

# Burke Shire Local Disaster Management Plan 2020-21

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**BURKE SHIRE**  
*Council*

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## 1. APPROVAL OF PLAN

This Local Disaster Management Plan has been prepared by the Burke Local Disaster Management group on behalf of Burke Shire Council as required under Section 57 of the Disaster Management Act 2003 (the Act).

In accordance with Section 80(1) (b) of the Act, approval has been given to this plan by the Burke Shire Council on 10 December 2020 when the plan was adopted by resolution 201210.13.

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**Clare Keenan**  
Local Disaster Coordinator  
Burke Shire Local Disaster Management Group

**Date**

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**Cr Ernie Camp**  
Chairperson  
Burke Shire Local Disaster Management Group

**Date**

## 2. REVIEW AND RENEW PLAN

This plan will be reviewed or renewed at least once annually as per Section 59 of the Act with relevant amendments made and distributed.

In accordance with Section 59(2) of the Act, the effectiveness of the plan must be reviewed at least once a year. This may take the form of a disaster management exercise or in the event of the activation of the Local Disaster Management Group (LDMG) in response to an emergency.

## 3. AMENDMENT REGISTER AND DOCUMENT CONTROL

This plan must reflect the changes in the Burke community; as such it will undergo changes as the community and Shire develops over time.

Changes to this plan are to be submitted to the CEO of the Burke Shire and to the Local Disaster Management Group for inclusion in the plan.

The current version of the Burke LDMP is: Version –

Burke Shire Council welcomes feedback from the residents, visitors and others regarding this disaster management plan. Feedback, recommendations and proposals to amend this plan should be forwarded to:

By mail: The Chief Executive Officer  
Attention: Emergency Management Program  
Burke Shire Council  
PO Box 90  
BURKETOWN QLD 4830

In person: At the Burke Shire Council office.

By email: [office@burke.qld.gov.au](mailto:office@burke.qld.gov.au)

Amendments to the plan must be endorsed by the Burke LDMG and approved by Burke Shire Council under the provisions of the Act, before they can be implemented.

Once approved by Council, new and amended versions of the plan will be registered in the Amendment Record along with the new version number. For minor and/or administrative amendments, only the number after the decimal point will change. For amendments incorporating significant change or rewrite, the primary version number will change.

Changes to contact details, position names or titles are considered only minor amendments and are not required to be endorsed by the LDMG or Council.

<b>Amendment Number</b>	<b>Date</b>	<b>Section Amended</b>	<b>Amended By</b>
1	24.07.2014	References to Disaster Management Act 2003 updated	LDC Philip Keirle
2	24.07.2014	References to Local Government Act 2009 updated	LDC Philip Keirle
3	24.07.2014	Update to membership list	LDC Philip Keirle
4	24.07.2014	Incorporation of new table into Recovery Strategy	LDC Philip Keirle
5	31.08.2015	Update to membership list Update to length of sealed roads Proposed future development	LDC Philip Keirle
6	22.09.2016	Update to membership list	LDC Sharon Daishe
7	14.09.2017	Update membership Meeting section Roles and Responsibilities Definitions Membership Update ABS data Training	LDC Sharon Daishe
8			

Version Control

<b>Version</b>	<b>Date accepted by BSC</b>	<b>Comments</b>
1	24.07.2014	Accepted by Chair
2	21.08.2014	Endorsed by Council
3	31.08.2015	Accepted by Chair
4	17.09.2015	Endorsed by Council

Version	Date accepted by BSC	Comments
5	22.09.2016	Adopted by Council 160922.16
6	14.09.2017	Adopted by Council 170914.06
7		

#### Distribution List

Position	Electronic or Hard Copy
LDMG Chair/Deputy	Electronic or Hard Copy
Local Disaster Coordinator	Electronic Copy
LDMG Executive Group	Electronic Copy
LDMG Members	Electronic Copy
Burke Shire Council Website	Updated to Website
DDMG/DDC/XO	Electronic Copy

This plan, excluding the confidential annexes and supporting documents, is available for public viewing online at <https://www.burke.qld.gov.au> and can be downloaded from this website in read only portable document format (PDF).

Printed copies of the plan, excluding the confidential annexes and supporting documents, are available for viewing at Council.

Printed copies of the plan, excluding the confidential annexes and supporting documents, are available for purchase at cost recovery, and may be ordered through:

Mail to:  
 The Chief Executive Officer  
 Attention: Emergency Management Program  
 Burke Shire Council  
 PO Box 90  
 BURKETOWN QLD 4830

## 4. INFORMATION MANAGEMENT AND INFORMATION PRIVACY

Recipients of this plan must take all reasonable steps to ensure that operational information is adequately safeguarded and that the confidentiality of operational information is maintained.

Operational information, including contact lists, must be stored securely and protected against unauthorised access, use, modification, disclosure or misuse.

Recipients must not intentionally access files, registers or any other document that contains operational information unless it is necessary for their duties. Where access is necessary for work purposes, recipients must not disclose operational information to an unauthorised person.

Recipients must ensure that documents or files containing operational information are not left where unauthorised persons can access the information.

## 5. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

### Definitions

<b>Activation of Relief and Recovery Measures</b>	Activated by Minister of Emergency Services for a special geographical area affected by a natural disaster to activate and co-ordinate NDRRA assistance measures.
<b>Chairperson</b>	The Chairperson of the Disaster Management Group, means the person appointed or acting as the chairperson of the group under section 20 of the <i>Disaster Management Act 2003</i> .
<b>Command</b>	The direction of members and resources of an agency in the performance of the agency's roles and tasks. Command operates vertically within an agency.
<b>Control</b>	The overall direction of the activities, agencies or individuals concerned. Control operates horizontally across all agencies, functions and individuals. Situations are controlled.
<b>Coordination</b>	The bringing together of agencies and individuals to ensure effective disaster management, but does not include the control of agencies and individuals by direction.
<b>Coordination Centre</b>	A centre established at State, District or Local level as a centre of communications and co-ordination during response and recovery operations e.g. DDCC- District Disaster Co-ordination Centre, SDCC- State Disaster Co-ordination Centre, LDCC-Local Government Disaster Co-Ordination Centre.
<b>Declared Disaster Officer</b>	(i) a police officer; or (ii) a persons authorized under <i>s75 (1) of the DMA</i> to exercise declared disaster powers for the disaster situation.
<b>Disaster</b>	A “disaster” is a serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.  In this section – ‘serious disruption’ means - Loss of human life, or illness or injury to humans; or widespread or severe property loss or damage; or widespread or severe damage to the environment.



<b>Disaster District</b>	Means a part of the State prescribed under a regulation as a disaster district.
<b>District Disaster Management Group</b>	Means the functional group as set out in the <i>Disaster Management Act 2003</i>
<b>District Disaster Coordinator</b>	Means a police officer appointed by the commissioner Queensland Police Service as a district disaster coordinator under section 25.
<b>Disaster Management</b>	Arrangements about managing the potential adverse events, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
<b>Executive Officer - State Disaster Management Committee</b>	Of the State group, means the person who is the executive officer of the group under section 19(3).
<b>Operations Officer – District Disaster Management Group</b>	That person appointed by the District Disaster Coordinator to be the Operations Officer of the District Disaster Management Group for disaster management purposes.
<b>Functional Lead Agency</b>	A Government Department allocated a responsibility by the State Disaster Management Group to coordinate a particular function in respect of disaster management.
<b>Hazard</b>	A potential or existing condition that may cause harm to people or damage to property or the environment.
<b>Incident</b>	Day-to-day occurrences which are responded to by a single response agency by itself or in cooperation with other response agencies.
<b>Local Disaster Coordinator</b>	Chief Executive Officer or other council officer appointed by the Chair of the LDMG as the Local Disaster Coordinator.
<b>Local Controller</b>	The controller of a Local State Emergency Service Unit appointed under the Disaster Management Act 2003. The Local Controller is usually the appointed leader of a volunteer SES unit.
<b>Local Disaster Management Group</b>	The persons responsible for implementing the requirements of Local Government with respect to development and implementation of disaster arrangements for their area
<b>Local Disaster Management Plan</b>	A plan that documents agreed arrangements that are in place to deal with disaster events within its area of responsibilities.
<b>Mitigation</b>	Measures taken in advance of an event aimed at decreasing or eliminating its impact on society and the environment.
<b>DRAF Financial Guidelines QLD</b>	Financial arrangements for the activation and delivery of Natural Disaster Relief and Recovery assistance within Queensland

<b>Non-Government Organisation</b>	A voluntary organisation or any other private individual or body, other than a government agency.
<b>Planning</b>	Process of developing arrangements for coordinating a response and establishing priorities, duties roles and responsibilities of different individuals and organisations, including an actual state of preparedness.
<b>Preparedness</b>	Action designed to minimise loss of life and damage, and to organise and facilitate timely and effective rescue, relief and rehabilitation in case an event. Preparedness is concerned with understanding the threat; forecasting and warning; educating and training officials and the population; and establishing organisations for the management of disaster situations including preparation of operational plans, training relief groups, stockpiling supplies, and accessing necessary funds.
<b>Prevention</b>	Includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce or eliminate potential loss of life or property and protect economic development.
<b>Recovery</b>	<p>Includes the process of returning an affected community to its proper level of functioning after a disaster. This process is divided into short term Recovery and Long Term Recovery/Reconstruction.</p> <p>Initial Recovery – the aim of initial recovery operations is to satisfy personal and community needs, and to restore services to the level where the continuing process can be managed by local government and the normal responsible agencies</p> <p>Long Term Recovery – long term recovery, reconstruction or rehabilitation measures are the subject of separate arrangements.</p>
<b>Resources</b>	Includes food, manpower, any horse or other animal, vehicle, vessel, aircraft, plant, apparatus, implement, earthmoving equipment, construction equipment or other equipment of any kind or any means of supplying want or need.
<b>Response</b>	Includes the process of combating a disaster and of providing immediate relief for persons affected by a disaster.
<b>Risk</b>	Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.
<b>Risk Management</b>	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk.

<b>State Disaster Management Committee</b>	Queensland body responsible for the development of Disaster Management policy and coordination of resources necessary to ensure that all steps are taken to plan for and counter the effects of disaster.
<b>Supporting Organisations</b>	Government Departments, statutory authorities, volunteer organisations and other specialist agencies who have indicated a willingness to participate and provide specialist support resources to a functional or threat specific lead agency during disasters.
<b>Warning</b>	Dissemination of message signaling imminent hazard, which may include advice on protective measures.

Acronyms

<b>ADF</b>	Australian Defence Force
<b>BOM</b>	Bureau of Meteorology
<b>BSC</b>	Burke Shire Council
<b>COAG</b>	Council of Australian Governments
<b>DACC</b>	Defence Aid to the Civil Community
<b>DDC</b>	District Disaster Coordinator
<b>DDCC</b>	District Disaster Coordination Centre
<b>DDMG</b>	District Disaster Management Group
<b>DMA</b>	Disaster Management Act 2003
<b>DOC</b>	Department of Communities, Child Safety and Disability Services
<b>EMA</b>	Emergency Management Australia
<b>FWCCQ</b>	Flood Warning Consultative Committee Queensland
<b>HAZMAT</b>	Hazardous Material
<b>LDMG</b>	Local Disaster Management Group
<b>LDC</b>	Local Disaster Coordinator
<b>LDCC</b>	Local Disaster Coordination Centre
<b>NCTP</b>	National Counter Terrorism Plan
<b>NDRRA</b>	Natural Disaster Relief and Recovery Arrangements
<b>OIC</b>	Officer in Charge

<b>QAS</b>	Queensland Ambulance Service
<b>QFES</b>	Queensland Fire and Emergency Service
<b>QH</b>	Queensland Health
<b>QPS</b>	Queensland Police Service
<b>RFDS</b>	Royal Flying Doctor Service
<b>SDCC</b>	State Disaster Coordination Centre
<b>SDCG</b>	State Disaster Coordination Group
<b>SDMC</b>	State Disaster Management Committee
<b>SDRA</b>	State Disaster Relief Arrangement
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standing Operating Procedures
<b>VMR</b>	Volunteer Marine Rescue
<b>XO</b>	Executive Officer

## 6. ADMINISTRATION AND GOVERNANCE

### 6.1 Introduction/Purposes and Objectives

The Burke Shire experiences periodic natural disasters. While these types of events are not common we cannot afford to become complacent. The key to effective disaster response and recovery is the resilience of the community and the willingness of people to work together for the benefit of the community.

The Burke Shire through the work of the Local Disaster Management Group will maintain their commitment to effective disaster management for the Shire. To be effective our disaster management planning must be a moving feast, we learn from events in the Shire and we examine the actions of other Shires to ensure that we improve and adapt to changes such as the expectations of the community and climate change.

This plan is a plan for the community. To be truly effective we must draw on the collective knowledge of the community to develop plans that are suitable and effective.

The purpose of the Burke Shire Disaster Management Plan is to address the disaster management needs of the Burke Shire.

This plan details the arrangements within the BSC local government area to plan and coordinate capability in disaster management and disaster operations.

The purpose of the Burke Shire Council Local Disaster Management Plan is to address the disaster management needs of the Burke Shire. This will be achieved by:

- (i) Ensuring that community risks related to events are effectively managed
- (ii) Ensuring that risks requiring District level support are identified and communicated to the District Level
- (iii) Ensuring that Local Government and Local Groups comply with their disaster management obligations under the Disaster Management Act 2003; and
- (iv) Periodic review of the Disaster Management Plan to address the changing needs or risks of the community.
- (v) Other purposes related to disaster management the Local Government determines.

The plan ensures that community risks relating to disaster events or events that affect the wellbeing of the community are identified and effectively managed.

The plan is to detail the arrangements and responsibilities between response agencies, supporting government and non-government organisations.

The objective of the plan is to ensure that risks requiring District level support are identified and communicated to District level.

## 6.2 Statement of establishment / authority to plan

The Burke Local Disaster Management group will undertake disaster management training in line with the Queensland Disaster Management Training Framework

## 6.3 LDMG terms of reference

As per the Local Disaster Management Act 2003.

## 6.4 Role

### s. 4A

The local government, through the LDMG, retains primary responsibility for managing disaster events contained within the local government area.

