



ENVIRONMENTAL HEALTH WORKING GROUP SUB PLAN



Endorsement

This plan is recommended for distribution by the Townsville Local Disaster Management Group.



Melissa McKeown
Chair, Environmental Health Working Group
Townsville Local Disaster Management Group

Date: 11/07/2023



Wayne Preedy ESM
Local Disaster Coordinator
Townsville Local Disaster Management Group

Date: 11/07/2023



Cr Jenny Hill
Chair
Townsville Local Disaster Management Group

Date: 11/07/2023

Consultation

Organisation	Name of consulted	Date distributed	Comments received
Environmental Health WG	Tamarah Moore Melissa McKeown Anita Bray		June 23
TLDMG	Wayne Preedy	20 Jun 23	20 Jun 23
Other	Zac Dawes - TCC Nadine Turner - TCC	20 Jun 23 20 Jun 23	20 Jun 23 20 Jun 23

Document Control

Amendment Control

The *Environmental Health Working Group Sub Plan* is a controlled document. The controller of the document is the Townsville Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator
 Townsville City Council
 PO Box 1268
 Townsville, QLD 4810

The Local Disaster Coordinator (LDC) may approve inconsequential amendments to this document. The LDC will ensure that any changes to the content of the document will be submitted to the Townsville Local Disaster Management Group (TLDMG) for approval and be endorsed by the Townsville City Council.

A copy of each amendment will be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

Amendment Register

Version	Author	Amendments	Date
1	Darren Alsemgeest	Draft	Dec 11
2	Melissa McKeown	Review	Jan 12
3	Angela Lawson	Review	Sept 12
4	Melissa McKeown	Review	Nov 12
5	Melissa McKeown	Review	Nov 13
6	Tony Walter & Rachel Harris	Review	Nov 14
7	Anne Cowdry	Review	Nov 15
8	Shannon Jenkins & Lana Smith	Review	Oct 16
9	Shannon Jenkins	Updates	Nov 16
10	Melissa McKeown	Review	Nov 17
11	Melissa McKeown	Annual review and updates to reflect TCC structural changes & outcomes	Dec 17
12	Melissa McKeown	Annual review	Jan 18
13	Melissa McKeown	Annual review	Jan 19
14	Leah Mulqueeney	Annual review	Oct 19
15	Adam Finocchiaro	Review	July 20

16	Tamarah Moore	Added COVID Annexure	December 20
17	Anita Bray	Annual review Removed COVID Annexure, as this is for the SEC Sub Plan	November 2021
18	Tamarah Moore	Plan flowchart updated	February 2022
19	Tamarah Moore	Working Group Committee Review	May 2022
20	Anita Bray	Annual Review	June 2023

Distribution List

Distribution of this plan is controlled by maintaining two (2) versions of each document – one (1) containing personal details and one (1), where personal details have been removed. The Townsville Local Disaster Management Group ensures compliance to the *Information Privacy Act 2009* by allowing only the version, which excludes personal details, to be made available to the public.

Copies of this plan are distributed to the EHWG.

