

# Disaster Management Policy

*Disaster Management Act 2003*

## 1. Policy Statement

Townsville City Council (Council) will support our local community in disaster events (natural and/or non-natural) by providing a framework for effective disaster preparedness, response and recovery in accordance with its responsibilities under the Queensland *Disaster Management Act 2003* (the DM Act).

## 2. Principles

Council is primarily responsible for managing disasters that occur within the Townsville local government area (section 4A(c) of the DM Act), via the Townsville Local Disaster Management Group (TLDMG) and ensuring that Council maintains a disaster response capability via Council's Emergency Response Group (ERG) (section 29 and 80 of the DM Act).

Council:

- recognises that disaster management operations are a whole-of-organisation responsibility, requiring integration across the range of corporate functions to enhance the ability of Council and the community to prepare for, respond to and recover from natural and man-made disasters;
- will discharge its disaster management responsibilities in a way that complies with the State's disaster management legislation and policies; and
- will support comprehensive disaster management through programs that address prevention, preparedness, response and recovery.

## 3. Scope

This policy applies to all Councillors and Workers with a functional or operational role in preparing for, responding to and recovering from natural and man-made disasters.

## 4. Responsibility

The following are responsible for ensuring this policy and associated documents are understood and adhered to by all Councillors and Workers:

- Council's Executive and Managers;
- Local Disaster Coordinator (and nominated Deputies);
- Chairperson of Council's ERG (and delegates); and
- Council's Emergency Management Section.

---

Electronic version current uncontrolled copy valid only at time of printing.

Document No. 24396985  
Authorised by - Chief Executive Officer  
Document Maintained by - Property, Fleet & Emergency Management

Property, Fleet & Emergency Management | Disaster Management Policy

Version No.5  
Initial Date of Adoption (Version No. 1) - 25.08.15  
Current Version Reviewed - 19.06.24  
Next Review Date - 19.06.28  
PAGE 1 OF 4

## 5. Definitions

**Business Continuity Management** - means a holistic management program that identifies potential events that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, the environment, reputation, brand and value creating activities.

**Council's Executive** - includes the Chief Executive Officer and Directors.

**Director** - includes roles with titles of Director, Chief of Staff, Chief Financial Officer or Chief Planning and Development Officer.

**Disaster** - means 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 to recover from the disruption as defined in section 13 of the DM Act.

**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 as defined in section 14 of the DM Act.

**Emergency Response** - refers to an organisation's operational approach to minimise the effects of and coordinate efforts and resources in relation to localised incidents, emergencies and disaster events.

**Emergency Response Group** - means internal group responsible for managing the coordination of information, activities and resources relating to Townsville City Council's response to emergencies and disaster events.

**Local Disaster Coordinator** - means Officer of Council (Team Manager Emergency Management) - appointed by the Chair of the TLDMG - responsible for the management and coordination of the City's disaster management arrangements on behalf of Council and the Local Disaster Management Group. The functions of the position are given in section 36 of the DM Act.

**Manager** - an individual responsible for overseeing and coordinating specific functions, departments, teams or projects within Townsville City Council.

**Risk Management** - refers to the process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.

**Serious Disruption** - means loss of human life or illness or injury to humans; or widespread or severe property loss or damage; or widespread or severe damage to the environment as defined in section 13(2) of the DM Act.

**Townsville District Disaster Management Group (TDDMG)** - means multi-agency group established in accordance with section 22 of the DM Act to assist Council with its management of disaster events. Functions of the TDDMG are given in section 23 of the DM Act.

**Townsville Local Disaster Management Group (TLDMG)** - means multi-agency group established by Council in accordance with section 29 of the DM Act to assist Council with its management of disaster events. Functions of the TLDMG are given in section 30 of the DM Act.

**Workers** - includes employees, contractors, volunteers and all others who perform work on behalf of Council.

## 6. Policy

Council will:

- develop its arrangements and programs for the effective management of disasters and disaster operations in accordance with the Standard for Disaster Management in Queensland;

---

Electronic version current uncontrolled copy valid only at time of printing.

Document No. 24396985  
Authorised by - Chief Executive Officer  
Document Maintained by - Property, Fleet & Emergency Management

Property, Fleet & Emergency Management | Disaster Management Policy

Version No.5  
Initial Date of Adoption (Version No. 1) - 25.08.15  
Current Version Reviewed - 19.06.24  
Next Review Date - 19.06.28  
PAGE 2 OF 4

- through existing partnerships, establish and maintain a comprehensive “all hazards, all agencies” approach to implementing effective prevention, preparedness, response and recovery measures, regardless of the nature of the hazard;
- implement an integrated and coordinated approach with the disciplines of risk management, emergency response and business continuity management;
- foster commitment to a shared culture of disaster management excellence;
- carry out strategic planning within the context of resources and risk to underpin decision making to achieve effective disaster management outcomes for the community;
- engage widely with the community to allow their input to the development of plans and to educate and inform;
- prioritise public safety when revising the Townsville Local Disaster Management Plan and associated sub plans;
- apply effective corporate governance strategies that allow for the continuous improvement of disaster management policy, programs, practices and service delivery to promote safety and enhance disaster resilience within the community;
- ensure leadership roles and responsibilities within the disaster management process are clearly defined in the position descriptions of appropriate positions;
- seek to provide sufficient staff coverage from across all Council departments to effectively carry out Council’s disaster management responsibilities, including staffing of the Local Disaster Coordination Centre (LDCC);
- support that, in the event of an emergency or disaster, changes may occur to Worker roles and their identified responsibilities or functions in order to effectively support the operation;
- provide appropriate training to all permanent Workers with a recognised disaster management role or responsibility, including identified incident management systems (i.e. Guardian IMS) for the recording and management of disaster-related information;
- identify, unify and strengthen actions and initiatives to address and support resilience needs of the community and align to state and national disaster risk reduction and resilience policy objectives; and
- prioritise the implementation of the identified actions of the Local Resilience Action Plan to support the region’s disaster resilience opportunities.

## 7. Legal Parameters

*Disaster Management Act 2003*

*Local Government Act 2009*

*Local Government Regulation 2012*

## 8. Associated Documents

Palm Island and Townsville Regional Resilience Strategy

Queensland Disaster Management Arrangements

Queensland Government Disaster Management Strategic Policy Statement

Queensland State Disaster Management Plan

Standard for Disaster Management in Queensland

---

Electronic version current uncontrolled copy valid only at time of printing.

Document No. 24396985  
 Authorised by - Chief Executive Officer  
 Document Maintained by - Property, Fleet & Emergency Management

Property, Fleet & Emergency Management | Disaster Management Policy

Version No.5  
 Initial Date of Adoption (Version No. 1) - 25.08.15  
 Current Version Reviewed - 19.06.24  
 Next Review Date - 19.06.28  
**PAGE 3 OF 4**

# Townsville District Disaster Management Plan

## Townsville Local Disaster Management Plan and associated sub plans and operating procedures

---

**Electronic version current uncontrolled copy valid only at time of printing.**

Document No. 24396985  
Authorised by - Chief Executive Officer  
Document Maintained by - Property, Fleet & Emergency Management

Property, Fleet & Emergency Management | **Disaster Management Policy**

Version No.5  
Initial Date of Adoption (Version No. 1) - 25.08.15  
Current Version Reviewed - 19.06.24  
Next Review Date - 19.06.28  
**PAGE 4 OF 4**