## 6.5 Functions

### s. 30

The LDMG has the following functions:

1. To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
2. To develop effective disaster management, and regularly review and assess the disaster management;
3. To help the local government for its area to prepare a local disaster management plan;
4. To identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;

5. To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
6. To manage disaster operations in the area under policies and procedures decided by the State group;
7. To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
8. To identify, and coordinate the use of, resources that may be used for disaster operations in the area;
9. To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
10. To ensure information about a disaster in the area is promptly given to the relevant district group;
11. To perform other functions given to the group under the Act; and
12. To perform a function incidental to any of the previous functions mentioned.

## 6.6 Accountabilities

The Accountabilities provide structure for the delivery of Outcomes and Indicators. They consider what an entity is accountable for under legislation and accepted good disaster management practice.

The Accountabilities are also a mechanism to frame what the Inspector-General Emergency Management may consider in evidencing the achievement of the Outcomes.

The five Accountabilities are:

- Governance
- Doctrine
- People
- Enablers
- Continuous Improvement.

Each of these Accountabilities has specific criteria that must be met to ensure a level of rigour around the delivery of Outcomes.

## 6.7 Membership

### s. 33

The LDMG consists of the following members:

- The person appointed as the chairperson and deputy chairperson of the group under section 10,
- The other persons appointed as members of the group by the relevant local government,
- At least one person appointed under subsection (1)b must be a person nominated by the chief executive of the department

- At least one person appointed under subsection (1)b must be a Councillor of a local government
- The relevant local government for a local group may appoint a person as a member only if satisfied the person has the expertise to be a member

s. 34

The LDMG must appoint a member of the group as a Chairperson and a member of the group as a Deputy Chairperson. The member appointed as the Chairperson must be a councillor of a local government.

Section 34A of the Act outlines the functions of Chairperson of a local group:

- To manage the business of the group;
- To ensure, as far as practicable, that the group performs its functions;
- To report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.

s. 35

The relevant local government for a local group is to appoint a member of the group as the executive officer of the group.

Under Section 35 of the Act, the Chairperson of the LDMG after consulting with the Chief Executive appoints a Local Disaster Coordinator for the group. In accordance with Section 36 of the Act, the LDC has the following functions:

- Coordinate the disaster operations for the local group;
- Report regularly to the local group about disaster operations;
- To ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented.

s. 37

The relevant local government for a local group must, at least once a year, give written notice of the members of the group to—

- The executive officer of the State group; and
- The district disaster coordinator for the disaster district in which the local group is situated.

## 6.8 Meetings

s. 39

LDMG meetings must be held at least once in every 6 months at the times and places decided by the Chair; or when asked in writing by the relevant DDC or at least one-half of its members.

s. 40

A quorum for a LDMG meeting is the number equal to one-half of the members plus 1, or, if one-half of the members is not a whole number, the next highest whole number.

s. 40A

A member of a LDMG may, with the approval of the Chairperson, appoint by signed notice another person as his or her deputy. The deputy may attend a meeting in the member's absence and exercise the member's functions and powers under the Act. Deputy

Members are to be counted in deciding if there is a quorum for a meeting.

s. 41

The Chairperson is to preside at all LDMG meetings, or in their absence the Deputy Chairperson. If both are absent the meeting must be chaired by a person nominated by the Chairperson, a member nominated by the Deputy Chairperson, or if those offices are vacant, a member of the group chosen by the members present.

There are provisions for members to appoint a proxy member as prescribed under Section 14 Disaster Management Regulation 2014:

- 1) A member of a disaster management group may, with the approval of the chairperson of the group, appoint by signed notice another person as his or her deputy;
- 2) The deputy may attend a group meeting in the member's absence and exercise the member's functions and powers under this Act at the meeting;
- 3) A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting

s. 42

Meetings may be held using any technology that reasonably allows members to hear and take part in discussions as they happen. Members who participate in meetings using this technology are taken to be present at the meeting.

s. 43

Minutes must be taken of LDMG meetings.

The following details of actions taken, and issues discussed by the LDMG are distributed to Core, Advisory members and Observers of the LDMG:

- Meeting minutes
- Meeting schedules
- Meeting agendas
- Agency reports on emergency risk management and mitigation initiatives/strategies (e.g. disaster management studies), training, planning and other relevant disaster management activities.

## 6.9 Local Disaster Management Plan (LDMP)

s. 57

A local government must prepare an LDMP which must include provision for:

- The State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;
- The roles and responsibilities of entities involved in disaster operations and disaster management in the area;
- The coordination of disaster operations and activities relating to disaster management performed by the entities;
- Events that are likely to happen in the area;
- Strategies and priorities for disaster management for the area;



- The matters stated in the disaster management guidelines as matters to be included in the plan; and
- Other matters about disaster management in the area the local government considers appropriate.

s. 58

The LDMP must be consistent with the disaster management guidelines.

s. 59

The local government may review or renew the LDMP when it considers appropriate. However, the local government must review the effectiveness of the plan at least once a year.

s. 60

The LDMP must be available for inspection, free of charge, by members of the public.

### 6.10 Roles and Responsibilities

The LDMG recognises that agencies listed in this section have various disaster management responsibilities.

Other departments and agencies not listed may also be involved to support response and/or recovery activities, as required.

Whilst the responsibilities are current at the time of publication of this plan, it is acknowledged that State Government departmental changes may alter these responsibilities.

The following table outlines the roles and responsibilities of the various agencies in the disaster management system, **whilst not all of these agencies will be available at a local level** these can be accessed through the disaster management system by requesting support to the district level.

Bureau of Meteorology (BOM)		
Provide forecasts, weather warnings and long term outlooks on environmental phenomena that affect the safety, prosperity and resilience of Australians.		
Roles	Local	District
Collect, coordinate and distribute environmental observation data in support of advices, warnings and briefings.		
Provide seasonal climate outlooks for forward planning.		

Department of Agriculture and Fisheries (DAF)		
Lead agency for containment and eradication of emergency animal and plant diseases and pests. DAF also provides advice on agriculture, fisheries and forestry in a disaster event.		
Roles	Local	District
Coordinate efforts to prevent, respond to, and recover from plant and animal pests and diseases and invasive plants and animals.		

Provide advice on livestock welfare.		
Collaborate with stakeholders with shared responsibilities and other organisations to facilitate prevention, preparedness, response and recovery strategies and priorities for animal welfare management within a community.		
Provide advice in relation to agriculture, fisheries and forestry disaster impacts.		
Coordinate destruction of stock or crops in an emergency pest / disease situation.		
Administer DRFA relief measures including agriculture industry recovery operations as required.		
Lead the reporting on the disaster impact assessments on the agricultural sector, including economic losses and expected recovery.		
Report on the possible impact seasonal conditions and climate events will have on the agricultural sector.		
Coordinate the Agriculture Coordination Group with agricultural industry groups to provide information about the effect that a disaster event has on them.		
Engage with industry on preparedness for climate risks and aid with economic recovery.		
Assist agriculture and fishery industries in prevention and preparedness through normal business operations and service provision to industry and the communities.		

Department of Communities, Disability Services and Seniors (DCDSS)		
Functional lead agency for planning, coordination and implementation of human and social recovery in Queensland.		
<b>Roles</b>	<b>Local</b>	<b>District</b>
Coordinate and/or provide human and social recovery information and/or resources to support Local and District Disaster Management Groups.		
Enable access to information and/or coordinated government and non-government human and social recovery services through a range of service delivery channels which may include:		
— promotion and/or referral to local community services		
— 1800 recovery hotline		
— grants portal		

— multi-agency recovery hubs		
— community recovery information & referral centres		
— case coordination of vulnerable persons		
— outreach teams.		
Purchase extraordinary human and social recovery services when local capacity is exhausted.		
Facilitate matching and enabling of EV CREW registered volunteers.		
Enable the matching of donated goods and offers of assistance.		
Enable access to emergency and temporary accommodation assistance.		
Administer SDRA & DRFA financial relief measures for eligible individuals		
Manage the Queensland Government’s Community Recovery “Ready Reserve”.		

<b>Department of Education (DoE)</b>		
Lead, manage and coordinate the department’s planning, preparation, response and recovery from disasters and emergencies.		
<b>Roles</b>	<b>Local</b>	<b>District</b>
Maintain the safety and wellbeing of students, staff and volunteers who work or participate in DoE schools, institutions and workplaces.		
Ensure that all state schools, regional offices and other workplaces have a documented emergency response plan.		
Ensure that all DoE regional offices and key workplaces have a tested business continuity plan.		
Ensure that DoE is prepared to respond to and recover from, disasters and emergencies.		
Facilitate the return of affected state schools to normal operations as soon as safe and practicable following an event.		
Facilitate the transition of DoE facilities to cyclone shelters, places of refuge and evacuation centres as required or directed.		
Provide workplace health and safety advice, information and awareness about electrical, chemical, asbestos and general safety matters in the lead up to, during and following cyclones, storms, floods and other disasters.		

Department of Environment and Science (DES)		
Provide technical advice to response activities, regulatory support to affected stakeholders, coordination of environmental recovery initiatives, and the conservation park, state forest users and manage impacts from natural disasters on these community assets. development of climate change adaptation strategies as well as ensure the safety of national park.		
Roles	Local	District
Liaise with key stakeholders regarding an imminent disaster event and the status of their operations to understand pressing issues.		
Provide expert assessment and advice on:		
— impacts and potential harm of incidents on environmental values		
— priorities for protection of environmental values		
— contaminant containment and treatment measures		
— environmental harm mitigation measures		
— clean up measures for environments and wildlife		
Provide environmental risk assessment of events and incidents affecting infrastructure, mining and industrial sites and, where necessary, authorise emergency actions and releases.		
Provide situational monitoring of local government infrastructure including landfills, sewage treatment plants and sewage pump stations, and the provision of expert advice.		
Monitor and coordinate any actions relating to heritage buildings pursuant to the Queensland Heritage Act 1992.		
Monitor and advise on management of impacted native wildlife outside the national park estate, and reduce conflict and risks to the community due to their displacement.		
Provide environmental management advice, assistance and direction during incident response and recovery phases as required under the State Disaster Contingency Action Plan, National Plan for Maritime Emergencies, related MoUs and agreements. Management Plan, State Chemical, Biological and Radiological Plans, Queensland Coastal		
Establish mechanisms for industry, landowners and local governments to receive necessary environmental approvals for recovery (e.g. temporary landfills, port nature refuge holders). facility dredge spoil disposal, retrieval of hazardous materials, repairs to heritage listed places and dispensation to beach replenishment, replacement of coastal infrastructure, fill extraction for road repairs,		

Conduct investigations pursuant to the Environmental Protection Act 1994 and other environment and conservation legislation.		
Provide reports under the water catchments target of the National Impact Assessment Model (NIAM) measure # 46 – km of polluted flood water.		
Maintain plans, skills, preparedness and response capability for disasters through structured training, exercises and review of readiness across all levels of the department.		
Maintain relationships and cooperative arrangements with other relevant state and Commonwealth departments and entities through regular review of agreed roles and responsibilities.		
Closing affected national parks, conservation parks, and state forests.		
Coordinating evacuations of national parks, conservation parks, state forests and department owned areas with the QPS.		
Lead firefighting on national parks, conservation parks and state forests where there is no threat to life or property.		
Manage impacts on national parks, conservation parks, and state forests, and reopen facilities to the public.		
Provide storm tide and wave information, expertise, and advice in accordance with the 12th edition of the Tropical Cyclone Storm Tide Warning Response System Handbook (2016).		
Undertake post event coastal field investigations to assess coastal impacts and storm tide inundation levels following a significant storm tide event.		
Provide assistance with satellite imagery processing and distribution activities from cross-agency coordination with Department of Natural Resources Mines and Assistance Team. Energy, Land and Spatial Unit, and Geoscience Australia's Disaster		
Provide information about land use mapping and supporting services and activities to key government agencies and industry groups.		
Provide water quality monitoring through Catchment Monitoring Programs including the Great Barrier Reef catchment and other monthly grab sampling of water suspended sediments and selected pesticides that may impact the natural environment. catchments to provide data on nitrogenous and phosphorous contaminants,		
Deliver hydrodynamic / biogeochemical modelling, through the eReefs data portal providing near real time river plume footprints.		

Department of Housing and Public Works (DHPW)

Functional lead agency for building and engineering services and building recovery.  
 Functional lead agency for coordination of ICT and telecommunications advice and back-end financial transaction processing on behalf of response and recovery lead agencies.  
 Ensure the safety of recreation centre users and manage impacts from natural disasters on these community assets.

Roles	Local	District
Coordinate technical advice on structural suitability of buildings to use as evacuation centres, places of refuge or cyclone shelters.	Red	Green
Coordinate temporary office accommodation for use by state agencies, where occupied.	Red	Green
Coordinate structural assistance grant assessments on behalf of the Department of Communities, Disability Services and Seniors.	Red	Green
Coordinate emergency fleet vehicles for state agencies.	Red	Green
Advise on, and provide temporary emergency accommodation solutions for people displaced by disaster events and for government agency response and/or recovery workers.	Red	Green
Maintain contact registers of professional service providers, specialist building contractors, building services and trades.	Red	Green
Coordinate evacuations, closures and restoration of damaged infrastructure of recreation centres and department owned areas.	Red	Green

Department of Innovation, Tourism Industry Development and the Commonwealth Games (DITIDCG)

Assist the Queensland Government to help Queensland prepare for, respond to and recover from an emergency through the DITID Emergency Management Plan (EMP). The EMP complements the Queensland State Disaster Management Plan and is enacted in line with the Disaster Management Act 2003, Disaster Management Strategic Policy Statement and Queensland Recovery Guidelines. Operate in partnership with other Queensland Government departments.

Coordinate activities following a disaster to support tourism throughout Queensland through the Economic Recovery Group and actively engage with key partners to ensure a coordinated approach to economic recovery efforts, including:

- Regional Services, DSDMIP
- Tourism and Events Queensland (TEQ)
- Queensland Tourism Industry Council

Roles	Local	District
Compile and provide situation reports on impacts to tourism zones and tourism infrastructure.		
Resilience and recovery strategies for the tourism industry.		

