

Department of Environment
and Resource Management

DS 5.1 Flood mitigation manual for a dam

WIR/2009/3991 – Version 1

Endorsed 28/10/2010
by Peter Allen, Director, Dam Safety (Water Supply), Office of the Water Supply Regulator

QFCI

Date:

16/05/11

JM

Exhibit Number:

391



Table of Contents

Version History	1
Purpose	2
Rationale	3
Procedure	4
Step 1 - Receiving a flood mitigation manual.....	4
Step 2 - Action officer conducts an assessment of the flood mitigation manual.....	4
Step 3 - Request further information.....	5
Step 4 - Decision maker makes decision about flood mitigation manual.....	6
Step 5 - Action officer prepares letter rejecting flood mitigation manual.....	6
Step 6 - Action officer prepares gazette notice.....	7
Step 7 - Letter sent to dam owner advising of approval of manual.....	7
Step 8 - Action officer takes appropriate action with respect to RDR, the file and departmental records.....	7
Responsibilities	9
Definitions	10
References	11
Legislation	12
Attachments	13

Version History

Version	Date	Comment
1	28/10/2010	Original Approval

Purpose

To provide a framework for assessing a flood mitigation manual for a dam required by the chief executive under Chapter 4, Part 2 of the *Water Supply (Safety and Reliability) Act 2008* (the Act). This section of the Act provides the chief executive with the power to approve, by gazette notice, a flood mitigation manual for a dam.

Rationale

Under s. 370 of the Act owners of dams prescribed by regulation under s. 370 must prepare a flood mitigation manual for their dams for approval by the chief executive.

The Explanatory Note to the Water Supply (Safety and Reliability) Bill (at page 122) states:

"A dam nominated in the regulation will be a dam which was constructed for the purpose of flood mitigation. A flood mitigation manual ensures that such dams make controlled releases of water for flood mitigation purposes in accordance with pre-agreed conditions."

At the time of writing, no regulation under s. 370 had been made. There are however existing manuals for three dams approved under the former Water Act 2000 that are taken to be manuals approved under s. 371 by force of the transitional provisions set out in s.613. The three dams are Wivenhoe, Somerset and North Pine. The most recent approval dates for each of these dams are:

- North Pine Dam, gazetted on 28 September 2007;
- Wivenhoe and Somerset Dams (approval for one manual for both dams), gazetted on 22 January 2010.

The chief executive may also require the dam owner to amend the flood mitigation manual by a notice (s. 372 of the Act). The dam owner must provide the chief executive with a copy of the flood mitigation manual for approval. The chief executive may also get advice from an advisory council before approving the manual. At the time of writing no advisory councils were in existence.

Before an approval for the flood mitigation manual for a dam expires, the owner of the dam must review and if needed update the manual (s. 373). The dam owner must then provide the chief executive with a copy of the updated flood mitigation manual for approval under s. 371 of the Act. This work procedure currently only has application to this review and further approval process for the three dams listed above.

An owner of a dam who observes the operational procedures in a flood mitigation manual, approved by the chief executive, does not incur civil liability for an act done, or omission made, honestly and without negligence in observing the procedures in the manual (s. 374).

Procedure

This work practice is set out below.

A flow chart for this work practice can be found in Attachment A <attachments/ds5-1-fmm-flowchart-a.pdf> .

Note: any reference in this work practice to a flood mitigation manual may also be a reference to an amended flood mitigation manual received under ss. 372 or 373 of the Act.

Step 1 - Receiving a flood mitigation manual

Upon receiving the flood mitigation manual (or amended flood mitigation manual) the project officer:

- Stamps the covering letter (or a copy of the front page and contents page of the manual if there was no covering letter) with the Document received by DERM stamp
- Scans the document (or copy created above) and records details in Keeper on the flood mitigation manual file for the dam and fills in the relevant sections of the Document received stamp in accordance with local office processes and departmental standards
- Updates WICD-RDR
- Prepares an acknowledgement letter to the dam owner that the flood mitigation manual has been received and is being assessed. Refer to Attachment B <attachments/ds5-1-fmm-ack-let-b.pdf> for a template for an acknowledgement letter (A template for this letter is available in G:\WIR\Dam_Safety\Templates).
- Gives all documents and the file (if required) to the decision maker.

The decision maker:

- Checks and signs the letter confirming receipt of the manual. If changes are necessary to the draft letter confirming receipt of the manual, the decision maker should make the changes and return the letter to the Project Officer for updating prior to signing.
- Allocates an action officer to process the manual (the decision maker may also be the action officer)
- Gives the signed letter, the manual and the file to the project officer.

The project officer:

- Copies and sends the signed letter.
- Scans the signed letter and registers the letter in Keeper in accordance with local office processes and relevant departmental standards.
- Places the copy of the signed letter on the file relating to the flood mitigation dam.
- Updates WICD-RDR with appropriate information.
- Gives the manual and file to the action officer.

Proceed to Step 2

Step 2 - Action officer conducts an assessment of the flood mitigation manual

The action officer:

- Conducts a detailed assessment of the flood mitigation manual. Action officers are expected to conduct the detailed assessment having regard to the matters outlined in any relevant guidelines and the Flood Mitigation Manual (FMM) Assessment and Decision Form and the notes in that form (see Attachment C <attachments/ds5-1-fmm-a-d-form-c.pdf> . A template for this form is available in G:\WIR\Dam_Safety\Templates).

