



# **2023/24**

# **IMPACT ASSESSMENT**

# **SUB PLAN**

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## Endorsement

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



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**Local Disaster Coordinator**  
**Townsville Local Disaster Management Group**

Date: 11 / 07 / 2023



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**Cr Jenny Hill**  
**Chair**  
**Townsville Local Disaster Management Group**

Date: 11 / 07 / 2023

## Consultation

Organisation	Name of consulted	Date distributed	Comments received
TLDMG – LDC	Wayne Preedy	03 Apr 2023	15 May 23
	Matt Richardson	03 Apr 2023	15 May 23
	Mat Green	03 Apr 2023	
TCC ERG	Seren McKenzie	03 Apr 2023	
Townsville City Council	Zac Dawes	03 Apr 2023	03 May 23
	Nadine Turner	03 Apr 2023	15 May 23
	Reece Wilkie	03 Apr 2023	21 Jun23
	Andrew Christie	03 Apr 2023	06 Jun 23
	Cordelia DeKievit	03 Apr 2023	
	Darron Irwin	03 Apr 2023	
QFES–EMC	Margaret Lessells	03 Apr 2023	26 Apr 23
QFES	Kevin Anderson	03 Apr 2023	26 Apr 23
QPS	Dean Cavanagh	03 Apr 2023	07 May 23
QRA	Jade Christensen	03 Apr 2023	06 Jun 23
	Simon Dorrington	06 Jun 2023	22 Jun 23

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# Document Control

## Amendment Control

The *Impact Assessment 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 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 (TCC).

## Amendment Register

Amendment		Plan Updated		
Version No.	Issue Date	Inserted by	Action	Date
01 Initial Plan	September 2013	Allen Morris	Initial Plan	30 September 2013
02	April 2015	Allen Morris	Annual Review	27 April 2015
03	October 2015	Gavin Hammond	Annual Review	20 October 2015
04	February 2018	Wayne Preedy	Annual Review	2 February 2018
05	January 2019	Wayne Preedy	Annual Review	26 March 2019
06	June 2021	Wayne Preedy	Annual Review	3 June 2021
07	March 2022	Wayne Preedy	Annual Review	30 June 2022
08	March 2022	Wayne Preedy	Annual Review	30 June 2023

