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1. Statement

Council is committed to promoting a resilient community that can prevent, prepare for, respond to and recover from the impacts of disaster which includes 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 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 – a plan for the City of Ipswich, all agencies, all hazards and issued in accordance with section 57 of the Act
- b) Promotes and supports a comprehensive approach to disaster management which 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 Reduction 2015-2030; the National Disaster Resilience Strategy; and the Queensland Strategy for Disaster Resilience 2017. 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.

- d) Disaster operations and the management of emergency situations will be conducted under the direction of the appointed Local Disaster Coordinator (LDC) or Deputy Local Disaster Coordinator (DLDC) or delegate, for example the Local Recovery Coordinator (LRC).

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 that act on Council’s behalf to ensure they work in accordance with the policy principles and in accordance with the relevant legislation.

7. Roles and Responsibilities

Role	Responsibility
City of Ipswich Local Disaster Management Group	The City of Ipswich Local Disaster Management Group (LDMG) is a multi-organisational group established in accordance with section 29 of the <i>Act</i> to assist council with disaster management. The functions of the LDMG are outlined in section 30 of the <i>Act</i> .
City of Ipswich Local Recovery and Resilience Group	The City of Ipswich Local Recovery and Resilience Group (LRG) is a multi-organisational subgroup of the LDMG and authorised by the LDMG. Its functions are outlined in the Local Disaster Management Plan.
Chairperson, City of Ipswich LDMG	The chairperson is an elected representative appointed in accordance with the <i>Act</i> and by resolution of Council to manage the business of the LDMG. The functions of the Chairperson are outlined section 34 of the <i>Act</i> .

Role	Responsibility
Chairperson, City of Ipswich LRG	The chairperson is an elected representative appointed by resolution of Council to manage the business of the LRG.
Local Disaster Coordinator (LDC) / Deputy LDC	The LDC is an officer of Council appointed to coordinate disaster operations for the LDMG. The functions of the LDC are outlined section 36 of the <i>Act</i> .
Local Recovery Coordinator (LRC)	The LRC is an officer of Council, subordinate to the LDC, delegated to coordinate recovery operations on behalf of the LRG.
Chief Executive Officer	Ensure compliance with this policy by councillors and employees.

8. Key Stakeholders

The following will be consulted during the review process:

- General Manager, Community, Cultural and Economic Development
- General Manager, Coordination and Performance
- General Manager, Corporate Services
- General Manager, Infrastructure and Environment
- General Manager, Planning and Regulatory Services

9. Disaster Management Groups

a. Establishment

Council establishes, with its partner agencies the:

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

b. Terms of References

These groups are required to have a terms of reference, consistent with the *Act*; Disaster Management Regulation 2014 and this policy. The terms of reference will be approved by the respective group and published on the Ipswich City Council website.

c. Chairperson and Deputy Chairperson

Council will appoint a chairperson and at least one deputy chairperson by Council resolution, in accordance with the *Act*.

d. Acting Chairperson for a Group

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.

e. Arrangements for Ipswich City Council

Council as an entity, separate from the disaster management group/s will maintain a *disaster response capability* which recognises that disaster and emergency management is a whole of Council responsibility, supported and undertaken by all departments and branches.

10. Disaster Plans

a. Preparation

Council will prepare and maintain a Local Disaster Management Plan and a Local Recovery Sub Plan, 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.

b. Consultation

Disaster plans will be developed in consultation with the relevant Disaster Management Group.

c. Compliance

These plans will comply with the *Act* and will be developed with consultation from the LDMG and/or LRG, before being put before Council for resolution, and later endorsed by the same.

d. Review

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

11. Disaster Operations

a. Objectives

The objective of disaster operations is drawn from the Queensland Government Strategic Policy Statement which states:

1. Strive to safeguard people, property and the environment from disaster impacts.
2. Empower and support local communities to manage disaster risk, respond to disaster events and be more resilient.

b. Multi-agency Coordination

Multi-agency disaster operations will be coordinated through the Local Disaster Coordination Centre using the principles of Australian Inter-service Incident Management System.

Liaison Officers from external agencies will actively be encouraged with a view to facilitate strong collaboration and information sharing.

c. Ipswich City Council Coordination

Coordination of Ipswich City Council resources and reporting will occur through the Local Disaster Coordination Centre to maximise efficiency. The respective General Managers retain responsibility for service delivery decisions within their remit.