- Completes the FMM Assessment and Decision Form as the assessment occurs.

The purpose of the checklist in the FMM Assessment and Decision Form is to assist the action officer to determine whether the flood mitigation manual complies with the Act and any relevant guidelines and to enable the action officer to make a recommendation on whether the flood mitigation manual should be approved. However, action officers should note that the checklist in the FMM Assessment and Decision Form is not intended to be relied upon by action officers as an exact statement of the Act and any guidelines and it is essential that action officers regularly refer to the full text of those documents to determine the precise details of these requirements.

Discussions with dam owners and other stakeholders may be undertaken to refine the content of the manual and to ensure that the flood mitigation manual is adequate for its required purpose. See step 3.

In completing the FMM Assessment and Decision Form the action officer:

- Records on the FMM Assessment Checklist whether the manual complies with the Act and any guidelines
- Includes appropriate comments in the FMM Assessment Checklist about individual items (in the comments column for the appropriate item/s). Note: if the action officer believes additional information or clarification of information is required proceed to step 3 prior to completing this step.
- Completes the 'Action officer's recommendation to decision maker' part of the FMM Assessment and Decision Form, including all items that are relevant to the recommendation/s made.
- Gives the FMM Assessment and Decision Form, the manual and the file to the decision maker.

Action officers should be aware that the information and documents referred to in the FMM Assessment and Decision Form and kept and retained in Keeper and on departmental file/s may later need to be made available to the decision maker, or other people, for independent consideration or inspection.

Proceed to Step 4.

Step 3 - Request further information

In some situations the action officer may need to communicate with the owner of the dam, or other people, to clarify certain issues for the assessment of the flood mitigation manual. **Accurate and written records of any communications, including verbal communications, must be kept and retained in Keeper and on the relevant Departmental file.** These records should indicate who was contacted or consulted about particular issues, when this occurred and the advice that was given. It may also be appropriate for the action officer to make some reference to these communications in the FMM assessment and decision form itself (for example, in the comments column for the appropriate item/s in the flood mitigation checklist).

Action officers should be aware that the information and documents referred to in the FMM assessment and decision form and kept on departmental file/s may later need to be made available to the decision maker, or other people, for independent consideration or inspection.

A suggested format for a letter requiring further information can be found at Attachment D <attachments/ds5-1-fmm-req-info-d.pdf> . A template for this letter is available in G:\WIR\Dam_Safety\Templates.

The letter requiring further information must:

- Be prepared on the basis of the information contained in the FMM assessment and decision form (see step 2); and
- Be sent to the owner of the dam.

If the department does not receive any information from the dam owner in response to the request for further

information, the action officer must discuss appropriate action to take with the decision maker.

Return to step 2 when requested information is received.

Step 4 - Decision maker makes decision about flood mitigation manual

The decision maker:

- Considers the flood mitigation manual and the recommendation made by the action officer.
- Decides what action should be taken in relation to the manual. Decision makers are expected to assess the appropriate action to take having regard to the matters outlined in the FMM Assessment and Decision Form and the notes to that form (Attachment C <attachments/ds5-1-fmm-a-d-form-c.pdf>).
- Completes the 'Decision maker's decision' part of the FMM Assessment and Decision Form.
- Gives the completed FMM Assessment and Decision Form, the manual and the file to the action officer.

Depending on the situation, available options for the decision maker may be to:

- Not approve the manual because it does not meet the expected requirements for approval. *Go to Step 5.*
- Approve the manual – *Go to Step 7.*
- Require more information from the dam owner – *Go to Step 3.*
- Require a more detailed assessment of the FMM by the action officer – *Go to Step 2.*

If the decision maker decides more information is required from the dam owner, they should indicate this on the Assessment Checklist and return all documentation to the action officer who will *return to step 2*.

Step 5 - Action officer prepares letter rejecting flood mitigation manual

Note: This step should only be taken if the action officer/decision maker has been unable to get appropriate changes made by the dam owner to the manual to make it suitable for approval. It is very unlikely that this would occur as it is in the best interests of the dam owner to have an approved flood mitigation manual as the dam owner is then indemnified against civil liability for an act done, or omission made, honestly and without negligence when observing the procedures in the manual.

Action officer receives the decision to not approve the manual from the decision maker and prepares a draft letter (including yellow file copy) advising of non-approval of the flood mitigation manual. See Attachment E <attachments/ds5-1-fmm-reject-let-e.pdf> for a template. A template for this letter is available in G:\WIR\Dam_Safety\Templates

Action officer gives the draft letter to the decision maker who either signs the letter or requests changes to be made.

Once the decision maker has signed the letter the action officer sends the letter to the dam owner.

If an amended flood mitigation manual is received from the dam owner *return to step 1*.

If a dam owner chooses not to prepare an amended manual they will no longer be indemnified against civil liability under the Act once the approval period has expired for the current approved manual, however, it is not an offence to not have a flood mitigation manual and no further action should be taken if they choose to not submit another manual. *Go to step 8.*

Step 6 - Action officer prepares gazette notice

Action officer receives the decision to approve the manual from the decision maker and prepares a notice of draft gazette notice and memo for the Executive Council Team (Cabinet and Parliamentary Services, DERM).