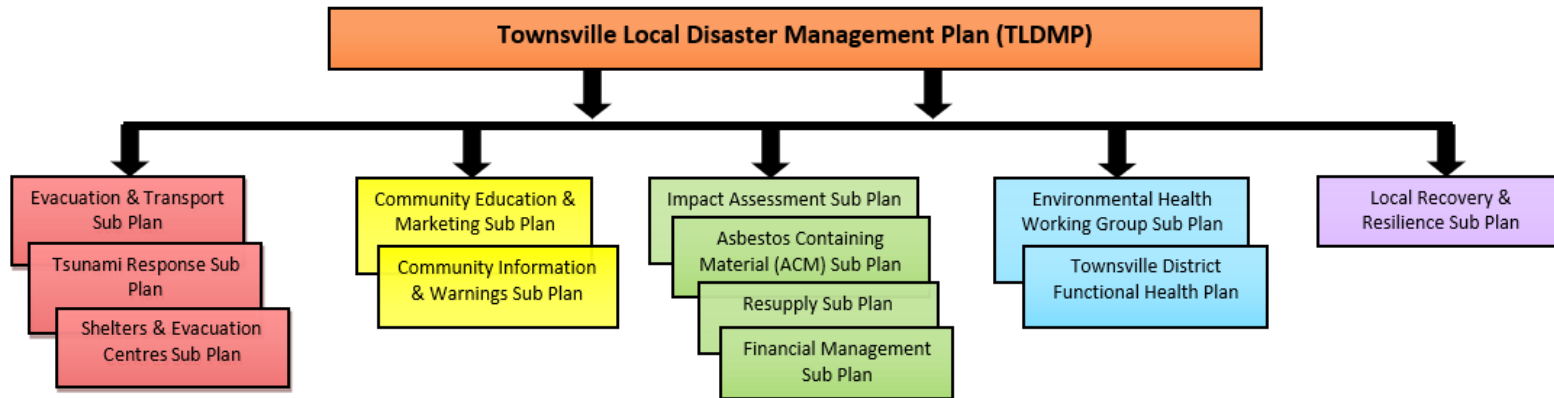
## Abbreviations List

BYOD	Bring Your Own Device
CMO	TCC Construction Maintenance and Operations
DA	Damage Assessment
DART	Disaster Assistance Response Team
ERG	Emergency Response Group
EOCC	Emergency Operations Coordination Centre
DRFA	Disaster Recovery Funding Arrangements
GM PFEM	General Manager Property, Fleet & Emergency Management
GM EAIP	General Manager, Engineering & Asset Infrastructure Planning
IA	Impact Assessment
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LO	Liaison Officer
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
QRA	Queensland Reconstruction Authority
ROC	Regional Operations Centre (QFES)
SDCC	State Disaster Coordination Centre
TCC	Townsville City Council
TLDMG	Townsville Local Disaster Management Group
TLDMP	Townsville Local Disaster Management Plan
TOM	Total Operational Mapping (QFES GIS system)

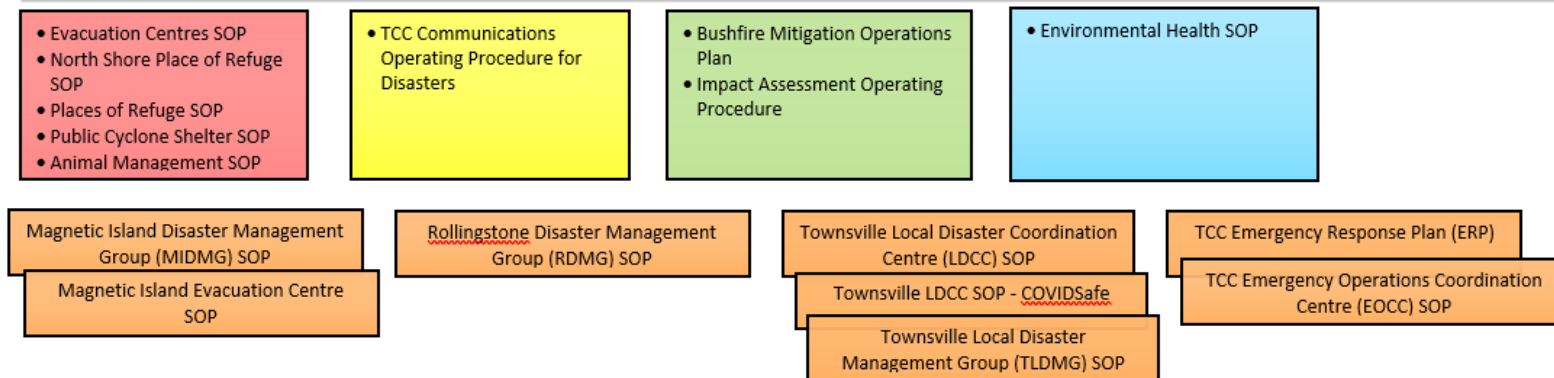
# Plan Matrix

## 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)



# Part One – Overview

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## 1.1 Purpose

For any disaster or emergency event, it is paramount that the Townsville Local Disaster Management Group (TLDMG), Council’s Emergency Response Group (ERG) and their subsequent operating bodies understand the extent and nature of physical damage to council infrastructure and private, commercial, and industrial buildings. The purpose of the *Impact Assessment Sub Plan* is to assist the TLDMG in planning, formatting, and conducting a complete initial impact assessment of the community’s–built infrastructure and services. The vital data and information provided by this process will be used by the TLDMG to make important decisions about the effective allocation of resources and will distinctly influence the direction of response efforts following an emergency/disaster event. This sub plan deals specifically with assessing the immediate, physical impacts to infrastructure and private properties.

Longer term strategies to deal with damage (if it has occurred) will be dealt with in the recovery phase, and/or recovery implementation plans that are developed specifically for an event.

## 1.2 Objectives

The objectives of the TLDMG Impact Assessment Sub Plan are to:

- Outline the process for impact assessment to be conducted;
- Define emergency services and supporting agencies responsibilities;
- Provide effective liaison between all emergency services and supporting agencies;
- Provide arrangements for efficient coordination of local resources and any external support resource; and,
- Prescribe arrangements for testing, evaluation, and maintenance of this plan.

## 1.3 Scope

The *Impact Assessment Sub Plan* applies to emergency/disaster events occurring within the Townsville City Council area which require immediate investigation to assess the effects of the event upon the community focusing on infrastructure damage.

## 1.4 Authority

The *Impact Assessment Sub Plan* operates as a sub–process of the *Townsville Local Disaster Management Plan (TLDMP)*. The *Disaster Management Act 2003* gives authority to the development and operation of the TLDMP and its underpinning sub plans and processes. This sub plan will be used in accordance with the administrative and governance processes outlined within the TLDMP, including approval, document control, distribution, and review and renew.



