



**TOOWOOMBA REGIO
LOCAL DISASTER MANA**

QFCI

Date:

19/4/11

JM

Exhibit Number:

86

MINUTES

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	7	19 August 2010	10.35 a.m.

Present: Cr Noel Strohfeld (Chair) Cr Anne Glasheen Kevin Wruck Norman Fry Tony Neumann Peter McFarlane David Fraser Brenda Kelly Paul Storrs Scott Frame Tony Shadwell Gerard Brennan Bevan Darr Louise Cook	Organisation: Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Queensland Police Service Queensland Police Service Emergency Management Qld (EMQ) Toowoomba Regional Council (delegate - Jason Bradshaw) Qld Fire Rescue Services (QFRS) - Rural Operations Qld Fire Rescue Services (QFRS) - IZone Office- Urban Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Information Management (Minutes Secretary) Toowoomba Regional Council
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Apologies: Derek Tuffield Marisol Alamos Jason Bradshaw Ross Chambers Ken Gouldthorp (CEO) Vicki Thompson Malcolm Johnston-Leek Doug Coates	Organisation: Lifeline Telstra (Business Development) Toowoomba Regional Council Queensland Ambulance Service Toowoomba Regional Council ABC Local Radio Director, Emergency Department, Toowoomba Base Toowoomba Regional Council
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Distribution:
As noted

Purpose of Meeting: To update members of the Local Disaster Management Group on disaster management matters and other relevant issues.

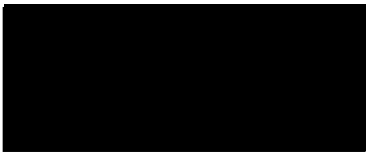
Item	Description	Action by/Date
1	OPENING OF MEETING	
	Cr Noel Strohfeld (chair) opened the meeting at 10.40am. CL Stohfeld remarked that it was good to see such a good attendance.	Noted
2	ATTENDANCE AND APOLOGIES	
	Attendance and apologies were noted as above.	Noted
3	CONFIRMATION OF PREVIOUS MINUTES	
	Moved David Fraser, seconded Cr Anne Glasheen, that the minutes of the meeting of the 4 March 2010 be accepted.	Noted
4.0	BUSINESS ARISING	

Item		Description	Action by/Date
4.1	Item 4.1 Location of Disaster Coordination Centre	An Exercise to activate the Disaster Coordination Centre (DCC) will be conducted at the end of October from the HR Training room on 2 nd Floor of the Ruthven Street building. State government's exercise <i>Orko</i> will be run on 2 to 4 November will also require the activation of the DCC. From 2011 it is hoped that the new Call Centre which will be located at the old Business Centre, Duggan Street will incorporate the DCC. The LDMG would continue to use the Mayes Room in time of activation.	Norman
4.2	11.4 TRC Area Emergency meetings	Requirement for emergency agency representatives to get together at the District Level to enhance communication and understanding of roles. No action to date on this matter.	Norman to arrange meetings
4.3	11.5 Incentive payments for SES volunteers	SES volunteers split on the issue of benefits. No further action in this forum at this time.	Noted
5.	DISASTER MANAGEMENT		
5.1	Local Disaster Management Plan (LDMP) & the Evacuation & Welfare Management Plan (EWMP)	Local Disaster Management Plans and Supporting Plans were distributed.	Norman distributed hard copies to LDMG members
5.2	Natural Disaster Resilience Program (NDRP)	<ul style="list-style-type: none"> The Application to conduct a Natural Disaster Risk Analysis for the Toowoomba Regional Council was successful. Total cost of project is \$45,000.00(\$30,000 was received from State and Federal Government). Details of project delivery to be determined by 30 June 2011. Further applications for NDRP funding needs to be made keeping in mind that to met criteria there needs to be some community benefit. It is considered that the establishment of a DCC does have a community benefit. Suggested funding submission is for three main computer screens and relevant equipment which could be used in the Coordination Centre. Mobility of equipment needs to be a consideration. 	Noted Kevin/ Norman
5.3	Disaster Coordination Centre Mapping System	Kevin introduced the Development Officer - GIS , Mrn Bevan Darr from Information Management Branch. Bevan provided a visual demonstration of the DCC Mapping System and explained how the Pathway and GIS are being developed. Chairperson thanked Bevan for his presentation and acknowledged the good work that had been undertaken.	Noted
5.4	5.4.1 Disaster Management Education update Initiatives	Since the last LDMG meeting a number of presentations to schools and community groups has taken place. This is proving to be a very worthwhile and encouraging exercise. Plans are in place to present this program to Nursing Homes and Aged Care Facilities.	Noted
	5.4.2 Disaster Website	Disaster website (http://disaster@toowoombaRC.qld.gov.au) is being updated as new information is received. Information now includes QFRS, Red Cross and overseas information. The operation area has been expanded to show aerial photographs in addition to the maps.	Noted Update ongoing
	5.4.3 Promoting preparedness	An article was published in the Spring edition of <i>Council Connections</i> promoting preparedness for the fire season,	Noted

Item		Description	Action by/Date
		for fire season	
	5.4.4 Exercise Mountain Mist	USQ are exercising its emergency management systems. The Police and Qld Ambulance Services together with TRC have agreed to be involved with Exercise 'Mountain Mist' planning. Exercise is due to be held on 27 October, 2010.	Noted
6	EVACUATION AND WELFARE		
6.1	Evacuation & Welfare Committee Minutes	The 4 May and 3 August 2010 Committee Minutes are available on Disaster website.	Noted
6.2	Exercise Thor	Exercise Thor covered evacuation and recovery and gave opportunity for the participating agencies to share and learn. It proved to be a very worthwhile exercise and the chairperson expressed his thanks to Norman for all the work that went to put this together. Agencies have requested this Exercise be conducted again next year.	Noted
7	DISTRICT DISASTER MANAGEMENT GROUP ISSUES		
7.1	Status Report	TRC Status Report for period 6 November to 6 May (DM# 3657222) was circulated and noted.	Noted Attachment below
7.2	Item 11.2 – Evacuation of Aged Care Facilities	After the 12 August 2010 meeting with Aged Care Industry representatives it was found that Aged Care Facilities within the region do not have suitable evacuation plans in place. It is proposed that a workshop be held involving industry representative, LDMG, DDMG and a representative from the Dept of Aging and Health. A meeting is being held this afternoon to progress this proposal. It estimated that 1% Toowoomba's population are in aged care facilities with a further 2 who would require help to evacuate from their place of residence. It was suggested that possibly two Evacuation Centres be identified and set up to cater for high and low care evacuees. Consideration needs to be given to those with dementia patients.	Report back to LDMG
8	State Emergency Services (SES)		
8.1	2009-2010 Disaster Management Report	The Disaster Management Report was circulated. (DM# 3679705) It was moved Cr Anne Glasheen, seconded Kevin Wruck that the 2009-2010 Disaster Management Report be accepted. Chairperson expressed his thanks to Norman.	Noted Attachment below
8.2	Subsidy Program 2010/11	The Application was successful for the construction of an SES Headquarters at Cecil Plains. (Subsidy - \$46,417.00 ex GST)	Norman
9	EMQ/QFRS/QAS matters		
9.1	District Disaster Management Group Exercise 2-4 November 2010	An "Expression of Interest" form for the Disaster Management Exercise <i>Orko</i> to be held on 2 to 4 November, 2010 was distributed. The main objective of the Exercise is to test all levels of the disaster structure and ascertain which agencies may have a role to play.	Noted Attached below
9.2	Amendments to Disaster Management Act 2010	Disaster Management and Other Legislation Amendment Bill 2010 changes to be passed by Queensland Government early November. Details - www.legislation.qld.gov.au/bill	Noted

Item		Description	Action by/Date
10.	QFRS Report	<ul style="list-style-type: none"> • Paul Storrs explained his role as Mitigation and Information Officer stating that his role has linkages all volunteers within QFRS. He introduced Scott Frame the IZone Officers - Urban. Both Paul and Scott work closely together and are aware of each others roles and available at any time. • QFRS thanked TRC for their support and advised that the Fire Season will be approximately 3 – 4 weeks later this year and possibly be more intense due to fuel loads. One quarter of legal burns have taken place on the Eastern Escarpment; four new appliances have come to the area and there has been substantial training and updating. • A public awareness campaign is about to be launched. This will involve the distribution of approximately 350,000 "Are you bushfire prepared" brochures centring on the theme "Prepare. Act. Survive" around the Toowoomba Region and Southern Downs. It was noted that the public are to be made aware that it's their responsibility to be prepared. The brochure will be linked to the TRC disaster website. www.toowoombaRC.qld.gov.au> Disaster-Be Prepared. • QFRS have recommended that all people living in a bushfire prone area should have a personal Bushfire Survival Plan (BSP). The document about Neighbourhood Safer Places (NSP) should be read in conjunction with the BSP guidelines. Cabalah has been identified as one of the four areas suitable for a Neighbourhood Safer Place at this point in time. www.ruralfire.qld.gov.au "Neighbourhood Safer Places". • As a local approach, QFRS will deliver approximately 20-30 power point presentations to communities about the forthcoming fire season across the region. • TV and radio advertising will commence 1 September 2010. • Queensland Government has declared the Fire Danger Period as from midnight 29 August 2010 to midnight 2 January 2011. www.ruralfire.qld.gov.au "Media Release" • As of the 1 September, an aircraft will be on standby. • Any public statements are to be sent through to Norman Fry <p>Chairperson thanked Paul and Scott for their presentation and congratulated QFRS for their initiative in this matter.</p>	<p>Noted</p> <p>Distribution Attachment below</p> <p>Distribution Attachment below</p> <p>Refer attached Fire Warden Review document</p>

11	GENERAL BUSINESS		
11.1	ADRA and MOU	ADRA is seeking approval from the TRC to make contact with hotels and motels within the region with a view of organising the provision of short term (2 nights only) accommodation for up to 30 persons. Moved Kevin Wruck and seconded Peter McFarlane that the LDMG endorse the proposal for TRC to enter into a Memorandum of Understanding with ADRA.	
12	NEXT MEETING		
		Next meeting 11 November, 2010 in the Mayes Room, City Hall commencing at 10.30am unless advised otherwise. Close of meeting – 12.10pm	All to note



**K J WRUCK
MANAGER COMMUNITY AND BUSINESS PLANNING**

Item 7.1



SKMBT_C552100823 14470.pdf

Item 8.1



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Item 9.1



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Item 10



Fire Warden Review Aug 10.pdf

Item 10



SWR FDP media release.pdf

Item 10



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Toowoomba District Disaster Management Group Report

Report submitted by: Manager Community and Business
Planning/Executive Officer LDMG (Kevin Wruck)

Agency/organisation: Toowoomba Regional Council

Date: 6 November to 6 May 2010

The following activities have been undertaken or are being undertaken by this agency:

PLANNING:

- 1) LDMP and Welfare Sub-Plan adopted by Council on 15 December 2009. Copies have been circulated and posted on TRC Disaster website.
- 2) LDMG meeting held on 4 March.
- 3) Evacuation and Welfare Committee and Toowoomba Community Recovery Committee meetings held on 2 February and 4 May.
- 4) Information about Evacuation Centres has been posted on TRC Disaster website. Next step is to obtain detail layout plans and sketch suggested layout of Evacuation Centres.
- 5) State Emergency Service Subsidy Program 2010-11 – Application submitted for the construction of SES Headquarters at Cecil Plains.

TRAINING (Internal):

SES Executive training weekend to be held on the 19 June.

TRAINING (External):

A number of persons from TRC attended NDRRA information session held at Warrick on 15 December.

Disaster Management Coordinator attended media training course on 15 January.

Disaster management training for TRC District Managers held on 24 February.

Disaster Management Coordinator to attend EMA course at the end of July.

DM# 3657222

OPERATIONS:

Currently investigating alternative accommodation for the DCC.

A public meeting was held at Millmerran on 1 March for the purpose of starting up an SES group. Induction night held on 22 April. Two training nights have been held with a third this Thursday. Eight new personnel have signed up for SES Millmerran Group. New equipment has been ordered. Group well on way to being re-established.

Members from Toowoomba, Clifton and Oakey involved in storm operations in Toowoomba City.

Selected SES Toowoomba Unit members involved in recent floods out west.

EXERCISES: Disaster Management Coordinator attended Dalby Community Recovery Committee Exercise on 10 February. Planning an exercise on 22 July to test the TRC Evacuation and Welfare Management Plan and the Toowoomba community Recovery Plan.

Disaster Management Coordinator attended exercise Erebus held at QPS headquarters on 25 February.

PROJECTED ACTIVITIES: The TRC Evacuation and Welfare Committee is preparing an exercise aimed at demonstrating the roles and tasks in the operation of an Evacuation/Welfare Centre and a Recovery Centre. It is intended to hold the exercise on 22 July 2010 at the Toowoomba Show Grounds or the Oakey Cultural Centre.

DEVELOPMENT PROJECTS:

SES Restructure - All Deputy Local Controllers and Group Leaders have been appointed.

Issue has been raised as to how Council will maintain a disaster response capability in the Districts as it moves to a functional structure.

NATURAL DISASTER RISK MANAGEMENT PROJECT

ACTIVITIES: (if applicable) Natural Disaster Resilience Program – Funding sought to complete a Natural Hazard Risk Analysis for the TRC area.

CONTENTIOUS ISSUES OR MATTERS TO BE RAISED:

Paper presented by Bronwyn Herbertson entitled "No One Left Behind: Disaster Management and Evacuation Planning for People with Disabilities in the TRC Region" to Evacuation and Welfare Committee meeting on 2 February 2010.

DDMG response to the Council to Council (C2C) program coordinated by Michael Dicknson from LGAQ.

GENERAL BUSINESS:

- 1) SES parade held on 14 November was well received.
- 2) In an effort to recruit more SES members displays will be set up at 6 local shows throughout the TRC area from February to May. Five shows completed with good results for new recruits and dissemination of information to the public. Sixth show is at Crows Nest this Saturday.
- 3) EMQ and Disaster Management Coordinator continue to deliver educational programs on Disaster Management and SES activities to schools and community groups.
- 4) Article promoting the disaster website and education program published in Summer edition of Council Connections.

Signed: .

REPORT TITLE 2009/10 Disaster Management Report
AUTHOR Disaster Management Coordinator (Norman Fry) - 25 June 2010

PURPOSE OF REPORT

To provide Council with an update on various disaster management activities and initiatives in 2009/10.

CORPORATE PLAN REFERENCE

1.4.2 Develop and deliver initiatives to enhance disaster management and preparedness.

BACKGROUND

In 2009, Council established the position of the Disaster Management Coordinator/SES Local Controller in response to disaster events throughout Australia and following the change in emphasis at State and Federal levels in disaster management.

With the appointment of this position, TRC disaster elements and plans have been reviewed and re-organised where required.

ISSUES AND RESPONSE

Local Disaster Management Group (LDMG)

The TRC LDMG is established and functions under the requirements of the *Disaster Management Act 2003*. The group comprises a cross-section of TRC personnel who manage critical resources and representatives from other emergency services agencies. The membership of the TRC LDMG as at June 2010 is detailed in the table below.

