

TERMS OF REFERENCE

REVIEW OF THE BCC RESPONSE TO BRISBANE FLOOD EVENT

Brisbane City Council (BCC) will review its response to the flood event in Brisbane during the period Sunday 9 January – Saturday 22 January 2011. BCC is establishing a Flood Response Review Board to undertake this review.

The Board will consist of:

- Major General (Retd) Peter Arnison AC, CVO
- Mr Robert Gotterson QC
- Emeritus Professor Colin Apelt

Context

The review is to establish the characteristics of the flood and the resultant levels (including a comparison against the Q100 flood level). These characteristics will provide the context against which the review is to be undertaken.

The review will focus on:

- Effectiveness of BCC's disaster management arrangements (including the Local Disaster Management Group and Local Disaster Coordination Centre)
- The impact of the existing planning regulations in flood affected areas
- Command, control, coordination & communications
- Effectiveness and timeliness of public warnings and advice
- Information management (including GIS, flood modelling and monitoring systems) and ICT arrangements
- Effectiveness of flood prevention and stormwater infrastructure
- Analysis of the reasons for BCC's riverine infrastructure failures
- Integration of Council's response with other agencies
- Effectiveness of the response, including:
 - Field operations
 - Evacuation
 - Intelligence management and dissemination
 - Forward planning
 - Management of supporting agencies
 - Logistics planning and procurement arrangements
 - Contractor support and management
 - Management of volunteers (individuals through to large commercial support)
 - Waste and debris management and disposal
 - Transition to recovery
- Other issues (ie activation & escalation) are to be noted in the report.

Internal aspects are to include consideration of:

- Clarification of roles & responsibilities
- Systems & data (for collecting, modelling, collating and sharing data)
- Emergency shelters / one-stop-shops and recovery centres and
- Communications between the LDCC and operationally deployed elements (multiple RIMT's)
- Interaction between LDCC (FOG, DIG and ISG), FPG, RIMT's and Recovery Committees

External aspects are to include consideration of:

- Systems & data - (for collecting, collating and sharing data with other agencies)
- The division of responsibilities for emergency shelters / one-stop-shops and recovery centres
- Council's relationship with LDMG and the wider disaster management system (including the DDCC and SDCC)

The review activities are to include:

- Facilitated debrief sessions
- Review of LDCC information (logs and other documentation)
- Briefing reports from business units if available
- Interviews of BCC persons (including LM, CEO, Incident Controllers & LDCC personnel, RIMT commanders and peer executives)
- Interviews of key external stakeholders
- Attendance at CEO debrief session
- Limited interviews with a representative sample of residents across the inundation area

The Final Report will be produced by early May 2011.

The report is to summarise the key findings regarding Council's response to the flood events that occurred from Sunday 9 – Saturday 22 January 2011, to document observations and to make recommendations on amendments to plans, procedures, roles and responsibilities, and on improvements that will enhance BCC's disaster management arrangements and the response to future events.

Glossary

BCC	Brisbane City Council
CEO	Chief Executive Officer
DDCC	District Disaster Coordination Centre
DIG	Disaster Intelligence Group
FOG	Field Operations Group
FPG	Forward Planning Group
GIS	Geospatial Information Services
ICT	Information and Communication Technology
ISG	Incident Support Group
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LM	Lord Mayor
RIMT	Regional Incident Management Team
SDCC	State Disaster Coordination Centre