The gazette notice should state the following:

- The notice number and year
- The name of the dam to which the flood mitigation manual applies
- The number of years for which the manual is approved. Where the manual is an amendment required by the chief executive the approval may be for the balance of the original five years or for a period of not more than 5 years as per the normal approval of a manual.

Note: see Attachment F <attachments/ds5-1-fmm-gaz-notice-f.pdf> for a draft template of the gazette notice. See Attachment G <attachments/ds5-1-fmm-gaz-memo-g.pdf> for the covering memo to the executive council team. A template for these documents is available in G:\WIR\Dam_Safety\Templates

Once the notice and memo has been prepared it must be signed off by the Director, Dam Safety (Water Supply) (or a higher position) and sent to the Senior Project Officer, Executive Council, Cabinet and Parliamentary Services with a covering briefing note. The electronic version of the gazette notice must also be sent by email. The executive council team will arrange for publication of the notice in the gazette and will advise the action officer by email of the publishing of the notice (a copy of the published notice is usually included in the email). *Go to step 7 when gazettal has taken place.*

Step 7 - Letter sent to dam owner advising of approval of manual

The action officer prepares draft letter (including yellow file copy) to dam owner advising of approval of the manual and enclosing a copy of the gazette notice. See Attachment H <attachments/ds5-1-fmm-app-let-h.pdf> for a template. A template for this letter is available in G:\WIR\Dam_Safety\Templates.

Action officer gives the draft letter and copy of the gazette notice to the decision maker for signing.

Once the letter has been signed by the decision maker the project officer sends the letter and gazette notice to the dam owner.

Go to step 8.

Step 8 - Action officer takes appropriate action with respect to RDR, the file and departmental records

The action officer:

- conducts a final check to ensure all relevant data has been entered into WICD-RDR.
- checks the completed FMM Assessment and Decision Form has been signed by the action officer and decision maker, and that this form and all other documents created or received during the course of this work practice have been placed on the appropriate departmental file/s.
- returns the departmental file to the project officer who will check that all relevant documents have been registered in Keeper. If not, the project officer will register the documents in Keeper in accordance with local office processes and relevant departmental standards.

The assessment of a flood mitigation manual is complete.

Responsibilities

The dam owner must give the chief executive a copy of the flood mitigation manual for the dam for the chief executive's approval.

Section 371 of the *Water Supply (Safety and Reliability) Act 2008* gives the chief executive the power to approve the flood mitigation manual for a dam.

At the time of writing, the *Water Supply (Chief Executive) Delegation (No. 1) 2010* was in force. Under that instrument of delegation, the powers of the chief executive relating to flood mitigation manuals for dams under the Act were delegated to the following positions:

- Director, Dam Safety (Water Supply), Office of the Water Supply Regulator;
- Director, Water Industry Asset Management and Standards, Office of the Water Supply Regulator;
- General Manager, Office of the Water Supply Regulator.

Decision makers must ensure that they have, at the time of making their decision, a current delegation allowing them to make their decision. This is important as instruments of delegation can be revoked and replaced from time to time.

Definitions

"the Act" – means the *Water Supply (Safety and Reliability) Act 2008*

"chief executive" – means the Director-General, Department of Environment and Resource Management

"dam" –

1. *Dam* means–
 - Works that include a barrier, whether permanent or temporary, that does or could impound water; and
 - The storage area created by the works.
2. The term includes an embankment or other structure that controls the flow of water and is incidental to works mentioned in paragraph (1) above.
3. The term does not include the following:
 - A rainwater tank;
 - A water tank constructed of steel or concrete or a combination of steel and concrete;
 - A water tank constructed of fibreglass, plastic or similar material.

"decision maker" – the person making the decision on whether to approve or request a change to a flood mitigation manual for a dam, under this work practice.

"flood mitigation manual" – means a manual prepared under s. 370, or amended under ss. 372-373, and approved under s. 371 or s. 372 of the Act.

"manual" – means a flood mitigation manual

"reasonable belief" – a reasonable belief does not have to be one that is completely without doubt, but it must also not rely on mere speculation, suspicion, guesses or assumptions that have been made without any foundation.

A reasonable belief is, generally, a belief based on information:

- reasonably believed to be reliable and accurate; and
- available to the decision maker.

"referable dam" – is a dam, or a proposed dam after its construction, for which –

- A failure impact assessment is required to be carried out under the Act; and
- The assessment states the dam has, or the proposed dam after its construction will have, a category 1 or 2 failure impact rating; and
- The chief executive has, under s. 349, accepted the assessment.

The term does not include –

- A hazardous waste dam;
- A weir, unless the weir has a variable flow control structure on the crest of the weir.

"registered professional engineer" – means a registered professional engineer, a registered professional engineering company or a registered professional engineering unit as defined under the *Professional Engineers Act 2002*.

References

The following documents should be referenced in conjunction with this work practice:-

- *Water Supply (Safety and Reliability) Act 2008*
- *Water Supply (Chief Executive) Delegation (No. 1) 2010*
- Queensland dam safety management guidelines
- Acceptable flood capacity for dams guidelines
- Failure impact assessment guidelines

Officers involved in this work practice should also be familiar with, and comply with, requirements of the following departmental standards:

- Departmental policy RKP/2006/2907 – Recordkeeping overarching policy
- Departmental policy RKP/2006/2899 – Recordkeeping email policy
- Departmental standard IMP/2005/2253 – Procedures for using electronic mail
- Departmental standard ADM/2005/941 – Paper-based document management
- Departmental standard ADM/2002/965 – Decision making and requests for statements of reasons under the *Judicial Review Act 1991*
- Departmental standard ADM/2003/1402 – Information privacy.