Department of Local Government, Racing and Multicultural Affairs (DLGRMA)

Support disaster mitigation considerations in development planning, built environment and infrastructure design. Manage some funding programs to local governments for disaster resilience and preparedness.

Roles	Local	District
Manage the development and implementation of funding programs that provide funding for works that protect existing essential public infrastructure and/or build resilience to future natural disaster events.		
Multicultural Affairs Queensland to advise emergency management and recovery agents on the best ways to reach multicultural and ethnic community organisations and groups.		

Department of Natural Resources, Mines and Energy (DNRME)

Establish and communicate arrangements for an emergency event that impacts or has the potential to impact on security of water, electricity, gas, or liquid fuel supply or pose a risk to dam safety.

Develop and maintain DNRME emergency management procedures that provide guidance in the response to an energy or water supply emergency, regardless of the hazard.

Deliver innovative policy, planning and regulatory solutions in partnership with stakeholders to support reliable energy and water supply.

Contribute to disaster management responses across those areas where the department has responsibilities or special expertise that include:

- Manage impacts on unallocated state land and other land managed by the department.
- Maintain DNRME stream gauges that provide stream height, flow and rainfall data used by the Bureau of Meteorology.
- Provide assistance during a disaster to QFES, the Public Safety Business Agency (PSBA) in the capture of spatial imagery and spatial information analysis and product production as necessary.
- Manage impacts on and from Queensland abandoned mines.
- Provide updates on the closure and opening status of current mining operations.

Roles	Local	District
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**Energy**

Act as a conduit of information between all relevant parties, including advice on, action and implement the use of any emergency powers.		
Develop capability to facilitate emergency actions and responses to an actual or potential energy supply emergency event.		
Maintain a watching brief and facilitate information transfer in an emergency that may impact at the local, district, state or national level for an electricity, reticulated gas supply and liquid fuels.		
Advise the Minister if emergency powers are required to maintain supply security.		
Where appropriate, undertake process to enable the Minister to invoke emergency powers.		

**Water**

Provide information and advice on the issues of dam safety and drinking water supply (continuity and/or safety) as required.		
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**Dam safety**

Ensure emergency action plans are in place for referable dams to ensure appropriate action is taken in the event of incidents or failures of the dams.		
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Collate information from dam owners on event impacts.		
Exercise dam safety emergency powers if needed to minimise the risk of failure or consequences of a dam failure.		
<b><u>Drinking water</u></b>		
Ensure drinking water quality management plans are in place by registered drinking water service providers (this does not include private or unregistered providers).		
Collate information from service providers and operators of drinking water supply schemes.		
Work in partnership with Public Health Units (Queensland Health) regarding drinking water quality issues.		
Act as a conduit of information between all relevant parties, including the support and enactment of emergency powers.		

Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP)

Lead agency for economic recovery during a disaster event, playing a key role in assisting local government, business and industry in resilience and recovery strategies. During a disaster, DSDMIP chairs the Economic Recovery Group (ERG) which provides strategic advice to the Queensland Government and relevant stakeholders on economic impacts, and develops and implements immediate response actions. The ERG also coordinates input from relevant departments, local government and industry bodies to develop a longer-term economic recovery plan.

Roles	Local	District
Initial situation report on economic impacts on jobs, business and industry in disaster affected areas.		
Initial situation reporting on economic impacts of local government areas (LGAs).		
Provide support to relevant authorities restoring power, water and communications in the affected communities for the resumption of economic activity.		
Ongoing coordination and reporting on the economic recovery tasks for the life of the recovery plan.		
Prepare and implement regional plans that identify and interpret relevant matters of state interests for a particular region, including natural hazards, risk and resilience, to achieve desired outcomes.		

Department of Transport and Main Roads (DTMR)		
<p>Coordinate the effective and efficient delivery of state-controlled road and transport recovery and reconstruction activities.</p> <p>DTMR also engages directly with industry and the community on the recovery and reconstruction phases following the natural disaster and leads the planning and implementation of the roads and transport functional line of recovery activities.</p>		
Roles	Local	District
Provide information and advice regarding the impact of event on road, rail, aviation and maritime infrastructure.		
Assist with the safe movement of people resulting from mass evacuation.		
Enable an accessible transport system through reinstating road, rail and maritime infrastructure.		
Ensure the capability of logistics-related industries is appropriately applied to disaster response and recovery activities.		

Queensland Ambulance Service (QAS)		
<p>Provide, operate and maintain ambulance services and service delivery during rescue and other related activities. This includes protecting persons from injury or death, whether or not the individuals are sick or injured.</p>		
Roles	Local	District
Provide, operate and maintain ambulance services.		
Access, assess, treat and transport sick and injured persons.		
Protect persons from injury or death, during rescue and other related activities.		
Coordinate all volunteer first aid groups during major emergencies and disasters.		
Provide and support temporary health infrastructure where required.		
Collaborate with Retrieval Services Queensland in the provision of paramedics for rotary wing operations.		
Participate in search and rescue, evacuation and victim reception operations.		
Participate in health facility evacuations.		
Collaborate with Queensland Health in mass casualty management systems.		

Provide disaster, urban search & rescue (USAR), chemical hazard (Hazmat), biological and radiological operations support with specialist logistics and specialist paramedics.



**Queensland Corrective Services (QCS)**

Lead role for deploying and coordinating low risk prisoners and offenders to assist response and recovery operations.

**Roles**

**Local**

**District**

Deployment and coordination of low risk prisoners and offenders to assist response and recovery operations.



**Queensland Fire and Emergency Services (QFES)**

Ensure the safety of people and property in Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations through the capabilities of Fire & Rescue, Rural Fire Service and State Emergency Service.

**Roles**

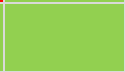
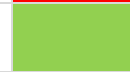
**Local**

**District**

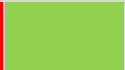
Primary response agency for structural incidents.



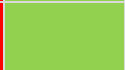
Primary response agency for bushfire incidents.



Primary response agency for chemical / hazmat incidents.



Provide advice, chemical analysis and atmospheric monitoring at relevant incidents.



Provide mass and technical decontamination capability.



Provide rescue and search functions and perform other operations to help and protect injured persons from danger or potential danger.



Distribute and develop (where primary agency) warnings to disaster management stakeholders and communities.



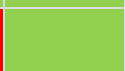
Ensure that persons performing functions under the Disaster Management Act 2003 in relation to disaster operations are appropriately trained.



Provide advice and support to the state group and local and district groups in relation to disaster management and disaster operations.



Emergency supply acquisition and management of supplies and services in support of disaster operations.



Resupply of essential goods (food and basic commodities) to temporarily isolated communities, properties and individuals.		
Ensure the capability and capacity of Disaster Assistance Response Teams (DART) to assist communities affected by disasters or emergency situations.		
Undertake damage assessment function (residential and commercial structures) as soon as practical post disaster / emergency situation and provide findings to disaster management stakeholders.		

### Queensland Health

Coordinate and manage the health aspects of a disaster or emergency incident across the full spectrum of prevention, preparedness, response and recovery including health advice to the community, public health, clinical care, forensic support and mental health.

<b>Roles</b>	<b>Local</b>	<b>District</b>
Provide health disaster and emergency incident information to the public and disaster management stakeholders.		
Health services – clinical and forensic.		
Clinically coordinate aeromedical transport and emergency medical retrieval (with QAS) and provide membership to the SDCC aviation cell when activated.		
Clinical response to mass casualty management (with QAS).		
Forensic and scientific health services to mass fatality management and terrorism (with QPS).		
Recovery mental health support to affected communities (with DCDSS).		
Public health and environmental health advice and support to local governments and affected communities and industries.		
Environmental health risk assessment advice to other agencies, local government and industries.		
Messaging on public health risks to affected communities.		
Communicable disease surveillance and response arrangements.		

### Queensland Police Service (QPS)

To enhance the safety of the community by assisting them to prepare for, respond to and recover from disaster events by providing support and guidance to disaster management groups at all

levels.		
<b>Roles</b>	<b>Local</b>	<b>District</b>
Preserve peace & good order.		
Operational responsibility for first response to terrorism.		
Provide the Chair (DDC) and executive support to District Disaster Management Groups.		
Managing and coordinating the business of District Disaster Management Groups.		
Develop and facilitate a program of disaster management themed exercises.		
State Search and Rescue authority and responsible for the coordination of search and rescue operations.		
Provide support to Local Disaster Management Groups.		
Manage the registration of evacuees and inquiries in partnership with Red Cross.		
Provide traffic management, including assistance with road closures and maintenance of road blocks.		
Conduct coronial investigations.		
Provide a Disaster Victim Identification capability.		

<b>Queensland Reconstruction Authority (QRA)</b>		
<p>Manage and coordinate the state government’s program of infrastructure reconstruction within disaster-affected communities. QRA focuses on working with state and local government partners to deliver value for money and best practice expenditure and acquittal of public reconstruction funds. QRA is also the lead agency responsible for disaster recovery, resilience and mitigation policy.</p>		
<b>Roles</b>	<b>Local</b>	<b>District</b>
Drive and coordinate enhancement of resilience throughout Queensland.		
Plan and coordinate Queensland and Australian Government assistance under the Disaster Relief and Funding Arrangements (DRFA).		
Develop and maintain the Queensland Recovery Plan and event-specific plans.		
Monitor damage of public infrastructure and private properties.		
Administer DRFA and State Disaster Relief Arrangements.		

Manage the service agreement with GIVIT for the coordination of offers of goods and services following a relevant disaster on behalf of the Queensland Government.		
Monitor reconstruction activities in affected communities.		

Royal Society for the Prevention of Cruelty to Animals (Qld) Ltd (RSPCA)		
Provide situational awareness and operational intelligence in relation to animal welfare.		
Roles	Local	District
Monitor the responsible care of animals, provide standards of care for animals and protect animals from unjustifiable, unnecessary or unreasonable pain.		
Collaborate with stakeholders with shared responsibilities to ensure effective prevention, preparedness, response and recovery strategies and priorities for disaster management within a community.		
Assist in identifying and addressing immediate, medium and long term animal welfare recovery needs to enhance the capacity of the local community to recover from a disaster.		

Surf Life Saving Queensland (SLSQ)		
Provide support to all agencies during the response phase of any disaster event. SLSQ works proactively with all emergency services and provides qualified lifesaving personnel to ensure the Queensland public are kept safe during natural disasters. SLSQ makes all surplus lifesaving resources available for use with qualified personal to assist across the Queensland coastline.		
Roles	Local	District
Provide advice on coastal and aquatic rescue management to government (state and local) agencies across the state.		
Provide a network of support and advice to the QDMC, DDMGs and LDMGs in relation to disaster and emergency response via volunteer surf life savers, professional lifeguards, and the Westpac Life Saver Helicopter Rescue Service.		
Provide inflatable rescue boats (IRBs) for use in flood waters, or assist with the relocation of people, emergency service personal and gear / equipment.		
Provide members to assist QPS, SES or QFES with door knocking and welfare checks in isolated or affected areas.		
Supply suitably qualified personnel with current Surf Lifesaving Awards and appropriate personal protective equipment (PPE).		

Maintain a primary focus on Queensland’s patrolled beaches and only supply personnel and equipment not operationally required during the disaster period.		
As the primary authority for closing beaches in Queensland, SLSQ will work with all local councils and land managers to ensure proactive and concise messaging about beach closures and associated hazards.		
Actively collect and collate information through SLSQ’s State Operations and Communications Centre (SOCC) (which coordinates and monitors 39 coastal cameras and a private radio network from Port Douglas to Tweed Heads) and use existing media channels for key messaging.		

### 6.11 Coordination of disaster operations

Coordination underpins the entire disaster management system. It is defined in the State Disaster Management Plan as:

*The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment etc.) in accordance with priorities set by disaster management groups. Coordination operates horizontally across organisations and agencies.*

Coordination in disaster management is about the effective management of different agencies with a diverse range of expertise, resources and skills by ensuring that they work together to a common goal and resources are best used for the benefit of the community.

One of the supplementary principles of disaster management is ‘coordination, collaboration and consultation’. Effective management of any disaster relies on strong coordination arrangements, consultative decision making, collaboration and shared responsibility achieved through supporting relationships, trust and teamwork between individuals, agencies and the community.

### 6.12 Statement of compliance with legislation, guidelines and strategic policy framework

The Burke Shire and the Local Disaster Management Group will ensure that the Shire’s responsibilities in its Terms of Reference as detailed in section 6.5 of this plan are executed within the available resources of both the group and the district. . The Shire is committed to the values of the disaster management strategic framework:

- Protecting health, safety, quality of life and economic vitality.
- Building and maintaining partnerships and collaboration across all levels of government, community and industry, in all aspects of disaster management.
- Protecting our natural and built environment.
- Respecting the diversity of Queensland communities.
- Ensuring accountability and transparency of the Queensland disaster management arrangements.

S57 of the Disaster Management Act 2003 requires that a local government must prepare a Local Disaster Management Plan for disaster management in the local government area.

### 6.13 Processes and Timeframes – Internal and External Assessment

The Local Disaster Management Plan will be reviewed every 12 months by the members of the LDMG. The plan will also be reviewed under the following circumstances:

- Following activation of the LDMG in response to events,
- Following significant changes to the planning environment including changes in threats or the community,
- In response to changes in the planning guidelines, or
- In any other circumstance that the Chair believes a review is warranted.

### 6.14 Governance Processes

#### Core Group

<b>Organisation</b>	<b>Position</b>
Burke Shire Council	Chair (Mayor)
Burke Shire Council	Deputy Chair (Deputy Mayor). In the absence of the Mayor, the councillor identified as the Deputy Chair shall assume the role of the Chair.
Burke Shire Council	Elected Councillor
Burke Shire Council	CEO
Burke Shire Council	Deputy CEO
Queensland Police Service	OIC Burketown police
Burke Shire Council	Works Manager
Queensland Fire and Emergency Services	Emergency Management Co-ordinator

#### Advisors

<b>Organisation</b>	<b>Position</b>
Education Queensland	Burketown State School – Principal
Ergon Queensland	Ergon Rep
Essential Services	BSC Water and Sewerage.
Queensland Health	Queensland Health Rep
Rural Fire Service	1 <sup>st</sup> Officer
Rural Fire Service	2 <sup>nd</sup> Officer



SES	SES Local Controller
SES	Group Leader Gregory
Telstra	Telstra Rep
VMR	President

For full contact details of all members, refer to attachment.

