

POLICY



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Policy title: DISASTER MANAGEMENT
Directorate: TRANSPORT AND WATER SERVICES
Branch: OFFICE OF THE DIRECTOR, TRANSPORT AND WATER SERVICES
Policy objective: To establish a management process and organisational framework for undertaking the emergency and disaster management responsibilities and activities of Council in accordance with the *Disaster Management Act 2003*.

Policy scope:

This policy applies to all councillors and employees of Council and details how Council will comply with its responsibilities under the *Disaster Management Act 2003* and implement the adopted Local Disaster Management Plan.

Policy statement:

1. Scope

- (a) This policy details the organisational and administrative practices of Logan City Council (Council) in respect of emergency and disaster management.
- (b) The policy has been established to provide direction, clarity and authority for required planning and operations before, during and following an emergency or disaster event affecting the City.

2. Objectives

- (a) The emergency and disaster management process is established with the following objectives:
 - (i) The planned, efficient and effective response to emergency and disaster events affecting the city.
 - (ii) An emergency and disaster management process that is easy to understand and is readily accessible to all agencies and residents.
 - (iii) Identification of areas for improvement in the Council's emergency and disaster preparedness, response and recovery practices.
 - (iv) Increase in awareness of the hazards and risks facing the Logan community.
 - (v) Continuous improvement in the level of community resilience to emergencies and disasters.

- (vi) Enhancement of the community's confidence in the emergency and disaster management capacity and capability of Council, and of the reputation of the Council.
- (vii) Building the capacity of staff to effectively manage emergency and disaster events in an environment of continuous improvement.

3. Policy commitment

- (a) Council intends to provide a level of emergency and disaster management capacity and capability that:
 - (i) ensures that all legislative responsibilities are complied with
 - (ii) appropriately meets the needs and reasonable expectations of the Logan community
 - (iii) facilitates increasing levels of resilience to emergencies and disasters within the Logan community, through education on how to mitigate the impacts of emergencies and disasters.
- (b) Council commits to providing adequate resources and trained officers to achieve these commitments.

4. Managing disaster response and recovery

- (a) The following framework describes Council activities in managing disaster and emergency events in Logan:
 - (i) Exercise primary responsibility for emergency and disaster response and management within Logan City in accordance with the *Queensland Disaster Management Act 2003* (the Act).
 - (ii) Participate in the operation of, and liaison with, District and State Disaster Management arrangements as envisaged by the Act.
 - (iii) Facilitate increasing community resilience through provision of information and education on local hazards, risk, preparedness, response and recovery.
 - (iv) Establish and maintain an effective Local Disaster Management Group (LDMG).
 - (v) Operate a Local Disaster Coordination Centre (LDCC) before, during and after emergency and disaster events as required.
 - (vi) Undertake dissemination of appropriate public information in the onset, impact and recovery phases of an emergency or disaster event.
 - (vii) Create and maintain collaborative relationships with emergency response agencies, non-government organisations and other stakeholders in emergency and disaster management; locally, intrastate and nationally.
 - (viii) Establish and maintain appropriate and legislatively compliant plans, procedures and systems to guide and control disaster prevention, preparation, response and recovery activities.
 - (ix) Deploy all appropriate resources to contribute to response and recovery during the emergency or disaster event, until its resources are fully committed or until recovery from the event is complete.
 - (x) Mobilise response assistance from other relevant emergency and disaster response agencies and organisations, as appropriate, during any emergency or disaster.

5. Organisational appointments and authorities

- (a) Council will, from time to time, and as required, appoint personnel to the following positions:
 - (i) Chair, Local Disaster Management Group – Mayor
 - (ii) Deputy Chair, Local Disaster Management Group – Councillor

- (iii) Local Disaster Coordinator (LDC) – a member of the Executive Leadership Team (ELT) or delegate
- (iv) Local Disaster Recovery Coordinator (LDRC) – a member of ELT or delegate.
- (b) The personnel appointed to these positions shall exercise the following responsibilities and authorities as delegates of Council:
 - (i) Chair LDMG –
 - a. To administer and control the business of the LDMG.
 - b. Exercise the powers of the local government to ensure an efficient and effective response is provided by Council to emergency and disaster events in accordance with clause two (2) of delegation of authority – Executive Powers of Mayor (doc#8372891).
 - (ii) Deputy chair LDMG –
 - a. To undertake the duties of the chair during any temporary or extended absence or incapacity of the Mayor.
 - (iii) LDC –
 - a. To apply the resources of Council to emergency and disaster management planning, response and recovery activities as required to meet the commitments and objectives of this policy.
 - b. To undertake related purchasing and other expenditure in accordance with delegation of authority – Authorisation of Expenditure (Doc#13831455).
 - c. To ensure appropriate interoperability and liaison with district and state disaster management arrangements.
 - (iv) LDRC –
 - a. To apply the resources of Council to emergency and disaster management planning, response and recovery activities as required to meet the commitments and objectives of this policy.
 - b. To undertake related purchasing and other expenditure in accordance with delegation of authority – Authorisation of Expenditure (Doc#13831455).

This policy is to be used in conjunction with the Logan City Council Disaster Management Plans and corporate documents identified in the related documents table below.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
-	Legislation	<i>Disaster Management Act 2003</i>
8191949	Disaster Management Plans	Disaster Management Plan
8308805	Disaster Management Plans	Disaster Recovery Plan
8567853	Disaster Management Plans	Disaster Communication Plan
8372891	Delegation of Authority	Executive Powers of Mayor
13831455	Delegation of Authority	Authorisation of Expenditure