers when it is established under operational conditions, consistent with the principles of the *Councillor Acceptable Requests Guidelines and Staff Interaction Policy*.

The chairperson and deputy chairperson may only attend the LDCC where it is directly necessary to fulfil the requirements of their role. Briefings or similar will be provided in alternative meeting rooms or virtually.

**c. Elected Council Member Liaison in the LDCC**

An Elected Council Member Liaison Officer (ECM-LO) will be appointed and become part of the LDCC when required. This ECM-LO will:

- Act as the point of contact for initial requests for information related to the disaster from Councillors.
- Receive on-ground intelligence from Councillors, such as pictures, videos, community sentiment, trends, and emerging issues.
- Coordinate and provide information regarding community or other meetings relevant to Councillors.
- The ECM-LO will not receive or action Council service requests; they must be submitted according to the *Councillor Acceptable Requests Guidelines and Staff Interaction Policy*.

**d. Communications and reporting**

All Councillors will be provided with the following information:

- Notification of the threat of significant impacts to the City
- Change of the status of the LDMG and/or LRRG
- Changes in the status of the LDCC
- Notice of issue of a council-generated public warning
- Situational reports – specifically the *Situation Report (Disaster Operations)* and the *Situation Update (Disaster Preparedness)*
- Provision of information where community support above the Council’s current service delivery standards is set to occur

Councillors and employees will not, as a matter of course, be provided with warnings or alerts that are issued by other entities and freely available to the public.

State and Federal Members of Parliament will receive situation reports from the LDCC when the LDMG is activated to stand-up status.

**10. Establishment of Disaster Management Groups**

**a. Establishment**

Council establishes, with its partner agencies, the following:

- City of Ipswich Local Disaster Management Group (LDMG) and the
- City of Ipswich Local Recovery and Resilience Group (LRRG)

**b. Terms of reference**

These groups must each have terms of reference consistent with the Act, the Regulation, and this policy. The respective groups will approve their terms of reference which, will be made available on Council’s website.

**c. Chairperson and deputy chairperson**

By resolution, the Council will appoint a chairperson and at least one deputy chairperson in accordance with the Act. When a vacancy exists, or the chairperson is absent from duty or cannot perform the role, the deputy chairperson of the group acts as the chairperson.

**d. Chairperson attendance at meetings**

The LDMG Chair will be a standing invitee to the LRRG meetings, and the LRRG Chair will be a standing invitee to the LDMG meetings.

**e. Application of the Act to the Local Recovery and Resilience Group**

The LRRG is not referenced in the Act; however, where relevant, the Council will apply the same principles and arrangements for its management and coordination as it applies to the LDMG.

For example, under the Act and Regulation, the LDMG Chair must be a Councillor of local government, and under this policy, the LRRG Chair must also be a Councillor.

**f. Arrangements for Ipswich City Council**

As a separate entity from the disaster management groups, the Council will maintain a disaster response capability and an approach to organisational resilience.

**11. Local Disaster Management Plan (LDMP)**

**a. Preparation**

Council will prepare and maintain a LDMP, which provides a detailed overview of the arrangements in place for the City and encourages coordinated arrangements between all levels of government and non-government entities.

**g. Consultation and compliance**

The LDMP will comply with the Act and be developed with consultation from the LDMG and LRRG. Any substantial changes materially affecting the plan’s operation will be put before Council for resolution and later endorsed by the respective group.

**h. Review**

The LDMP will be reviewed every 12 months. The review may not necessitate change; however, the conduct of the evaluation should be recorded in the amendments register.

**12. Disaster Operations under the Queensland Disaster Management Arrangements**

**a. Objective**

The objective of disaster operations is drawn from the *Queensland Government Strategic Policy Statement*, which specifies that the primary aim is to ‘strive to safeguard people, property and the environment from disaster impacts’.

Disaster operations are carried out in two distinct phases: ***disaster response operations*** and ***disaster recovery operations***.

Related to Council-owned and operated assets and infrastructure, disaster recovery and reconstruction and all related reporting will occur through business-as-usual arrangements or by establishing a Council Recovery Program Coordination Group (PCG), not through the LRRG.

**i. Disaster response operations**

Disaster response operations are primarily within the remit of the Local Disaster Coordinator, who has the necessary delegation and authority to utilise Council resources to conduct efficient and effective operations.

During the disaster response operations, the LDCC will support the Local Disaster Coordinator.

**j. Disaster recovery operations**

Disaster recovery operations are primarily within the remit of the Local Recovery Coordinator, who has the necessary delegation and authority to utilise Council resources to conduct efficient and effective operations.