Membership of the committee shall mean and include the person acting in the capacity of any of the above members or delegate of the member as the case may be. The delegate must have authority to commit resources from the parent body.

Specialist Advisors

The following members whilst not regarded as “core” members of the LDMG, they may be called upon to give specialist advice about the role and capabilities that their organisation may be able to provide to the LDMG.

Organisation	Position
Consultant Engineers	Consultant

Appointment of a representative to District Group

The Burke Shire CEO and Mayor are appointed as a member of the District Disaster Management Group.

Notification of membership to State Group

The LDC shall notify the State Disaster Management Group and District Group of the Local group’s membership once per annum. Changes to the executive membership will be forwarded to the state and district groups as they occur.

Administrative responsibilities

The LDC of the local group is responsible for the administrative responsibilities of the group. The following administrative tasks are to be undertaken by the group:

- Keeping of meeting minutes,
- Maintenance of contact list,
- Maintenance of membership lists
- Updating of local plan,
- Registration of correspondence,
- Reporting (as listed), and
- Conduct of meetings

Authority to activate the Group

The group may be activated by the Chair of the local group should the Chair believe that the activation in response to a threat is significant to warrant activation. The level of activation will be determined by the chair taking into account the likelihood and possible impact of the threat.

The group may be activated by the District Disaster Coordinator (DDC)

Activation of the group will occur independently of activation of NDRRA, the decision to activate will be based on threat rather than financial implications.

Once the group is activated situation reports will be compiled and submitted to the district group at a frequency determined by the district group.

While there may be no requirement for the entire group to be in attendance at the coordination Resupply Sub Meeting, the Chair is to ensure that the entire group is kept informed of the situation and actions of the group.

The group will stand down only after the decision to cease activity has been made from the Chair and the DDC.

Once the group has stood down a final situation report will be compiled and sent to the district group.

Reporting Requirements

The LDC of the Burke Group is responsible for the administrative and reporting obligations of the group. The following reporting must be undertaken by the group:

Report	Submitted to	Frequency	Format
Meeting Minutes	DDMG/SDMG	Following every meeting	Council Minutes
LDMG Report	DDMG/SDMG	Yearly	Issued by SDMG
LDMG Membership	DDMG/SDMG	Yearly	With above
Situation Reports	DDMG	As negotiated	As issued
Activation Report	DDMG	As required	Issued by DDMG

## 7. Emergency Management Assurance Framework

### Objectives

The objectives of the Framework are to:

- direct, guide and focus the work of all entities working within Queensland’s disaster management arrangements to achieve positive outcomes for the community
- support continuous improvement in disaster management
- provide consistency, and reinforce cultural interoperability and cooperation between entities within the sector
- promote excellence in disaster management and facilitate resilience-building within communities.



## Principles

The Principles provide the ‘why’ for the Emergency Management Assurance Framework

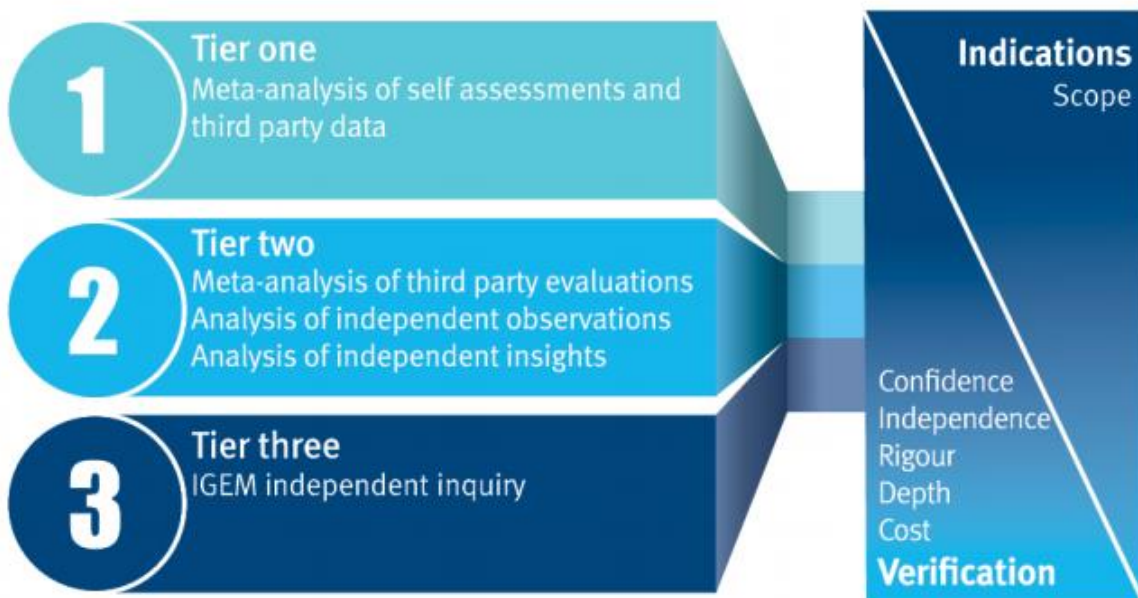
<b>Leadership</b>	Leadership is demonstrated through a commitment to building a shared culture of excellence across the disaster management sector. Strategic planning, within the context of resources and risk, underpins clear decision-making and priorities to achieve positive outcomes for, and to enable, the community
<b>Public Safety</b>	Keeping the community safe is the primary driver for the continuous improvement of Queensland’s disaster management arrangements. The arrangements are delivered through disaster management groups with a focus on the safety of the community, engaging stakeholders and sharing the responsibility for disaster management.
<b>Partnership</b>	Every Queenslanders has a role to ensure our State is resilient; risks are managed, and identified opportunities lead to improvement. Strong partnerships across the sector improve disaster management outcomes. Partnerships work well when they are well governed, have clear roles and responsibilities, and promote true collaboration.
<b>Performance</b>	A culture of performance drives the productivity and effectiveness of disaster management. Productivity and effectiveness are measured by a combination of quality, quantity, cost, time and human relationships. Performance and continuous improvement are monitored and analysed against Standards.

Good Practice Attributes

<b>Scalable</b>	Arrangements can be applied to any size or type of event and across all levels of Queensland’s disaster management arrangements
<b>Comprehensive</b>	Considers all phases of disaster management, all hazards and risks, and a targeted all agencies approach
<b>Interoperable</b>	Promotes linkages and partnerships between systems, programs and people, to enable sharing of information and coordinated activities across the sector
<b>Value Driven</b>	Ensures that the value of services and systems is considered in terms of cost, fit for purpose, quality, and the advancing of broader economic, environmental and social objectives
<b>Adaptable</b>	Arrangements can adapt to a changing climate and environment, remaining flexible to the needs of the community

Assurance Activities

Assurance Activities collectively contribute to the assessment of the overall effectiveness of disaster management in Queensland. Each assurance activity type differs in the level of independence, scope, depth and rigour, to provide insight into the performance of the sector



Source:

<https://www.igem.qld.gov.au/sites/default/files/2019-12/NEW%20Emergency%20Management%20Assurance%20Framework%20v2.0.pdf>

## 8. LOCAL DISASTER MANAGEMENT GROUP

Under the Disaster Management Act 2003 (section 29) a local government must establish a Local Disaster Management Group for the local government area. The roles and responsibilities for the core group are detailed in the Terms of Reference in section 1.3 of this plan.

State government agencies and organisations have designated responsibilities in disasters which reflect their legislated and/or technical capability and authority with respect to hazards, functions and/or activities of disaster management.

This list contained in Annexure A – Agency Roles and Responsibilities of the State Disaster Plan is not exhaustive; it focuses on the roles and responsibilities of agencies at the State level only. Importantly, this list aims to ensure, from a whole-of-government perspective, that all accountabilities of the State government with respect to disaster management have been addressed.

## 9. DISASTER RISK ASSESSMENT

### 9.1 Community Context

#### Geography

Burke Shire is situated in the Gulf Savannah region of North West Queensland. It is located well into the tropics (Burketown 139 degrees east & 18 degrees south). Burketown is about 5 metres above sea level and the areas to the north, east and west are low lying, with tidal flats and mangroves.

The Burke Shire covers an area of 40,126km<sup>2</sup> and incorporates the towns of Burketown and Gregory. The Shire of Doomadgee is within the bounds of the Burke Shire geographically but not politically. The Shire is bounded by the Northern Territory Border to the west, the Gulf of Carpentaria to the north, Carpentaria Shire to the east, Mount Isa to the south and Cloncurry to the south east.

The deltas of the Albert, Nicholson, Gregory and Leichhardt Rivers and numerous creeks and inlets provide large areas of wetlands. Estuarine crocodiles are numerous. To the south and southwest, particularly around Lawn Hill and the Shire boundaries towards the Mount Isa City side and the Northern Territory, broken, rugged sandstone hills and escarpments with gorges and steep gullies and cliffs are prominent.

The predominate rivers in the Burke Shire are the Leichhardt, Gregory, Nicholson and Albert.

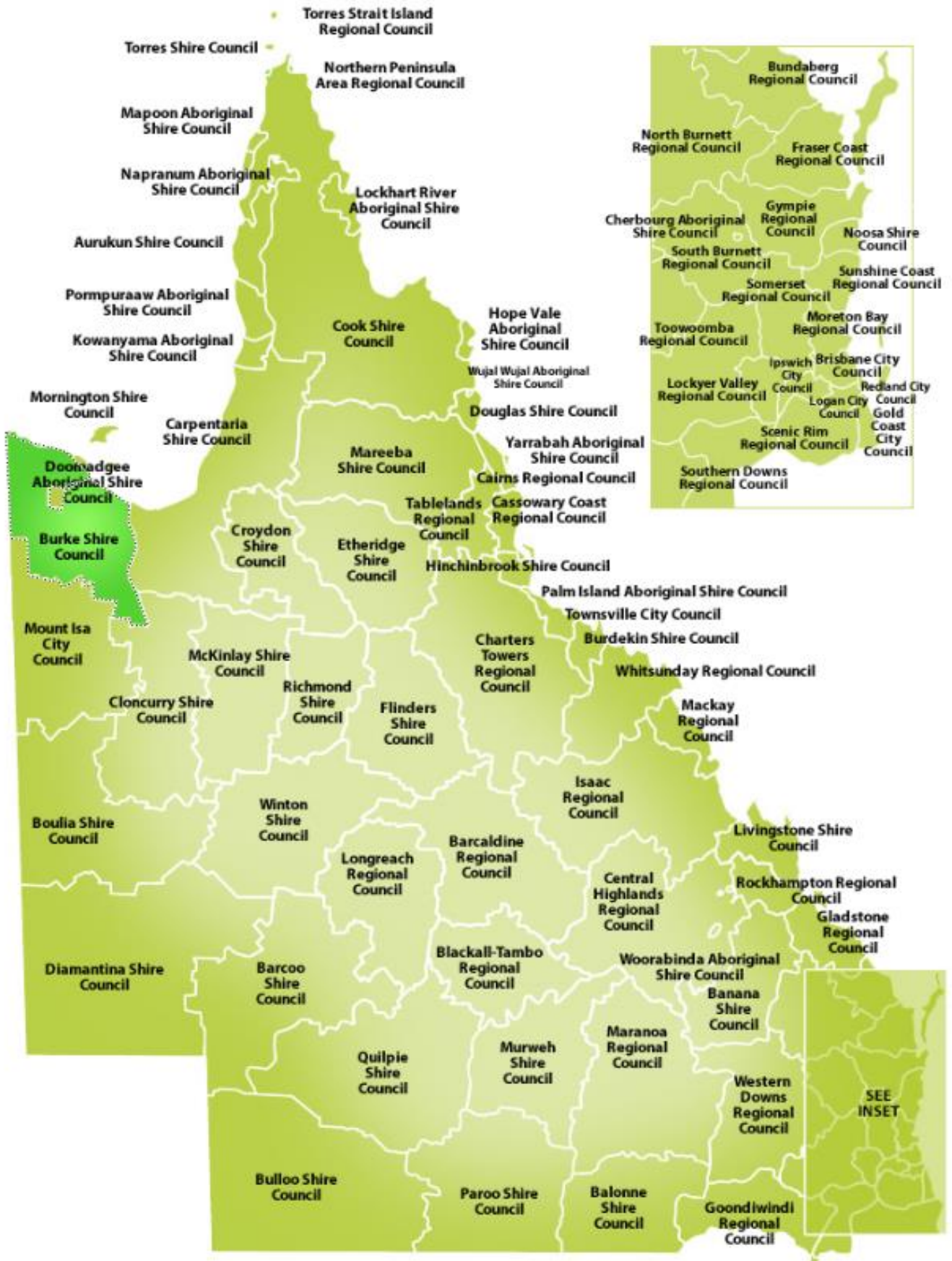


Image 1 Local Government Areas of Queensland

### Climate and Weather

The Shire has a dry tropical climate with an identifiable wet and dry season. The wet season extends through the summer months from November to April, with most rain falling in late December to March. The remaining part of the year from May to October is generally dry with less than 15mm of rain per month. The average annual rainfall for Burketown is 915mm.

Burketown is covered by the Mornington Island radar.

### Population

The Shire has a population of 328 (ABS 2016). The population is dispersed throughout the Shire as follows:

Burketown: 238 (2016 census data)

Gregory and rural properties: 90 (Bidunggu is not included as it has a very transient population)

With an area of 40,126km<sup>2</sup> the Shire has a population density of .01 persons per km<sup>2</sup>.

### Vulnerable People

Elderly and infirmed individuals in the community are minimal; these individuals are known to the care providers.

### Community Preparedness

Residents of the Burke Shire are resilient and accustomed to the regular isolation that accompanies the wet season in the area.

### Industry

Industry is predominantly mining, agriculture and tourism.

### Critical Infrastructure

Critical infrastructure includes power, water, sewage, roads and essential services buildings.

### Electricity Supply

Burketown is powered by a diesel-powered generator. The township of Gregory has no mains power and relies on individual generators. Critical facilities are able to operate from auxiliary power if required.

