

## 5.7. DISASTER MANAGEMENT REPORT

**REPORT AUTHOR(S):** Paul Hoyer, Manager Sustainable Communities  
**GENERAL MANAGER:** Nicholas Wellwood, General Manager Operations  
**DEPARTMENT:** Sustainable Communities

### RECOMMENDATION

That Council resolves:

1. In accordance with section 80 (1)(b) of the Disaster Management Act 2003, to approve the Local Disaster Management Plan October 2016;
2. In accordance with sections 33,34 and 35 of the Disaster Management Act 2003 to appoint the following positions as members of the Local Disaster Management Group for the Douglas Shire Council area:

Position	Organisation
Chairperson - Mayor	Douglas Shire Council
Deputy Chairperson- Deputy Mayor	Douglas Shire Council
Local Disaster Coordinator- Manager Sustainable Communities	Douglas Shire Council
Chief Executive Officer	Douglas Shire Council
Deputy Local Disaster Coordinator-General Manager Corporate Services	Douglas Shire Council
Local Disaster Recovery Coordinator – Community and Economic Development Officer	Douglas Shire Council
Media Advisor–Communications and Events Officer	Douglas Shire Council
Core Member-Manager Infrastructure	Douglas Shire Council
Core Member-General Manager Operations	Douglas Shire Council
Core Member-Coordinator Regulatory Services	Douglas Shire Council
Core Member-OIC Port Douglas Station	Queensland Police Service
Core Member-Inspector, Far North Region	Queensland Fire & Emergency Services
Core Member-Director of Nursing	Mossman Hospital
Core Member-Local Controller	State Emergency Service
Core Member-Regional Emergency Management Coordinator	Queensland Fire & Emergency Services
Core Member-Business Development Executive	Tourism Port Douglas & Daintree
Core Member -Officer In Charge, Mossman	Queensland Ambulance Service

3. To note the measures that have been undertaken to ensure that Council has a disaster response capability.

## EXECUTIVE SUMMARY

Under the Disaster Management Act 2003 ("the Act"), a local government must prepare and approve a plan (a **local disaster management plan**) for disaster management in the local government's area. The existing plan has recently been updated with new information as a result of a review by the Local Disaster Coordinator.

Members of the Local Disaster Management Group (LDMG) are required, under the Act, to be appointed by the Local Government. The list of LDMG Core Members has also recently been updated to reflect changes in positions associated with the LDMG. Appointments are made by positions, rather than names, to help accommodate changes in personnel on the LDMG which can occur for a variety of reasons. The appointment of the recommended positions as members of the LDMG will help ensure that the LDMG has a diverse range of representatives and skill sets to assist Council in meeting its needs under the Disaster Management Act and ensure that there is effective disaster management for the communities within the Douglas Shire area.

The Douglas LDMG endorsed the revised plan and the proposed Core Membership of the LDMG at the LDMG meeting held on November 11, 2016.

Further to the above the revision of the LDMP sub-plans is on-going with the Evacuation and Public Information and Warnings sub-plans to be presented to the LDMG on December 16, 2016 for endorsement. Council should also note that the LDMP was reviewed in October 2016 in conjunction with the Executive Officer of the District Disaster Management Group and a representative from Queensland Fire and Emergency Services.

Council is required to ensure it has a disaster response capability under the Act. A summary of actions taken to ensure Council has a satisfactory response capability is provided in the body of this report.

## BACKGROUND

Upon de-amalgamation, from Cairns Regional Council, Douglas Shire Council formed its own LDMG. Section 29 of the Act requires a local government to establish a Local Disaster Management Group (local group) for the local government's area.

The functions of a LDMG as outlined in s.30 of the Act include:

- a. to develop effective disaster management, and regularly review and assess the disaster management;
- b. to help the local government for its area to prepare a local disaster management plan;
- c. 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;
- d. 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;

LDMG members are appointed under s. 33 of the Act and LDMG membership includes:

- Chairperson (must be a councillor) appointed by the relevant local government under s.34 of the Act;
- Deputy Chairperson (recommended to be a councillor) appointed by the relevant local government under s.34 of the Act;

- Local Disaster Coordinator appointed by the relevant local government under s.35 of the Act;
- person nominated by the Chief Executive, Department of Community Safety (DCS), normally the responsible Area Director from EMQ appointed by the relevant local government under s. 33 of the Act; and
- other persons appointed by the relevant local government under s. 33 of the Act, which should include:
  - council representatives;
  - local emergency services – QPS, Queensland Ambulance Service (QAS), Queensland Fire and Rescue Service (QFRS), SES Incident Controller;
  - non-government organisations such as welfare organisations or community groups;
  - other representatives as identified by the local government's functional requirements.

The majority of the members of the LDMG have been members since de-amalgamation and have been operating collaboratively as an LDMG.

Section 80 of the Act outlines the functions of a local government under this Act and these are as follows: -

- (a) to ensure it has a disaster response capability;
- (b) to approve its local disaster management plan prepared under part 3;
- (c) to ensure information about an event or a disaster in its area is promptly given to the district disaster coordinator for the disaster district in which its area is situated;
- (d) to perform other functions given to the local government under this Act.

## COMMENT

Under the Disaster Management Act 2003 ("the Act"), a local government must prepare and approve a plan (a **local disaster management plan**) for disaster management in the local government's area. The existing plan has recently been updated with new information as a result of a review by the Local Disaster Coordinator.

The plan is consistent with the principles contained in the State Disaster Management Group's Disaster Management Strategic Policy Framework. This framework focuses on a comprehensive, all hazards approach with all levels and agencies of government working in partnership to reduce the effects of disasters and emergencies.

The framework supports and builds on the four guiding principles outlined in the Act:

1. disaster management should be planned across the four phases – prevention, preparation, response and recovery;
2. all events, whether natural or caused by human acts or omissions, should be managed in accordance with the strategic policy framework, the State disaster management plan, and any disaster management guidelines;
3. local governments should primarily be responsible for managing events in their local government area; and
4. district groups and the state group should provide local governments with appropriate resources and support to help the local governments carry out disaster operations.

The Douglas LDMG endorsed the revised plan at the LDMG meeting held on November 11, 2016.

Members of the Local Disaster Management Group (LDMG) are required, under the Act, to be appointed by the Local Government. The appointment of membership by positions, rather than names, assists in accommodating changes in personnel on the LDMG which can occur for a variety of reasons. The appointment of the recommended positions as members of the LDMG will help ensure that the LDMG has a diverse range of representatives and skill sets to assist Council in meeting its needs under the Disaster Management Act and ensure that there is effective disaster management for the communities within the Douglas Shire area.