Legislation

Water Supply (Safety and Reliability) Act 2008

Attachments

Attachment A - Flowchart <attachments/ds5-1-fmm-flowchart-a.pdf>

Attachment B - Acknowledgement letter <attachments/ds5-1-fmm-ack-let-b.pdf>

Attachment C - Assessment and decision form <attachments/ds5-1-fmm-a-d-form-c.pdf>

Attachment D - Request for information letter <attachments/ds5-1-fmm-req-info-d.pdf>

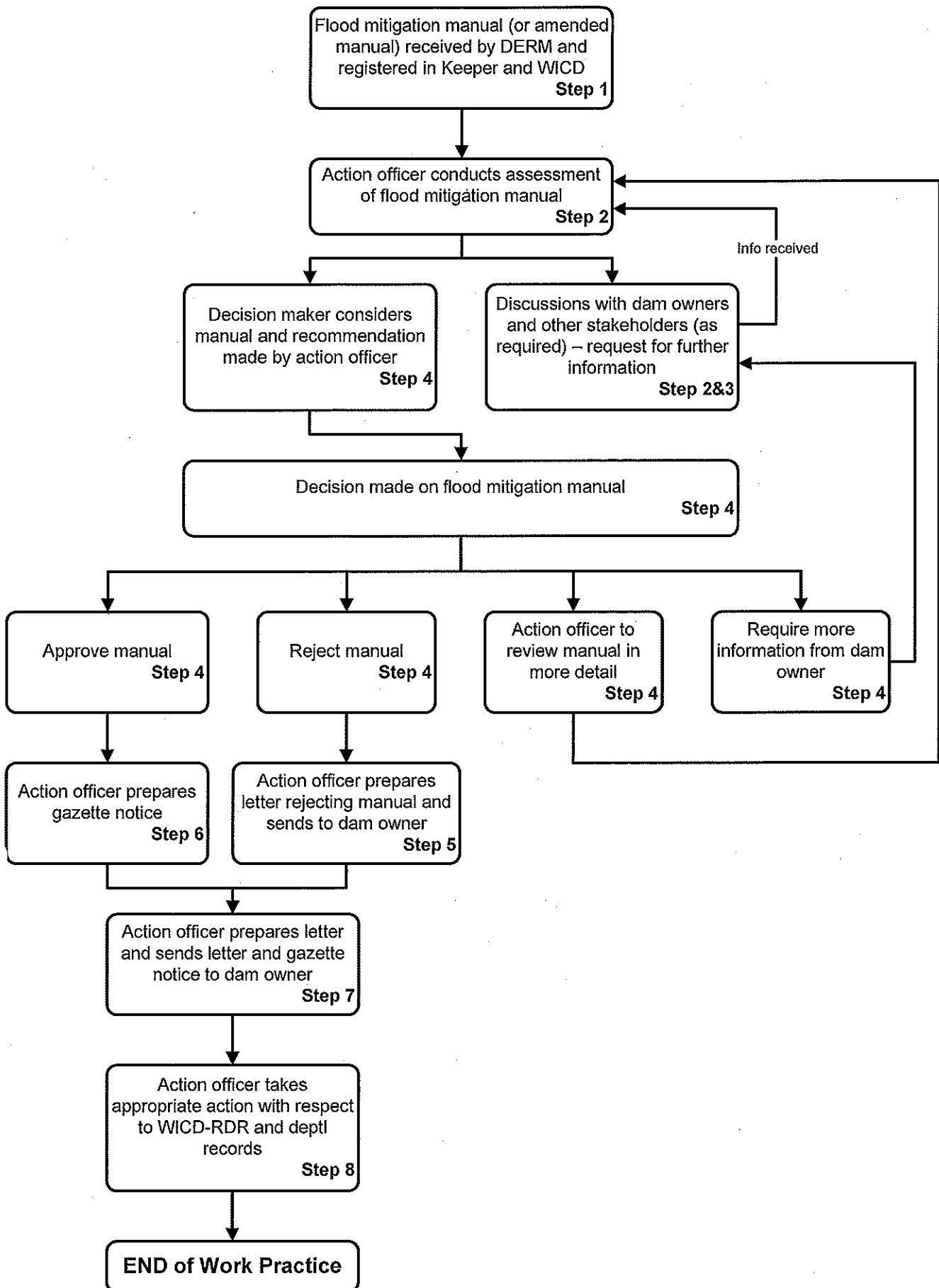
Attachment E - Reject flood mitigation manual letter <attachments/ds5-1-fmm-reject-let-e.pdf>

Attachment F - Gazette notice <attachments/ds5-1-fmm-gaz-notice-f.pdf>

Attachment G - Covering memo for gazette notice <attachments/ds5-1-fmm-gaz-memo-g.pdf>

Attachment H - Approval of flood mitigation manual letter <attachments/ds5-1-fmm-app-let-h.pdf>

ATTACHMENT A – FLOWCHART FOR DS 5.1



Attachment B

File number <<Enter file number>>

<<Enter Date>>

<<Position Title>>

<<Service Provider Name>>

<<PO Box or Number and Street>>

<<City/Town State Postal Code>>

**Attention: <<Addressee's Name>> DELETE THIS LINE AND THE FOLLOWING
HARD RETURN IF NOT REQUIRED**

Dear <<Sir/Madam or Title and Surname>>

Flood Mitigation Manual, <<insert dam of dam>> Dam

Thank you for your letter dated <<insert date>> requesting approval of the flood mitigation manual for <<insert name of dam>> Dam.

