

**WOORABINDA ABORIGINAL SHIRE COUNCIL**

**DISASTER RECOVERY PLAN**



**AUGUST 2016**

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#### **Review Schedule**

<b>Reviewer</b>	<b>Action</b>	<b>Last Review</b>
<b>Woorabinda Aboriginal Shire Council</b>	<b>Full Review of Disaster Recovery Plan</b>	<b>05/08/2016</b>

**This plan should be read in conjunction with Council's Disaster Management Plans, its Subplans and the Business Continuity Plan.**

## 1. BACKGROUND

In the event of a disaster that triggers a disaster declaration of the Woorabinda Aboriginal Shire Council Area the Council should be prepared to manage that disaster as well as the day to day operations of the Council.

This plan provides information on how Council respond and organise itself in such a situation.

Council has a Disaster Management Plan and a Business Continuity Plan that should be read in addition to this document.

## 2. EVENT PREPARATION

Where Council has a warning of a pending event such as cyclone, severe storm, flood or fire the following preparations should occur:

- Staff should be briefed on their roles and responsibilities in relation to preparation, during the event and in the recovery phase including allocating them to the teams noted in the next section of this plan
- Councillors to be briefed on pending event and preparations that have been commenced
- All generators and vehicles would be fuelled and fuel stockpiled in a secure location for refuelling generators
- Set a daily debrief session time, preferably 3 pm each afternoon to review the day's events and plan for the next day and advise who must attend the debrief
- Mobile phones and laptops to be fully charged
- All contact numbers and email addresses that will be required for the recovery should be distributed to all relevant staff and Councillors in both hard (laminated if possible) and by email as well as stored on Councils computer system. That list should include:
  - CEO, Mayor and Councillors
  - SES, Police, Ambulance, Fire Service and Hospital (include individual person contact details)
  - Council Managers, Supervisors and plant operators/truck drivers
  - Administration staff
  - State Government Department that Health, Local Government, Roads and Emergency Services
  - Relevant suppliers
  - Neighbouring Council Contacts
  - Not-for-profit agencies such as Red Cross
- Distribute a hard and soft copy of Council's Disaster Management Plan, Business Continuity Plan and Disaster Recovery Plan to the Mayor, Councillors, CEO, Managers and supervisors
- Water reservoirs will be filled to capacity
- Water and Wastewater Plant Operators are to review their operating manuals and ensure back up generation is working, services and fuelled
- Building sites are to be secured and cleared of loose debris
- Staff advised at what point they will be sent home to secure their own homes and family
- Update and prepare any hard and soft copies of documentation that will be needed for records of any post event recovery
- Ensure that the LDMG command centre has been prepared and an appropriate amount of water and food has been stockpiled in the recovery centre depending on the event risk level
- Ensure that any contractors and visitors to the community are aware of the impending event and are given the opportunity to evacuate the area

### **3. MANAGEMENT OF POST EVENT RECOVERY**

The recovery will require Council to focus its resources into three specific areas. These are:

1. Restoration and recovery of the community which will be predominantly undertaken through the oversight of the LDMG. These matters are not addressed in this plan.
2. Restoration and recovery of Councils services and infrastructure
3. Day to Day business of the Council

#### **Team 1**

LDMG which will include the Mayor and CEO. The actions of this team will be driven by the Disaster Management Plan and the decisions of the LDMG. The Manager Communities will assist the CEO in the LDMG response.

#### **Team 2**

Manager Works to lead (in addition to any community recovery works required by the LDMG). This team will:

- Inspect all Council infrastructure and document damage
- Check the operational status and quality of the water and wastewater treatment
- Report any critical issues that need to be addressed in relation to water and wastewater to the LDMG
- Take photos and complete damage reports
- Prioritise the management of risk and safety in regard to damage infrastructure by installing barriers and signage if available
- Make all staff aware of the risks and repair priorities
- Provide information to the Manager Finance in regard to costing, insurance claims information and relevant documentation
- Commence removal of debris from Council facilities once the critical priority repairs have been completed

#### **Team 3**

Manager Finance to lead (in addition to any community recovery works required by the LDMG). This team will:

- Provide normal day to day customer service
- Take phone calls and allocated issues to Team 1 or 2 depending on the nature of the issue
- Keep time sheets and records of staff attendance and manage any set roster to ensure that fatigue is managed
- Restore or organise the restoration any internal IT and communication systems
- Create job numbers for each area of restoration works for Council as well as the LDMG so that costing are available for any NDRRA claim
- Advise Council Managers and supervisor in regard to rules of approval for NDRRA works as well as the limitations of cost recovery
- Manage the payment of wages and accounts

#### **Fatigue and Distress Management**

No staff member should work more than 12 hours shifts in the recovery phase. If council is required to be available 24 hours per day due to the nature of the event a roster should be put in place immediately to manage fatigue.