LDMG Position	Organisation	Name	Organisation Position
Chairperson	TRC	Noel Strohfeld	TRC Councillor
Deputy Chairperson	TRC	Anne Glasheen	TRC Councillor
Member	TRC	Ken Gouldthorp	CEO TRC
Executive Officer	TRC	Kevin Wruck	Manager Community & Business Planning
Member	TRC	Gerard Brennan	Director Engineering Services
Member	TRC	Jason Bradshaw	Director District Services
Member	TRC	Tony Shadwell	Manager Environmental Health Services
Member	TRC	Doug Coates	Manager Corporate

Member	TRC	Norman Fry	Communication DM Coordinator / SES Local Controller
Member	EMQ	David Fraser	Area Director South West
Member	QAS	Glen Maule	Area Director
Member	QFRS	Steve McInerney	Superintendent Area One
Member	QFRS (Rural)	Bruce Ehrlich	Area Director
Member	QPS	Mark Wheeler	OIC Toowoomba Police Division
Member	Ergon Energy	Ronald Gwydir	Area Operations Manager
Member	Qld Health Services	Malcolm Johnston- Leek	Director Rural Medicine
Member	Telstra	Marisol Alamos	Business Development
Member	Lifeline	Derek Tuffield	Chairperson – Toowoomba Welfare Committee
Member	ABC Radio	Vicki Thompson	Regional Content Manager

During 2009/2010 the LDMG met on two occasions. The LDMG was not activated during the past year.

Local Disaster Management Plan and Evacuation and Welfare Management Plan

In December 2009, Council approved the re-drafting of the TRC Local Disaster Management Plan and Evacuation and Welfare Management Plan. The revised plans have been distributed to all members of the Local Disaster Management Group and the Evacuation and Welfare Committee and posted on the TRC Disaster website for public reference.

Disaster Coordination Centre

The TRC Disaster Coordination Centre (DCC) is established to manage the day-to-day operations of any major disaster event that may arise within the TRC area. The DCC provides the LDMG with accurate up to date information that will enable the LDMG to make informed decisions regarding specific disaster situations.

The DCC is currently situated in the shared facility of the HR Training Room, second floor, 543 Ruthven Street, Toowoomba. An alternate location is being researched.

In August 2009, the DCC was activated during "Exercise Miracle" where the staff operated in two shifts during the five hour exercise period. As a result of the exercise the DCC Standing Operating Procedures (SOP) were reviewed and amended.

There are currently 26 TRC staff members from across all departments on the DCC roster. The staff members have been drawn from the Toowoomba offices only to ensure that the Districts are not adversely affected in the staffing of their own local disaster coordination centres and there is no impact on critical operations.

To ensure that the DCC is able to function effectively, selected equipment has been earmarked. Most of the equipment will be transferred from other TRC areas on activation.

Pathway has been approved as the method of managing requests for assistance. Standard questions have been input in Pathway and Information Management Branch are currently undertaking a project to provide a link between Pathway and Dekho for the purpose of providing visual incident reports. Manual systems have been identified and will be employed in the DCC on initial activation and if the electronic system fails.

Further discussions need to be undertaken to confirm the role of the various District offices and the future customer service centre in a disaster situation.

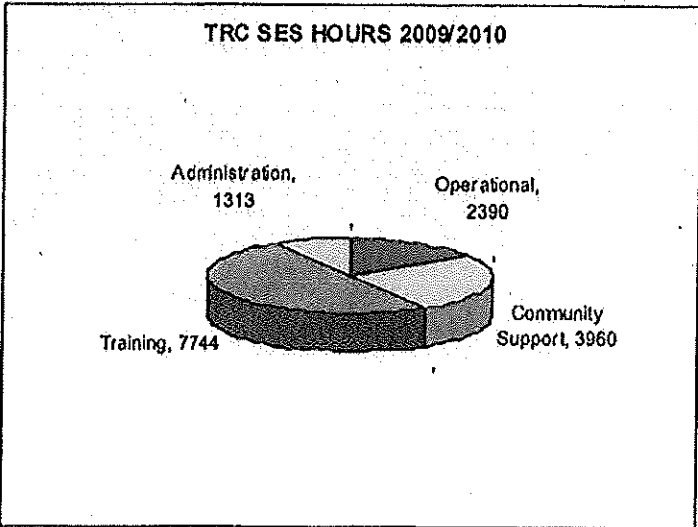
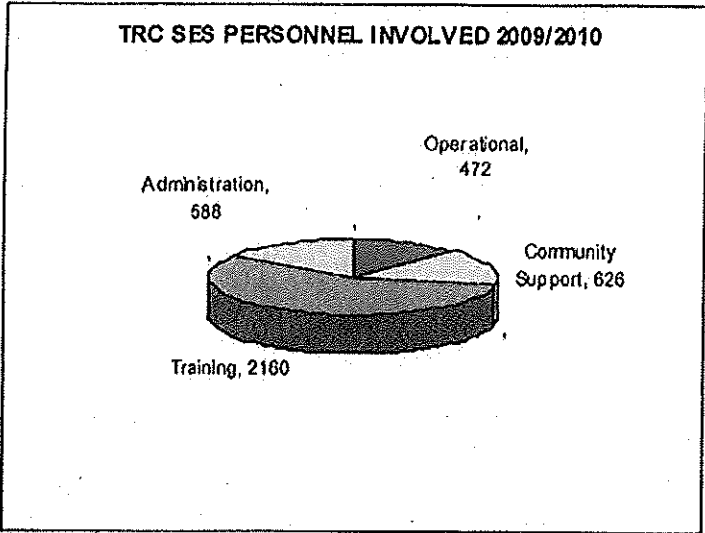
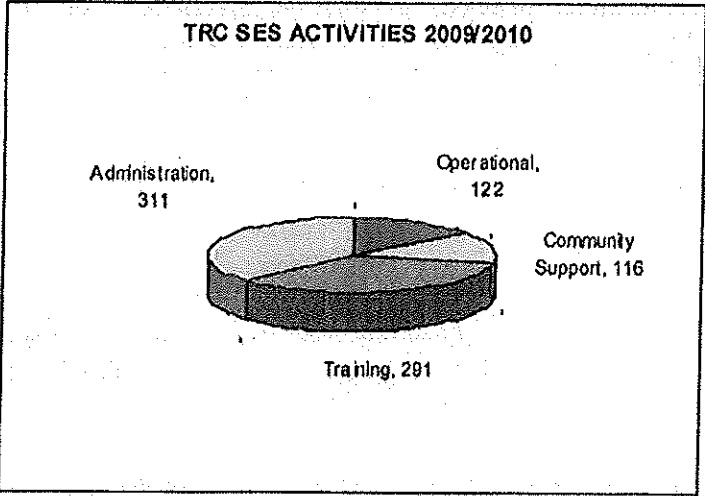
State Emergency Service Units

A series of reviews of all SES aspects were conducted during the year. As a result the 10 SES Units were re-organised into one Unit and 10 Groups. During the reporting period eight of these groups were fully operational with two groups (Millmerran and Cambooya) undergoing further review with the medium term aim to get both groups operational.

Aligned with the re-organisation all SES Executive appointments were opened for selection. Interviews and selection processes were completed for all Deputy Controllers and Group Leaders.

Reviews of the vehicles, equipment, accommodation and facilities were conducted with recommendations being made to improve the effectiveness and efficiency of all Groups. The reviews have led to submissions for funding grants and bids in the TRC budget.

The following graphs display the operational, community, training and administration hours completed by TRC SES volunteers during the past year. A total of 15,407 hours was provided by the SES volunteers during the period 2009/10.



Public Education/Awareness

During 2009/10 the following initiatives were undertaken to increase public awareness and educate the public of disaster management matters. All education projects were supported to some degree by the TRC Corporate Communications and TRC Information Management Branch staff.

TRC Disaster Website - A website dedicated to disaster matters has been established with a link to the main TRC website. This has proven to be a very good outlet for the transfer of disaster information. The website has news, advice on preparation for disasters, plans, links to other emergency agencies, an education area and a link for SES news and information. The website also provides a restricted operational area which is for use by DCC staff, SES Executive staff, supporting agencies and other TRC elements that require emergency information.

TRC Publications - TRC disaster management articles have been placed in TRC newsletters and fliers regarding preparations for potential disaster threats such as fire and storm.

Newspapers, Radio and Television - Corporate Communications staff has assisted in the preparation of news and article releases to the local newspaper, radio interviews have been undertaken and a segment was included on disaster management in the first series of *Council Connections*.

Toowoomba Regional Shows - An SES stand was set up at five shows in the local region (Clifton, Millmerran, Crows Nest, Toowoomba, and Goombungee). This proved worthwhile giving the SES additional exposure with the local communities and receiving a large number of recruitment enquiries and subsequent recruits.

School and Community Presentations - TRC in liaison with EMQ conducted disaster information presentations at schools (primary and secondary) and community groups throughout the year. These proved to be worthwhile in transferring information to public groups.

Mayor's Parade

On the 14 November 2009 (SES week), a Mayoral Parade was conducted for the SES personnel in the EMQ region. The parade was a great success with over 100 SES personnel on parade. The Mayor and Kerry Shine MP presented certificates and medals to SES members. It is intended to hold this parade annually at different locations around the EMQ region.

Objectives and Achievements 2009/10

The table below demonstrates the status of the 2009/10 objectives for TRC disaster management:

Item	Objective	Status
1	Re-write Local Disaster Management Plan	Achieved
2	Activate the Disaster Coordination Centre as part of an exercise	Achieved
3	Re-organisation of TRC SES Unit/Groups	Achieved
4	Introduce Disaster Management Education through schools and community groups	Achieved
5	Establish a TRC Disaster Management Website	Achieved

6	Review and Appoint 10 Deputy Controllers for TRC SES Groups	Achieved
7	Review and Appoint 10 Group Leaders for TRC SES Groups	Partially Achieved (process ongoing for Cecil Plains and Millmerran)
8	Conduct a Review of SES Vehicles and Equipment	Achieved
9	Conduct a Review of SES Accommodation and Facilities	Achieved
10	Mayoral Parade	Achieved
11	Conduct three Local Disaster Management Group Meetings	Achieved
12	Conduct three Evacuation and Welfare Committee Meetings	Achieved
13	Re-write Evacuation and Welfare Plan	Achieved
14	Conduct a SES Executive Training Day	Achieved
15	Re-establishment of SES Millmerran Group	Partially Achieved (personnel inducted, ongoing training)
16	Review of Operations at SES Cambooya Group	Ongoing
17	Review 2010/2011 Budget for TRC SES Groups	Achieved

Disaster Management Budget/Expenditure

For 2009/10, a budget of \$320,316 was allocated for disaster management. A review of disaster management budgets, including adequacy of SES Group budgets, has been undertaken for the 2010/11 financial year. It is intended during the coming financial year that the control of TRC SES Groups expenditure will be achieved centrally.

Immediate Future Objectives

There are four major immediate future objectives for the TRC Disaster Management staff. These are:

1. Conduct an Evacuation and Recovery Exercise - Documents are currently being prepared to conduct an evacuation and recovery exercise at the Oakey Cultural Centre on Thursday 22 July 2010. The Exercise has been developed by the Toowoomba Regional Council Evacuation and Welfare Committee and the Department of Communities to demonstrate the roles and capabilities of evacuation and recovery agencies located in the Toowoomba Regional Council area.
2. Establishment of suitable building for SES Cecil Plains Group - Bids have been submitted to the State Government, State Emergency Subsidy program (\$46,417) and TRC (\$15,472) for funding to build suitable accommodation for the SES Cecil Plains Group. The building would be similar in design and size to the current Millmerran SES shed. The intention is to build the complex in the Cecil Plains Council compound; and
3. Conduct a local area natural hazard risk assessment (the whole TRC area) - Prior to amalgamation some shire Councils conducted natural hazard risk assessments for their local government area. TRC sought and has been granted funding from the Federal and State governments (\$30,000) to conduct an assessment of the whole TRC area. Council's contribution is \$15,000. This program will commence in July 2010.

4. Establishment of SES Groups - Finalise the establishment of the SES Millmerran Group and finalise the review of operations at SES Cambooya Group.

CONCLUSION

The above report provides an overview of the disaster management activities for 2009/10.

RECOMMENDATION

That Council send its appreciation to SES members for their assistance throughout 2009/10.

Recognise the important role SES volunteers play in the community.

COMMITTEE RECOMMENDATION

ACTION TO BE TAKEN

Rec No.	Action Officer	Action
1	Norm Fry	On behalf of council send a letter of appreciation to all SES Groups.



Exercise Registration Form

2 – 4 November 2010

Instructions

To register your interest in participating or visiting during a disaster Management Exercise, please complete the section below and indicate your attendance either as a *Participant* or *Visitor*. Then either fax or email this form as per the directions at the bottom – thank you.

Your Name: _____

Your Position: _____

Your Agency: _____

I am a member of the following Disaster Management Group/s (if applicable): _____

Your Phone Contact Details: (Work): _____ (Mobile): _____

Your Email Address: _____

OPTION A - PARTICIPANTS

Please tick ✓

Yes, I would like to participate in the 3-day Exercise.

No, unfortunately I cannot participate.

OPTION B - VISITORS

Please tick ✓

Yes, I would like to visit during the Exercise on the following days:

Tuesday 2 November

Wednesday 3 November

Thursday 4 November

Note: Visiting hours will be confirmed closer to the Exercise and registered Visitors will be advised accordingly.

HOW TO RETURN THIS FORM

Please return this form using one of the following two methods:

FAX
EMAIL



Contact
Phone



(EMO Exercise Coordinator)

Fire Warden Review

August 2010

(FIRE WARDEN)

Declared Fire Danger Period and Permits to Light Fire

As an outcome of the review into the Permit to Light Fire system and the role of the Fire Warden the Commissioner QFRS has issued a notification under Section 63 of the *Fire and Rescue Service Act 1990* declaring a Fire Danger Period from midnight 29 August 2010 to midnight 2 January 2011. (Attached)

Declaration of a Fire Danger Period across the State means that anyone wanting to light a small fire that is less than 2m in any direction during the Fire Danger Period will need to obtain a Permit to Light Fire from you as their local fire warden. Other categories of existing notifications that allow fires to be lit without a permit remain unchanged. This includes fires lit out-doors in properly prepared fireplaces for the purposes of cooking (or a trench at least 30cm deep) and those applicable to primary producers, including cane growers.

The introduction of a Fire Danger Period compliments the existing situation in many local government areas where councils have adopted local laws under nuisance provisions of the *Local Government Act 2009* that restrict or prohibit the lighting of fires. If your local government has a local law prohibiting the lighting of fires it is expected that you would not issue a permit unless there were particular circumstances that required the use of fire, or the applicant presented you with local government permission when making an application. Please contact your Area Office for assistance if you are unsure whether or not your local government has a local law restricting or prohibiting the lighting of fire in any part of the local government area.

The requirement to obtain a permit for small fires less than 2m in any direction has been introduced to limit the number of fires that get out of control and to reduce demands on QFRS resources during the bushfire season. During the 2009 fire season a number of small fires that did not require a permit were allowed to escape and were a significant cause of bushfires. This new requirement for a permit will provide opportunity for you to assess the circumstances around the lighting and management of the fire and develop appropriate permit conditions or reject the application.

The requirement to obtain a permit for these small fires during the Fire Danger Period may initially result in an increased number of requests for permits to burn however it is important to remember the following.

- Those persons in the rural community who regularly obtain permits to light fire for primary production, hazard mitigation or other commercial purposes will not be affected by the declaration of the Fire Danger Period.
- The use of fire for whatever reason should not be considered an individual's right and requires due consideration be given to the environment and to other members of the community, particularly if the opportunity to use fire is to be retained.
- The fire danger period is declared only for that part of the year when the lighting of such fires represents an increased risk of escape and possible threat to the community.
- Those residents who require a small fire to clean up their land before summer have the period January to the end of August to carry out that requirement. Fires for this purpose are not appropriate where other methods of disposal are provided or available.