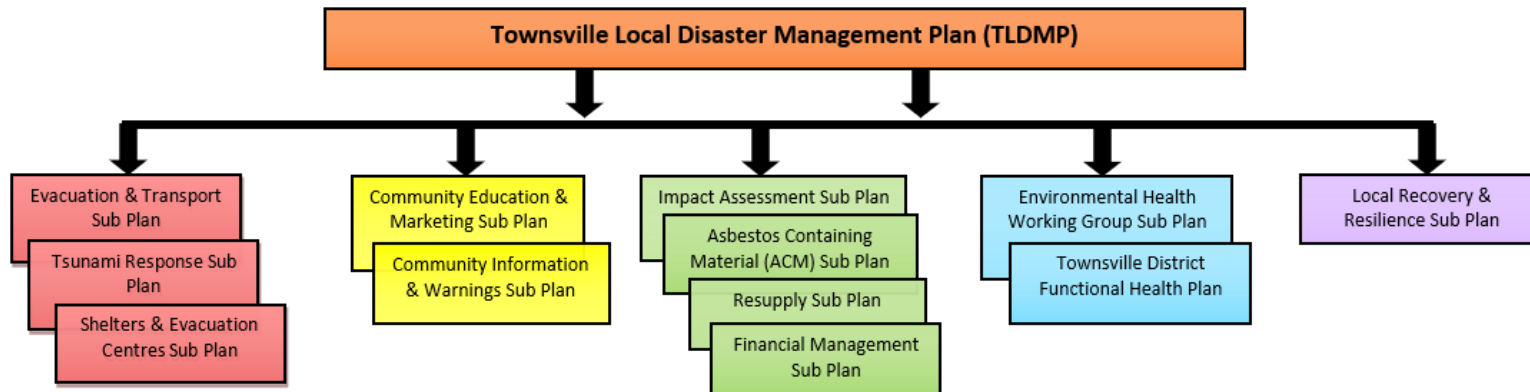
Abbreviations List

CHO	Chief Health Officer
DES	Department of Environment & Science
EH&R	Environmental Health & Regulation
EHWG	Environmental Health Working Group
GMEHR	General Manager Environmental Health & Regulation
LDC	Local Disaster Coordinator (TLDMG)
LDCC	Local Disaster Coordination Centre
QH	Queensland Health
QDMA	Queensland Disaster Management Arrangement
QDMTF	Queensland Disaster Management Training Framework
QFES	Queensland Fire & Emergency Service
RFA	Request for Assistance
SITREP	Situational Report
TCC	Townsville City Council
THHS	Townsville Health & Hospital Services
TPHU	Townsville Public Health Unit
TLDMG	Townsville Local Disaster Management Group
TLDMP	Townsville Local Disaster Management Plan

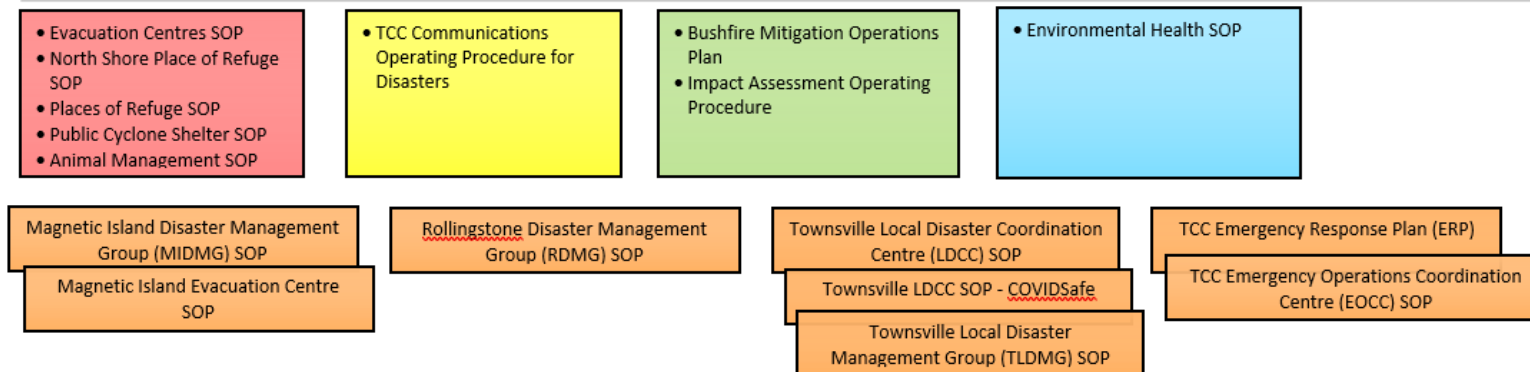
Plan Matrix

Townsville Local Disaster Management Plan Matrix

Please note: This matrix depicts plans and procedures, which have been grouped based on their relationship to one another rather than on hierarchy or trigger points for activation.