### Water Supply

Water supply across the Shire varies from treated Dam supply to treated artesian supply. Burketown sources its water from the Nicholson River. Gregory sources its water from the Gregory River.

### Sewerage

Across the Shire there is a mixture of sewage and septic systems.

Roads

From	To	Road	Surface	KM
Burketown	Gregory	Burke Dev Rd	Sealed (120km)	120
Gregory	Mount Isa	Gregory/Camooweal Rd & Barkly Hwy	Unsealed (220km) Sealed (121km)	341
Gregory	Mount Isa	Wills Dev Rd/ Burke Dev Rd (Matilda Hwy) Barkly Hwy	Sealed (446km)	446
Gregory	Burke and Wills	Wills Dev Rd	Sealed (144km)	144
Burketown	Normanton	Savannah Way	Unsealed (129km) Sealed (92km)	221
Burketown	Doomadgee	Savannah Way	Sealed (89km)	89
Burketown	Hells Gate (NT Border)	Savannah Way	Unsealed (100km) Sealed (128km)	228

Airport

Burketown Airport

Airport codes: BUC YBKT

Type: Local airport (light traffic)

Schedule airline service: Yes

Latitude: -17.748600 | 17 44.916000 S | S17 44 54

Longitude: 139.533997 | 139 32.039795 E | E139 32 02

Field elevation: 21 ft/6 m MSL

Magnetic variation: 5.5°E

4,501 x 98 ft (1,372 x 30 m) — paved — lighted



Gregory Airport

Airport codes: GGD YGDS

Type: Local airport (light traffic)

Schedule airline service: No

Latitude: -18.625000 | 18 37.500000 S | S18 37 30

Longitude: 139.233002 | 139 13.980103 E | E139 13 58

Field elevation: 52 ft/16 m MSL

3,871 ft (1,180 m) — paved – lighted

Essential Services

Burketown:

Queensland Police

Queensland Health (in-patient facility)

SES

Rural Fire Service

Gregory:

SES

Rural Fire Service (primary production)

Hazardous Sites

Within the Shire boundaries there is a zinc mine and a pipeline. The mine and the pipeline are not situated close to populated areas. The mine is no longer producing product and has minimal staff on site.

Public Buildings, Spaces and Events

The Burke Shire has no areas that would be considered high density.

Proposed Future development

Future development is proposed in the 2021 calendar year. This will involve:

- Artesian Bore Mineral Baths: will be designed to take into account periodic inundation by flood waters.

All planning for this development will necessarily take into account flood assessments and studies for the area, pursuant to the KPIs of the Burke Shire Planning Scheme.

Neighbour relationships

The Burke Shire has good working relationships with all neighbouring Shires.

9.2 Hazards

The risk management record draws heavily on information in the Burke Natural Disaster Risk Management Study.

## Storm Tide/Storm Surge

### **Burketown**

The town is located on a remnant of the main channel of the Albert River and represents the most eastward extent of a very flat ridgeline that provides the highest ground on the western bank of the river in this area. A smaller channel bounds the southern side of the town centre, separating it from the airport just to the west where the land is of similar elevation.

In present climate conditions the town begins to become susceptible to storm tide flooding by about the 80 year return period, with the 100 year map showing encroachment into some allotments and becoming isolated from the airport. At the 200 year return period event more than half the town is impacted, with some areas likely requiring evacuation and with the road to the airport almost 1 m in depth. Average duration of flooding above the HAT is of the order of one day for such events.

By the 1,000 year event all but the very centre of town would need access by boat and the 10,000 year event inundates to at least 2m and would likely persist above HAT for about 48hours.

For the projected 2050 climate scenario, the 50 year event resembles the present climate 100 year event, the 100 year resembling the 200 year and so on, reaching at least 2.5m inundation at the 10,000 year event. For the 2100 scenario the 50year pattern resembles the 200 year situation under present climate, with boat access only by the 500year event and the town at least 3m underwater in the 10,000 year event.

Clearly, even in present climate conditions, Burketown will require evacuation with the threat of a 200 year event or greater, representing a 10% chance in any 20 year period, or about a 20% chance in any 50 year period.

### **Identification and Description of Natural Hazard**

All tropical cyclones on or near the coast are capable of producing a storm surge, which can increase coastal water levels for periods of several hours and simultaneously affect over 100 km of coastline (Jelesnianski, 1965; Sobey and others, 1977; Harper, 1999b). When the storm surge is combined with the daily tidal variation, the absolute combined water level reached is called the storm tide. An individual storm surge is measured relative to the mean sea level (MSL) at the time, while storm tide is given as an absolute level such as its height above the Australian Height Datum (AHD). Only the storm tide level can thus be referenced to a specific ground contour value.

Evacuation of low lying areas prior to storm landfall will be required in some circumstances to help prevent loss of life through drowning. The storm tide will also be capable of causing significant destruction of near-shore buildings and facilities if large ocean swells penetrate the foreshore regions.

Firstly, the storm surge is generated by the combined action of the severe surface winds circulating around the storm centre generating ocean currents, and the decreased atmospheric pressure causing a local rise in sea level (the so-called inverted barometer effect). The strong currents impinging against the coast are normally responsible for the greater proportion of the surge. As shown in Figure 4.5, the surge adds to the expected tide level at the time the storm makes landfall. Also accompanying the surge are the extreme wind-generated ocean waves - a combination of 'swell' and local 'sea' driven before the strong winds. These waves increase in height (shoal) as they approach the shore and as part of the process of wave breaking, a portion of their energy can be transferred to a localised increase in the still-water level. This effect is termed wave setup and, although generally much smaller than the surge, can add 0.5m or more to the surge level at exposed locations. Additionally, waves will run up sloping beaches to finally expend their forward energy and, when combined with elevated sea levels, this allows them to attack fore-dunes or near-shore structures to cause considerable erosion and/or destruction of property.

The potential magnitude of the surge is affected by many factors; principally the intensity of the tropical cyclone, its size and its forward speed. As the cyclone approaches the coast, the local shape of the coastline and the slope of the undersea bathymetry are particularly significant contributors to the resulting surge height. When the resulting storm tide exceeds the normal range of the daily tide the local beach topography will dictate whether significant coastal inundation will occur.

A storm tide gauge was installed in Burketown in 2014. Previously, the gauge at Mornington Island was considered the most relevant for Burke Shire.

### **Impacts and effects**

A storm tide event has the potential to create major flooding of Burketown. Due to the distance from the open ocean it is anticipated that there would be minimal if any wave run up. Significant flooding requiring evacuation of the town is possible with an ARI of 1:100.

## Flood

### **Identification and Description of Natural Hazard – Flood**

Flooding in the Shire is a regular event. While the level of flooding may not result in damage to infrastructure it more often than not results in the isolation of the towns and rural properties in the Shire. The main river systems in the Shire are not fully understood or mapped to the extent that rivers on the east coast would be. A full flood study has been conducted and the LDMG is aware of the areas that are prone to flooding.

### **Vulnerability of People**

All areas of the Shire are vulnerable to flooding. People in the Shire are regularly isolated due to flooding and subsequent road inundation. Tourists are prone to becoming stranded while trying to traverse wet roads as many do not appreciate the soil type in the area.

There is a risk that motorists may be swept off the crossings and possibly drowned as many of the crossings are low lying and have minimal indicator markers to show the depth. Where these markers are fitted it is not uncommon for them to be washed away.

The psychological effect of isolation is difficult to gauge as many people are used to this and some state they actually enjoy these periods of time.

### **Vulnerability of Social Structures**

The frequency and duration of isolation has an effect on the social fabric of the Shire. Most residents are accustomed to the isolation that occurs during the wet season but after a prolonged period the disruption to lifestyle may cause frustration.

The inability to travel and for children to attend schools has been the cause of frustration in the past.

Burketown and Gregory function very well during a flood event. The rural properties are often effected to a greater degree with some unable to leave the house due to the level of flood water.

### **Vulnerability of Buildings**

Minor or moderate floods have no effect on the buildings in the Shire as they are all constructed above these levels. Some low lying pump stations may be damaged.

Major flood levels will inundate houses and businesses in the Shire.

Due the common nature of flooding the Shire is well prepared for flooding.

### **Vulnerability of Critical Facilities**

All of the critical facilities in the Shire are built above flood height.

One area of concern is the location of the water treatment plant. The plant is located some distance from town and is fed from the Burketown power generator. High winds and/or inundation may cause the power poles to fail or fall. There are no spare poles in the town and access to repair or replace poles would be impossible during flooding.

#### **Vulnerability of Local Economic Production and Employment**

During a flood event the majority of economic production ceases. Due to isolation cattle cannot be moved and construction tasks are put on hold.

The Century mine continues to operate during floods but at reduced capacity. Due to the inability of trucks to carry supplies to the mine they take the opportunity to conduct maintenance.

Significant flood events, such as 2009, can have an ongoing effect on the Shire in particular the grazing industry. Stock losses and damage to pasture may mean that the property has no income for the entire season.

Normal seasonal flooding has minimal impact on the local economy, rain periods are normally outside of the tourist season and outside of the normal destocking/restocking times.

#### **Cyclone and Storm**

##### **Identification and Description of Natural Hazard**

Burketown is susceptible to both storms and cyclones, Gregory and rural properties will be effected by these events however as the system travels over land it will lose some of its intensity. This section deals predominantly with cyclones, storms will have the same impact relative to their size.

##### **Vulnerability of Lifelines**

The roads in the Shire are inundated very early in a flood event and due to the construction of these roads they may remain closed for some time. Even after the roads are opened they are difficult to traverse for some time due to large wheel ruts and other flood damage.

The airport at Burketown will rarely be unusable due to flooding however the road to the airport is often closed. During a flood event boats are used to transport people to and from the airport. High clearance vehicles are needed to transport essential goods to the town from the airport following resupply operations.

##### **Vulnerability of People**

Death or serious injury may be caused by flying debris. Due to the size of the medical facility in the Shire it would be unable to cope with multiple injuries. The Shire is inaccessible until the winds have decreased and aircraft are able to access the airstrip.

##### **Vulnerability of Social Structures**

Deaths or serious injuries would have a profound effect on the social structure due to the size of the communities. Normal living arrangement would be seriously disrupted and long term isolation would follow any significant rain event. The anticipated delays in rebuilding any destroyed buildings due to isolation would have a negative effect on the social structure of the community.

##### **Vulnerability of Buildings**

Most buildings in the populated areas would survive a weak cyclone or storm, with an increase in intensity there would be a relative increase in damage. There are no cyclone rated buildings in the Shire. A higher category cyclone would damage or destroy a large percentage of the buildings in the coastal areas of the Shire.

### **Vulnerability of Lifelines**

A wet cyclone or storm would render the road impassable for a prolonged period of time. Aside from the direct rainfall, if the system moves south, secondary flooding would be expected following significant falls in the catchment areas (refer to the section on flooding).

The airstrip would normally remain open but inaccessible by road from the town. If the strip is damaged or obstructed by debris there will be difficulty accessing it with large machinery.

### **Vulnerability of Critical Facilities**

The power supply to the water treatment plant is particularly susceptible to damage due to its isolation and lack of replacement parts in the Shire (poles, cross arms, line).

Council assets, the health clinic, police station and other assets would sustain damage from more intense cyclones. The power generator for the towns would not normally be damaged however due to the supply line being above ground significant damage would be expected. There are no spare power poles or specialised equipment to repair these in the Shire and transporting these items would be extremely difficult.

### **Vulnerability of Local Economic Production and Employment**

As with flooding the normal economic activities of the Shire would be disrupted due to isolation. Rural grazing areas would be unable to function for some time. Damaging winds and flash flooding would lead to extensive stock loss, fence damage and possibly long term pasture damage.

The extent of disruption would be relative to the size of the event; due to the few areas of economic production in the area recovery would be more rapid than in an area of diverse economic undertakings. The isolation of the Shire would undoubtedly delay and recovery works that may be required.

Fire

### **Identification and Description of Natural Hazard – Fire**

The risk of fire in the Burke Shire is considered low in the populated areas and medium in the eastern parts of the Shire. This is due to the type of vegetation and topography of the area. The risk may vary depending upon the fuel load present following a wet season but the flat nature of the Shire would make this unlikely to reach the high category.

Fires in the Shire are normally inaccessible and are often left to burn; the priority is the protection of assets in the Shire.

The cause of fire varies but may be the result of lightning or hazard reduction burns becoming unmanageable.

The populated areas are susceptible to urban fire but due to the distance between houses it is unlikely that these fires would affect more than one or two buildings.

### **Vulnerability of People**

The risk to people from rural fires is considered low. The risk from urban fire is higher due to the lack of structural fire fighting capability in the Shire.

### **Vulnerability of Social Structures**

Fire would have a minimal effect on the social structure. Death from urban fire would have an adverse effect on the social structure due to the size of the Shire, any victim of fire would be known to the majority of the Shire including agencies involved in combating the fire.

**Vulnerability of Buildings**

The majority of buildings are at a very low risk of being involved in a rural fire. The risk of urban fire is no different from any populated area.

**Vulnerability of Lifelines**

Minimal risk, some short term road closures would be expected due to smoke.

**Vulnerability of Critical Facilities**

Minimal risk to structures and facilities.

**Vulnerability of Local Economic Production and Employment**

Loss of stock and grazing area is likely. Due to the level of risk the effects on the economic production would be minimal to moderate.

Pandemic Disease

**Identification and Description of Natural Hazard – Pandemic Disease (Human)**

Hazard Description (extracted from the Queensland interim pandemic plan)

Influenza pandemics are severe outbreaks that rapidly progress to all parts of the world, associated with the emergence of a new Influenza A virus subtype to which the overall population has no immunity. Characteristics of a pandemic include:

- outbreaks occur concurrently throughout the world
- disease may occur outside the usual season, including during summer
- a high attack rate in all age groups
- waves of disease before and after the main pandemic.

Influenza pandemics occur at irregular intervals. Table 1 provides a summary of influenza pandemics during the 20<sup>th</sup> century.