Further to the above the revision of the LDMP sub-plans is on-going with the Evacuation and Public Information and Warnings sub-plans to be presented to the LDMG on December 16, 2016 for endorsement. Council should also note that the LDMP was reviewed in October 2016 in conjunction with the Executive Officer of the District Disaster Management Group and a representative from Queensland Fire and Emergency Services.

The proposed Core Members of the LDMG were endorsed by the LDMG members at the LDMG meeting held on November 11, 2016.

Under the Act Council is required to ensure it has a disaster response capability. Douglas' disaster response capability has been continually increasing since de-amalgamation. Over the past 18 months there has been a substantial development of Council's capabilities and a number of actions are underway to further develop Council's capabilities. A summary of actions undertaken over the past 18 months or in progress is given below: -

### **Planning/Prevention**

#### Completed:

- Installation of automatic river height station on the Daintree River at Daintree Village with display on the BOM site);
- Installation of Flood Camera at the Foxtton Bridge, Mossman River, Mossman;
- Installation of new 2-way radio communication system between the LDCC, mobile vehicles and portable radios;
- Installation of new two-way communication system between LDCC and Storm Tide Cyclone Shelter in Port Douglas;
- Completion of updated Storm Tide mapping for new sub divisions at Craiglie and Cooya Beach;
- Determination of properties and population estimates in each of the Storm Tide zones for each coastal settlement area;
- Development of Warning Templates and mapping of polygon warning areas for message sending;
- Meetings with the GIVIT organisation. GIVIT manages all offers of donated goods and services following Queensland natural disasters and matches them with requests received via local government agencies and front-line services for those in need.

#### In progress:

- Installation of automatic road closure at the Foxtton Bridge;
- Installation of automatic river height station at Barrett Creek, Mossman – Daintree Road (to be on BOM site);
- Undertaking a gap analysis of flood mapping and storm tide data;
- Australian Height Datums are being determined for key sites for inclusion in the LDMP and for use as totems (local reference points) for storm tide events.

## **Preparations**

### Completed:

- The Incident Management Team was established in the lead up to the 2015/16 season to be a core group of staff who can undertake various essential duties during and in response to an event to allow the running of the LDCC. The IMT has been re-established for the 2016/17 season with staff undertaking various Emergency management Queensland training (EMQ) both in person and on-line. Additional Guardian training for staff has occurred in early December 2016;
- Updating of staff volunteers and contact lists;
- New Resource list (plant) completed;
- LDMP updated and endorsed by the LDMG on 11/11/16;
- Generator load testing due for all Council critical sites;
- Mapping of Shire, electronically and in large print form undertaken to assist in situational awareness. Digital form emailed to key agencies;
- The Local Disaster Coordinator (LDC) attended the LGAQ Disaster Management Workshop and the annual Get Ready Disaster seminar.
- The LDC attended a meeting with other northern Councils in relation to the Joint Council Memorandum of Understanding (Disaster Management). The MoU promotes cooperation between the northern Councils in a disaster event which affects one or more of the Council areas and to promotes collaboration between Councils on disaster prevention, preparation, and response and recovery arrangements.
- PD Storm Tide Cyclone Shelter pre-season checks completed. Also additional request in relation to deadlock issue sent 15/11/16.

### In progress:

- Updating of vulnerable persons lists being undertaken via CEO Unit;
- Updating of phone network contacts in remote locations;
- Evacuation Sub-plan update in process for endorsement at LDMG 16/11/16;
- Get Ready funding for 2016/17 to be used for issue and reissue of Storm Tide Zone stickers to new housing and housing requiring new stickers with additional education around storm tide and its effects.

## **Response**

### Completed:

- Exercise Twin Bridges undertaken to test reliability of satellite phone communications. Outcome of the exercise has led to the purchase of satellite texting and messaging equipment and in field testing of this equipment;
- Exercise Conloquim completed on 31/10/16. Conloquim was a District Disaster exercise testing all communications systems linking with the District Disaster Coordination Centre. Douglas tests included email, scanning, faxing, texting, sat phone, Guardian (RFA and SIT REPS), landline and mobile.
- Exercise Messaggio conducted on 3/11/16. Messaggio tested communication between the LDCC:-
  1. and Council field staff using LDCC landline system, email, mobile phones, two-way system (car mounted, base mounted and portable, satellite phones, Inreach satellite texting/email device, internet flood camera, internet disaster information (Douglas);
  2. and PDSTCS using LDCC landline system, PDSTCS landline, email, mobile phones, two-way system (base mounted), Guardian system (toggle and fixed internet);
  3. and DDC using LDCC landline system, email, mobile phones, satellite phones, Inreach satellite texting/email device.

- The identification of capabilities and alternate LDCC/operations centres through LDMG meetings being held at various agency/volunteer bases e.g. Coast Guard.
- Update of equipment and contractor lists (resource list) completed;
- Continual training of staff in the Natural Disaster Relief and Recovery Arrangements;
- Identification of improvements to the Guardian software and familiarisation and training of staff in use of the software.

In progress:

- Continual improvements to LDCC including computer and Smart TV technology;
- Development of call logger Frequently Asked Questions booklet;

**Recovery**

Completed:

- Proposed Evacuation Centres inspected. Written and digital formats, including photographs and essential facility information created for each centre and supplied to the District Disaster Management group;
- Familiarisation with Department of Housing and Public Works Temporary Emergency Accommodation Sub Plan;
- Meeting with GIVIT group and development of an understanding of GIVIT capabilities in relation to disaster management and recovery from events;
- Meeting with the Red Cross Emergency Services Coordinator for Northern Queensland (RCESC) in relation to the Red Cross capacity for manning of evacuation centres, registration of evacuees and training. The RCESC is now an advisor to the LDMG and the Red Cross are incorporated into the relevant sub-plans to provide a number of services in relation to evacuation centres.

**PROPOSAL**

1. That Council, in accordance with section 80 (1)(b) of the Disaster Management Act 2003, approves the Local Disaster Management Plan October 2016;
2. That Council, in accordance with sections 33,34 and 35 of the Disaster Management Act 2003 appoint the submitted positions as members of the Local Disaster Management Group for the Douglas Shire Council area;
3. That Council notes the measures that have been undertaken to ensure that Council has a disaster response capability.

**FINANCIAL/RESOURCE IMPLICATIONS**

The matters outlined in this report and the recommendations do not have a financial or resource implication.

**RISK MANAGEMENT IMPLICATIONS**

To comply with the requirements of the Act and to help ensure that the communities of Douglas Shire are protected the Council needs a functional Local Disaster Management Plan, a functioning Local Disaster Management Group and a response capacity.

**SUSTAINABILITY IMPLICATIONS**

**Economic:** Disasters can have a significant economic impact and adequate planning, preparation, response and recovery actions help limit this impact.