Council staff should look out for one another and ensure that other staff are not becoming distressed in relation to the event or recovery work. The Manager Communities can provide assistance to staff that need counselling or medical assistance.

## **Staff Family Responsibilities**

Council acknowledges that in the case of an event that Council staff may have to attend to family responsibilities which may include injuries to persons or damage to property. Staff that have urgent family responsibilities should contact their supervisor or the Finance Manager and advise:

- The nature of the issue
- How they are going to respond
- Whether they need any assistance from the Council or any government agency
- How long it will be before they can attend Council

Employees not attending Council work due to family responsibilities will be required to take leave or leave without pay if they do not have any leave available.

## **Power**

Power restoration is a critical elements to restoring services to the community. The LDMG will work with the Ergon to restore the local power however Council will need to engage the services of an electrician if its own internal power systems are damaged i.e. switchboards, cabling and circuit boards.

## **Environmental Health**

Council should utilise the knowledge and experience of the Environmental Health Officer to assist in cases where water supply has been or may be contaminated, is deemed non potable and requires a water alert to be provided to the community and Council staff.

## **Managing Refuse Tip Operations**

The refuse tip may need to be prepared and monitored in the event that debris from damaged buildings and green waste need to be removed. Asbestos should be considered as a risk and managed appropriately.

## **Record Keeping**

Council should ensure that appropriate records of damage and activities are collected and recorded. This should include photos for insurance claims, emergent repairs and the authorisation of those repairs, costing and risk assessment undertaken.

## **4. ROLES AND RESPONSIBILITIES**

### **Mayor**

- To undertake role requirements of the LDMG
- To provide information for the media and answer media questions (with the support of the CEO)

### **Councillors**

- Provide community feedback and issues to the LDMG

### **Chief Executive Officer**

- Liaise with emergency services, government departments and manage the operational recovery of the community
- Provide media support for the Mayor
- Organise and disaster management sub committees
- Seek assistance from the not-for-profit sector

**Manager Communities**

- Collect information on the social impacts on the community and provide documentation to the LDMG
- Liaise with Government Departments and officials representing health, communities as well as the not for profit sector nominated to assist with recovery

**Manager Works**

- Provide oversight for any clean up and safety management of affected sites
- Provide advice on any emergency power requirements
- Provide labour required to set up alternate sites
- Provide equipment to remove debris

**Environmental Health Officer**

- Provide advice on placement of any debris
- Provide advice on any environmental health issues

**Manager Finance**

- Establish job numbers to manage the costs of the service restoration
- Liaise with IT service provider where restoration of that service is required
- Source any additional administration or communication items required to restore minimum service requirements
- Procure assistance if required to ensure communication links provide for continuity of payment of wages and accounts

**Other Officers**

- To respond to requests for assistance from the CEO and Managers in relation to recovery of Council services

## 5. PREPARATION CHECKLIST

Action	Responsible Officer	Completed (✓)
Staff briefed on event	CEO and Managers	
Councillors briefed	Mayor and CEO	
Vehicles and equipment fuelled	Managers and Supervisors	
Generators fuelled and additional stockpile of fuel secured	Managers and Treatment Plant Operators	
Debrief session time set and communicated to required persons	CEO	
Mobile phones and laptops fully charged	All staff that have a mobile phone and/or laptop	
Contact numbers reviewed and distributed	CEO and Managers	
Copies of Disaster Management Plan, Business Continuity Plan and Disaster Recovery Plan distributed	CEO and Managers	
Water reservoirs filled	Manager Works and Water Plant Operator	
Water and wastewater plant operators review operational manuals and prepare plants	Manager Works and Plant Operators	
Building sites secured and cleared of loose items	Manager Works	
Staff advised time to go home if before normal time	CEO	
Prepare any documentation needed for recovery	Manager Communities	
Prepare LDMG command centre	Manager Communities	
Advise contractor and visitors of the event	CEO and Managers	