Permits to light are not issued for the incineration of house hold waste or other non vegetative matter and such fires may well result in the release of toxic pollutants into the atmosphere. Fire Wardens are not obliged to issue permits for small fires and can adopt a "No small fires during the declared Fire Danger Period" policy if they wish.

An updated brochure 'Lighting Fires in Queensland' is reproduced here. This brochure will be released to the public shortly, setting out the details of how a declared Fire Danger Period impacts on the lighting of a fire and the effects of local laws on the capacity to light a fire.



Queensland
Government

*Fire and Rescue Service Act 1990***NOTIFICATION**

Queensland Fire and Rescue Service
Brisbane, 30 July 2010

PURSUANT to section 63 of the *Fire and Rescue Service Act 1990* the Commissioner of Fire and Rescue Service notifies as follows:-

Declaration of a Fire Danger Period

1. By reason of the potential of increased fire danger existing throughout the State a fire danger period is declared with effect from midnight on the 29th August 2010 until midnight on the 2nd January 2011.
2. Accordingly, fires authorised to be lit under clause 1(a) of the Notification in Gazette Number 112 of 2010, may not be lit for the duration of the fire danger period without a Permit to Light Fire issued by a Fire Warden under section 65 the *Fire and Rescue Service Act 1990*.

Lee A Johnson AFSM MIFire E
The Commissioner of the Queensland Fire and Rescue Service

*Fire and Rescue Service Act 1990***NOTIFICATION**

Queensland Fire and Rescue Service
Brisbane, 30 July 2010

PURSUANT to section 63 of the *Fire and Rescue Service Act 1990* the Commissioner of Fire and Rescue Service notifies as follows:-

1. Provided that adequate precautions are taken to prevent the spread of fire, and the lighting of the fire conforms with any Local Law defined for a part of the Local Government Area administered by a Local Government in whose jurisdiction it is proposed to light the fire, or the provisions of the *Environmental Protection Act 1994*, the following fires may be lit without a Permit to Light a Fire being issued by a Fire Warden.
 - a) a fire in which neither the height, width nor the length of the material to be consumed exceeds 2 metres;
 - b) a fire lit for the purpose of burning the carcass of a beast;
 - c) a fire lit at a sawmill for the purpose of burning sawdust or other residue resulting from the operations of a sawmill;
 - d) a fire lit out-doors for the purpose of cooking, if enclosed in a fireplace so constructed as to prevent the escape of fire or any burning material there from.
2. During any period of the year and within any part of the State in respect of which the Commissioner has notified that a fire danger period exists, a fire mentioned in clause 1 a), must not be lit without a Permit to Light Fire issued by a Fire Warden
3. The owner or occupier of land used for growing Sugar Cane ("cane production land") that is bordered on every side of cane production land may light on the cane production land a fire for the purpose of burning sugar cane, tops or trash provided that -

- a) no burning is conducted between 10 o'clock in the morning and 2 o'clock in the afternoon;
- and
- b) adequate precautions are taken to prevent the spread of fire;
- and
- c) the burning takes place in accordance with recognised practice in the sugar cane industry;
- and
- d) in the case of a fire lit for the purpose of burning any residual tops or trash, the residual tops or trash are at least 10 metres from any headland and from all other flammable material;
- and
- e) where an agreement between growers and millers regulates the times when the burning of sugar cane, tops and trash may be carried out on cane production land - subject to paragraph (a) the burning takes place within those times;
- f) where an agreement referred to in paragraph (e) does not apply to the cane production land - subject to paragraph (a), the burning takes place at a time at which, sugar cane, tops or trash is normally burnt in the locality in which the cane production land is situated.

4. (1) This Notification does not authorize the lighting of a fire in a part of the State during a period in respect of which the Commissioner by delegation has notified throughout that part that, by reason of a fire danger existing in that part, a fire to which this Notification applies must not be lit.
- (2) A Notification given for the purpose of this clause must -
 - a) identify the part of the State to which it relates;
 - and
 - b) specify the period for which it has effect;
 - and
 - c) be given in at least one of the following ways:-
 - a. by newspaper;
 - b. by radio;
 - c. by television;
 - d. by electronic mass media.

5. For the purpose of clause (3) (a) of this Notification, the time referred to therein is, to be determined by reference to standard time for the area concerned.

6. In this Notification:

"Cane Production Land"; refers to those lands designated as cane production areas in the *Sugar Industry Act 1999*.

Lee A Johnson AFSM MIFire E
The Commissioner of the Queensland Fire and Rescue Service

For your information, below is the text of the new Lighting Fires in Queensland brochure which is currently in production

Lighting Fires in Queensland

The *Fire and Rescue Service Act 1990* is the principal legislation that deals with lighting fires in the open in Queensland. The Act provides a systematic approach to the authorised use and control of fire in the open and for fire prevention.

The *Fire and Rescue Service Act 1990* makes it illegal to light a fire without a 'Permit to Light Fire' issued by a fire warden. Under nuisance provisions of the *Local Government Act 2009* a local government may also have in place a local law restricting or prohibiting the lighting of a fire in part or all of the local government area.

Obtaining a Permit to Light Fire

An application for a 'Permit to Light Fire' is made through your local fire warden. Contact details for fire wardens are available through the Fire Warden Finder on the Rural Fire Service website www.ruralfire.qld.gov.au. An 'Application for a Permit to Light Fire' can also be downloaded from the website. Following receipt of your application the fire warden may impose conditions on a permit to reduce unwanted risk or nuisance to other people, property or to the environment. The fire warden may refuse to issue a permit if they believe that appropriate safety measures cannot be reasonably achieved.

A Notification issued under the *Fire and Rescue Service Act 1990*, does allow certain fires to be lit without the need to obtain a permit, except if the fires are not permitted under a local law or other legislation. If there is a local law in your local government area prohibiting the lighting of fires, a permit will not be issued by the fire warden unless you have obtained the written permission of the local government.

Fire Danger Period

A Fire Danger Period can be declared by the Commissioner of the Queensland Fire and Rescue Service (QFRS) during parts of the year when conditions make the control and management of fires difficult and communities are at increased risk of bushfire. During a Fire Danger Period there are some changes to the requirements for issue of a permit and to those fires that may be exempt. A declared Fire Danger Period is advised through local media and on the Rural Fire Service website www.ruralfire.qld.gov.au

Fires that do not require a Permit

Fires that are exempt from requiring a Permit to Light Fire are:

- Fires that are less than 2 metres in any direction. **Note:** These fires are not exempt during any Fire Danger Period and a permit must be obtained from a fire warden.
- Fires lit outdoors in a properly prepared fire place for the purpose of cooking (e.g. BBQ and camp fires). In this instance it is the responsibility of the person lighting or maintaining the fire to ensure adequate precautions are taken to prevent the spread of fire.
- Certain fires used by primary producers and for industrial purposes.

Most local governments provide alternative methods (other than fire) for the disposal of vegetation and waste materials such as refuse collections or disposal of green waste at a council recycling centre. Contact your local government for more information.

Breaches

Anyone found responsible for lighting fires without a permit where one was required, can be prosecuted. Prosecution can also occur if a person is found responsible for lighting a fire that breaches local law or the *Environmental Protection Act 1994*.

Fire Emergencies

If there is a high fire danger in part or all of the State, the Commissioner QFRS may issue a Local Fire Ban restricting certain fires in all or part of the State.

When a Local Fire Ban is issued, no fires may be lit other than those specifically referred to in the Fire Ban Notice and in the circumstances described in the Fire Ban Notice.

The declaration of a State of Fire Emergency imposes similar or increased restrictions and prohibitions on lighting fires to a Local Fire Ban however this carries significantly increased penalties.

Local Fire Bans and a State of Fire Emergency are advised through local media, on the Rural Fire Service website at www.ruralfire.qld.gov.au and on the Fire Ban Information Line on 1800 020 440.

Enquiries

Prior to lighting fires, a check should be made with your local fire warden, rural fire brigade or fire station to establish whether a fire can be lit in your area. Anyone who is unsure of the local laws regarding the lighting and use of fire in their area should contact their local government.

Before lighting any fire you should check if any notice, notification or fire ban applies for the area where the fire is to be lit. These are published on the Rural Fire Service website www.ruralfire.qld.gov.au and the Queensland Fire and Rescue Service website www.fire.qld.gov.au and in the media.

The Rural Fire Service website www.ruralfire.qld.gov.au has information on 'Using Fire Outdoors' where you will find information on a range of topics in connection with the use of fire and the process of applying for a Permit to Light Fire from your local fire warden.

Information and a range of brochures are available from your local Rural Operations area office who can be contacted on the numbers listed here.

Clarification of a fire lit outdoors for the purpose of cooking

A properly prepared fireplace means a fireplace that is constructed of stone, metal or any other non-flammable material so as to contain the perimeter of the fire. Properly prepared fireplaces also include trenches at least 30cm deep, as there have been many queries regarding hangis.

The important thing to remember when advising the public regarding properly prepared fireplaces, is that no matter the construction of the fireplace, in all circumstances it is the responsibility of the person lighting or maintaining the fire to ensure adequate precautions are taken to prevent the spread of fire.

Conditions applicable to camp fires

- The ground and air space is clear of flammable material sufficient to prevent the escape of the fire.
- The fire and fuel used are the minimum necessary for the purpose and do not occupy an area of more than 1 square metre.
- A person is in attendance at all times while the fire is alight.



Queensland
Government

MEDIA RELEASE

Department of Community Safety

Thursday 19 August, 2010

Issued:11.30am

South West residents prepare for fire danger period

The Queensland Fire and Rescue Service (QFRS) is advising South West residents that as of next week, strict new rules regarding lighting fires will be enforced due to the declaration of a fire danger period.

QFRS Acting Regional Manager of Rural Operations for the South West Region, Bruce Ehrlich applauded residents wanting to reduce fuel loads on their own properties but warned they must do this by obtaining a permit to light fire, especially in light of the declaration from midnight August 29, 2010 to midnight January 2, 2011 a Fire Danger Period.

"The declaration of the Fire Danger Period means not all fires, regardless of size, can continue to be lit without a permit during the Fire Danger Period," Mr Ehrlich said.

"Some types of fires have previously been notified as exempt from the requirement for a permit and these exemptions continue provided the use of fire is not prohibited by any Local Government Local Law."

"People should contact their Local Government if they need information about whether there is such a local law covering their property".

Mr Ehrlich said residents who were using a fire outdoors for cooking in a BBQ or a camp fire were exempt and did not require a permit but needed to take the utmost care.

"The most important thing for residents to remember is that regardless of the type of the fireplace, in all circumstances is it the responsibility of the person lighting or maintaining the fire to ensure adequate precautions are taken to prevent any escape of the fire."

"Conditions applicable to camp fires include ensuring the ground and air space is clear of flammable material to prevent the escape of the fire, the fire and fuel used are the minimum to conduct the fire and do not occupy an area of more than one square metre" he said.

"In the South West this will be especially relevant to popular camping areas around the Stanthorpe, Warwick, Goomburra and Crows Nest Areas and the Carnarvon and Mt Moffitt areas in the Far South West. But by all means enjoy this great time of year outdoors but remember it's vital that a campfire is built in a way that will contain the fire and that the fire is attended at all times."

In regard to fires lit outdoors for the purpose of cooking, the QFRS advises that a properly prepared fireplace includes; fixed fireplaces in parks and campgrounds, trenches at least 30cm deep in a cleared area and portable barbecues.

"If you need to get a Permit it's a simple process of applying through your fire warden.

"You can find out who your local fire warden is by visiting www.ruralfire.qld.gov.au or by contacting your local Rural Area office: Toowoomba (07) 46161945, Roma (07) 46222074.

For more information contact Department of Community Safety Media on 3247 8186

Neighbourhood Safer Places

The 2009 Victorian Bushfire Royal Commission interim report recommended that people need a range of options to increase their safety in the event of bushfire.

The Queensland Fire and Rescue Service (QFRS) recommend that all people living in a bushfire prone area have a personal Bushfire Survival Plan (BSP). This document about Neighbourhood Safer Places (NSP) should be read in conjunction with the BSP guidelines.

When a bushfire threatens, whether your decision is to leave early or stay and defend your property, you should use an NSP only in the event that your BSP fails. In other words, an NSP is a place of last resort.

An NSP is a local open space or building where people may gather, as a last resort, to seek shelter from a bushfire. Use of an NSP may be your contingency plan when:

- your BSP has failed
- your plan was to stay but the extent of the fire means that your home cannot withstand the impact of the fire and therefore your home is not a safe place to shelter
- the fire has escalated to an extreme or catastrophic level and voluntary evacuation is your safest option.

The main purpose of an NSP is to provide some level of protection to human life from the effects of a bushfire. Your NSP will not guarantee safety in all circumstances. The following limitations of an NSP need to be considered if you plan to use one as a last resort:

- Firefighters may not be present, in the event that they will be fighting the main fire front elsewhere.
- NSPs do not cater for animals or pets.
- NSPs do not provide meals or amenities.
- NSPs may not provide shelter from the elements, particularly flying embers.

If you are a person with special needs you should give consideration to what assistance you may require at an NSP.

Although QFRS cannot guarantee an immediate presence during a bushfire, every effort will be made to provide support as soon as resources are available.

You should identify the travel time and distance to your identified NSP. You should include this information in your BSP. You should update your plan every year prior to the bushfire season and confirm that your identified NSP has not changed location. You should not drive through fire affected areas to get to your NSP

Click on your local government area to view the designated NSP locations in your area. If there is not an NSP currently identified for your area, continue to monitor this site for updates.

Once you have arrived at your NSP (building), some actions to consider include:

- Continually listen/seek/monitor further information in relation to the fire by whatever means of communication you may have (radio, mobile phone, internet, etc).
- As fire approaches – ensure all doors and windows are sealed as best as possible.
- When fire has passed – if safe to do so, check for fires and embers outside extinguish if possible.
- Remain vigilant for possible new fire fronts from other directions.

Once you have arrived at your NSP (open space), some actions to consider include:

- Continually listen/seek/monitor further information in relation to the fire by whatever means of communication you may have (radio, mobile phone, internet etc)
- As fire approaches – seek protection from radiant heat and embers as best you can. Attempt to cover any exposed skin with blankets/clothing. You should lie flat on the ground during the passage of the fire front.
- Remain vigilant for possible new fire fronts from other directions. Remember to complete your BSP to ensure that you and your family are prepared and know what to do in the event of a bushfire.

For information about how to develop your own BSP go to www.ruralfire.qld.gov.au



Queensland
Government



TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP
MINUTES

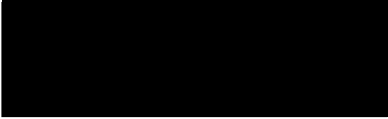
Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	8	11 November 2010	10.30 a.m.

Present: Cr Noel Strohfeld (Chair) Kevin Wruck Norman Fry Tony Neumann David Fraser Jason Bradshaw Bruce Ehrlich Jason Hudson Gerard Brennan Adam Van Genderen Andrea Nagle Vicki Thompson Louise Cook	Organisation: Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Queensland Police Service Emergency Management Qld (EMQ) Toowoomba Regional Council Qld Fire Rescue Services (QFRS) - Rural Operations Toowoomba Regional Council Toowoomba Regional Council Department Transport and Main Roads Queensland Health (proxy for Malcolm Johnson-Leek) ABC (Minutes Secretary) Toowoomba Regional Council
Apologies: Ken Gouldthorp Cr Anne Glasheen Derek Tuffield Doug Coates Glen Maule	Organisation: Toowoomba Regional Council Toowoomba Regional Council Lifeline Toowoomba Regional Council QAS
Distribution: As noted	
Purpose of Meeting: To update members of the Local Disaster Management Group on disaster management matters and other relevant issues.	