## **1.5 Plan Testing and Review**

The Local Disaster Coordinator 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 is to brief the TLDMG on the results of such reviews/exercises.

Each agency will be responsible for ensuring their personnel undertake relevant / appropriate training within the scope of their operations for Impact and Damage assessments.

## Part Two – Administration and Governance

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### 2.1 Functional Responsibility

The LDC is to ensure all agencies and members of the TLDMG are aware of these Impact Assessment arrangements.

### 2.2 Organisational Responsibilities

#### 2.2.1 Damage Assessment

QFES undertakes damage assessment to gather information about the number of structures (eg. homes and other buildings) damaged and the nature of the damage post impact.

QRA may provide support for this activity and may also support local governments with assessment of damage to infrastructure which may be subject to claims under the Disaster Recovery Funding Arrangements (DRFA).

The *Queensland State Disaster Management Plan* states QFES are the functional lead agency for damage assessments. This plan acknowledges during small scale events, QFES will manage the damage assessment process within their local capacity and may not require the assistance of Townsville City Council. However, for larger scale events affecting a broader geographical area, QFES may seek the assistance of TCC as outlined below. Irrespective of the scale of event, QFES will work collaboratively with TCC to ensure efficiency and open communication throughout the damage assessment process.

#### 2.2.2 Impact Assessment

Council, supported by recovery partners and the QRA, is responsible for coordinating the impact assessment following an event.

An impact assessment is an analysis of the consequences of a disaster, based on data collected in relation to psychosocial, economic, natural and built environment impacts. It is the process of establishing:

- The impact of a disaster on a community
- The priority needs and risks faced by those affected by disaster
- The available capacity to respond and recover, including coping mechanisms of the affected population
- The most appropriate forms of response and recovery given to the community's needs, risks and capacities
- The possibilities for facilitating and expediting recovery and development

Townsville City Council (TCC) Chair, Emergency Response Group (ERG) and General Manager, Engineering Asset Infrastructure Planning (GM EAIP), are responsible for ensuring that all staff undertaking the Impact Assessment process understand and comply with the procedures and protocols outlined by the *TCC*

*Emergency Response Procedure.*

Organisation	Responsibility	Key Functions
<p>Townsville City Council (TCC)</p> <ul style="list-style-type: none"> <li>• ERG</li> </ul>	<ul style="list-style-type: none"> <li>– Coordinate Impact Assessment Process with QFES DART Liaison Officer (LO)</li> <li>– Coordinate Critical Infrastructure impact assessments.</li> </ul>	<ul style="list-style-type: none"> <li>– Resources (TCC)</li> <li>– Staffing (TCC)</li> <li>– Collating data (QFES/TCC)</li> <li>– Conduct impact assessment of council critical infrastructure (TCC Property Management staff)</li> <li>– Conduct damage assessment of critical infrastructure to community (which may be council assets such as water treatment and sewerage)</li> </ul>
TLDMG	<ul style="list-style-type: none"> <li>– Advise of priority of areas to be assessed (<b>Critical Infrastructure</b>)</li> </ul>	<ul style="list-style-type: none"> <li>– Allocate response and recovery resources as required</li> </ul>
Queensland Fire and Emergency Services (QFES)	<ul style="list-style-type: none"> <li>– provide a Disaster Assistance Response Team (DART) LO to the LDCC</li> <li>– Lead agency for damage assessments and where required, are assisted by Council staff as local guide/driver.</li> </ul>	<ul style="list-style-type: none"> <li>– Carryout wide area impact assessment post disaster</li> <li>– Provide ‘live’ data to all stakeholders through ArcGIS platform.</li> <li>– Partner with Council on DA processes if a large-scale event</li> </ul>
Queensland Police Service (QPS)	<ul style="list-style-type: none"> <li>– Provide security for Impact Assessment Teams as required</li> </ul>	<ul style="list-style-type: none"> <li>– Enforce law and order, likely task to control movement of persons into “declared areas”</li> </ul>
Queensland Reconstruction Authority (QRA)	<p>Where required, assist QFES with initial Post-Event Critical Infrastructure Impact Assessment (government facilities/assets) Assist Council with assessment of infrastructure which may be subject to claims under Disaster Recovery Funding Arrangements (DRFA).</p>	<ul style="list-style-type: none"> <li>– BYOD to utilise Survey 123 program which QFES will be using.</li> <li>– Perform ongoing damage assessments and reconstruction monitoring at 3, 6, 9 and 12-month intervals to determine reconstruction and recovery progress. (QFES may assist QRA with this process if requested)</li> </ul>

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## Part Three – Activation & Operations

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### 3.1 Activation of Impact Assessment Process

The impact assessment process will be activated by the TCC GM EAIP when requested by the LDC and/or Chair TLDMG and Chair TCC ERG or delegate. This process may be activated prior to a disaster event where forewarning is available (e.g. tropical cyclone) or where it is necessary to do so in preparation for response to an impending, unfolding or staged disaster event.