Operating Procedures (Internal Documents)



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Part One – Overview

1.1 Purpose

The purpose of the *Environmental Health Working Group Sub Plan* is to facilitate a collaborative approach between the members of the Environmental Health Working Group (EHWG) to communicate, plan and manage environmental health related functions in the event of an emergency and ensure there are adequate control measures in place for the Townsville community.

1.2 Scope

This Sub Plan incorporates emergency management arrangements relevant to the functions and services delivered by the EHWG.

1.3 Objectives

The objectives of this Sub Plan are to provide:

- details on the activation of the sub plan and the EHWG
- a coordinated response between the EHWG members
- clear, concise and timely environmental health information to the community via the Townsville Local Disaster Management Group (TLMDG) Media Team.

1.4 Authority

This plan is a sub plan of the *Townsville Local Disaster Management Plan (TLDMP)* and is developed under the authority of the *Disaster Management Act 2003*. This sub plan will be managed in accordance with the administrative and governance processes outlined within the TLDMP including approval, document control, distribution and review and renew.

- *Queensland Health (QH) Public Health Sub Plan*
- *QH Disaster and Emergency Incident plan.*
- *QH Pandemic Plan*
- *Townsville Local Disaster Management Plan*

1.5 Plan Testing and Review

The Local Disaster Coordinator and the TCC Environmental Health & Regulation (EH&R) team on behalf of and in consultation with the EHWG, will be responsible for reviewing and updating this plan by the 30 June each year in consultation with relevant internal and external stakeholders. Assessment of the plan may be achieved through operational activation, feedback received or by the conduct of

exercises. The LDC and or Chair EHWG is to brief the TLDMG on the results of such reviews/exercises.

The Chairperson of the EHWG is to ensure all agencies and members of the EHWG are aware of these arrangements.

Part Two – Environmental Health Working Group

2.1 Environmental Health Working Group (EHWG)

The EHWG comprises of key Council and state agencies personnel, which have interrelated roles in disaster preparedness and response.

Operations relating to this Sub Plan will be managed by the EHWG. This is to be achieved through periodic meetings with key personnel from each agency, who will foster cooperative and synergistic operations under the [EHWG Terms of Reference](#).

The Chairperson may appoint other agencies to the EHWG or invite other agencies to attend meetings if deemed necessary.

2.2 Key Functions

KEY FUNCTION	LEAD AGENCY	SUPPORT AGENCY	EVENT DESCRIPTION
Shelters and Evacuation Centres	Townsville City Council (TCC)	QH	Minimise the spread of disease in the shelter/centre.
Food safety	QH	TCC	Coordination of a major foodborne outbreak.
Environmental protection	DES	TCC and QH	Large scale pollution event (e.g. water pollution or air pollution).
Asbestos management	Asbestos Working Group	TCC, WHSQ, DES, QH	Provide guidance on the safe management of asbestos within the community.
Pandemic response	QH	TCC	Coordinate the pandemic response.
Mosquito borne diseases	QH	TCC	Respond to a mosquito borne disease outbreak.
Waste management	TCC	DES	Manage incidents associated with Council’s landfills and the provision for opening temporary landfill locations in the event of a disaster. Note: creating a temporary landfill in a declared disaster zone does not require approval/permits from DES.
Water quality	TCC	QH or water regulator	Ensure the supply of water to the community is potable.

Wastewater management	TCC	DES	Reduce or prevent sewerage or wastewater pollution into the stormwater infrastructure.
Education and advice	All EHWG members	N/A	Provide environmental health related information and advice to the community.

Part Three – Plan Activation & Concept of Operations

3.1 Plan Activation

Activation of the Sub Plan will be at the direction of the TLDMG, which follows the same model of escalation outlined in the Queensland Disaster Management Arrangements (QDMA):

Alert	A heightened level of vigilance due to the possibility of an event in the local area. No further action is required; however, the situation should be monitored by someone capable of assessing the potential of the threat.
Lean Forward	An operational state characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby and prepared but not activated.
Stand Up	An operational state where LDCC is activated, resources are mobilised, personnel are activated, and operational activities commence.
Stand Down	Transition from responding to an event back to normal core business and/or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

The movement through these escalation phases is not sequential, rather based on flexibility and adaptability to the location and event.