The Department of Environment and Resource Management will now assess the suitability of the flood mitigation manual. As part of the assessment process, a departmental officer may contact you to discuss the content of your organisation's flood mitigation manual.

Once the assessment process is complete, you will receive written notification of the decision on the approval of the flood mitigation manual.

Should you have any further enquiries about this matter, please do not hesitate to contact <<insert action officer name>> of the department on <<insert phone number of action officer>>.

Yours sincerely

<<Insert Signing Officer's name>>

<<Insert Signing Officer's designation>>

**PLEASE ENSURE ALL BLUE WRITING AND << >> SIGNS HAVE BEEN DELETED
PRIOR TO PRINTING THIS DOCUMENT – ENSURE THE SIGNATURE BLOCK IS NOT
SEPARATED FROM THE BODY OF THE LETTER.**

Street Address
Level 3 Mineral House, 41 George Street, Brisbane, Qld 4000

Postal Address
PO Box 2454, Brisbane, Queensland 4001 Australia

Telephone + 61 7 <<insert decision maker's phone number>>
Facsimile + 61 7 3224 7999

Website www.derm.qld.gov.au

ABN 46 640 294 485

FLOOD MITIGATION MANUAL ASSESSMENT AND DECISION FORM

General Information

Name of dam <<insert name of dam – Somerset/Wivenhoe or North Pine>>

Reference number (from Referable Dam Register) <<insert reference number>>

Dam owner contact details <<insert contact details>>

Date flood mitigation manual received by DERM <<Insert date final version of the manual is received for approval>>

DERM file details <<Insert File Details>>

Name / position of action officer <<Insert Name and Position of Action Officer>>

Name / position of decision maker <<Insert Name and Position of Decision Maker>>

Due date for completion of review <<Insert Due Date – this should be no later than the date that the previous approval for the manual expires or within 3 months of receipt of the manual, whichever is the later>>

Information for action officers

The aim of the flood mitigation manual is to give the dam owner indemnity for flood release operations if they are conducted in accordance with the provisions of the approved manual. This is done in the realisation that it is sometimes necessary to place some people at risk for the overall benefit of the community. Flood mitigation manuals are only issued where there is some flexibility available in flood releases and decisions need to be made in real time during flood events so that the flood mitigation objectives are achieved.

Action officer responsibilities

An action officer is required to carry out the assessment of a flood mitigation manual, submitted to the Department for approval under s. 371 of the *Water Supply (Safety and Reliability) Act 2008* (the Act), having regard to the matters outlined in this form and the notes to this form. The action officer is expected to complete this form, as the assessment occurs, and must take the requirements of the following into account during the course of the assessment:

1. *Water Supply (Safety and Reliability) Act 2008*
2. Guidelines for failure impact assessment of dams
3. Queensland Dam Safety Management Guidelines
4. Guidelines on acceptable flood capacity for dams

5. Work practice DS 5.1 Assessing a flood mitigation manual for a dam (WIR/2009/3991 in the policy register)

The flood mitigation manual checklist

The purpose of the checklist in this form is to assist the action officer to determine whether the flood mitigation manual complies with the requirements imposed by s. 370 of the Act and any guidelines relating to dams and to enable the action officer to make a recommendation on whether the manual should be approved under s. 371(2).

While action officers are expected to conduct their assessment of the manual having regard to the issues listed in this form and the notes to this form, action officers should also **note** that the checklist in this form is **not** intended to be relied upon by action officers as an exact statement of the requirements imposed by the Act and any relevant guidelines.

It is essential that action officers refer to the full text of the Act and the guidelines to determine the precise details of these requirements. The checklist in this form should not be used as a substitute for referring to the Act and the guidelines.

Making recommendations

Similarly, when making recommendations to decision makers about action to be taken in relation to a flood mitigation manual, the action officer should refer to the full text of the Act to determine the precise details of the requirements imposed by the Act.

While various options for future action are listed in the recommendation to decision maker form, the form should **not** be used as a substitute for referring to the Act.

Communicating with the dam owner and other people

In some situations the action officer may need to communicate with the dam owner, or other persons, to clarify certain issues for the review being carried out, for example, to determine the extent and the significance of any non-compliance. **Accurate and written records of any communications, including verbal communications, must be kept and retained in Keeper and on the relevant Departmental file.** These records should indicate who was contacted or consulted about particular issues, when this occurred and the advice that was given.

It may also be appropriate for the action officer to make some reference to the communications that have taken place with the dam owner, or other persons, in this form (for example, in the comments column for the appropriate item/s in the checklist). In this regard, the action officer is expected to exercise some discretion in deciding on the amount of information it is necessary or appropriate to provide in this form.

Where insufficient space is provided in the form, action officers should indicate this and attach where necessary additional documentation, information and/or comments.

Action officers need to be aware that the information and documents referred to in this form and information and documents kept on departmental file/s may later need to be made available to the decision maker, or other people, for independent consideration or inspection.