TABLE 1: Summary of influenza pandemics during the 20th century

<b>Year</b>	<b>Name of Pandemic</b>	<b>Attack rates</b>	<b>Estimated mortality</b>	<b>Highest mortality risk group</b>
1918-1919	Spanish flu	28-90 %	20-40 million	20-45 year olds, especially males.
1957-1958	Asian Flu	20-70%	½,000 to 1/10,000 infections	Those aged over 65 years
1968	Hong Kong Flu	25-30%	½,000 to 1/10,000 infections	Those aged over 65 years.
2009 Pandemic (H1N1pdm09 virus)	Swine Flu	20.1 %	Between 151,700 and 575,400 deaths worldwide (12,469 in the United States)	Those aged over 65 years.

2020 -Covid 19	Corona virus	18.1 % Est	Total deaths to date 1.327 mill	Those over 60 yrs. of age.
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Factors that influence the likelihood of a pandemic occurring include:

- the emergence of a new viral subtype
- the virus being virulent enough to cause disease in humans
- the capacity of the virus to spread efficiently from person to person.

**Vulnerability of People**

The population of Burke Shire is no less susceptible to pandemic disease than any other area of Queensland. The spread of disease would be higher in the town areas than the rural properties due to the density of population and the reduced social distancing.

Traditionally school children show a higher transmission rate than adults.

**Vulnerability of Social Structures**

The impact of widespread disease on the social structure of the Shire would be dependant on the strain of virus prevalent in the community. This may range from short term illness to widespread deaths from the disease.

At a minimum it is expected that the community would experience hardship from social distancing measures including:

- Absenteeism from workplace due to illness,
- Requirement to care for ill family,
- Closure of schools requiring parents to care for children,
- Reduction in social events, and
- Care for those quarantined at home unable to access normal facilities.

In the worst case of a disease with a high morbidity rate the impacts on the social structure would be significantly higher. In addition to the items listed above these would include:

- Significant increase in death rate within the Shire,
- Higher admission rates to the health facilities,
- Loss of key staff,
- Periods of grieving from family and friends of deceased,
- General fear in the community, and
- Significant reduction in industry due to staff shortages.

**Vulnerability of Buildings**

While buildings will not be directly affected there may be a requirement to allocate some facilities to assist the health services in managing the disease.

**Vulnerability of Lifelines**

The reduction in the available workforce within the Shire would lead to a reduction in the services available to the Shire. While the disease would not directly impact on physical lifelines, reduced staff may lead to maintenance issues and reduced operating capacity of these lifelines.

Business continuity planning would necessitate that reallocation of staff to maintain these essential lifelines.

### **Vulnerability of Critical Facilities**

As per vulnerability of critical lifelines

### **Vulnerability of Local Economic Production and Employment**

The affect of pandemic disease on the local economy is dependant on the virulence and type of virus. In the case of a milder strain of a virus the Shire could expect:

- Increase absenteeism from normal workplaces through illness,
- Parents absent from work due to need to care for children,
- Closure of schools,
- Need to reduce non essential services,

The effects of a disease with a high morbidity rate may include:

- Closure of businesses due to staff unavailability,
- Significant decrease in staff attendances at work,
- Re allocation of staff to maintain essential services,
- Loss of key staff and skills,
- Reluctance of staff to attend work areas due to fear of infection.

### **Exotic Disease in Animals**

#### **Identification and Description of Natural Hazard – Exotic disease in animals**

Hazard Description (extracted from the Aus Vet plan)

Australian agriculture benefits enormously from its freedom from the more devastating disease epidemics that plague livestock industries in other parts of the world. An exotic disease incursion or a serious outbreak of an emerging or endemic disease could cause serious production losses to livestock industries in this country, jeopardise exports of livestock and livestock products and/or have serious public health implications. It is therefore essential that effective contingency plans and competency-assessed, trained personnel are available to counter such diseases.

The Australian Veterinary Emergency Plan (AUSVETPLAN) is a coordinated national response plan for the management and wherever possible, eradication of exotic disease incursions and outbreaks of certain emerging or endemic animal diseases. The term 'emergency animal disease' (EAD) is used in this manual to collectively describe all these disease categories.

#### **General policy**

In most cases, where this is applicable and is considered to be cost-effective, the policy for control and eradication of an EAD will be stamping out. This would involve:

- quarantine and/or movement controls;
- destruction and disposal of infected and exposed animals;
- decontamination of infected premises;
- surveillance of susceptible animals; and
- restriction of the activities of certain enterprises.



These measures may be supplemented where necessary (or replaced when stamping out is not appropriate) by one or more of the following options:

- vaccination;
- vector or wild animal control; and
- animal treatment.

Infected and disease-free zones may be established to contain the disease agent and to protect Australia's export trade.

#### **Vulnerability of People**

In general individuals are not affected by exotic diseases that effect animals. Restriction on movement of people would be expected but unless the disease develops the ability to pass from animal to human there would be little direct effect on people.

#### **Vulnerability of Social Structures**

Burke is a large agricultural area with the main product being beef and the agricultural industry being the largest employer in the Shire. Any outbreak of exotic disease in animal within the Shire would have a direct and significant impact on the social structure of the Shire. Experiences drawn from the foot and mouth outbreak in the United Kingdom show:

- Isolation of property owners and staff unable to leave the infected property,
- 100% stock loss on some properties resulting in unrecoverable losses,
- Individuals being targeted with blame for introduction or spread of disease, and
- Loss of market confidence.

#### **Vulnerability of Buildings**

No effect

#### **Vulnerability of Lifelines**

No effect

#### **Vulnerability of Critical Facilities**

No effect

#### **Vulnerability of Local Economic Production and Employment**

The effect of exotic disease in animals on the Burke economy would be significant. The impact on the economy will be dependant on the nature of the disease and the control measures required to contain it. Widespread job losses would be expected in the Burke Shire. Economic losses may extend for some time if there is an embargo on beef from the region as a result of disease.

The following is an extract from the World Bank on animal disease:

The consequences of animal diseases in domesticated birds and livestock can be complex and generally go well beyond the immediate effects on affected producers. These diseases have numerous impacts, including:

- productivity losses for the livestock sector (e.g. production losses, cost of treatment, market disturbances)
- loss of income from activities using animal resources (in such sectors as agriculture; energy; transportation; tourism)

- loss of well-being of human beings (morbidity and even mortality rates; food safety and quality)
- prevention or control costs (production costs; public expenditure)
- suboptimal use of production potential (animal species, genetics, livestock practices)

## Terrorism

### **Identification and Description of Natural Hazard – Terrorism**

Hazard Description (extract from the National Counter-Terrorism Plan)

1. A ‘terrorist act’ is defined under Australian law as an act or threat, intended to advance a political, ideological or religious cause by coercing or intimidating an Australian or foreign government or the public, by causing serious harm to people or property, creating a serious risk to the health and safety to the public, or seriously disrupting trade, critical infrastructure or electronic systems. (Criminal Code Act 1995 (Cwlth))

A ‘terrorist incident’ is a combination of circumstances or conditions which may lead to or result from a terrorist act, and which require preventative and/or responsive action.

2. The nature of terrorism means that its implications may cross jurisdictional boundaries. This, and the range of preventive measures and capabilities that may be required, necessitates that Australia maintain a national, cooperative approach to counter terrorism. Coordination and consultation between jurisdictions is formalised by the Inter-governmental Agreement on Australia’s National Counter-Terrorism Arrangements of 24 October 2002 and is managed through the mechanisms outlined in this chapter.
3. The National Counter-Terrorism Alert System consists of four levels:

Low	Terrorist attack is not expected;
Medium	Terrorist attack could occur;
High	Terrorist attack is likely; and
Extreme	Terrorist attack is imminent or has occurred.

4. A change to a counter-terrorism alert level may be considered when:
  - the situation is such that it is necessary to adjust community or business/industry sector vigilance or preparedness; or
  - there may be sufficient grounds for declaration of a National Terrorist Situation.

The threat from terrorist activity in the Burke Shire is considered low. The role of the LDMG is to deal with the effects of a terrorism event as it would with any other event affecting the Shire, the role of investigating and preventing a terrorism incident is the role of the Queensland Police Service.

### **Vulnerability of People**

There are very few circumstances or areas in the Burke Shire that require the gathering of many people. One of the intents of a terrorist act is to create fear in the public; the residents of the Shire are no more immune from this than any other area of Queensland.

### **Vulnerability of Social Structures**

Recovery will be planned for and managed in a structured manner. The broad needs created by the impact of a terrorist incident on a community will only be met through a range of services. These may be provided by a variety of both government and non-government organisations.

#### **Local level**

The focus of recovery planning and management is on community input. Emergency planning must cater for local conditions and incorporate localised recovery planning to address the five key aspects of recovery.

Local government has responsibilities to provide and maintain physical services relevant to recovery. Most local government authorities also provide a range of human and community services to individuals and the community.

### **Vulnerability of Buildings**

There are few buildings in the Shire that would meet the criteria detailed in the Local Government counter terrorism risk management kit.

### **Vulnerability of Lifelines**

The lifelines of the Burke Shire are considered a low risk of terrorist activity.

### **Vulnerability of Critical Facilities**

The critical facilities are considered at low risk of terrorist activity.

### **Vulnerability of Local Economic Production and Employment**

Whilst there is potential for a terrorist act to disable one of the significant mines in the area thus leading to major job losses the likelihood of this is considered low.

Should the nations alert level increase there would be some delays and increased expense involved to the mining sector in the production and transport of explosives.

9.3 Risk Assessment

Risk Assessment	Burke		
	Likelihood	Consequence	Risk
Cyclone	B	4	E
Storm Tide	C	5	E
Mass Casualty Transport Accident Road, Rail Air or Sea	C	3	H
Marine Oil Spill	C	3	M
Exotic Disease	C	3	M
Terrorist Activity	E	2	L
Space Debris Re-entry	E	2	L
Chemical/Gas Hazards	D	4	H
Flooding	A	2	H
Fire-Urban	B	2	H
Fire-Rural	B	1	M
	Likelihood	Consequence	Risk

**Risk analysis and evaluation**

Risk assessments were undertaken for all hazards identified to have any relevance to the area covered by the plan. The likelihood of each hazard was considered on a monthly basis as supported by Bureau of Meteorology records.

There has been no change in risk in relation to any of the hazards described above.

9.4 Risk Treatment

The risk assessment identified existing controls for each hazard and possible future treatments to further reduce the identified residual risk. Possible further treatments will only be moved into the existing control category after funding and implementation has occurred.

## 10. CAPACITY BUILDING

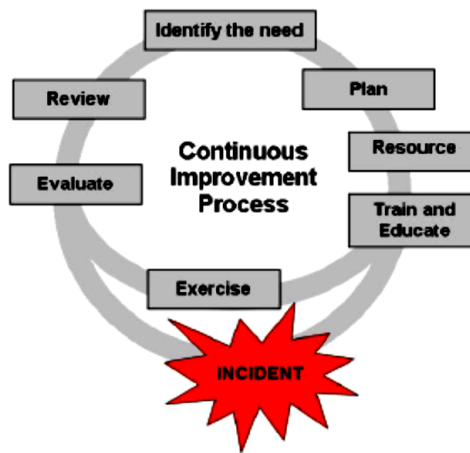
Extract from Local Disaster Management Guidelines

### 8.11. Capacity Building

Capacity is a combination of the capability and the resources available to the LDMG that can reduce the level of risk, or the effects of a disaster. Capacity can be built through a combination of training and exercise programs targeted to specific local requirements.

The practice of continuous improvement involves processes and arrangements being regularly evaluated and improved to ensure they remain relevant, efficient, effective and flexible.

**Figure 7: Continuous Improvement Process**



#### 10.1 Community Awareness

LDMGs and DDMGs have a joint responsibility to ensure their community is as prepared and resilient for potential events as available resources will allow. It is important to acknowledge that hazards and community characteristics may be similar across local government and media broadcast areas will routinely overlap local government boundaries. In recognition of these facts, LDMGs should identify opportunities for consistent messaging, joint programs and commonalities in conjunction with the relevant DDMG.

The LDMG can also add to community awareness by identifying and consulting on consistencies and inconsistencies across local, district and State boundaries. Local government areas that border on State boundaries may wish to coordinate consistent community awareness programs with their jurisdictional neighbours.

LDMG's should develop a community awareness program targeted at addressing the specific needs of the local communities through:

- community awareness events
- joint projects and opportunities for community engagement: and
- Social marketing projects.

There is an ongoing public awareness program conducted through the Mount Isa Area Director, Queensland Fire and Emergency Services.

This programme comprises the following elements:

- (a) Publications explaining flooding and emergency procedures;
- (b) Preparation of media releases explaining flooding preparedness and emergency procedures;
- (c) Publications prepared by statutory services detailing the measures that should be taken to prevent, minimise and deal with the effects of emergency situations; and
- (d) Ongoing media campaign to encourage the public to "be aware".

Stocks of these publications will be made available to the public by Council.

A local public education campaign should be held in Burke using these materials.

Public information is that information which is passed on to the public prior to, during, and after, a Disaster, such as warnings and directions. Due to the remote location of Burke, it is unlikely.

Providing such information is not urgent, the Disaster Management information will be passed to radio and television media for dissemination to the public of as directed by the Controlling Authority. However, where there is insufficient time for this means of dissemination, it will be necessary to inform the public directly and this will become a task for the LDMG.

All outside media inquiries are to be directed to the Chairperson or their delegate.

The Burke Shire Council will ensure that public education material in relation to natural hazard events is available on the Council website on a page specifically dedicated to Local Disaster Management.

Prior to the onset of the traditional wet season additional public education will be undertaken by the State Emergency Service and Queensland Fire and Rescue. The focus of this education will be school aged children.

During flood events the Shire will work closely with media to ensure that the condition of roads in the Shire is widely disseminated, this will assist in reducing the number of persons becoming stranded in the town and on roads in the Shire.

## 10.2 Training

In accordance with Section 33(2) (b) of the Act, all members of the LDMG are to ensure they have the qualifications and experiences to be a member of the LDMG group. The training offered to LDMG members will align to the Queensland Disaster Management Training Framework.

Disaster management training and exercises develop the capability of all agencies with a role in disaster management through the acquisition and testing of knowledge, skills and competencies.

Council's Emergency Management Program, in partnership with other lead functional agencies, will provide a program of disaster related training and exercises.