Item	Description	Action by/Date
1.	OPENING OF MEETING	
	Cr Noel Strohfeld (chair) opened the meeting at 10.30am.	Noted
2.	ATTENDANCE AND APOLOGIES	
	Attendance and apologies were noted as above.	Noted
3.	CONFIRMATION OF PREVIOUS MINUTES	
	Moved David Fraser, seconded Kevin Wruck, that the minutes of the meeting of the 19 August 2010 be accepted.	Noted
4.	BUSINESS ARISING	
4.1	Item 4.1 Location of Disaster Coordination Centre The location of the DCC at Little Street has been confirmed and use of the large customer service training room with 12 computers permanently set up should meet the DCC needs. In the event of a disaster, H.R. Training room will continue to be used until March 2011. LDMG will continue to use the Mayes Room in time of activation. Report on progress next meeting.	Norman Fry
5.	DISASTER MANAGEMENT	
5.2	Exercise Ember Update Exercise Ember was held on 20 October, 2010. 30 TRC personnel activated for a period of four hours to staff DCC. Exercise was supported by LO from other emergency agencies and EMQ. Lessons learnt. Main aim of testing and evaluating Pathway software was achieved.	Noted

Item		Description	Action by/Date
5.3	Mountain Mist Update	USQ held the Mountain Mist Exercise on 27 October, 2010. Two SES teams were deployed as part of the exercise to assist other emergency agencies with traffic control.	Noted
5.4	Exercise Orko Update	Exercise Orko was held on 2 to 4 November, 2010. The TRC DCC Staff was activated for a period of five hours. Main aim was to test software and the communication links between TRC and outside agency. The exercise raised a number of issues for the DCC which were identified in Ex Ember. When DCC moves into the new Customer Service Centre Ex Orko will be conducted again on a reduced scale.	Noted
	Disaster Website	Disaster website (http://disaster@toowoombaRC.qld.gov.au) is continuing to be updated as new information is received. New mapping system now functional.	Noted/ Update ongoing
6.	EVACUATION AND WELFARE		
6.1	Evacuation & Welfare Committee Minutes	The Evacuation & Welfare Committee Minutes for 2 November 2010 will be posted on the Disaster website in the near future	Noted
6.2	Evacuation and Aged Care Facilities Workshop	As a result of the Department of Aging and Health advising the Aged Care industry that it was their responsibility for the evacuation and care of residents, a workshop was held on 14 October 2010. Details of the outcomes of the workshop are available on the disaster website as an attachment to the Evacuation and Welfare Committee meeting minutes on 2 November, 2010.	Noted
7.	EMQ AND DISTRICT DISASTER MANAGEMENT GROUP ISSUES		
7.1	7.1.1 Exercise Orko	David Fraser (EMQ) agreed that Exercise Orko was a very productive and positive training exercise. A debrief will be conducted within the next couple of weeks.	Noted
	One Minutes Silence	One Minutes Silence was held at 11am for Remembrance Day	Noted
	7.1.2 Role of LDMG	Kevin provided a handout of the roles of the LDMG and roles of the DCC for the purpose of discussing the LDMG's role in Exercise Orko. There was agreement the scenarios dealt with mostly operational issues and there was limited opportunities for the LDMG to be involved in making strategic decisions during the exercise.	Noted
	7.1.3 Exercise Orko From QPS Perspective	Tony Neumann raised a few matters that had appeared in the DCC during Ex Orko. The meeting discussed the issues. Specific training is required for the DCC staff in specific areas to ensure roles are clearly understood. A number of minor procedural aspects were discussed.	Tony happy to assist with training
7.2	Amendments of Disaster Management Act	The requirement for a Local Disaster Coordinator to be appointed to the LDMG was discussed. Matter currently being considered by the Chairperson and CEO. Kevin to follow up with CEO. Advise LDMG members before next meeting.	Kevin Wruck
8.	STATE EMERGENCY SERVICES (SES)		
8.1	8.1.1. Cecil Plains Group	Construction of the SES Cecil Plains HQ is due to be completed by mid December 2010. Update when facility is completed.	Norman Fry
	8.1.2. Millmerran Group	Training for traffic control operations will be completed in two weeks and SES Millmerran Group should be re-activated by 29 November 2010. Update when group is reactivated.	Norman Fry
	8.1.3. Crows Nest Group	Show stand, letter drop and public meeting have all now been completed at Crows Nest in an effort to recruit members. The disappointing result has given support to the option of closing the SES Crows Nest Group and establishing a new group at Highfields. Update at next meeting.	Norman Fry
	8.1.4. Vehicle Replacement	Vehicles have been identified within council's fleet to replace the older (30 yrs old) vehicles.	Noted
	8.1.5. Cecil Plains Vehicle	The SES Cecil Plains Group will take delivery of their new vehicle in Feb 2011. In the meantime a vehicle from another group will be deployed to Cecil Plains.	Noted
	8.1.6	Planning is now underway to try and re-activate the SES Cambooya Group.	Norman

Item		Description	Action by/Date
	Cambooya	Update at next meeting.	Fry
8.2	Promotion ABC	The meeting discussed using the ABC to advertise for new SES volunteers. It was agreed that a media campaign be conducted in Feb/Mar period. Update next meeting.	Vicki Thompson/ Norman Fry
9.	DEPARTMENT OF TRANSPORT AND MAIN ROADS		
9.1	Traffic Management Centre Coordinator (Darling Downs Region)	To make agencies more aware of the role of DTMR (Darling Downs Region), Adam Van Genderen (Coordinator, Traffic Management Centre) gave a comprehensive overview which included the following Incident Response details: <ul style="list-style-type: none"> • Any significant incident on Toowoomba Range • All fatal/serious injury incidents on Main Roads network • Major Incident causing lane closures/traffic delays on Main Roads network for extended period (1hr) • Incident requiring a diversion route to be set up • Incident involving significant road furniture damage (signals, guardrails, street lights, bridges ..etc) • Incident Response – contact DD TMC during <ul style="list-style-type: none"> Office hours [REDACTED] After hours [REDACTED] Email [REDACTED] 	Noted
10.	GENERAL BUSINESS		
10.1	Red Cross and MOU	A MOU has been received from Red Cross and once it has been reviewed Norman will send to LDMG members for their perusal before returning it to Red Cross for final agreement.	Norman Fry
11.	NEXT MEETING		
		Next meeting in the Mayes Room, City Hall on 17 February 2011, commencing at 10.30am. Close of meeting – 11.45AM	All to note



**K J WRUCK
MANAGER COMMUNITY AND BUSINESS PLANNING**



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP
FLOOD DISASTER NOTES**

Place of Meeting	Meeting Number	Date of Meeting	Time
Human Resources Training Room, 153 Ruthven Street .		Monday, 10 January 2011	1:00pm

Present:

Cr Noel Strohfeld, Chair	Cr Peter Taylor, TRC
Cr Anne Glasheen, TRC	Ged Brennan, TRC
Ken Gouldthorp, TRC	Jason Bradshaw, TRC
Arun Pratap, TRC	Norman Fry, TRC
Kevin Wruck, TRC	Kevin Flanagan, TRC
Tony Shadwell, TRC	Michael Patch, QFRS
Glenn Maule, QAS	David Fraser, EMQ
Tony Nuemann, QPS	Vicky Thompson, ABC
Marisol Alamos, Telstra	Malcolm Johnston-Leek

Apologies:

Derek Tuffield, Lifeline

Purpose – The LDMG meeting was called in response to the amount of rain received on Sunday night and potential impact of the rain including the overflow of the Dams.

1.0 Meeting Opened:

The Chair, Cr Noel Strohfeld welcomed those present and noted the apologies. He noted that the DCC was set up this morning.

2.0 Weather forecast

A general overview was provided of the recent and weather forecast over the next few days.

3.0 Director Water Services Briefing

Kevin Flanagan provided an overview of the dam situation. Perseverance Dam overflowed on Friday 7 January. Water commenced overflowing from Cooby Dam at 7:30 pm on Sunday 9 January. The Water Services Dams Event Management Room was activated at 5:00pm on 9 January.

As at 8:00am this morning Cooby Dam was 0.55 m over the spillway, Perseverance Dam was 0.84 m over the spillway and Cressbrook Dam was 1.18 metres below the spillway. Kevin Flanagan left the meeting. He called again at about 1:30pm to say water was flowing over the spillway at Cressbrook Dam.

4.0 Agency reports

- Police, QFRS and QAS provided an overview of issues relating to the Christmas/New Year period.
- EMQ provided the following advice on grants and loans.

On Thursday 30 December 2010, the Minister for Police, Corrective Services and Emergency Services approved the following relief measures for Toowoomba Regional Council:

Counter Disaster Operations, Personal Hardship Assistance Scheme, Essential Services Safety and Reconnection, Restoration of Essential Public Assets, Concessional Loans for Small Business, Concessional Loans for Primary Producers, Freight Subsidies for Primary Producers, Grants for Primary Producers and Grants for Small Business.

On Wednesday 5 January 2010, the Minister for Police, Corrective Services and Emergency Services approved Grants for Small Business and Grants for Primary Producers for Toowoomba Regional Council - \$25,000 for clean up and recovery.

- SES - Norman Fry provide an overview of SES tasks over the Christmas/New Year period.

5.0 Resupply of Food

During late December food and medication was flown in by helicopter to Cecil Plains and Tummaville. The river level on 28 December was the highest on record.

Cr Strohfeld, Norman Fry and Kevin Wruck visited Cecil Plains, Millmerran and Tummaville on 4 January to talk to Police, SES and the Cecil Plains store owners.

6.0 Activation

Discussion took place as to whether the LDMG should be activated. Malcolm Johnstone-Leek believed the LDMG should have been activated earlier. Kevin Wruck explained that the LDMG was in alert stage. Communication about events were happening between the Mayor, CEO, Cr Strohfeld and Norman Fry.

There seemed to be some confusion between activation on the LDMG and Disaster Coordination Centre. Kevin Wruck explained the different roles.

Kevin Wruck explained that last night the Council A/H calls received 28 call outs 10 referrals.

It was decided to activate the LDMG and place the LDCC on standby. During the meeting a number of calls were received as a result of the heavy rain that commenced falling around the start of the meeting. As a result it was decided to activate both the LDMG and the TRC DCC.

7.0 Next meeting – 8:00 am on 11 January

Meeting closed at 2:15 pm.



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP**

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	1	11 January 2011	8.00 a.m.

Present:

Cr Noel Strohfeld, Chair	Cr Peter Taylor, Mayor TRC
Cr Ann Glasheen, TRC	Ken Gouldthorp, TRC
Jason Bradshaw, TRC	Paul Samios, TRC
Tony Shadwell, TRC	Kevin Flanagan, TRC
Ged Brannan, TRC	Brian Pidgeon, TRC
Kevin Wruck, TRC	Marisol Alamos, Telstra
Karen Abbott, Qld Health	Malcolm Johnson-Leek, Qld Health
Stephen Johns, QAS	Wally Rye, QFRS
Derek Tuffield, Lifeline	Bev Frost, Department of Communities
Louise Cook (notes) TRC	Matthew Pearson

Apologies

David Fraser, EMQ	Glen Maule, QFS
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Kevin Wruck – Flood Disaster Activated

- Reported that the Local Flood Disaster was Activated at 3.30pm 10 January 2011

Norman Fry - SES

- Sandbags – available at second location at Kearney's Spring Oval car park allowing for 10 bags per residential address

Ged Brennan and Kevin Flanagan – Roads and Water

- Infrastructure Damage reported by Ged Brennan and Kevin Flanagan.
- Water has been connected to properties, and recommended that the supplied town water be boiled for 3 minutes before drinking
- Toowoomba Range is closed – update at 2pm
- North/West Trunk main was lost
- Considerable damage to creeks, waterways, roads. Crews are assessing
- CBD closed to allow for cleanup

Jason Bradshaw - Districts

- Reported that Oakey residents have self-evacuated where possible

Kevin Wruck – Nominated Evacuation Centre

- Toowoomba Grammar School is available for accommodation and providing meals

Wally Rye - QFRS

- As at 10 January, QFRS received 81 calls between 1.30am and 8.30am

Malcolm Johnston-Leek – Queensland Health

- Shortage of cleaning staff

- Elective surgery cancelled
- Oakey aircraft available for emergency transport to Brisbane
- 3 Black Hawks and subsequent aircrafts available

Beverley Frost – Department of Communities

- Chairperson Beverley Frost
- How can they help?

Derek Tuffield - Lifeline

- [REDACTED]

Tony Shadwell – Environmental Health

- Bedford Street Landfill is operational
- Jason Bradshaw checking districts for operational landfill sites
- Waste Contractors operational
- Health checks for food spoilage

Media

- Updated every 2 hours

Matthew Pearson – Ergon Energy

- Westbrook feeder = 2:RMU submersed and pole and wire down. Ready-mix quarry
- Hume Street feeder = 1:Council pumps Queens Park. LV isolated until customer has installation inspected. Form A required from each customer re-energising
- Kitchener Street feeder = 10:LV isolated GE851, 10 commercial customers off, Form A required from each customer re-energising.
- Piper Street feeder = 11:Defiance Mill off due to leaning pole, to be inspected this morning. Ground sub feeding Rumours etc off until inspection and testing of inundated TX carried out, could be up to 2 days.
- North Street feeder = 1(Foundry): Foundry off due to fault on range coming out of Postman's Ridge sub. Helicopter will patrol line and if fault cannot be fixed Foundry will be transferred to Ramsay Street feeder at lunch time for afternoon shift a Foundry.
- O'Maras Rd 33 – nil: no customers, unknown fault at this point
- Oakey = 3:3 residences disconnected due to inundation, more anticipated this morning, crew monitoring situation I Oakey
- Estimated 30 outstanding fault calls, most have been attended and made safe and will be reconnected and rectified when repairs have been made.
- Numerous reports of leaning poles in the area and a couple of broken cross-arms which will be attended today.
- Have a good number of fresh staff to attend faults etc today.

Marisol Alamos - Telstra

- Minimal amount of mobile phones and chargers available
- How can they assist?

NEXT MEETING

- Wednesday 12 January 2011 at 8am in the Mayes Room

MEETING CLOSED – 9.00am



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP**

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	2	12 January 2011	8.00 a.m.

Present:

Cr Noel Strohfeld, Chair	Matthew Pearson, Ergon Energy
Marisol Alamos, Telstra	Bev Frost, Department of Communities
Winston Lobegeier, QAS	Paul Samios, TRS
Tony Shadwell, TRC	Jason Bradshaw, TRC
Roger Thompson, QPS	Jamie Spencer, Qld Health
Malcolm Johnston-Leek, Qld Health	David Fraser, EMQ
Brain Hewitt, RDA	Norman Fry, TRC
Kevin Wruck, TRC	Ken Gouldthorp, TRC
Wally Rye, QFRS	Cr Anne Glasheen, TRC
Cr Peter Taylor, Mayor TRC	John Reid, QRFS (Engineer)
Stewart Somers, TRC	Derek Tuffield, Lifeline
Louise Cook (notes) TRC	

Apologies

Nil

REPORTS:

Malcolm Angel – DCC Calls

- A total of 111 calls were received between 9.00pm (11/1/11) and 9.00am (12/1/11). Calls are more now for the recovery aspect.