12. Lessons Management

Council commits to continuous improvement through adoption of the Queensland Disaster Management Lessons Management Framework which is authorised by the Inspector-General of Emergency Management.

13. Police, Emergency Services and Local Governments

Council will provide reasonable support to Police, emergency services and other local government entities to support disaster operations or emergency situations. This includes the provision of equipment and personnel.

Council, particularly where providing support to another local government area must consider the financial impact to the ratepayers of the City. However, it must be recognised that the City of Ipswich is often the beneficiary of mutual support.

Cost recovery arrangements may be applicable where Disaster Relief Funding Arrangements (DRFA) have been activated. Council will pursue cost recovery when these arrangements are activated.

14. Role of Councillors during a Disaster or Emergency

a. Councillors generally

Councillors have a responsibility to provide high quality leadership to the Council and the community and this critical role is achieved through several mechanisms including the establishment of the Local Disaster Management Group and Local Recovery & Resilience Group which are both chaired by Councillors.

Councillors will often be with their communities and are able to relay important information to and from affected residents and report on broader community impacts.

b. Local Disaster Coordination Centre (LDCC)

Councillors, excluding chair or deputy chairperson of a disaster management group will not be able to access to the LDCC when established under operational conditions. The chairperson and deputy chairperson/s should only attend the LDCC where necessary to fulfil the requirements of their role.

c. Councillor Liaison Officer in the Local Disaster Coordination Centre

When required a Councillor Liaison Officer may be nominated and form part of the Local Disaster Coordination Centre. Generally, this will be from the Executive Support Branch. This role will:

- Act as the point of contact for all initial requests for information related to the disaster from Councillors.
- Receive on ground intelligence from Councillors – pictures, video, community sentiment, trends and emerging issues. *Note individual requests will not be actioned and will be required to be submitted in accordance with the Councillor - Staff Interaction Policy (raising services requests by a Councillor on behalf of a community member/customer and their outcomes).*
- Coordinate and provide information regarding any community or other meetings relevant to Councillors.

d. Councillors appointed under the Disaster Management Act

In accordance with the Act a Councillor appointed to the role of chairperson or deputy chairperson of the Local Disaster Management Group will fulfil the requirements outlined in the Act.

The chairperson and deputy chairperson/s will be provided communications, reporting and briefings in line with the reporting required and scheduled as part of the broader Local Disaster Management Group and Local Recovery and Resilience Group.

e. Communications and reporting

Councillors will be provided the following information:

- Change of status of the Local Disaster Management Group (LDMG)
- Changes of status of the Local Disaster Coordination Centre (LDCC)
- Situation reports related to disaster operations and impacts on Council services
- Provision of information where community support above Council’s current service delivery standards will occur

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

15. Monitoring and Evaluation

This policy will be reviewed at least every 2 years or following a significant disaster event. Specific measures to determine the success and effectiveness of this policy include:

- Results of the Local Disaster Management Plan annual assessment conducted under direction of the Office of Inspector General of Emergency Management.
- Number of relevant personnel compliant with the Queensland Disaster Management Training Framework.

16. Definitions

Term	Definition
Disaster	<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"> 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. <p><i>Source: Disaster Management Act 2003</i></p>
Disaster management	<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>
Disaster operations	<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
Disaster resilience	<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>
Disaster response capability	<p>Disaster response capability, for a local government, 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 to deal with, an emergency situation or a disaster in the local government’s area.</p> <p><i>Source: Disaster Management Act 2003</i></p>
Emergency situation	<p>An emergency situation, for the purposes of this policy is an event or situation, similar to an event under the Disaster Management Act that has the potential to impact safety and wellbeing, damage property or the environment, but is not classified as a disaster, however requires a Council response.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • persons missing or injured in a Council conservation • support to Queensland Police Service at traffic crash • provision of water supply to Queensland Fire and Emergency Services
Event	<p>An event means any of the following—</p> <ol 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; Example of an epidemic— a prevalence of foot-and-mouth disease 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 paragraphs (a) to (e). <p><i>Source: Disaster Management Act 2003</i></p>

17. Policy Owner

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