The LDCC will support the Local Recovery Coordinator during the initial phases of the disaster recovery operations.

**k. Multi-agency coordination**

Multi-agency disaster operations will be coordinated through the LDCC. Liaison Officers from external agencies are encouraged in order to facilitate strong collaboration and information sharing.

**13. Council Disaster Response Capability**

As an individual agency, Council’s ‘disaster response capability’ refers to the organisation’s ability to provide equipment and personnel to efficiently and effectively support disaster operations.

Council’s disaster response capability is based on the following principles:

- Disaster management is a ‘whole-of-council’ responsibility to which all departments, branches, and sections contribute.
- Capability activities such as training, exercises, and drills are a priority.
- Continuous improvement through post-event and after-action reviews is essential.

**14. Continuous Improvement**

Council commits to continuous improvement by adopting the *Queensland Disaster Management Lessons Management Framework*, which the Inspector-General of Emergency Management authorises.

**15. Assisting Police, Emergency Services and Local Governments Generally**

Council will provide reasonable support to Police, emergency services and other local government entities to support disaster operations or emergencies.

In determining whether to provide reasonable support, the affected business area within the Council must consider the following:

- roles and responsibilities of Council and other government entities

- nature of the disaster or emergency
- safety of Council employees
- opportunity cost to service delivery, programs, and projects
- financial and resourcing implications
- availability of similar resources commercial or from a better-positioned agency
- consequences to the local community of not providing such support

In particular, when supporting other local governments, the decision to provide support should recognise that the City of Ipswich is often the beneficiary of mutual support and that the learning and development opportunities for the Council are also significant.

Where costs are incurred above what would already be incurred, they may be recovered from the requesting organisation. This includes, but is not limited to, overtime, allowances, meals, travel, and hire of equipment or machinery.

**16. Monitoring and Evaluation**

This policy will be reviewed in accordance with Council’s four year review cycle or sooner if required

**17. Definitions**

Term	Definition
<b>Disaster</b>	<p>A disaster is 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.</p> <p>Serious disruption means—</p> <ol style="list-style-type: none"> <li>a. loss of human life, or illness or injury to humans; or</li> <li>b. widespread or severe property loss or damage; or</li> <li>c. widespread or severe damage to the environment.</li> </ol> <p><i>Source: Disaster Management Act 2003</i></p>
<b>Disaster doctrine</b>	<p>Disaster doctrine refers to the codification and artifacts that support disaster and emergency operations from an operational and tactical management point of view. This includes but is not limited to guidelines, work instructions, forms and checklists.</p>
<b>Disaster management</b>	<p>Disaster management means 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.</p> <p><i>Source: Disaster Management Act 2003</i></p>
<b>Disaster operations</b>	<p>Disaster operations means 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.</p> <p><i>Source: Disaster Management Act 2003</i></p>

Term	Definition
<b>Disaster recovery operations</b>	<p>Disaster recovery operations means the phase of disaster operations that relates to recovering from a disaster.</p> <p><i>Source: Disaster Management Act 2003</i></p>
<b>Disaster resilience</b>	<p>A system or community’s ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances.</p> <p><i>Source: Queensland Strategy for Disaster Resilience</i></p>
<b>Disaster response capability</b>	<p>A local government's disaster response capability means the ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with or help another entity deal with an emergency situation or a disaster in the local government’s area.</p> <p><i>Source: Disaster Management Act 2003</i></p>
<b>Emergency situation</b>	<p>For the purposes of this policy, an emergency situation is an event or situation similar to an event under the Disaster Management Act that has the potential to impact safety and well-being and damage property or the environment but is not classified as a disaster.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• persons missing or injured in a Council conservation</li> <li>• support to Queensland Police Service at traffic crash</li> <li>• provision of water supply to Queensland Fire and Emergency Services</li> </ul>
<b>Event</b>	<p>An event means any of the following—</p> <ol style="list-style-type: none"> <li>a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;</li> <li>b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak;</li> <li>c. an infestation, plague or epidemic; Example of an epidemic— a prevalence of foot-and-mouth disease</li> <li>d. a failure of, or disruption to, an essential service or infrastructure;</li> <li>e. an attack against the State;</li> <li>f. another event similar to an event mentioned in paragraphs (a) to (e).</li> </ol> <p><i>Source: Disaster Management Act 2003</i></p>

**18. Policy Owner**

The General Manager, Environment and Sustainability is the policy owner, and the Emergency Management Manager is responsible for authoring and reviewing this policy.