Kevin Wruck – Evacuations

- 100 were housed at Toowoomba Grammar School last night. Concerns that persons arriving over the already located 100 have not been documented.
- It is expected that stranded persons in Jondaryan will be directed to relocate to Toowoomba. It was recommended that they relocate to accommodation other than the Evacuation Centre.

Bev Frost – Department of Communities

- Need guidance as to how they should proceed with relocations. Kevin Wruck to meet with Bev Frost following this meeting.

Norman Fry - Cecil Plains

- Food and medication drop to take place today. They are likely to be cut-off for 3 day. During the Christmas New Year period Cecil Plains was isolated for 7 days.

Ged Brannan - Roads

- CBD road closures are being significantly reduced; further closures will be possible when emergency services inspection processes are completed during today.
- Remaining closures will be removed as repairs are completed insuring safe operation of clean-up operations in commercial premises.

- Major damage to the regional road network exists with priority being made for temporary access for isolated residents.

Kevin Wruck on behalf of Kevin Flanagan - Water and Sewage

- Cressbrook Dam is 3 metres over the capacity level, but is continuing to drop now.
- Regular checks of creeks and dams are being undertaken
- Chlorine level has been tested and is up to speed
- Water continues to be tested, but still suggesting boiling drinking water before use.
- All services being serviced.

Matthew Pearson – Ergon Energy

- Westbrook feeder = 2:RMU submersed and pole and wire down. Ready-mix quarry. Restored 11.01.10
- Hume Street feeder = 2:Council pumps Queens Park. LV isolated until customer has installation inspected. Form A required for each customer re-energising
- Kitchener Street feeder = 10: LV isolated GE851, 10 commercial customers off, Form A required from each customer re-energising
- Hill Street feeder – 10:
- Piper Street feeder = 43: Transformers back on line, awaiting customer inspections to restore supply
- Russell Street feeder = 7:LV isolated GE876 & GE131, 7 commercial customers off, Form A required from each customer re-energising
- North Street feeder = 1 (Foundry):Has been transferred to Ramsay Street feeder, today it will be shifted to Jellicoe
- O'Maras Road 33 = nil: No customers, unknown fault at this point
- Oakey = Est 200:Est 200 residences disconnected due to inundation yesterday. Will be reconnecting today and anticipate 20 homes will required inspection before reconnection
- A revised estimate is 70 customers in the CBD isolated via the LV network and waiting electrical contractor inspection before we re-connect. All our ECO's will be working in the CBD today attempting to contact all customers, had trouble making contact with business owners in the CBD yesterday.
- We have cleansed all our Feederstat data overnight and are confident this is an accurate number.
- HV network is all operational in the CBD

Roger Thompson – Qld Police Services

- Main focus is being placed down the Range with search and rescue
- Oakey water level receding
- 4GR media release incorrect re Murphy Creek Road being opened

David Fraser – EMQ

- 21 SES volunteers being deployed from Cairns

Wally Rye - QFRS

- 86 have been evacuated from Oakey and Jondaryan contact QFRS

Winston Lobegiier - Qld Ambulance Services

- Operating as normal
- Assisting down the Range is their main focus

Malcolm Thompson-Leek - Qld Health

- Concentrating on Gatton, Grantham, Helidon
- More staff required
- TGS – up to capacity – see Kevin
- Have broadened their services to the recovery of bodies and transported to Toowoomba Base Hospital
- Oakey Hospital was not evacuated

Derek Tuffield - Lifeline

- Councillors are in place at Lockyer, Gatton, Helidon
- Food and blankets being distributed
- Tavern has provided accommodation for 50
- Posted 5 staff at TGS
- Red Cross arrived at TGS – 9.30pm
- 8 Lifeline mobile teams are in place
- Staff at a minimum due to over-tired/or flooded in
- Wonderful community support

Marisol Alamos - Telstra

- Mobiles and charges available

Tony Shadwell – Environmental Health

- Provided advice to food outlets on appropriate hygiene and disposal issues
- Audited food supply with major outlets and vulnerable persons eg nursing homes, meals on wheels
- Supplies are not at a desperate stage, limited fresh milk and sort after items
- Media Release for people needing assistance to call TRC and they will coordinate a response (deal with persons individually)
- Strategy using Corrective Services for the CBD clean up
- Currently looking into equipment, resources and needs for suspected vector control
- Qld Health have offered their services

Cr Strohfeld - TRC Website concerns

- Cr Strohfeld received a concern that the measurement of Oakey water height was being put on TRC website 3 hours after the report had been forwarded

Cr Strohfeld - Media

- Cr Taylor and Cr Strohfeld have been actively involved in speaking with the media worldwide
- They noted that there has been a tremendous interest
- Additional staff has been called in to assist media enquires
- TRC Councillors have been active with feedback

NEXT MEETING

- Wednesday 13 January 2011 – 8am in the Mayes Room

MEETING CLOSED at 8.45pm



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP MEETING**

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	3	13 January 2011	8. a.m.

Present:

Cr Noel Strohfeld, Chair	Jason Bradshaw, TRC
Matthew Pearson, Ergon Energy	Paul Samios, TRC
Bryan Gray, RDA-DDSW	Morisel Alamos, Telstra
Malcolm Johnstone-Leek, Qld Health	Arun Pratap, TRC
David Fraser, EMQ	Ged Brennan, TRC
Roger Thompson, QPS	Derick Tuffield, Lifeline
Norman Fry, TRC	Paul Fendley, TRC
Brian Pidgeon, TRC	Bev Frost, Department of Communities
Eddie Lacko, QFRS	Tom Dawson, QFRS
Tom Dawson, QFRS	Anthony Clark, QAS
Kevin Wruck, TRC	Ken Gouldthorp, TRC
Louise Cook TRC (Notes)	

Apologies:

Cr Anne Glasheen, TRC

REPORTS:

Malcolm Angel – DCC Calls

- Total Calls 264 - 10am-2pm Wednesday 12 January
- See attached

Ken Gouldthorp – General Overview

- Food-drop failed yesterday to Cecil Plains planned to take place this am.
- Clean-up has started; rubbish can be taken out to the Landfill site. Elderly and disabled are to engage help.
- There have been concerns as to the availability of fuel and food. Fuel for council use is available and considered that there is sufficient fuel available for personal needs.
- There has been a fair amount of panic buying and shortage of fresh milk and food. Resupply to be advised.
- Water supply throughout the region is available expect for Yarraman. People in Yarraman are being requested to conserve water usage to inside use only.
- Lockyer Valley has requested portable water.
- Qld. Health confirmed at 8.15am that boiled water alert has been lifted.

Derek Tuffield - Lifeline

- Lockyer Valley: The Department of Communities (Toowoomba Office) has advised that they have now been requested to provide Community Recovery outreach to the Lockyer Valley, Esk, and Somerset. Outreach teams to Somerset are planned and 16 Lifeline Community Recovery Workers have been requested.

- Emerging Issues: Food shortages/Fuel shortages/Truck Drivers stuck in the region that cannot move because of cut roads. Need to provide support financial and emotional to them.
- Pittsworth: A meeting of farmers is occurring today in Pittsworth. Lifeline has been requested to supply a Lifeline Counsellor as it is expected that they will be angry and distressed and department staff are requesting support.
- Gatton & Helidon: We provided food support and blankets to Helidon and Gatton yesterday. Four Lifeline Outreach works went to the Gatton evacuation Centre and provided support. Stress level of people in the evacuation centre is high and emotional support is required urgently. A team of 10 Lifeline Community Recovery Workers will leave Toowoomba this morning with department staff to provide support and outreach teams for the Lockyer Valley.
- Toowoomba Evacuation Centre: Still operational at Toowoomba Grammar School. Red Cross are not operating the Evacuation Centre. Lifeline has supplied support staff over the past 2 days. Total numbers are approximately 100. Half of this number is expected to be returned to Oakey later today.
- Toowoomba: Food and Fuel Supplies are of concern at present. Businesses are slowly recovering and cleaning up. The LDMG is meeting on a daily basis at 8.00am.
- Total Lifeline Community Workers requested yesterday by the Department of Communities for activation today = 44.
- Current recovery workers in the field at present – not including today's activity = 10
- Lifeline Distribution Centre- 192A Stephen Street, Toowoomba

Ged Brennan - Roads

- Restricted escorted access up and down the range, update later in the day.
- Continuing repairs to rural properties isolated due to road damage. Isolated properties in the Northern part of TRC are being given priority.
- CBD continuing to draw back the road closures, priority to open to traffic Jellicoe Street.
- Continuing to open the roads as commercial properties is cleaned up.
- Skytrans have additional flights available.
- Emergency air travel a priority for people /freight.
- On behalf of LDMG, Cr Strohfeld requested for congratulations and thanks be passed onto the teams cleaning up the area, a tremendous job well done.

Roger Thompson – Qld Police Services

- Concentrating on areas down the Range.
- Essential services being maintained in Toowoomba.
- Considering opening Warrego Highway to Jondaryan, but not as yet confirmed.
- Reassessment required as to the needs of truck drivers.
- 11 Trucks are receiving food and essential needs from the Jondaryan Woolshed.
- Trucks are still at the top of the Range, are their needs being attended too?

David Fraser - EMQ

- 62 SES volunteers expected into Toowoomba Regional Council of which 20 will be deployed to Laidley, 20 for Police search at Murphy's Creek, 20 Toowoomba area, 2 peer support to work with Lockyer psychologist.
- Working with communities to identify affected residents.
- SES volunteers accommodated at James Byrne Centre.
- WIN weather report at 10pm last night, indicated a 30%-40% chance of a cyclone 28 January. There maybe some repercussions within the community as a result of this advice.

Malcolm Johnston-Leek – Qld Health

- 16 cubic metres of medical supplies on order.
- Report on channel 7 that Toowoomba had retrieved 40 bodies, is totally incorrect.
- Numbers are increasing at the Base Hospital during the night for just somewhere to stay overnight, are being redirected to Evacuation Centre in the morning.
- Toowoomba Base and Country hospitals full.
- A number of patients fit to be discharged from hospital are being sent to Baillie Henderson Hospital for down-care.

Eddie Lacko - QFS

Eddie Lacko will be attending meetings and can be contacted on [REDACTED]

Bev Frost – Department of Communities

Chair Bev Frost – [REDACTED]

Or Deputy Chair - Maureen Brosnan [REDACTED]

- Accessibility is becoming easier especially into Gatton. Discussions around recovery models for the Lockyer Valley are in place.
- Outreach commenced yesterday in the Toowoomba CBD, Oakey and Gatton areas.
- Need to advertise Dept of Communities hotline phone number 1800173349.
- Request for 30 staff car parking spaces at the bus interchange. Kevin to arrange.
- Red Cross is running the Evacuation Centre at Toowoomba Grammar School.
- Requesting priority to move staff vehicles down the Range - liaise with Main Roads.
- Toowoomba Community Recovery Committee meeting held at 2pm each day via [REDACTED]
- Problem with fuel supplies for vehicles. David suggested that they contact BP or Caltex to allocate emergency supplies of fuel for their agency.

Matthew Pearson – Ergon Energy

- Hume Street feeder = 1: Council pumps Queens Park. LV isolated until customer has installation inspected. Form A required from each customer re-energising
- Toowoomba CBD = 25: Ergon Electricians spent all day in the area yesterday and have restored supply to all consumers except for approx. 25 which will be attended today. Some 5 to 10 residences will not be re-connected today due to switchboard/installation damaged and access issues
- North Street feeding = 1 (Foundry): Has been transferred to Ramsay Street feeder, today it will be shifted to Jellicoe. Damage to feeder on side of range is very extensive, further assessment is required to arrange repairs/rebuild. No customer impact from this damage.
- O'Maras Road 33 = Nil: No customers, unknown fault at this point
- Oakey = 36: residences remained off overnight, crews will continue in the area this morning, a small number of residences will be unable to be reconnected due to installation damage.
- HV network is all operational in the CBD
- All single fault calls have been attended
- We have all Toowoomba field staff minus the 2 call crews available for work today
- At this stage there are no restrictions on supplies.

Marisol Alamos, Telstra

- Working with Lifeline – distributing battery charges to Evacuation Centres.
- Units available to supply Internet and phone coverage.
- Quite a high quantity of faults within the system, and more technicians has been deployed to assist.

- Exchanges have been affected, with works continuing, with safety as the main issue
- Gatton and Dalby are experiencing more than normal faults and with extreme congestion.

Norman Fry - SES

- More sandbags are available at Kearney's Spring Sports Oval car park.
- Cecil Plains water raising but spirits are high.
- Obtaining air task support (military), Plan Z in place.
- Salvation Army is providing a BBQ today at Russell Street for volunteers.

MEETING CLOSED at – 9.10am

NEXT MEETING – Friday 14th January, 2011 8.00am in the Mayes Room.



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP MEETING**

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	4	Friday 14 January 2011	8.00 a.m.

Present:

Cr Noel Strohfeld, Chair	Matthew Pearson, Ergon Energy
Kevin Wruck, TRC	Cr Anne Glasheen, TRC
Bryan Clark, RDA-AAS	Anthony Clark, QAS
Jason Bradshaw, TRC	Norman Fry, TRC
Robert Thompson, QP	Brian Pidgeon, TRC
Marisol Alamos, Telstra	David Fraser, EMQ
Bev Frost, Department of Communities	Malcolm Johnston-Leek, Qld Health
Cr Peter Taylor, Mayor, TRC	Louise Cook (Notes) TRC
Paul Samios, TRC	

Apologies

Derek Tuffield, Lifeline

Cr N Strohfeld – Noted

- Thanks to Cr Anne Glasheen for her kind hospitality yesterday to our dignitaries; The Honourable Paul Lucas MP, Deputy Premier of Queensland and Mr Mike Horan MP Member for Toowoomba South
- It was mentioned that agencies may be impacted with the “what about me” and a feeling of isolation syndrome

Ken Gouldthorp – General Overview

- DCC received 3 calls between 10pm last night and 6am this morning. A skeleton staff will be working from DCC room and communicate with responsible officers via mobile
- A walk-around is in process viewing structural damage to roads and buildings. This information is being entered onto the GIS System.
- Follow-up on fuel and food availability is in process
- Dam levels are falling
- Water restriction for Yarraman will be lifted by 2pm today
- Lockyer Valley are receiving potable water
- A Media Release today will provide information about the co-ordination of rubbish collections
- It is expected that Cecil Plains will be isolated for a further 4 to 5 days
- Toowoomba Base Hospital has referred several people to the Evacuation Centre. Kevin requested that DCC be informed of this.
- The 30 staff car parking spaces at the bus interchange are in place

Ged Brannan - Roads

- Roads closed in the CBD - Russell Street between Station Street and Ruthven Street , Hodgson Street between Ruthven and Bowen Streets
- Inspections are taking place identifying damage throughout the region
- GIS have now uploaded information on flood levels and road reports onto Councils Website

Roger Thompson – Qld Police Services

- Continuing as the need arises
- Calls for domestic help are back to normal

QRFS

- Continuing with clean-up
- Co-ordination Centre is located at Highfields
- Relocation of staff to Goondiwindi and St George
- Other staffs are being deployed for search and rescue.
- Staff presence in Toowoomba are available for essential domestic services

David Fraser – EMQ

- Volunteers have arrived and have finished clean-up in Oakey
- Now assisting police at the Lockyer Valley and Murphy's Creek area

Lifeline – representative not present (apology)

Malcolm Thompson-Leek - Qld Health

- Toowoomba Base Hospital is now undertaking elective surgery and accepting outpatients. 21 Psychologists/Psychiatrists were sent to Grantham yesterday. The police sent them back as Grantham is still a "crime scene"
- Goondiwindi Hospital patients have been evacuated

Bev Frost – Department of Communities

- There is a Departmental presence in 14 communities with a combination of 1 stop shops and outreach.
- Hoping to go to Laidley, Helidon Spar and Forest Hill today.
- Watching Texas, Goondiwindi, Cecil Plains
- 74 Departmental staff, along with Red Cross and Lifeline workers undertaking outreach and community recovery centres.
- Offer of assistance from Spring Creek Christian Church, Matt Greg [REDACTED] The church has access to services of Doctors and other medical staff including Mental Health personnel and as well as funding.