**Environmental:** Disasters can have a significant environmental impact and adequate planning, preparation, response and recovery actions help limit the environmental impact.

**Social:** Disasters can have a very significant social impact and adequate planning, preparation, response and recovery actions can help limit this impact by ensuring communities are well informed, resilient and given the necessary services to recover.

## **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE**

This report has been prepared in accordance with the following:

### **Corporate Plan 2014-2019 Initiatives:**

#### **Theme 4 - Engage, Plan, Partner**

*4.3.1 - Provide leadership in preparing for and responding to disasters through the coordination of the Local Disaster Management Group and appropriate resourcing.*

### **Operational Plan 2015-2016 Actions:**

4.3.1 - Review disaster management sub-plans and proficiencies in communications, hazard mitigation and warnings processes.

## **COUNCIL'S ROLE**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

**Regulator** Meeting the responsibilities associated with regulating activities through legislation or local law.

## **CONSULTATION**

**Internal:** LDMG members

**External:** LDMG members, Executive Officer DDMG and various QFES officers.

## **COMMUNITY ENGAGEMENT**

The LDMP will be available on Council's website as well as information on preparing for disasters, understanding warnings and links to important sites such as the Bureau of Meteorology.

## **ATTACHMENTS**

1. Local Disaster Management Plan **[5.7.1]**

Local  
Disaster  
Management  
Plan

**Douglas Shire Council  
Region**

October 2016



Doc ID 416365

## Foreword from Chair of LDMG-DR

Douglas Shire Council has an active Disaster Management philosophy which embraces mitigation, prevention, preparedness, response and recovery strategies.

The Local Disaster Management Group - Douglas Region aims to provide our communities with the tools to ensure a full and effective response, recovery and speedy return to a safe and secure environment for all residents as soon after a disaster as possible.

This document provides an overview of the disaster management system in the Douglas Region, and is endorsed by the Local Disaster management Group.

Cr Julia Leu  
*Mayor*  
*Douglas Shire Council*  
*Chairperson LDMG-DR*

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# Approval

The preparation of this Local Disaster Management Plan has been undertaken in accordance with the *Disaster Management Act 2003 (the Act)*, to provide for effective disaster management in the local government area.

The plan is approved in accordance with section 80 of the Act

Linda Cardew.....  
*Chief Executive Officer*

Date: .....

# Contents

Foreword from Chair .....	2
Approval .....	3
Contents .....	4
Document Control .....	7
Amendment Control .....	7
Amendment Register.....	7
Distribution.....	7
Definitions .....	7
Abbreviations.....	7
Administration and Governance .....	8
Authority to Plan.....	8
Purpose .....	8
Objectives.....	8
Strategic policy Framework.....	8
Terms of Reference .....	9
Four Phases of Planning.....	10
Prevention.....	10
Preparedness.....	10
Response .....	10
Recovery.....	10
Principles of Disaster Management .....	11
The Comprehensive Approach .....	11
The All Hazards Approach.....	11
The All Agencies Approach.....	11
Local Disaster Management Capability .....	12
Resources .....	12
A Prepared, Resilient Community .....	12
The Disaster Management System in Queensland .....	14
Structure.....	14
Scope.....	15
Local Disaster Management Group .....	17
Functions.....	17
Establishment .....	17
Membership.....	18
Roles and Responsibilities .....	19
Review and Renew Plan.....	21
Meetings Schedule and Processes.....	21
Reporting.....	22
Disaster Risk Assessment.....	23
Community Context	
Geography.....	23
Hazards.....	24
Human Settlement.....	24

Population.....	25
Snapshot of Community Profile.....	27
Climate and Weather.....	28
Community Capacity .....	29
Communications.....	30
Industry .....	30
Public and Other Major Buildings, Spaces, and Events.....	30
Public and Other Buildings .....	30
Major Public Spaces .....	30
Special Events .....	31
Critical Infrastructure .....	31
Roads .....	31
Airports and Airstrips .....	31
Essential Services .....	32
Power .....	32
Telecommunications.....	32
Water .....	32
Wastewater .....	33
Waste.....	33
Hazardous Sites.....	33
Hazards.....	33
Risk Assessment.....	34
Vulnerable Sector.....	34
Potential Risk.....	34
Likelihood .....	34
Consequence Descriptors .....	34
Insignificant Risk.....	34
Minor Risk.....	34
Moderate Risk.....	35
Major Risk .....	35
Catastrophic Risk.....	35
Risk Management Record.....	36
Risk Treatment Arrangements.....	38
Capacity Building .....	39
Community Education.....	39
Hazard specific Arrangements .....	39
Storm Tide Evacuation Guide .....	39
Land use Management Initiatives .....	40
Training and Exercises .....	40
Operational Plans Exercises.....	42
Evaluating Exercises.....	42
Response Strategy .....	43
Warning Notification and Dissemination.....	43
Roles and Responsibilities .....	43
Warning Infrastructure.....	47

<b>Activation .....</b>	<b>49</b>
<b>Hot Debrief .....</b>	<b>49</b>
<b>Post Operational Event Debrief .....</b>	<b>49</b>
<b>Local Disaster Coordination Centre .....</b>	<b>50</b>
<b>Concept of Operations for Response .....</b>	<b>51</b>
<b>Initial Impact Assessment .....</b>	<b>51</b>
<b>Reporting Arrangements .....</b>	<b>51</b>
<b>Operational Reporting .....</b>	<b>52</b>
<b>Agency Status Reports .....</b>	<b>52</b>
<b>Accessing Support .....</b>	<b>52</b>
<b>Requests to DDMG for Resource Support .....</b>	<b>52</b>
<b>Financial Management .....</b>	<b>53</b>
<b>Media Management .....</b>	<b>53</b>
<b>Logistics Support .....</b>	<b>53</b>
<b>Resupply .....</b>	<b>54</b>
<b>Recovery Strategy .....</b>	<b>54</b>
<b>Recovery Principles .....</b>	<b>54</b>
<b>Recovery Concepts .....</b>	<b>54</b>
<b>Recovery Components .....</b>	<b>55</b>
<b>Appendices .....</b>	<b>57</b>
<b>Appendix A – Operational Plans .....</b>	<b>57</b>
<b>Appendix B – Roles and Responsibilities of LDMG-DR Members, and Contact Directory .....</b>	<b>57</b>
<b>Appendix C – Distribution List .....</b>	<b>58</b>
<b>Appendix D – Definitions .....</b>	<b>59</b>
<b>Appendix E – Abbreviations .....</b>	<b>65</b>
<b>Appendix F – Resources List .....</b>	<b>66</b>
<b>Appendix G – Activation Levels and Actions .....</b>	<b>67</b>
<b>Local Levels of Activation for Recovery Arrangements .....</b>	<b>68</b>
<b>Operational Checklist .....</b>	<b>69</b>
<b>Disaster Declaration .....</b>	<b>71</b>
<b>Natural Disaster Relief &amp; Recovery Arrangements (NDRRA), State disaster Relief Arrangements (SDRA) .....</b>	<b>71</b>

# Document Control

## Amendment Control

The Local Disaster Management Plan is a controlled document. The controller of the document is the Douglas Shire Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator - Douglas Region  
PO Box 723  
MOSSMAN QLD 4873

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the Douglas Shire Council.