The above information for action officers can be deleted once the below checklist has been completed

FLOOD MITIGATION MANUAL CHECKLIST

	Y or N or a rating from 0-5 where 0 = lowest and 5 = highest, as appropriate	Comments
Direction of operations		
1.	Does the manual include the following	
	<ul style="list-style-type: none"> • Operational arrangements to unambiguously define flood release operations for the dam during flood events 	<<insert details>>
	<ul style="list-style-type: none"> • Designation and responsibilities of those responsible for Flood Operations including qualifications and experience. 	<<insert details>>
2.	Does the manual cover training for relevant personnel	<<insert details>>
3.	Does the manual detail the follow reporting requirements	
	<ul style="list-style-type: none"> • Training 	<<insert details>>
	<ul style="list-style-type: none"> • Flood preparedness 	<<insert details>>
	<ul style="list-style-type: none"> • Flood event reporting 	<<insert details>>
Flood Mitigation Objectives		
4.	Does the manual cover the following objectives and assign priorities to each objective:-	
	<ul style="list-style-type: none"> • Structural safety of dam/s 	<<insert details>>
	<ul style="list-style-type: none"> • Protection of urbanised areas from inundation 	<<insert details>>
	<ul style="list-style-type: none"> • Minimise disruption to downstream rural communities (if applicable) 	<<insert details>>
	<ul style="list-style-type: none"> • Minimise impact on flora and fauna 	<<insert details>>
Flood monitoring and forecasting		
5.	Does the manual detail the provision of real time flood data to BOM for the issuing of flood warnings and any necessary flood modelling?	<<insert details>>

	Issue	Y or N or a rating from 0-5 where 0 = lowest and 5 = highest, as appropriate	Comments
6.	Have details of the operation of the overall operating system been included		<<insert details>>
7.	Does the manual detail an appropriate flood monitoring and forecasting system?		<<insert details>>
Communications			
8.	Does the manual cover communications with the following: <ul style="list-style-type: none"> Stakeholder agencies (e.g. Bureau of Meteorology, DERM, relevant councils affected by the dam) Operational staff employed by the dam owner Public 		<<insert details of all stakeholders listed in manual>> <<insert details of communication methods between operational staff>> <<insert details of public announcements etc>>
Review			
9.	Does the manual allow for variation to the document when technical and physical conditions relating to the dam change.		<<insert details>>
10.	If no other changes are required (as per No. 9 above) does the manual include details of the mandatory review that is required within the time frame set by the chief executive? Note: the manual should include details such as <ul style="list-style-type: none"> how detailed the review should be things to be considered during the review. A review may or may not result in a change to the manual.		<<insert details>>
Operation during flood events			
11.	Does the manual include details of:		
12.	<ul style="list-style-type: none"> infrastructure for flood releases (this may include diagrammatic representations) 		<<insert details>>

	Issue	Y or N or a rating from 0-5 where 0 = lowest and 5 = highest, as appropriate	Comments
	<ul style="list-style-type: none"> • details of structures to be considered during flood operations 		<<insert details>>
	<ul style="list-style-type: none"> • Discharge rating information for gates, spillways and auxiliary spillways 		<<insert details>>
	<ul style="list-style-type: none"> • Initial flood control action 		<<insert details>>
	<ul style="list-style-type: none"> • Flood operation strategies 		<<insert details>>
	<ul style="list-style-type: none"> • Gate closing strategies 		<<insert details>>
	<ul style="list-style-type: none"> • Gate operation sequences 		<<insert details>>
Emergency flood operations			
13.	Does the manual include information on emergency flood operations		<<insert details>>
14.	Are flood operations consistent with the Emergency Action Plan (EAP)?		<<insert details>>
Amendments since previous manual			
15.	Does the manual provide a summary of changes and why they are necessary?		<<insert details>>
Consultation			
16.	Are any stakeholders adversely affected by the changes? If so, has the dam owner consulted with relevant stakeholders?		<<list stakeholders consulted during the process of writing/updating the manual>>
17.	Have concerns/issues raised by stakeholders been raised by stakeholders? If so, have the concerns been addressed in the manual?		<<insert details of any concerns/issues and how the dam owner has addressed these>>

Comment on the results of the detailed assessment of the manual. In particular comment on the overall extent and significance of any non-compliance with the issues in the checklist or any failures to address the above issues adequately or in sufficient detail

<<insert comments>>

Recommendation and decision

Action officer's recommendation to decision maker (tick appropriate box/es and delete those not needed)

Approve the Flood Mitigation Manual

Reasons for recommendation to approve the manual

<< Comment on the consequences of approving the flood mitigation manual>>

Reject the Flood Mitigation Manual

Reasons for recommendation to reject the manual

<<insert reasons for recommendation to reject manual>>

Require additional information about the flood mitigation manual

Details of additional information required

<<insert details of additional information>>

Suggest a reasonable time frame for the information to be provided to the chief executive

<<insert timeframe>>

Evidence for the findings

Note: Documents, information, Acts, standards and guidelines that were considered in the course of carrying out this assessment and making this recommendation. List all contacts with the dam owner, information given to the dam owner and information received or used in making the recommendation.