Paul Samios – Environmental Health

- Rubbish collection in the highest impacted areas of the CBD is being undertaken by Prison Workforce.
- For people who are unable to take their flood damaged goods to the tip, volunteers have been deployed.
- Dumping fees have been waived for the flood storm damage goods.
- Vector control equipment is attempted to be sourced.
- Media Release "Residents urged to destroy mozzie breeding grounds"

Marisol Alamos, Telstra

- Fixed phone and internet services; services impacted in the Brisbane & surrounds, Darling Downs and Sunshine Coast Areas.
- Fault volumes 4 times their normal level, working on restoring services as soon as possible. Telstra monitoring network closely.
- Report Faults and for flood relief packages for affected customers call 13 22 03

- Telstra anticipating to deploy Cells On Wheels (COW) in the Lockyer Valley area to ensure people have mobile coverage. Actual locations will be determined in consultation with emergency services.
- All flood affected areas have working payphones. These have been set up to allow for all local & STD calls to be FREE for general public to use and keep in contact with emergency services, family & friends.

Matthew Pearson, Ergon Energy

- Toowoomba CBD = Approx 19 Commercial customers: Flash flooding Monday afternoon caused inundation of many Ergon and customer assets in the Toowoomba CBD area. All Ergon assets are energised.
- Ergon Electricians are continuing to work in the CBD area. At this point 19 businesses remain disconnected. These installations cannot be re-connected until Form A's are received from the customers or until our workers get access to the locked up premises. We are attempting continuously to make contact with the remaining businesses to explain the process.
- 4 Council pumps remain disconnected at the LV links in Queens Park Toowoomba after inundation and we are waiting Form A's to restore supply
- NO CHANGE 13.01.2011AM North Street 33kV feeder supplying the Toowoomba foundry is currently isolated with an unknown fault in impassable terrain. Switching has been carried out and supply was restored to the Foundry via the Ramsay Street 33k feeder. Today the Foundry will be transferred to Jellicoe Street feeder allowing the Ramsay Street feeder to be switched back to East Toowoomba sub improving our network security. Aerial patrol has found at least 8 poles, OPGW and conductors down. The area is inaccessible to all vehicle's, a repair plan will be developed over the next few days
- All single customer fault calls have been attended to
- Oakey = 2 residence: All residences suitable for re-connection have been reconnected. 2 residences will be unable to be reconnected at this point due to installation damage and access issues
- Clifton West = 1 pump point: No change 13.01.2011PM. Pole down in river cannot be restored until water level recedes.
- Tipton Bridge fdr = 9 connections off overnight: Isolated due to asset flood damage, poles down. No access available to carry out repairs. Only one residence affected customer has own generator

NEXT MEETING – Friday 14th January, 2011 at 8.00am in the Mayes Room.

MEETING CLOSED at 9.10am



TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP MEETING

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	5	Monday 17 January 2011	8.05 a.m.

Present:

Cr Noel Strohfeld, Chair

Matthew Pearson, Ergon Energy

Jason Bradshaw, TRC

Brain Pidgeon, TRC

Cr Peter Taylor, Mayor TRC

Ged Brannan, TRC

Kevin Wruck, TRC

Norman Fry, TRC

Peter Miller, ARC

Roger Thompson, QPS

Malcolm Johnston-Leek, Qld Health

Marisol Alamos, Telstra

Paul Fendley, TRC

Cr Ann Glasheen, TRC

Bev Frost, Department of Communities

Louise Cook (notes) TRC

Apologies

nil

Invitee:

Perry Miller, Red Cross

Ken Gouldthorp - Overview

- Dams Levels are receding; Cooby 60mm; Perseverance 110mm; Cressbrook 630mm.
- DCC hours 6am – 6pm for the next few days, possibly minimal staff later in the week.
- 2nd Water filling station established at Tourist Road for water supply to LVRC.
- Received 226 DCC Calls on Saturday
- Received 142 DCC Calls on Sunday
- Oakey - 74 properties clean-up completed; 46 properties still to be completed
- Thus far 36 tonnes of rubbish have been taken to landfill
- 2160 visits to the tip as self-haulage
- Cecil Plains will be receiving resupplies today and still remain to be isolated
- Oakey Community Centre was opened on Saturday and the coordination of the cleaning of 109+ properties was organised through the centre.
- CBD - Concentrating on Russell and Schofield Street clean-up today
- Footpath waste collections require coordination. Council's position is that properties owners are encourage taking their rubbish to landfill wherever possible.
- National media focus has dropped off
- CEO of Suncorp has advised that it is treating the flood disaster in Toowoomba as a "Storm Event"

Ged Brennan - Roads

- Long-range forecast will take at least 18 months – 2 years for the damaged roads/bridges etc to be fixed.
- Concentrating now on inaccessible properties
- Emergency works are in place at North Street bridge and Bridge Street bridge
- Jellicoe Street is closed at Gowrie Creek

- Fairly resourced with staff
- Appreciate Police assistance in stopping people bypassing road barriers. Ged to contact Police with location of problem areas
- Overall the cooperation from public is generally good.

Roger Thompson – Qld Police Services

- Continuing as the need arises
- Received 1 call over the weekend
- McAllister and Miles section of Warrego Highway is unofficially open.
- Crews continue to work down the Range

QRFS – representative not present

EMQ – representative not present

Lifeline – representative not present

Malcolm Johnston-Leek – Qld Health

- SES Medical assessment have been sent to Grantham
- Some SES members are suffering from Trench foot
- Tetanus clinic open at Kobi House – (front of the Hospital)
- Toowoomba Base and Oakey Hospital operating as normal

Bev Frost – Department of Communities

- As at 16 January 2011 they have assisted 1896 people and paid out \$586,890.00
- Department is working to 93% capacity. Need to encourage staff from all Qld Government Departments to join communities in its recovery efforts. Training provided of 3 hours.
- Oakey outreach with 4 Departmental staff and Lifeline
- Cecil Plains – community visiting today and Nicola Jeffers will be taking pamphlets with her
- Toowoomba Grammar School Evacuation Centre is closed – refer Red Cross update
- **Regional Tax Assistance Programme Toowoomba contact Charles Dale** [REDACTED]
- Teams are located for ease of access for the maximum number of affected persons.
- Face to face meetings in Lockyer Valley Regional Council

Environmental Health – representative not present

Marisol Alamos - Telstra

- Working on Grantham Exchange
- Free Pay Phone available near this Exchange
- Approximately 160 customers still do not have phone access
- Lockyer Valley and Ipswich key exchange powered by batteries
- More staff have been deployed for assistance
- Remind persons to "DIAL BEFORE YOU DID" 1100"

Matthew Pearson – Ergon Energy

- Toowoomba CBD = Approx 15 Commercial customers in CBD: Flash flooding Monday afternoon caused inundation of many Ergon and customer assets in the Toowoomba CBD area. All Ergon assets are energised.
- At this point 15 businesses remain disconnected. These installations cannot be re-connected until Form A's are received from the customer or until our workers get access to the locked

up premises. WE are attempting continuously to make contact with the remaining businesses to explain the process.

- 4 Council pumps remain disconnected at the LV links in Queens Park Toowoomba after inundation and we are waiting Form A's to restore supply.
- NO CHANGE 13.01.2011 AM North Street 33k feeder supplying the Toowoomba Foundry is currently isolated with an unknown fault in impassable terrain. Switching has been carried out and supply was restored to the Foundry via the Ramsay St 33kV feeder. Aerial patrol has found at least 8 poles, OPGW and conductors down. The area is inaccessible to all vehicles, a repair plan will be developed over the next few days
- All single customer fault calls have been attended to
- Oakey = no residences suitable for re-connection have been reconnected
- Clifton West = 1 pump point: No change 14.01.2011pm. Pole down in river cannot be restored until water level recedes.
- Tipton Bridge fdr = 9 connections off overnight (1 residence and 8 pump points): Isolated due to asset flood damage, poles down. No access available to carry out repairs. Only one residence affected customer has own generator and has been advised that we need to wait for waters to recede before we repair. We will keep in contact with this customer.

Perry Miller – Red Cross

- Toowoomba Gramma School Evacuation Centre is closed
- 2 people have been relocated to the Bronco's Motor Inn
- Impact – who does what?
- Communication
- Security issues
- Forward planning
- Lack of not knowing
- Truck driver were fed and some showered at the centre.
- Need to learn for next time
- Unaware of initial activation

Norman Fry - SES

- Goombungee Group went to Helidon to assist with clean up activities
- Other members are on standby

MEETING CLOSED at – 9.05am

NEXT MEETINGS – Wednesday 19 January, and Friday 21 January 2011 at 8.00am in the Mayes Room.



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP MEETING**

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	6	Wed 19 January 2011	8.05 a.m.

ATTENDANCE/APOLOGIES – Sign-in misplaced (still looking!)

Cr Noel Strohfeld – General Comments

- Dams levels safe; Cressbrook 540 mm; Perseverance 70 mm; Cooby 80 mm above spillway.
- Mayor Taylor continues to visit areas that are accessible.
- A solid and graphic presentation was provided at yesterday's round table conference with the Qld Premier Anna Bligh
- Cr Peter Taylor is mentioning \$M50+ figure for infrastructural repairs
- Public are becoming more self focused
- Water is at drinking quality, although Highfields and Crows Nest may be experiencing coloured water due to the turbidity of the water at Cooby and Perseverance Dams.
- Hampton/Ravensbourne has limited road access due to the Esk/Hampton Road closed at Shearer Road and a landslip on the road. Council to provide emergency service with details of access to this area.

Malcolm Angel - DCC

- DCC will stay active until Tuesday. The number of calls for assistance are reducing and a small staff required over the weekend.

Paul Samios – Environmental Health

- Main emphasis is on waste collection. Environment and Health personnel are coordinating with JJ Richards to utilising 2 trucks and volunteers for road-side collection up to 3pm Friday. Requests will be put into Pathway over the weekend.
- Media release making reference to waste collection to be issued on Thursday.

Ged Brennan - Roads

- Most of CBD roads are now open. Jellicoe Street bridge will be closed for sometime as it requires extensive repairs.
- Extensive damage has been done to the rural road network. Repairs are required to a number of bridges.
- Notice will

Bev Frost Department of Communities

- 28 staff in Coordination Centres
- 82 Departmental staff deployed plus partner agencies
- Serviced 5,519 people and dispersed \$1,971,110.00
- Staff at 66% capacity and able to meet demands
- Are there any areas it needs to focus on where they currently do not have a presence
- Yarraman, Hampton and Ravensbourne are on their radar
- Recovery Centre moved to Lifeline premises at 17 Long Street, 8.30-5pm for monetary help

- Recovery Committee becoming fully engage in recover process
- Regional Executive Director, Brook Winters is making contact with families of all deceased persons
- Communities are communicating with Education Queensland re school for next year
- Neil Polglase [REDACTED] is taking a leading role at Lockyer Valley

Ken Gouldthorp - Overview

- Requested that the Dept of Communities provide support to Yarraman. The Black Butt range will be closed for some months and there will be a significant reduction in through traffic from Caboolture.
- Mentioned today's Chronicle "blame game" on "infrastructure". Be mindful that this was an extreme storm event.
- If not already in place, coordination between TRC and Lockyer Valley would be beneficial
Districts are on Recovery Stage
- Ken Gouldthorp will communicate with Mayor of Lockyer Valley
- Aware of underlying emotional condition which will be impacting on TRC staff, and support is already in place.

Roger Thompson – Qld Police Services

- 3 crews per shift are active within Toowoomba , all other personnel have been deployed to Grantham
- A temporary Police Station has been set up at Grantham.
Acting Inspector Mark Wheeler is in charge – contact 24 hours [REDACTED]
(not for public used)

Malcolm Thompson-Leek – Qld Health

- All Hospitals operating as normal
- Qld Health presence at Murphy's Creek 3 days a week
- As at 7am today Qld Health are into Recovery Stage
- Main focus now on psychological needs
- Expecting 3 weeks to a month for dramatic health effects to appear
- Kobi House open during normal hours
- Adequate antivenom stock available for snake bites
- No increased in reported illnesses due Nora virus

Matthew Pearson – Ergon Energy

- As listed on Situation Report 011

Marisol Alamos - Telstra-

- 700 staff out in the field

Kevin Wruck - SES

- Norman Fry joined 50 volunteers today to assist with search at Grantham

QAS

- All business as "normal"
- Biggest concerns is access to people and the time that it often takes
- Past disaster situations have shown that people will be affected in many ways and will be affected for some years.
- 10% of the population equating to 16,000 within TRC region will be severely affected

QFS

- Still involved in District search.
- 17 Rural applications, 1 full strike team to Helidon (6 appliances and 18 personnel)

EMQ – representative not present

Lifeline – representative not present

MEETING CLOSED – 9.05am

NEXT MEETINGS – Monday 24 January at 8.00am in the Mayes Room.



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP MEETING**

NOTES OF THE JANUARY 2011 FLOOD DISASTER

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	7	Monday 24 January 2011	8.10 a.m.

Present:

Cr Noel Strohfeld, Chair
 Michael Patch, QFRS
 Kevin Wruck, TRC
 Cr Ann Glasheen, TRC
 Louise Cook (notes) TRC

Roger Thompson, QPS
 Jason Bradshaw, TRC
 Cr Peter Taylor, Mayor TRC
 Marisol Alamos, Telstra

Apologies:

Norman Fry, TRC

Ken Gouldthorp's Opening Comments

- DCC received 31 calls over the weekend
- DCC will be deactivated as from Tuesday 25 January at 6pm.
- Main focus on the recovery stage and providing access to properties.
- It is important keep communication open with the LVRC. TRC currently has 3 crews from Greenmount, an Overseer and Senior Engineer assisting with the recovery works in LVRC.
- On going roadworks re restoring access on the Hampton/Esk Road
- Emphasis will be given to controlling of mosquitos, grass cutting, fogging.

Roger Thompson – Qld Police Services

- Temporary Police Station remains open 24 hours at Grantham
- Roger Thompson stepping down – thanks Roger
- 3 persons still missing
- Police team coping with the situation in TRC
- 3 crews per shift in Toowoomba. Any spare teams still at Grantham

Michael Patch - QFRS

- Still restricted in getting appliances to where they are required due to limited access to properties
- One outstanding request for assistance as of yesterday
- Focus today at Tara
- Have utilised rural teams for the last 2 weeks
- 15 Stevenson Street – Has a request been received by the operations centre for cleaning the house? Kevin to follow up.

Bev Frost – Department of Communities

- Beverley Frost is on leave – her replacement is Garry Humphries
- Kevin Wruck is involved with a face to face meeting at 11.30 today bringing together all members of the Toowoomba Community Recovery committee.