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

## Amendment Register

*Document the history of amendments to the plan.*

Version	Date	Prepared by	Comments
1	2007	Douglas Shire Council	Douglas Local Disaster Management Plan – first version under the DM Act 2003
2	December 2008	CT Management Group (Qld)	Revised Plan to reflect Cairns Regional Council area
3	October 2013	Paul Hoyer (Douglas)	Revised Plan to reflect Douglas area as a result of de-amalgamation
4	July 2014	QFES	Changes made to reflect current practice as outlined in Local Disaster Management Guidelines
5	Dec 2015	P Hoyer/LDMG, LDC	Changes made to reflect current practice
6	October 2016	P Hoyer (LDC)	Changes made to reflect current practice

## Distribution

***In finalising the distribution list, the LDMG should ensure compliance with s. 60 of the Act which requires the LDMP to be available for inspection, free of charge, by members of the public.***

This plan has been distributed in accordance with the distribution list at Annexure A.

## Definitions

Refer to Appendix D

## Abbreviations

Refer to Appendix E

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# Administration and Governance

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## Authority to Plan

This Local Disaster Management Plan is prepared under the provisions of s. 57 of the Act.

## Purpose

This plan details the arrangements within the Douglas Shire Council's local government area to plan and coordinate capability in disaster management and disaster operations.

## Objectives

The objective of the Local Disaster Management Plan-Douglas Region is to facilitate the implementation of effective and efficient disaster management strategies and arrangements including:-

- the development, review and assessment of effective disaster management for the local government area including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster;
- compliance with the State Disaster Management Group's (SDMG) Strategic Policy Framework ; the State Disaster Management Plan; the Local Disaster Management Guidelines; and any other Guidelines relevant to local level disaster management and disaster operations;
- the development, implementation and monitoring of priorities for disaster management for the local government area.

## Strategic Policy Framework

This plan aims to put in place mitigation, preparation, response and recovery strategies and arrangements, within the capability of the resources and responsibility of Douglas Shire Council. This is achieved through the Local Disaster Management Group – Douglas Region, and the development of a local disaster management plan that enhances the Douglas community's preparedness to manage the consequences of a disaster and provide links to individuals, voluntary organisations and community organisations that are integral to the execution of disaster management strategies.

Local level capability is recognised as the frontline of disaster management and is supported by the levels of government above.

The primary focus of the Douglas Shire Disaster Management System is to mitigate the effects of disasters on the community wherever possible or practical, and being prepared to respond when disasters do occur. Plans and management arrangements have been developed with a community focus.

The plan shall:

- Ensure there is a consistent approach to disaster management in Douglas region;
- Create an auditing tool for disaster management functions;

- Demonstrate a commitment for the safety of the Douglas community;
- Ensure there is a central coordination of disaster management in the Douglas region;
- Demonstrate mitigation efforts and accountability for the purpose of eligibility for available funding;
- Reduce the impact of a disaster; and
- Reduce community consequences following an event.

Disaster management and disaster operations in the Douglas Shire Council local government area are consistent with the *Disaster Management Strategic Policy Framework*. This is achieved by:

- Planning across four phases, prevention, preparation, response and recovery; and
- Following a comprehensive, all hazards, all agencies approach to disaster management; and
- Providing for a local disaster management capability;
- Promoting a prepared, resilient community.

## Terms of Reference

The Douglas Local Disaster Management Group has the following functions:-

- 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;
- To develop effective disaster management, and regularly review and assess the disaster management;
- To help the local government for its area to prepare a local disaster management plan;
- 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;
- 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;
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To ensure that where identified by the LDMG, the LDMG will establish sub groups (temporary or permanent) to assist the group with its business. A term of reference will be developed to give clear guidance on its establishment, role functions and reporting outcomes.
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- 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;
- To ensure information about a disaster in the area is promptly given to the relevant district group;
- To perform other functions given to the group under this Act;
- To perform a function incidental to a function mentioned above

## Four Phases of Planning

### PREVENTION

- Increase adherence to and introduction of systems, procedures and regulations that reduce disaster risks.
- Lists the studies that have been conducted, provide a short summary and identify other studies which need to be conducted; and
- Ensure the community is aware of methods of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster in order to reduce the impact.

### PREPAREDNESS

- Identify and implement risk treatment strategies that have been determined by studies;
- Increase community safety through public awareness, information and education;
- Detail how a multi-agency, all hazards approach will be used by the LDMG-DR and how some agencies will provide guidance for the group on specific hazards;
- Identifying resources to maximize response;
- Establish relationships to increase disaster management capability; and
- To ensure the community is aware of methods of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster so as to reduce the impact.

### RESPONSE

- Ensure there is centralised local co-ordination of disaster management;
- Try to minimize the impact on the community of a disaster event through good response;
- Assist with the re-establishment of the community as effectively and efficiently as possible;
- Detail the strategic manner in which elements of the LDMG-DR shall deal with day to day disaster management business and how information will be passed out on events that impact on the group; and
- Demonstrate a commitment to the safety of the Douglas Shire communities.

### RECOVERY

- Adequately provide immediate post-event assistance and advice to the affected community;
- Ensure the recovery priorities of the community are met;
- Ensure the community is aware of action that can be taken after the impact to assist with a speedy recovery and return to normality;
- To reduce the community consequences following an event;
- Provide advice and/or support to the Douglas Disaster District Recovery Committee and State disaster management and recovery agencies;
- Ensure a consistent approach to disaster management; and
- Demonstrate a commitment to the safety of the Douglas Shire communities.

## Principles of Disaster Management

Queensland has developed three main principles of disaster management which form the basis of the QDMA:

### **The Comprehensive Approach**

Section 4A of the Act provides that disaster management in Queensland should be planned according to the four phases of this approach - prevention, preparation, response and recovery. The use of the comprehensive approach ensures a balance between the reduction of risk and the enhancement of community resilience.

### **The all Hazards Approach**

Assumes that the functions and activities applicable to one hazard are most likely applicable to a range of hazards. This approach allows for a general, not specific, approach to the delivery of services. It does not however, affect the need for specific plans and arrangements for identified hazards and risk that require specific technical capability or authority to effect or direct a response.