- USE WHICHEVER DOT POINTS ARE APPROPRIATE AND DELETE THE OTHERS
- *Water Supply (Safety and Reliability) Act 2008*;
 - Guidelines for failure impact assessment of dams;
 - Queensland Dam Safety Management Guidelines;
 - Guidelines on acceptable flood capacity for dams;
 - Work practice DS 5.1 Assessing a flood mitigation manual for a dam (WIR/2009/3991 in the policy register);
 - <<Work practice DS 5.2 Requiring an amendment for a flood mitigation manual for a dam (WIR/2009/3992 in the policy register);>>
 - Work practice OWSR 2.2 Guidelines for Decision Making (WIR/2005/2053 in Policy Register)
 - DERM file <<insert file number>>
 - <<insert any other documents/information/standards/guidelines considered (and not mentioned above) when making this recommendation/decision>><<insert evidence considered during the assessment of the manual>>

Findings on material facts

Note: That is, the results of the flood mitigation manual checklist.

- The owner of the dam prepared a flood mitigation manual for <<insert name of dam>> and submitted it to the department for approval on <<insert date submitted>>.
- <<insert findings of fact in relation to the decision to approve/not approve the FMM>>
- <<insert any other findings of fact>>

Reasons for the recommendation

Note: These are the real reasons for the conclusion, in this part you assess the evidence and say how it was applied; you give a logical explanation for the recommendation.

- <<insert reasons for the recommendation to approve/not approve the FMM>>
- <<insert any other reasons for the recommendation>>

Certification and signature of action officer

I have complied with the procedure for flood mitigation manuals for a dam when making this recommendation. I have taken the material described above, the requirements of the *Water Supply (Safety and Reliability) Act 2008*, relevant guidelines, the matters outlined in the procedure for processing a flood mitigation manual and departmental training I have received, into account when making this recommendation.

Signature of action officer _____

Date recommendation made <<Insert Date>> _____

Decision maker's decision (tick appropriate box/es and delete those not needed)

Authority to make decision

<<insert instrument of delegation>>

Approve the flood mitigation manual

Further investigations by the action officer are required before a final decision is made

Issues to be further investigated by the action officer

<<list details of issues>>

Time frame for completion of investigations

<<insert timeframe>>

Reject the flood mitigation manual

Reasons to reject the manual

<<insert reasons for rejecting the manual>>

Require additional information about the flood mitigation manual

Details of additional information required

<<insert details of additional information required>>

Time frame for the information to be provided to the chief executive

<<insert timeframe>>

Certification and signature of decision maker

I have complied with the procedure for flood mitigation manual for a dam when making this decision. I have taken the action officer's recommendation and the documents and information described above into account when making this decision.

Signature of decision maker _____

Date of decision _____

**PLEASE ENSURE ALL BLUE WRITING AND << >> SIGNS HAVE BEEN DELETED
PRIOR TO PRINTING THIS DOCUMENT**

File number <<enter file number>>

<<enter date>>

<<Position Title>>
<<Dam Owner Name>>
<<PO Box or Number and Street>>
<<City/Town State Postal Code>>

**Attention: <<Addressee's Name>> DELETE THIS LINE AND THE FOLLOWING
HARD RETURN IF NOT REQUIRED**

Dear <<Sir/Madam or Title and Surname>>

**Flood mitigation manual - <<insert name of dam>> - <<insert title and date of
document>> - Request for further information**

I refer to the flood mitigation manual, <insert name and date of manual>> received on
<<insert date manual was received>>.

The manual has been examined and further detail is required prior to the approval of your
organisation's manual as follows:

- <<Insert information required to complete assessment>>

Please send the above requested information to the following address by <<insert a
reasonable date by which information is required – time frame will vary depending on
information requested>>:

Attn: <<Insert action officer name>>
Office of the Water Supply Regulator
Department of Environment and Resource Management
GPO Box 2454
Brisbane Qld 4001

If you have any questions about this matter, please contact <<insert action officer's name>>
of the department on <<insert phone number>>.

Yours sincerely

<<Insert Name of Decision Maker>>
<<Insert Title of Decision Maker>>

**ENSURE ALL BLUE WRITING AND << >> SIGNS HAVE BEEN DELETED PRIOR TO
PRINTING THIS DOCUMENT – ENSURE THE SIGNATURE BLOCK IS NOT
SEPARATED FROM THE BODY OF THE LETTER.**

Street Address
Floor 3 Mineral House, 41 George Street, Brisbane, Qld 4000

Postal Address
GPO Box 2454, Brisbane, Queensland, 4001

Telephone + 61 7 <<insert decision maker's phone number>>
Facsimile + 61 7 3224 7999

Website www.derm.qld.gov.au

File number <<Enter File Number>>

<<enter date>>

<<Position Title>>
<<Dam Owner Name>>
<<PO Box or Number and Street>>
<<City/Town State Postal Code>>

**Attention: <<Addressee's Name>> DELETE THIS LINE AND THE FOLLOWING
HARD RETURN IF NOT REQUIRED**

Dear <<Sir/Madam or Title and Surname>>

Flood mitigation manual for <<insert dam name>> – Notice of non-approval

I refer to the flood mitigation manual <<insert name and date of manual>> received on
<<insert date manual was received>>.

The flood mitigation manual as received is not considered suitable for approval by the department as a flood mitigation manual. The following deficiencies should be addressed in relation to the manual:

- <<insert details of issues that need to be corrected/included – use as many dot points as required to address all matters>>.