The Burke Local Disaster Management group will undertake disaster management training in line with the Queensland Disaster Management Training Framework.

## 10.3 Exercises

The LDMG has the responsibility to conduct disaster management exercises with each individual agency to ensure they have exercised and practiced procedures. QFES will be utilised to facilitate exercises conducted for groups in the disaster management arrangements.

A hot debrief will be conducted immediately following the exercise. The debrief will be conducted in the format of SWOT:

- Strengths: characteristics of the team that give it an advantage over others
- Weaknesses: are characteristics that place the team at a disadvantage relative to others
- Opportunities: external chances to improve performance in the environment
- Threats: external elements in the environment that could cause trouble for the team.
- Any issues identified should be noted and recorded against one or more of the P<sup>2</sup>OST<sup>2</sup>E categories, depending on your perception of the reason behind the issue identified.

People	roles, responsibilities and accountabilities, skills
Process	includes plans, policies, procedure, processes
Organisation	structure and jurisdiction
Support	infrastructure, facilities, maintenance
Technology	equipment, systems, standards, interoperability, security
Training	capability qualifications/skill levels, identify courses required
Exercise Management	exercise development, structure, management, conduct

#### 10.4 Post Disaster Assessment

Following any operational activity the LDMG will meet to identify and adopt any lessons that can be learnt from the actions taken during the response to continuously improve the LDMP. The LDMP has been delegated the role of continually reviewing and assessing the effectiveness of disaster management. Immediately following an event a HOT debrief will be conducted as detailed in the Exercises heading. A post full post event review will be conducted with the results including any corrective actions to be disseminated to the LDMG members and the XO of the District Group.

## 11. RESPONSE STRATEGY

The Burke Shire has access to the staff and equipment to deal with the majority of events that threaten the Shire. Widespread damage or multiple events would require the resources of the Shire to be supplemented by the district group.

Burke has predominantly activated for flooding in the past. Due to the nature of the flooding there is a considerable lean forward phase where flooding can be reasonably predicted. In the event of incident with little or no warning and widespread damage (earthquake or severe storm) local emergency response agencies would be quickly overwhelmed. In this case additional resources would be requested from Mount Isa.

During major or prolonged flooding the LDMG may need to request a resupply of essential goods for the Burketown and /or Gregory Downs Township.

The Burke Shire has the capability to manage events that occur in the Shire on a regular basis, these include minor to moderate flooding, fires with minimal structural damage and short duration storms.

Larger scale events in the Shire or multiple events would require the support of outside agencies. The Shire has the capacity to effect small scale evacuations however larger scale evacuation with prolonged shelter phases would require assistance from outside of the Shire.

While the Shire has access to a range of services it recognises the limitations within these services. An example of this is lack of a surgical facility in the Shire.

Events that would be beyond the capacity of the Shire would include, but not be limited to:

- Flash flooding of significant dwellings,
- Earthquake with multiple structural failures,
- Exotic animal disease,
- Events that require long term housing for evacuated persons, and
- Events with multiple fatalities or multiple serious injuries.

### **Operational Planning**

*The Concept of Operations document is held separately to this plan.*

The Concept of Operations document is known as the working papers and is a summary of this document designed to assist the LDMG in times of disaster by providing quick access to important information contained in this plan.

The COO details the stages of activations of the group and the roles of the staff in the coordination centre. Within the COO document there is a large portion of operational plans, these plans detail items that should be covered during different phases or actions of the response.

### **Management of Residual Risks**

Throughout the risk management process there will be residual risks. These are the risks to the Shire that cannot be reduced within the capacity of the Shire.

For the Burke Shire there will be two main residual risks:

#### Staffing:

It is recognised that the Shire will lack the staff or specialised skill sets that may be required during an event. These identified residual risks will be referred to the DDMG for inclusion in the district disaster management plan.

#### Engineering:

In order to remove or significantly reduced certain risks modification assets through engineering will be required. As an example, in order to flood proof the highway to Cloncurry all bridges and roads must be constructed above Q100. Residual risk will remain where these engineering modifications are not cost effective for the risk posed, this residual risk will be accepted by the Shire.



## 11.1 Warning notification and dissemination

### Extract from Local Disaster Management Guidelines

#### **8.12.1. Warning notification and dissemination**

Warning products issued by the Bureau of Meteorology include, but are not limited to, severe weather warning, tropical cyclone advice and tsunami warning. The LDC can also request, through their EMQ member on the LDMG, an Emergency Alert campaign to be delivered via landline and text messages to potentially affected constituents.

The LDMG has an important role in ensuring the notification and dissemination of warnings to members of the LDMG and elements of the community that may fall under the responsibility of LDMG member agencies.

It is important that the LDMG has an established notification and dissemination process prepared, documented within the LDMP, and able to be implemented. It is essential that this notification and dissemination process takes into account the time restrictions of rapid onset events like tsunami.

The process for the notification and dissemination of warning products is not a function dependent on the activation of the LDMG; rather it should be the automatic responsibility of LDMG Executives and members, regardless of the status of activation of the LDMG.

For further information on warnings see the section on Public Information and Warnings Sub-Plan in section 9 of this document and also refer to the Emergency Alert Operational Guidelines available at [www.disaster.qld.gov.au](http://www.disaster.qld.gov.au)

## 11.2 Activation of response arrangements

Timely activation of the LDMG is critical for an effective response to an event. The decision to activate is dependent upon a number of factors including the perceived level of threat. The activation of the QDMA may either be bottom up or top down. Bottom up activations escalate up through the disaster management arrangements where the LDMG requires support and top down activations involve escalation down through the arrangements from the SDMG where the imminent threat has a broader implication across the State.

The QDMA are activated using an escalation model based on the following levels:

- **Alert**

A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the of the threat.

- **Lean forward**

An operational state characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand by and prepared but not activated.

- **Stand up**

An operational state where resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.

- **Stand down**

Transition from responding to an event back to normal core business and / or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

The movement of disaster management groups through this escalation phase is not necessarily sequential, rather is based on flexibility and adaptability to the location and event. Activation does not necessarily mean the convening of the LDMG, rather the provision of information to group members regarding the risks associated with a pending hazard impact.

	Triggers	Actions	Communications
<b>Alert</b>	<ul style="list-style-type: none"> <li>• Awareness of a hazard that has been the potential to affect the local government area</li> </ul>	<ul style="list-style-type: none"> <li>• Hazard &amp; risks identified</li> <li>• Information sharing with warning agency</li> <li>• LDC contacts QFES</li> <li>• Initial advice to all stakeholders</li> </ul>	Chair and LDC on mobile remotely

	Triggers	Actions	Communications
<b>Lean Forward</b>	<ul style="list-style-type: none"> <li>• There is a likelihood that threat may affect local government area</li> <li>• Threat is quantified but may not yet be imminent</li> <li>• Need for public awareness</li> <li>• LDMG is now to manage the event</li> </ul>	<ul style="list-style-type: none"> <li>• QFES and LDC conduct analysis of predictions</li> <li>• Chair and LDC on watching brief</li> <li>• Confirm level &amp; potential of threat</li> <li>• Check all contact details</li> <li>• Commence cost capturing</li> <li>• Conduct meeting with available LDMG</li> <li>• Council staff prepare for operations</li> <li>• Determine trigger point to stand up</li> <li>• Prepare LDCC for operations</li> <li>• Establish regular communications with warning agency</li> <li>• First briefing core members of the LDMG</li> <li>• LDC advises DDC of lean forward &amp; establishes regular contact</li> <li>• Warning orders to response agencies</li> <li>• Public information &amp; warning initiated</li> </ul>	<p>Chair, LDC and LDMG members on mobile and monitoring email remotely</p> <p>Ad-hoc reporting</p>

	Triggers	Actions	Communications
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>• Threat is imminent</li> <li>• Community will be or has been impacted</li> <li>• Need for coordination in LDCC</li> <li>• Requests for support received by LDMG agencies or to the LDCC</li> <li>• The response requires coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting of LDMG Core Group</li> <li>• LDCC activated</li> <li>• Rosters for LDCC planned implemented</li> <li>• Commence operational plans</li> <li>• Local Government shifts to disaster operations</li> <li>• LDMG takes full control</li> <li>• SOPs activated</li> <li>• Core group of LDMG located in LDCC</li> <li>• Commence SITREPs to DDMG</li> <li>• Distribute contact details</li> <li>• DDMG advised of potential requests for support</li> </ul>	<p>LDCC contact through established land lines and generic email addresses</p> <p>Chair, LDC and LDMG members present at LDCC, on established land lines and / or mobiles, monitoring emails</p>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>• No requirement for coordinated response</li> <li>• Community has returned to normal function</li> <li>• Recovery taking place</li> </ul>	<ul style="list-style-type: none"> <li>• Final checks for outstanding requests</li> <li>• Implement plan to transition to recovery</li> <li>• Debrief of staff in LDCC</li> <li>• Debrief with LDMG members</li> <li>• Consolidate financial records</li> <li>• Hand over to Recovery Coordinator for reporting</li> <li>• Return to local government core business</li> <li>• Final situation report sent to DDMG</li> </ul>	<p>LDMG members involved in recovery operations resume standard business and after hours contact arrangements</p>

### 11.3 Role of the Local Disaster Coordination Centre operation and management

The main aim of the LDCC is to coordinate resources and assistance in support of local agencies and stakeholders who are engaged in disaster operations.

The primary functions of a LDCC revolve around three key activities:

- Forward planning;
- Resource management; and
- Information management.

In particular, the LDCC is responsible for the:

- Analysis of probable future requirements and forward planning including preliminary investigations to aid the response to potential requests for assistance;
- Implementation of operational decisions of the LDC;
- Advice of additional resources required to the DDMG; and
- Provision of prompt and relevant information to the DDMG concerning any disaster event occurring within their district.

The LDC has overall responsibility for the establishment and operation of the LDCC. The LDC should ensure appropriate levels of staff are identified and trained in operation of the LDCC. LDCC training would form a component of the LDMG training program. To support the operation of the LDCC, Standard Operating Procedures (SOPs) should be developed and utilised to inform training.

#### 11.4 SES – partnerships

The SES is a vital part of the QDMA, providing a response capability on behalf of the LDMG to assist communities in times of disaster or emergency situations. State and Local Governments maintain an important partnership in assisting SES volunteers to provide a valuable volunteer emergency service to their local communities.

The functions of the SES are to:

- Perform search and rescue or similar operations;
- Help injured persons or protect persons or property from danger or potential danger; and
- Conduct other activities to help communities prepare for, respond to and recover from an event or disaster.

The SES also provides valuable assistance to other emergency service agencies in disaster or emergency situations.

The SES Local Controller should ideally be a member of the LDMG and will be able to assist with planning and procedures surrounding activation and operations of SES groups in local government areas.

#### 11.5 Declaration of a disaster situation

In accordance with s. 64 of the Act, a DDC may, with the approval of the Minister, declare a disaster situation for the district or one or more local government areas within the district in whole or in part. As outlined in s. 75 and s. 77 of the Act, the declaration confers extra powers on particular groups to perform actions, give directions and control movements within the declared area.

In declaring a disaster situation, the DDC is to be satisfied that a disaster has happened, is happening or is likely to happen and it will be necessary, or reasonably likely to be necessary, to exercise declared disaster powers to prevent or minimise the loss of human life, illness or injury to humans, property loss or damage, or damage to the environment. Before declaring a disaster situation the DDC is to take reasonable steps to consult with each local government under the Act to manage disaster operations in their area.

It is important to note that the declaration of a disaster situation relates to the situational requirement for additional powers and is not linked to the activation of particular disaster management groups under the QDMA or the activation of disaster financial assistance arrangements. All three actions are independent processes and are not interlinked or conditional.

The declaration of a disaster situation does not impact the requirements of a local government under the Act to manage disaster operations in their area.11.6 Operational reporting

### **Situation Report (SITREP)**

During operational activity the LDMG, through the operation of the LDCC, will be responsible for the preparation and distribution of SITREPs. Situation reports are aimed to capture accurate information from the day's operations through communicating a current and forecast situation during a disaster event.

The LDMG will need to ensure regular and accurate information is received from operational areas to inform operational response, forward planning and the contents of the LDMG SITREP.

The production of SITREPs takes time and effort and LDMGS will need to consider the allocation of appropriate staff in the LDCC to compile the SITREP.

If a disaster event requires the activation of a DDCC, the LDMG will be required to develop a SITREP to be forwarded regularly from the LDCC to the DDCC. If an event is contained within a local government area and has not progressed to DDCC activation, the DDMG will still have activated to 'lean forward' level and the DDC may still request LDMG SITREPS to monitor and assess the situation. The nature of the disaster and the involvement of the DDMG will determine the timings, complexity and format of the SITREP for a given event.

### **Tasking Log**

It is recommended that a tasking log be used during activations to record actions taken and the responsible agency or officer. It is anticipated that the log will be used by the LDC or in larger operations the Tasking or Operations Officer in the LDCC.

A tasking log may contain details of:

- The specific operational task to be undertaken
- The date and time of commencement of the task
- The agency and responsible officer to which the task has been delegated
- Relevant contact details
- The date and time of completion of the task
- Actions taken and contextual comments.

The use of a tasking log will ensure that planned operational contingencies have been executed. Tasking logs should be treated as official records and should be stored and archived appropriately to provide information to any post-event review.

## **11.6 Financial Management**

Due to the nature of many disaster situations, finance operations will often be conducted with compressed time constraints and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement for sound financial management and accountability.

The LDMG should predetermine event-related financial management arrangements to ensure costs are appropriately endorsed and captured from the onset of operations.

The LDC, consultation with the LDMG Executive Team, is responsible for establishing and maintaining financial management procedures for the LDCC. Each support agency is responsible for providing their own financial services and support to its response operations relevant to their agency.

### **Authority to expend funds**

Each participating agency should predetermine the type and limit of expenditure permitted (individual expense and cumulative expense) by their group members without further reference to senior management.

This also includes predetermining management processes for the expeditious financial authorisation of support and relief staff, as may be required.