### **The all Agencies Approach**

This approach recognises that no single agency can prepare for and deal with the disruption to community life and infrastructure that can result from a disaster. Agencies have a responsibility for ensuring an understanding of the QDMA and contribute to the arrangements by giving effect to their legislation, as relevant to an event. It is necessary for a lead or primary agency to coordinate the activities of the large number of organisations and agencies involved as these can be drawn from all levels of government, non-government and private sectors.

## Local Disaster Management Capability

Local level capability is recognised as the frontline of disaster management. Section 4A of the Act provides that local governments should primarily be responsible for managing events in their local government area.

### Resources

Douglas Shire Council has the following resources available to respond to a disaster, a full list is included in *Appendix G – Resource List*

- Human Resources
  - **95 field staff** (includes environmental health, local laws, water, wastewater, waste, civil works and public spaces)
  - **50 administrative staff**
- Incident Management Team
  - Council has an Incident Management Team (IMT) for ensuring the operations of the LDCC before and after an event:
  - The IMT includes a Cyclone Shelter Management Team who are charged with ensuring the set-up, activation and operation of the Storm Tide Cyclone Shelter occurs;

Volunteers – Council has a number of staff who are assigned roles for the preparation of the LDCC and ongoing support to the IMT.

- Equipment - includes chainsaws, concrete cutting saws, pumps, pneumatic hammers and a variety of hand operated tools usually associated with road construction or maintenance work.
- Plant - ranges from small passenger vehicles to large trucks, including two-wheel drive and four-wheel drive utilities and small trucks. Other plant includes a grader, tractors, polaris, Vermeer, 4 in one bucket tractor, small boat, trailers and small front-end loaders.

Document listing Council resources available – Doc ID 423102.

Where additional resources are required the resources will initially be sourced through local suppliers that are:-

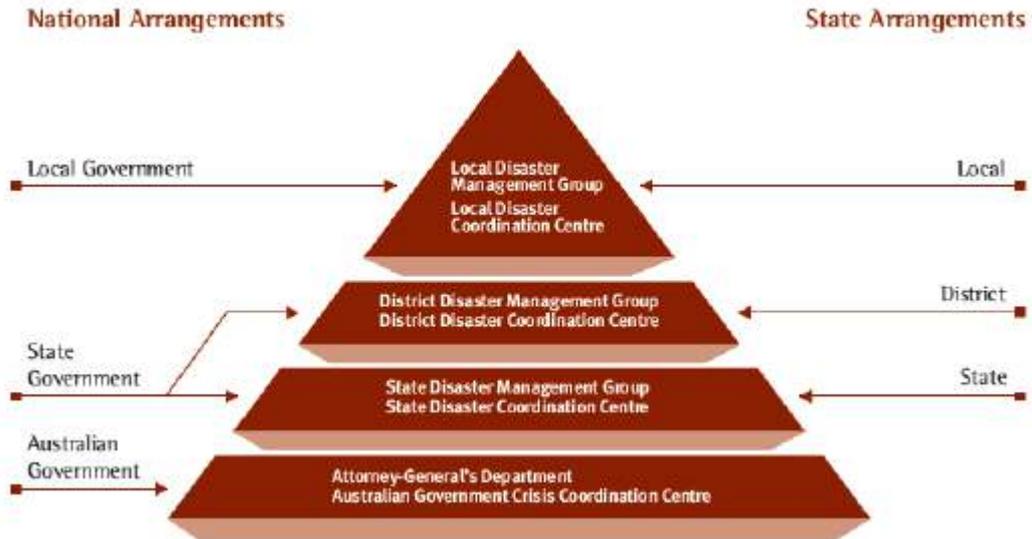
- Approved suppliers under Council's Preferred Supplier Arrangements
- contracted to Council to provide a service or resource
- are capable of providing the resources
- can support Council in responding to a disaster through the provision of resources

## A Prepared, Resilient Community

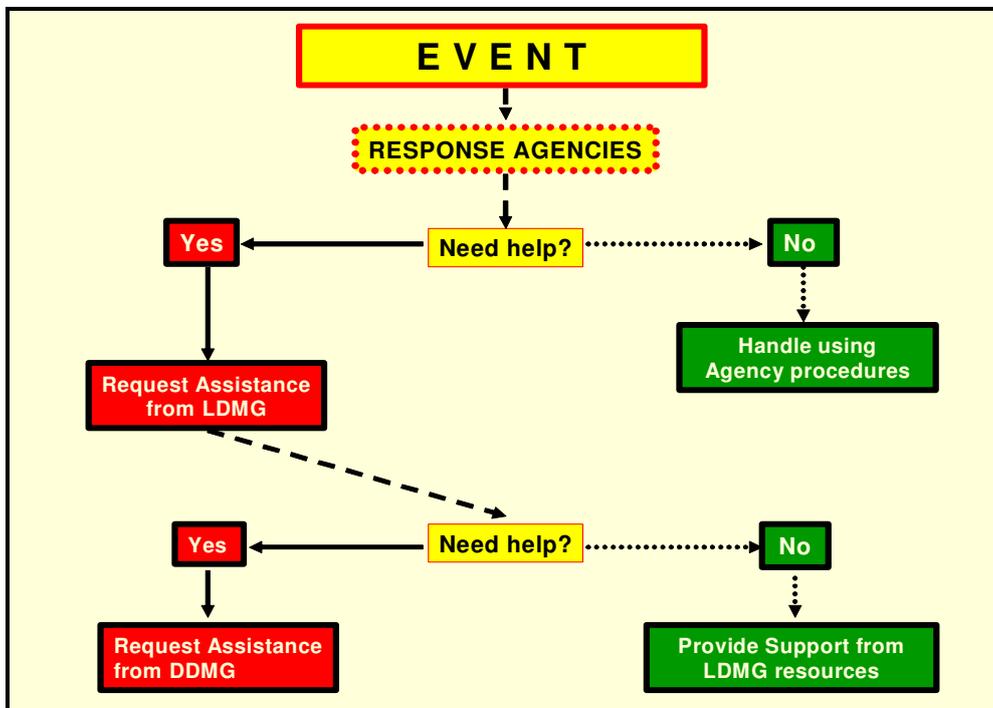
A high level of community resilience will reduce vulnerability and reliance on response agencies; and results in individuals and the community embracing and assisting those who are unable to provide for themselves.

# The Disaster Management System in Queensland

## STRUCTURE



The following chart depicts the Disaster Management System in operation at the local level.



## Scope

This plan details the arrangements necessary to undertake disaster management within the **Douglas Shire Council local government area**.