### 3.2 Concept of Operations

- Pre impact, or as soon as practicable post impact, TCC allocated fleet vehicles are to be pooled at Dalrymple Rd Depot. Vehicles are to be refuelled prior to storage and keys handed to **nominated TCC employee** for consolidation and allocation to DA teams if and when required.
- Once event has passed and safe to do so TCC staff to report to Dalrymple Rd Depot (possibly notified via TCC OptusSMS System) and await further instruction.
- Where QFES and TCC Staff partner for the purpose of forming DA teams (utilising Survey 123), (1 x TCC staff member and 1x QFES member), a council vehicle may be allocated along with a designated area of operation.
- TCC staff member along with a QFES Member will drive a pool vehicle to assigned area to allow all parties to input data into their Survey123 app. Each vehicle will remain in communication with Council's EOCC via mobile phone or via UHF radio. QFES will have their own communications plan.
- Survey123 records live damage assessment information and is therefore readily available to all stakeholders through the SDCC Situational Awareness Platform and associated Damage Assessment Dashboard using the ArcGIS Platform. This will ensure consistency of reporting (single point of truth) and avoid conflicting or confusing reporting from Council's EOCC, QFES as well as the LDCC, DDCC and SDCC.
- A TCC staff member will "import/transfer" data into Guardian IMS, so it is captured and recordable for DRFA purposes.
- All TCC staff members of the Impact Assessment response will operate from Dalrymple Rd EOCC initially. They may have to travel to an alternate location to meet with QFES personnel. Teams will be directed by the EOCC. (This is likely to be via the QFES DART LO in consultation with the TCC General Manager, EAIP)

### 3.3 Scope of Process

Based on information from the LDCC/TLDMG, the LDC in conjunction with the Chair TCC ERG, will provide preliminary advice to the TCC General Manager EAIP regarding the suburbs and areas to be assessed for damage first. As more information comes to hand, via phone calls to the LDCC from the public, Emergency Services, and other reliable media sources, the LDC and the Chair TCC ERG will reassess and continue to advise the scope of investigation for the Impact Assessment response teams with regards to the suburbs and areas of priority/concern. QFES will be consulted in these discussions (likely to be QFES DART LO).

## **3.4 Management of Process**

### **3.4.1 Activation of response**

Initial contact with Council is likely to be from QFES LDMG Member to LDC or vice versa. LDC will brief TCC Director, Infrastructure & Operations (Chair TCC ERG) and General Manager, Property, Fleet and Emergency Management (GM PFEM) if it is likely TCC will need to provide support for Impact Assessments.

The Impact Assessment procedure will be overseen by the TCC GM EAIP. The responsibilities under this role include:

- compilation and management of staff rostered to the Impact Assessment Process
- ensuring nominated senior staff from relevant council Departments are trained and resourced to operate as Coordinators.

### **3.4.2 Coordination of Staff**

#### ***3.4.2.1 Council Departments***

TCC GM, PFEM in consultation with TCC GM, EAIP will be responsible for coordinating the Impact Assessment response of Council buildings, in addition to assigning staff and equipment to specific localities throughout the areas to be assessed. All managers and members of teams undertaking Impact Assessment will include staff drawn from within the following and/or other council departments as deemed necessary:

- Engineering & Asset Infrastructure Planning (EAIP)
- Project Management Office;
- Construction Maintenance and Operations (CMO)
- from other TCC Departments if required and as directed by the TCC Director, Infrastructure and Operations.

### **3.4.3 Resources and Equipment**

Equipment required for coordinating and orchestrating the Impact Assessment Process will be utilised from council's existing pool of resources where necessary. QFES will be responsible for providing their own equipment.

## **3.5 Information Management**

### **3.5.1 Data Collection and Mapping**

All council Impact Assessment staff will supply their data and findings to TCC Team Manager, Asset Strategy and Compliance. Information from the QFES DART crews is 'live' data and therefore readily accessible by TCC Spatial Analyst using the data available, the QFES DART LO and Council EOCC/ERG will be able to provide Impact Assessment Reports. These reports will be distributed by the TLDMG. Upon direction from the LDC of the TLDMG, this information may be supplied to other government agencies and community services, including the Local Recovery & Resilience Group to inform local recovery processes.