Marisol Alamos – Telstra

- Portable mobile towers to Murphy's Creek have been deployed
- 700 staff in the field directly repairing faults
- More than 100 payphones have been switched to free local and STD calls for people without telecommunications
- Satellite kits have been distributed to emergency services organisations.
- Communication services also available in Evacuation Centres including temporary internet kiosks with laptops, free loan handsets with SIM cards for use by evacuees, free phone cards, Wireless Gateway for internet access, and the provision of charges for people to recharge phone handset.
- Telstra Store have additional mobile and fixed phone stock for customers that may need to replace their mobile or fixed home phone handset
- Telstra and Microsoft, in conjunction with our partner Productive, are offering a solution for businesses which have had their email server damaged or destroyed in the floods and need to get their email and collaboration services back on line as soon as possible. The offer is complimentary subscription to the Microsoft Business Productivity Online Suite (BPOS) for any flood affected businesses, via our software as a service portal T-Suite

Kevin Wruck – Environmental Health

- 1 outstanding waste collection from the weekend.
- As from today only wet carpet is being collect. This offer will conclude on close of business Tuesday 25. TRC continues to waiver the landfill charges for flood waste.
- Oakey collecting is still activated, with 1 or 2 isolated properties requiring collection.

Kevin Wruck - SES

- During the period 1 Dec to 21 Jan the TRC SES Unit has put in 3087.5 hours attending and completing over 420 operational tasks.

Ken Gouldthorp's follow up remarks

- Where do we go from here?
- Need co-ordination and communication between government agencies and local government
- Need to keep LDMG going with a different focus – Recovery Stage 1
- Brian Pidgeon will be taking on a more leading role

Roads – representative not present

Qld Health – representative not present

Ergon Energy – representative not present

EMQ – representative not present

Lifeline – representative not present

MEETING CLOSED – 8.50am

NEXT MEETINGS – Monday 31 January at 9.00am in the Mayes Room.



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Roads – representative not present

Qld Health – representative not present

Ergon Energy – representative not present

EMQ – representative not present

Lifeline – representative not present

MEETING CLOSED – 8.50am

NEXT MEETINGS – Monday 31 January at 9.00am in the Mayes Room.



**MINUTES
TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP
FLOOD DISASTER**

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room, City Hall	8	Monday, 31 January 2011	9.00 a.m.

Present:

Cr Noel Strohfeld, Chair
 Cr Anne Glasheen, TRC
 Brian Pidgeon, TRC
 Kevin Wruck, TRC
 Tony Shadwell, TRC
 Anthony Clark, QAS
 Derek Tuffield, Lifeline
 Marisol Alamos, Telstra

Cr Peter Taylor, TRC
 Ged Brennan, TRC
 Arun Pratap, TRC
 Norman Fry, TRC
 David Fraser, EMQ
 Michael Patch, QFRS
 Garry Humphries, Dept. of Communities

Apologies:

Ken Gouldthorp, TRC
 Steve Innerney, QFRS

Jason Bradshaw, TRC
 Vicky Thompson, ABC

1.0 Meeting Opened:

The Chair, Cr Noel Strohfeld welcomed those present and noted the apologies.

2.0 Confirmation of Minutes from Previous Meeting:

Nil.

3.0 Business Arising:

Nil.

4.0 General Business:

4.1 Update on Activities

Representatives from each authority provided an update in relation to their activities since the previous meeting. The following key points were noted:

Kevin Wruck – TRC

- The Disaster Control Centre closed on Tuesday, 25 January at 6.00pm. There was a significant reduction in calls, with most callers enquiring about waste collection services;
- During the activation period there were approximately 1200 Pathway requests entered. In addition 700 + offers of assistance and in excess of 6000 calls received;
- The Office of the CEO is preparing a letter setting out the structure of the long term Community Recovery Group. It is expected that the group will meet in the very near future;
- A discussion session with operational staff from the DCC will take place today. A higher level debrief with Council's Executive, will take place in the coming week.

Norman Fry – TRC

- In December 2010 members from the Toowoomba SES Unit completed 1068.5 operational hours (254 tasks);
- In January 2011 members from the Toowoomba SES Unit completed 3740 operational hours (233 tasks);
- Operational deployments are continuing with the major task, a ground search, currently being undertaken in the Grantham area;
- During the period 27 Dec – 14 Jan there were 501 tasks referred to TRC SES groups via the SES 132 500 number.

Tony Shadwell – TRC

- Flood waste collection services continue in Oakey. The free dumping period in Toowoomba has concluded;
- Number of waste collections in Toowoomba was 360.
- Mosquito levels continue to be monitored and managed appropriately, in conjunction with Queensland Health;
- The Environment and Health Branch are providing advice to a number of food businesses reopening after the flood;
- Tony will assist Derek Tuffield with the disposal of unusable donated items.

Derek Tuffield – Lifeline

- Lifeline are presently providing community recovery support across three local government areas;
- Demand for assistance with food supplies remains high, with approximately 50 families requiring support in this region;
- There are significant logistical difficulties being experienced due to the overwhelming quantity of goods being donated and delivered to the area, with approx 7 tonnes being received on the weekend;
- 100 new fridges have been donated;
- There are concerns regarding the possible impacts of the cyclone developing in North Queensland.

Michael Patch – Queensland Fire and Rescue Service (QFRS)

- The Rural Fire Brigade and Blaze-Aid have been working with rural landowners to repair damaged fencing;
- Blaze-Aid consists of volunteers from across Australia and 15 volunteers from the United States of America;
- QFRS have been attending to grass fires in the region;

Marisol Alamos - Telstra

- Telstra continues to focus on the restoration of infrastructure;
- A temporary communications site with internet access etc. has been established at Murphy's Creek.

Ged Brennan - TRC

- Access to most residential properties in the region has been restored;
- TRC is working on restoring roads on the bus network;
- TRC has been assessing and documenting infrastructure damage and associated costs. There is in the order of 1000 sites with significant damage, with ongoing work expected in the recovery phase;

- Two lanes are open on the up section of the Toowoomba Range, with one lane open on the down section. It is expected repairs on the down section will continue until the end of April;
- Murphy's Creek Road is open and is an alternate route for vehicles;
- TRC is assessing the stability of drainage structures in the region and work has commenced in Bridge Street. Jellicoe Street bridge remains closed due to significant damage. Work is continuing on a priority basis;
- Work is progressing on Council's NDDRA claim. An independent submission is being prepared for major structures with full approval not expected for 6 months.

Anthony Clark – Queensland Ambulance Service (QAS)

- QAS continues to support operations in the Grantham area;
- There has been an increase in heat stress related injuries, with treatment occurring locally;
- Getting back to business as usual.

David Fraser – Emergency Management Queensland (EMQ)

- Work is continuing in the Lockyer Valley area;
- The 60 day period for emergent works commenced on Thursday. (This has now been amended to 3 February). Refer to DIP for further details;
- 205 volunteers are working in the Grantham area and work will continue for some time;
- TRC Engineering staff (2 road gangs from Greenmount, Overseer and Engineer) have been providing assistance to the Lockyer Valley Regional Council (LVRC);
- LVRC have convened their Recovery Committee.

Arun Pratap - TRC

- Councillors have considered the first of a number of reports on the flood event. Reporting on recovery actions and a complete assessment of damage sustained will follow.

Garry Humphries – Dept. of Communities

- Work is continuing in the Lockyer Valley and Goondiwindi regions;
- The facility in Long Street continues to operate, providing the community with advice on the raft of assistance options available to them.

4.2 Meeting of the Reconstruction Authority Committee deferred

Cr. Peter Taylor advised that a meeting of the State's Reconstruction Authority had been deferred owing to the cyclone threat in North Queensland.

Cr. Taylor further advised that various dignitaries had visited the region over the past few weeks, including a visit from the Chair of the Flood Enquiry Commission. It is expected that dealings with the various authorities will continue over the course of their investigations.

4.3 Continuance of Regular LDMG Meetings

Chair, Cr Noel Strohfeld sought the Group's advice regarding the regularity of future meetings of the Local Disaster Management Group. It was agreed that the LDMG would next meet on Thursday 17 February for the purpose of a full debrief.

Note - Meeting date and time was subsequently changed. Refer item 5 below for correct meeting time.

5.0 Date of Next Meeting:

The Local Disaster Management Group will meet on Wednesday, 16 February 2011 for the purpose of a full debrief. The meeting will take place in the Mayes Room, commencing at 9.00 am.

6.0 Close of Meeting;

There being no further business, the Chair declared the meeting closed at 9.55 am.

Unconfirmed



**MINUTES
TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP
DEBRIEF MEETING**

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room, City Hall	9	Wed, 16 February 2011	9.00 a.m.

Present:

Cr Noel Strohfeld, Chair
Cr Anne Glasheen, TRC
Jason Bradshaw, TRC
Kevin Wruck, TRC
Norman Fry, TRC
Glen Maule, QAS
Derek Tuffield, Lifeline
Marisol Alamos, Telstra
Vicky Thompson, ABC Radio

Cr Peter Taylor, TRC
Ged Brennan, TRC
Ken Gouldthorp, TRC
Tony Shadwell, TRC
David Fraser, EMQ
Malcolm Johnston-Leek, Qld Health
Matt Kelly, Dept. of Communities
Tim O'Neill, Ergon Energy
Steve McInerney, QFRS

Apologies:

Michael Patch (QFRS)
Nicola Jeffers (Dept. of Communities)

Michael Hellyer (Ergon Energy)

1.0 Meeting Opened:

The Chair, Cr Noel Strohfeld welcomed those present and noted the apologies.

2.0 Confirmation of Minutes from Previous Meeting:

The Minutes of the Meeting held 31 January 2011 were confirmed:

Moved: Cr Anne Glasheen **Seconded:** Vicky Thompson

3.0 Business Arising:

3.1 Update on Toowoomba Community Recovery Group

Ken Gouldthorp provided an update in relation to the Toowoomba Community Recovery Group. It was noted that:

- The first meeting of the Toowoomba Community Recovery Group will take place in March;
- The group will comprise a small focussed team with representatives from agencies directly involved in recovery efforts;
- The group will provide coordination and local input into the State's Recovery Taskforce.

4.0 General Business:

4.1 LDMG Debrief

Representatives from each authority provided a brief. The following key points were noted:

Steve McInerney – Queensland Fire and Rescue Service

- QFRS will aim to have a representative attend each LDMG meeting. Due to the number of staff on annual leave during the January event, it proved difficult in some cases;
- A number of operational debriefs are ongoing within QFRS and opportunities for improvement have been identified (changes in structure and training, expansion of skilled swift water rescue staff)
- QFRS crews did an outstanding job performing rescues and working in treacherous conditions;
- QFRS raised its level of alert on 20 December 2010 in response to the rain activities at that time.

Glen Maule – Queensland Ambulance Service

- The QAS had to overcome the city being divided between the two creeks and resultant issues with the transportation of patients to hospitals;
- QAS were not always able to have a representative present at the Disaster Coordination Centre, however, attended LDMG meetings where they could;
- QAS expressed mixed feelings regarding the timing of the activation of the DCC;
- There were issues regarding access to patients in the Cecil Plains area, due to limited road access and vehicle limitations. Assistance was sought from Dalby Regional Council and SES crews;
- There is some difficulty in determining coverage areas as the boundaries between the different emergency services do not align with the Local Government boundaries.

David Fraser – Emergency Management Queensland

- David expressed the view that there would have been benefit in activating the DCC earlier;
- There was a delay in diverting the emergency number to the DCC;
- Access to the TRC building (DCC) was an issue at times;
- There was no ability to access the Request for Assistance (RFA) program for the SES within the DCC. This could be linked with the Pathway system to provide a conduit for sharing information and processing requests;
- There are funding opportunities available for mitigating damage to water infrastructure.

Norman Fry – Toowoomba Regional Council

- SES callouts commenced on 1 December with over 500 tasks completed in December/January;
- In December there were 254 tasks – 1068.5 operational hours mainly relating to requests for sandbagging, roofing rescue and evacuation tasks;
- In January there were 233 tasks – 3740 operational hours mainly relating to requests for assistance with searches, sandbagging, roofing and evacuations.
- SES groups were stretched with a number of members on leave. Of the 155 members, 80 were on hand to assist.
- TRC SES groups responded to callouts outside their area (searching in Grantham and Murphy's Creek areas);
- 13 personnel from TRC SES were deployed to assist in North Queensland;
- Misinformation through some sources (commercial radio, real estate agencies) caused some issues as they were directing people to contact the SES for non-emergency situations;
- Sand bagging took up a lot of valuable time. The solution to move sand bag collection to Kearney Springs car park worked well;

- 120 TRC personnel worked in or in support of the Disaster Coordination Centre in various roles;
- There were 5,447 incoming calls and 824 outgoing calls;
- 1230 tasks were entered into Pathway and referred to the actioning agency;
- The DCC was overwhelmed with the volume of offers of assistance. A separate cell to manage these calls is required;
- Air support in the DCC did not function properly. A new cell in the DCC to deal solely with this function is required;
- SES tasking could be improved. A new cell in the DCC is required;
- The location of the DCC was not ideal.
- The State and Federal Governments have announced an award for personnel who participated in a disaster management role or volunteer capacity during the storm/flood event.

Malcolm Johnston-Leek- Queensland Health

- There would have been benefit in the LDMG meeting more frequently in Dec/Jan given the conditions;
- The DCC should be on stand-by for activation at any point;
- It would be appropriate for people to be appointed to a specific role during periods of activation. If the appointed person is on annual leave that responsibility would transfer to the acting person;
- There needs to be a separation of responsibilities for the person coordinating the DCC and SES;
- The SES crews did a fantastic job and should be congratulated;
- The isolation of Toowoomba due to the damaged road network was a major concern.

Ken Gouldthorp – Toowoomba Regional Council

- The people aspect of the activation went well. Impressed by the willingness of people to assist;
- The activation was the first for the Toowoomba Regional Council;
- There will be a new approach and location for the DCC following the establishment of the Customer Service Centre in Little Street. The new facility will be well equipped for this purpose;
- Ken expressed his concern regarding the establishment of the DCC alongside the Council's main call centre. This may be problematic if a disaster occurs in the immediate area and the building is affected or if telecommunications and internet access are lost. This matter will be further investigated;
- Further to this point, the DCC's reliance on telecommunications and internet for communication purposes may be an issue if these services are unavailable during any future disasters. There should be appropriate processes in place to mitigate this risk and robust back-up systems investigated;
- TRC is not considering implementing a new system for the management of DCC requests as most TRC staff are trained in the use of Pathway;
- The DCC was heavily reliant on the use of specialist IT staff to access and analyse information. This system should be simplified to ensure ready access to information;
- Council is aware of the need to improve the facilities provided for the Toowoomba SES Unit;
- TRC sought the assistance of a specialist media advisor to assist with the overwhelming media interest and to oversee the communication of important messages to the community;
- The coordination of incoming offers of assistance requires better management and will be reviewed. There needs to be a mechanism in place to channel these calls appropriately (separate line to DCC);

- The damage to the rail network will cause extra congestion on the surrounding road network, especially given the increase in local coal production. This matter will be discussed by the Recovery Group;
- Ken expressed his gratitude to all agencies involved throughout the activation period. The recent events have provided a platform for learning and improving on the management of future disasters.

Vicki Thompson – ABC Radio

- Vicki thanked authorities for the timely provision of information for emergency broadcasting purposes;
- Media management following the disaster went well. There was an increase in activity from social networking sources;
- Extra resources were flown into Toowoomba to assist with broadcasting duties.