### Location:

- On the east coast of Queensland between approximately 16° to 16°.43 south latitude.
- Approximately 1,780km (by road) north of Brisbane.

### Size and Boundaries:

- Total land area is approximately 2,445 sq. km
- Bloomfield River is the northern geographic boundary and the Shire is bounded by Cook Shire and the Wujal Wujal Aboriginal Shire in the north
- Coral Sea in the east forms a 95km boundary
- Great Dividing Range and Mareeba Shire form the western boundary;
- Cairns Regional Council to the south.

### Geography

Characterised by extensive areas of steep, mountainous terrain in the north, west and south which defines limited areas of alluvial coastal plain, estuarine flats and coastal dunes. The mountainous areas generally retain their natural vegetation while the coastal plain and associated valleys have largely been cleared for cultivation, grazing and settlement. Much of the foreshore, riverine and estuarine vegetation remains intact, although some areas have been cleared as a result of agricultural or urban development.

The Douglas Region includes significant areas of national park, state forest, rural areas and growing urban areas.

Approximately eighty per cent of the Douglas Area is in public ownership in the form of the Wet Tropics World Heritage Area, National Park and/or Forestry Reserves.

Major Settled areas are:

- Port Douglas
- Mossman
- Wonga
- Newell
- Cooya
- Cape Tribulation
- Cow Bay and Forest Creek
- Mowbray Valley and Spring Creek
- Oak Beach



# Local Disaster Management Group

## Functions

The functions of a LDMG as outlined in s. 30 of the Disaster Management Act:

Function	Description
(a) 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;	Ensure local disaster management arrangements are consistent with the eight elements of the SPF.
(b) to develop effective disaster management, and regularly review and assess the disaster management;	Local disaster management arrangements are to be developed consistent with the Act, the SPF, the SDMP and any guidelines. Local arrangements should be tested annually by exercise or operational activity
(c) to help the local government for its area to prepare a local disaster management plan;	Development of disaster plan and sub-plans for the local government area that mitigates against the identified risks outlines roles and responsibilities of agencies and includes a comprehensive, all-hazards, all agencies and prepared communities approach.
(d) 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;	Support services identified and communicated to the DDMG to inform district level planning.
(e) 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;	Ensure community education and awareness programs include local hazards and their potential impact; local arrangements; mitigation strategies; and promote self-reliance and build resilience.
(f) to manage disaster operations in the area under policies and procedures decided by the State group;	Ensure disaster operations are managed in accordance with the SPF, the SDMP and any guidelines.
(g) to provide reports and make recommendations to the relevant district group about matters relating to disaster operations;	LDMG representation on the DDMG will provide avenue for regular communication, reporting and recommendations.
(h) to identify, and coordinate the use of, resources that may be used for disaster operations in the area;	Identify those resources that will be required and are accessible within the local area. A gap analysis and contingencies are implemented to ensure the shortfall can be accessed from outside the local area, by request to the disaster district.
(i) 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;	Establish, test and maintain communications systems, including redundancy systems, to ensure communication can be maintained during a disaster event.
(j) to ensure information about a disaster in the area is promptly given to the relevant district group;	Establish and maintain clear information reporting arrangements with the DDMG for use during disaster operations.
(k) to perform other functions given to the group under this Act;	Performance of other functions as delegated within the Act.
(l) to perform a function incidental to a function mentioned in paragraphs (a) to (k).	Performance of other functions which are required to be undertaken in support of the listed function.

## Establishment

The Local Disaster Management Group - Douglas Region has been established in accordance with *Section 29 Disaster Management Act 2003* which states:

***“s 29 Establishment***

*A local government must establish a Local Disaster Management Group (local group) for the local government's area”.*

## Membership

*Reference should be made to the existence of a LDMG contact list which should be held separately. Annexure B may be modified as required to develop the separate lists.*

The Local Disaster Management Group - Douglas Region, consists of the following positions and the relevant persons are appointed in accordance with *Section 33- 37 of the Disaster Management Act 2003*.

The membership of the Group is to be reviewed annually.

### Executive Members

CHAIRPERSON	Mayor, Douglas Shire Council
DEPUTY CHAIR	Delegated Councillor: Deputy Mayor
Local Disaster Coordinator	Officer appointed under the Disaster Management Act 2003 with the delegated authority of the CEO of Douglas Shire Council: General Manager Operations

On November 18, 2014 Council passed the following resolution in relation to appointment of the Core Members of the LDMG.

*That Council, in accordance sections 33,34 and 35 of the Disaster Management Act 2003 appoint the following positions as members of the Local Disaster Management Group for the Douglas Shire Council area:-*

### **CORE MEMBERS:**

Chairperson  
Douglas Shire Council

Deputy Chairperson  
Douglas Shire Council

Chief Executive Officer  
Douglas Shire Council

Manager Sustainable Communities (LDC)  
Douglas Shire Council

General Manager Corporate (Deputy LDC)  
Douglas Shire Council

Community & Economic Development Officer (Local Disaster  
Recovery Coordinator)  
Douglas Shire Council

Communication/Events Officer  
Douglas Shire Council

Manager Infrastructure  
Douglas Shire Council

General Manager Operations  
Douglas Shire Council

Coordinator Regulatory Services  
Douglas Shire Council

OIC – Port Douglas  
Queensland Police Service

Inspector, Fire and Rescue, Far Northern Region  
Queensland Fire and Emergency Service

Director of Nursing – Mossman Multi-Purpose Health Service

SES Local Controller

Regional Emergency Management Coordinator  
Queensland Fire and Emergency Service

OIC – Mossman  
Queensland Ambulance Service Quality

Executive Officer  
Tourism Port Douglas & Daintree

## Roles and Responsibilities

### CORE MEMBERS (held as a separate document – Doc ID 415231)

	Position	Organisation	Responsibilities	Contact Person
1.	Chairperson - Mayor	Douglas Shire Council	To chair LDMG-DR meetings and to provide a link between the LDMG-DR and Council	Cr Julia Leu
2.	Deputy Chairperson Nominated Councillor	Douglas Shire Council	To chair LDMG-DR Meetings in the absence of the Chair and to provide a link between the LDMG-DR and Council	Cr Abigail Noli
3.	Chief Executive Officer	Douglas Shire Council	To provide expert advice and support to the Chair and LDMG-DR	Linda Cardew
4.	Local Disaster Coordinator	Douglas Shire Council	To provide expert advice and support to the Chair and LDMG-DR. Responsibility for the overall management of the coordinated response.	Paul Hoyer
5.	Deputy Local Disaster Coordinator	Douglas Shire Council	To provide expert advice and support to the Chair and LDMG-DR. Responsibility for the overall management of the coordinated response.	Darryl Crees
6.	Manager Water & Wastewater	Douglas Shire Council	To provide expert advice on matters relating to water supply ,sewage treatment and disposal and waste management.	Nicholas Wellwood