Stakeholders will also be able to access the damage assessment data from the SDCC Situational Awareness Platform and associated Damage Assessment Dashboard using the ArcGIS platform.

### **3.5.2 Timing**

Impact Assessment Reports will be supplied to the LDC/TLDMG daily or as specified in briefings.

### **3.5.3 Relevant Issues**

Immediately following an emergency/disaster event, important information regarding the magnitude and distribution of impacts across the affected areas will be initially gathered via phone calls to the LDCC from the public, other Emergency Services and groups, and the media. This will contribute to the overall situational awareness of the TLDMG and the Impact Assessment Teams.

## Related Documents






*Townsville Local Disaster Management Plan*

*Queensland Disaster Management Act 2003*

*QFES Damage Assessment Operators Guide*

*TCC Emergency Response Procedure*

# Annexure A – QFES Damage Assessment Operators Guide

CONDITION RATING	DAMAGE ASSESSMENT OPERATORS GUIDE VISIBLE DAMAGE Indicators that may determine condition rating	
	Flood / Cyclone / Storm Damage	Fire Damage
No Damage 	<ul style="list-style-type: none"> <li>There are no visible signs of damage to building</li> <li>Water entered the property boundary but not impacted on living spaces</li> <li>Houses / Townhouses and Units should be habitable</li> </ul>	<ul style="list-style-type: none"> <li>No visible signs of damage to building</li> <li>Houses / Townhouses and Units should be habitable</li> <li>Minor superficial damage to property may have occurred however no visible damage to residence affecting occupancy</li> </ul>
Minor 	<ul style="list-style-type: none"> <li>Minor superficial damage</li> <li>Floor coverings are damaged or removed</li> <li>Glass breakage to windows or doors</li> <li>Soffit, fascia board, or gutters are damaged or removed</li> <li><b>Less than 25cm</b> of water entered above living space flooring (during a flood event)</li> <li>Structure may still be habitable, but repairs are still required</li> </ul>	<ul style="list-style-type: none"> <li>Minor superficial damage</li> <li>Heat damage to façade (scorching or melting)</li> <li>Glass broken in windows or doors</li> <li>Structure may still be habitable and can be secured</li> <li>Areas of smoke damage or marking (only) from ember attack</li> </ul>
Moderate 	<ul style="list-style-type: none"> <li>Roofing material damaged or removed but no structural damage to roof trusses</li> <li>Door and/or window frame damage</li> <li><b>25cm - 100cm</b> of water entered above living space flooring (during a flood event)</li> <li>Property may or may not be habitable (may not be habitable until repairs are completed)</li> <li>Power impacted –</li> <li>High Set = Switchboard inundated</li> <li>Low Set = Power points inundated</li> </ul>	<ul style="list-style-type: none"> <li>Burnt cladding (walls, eaves or roof)</li> <li>Internal linings and fixtures damaged</li> <li>Burn/loss of covered outdoor areas (verandas/entertaining areas)</li> <li>Doors or window frames damaged</li> <li>Loss of power to residence as a result of damage within the property.</li> <li>Damage to water tanks (where sole potable supply) or septic system</li> </ul>
Severe 	<ul style="list-style-type: none"> <li>Roof structure significantly damaged including damage to roof trusses</li> <li>Walls and Ceilings collapsed and / or unstable</li> <li>Structure is not usable or habitable and cannot be secured</li> <li>Structural damage that requires major repairs</li> <li><b>More than 100cm</b> of water above living space flooring (during a flood event)</li> </ul>	<ul style="list-style-type: none"> <li>Partial collapse or loss of stability for some building walls</li> <li>Structure is not usable or habitable and cannot be secured</li> <li>Structural damage that requires major repairs</li> </ul>
Total 	<ul style="list-style-type: none"> <li>Complete failure of major structural components - e.g. collapse of walls, foundations or roof</li> <li>Dislocation or shift of house off foundations</li> <li>Structure is unsafe and not habitable</li> <li>Unlikely that structure will be economically feasible to repair</li> </ul>	<ul style="list-style-type: none"> <li>Complete failure of major structural components (e.g. collapse of walls, or roof) or roof of building (record house and other building types independently on a single property - please provide comments)</li> <li>Structure is unrepairable (without demolition) unsafe and not habitable</li> </ul>