Tim O'Neill – Ergon Energy

- Ergon Energy's network held up remarkably well during the flooding event and power loss was minimal with the exception of some businesses in the CBD and house at Oakey, that were switched off for safety reasons;
- There are significant changes occurring to the management structure within the Toowoomba office;
- Ergon Energy aims to improve upon its communication with the LDMG during future disaster events;
- There was limited access to helicopters during the emergency. Better prioritisation of the customers which they service during an emergency is required;
- Repairs to the network are ongoing;
- Ergon Energy is now on Facebook.

Matt Kelly – Department of Communities

- The Department was activated on 26 December 2010. At the time of the Toowoomba flooding event, many staff were assisting in the western affected region;
- Many staff, some from different government departments, undertook training in Community Recovery;
- The main Ipswich communication point was flooded and communications affected. A paper based system was used during the emergency;
- A non-government agency forum, hosted by Rob Gordon, was held in Toowoomba recently. The presentation on community recovery was very well received and his services could be used for future presentations;
- There is a need to communicate action plans to the community following any disaster event;
- The coordination and management of volunteers needs to be improved and the safety of volunteers needs to be appropriately managed;
- The provision of various grants for emergency assistance purposes is ongoing. These grants are in addition to those provided by Centrelink.

Ged Brennan, Engineering Services – Toowoomba Regional Council

- TRC Engineering Services was on standby during the Christmas/New Year period;
- On 10 January traffic congestion caused some issues in responding to requests;
- Road closures were managed well in coordination with the Police Service;
- The overall response in emergency and recovery periods was good;
- TRC needs to further investigate the use of two-way radio for use in emergency situations;
- Skytrans provided an excellent service as the need arose. Spare seats were retained on all flights for emergency purposes;

- There were some breakdowns in communications in some Districts within the TRC. This could be improved upon in the event of future events.

Jason Bradshaw, District Services – Toowoomba Regional Council

- The event was a learning experience for the TRC. Communication issues will be considered;
- The systems in place during an emergency could be refined. The people aspect of the response was good;
- The response by TRC and emergency services (including communication with residents), could be better coordinated in areas outside Toowoomba City;

Tony Shadwell, Environment and Health – Toowoomba Regional Council

- The coordination of waste collection services went well, although there were mixed messages regarding the placement of items for collection (i.e. footpath, instead of inside property boundary);
- There were some issues regarding the identification of requests for general clean-up services and those involving sewage discharge.

Marisol Alamos, Telstra

- Services to isolated areas, such as Cecil Plains could be improved;
- Network congestion in the CDB area following the event on 10 January had the communication towers working overtime;
- Telstra has the ability to increase the capacity of those towers during exceptional circumstances;
- Telstra has a number of satellite phones on hand for use during an emergency situation;
- Telstra welcomes any feedback in relation to how they may improve their response during a disaster event.

Derek Tuffield - Lifeline

- The evacuation centre was set up promptly at the Toowoomba Grammar School. A number of agencies provided coordination and support services. Thanks must be extended to the Toowoomba Grammar School staff for their services;
- The recovery centre in Long Street played a vital role in coordination efforts;
- Some members of the African community are only seeking assistance now;
- 3 major agencies have had their funding support reduced, which needs to be addressed by the State/Federal government, if they are to continue to provide important community services;
- Donations are still being received. Some of the donated items have been sent to North Queensland following the cyclone;
- The demand for material aid has been increasing;
- The extent of persons affected in the Toowoomba area and displaced persons is widespread;
- Corporate generosity has been overwhelming and the Chamber of Commerce has launching an appeal.

Kevin Wruck – Toowoomba Regional Council

- Investigations need to be undertaken into an early warning system for Oakey township
- Department of Communities were requesting maps identifying homes affected by the floods. Apart from Oakey and along East and West Creek this was difficult to provide as there were so many homes throughout the Region were affected by local flooding. Council officers were on the ground identifying flooded properties.

4.2 Timing of Activation of the Disaster Coordination Centre

The LDMG discussed the timing of the activation of the Disaster Coordination Centre in light of views that there would have been benefit in activating the centre prior to 10 January. The group expressed views in favour of both earlier activation and against and the following key points were noted:

- TRC believes it appropriately managed and responded to all situations and requests for assistance prior to the DCC's formal activation on 10 January;
- The physical set-up of the DCC in advance of the activation was beneficial in the circumstances, although there was some difficulty in diverting the SES number. This caused a delay in the ability to receive calls;
- There may have been benefit in more frequent communication between LDMG members prior to 10 January 2011, given the circumstances and lead up to the storm/flood event;
- The DCC should investigate the implementation of varying levels of activation and alert, dependent on the circumstances at the time. (QFRS model)
- Staffing and fatigue may have been an issue if the DCC was activated any earlier.

4.3 Commission of Enquiry/Coronial Inquests

Ken Gouldthorp provided a brief update in relation to the Commission of Enquiry and Coronial Inquests:

- The Commission visited Toowoomba recently;
- It is understood that Toowoomba will be one of the first areas of focus by the Commission;
- TRC has been very active in collating information that may be requested;

4.4 Closing Comments from the Chair

Chair, Cr Noel Strohfeld expressed his gratitude to all involved for their outstanding efforts and services during the emergency response and recovery period.

5.0 Date of Next Meeting:

The next meeting of the Local Disaster Management Group will take place on Thursday, 7 July 2011 in the Mayes Room, City Hall commencing at 9.00 am.

6.0 Close of Meeting:

There being no further business, the Chair declared the meeting closed at 11.30 am.



**TOOWOOMBA REGIONAL COUNCIL
LOCAL DISASTER MANAGEMENT GROUP**

MINUTES

Place of Meeting	Meeting Number	Date of Meeting	Time
Mayes Room	6	4 March 2010	10.30 a.m.

<p>Present: Cr Noel Strohfeld (Chair) Cr Anne Glasheen Jason Bradshaw Kevin Wruck Norman Fry Candice Bonar (Environmental Health Services) Malcolm Johnston-Leek Tony Neumann Glenn Barron David Fraser Marisol Alamos Vicki Thompson Teresa Wood</p>	<p>Organisation: Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Toowoomba Regional Council Proxy for Tony Shadwell - Toowoomba Regional Council Director, Emergency Department, Toowoomba Base Queensland Police Service Queensland Ambulance Service Emergency Management Queensland Telstra (Business Development) ABC Local Radio (Minutes Secretary) Toowoomba Regional Council</p>
<p>Apologies: Ken Gouldthorp (CEO) Tony Shadwell Bruce Ehrlich Glen Maule Mark Wheeler Doug Coates Gerard Brennan Steve McInerney</p>	<p>Organisation: Toowoomba Regional Council Toowoomba Regional Council QFRS Area Director, Qld Ambulance Service Emergency Management Queensland Toowoomba Regional Council Toowoomba Regional Council QFRS -Superintendent Area 1</p>
<p>Distribution: As above</p>	
<p>Purpose of Meeting: To update members of the Local Disaster Management Group on disaster management matters and other relevant issues.</p>	

Item	Description	Action by/Date			
1	OPENING OF MEETING				
	Cr Noel Strohfeld opened the meeting at 10.35am. He thanked Kevin Wruck and Norman Fry for keeping the Committee informed of the SES callouts during the recent heavy rain. He commended the action as it was an excellent way of keeping the team up to date on events.	Noted			
2	ATTENDANCE AND APOLOGIES				
	Attendance and apologies were noted as above.	Noted			
3	CONFIRMATION OF PREVIOUS MINUTES				
	Moved Jason Bradshaw, seconded Cr Anne Glasheen, that the minutes of the meeting of the 29 October 2009 be accepted.	Noted			
4.0	BUSINESS ARISING				
4.1	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Item 6.1 - Location of DCC in City Hall</td> <td>Norman is submitting a report to Council's Executive Management Team (EMT) on 11 March meeting. A recent decision by the EMT is the relocation of the CEO and his personal assistant to the Job Stone Room and northern section of the Mayes Room. This would result in a wall enclosure in the Mayes room which would consequently make the room too small and not suitable for the operation of the DCC. Suggestions received include the stage of City Hall Theatre or Council Chambers. In the interim the 2nd Floor of the Ruthven St building will be used.</td> <td>Report back to LDMG on decisions resulting from EMT report.</td> </tr> </table>	Item 6.1 - Location of DCC in City Hall	Norman is submitting a report to Council's Executive Management Team (EMT) on 11 March meeting. A recent decision by the EMT is the relocation of the CEO and his personal assistant to the Job Stone Room and northern section of the Mayes Room. This would result in a wall enclosure in the Mayes room which would consequently make the room too small and not suitable for the operation of the DCC. Suggestions received include the stage of City Hall Theatre or Council Chambers. In the interim the 2 nd Floor of the Ruthven St building will be used.	Report back to LDMG on decisions resulting from EMT report.	
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Item	Description		Action by/Date
5.	DISASTER MANAGEMENT		
5.1	Local Disaster Management Plan (LDMP) & the Evacuation & Welfare Management Plan (EWMP)	The LDMP along with Evacuation and Welfare Management Plan were adopted by Council on 15 December 2009. Printed copies of LDMP to be circulated. Copies of both plans can be downloaded from http://disaster.toowoombarc.qld.gov.au .	Norman will distribute hard copies to LDMG members.
5.2	Natural Disaster Resilience Program	A funding application has been submitted under the Natural Disaster Resilience Program to conduct a Natural Hazard Risk Analysis for the Toowoomba Regional Council (TRC) area has been submitted. Natural Disaster risk management studies were in various stages of completion at the time of amalgamation.	Noted
5.3	DCC	Discussion was held with Council's Information Management Branch officers about software to link GIS and Pathway (Customer Service register) for requests for assistance. This development would result in acquiring good visuals of problem areas and outstanding requests. Costs could be up to \$60,000 to develop software. Council is also looking at the direction Brisbane City Council is going in respect of applications systems.	Noted
6	DISASTER MANAGEMENT EDUCATION		
6.1	NDRRA	An information session was held at Warwick on 15 December 2009. A number of staff from TRC attended the session. It looked at how to recoup funds from State and Federal Governments and what falls within the realm of subsidy for erecting infrastructure.	Noted
6.2	Disaster website update	Norman went through the latest additions to the website (http://disaster@toowoombaRC.qld.gov.au) which included: <ul style="list-style-type: none"> ▪ Operations – list of Disaster Committee members; ▪ A list of evacuation centres with a star rating similar to hotels symbolising maximum no. of people the venue can hold, whether it has dining facilities, etc. New map/location system. ▪ Police and Fire Department details The next additions will include detailed layout plans of evacuation centres. Suggested Red Cross may wish to propose an initial set out of the evacuation centre.	Noted
6.3	Media & Marketing	a) The Summer edition of <i>Council Connections</i> article promoted the disaster website and education program.	Noted
		b) Disaster management segment featured on Channel 7 on 15 November 2009	Noted
		c) Radio interview – Council Connections	Noted
7	DISTRICT DISASTER MANAGEMENT GROUP ISSUES		
7.1	Status Report	Dated 5 November (Doc#3303584) Kevin Wruck has hard copies. Tony Neuman to follow up with Phil Bick(PB) as to when next DDMG meeting is to be held. Issued raised by Bronwyn Herbertson to be raised at next DDMG	Tony Neuman Kevin send issue to PB
8	State Emergency Services (SES)		
8.1	SES Week	The SES Week Celebration Parade held on 14 November was well received by members.	Noted
8.2	Restructure	All Deputy Local Controllers and Group Leaders have been appointed. This means there is now one Toowoomba unit with 10 groups.	Noted
8.3	Subsidy Program 2010/11	An application has been submitted under the SES Subsidy Program for the construction of an SES Headquarters at Cecil Plains. Funding has been sought in Council's 2010/11 Capital Works program.	Noted
8.4	Member recruitment drive	A public meeting was held at Millmerran on 1 March. SES displays will be provided at 6 local shows (including Clifton, Crows Nest, Goombungee, Millmerran and Toowoomba).	Noted

Item		Description	Action by/Date
	Operational Sitrep	1 to 3 March The major cause of the roof leaks recorded during the recent storms was due to blocked gutters or poor maintenance by owners. Need for a press release to bring this aspect to the public's attention.	Norman to arrange press release with TRC media
9	EMQ/QFRS/QAS matters		
		QFRS advised that the wet spell is not over yet and there is more expected. EMQ believed there may be 50-60mm still expected to fall in the Chinchilla/Roma area and 100mm in the east due over the weekend. Towns affected include St George, Roma and Charleville. It was the biggest rainfall event ever recorded at St George, beating the 1995 floods. DDMG's are all active.	Noted
10.	PUBLIC INFORMATION PLAN		
		Ms Vicki Thompson of 4QS/ABC Radio – Toowoomba presented an outline of the Australian Broadcasting Commission's role in a disaster event. ABC Radio has a Memorandum of Understanding as the official Emergency Services network as approved by the Government. The emergency link is featured on ABC radio's website. Vicki revealed that they are set up to pack up and go at a moment's notice, with a portable transmission unit and are sometimes the only means of communication which is vital in rural areas. The Chair thanked Vicki for her time and after some discussion it was recommended that Vicki Thompson representing ABC Local Radio be invited to become a member of the LDMG. Moved: Malcolm Johnstone Seconded: Cr Anne Glasheen	Kevin Wruck, Norm Fry – please add Vicki to mailing list
11	GENERAL BUSINESS		
11.1	Welfare Committee Meeting	Held on 2 February. Minutes of meetings will be made available on Disaster website. The Disaster Management Coordinator attended the Dalby Community Recovery Committee exercise on 10 February. A similar exercise is planned for TRC in late May. The Chair stressed the importance of running these exercises, such as Operation Miracle, as it identifies a lots of issues.	Noted
11.2	Hhelp Darling Downs Inc.	A report was received from the Manager Hhelp Darling Downs, Bronwyn Herbertson, concerning disaster management issues for people with disabilities. (See handout titled "No-one Left Behind: Disaster Management and Evacuation Planning for People with Disabilities In the TRC Region." This matter was raised at the Toowoomba Community Recoveries meeting in February).	Kevin to raise at DDMG
11.3	Exercise Erebus	Norman Fry attended exercise <i>Erebus</i> which was conducted by QPS. It was based on the scenario of a truck rollover resulting in the lock down of Toowoomba Health Services due to gas leaks. Although QFRS liaised with Norman as the Council representative, it was not made clear as to when and at what stage Council should be advised once the situation has escalated. In this case, it was to advise that the highway would be closed for 18 hours. An anomaly arose in that Main Roads were contacted re traffic management but not Council. Council should also be consulted about traffic diversions. David of EMQ explained that the same exercise is being repeated in regional areas. A formal debrief and summary of exercises will occur on 1 April. The exercise proved to be an excellent vehicle in getting emergency services working together. The TRC DMC should be made first contact for all emergency incidents that should be brought to the attention of the Mayor.	Please note date 01/04/10 for those involved. Norman to advise all members via email of contact details
11.4	TRC District Emergency meetings.	There is a requirement for emergency agency representatives to get together at the District level to create better liaison. TRC DMC to arrange with local SES groups.	Norman To arrange meetings
11.5	Other matters	Incentive payment for emergency volunteers The Chair raised the idea of seeking tax breaks or financial incentive for the emergency services volunteers, similar to those received in the Army Reserve. It was moved that Kevin/Norman investigate and present a discussion paper to the next committee meeting – 22 July.	22/07/10 – Kevin/Norm

Item	Description		Action by/Date
12	MEETING DATES FOR 2010		
	Meeting dates for the remainder of 2010 will be 22 July and 4 November . All meetings to be held in the Mayes Room, City Hall commencing at 10:30am. Close of meeting – 12.25pm		All to note



K J WRUCK, MANAGER COMMUNITY AND BUSINESS PLANNING