7.	Business Development Executive	Tourism Port Douglas & Daintree	To provide expert advice on matters relating to the tourist population	Tara Bennett
8.	Coordinator Regulatory Services	Douglas Shire Council	To provide expert advice on matters relating to health and the environment.	Enzo Picerni
9.	Manager Infrastructure	Douglas Shire Council	To provide expert advice and support on all technical matters, including the provision of plant, materials and manpower during response and recovery.	Michael Kriedemann
10.	Local Disaster Recovery Coordinator	Douglas Shire Council	Chairing of the Community Support Sub-committee, and responsible for Community Support	Lisa Golding
11.	Communications/Events Officer	Douglas Shire Council	Preparation and dissemination of all media and press releases during an event	Greg McLean
12.	OIC Port Douglas	Queensland Police Service	Liaison between the agency and the LDMG-DR	Sgt Damian Meadows
13.	Inspector, Far Northern Region	Queensland Fire & Emergency Services	Liaison between the agency and the LDMG-DR	Clint Tunnie
14.	Regional Emergency Management Coordinator	Queensland Fire & Emergency Services	Liaison between the agency and the LDMG-DR.	Nadine Oosen
15.	Director of Nursing	Mossman Multi Purpose Health Service	Liaison between the hospital and the LDMG-DR	Peter LeGriffon
16.	Local Controller	State Emergency Service – Douglas	Liaison between the agency and the LDMG-DR	Stephen Burg
17.	Officer In Charge Mossman Station	Queensland Ambulance Service	Liaison between the agency and the LDMG-DR.	Michelle Boulter

## ADVISORS (Held as separate document – part of Doc ID 415231)

Position	Organisation	Responsibilities	Contact Person
OIC Mossman	Queensland Police Service	Liaison between the agency and the LDMG-DR	Sgt Matt Smith
Workgroup Leader Mossman	Ergon Energy	Liaison between the agency and the LDMG-DR	Peter Marsh
Auxiliary Captain Port Douglas	Queensland Fire & Emergency Service	Liaison between the agency and the LDMG-DR	Wayne Postlewaight
Auxiliary Captain Mossman	Queensland Fire & Emergency Service	Liaison between the agency and the LDMG-DR	Melissa Collins
President	Port Douglas Chamber of Commerce	Liaison between the agency and the LDMG-DR	TBA
Manager - Delivery & Operations	Department of Transport and Main Roads	Liaison between the agency and the LDMG-DR	Jim Harding-Smith
Acting Fire Station Manager	Airservices Australia	Liaison between the agency and the LDMG-DR	Mark Best
Manager Joint Operations Support Staff	Australian Defence Force	Liaison between the agency and the LDMG-DR	Major Phil Duncan
Regional Coordinator	Australian Red Cross	Liaison between the agency and the LDMG-DR	Daryl Hanger
Senior Forecaster/OIC Cairns	Bureau of Meteorology	Liaison between the agency and the LDMG-DR	Greg Connor

Senior Service Officer (Disaster Recovery)	Department of Communities	Liaison between the Douglas Community Recovery Committee and the LDMG-DR	Adam Garnett
Senior Account Executive	Telstra	Liaison between the agency and the LDMG-DR	Russell Paten
Manager Marine Safety	Maritime Safety Queensland	Liaison between the agency and the LDMG-DR.	Nathan Best
Chief Executive Officer	Tourism Tropical North Queensland	To provide expert advice on matters relating to the tourist population.	Alex de Waal
General Manager	Mossman Sugar Mill	Liaison between the agency and the LDMG-DR.	Haydn Slattery

## Review and Renew Plan

A review of the plans in accordance with Section 59 Disaster Management Act 2003 is to be conducted by the LDC of the LDMG-DR subsequent to:-

- The performance of the Plan following an activation;
- Exercises designed to practice or test aspects of the plans;
- Alterations to the roles or responsibilities of any agency involved in the plans;
- Operational procedures that have been changed;
- External disasters or introduction of new technology which suggest a review should be carried out;
- The officer responsible for overseeing a task has resigned from that position;
- The Plan will be reviewed at least once annually, if other review methods as mentioned above are not undertaken; and
- Minor changes such as typographical changes, and changes to position titles may be made to the plan from time to time.

## Meetings Schedule and Processes

The LDMG-DR meets bi-monthly except for the cyclone season when the group meets monthly from November to April.

The Act prescribes the following requirements with regards to the conduct of meetings:

- Meetings must be held at least once every six months at times and places decided by the Chairperson (s. 39). Additional meetings may be held as required, but must be held if asked for in writing by at least one-half of LDMG members, or by the DDC.
- A quorum is required for meeting resolutions to be officiated (s. 40) equal to one-half of LDMG members plus one, or when one-half is not a whole number, the next highest whole number. An appointed deputy attending a meeting on behalf of a LDMG member is to be counted in the quorum (s. 40A). A template for recording attendance at LDMG meetings is available on the DM Portal.

- The Chairperson or Deputy Chairperson is to preside at meeting (s. 41). If both are absent the Chairperson or Deputy Chairperson may appoint another member of the group to preside. If both offices are vacant the group will choose a member to preside.
- Meetings may be held, or members may take part using any technology that reasonably allows them to hear and take part in discussions (s. 42). Members participating through these means are taken to be present at the meeting.
- Resolutions may be passed at meetings, however are also considered valid if a majority of members give written agreement and notice of the resolution is given under the group's approved procedures (s. 42).
- Minutes of meetings must be kept (s. 43).

In accordance with s. 38 of the Act, the LDMG may conduct its business, including its meetings, in a way it considers appropriate.

## Reporting

The LDMG-DR shall report its activities to:

- Douglas Shire Council in an annual report prepared by the Local Disaster Coordinator. The annual report shall be in accordance with the requirements of the *Disaster Management Act 2003*. Copies of the report shall be forwarded to the Area Commander, Queensland Fire and Emergency Service;
- Douglas Shire Council in the form of meeting minutes;
- DDMG and Area Commander, Queensland Fire and Emergency Services – Prior to each meeting of the DDMG a Disaster Management Status Report as set out in *Queensland Disaster Management Guidelines 2005 - Disaster Management Status Report* template may be submitted to the Area Commander, Queensland Fire and Emergency Services.

Operational Reporting shall be as required during an event and be in accordance with *A.1 Activation Plan Local Disaster Management Group and Local Disaster Coordination Centre - Douglas Region*.

# Disaster Risk Assessment

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## Community Context

### Geography

The Bloomfield River is the northern geographic boundary of the Douglas Shire Council. In all, 95 kilometres of coastline make up the eastern boundary of the Douglas Area while the Great Dividing Range forms the western boundary.