If you wish to be protected from liability under section 374 of the *Water Supply (Safety and Reliability) Act 2008*, please forward a new or amended manual addressing the above deficiencies and send the revised manual to the following address, by <<insert date – should be prior to expiry of approval of existing manual>>:

Attn: <<Insert action officer name>>
Office of the Water Supply Regulator
Department of Environment and Resource Management
GPO Box 2454
Brisbane Qld 4001

If you have any questions about this matter, please contact <<insert action officer's name>> of the department on <<insert phone number>>.

Yours sincerely

<<Insert Name of Decision Maker>>
<<Insert Title of Decision Maker>>

**ENSURE ALL BLUE WRITING AND << >> SIGNS HAVE BEEN DELETED PRIOR TO
PRINTING THIS DOCUMENT – ENSURE THE SIGNATURE BLOCK IS NOT
SEPARATED FROM THE BODY OF THE LETTER.**

Street Address
Floor 3 Mineral House, 41 George Street, Brisbane, Qld 4000

Postal Address
GPO Box 2454, Brisbane, Queensland, 4001

Telephone + 61 7 <<insert decision maker's phone number>>
Facsimile + 61 7 3224 7999

Website www.derm.qld.gov.au

ABN 46 640 294 485

Attachment F

Water Supply (Safety and Reliability) Act 2008

APPROVAL OF FLOOD MITIGATION MANUAL NOTICE <<(No. XX) 200X>>

Short title

1. This notice may be cited as the *Approval of Flood Mitigation Manual Notice <<(No XX) 200X>>*.

Approval of flood mitigation manual [s. 371 of the Act]

2. Notice is hereby given that the Chief Executive on <<insert date>> approved the <<insert details of manual>> as a flood mitigation manual.

3. This approval is for a period of <<insert number of years – maximum of 5>> years.

ENDNOTES

1. Published in the Gazette on <<insert date>>
2. Not required to be laid before the Legislative Assembly.
3. The administering agency is the Department of Environment and Resource Management.

Request for Publication in the Gazette

Your ref:		Our ref:	<<insert file reference>>
Author:	<<insert name of author>>	Phone:	(07) <<insert phone number>>
		Fax:	(07) 3224 7999

Date: <<insert date>>

From: <<insert name of director/manager, position>>, Office of the Water Supply Regulator

To: Senior Project Officer, Executive Council Team, Cabinet and Parliamentary Services
Attn Kerri Pratt

Subject: Publishing of a notice in the gazette – Approval of a flood mitigation manual for <<insert name of dam>>.

Section 371 of the *Water Supply (Safety and Reliability) Act 2008* provides that the chief executive (Director-General of the department) may, by gazette notice, approve a flood mitigation manual for a dam. The decision to approve the flood mitigation manual for <<insert name of dam>> was made on <<insert date of decision>>.

I certify that the attached draft gazette notice in relation to the approval of the flood mitigation manual for <<insert name of dam>> is correct.

The Costing Code to be charged for publishing this Gazette Notice is <<<<insert WBS element>>

Please forward for publishing in the Queensland Government Gazette.

<<Insert Name of Decision Maker>>

<<Insert Title of Decision Maker>>

<<Enc or Att—if more than one attachment/enclosure type Encs (2) or Atts (2)>>

ECT USE ONLY

ANTICIPATED DATE OF GAZETTAL

ECT Reference No.

ECT documentation Prepared Proof Checked

This request has been authorised by publication in the Government Gazette of / /

ECT Enquires - Phone (07) 322 42852 Email to: Executive.CouncilTeam@derm.qld.gov.au

File number <<Enter file number>>

<<Enter Date>>

<<Position Title>>

<<Service Provider Name>>

<<PO Box or Number and Street>>

<<City/Town State Postal Code>>

**Attention: <<Addressee's Name>> DELETE THIS LINE AND THE FOLLOWING
HARD RETURN IF NOT REQUIRED**

Dear <<Sir/Madam or Title and Surname>>

Flood Mitigation Manual – <<insert name of dam>> – Approval

I refer to the flood mitigation manual <<insert name and date of manual>> received on
<<insert date manual was received>>.

I wish to advise that by publication of the attached notice in the Queensland Government
Gazette on <<insert date of gazette notice>>, the manual <<insert name of manual e.g.
Manual of Flood Operational Procedures >> for <<insert name of dam>>, <<insert revision
number>> has been approved as a Flood Mitigation Manual until <<insert date in the gazette
notice>>.

Under section 373 of the *Water Supply (Safety and Reliability) Act 2008* your organisation is
required to review, and if necessary update the manual, and give the chief executive a copy
of the new or updated flood mitigation manual before the above approval expires.

Should you have any questions about this matter, please do not hesitate to contact <<insert
action officer name>> of the department on <<insert phone number of action officer>>.

Yours sincerely

<<Insert Signing Officer's name>>

<<Insert Signing Officer's designation>>

Enc. Gazette notice approving the <<insert name of dam>> flood mitigation manual.

**PLEASE ENSURE ALL BLUE WRITING AND << >> SIGNS HAVE BEEN DELETED
PRIOR TO PRINTING THIS DOCUMENT – ENSURE THE SIGNATURE BLOCK IS NOT
SEPARATED FROM THE BODY OF THE LETTER.**

Street Address
Level 3 Mineral House, 41 George Street, Brisbane, Qld 4000

Postal Address
PO Box 2454, Brisbane, Queensland 4001 Australia

Telephone + 61 7 <<insert decision maker's phone number>>
Facsimile + 61 7 3224 7999

Website www.derm.qld.gov.au

ABN 46 640 294 485