The EHWG Chairperson or delegate will be responsible for implementing this Sub Plan. A request may be put to the Chairperson to activate this plan for events outside of the activation of the TLDMG (an example of when this might occur could be a widespread water contamination incident).

3.2 Coordination and Control

The Chairperson or their delegate will coordinate the operational emergency response.

The Chairperson or their delegate will evaluate the situation and establish priorities for the team.

During the Lean Forward phase, the Chairperson or their delegate should establish support networks between members.

3.3 Requests for Assistance

Should the EHWG require assistance to respond to an event, the Request for Assistance (RFA) is to be made by the EHWG Chairperson and submitted to the LDC or if the LDCC is activated, the Intelligence Officer in the LDCC.

3.4 Financial Management

All expenses incurred as a result of activating this plan are to be absorbed through the individual agencies. Refer to the *TLDMG Financial Management Plan* for further information regarding expenses during activation.

3.5 Mapping

GIS maps are available on council's public website indicating possible flood, storm surge and tsunami impacts. This information is indicative only and the actual impacts will depend on the actual event and information supplied by the Bureau of Meteorology.

A hard copy of flooding, storm tide and tsunami map layers can be printed prior to the event based on the predicted information and can be updated as required.

3.6 EHWG Coordination Room

Depending on the event, function and lead agency, a suitably sized meeting room is to be made available for the EHWG to meet and discuss the work group's response to the event.

The EHWG Coordination Room can be set up during the Lean Forward / Prepare phase if there is an imminent event.

In the event of a declared pandemic, this plan will be governed/guided by the Queensland Health Chief Health Officer (CHO) Directives that may change at short notice and potentially result in changes to the systems and processes detailed in this document. Where meetings occur in person, the current restrictions applicable for the designated venue must be first established and followed by all participants where required.

Part Four – Community Messaging

4.1 Community Awareness

Each agency is responsible in providing community awareness on the emergency event. The TLDMG media team will then share these social media posts on the Townsville Disaster Information social media pages and the Emergency Management and Disaster Dashboard, so the community has access to the information in one central location. Refer to the *TLDMG Community Information and Warnings Sub Plan* for more information regarding methods of communication during activation.

4.2 Media

It is standard practice to have a subject matter expert with the Chair of the TLDMG during media briefings.

Part Five – Training and Exercises

5.1 Training

All EHWG members are required to undertake the Queensland Disaster Management Arrangements (QDMA) training, under the Queensland Disaster Management Training Framework (QDMTF)

Each agency is responsible for undertaking annual training to ensure their staff are adequately trained

The Chairperson or delegate will be responsible for providing training to the EHWG members on this Sub Plan.

Each year, the Chairperson or delegate will inform the Working Group of the following:

- key functions of the group in an emergency event;
- key roles and responsibilities of members in an emergency event; and
- the management and reporting structure in an emergency event.

The members of the EHWG will be responsible for providing training to their respective agencies on this Sub Plan in particular:

- their key functions in an emergency event;
- key roles and responsibilities of the working group members in an emergency event;
- the management and reporting structure in an emergency event; and
- their likely role and responsibilities in an emergency event.

All members are responsible for familiarising themselves with the sub plan prior to 1 July each year.

5.2 Exercises

The Chairperson must review the effectiveness of the plan at least once every two (2) years through either an exercise or operational activity. If the EHWG has been operational during an emergency event, a separate exercise is not required.

Suggested exercises for consideration could be:

- 'operation wet wipes'; or
- sewerage is released into the ocean; or
- waste going to temporary landfill sites during a natural disaster.