### **Document management**

When an event occurs, each participating agency should immediately begin accounting for personnel and equipment costs relating to disaster operations. Reimbursement is not an automatic process and requires solid evidence of disaster-related expenditure. Care and attention to detail must be taken throughout the disaster operations period to maintain logs, formal records and file copies of all expenditure (including personnel timesheets), in order to provide clear and reasonable accountability and justifications for future audit and potential reimbursement purposes.

The LDMG will ensure that expenditure is in line with LG procurement processes.

## **11.7 Disaster financial assistance arrangements**

There are two sets of financial arrangements which, if activated by the Minister, provide financial support to Queensland communities impacted by a disaster event through the reimbursement of eligible expenditure:

### **State Disaster Relief Arrangements (SDRA)**

The intent of the SDRA is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster event (natural or non-natural). The SDRA is State funded, and therefore not subject to the Australian government imposed event eligibility provisions or the activation threshold that exists under the NDRRA. As a consequence, SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.

### **Disaster Relief Funding Arrangements (DRFA)**

The intent of the DRFA is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a disaster event.

The arrangements provide a cost sharing formula between the State and Australian Government and include a range of pre-agreed relief measures.

To claim for expenditure reimbursement under SDRA and DRFA arrangements:

- The relevant arrangements must be activated;
- The relevant relief measures must be activated and the expenditure must meet the eligibility requirements of that measure; and

Documentary support for all eligible expenditure detailed in the claim must be provided by the claimant.

## **12. RECOVERY STRATEGY**

For the purpose of effective coordination aspects of recovery are conceptually grouped into four functions. It is important to acknowledge that the five functions of recovery overlap and recovery arrangements must reflect the inter-relationship between each of these functions.

**Local Levels of Activation for Recovery Arrangements**

Response Alert		Triggers	Actions	Communications
Response Lean Forward	Recovery Alert	<ul style="list-style-type: none"> <li>Response phase at 'lean forward' level of activation</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of LRC as appropriate</li> <li>Potential actions and risks identified</li> <li>Information sharing commences</li> <li>LRC in contact with LDCC/LDC</li> <li>Initial advice to all recovery stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>LRC and LRG members on mobile remotely</li> </ul>
Response Stand Up	Recovery Lean Forward	<ul style="list-style-type: none"> <li>Response phase at 'stand up' level of activation</li> <li>Immediate relief arrangements are required during response phase</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of response arrangements</li> <li>Analysis of hazard impact or potential impact</li> <li>Relief and recovery planning commences</li> <li>Deployments for immediate relief commenced by recovery functional agencies</li> </ul>	<ul style="list-style-type: none"> <li>LRC and LRG members on mobile and monitoring email remotely</li> <li>Ad hoc reporting</li> </ul>
	Response Stand Down	Recovery Stand Up	<ul style="list-style-type: none"> <li>Immediate relief arrangements continue</li> <li>Response phase moves to 'stand down' level of activation. Medium term recovery commences.</li> </ul>	<ul style="list-style-type: none"> <li>LRG activated at LDCC or alternate location</li> <li>Recovery plan activated</li> <li>Deployments for immediate relief response</li> <li>Action plans for four functions of recovery activated as required</li> <li>Community information strategy employed</li> <li>Participate in response debrief</li> <li>Transition arrangements from 'response and recovery' to 'recovery' activated including handover from LDC to LRC</li> <li>Action plans for four functions of recovery continue</li> <li>Community information strategies continue</li> </ul>



<b>Recovery Stand Down</b>	<ul style="list-style-type: none"> <li>▪ LRG arrangements are finalised. Community returns to normal activities with ongoing support as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consolidate financial records</li> <li>▪ Reporting requirements finalised</li> <li>▪ Participate in recovery debrief</li> <li>▪ Participate in post event debrief</li> <li>▪ Post event review and evaluation</li> <li>▪ Long term recovery arrangements transferred to functional lead agencies</li> <li>▪ Return to core business</li> </ul>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members resume standard business and after hours contact arrangements</li> <li>▪ Functional lead agencies report to LRC/LRG as required</li> </ul>
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## Local or District Recovery Group Structure

	Human and Social	Economic	Environment	Building	Roads and Transport
<b>Role</b>	To lead and coordinate planning and implementation of the human-social function of recovery.	To lead and coordinate planning and implementation of the economic function of recovery.	To lead and coordinate planning and implementation of the environmental function of recovery.	To lead and coordinate planning and implementation of the infrastructure function of recovery.	To lead and coordinate planning and implementation of the infrastructure function of recovery
<b>Responsibilities</b>	Coordinate the human-social function of local/district recovery operations.	Coordinate the economic function of local/district recovery operations.	Coordinate the environmental function of local/district recovery operations.	Coordinate the building function of local/district recovery operations.	Coordinate the roads and transport function of local/district recovery operations.
	Liaise with relevant response and recovery bodies and organisations.	Assess and monitor impact on economic viability, key economic assets including employment issues and capacity of local businesses to operate.	Assess event impacts on the environment, ecosystem services, natural resources and Environmentally Relevant Activities.	Liaise with the Insurance Council of Australia to ensure the declaration of the general insurance industry Catastrophe Coordination Arrangements and to identify nominated ICA representative.	Work with all sectors/stakeholders to determine prioritisation of works
	Work with affected communities and interest groups to support their involvement in the decision making process.	Facilitate business, industry and regional economic recovery and renewal.	Support and advise on environmental and ESD aspects of clean up and recovery operations.	Coordinate building safety inspection services, secure damaged buildings and structures and coordinate demolition/repair and rebuilding	Work with affected communities and interest groups to support their involvement in the decision making process
	Coordinate the human-social component of recovery, and report to the SRC (when appointed) on long-term recovery.	Develop industry and business recovery plan and implementation strategies in conjunction with local government, relevant State Government agencies, regional economic development organisations and industry bodies.	Coordinate the restoration or betterment of pre-event statutory environmental protections.	Coordinate the assessment of damage to housing stock, commercial and industrial buildings, rural structures, and infrastructure facilities.	Ensure risk reduction is considered in planning for rebuilding and reconstruction.
	Support planning and delivery of individual and community services to assist with recovery including: <ul style="list-style-type: none"> <li>• Personal support and material assistance</li> <li>• Community development</li> <li>• Psychological first-aid</li> <li>• Referrals to appropriate specialist services</li> <li>• Accommodation support</li> <li>• Information and referral</li> <li>• Advocacy</li> <li>• Financial assistance</li> </ul>	Facilitate business assistance, access to funds and loans and employer subsidies.	Coordinate the restoration and/or natural recovery of environmental assets.	Work with all sectors/stakeholders to determine prioritisation of works.	
		Where required, facilitate linkages with job providers and employment agencies to source labour, re-establish supply chains and joint marketing activities	Support the assessment and recovery of impacted cultural heritage places and values.	Assist with development of options for temporary accommodation	
		Develop a strategy to maximise use of local resources during clean up and restoration activities.	Support rural recovery Programs to deliver long-term environmental and socio-economic benefits.	Assist with development of a coordinated approach to housing related strategies	

	Human and Social	Economic	Environment	Building	Roads and Transport
		Support small to medium enterprise (e.g. referrals, business assistance).	Support actions to create landscape buffers and increase natural environment resilience to future events.	Coordinate restoration of sporting facilities and public playgrounds.	
		Identify options for improvement or adjustment from current business operations, where required.	Ensure involvement of community and interest groups in the recovery decision-making process.	Work with affected communities and interest groups to support their involvement in the decision making process	
		Assist with contract arrangements, where required.		Ensure risk reduction is considered in planning for rebuilding and reconstruction.	
		Ensure involvement of local business and industry representatives and the community in decision making.			
<b>Supporting Agencies</b>					
<b>Local Government</b>	Community Development Officers	Economic Development Officers	Environment Officers	Local Planning Officers Local Facilities Officers	Local Planning Officers Council engineering staff
<b>State Government</b>	<ul style="list-style-type: none"> <li>• DCDSS (Functional lead agency)</li> <li>• DE</li> <li>• QHealth</li> <li>• QPS</li> <li>• QFES</li> <li>• QRA</li> </ul>	<ul style="list-style-type: none"> <li>• DSDMIP (Functional lead agency)</li> <li>• DCDSS</li> <li>• Queensland Treasury</li> <li>• DAF</li> <li>• DITID</li> <li>• QRA</li> <li>• QRIDA</li> </ul>	<ul style="list-style-type: none"> <li>• DES (Functional lead agency)</li> <li>• Sunwater</li> <li>• SEQwater</li> <li>• QRA</li> <li>• QHealth</li> </ul>	<ul style="list-style-type: none"> <li>• DHPW (Functional lead agency)</li> <li>• DCDSS</li> <li>• QRA</li> </ul>	<ul style="list-style-type: none"> <li>• DTMR (Functional lead agency)</li> <li>• DLGRMA</li> <li>• QRA</li> </ul>
<b>Non-government/ Business representatives</b>	<ul style="list-style-type: none"> <li>• Australian Red Cross</li> <li>• GIVIT</li> <li>• Uniting Care</li> <li>• St Vincent de Paul</li> <li>• Local community and welfare groups</li> <li>• RSPCA (companion animals)</li> <li>• Insurance Council of Australia</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance Council of Australia</li> <li>• Insurance companies</li> <li>• Chamber of commerce</li> <li>• Primary producer groups</li> <li>• Industry representatives</li> <li>• Tourism operators</li> </ul>	<ul style="list-style-type: none"> <li>• Natural Resource Management bodies</li> <li>• Environment and conservation organisations</li> <li>• Wildlife and animal protection organisations</li> <li>• Traditional owners</li> <li>• River Improvement Trusts</li> <li>• Rural and primary producers</li> <li>• Mining industry</li> <li>• Water and waste service providers</li> <li>• Chemical and hazardous substance advisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Queensland Building and Construction Commission</li> <li>• Insurance Council of Australia</li> <li>• Utility owners/operators</li> <li>• Private infrastructure owners</li> <li>• Ergon</li> <li>• Energex</li> <li>• Telstra</li> </ul>	<ul style="list-style-type: none"> <li>• Transport operators</li> </ul>

## 13. PUBLIC HEALTH

Maintenance of sewage, water and domestic refuse services are the responsibility of the Burke Shire.

Vector control is undertaken by the Burke Shire, these services are increased during flood events due to the increase in insect activity.

Specialist public health advice is available through Queensland Health Public and Environmental health services.

## 14. EVACUATION AND EVACUATION CENTRE MANAGEMENT

Burke LDMG has developed a detailed evacuation plan detailing the trigger points and actions required for evacuation of part or all of the populated areas in the Shire. The evacuation plan is located in the SOP folder for the Burke LDCC.

Burke Shire will request bedding and other materials required from District and make them available to any designated shelter.

### 14.1 Evacuation Centre Managers

Burke Shire Council will appoint welfare centre managers for any evacuation centre identified. Local welfare is usually co-ordinated under the auspices of the SES, through a Welfare Officer. The managers will be responsible for welfare arrangements on a daily basis.

### 14.2 Duties of Evacuation Centre Managers

Evacuation Centre Managers will be responsible for the day to day operation of the Evacuation Centre. This will include:

1. Organise physical set up and adequate provision of the Evacuation Centre.
2. Be responsible for the overall co-ordination of the centre.
3. Liaise with LDCC to ensure the adequate provision of food, bedding, volunteers, access to medical treatment and any other needs of evacuees.
4. Registration of evacuees (names/address, telephone, next of kin).
5. Ensure persons with special needs are given appropriate assistance.
6. Ensure adequate feed back to LDCC regarding problems, either in respect of management of the Welfare Centre or special needs of clients.
7. Ensure information, i.e. medical, insurance, financial assistance (Govt Dept) etc. is available to all people.
8. Ensure adequate records of activities and expenses are maintained.

## 15. IMPACT ASSESSMENT

Following the event the Local Disaster Management Group will coordinate the assessment of damage to the community and infrastructure. If specialised skills are required (Building inspections) the LDMG will request support from the District Group.

Following evacuation the LDMG will coordinate damage assessment of critical infrastructure, essential services and dwellings prior to the return phase of the evacuation operation.

## 16. LDMG SUB PLANS

The following Sub Plans have been developed for the Burke Shire:

- Evacuation Sub Plan,
- Resupply Sub Plan
- SOP and Concept of Operations Plan.

## 17. Contact List

See attached document.

## Burke Shire Local Disaster Management Group Contact List

Last updated: 14 December 2020

## Core Group:

Name	Position	Organisation	Telephone (Business Hours)	Facsimile	Telephone (After Hours)	Mobile	Sat Phone	Email
Cr Ernie Camp	Mayor	Burke Shire Council	4748 5585	4748 5585	4748 5585	0458 117 287	0405 898 301	<a href="mailto:mayor.camp@burke.qld.gov.au">mayor.camp@burke.qld.gov.au</a>
Cr Tonya Murray	Deputy Mayor	Burke Shire Council	4745 5177	4745 5211	Mobile	0429 174 668	N/A	<a href="mailto:cr.t.murray@burke.qld.gov.au">cr.t.murray@burke.qld.gov.au</a>
Cr John Clarke	Elected Councillor	Burke Shire Council /Gregory Rural Fire & SES	4748 5575					<a href="mailto:cr.j.clarke@burke.qld.gov.au">cr.j.clarke@burke.qld.gov.au</a>
Clare Keenan	Chief Executive Officer	Burke Shire Council	4748 6105	4745 5181	Mobile	0488 099 777	0147 160 924	<a href="mailto:ckeenan@burke.qld.gov.au">ckeenan@burke.qld.gov.au</a>
Daniel McKinlay	Deputy CEO	Burke Shire Council	4748 6112	4745 5181	Mobile	0437 238 957		<a href="mailto:dmckinlay@burke.qld.gov.au">dmckinlay@burke.qld.gov.au</a>
Elliot Dunn	Emergency Management Coordinator	Queensland Fire and Emergency Services	4747 2353	4749 1789	Mobile	0419 445 069	N/A	<a href="mailto:elliott.dunn@qfes.qld.gov.au">elliott.dunn@qfes.qld.gov.au</a>
Donna Lynn	Officer in Charge	Burketown Police	4745 5120	4745 5173	Mobile	0435 177 769	0617 3085 3801	<a href="mailto:Lynn.DonnaA@police.qld.gov.au">Lynn.DonnaA@police.qld.gov.au</a>
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