Related Documents

- *Shelters and Evacuation Centres Sub-Plan*
- *Townsville Waste Services Emergency Response Procedures*
- *Department Environment and Science (DES) Environmental Services and Regulation Emergency Management Plan*
- *DES Minerals and Northern Compliance Emergency Management Operations Response Plan*
- *Australian Drinking Water Guidelines*
- *Townsville Health & Hospital Services (THHS) Emergency Management Plan*
- *THHS Pandemic Management plan*

Annexures

Annexure A	EHWG Contact List
Annexure B	Other Local Governments and Government Agencies Contact List
Annexure C	EHWG Terms of Reference

Annexure A – EHWG Contact List

This page has been intentionally left blank as it contains personal information as defined under the *Information Privacy Act 2009*.

Annexure B – Other Local Governments and Government Agencies Contact Details

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Annexure C – EHWG Terms of Reference

1. Roles and Responsibilities

- To meet the Working Group roles and responsibilities outlined in the *Townsville Local Disaster Management Plan*.
- To actively participate in the reviews and evaluations of the *Environmental Health Working Group Sub Plan* and provide expert advice to help refine the roles, responsibilities and key actions required to ensure the effective implementation of the plan.
- To review resources available to assist in the activation of this plan.
- To communicate this plan within each agency and provide the appropriate training as required.
- To actively participate in the EHWG meetings.
- To conduct and actively participate in any ‘mock’ exercises testing the performance of this plan and provide constructive evaluations and suggested improvements.
- To provide reports and information to the LDC and TLDMG.

2. Chairperson

- The Chairperson is the Townsville City Council General Manager Environmental Health & Regulation (GMEHR).
- In the absence of the nominated chairperson or representative, members at the meeting can elect a chairperson for that meeting.

3. Secretariat

- The Chairperson will arrange the secretariat duties at each meeting.
- In the absence of the Chairperson or their representative, members at the meeting can elect a secretariat for that meeting.
- Duties include:
 - maintaining the membership register;
 - recording and distributing agenda, minutes and other required documents for meetings;
 - maintaining an updated contact register;
 - coordinating and tracking action items arising from each meeting, and
 - attending to any other business of the EHWG.

4. Membership

The core membership of the EHWG consists of the following members or their nominated delegate and will operate as follows:

<i>Chair:</i>	TCC – General Manager, Environmental Health & Regulation
<i>Membership:</i>	<ul style="list-style-type: none"> • TCC – Environmental Health & Regulation – Representative • TLDMG – Community Engagement – Representative • TCC – Townsville Water & Wastewater – Representative • TCC – Townsville Waste – Representative • Townsville Public Health Unit (TPHU) – Representative • Department of Environment & Science (DES) – Representative • (Advisory) Local Disaster Coordinator (LDC), TLDMG

Communication between the working group will occur via emails/phone calls as required and during the annual meeting.

5. SITREPS

- Each agency will use their own situational report (SITREP) template.
- During operations, the Chairperson will be responsible for providing information towards the SITREP for the LDC. Each agency is responsible for providing timely SITREPS to the Chairperson to review and compile.
- During operations, the Chairperson will be responsible for recording key decisions and actions they undertake in the performance of their duties. This can be recorded in the form of a diary or notebook.

6. Meetings

- Meetings are to be held prior to the 1st July each year to confirm all plans and documents are ready for upcoming season.
- Meetings can be either in person or online using TEAMS platform
- A meeting to be held after an event to update learnings from the past season and confirm exercise planning.
- Meetings to be called by the Chairperson.
- Members may request a special meeting to the Chairperson in which the Chairperson may call a special meeting depending on the circumstances.

7. Agenda

- Agenda will be distributed at least five working days prior to the next scheduled meeting
- The membership can request an item to be placed on the agenda up to seven working days prior to the next meeting. Alternatively, the item can be introduced as Other Business.

8. Proxies

- Members are encouraged to nominate a proxy if they are unable to attend a meeting

9. Quorum

- Quorum will comprise half the membership plus one
- No business should be conducted at meetings without a quorum
- The Chairperson will decide whether the meeting will go ahead