The Douglas Region includes significant areas of national park, state forest, rural areas and growing urban areas. The main urban centres are Mossman and Port Douglas, with smaller urban areas in Cooya Beach, Newell, and Wonga. Urban areas include residential, commercial, industrial, institutional, entertainment and tourist land uses. Rural land is used predominantly for sugar cane and beef cattle farming.

Approximately eighty per cent of the Douglas Region is in public ownership in the form of the Wet Tropics World Heritage Area, National Park and/or Forestry Reserves.

The Douglas Region is characterised by extensive areas of steep, mountainous terrain in the north, west and south which defines limited areas of alluvial coastal plain, estuarine flats and coastal dunes. The mountainous areas generally retain their natural vegetation while the coastal plain and associated valleys have largely been cleared for cultivation, grazing and settlement. Much of the foreshore, riverine and estuarine vegetation remains intact, although some areas have been cleared as a result of agricultural or urban development.

The main drainage features are:

- **Bloomfield River:** is at the northern boundary of the Shire and flows to the coast through the settlements of Wujal Wujal (north) and Degarra (south). A network of small creeks cross the Bloomfield and Cape Tribulation Roads. These creeks can rise rapidly and cut the roads. Creeks include Woobadda and Emmagen north of Cape Tribulation, and Mason's and Cooper creeks to the south.
- **Daintree River:** drains a large area of National Park and Forestry land along a broad stretch of the ranges in the western part of the Shire. The river flows through farm land and the Daintree Township before meeting the sea north of Wonga. The river is tidal for a significant section (approximately up to Barrett Creek). The Daintree River divides the Shire in two, and vehicle access across the river is only available by Daintree River ferry or an unreliable sandbar crossing in the Upper Daintree area. A number of significant floods have occurred in the river and the Daintree ferry can be inoperable due to flooding.
- **Saltwater Creek:** drains part of the western range and enters the sea north of Newell Beach. The creek can cut the Mossman-Daintree Road after significant rainfall. Levels are significantly influenced by tide height.
- **Mossman River:** drains the western range just south of the Saltwater Creek catchment. The river regularly cuts the Mossman-Daintree Road just north of Mossman township. The river enters the sea between Newell Beach and Cooya Beach. The Mossman River has had significant flood events and flooded up into the Mossman Township.
- **Mowbray River:** drains the National Park and farm land areas around Julatten and crosses the Captain Cook Highway 3kms south of Port Douglas. The Mowbray River can cause residents in the Mowbray Valley and Spring Creek areas to be isolated when flooded in combination with Spring Creek.

## Hazards

### Human Settlement

In the Douglas region human settlement can be considered to be located in six discrete areas, each of which share some common characteristics:

- Bloomfield-Degarra;
- Cape Tribulation-Forest Creek;
- Daintree Township-Newell Beach;
- Mossman-Cooya Beach;
- Port Douglas
- Mowbray-Wangetti

Douglas has a significant Aboriginal and/or Torres Strait Islander community with populations concentrated in the Mossman, China Camp and Degarra areas (Bloomfield River).

Bloomfield-Degarra has a small rural-residential population adjoining the southern bank of the Bloomfield River as well as a small Aboriginal community at China Camp, located 10 kilometres southwest of Wujal Wujal. Wujal Wujal is an Aboriginal urban community, with its own local government, on the northern bank of the Bloomfield River. Road access to the Bloomfield-Degarra locality from the south is problematic during the wet season, as is access from the north.

Cape Tribulation-Forest creek is the inhabited strip north of the Daintree River that passes through the Wet Tropics World Heritage Area. Access to this area from the south is via the Daintree ferry which is inoperable in times of flood. The population in this locality is principally engaged in tourism and primary production. Excepting a small area in Forest Creek the remaining area has no Mains power.

Daintree Township–Newell Beach area includes the Daintree Village and the coastal suburbs of Newell Beach, Wonga Beach, Rocky Point, and a rural population which is involved in cane growing and beef cattle production and includes the Miallo Village. Road access from the south is usually good, but is often blocked for short periods during cyclone/flood events. Access to Daintree township from the south can be cut by flooding of Barratt Creek.

Mossman-Cooya Beach also incorporates a rural adjunct, the residents of which are involved principally in cane growing. Mossman township is the location of Council's Administration Centre, Mossman Hospital (including Multi-Purpose Health Service) and State High School. The Mossman Sugar Mill is also located in Mossman and processes sugar cane grown in the area, including Julatten and Biboorah. Tourism is also important to this area and includes the Mossman Gorge Centre. This locality must be traversed by all visitors travelling between Port Douglas and the Daintree coast. Road access from the south is either via the Captain Cook Highway which passes Port Douglas, or via the Mossman-Mount Molloy Road.

Port Douglas is an internationally renowned tourist destination and is the largest urban settlement in the Douglas region. Port Douglas has a significant increase in population during the tourism season with the peak period being the months from June to October.

Access to this locality from the south is via the Captain Cook Highway which follows the coast along a narrow and scenic route. Landslips during cyclone/flood events have often caused the Captain Cook Highway to be closed for short periods of time as have major traffic accidents. Major landslips have closed the road for a number of days.

The Mowbray-Wangetti Beach locality also has cane growing hinterland.

Low Isles has some permanent staff on the island and day visitors can exceed 200.



## Population

The Estimated Resident Population (ERP) is the official population of the area. It is updated annually by the Australian Bureau of Statistics, and reassessed every Census. As at 30 June 2014 the ERP was **11,607**. 2011 Census figures showed **10,829** persons were counted in the Douglas Shire local government area.

Listed below is the approximate population of communities within the area based on the 2011 Census:

<b>Gazetted Localities</b>	<b>People</b>	<b>Notes</b>
Degarra	403	Included in Bloomfield Gazetted Locality - accounts for the 206 person difference*
Cape Tribulation	330	
Forest Creek		included in Cape Tribulation
Stewart Creek Valley		included in Cape Tribulation
Cow Bay	309	
Lower Daintree		Included in Wonga
Wonga	994	
Whyanbeel	414	
Rocky Point		Included in Whyanbeel
Miallo	426	
Newell	328	
Cooya	544	
Bonnie Doon	321	
Mossman	1732	
Mossman Gorge	100	
Killaloe		Included in Craiglie
Cassowary		Included in Craiglie
Craiglie	1032	
Mowbray	331	
Oak Beach	207	
Port Douglas	3205	
Shannonvale	359	
Wangetti		Included in Mowbray
<b>Total population of gazetted localities</b>	<b>11035</b>	
<b>Cairns (R) - Douglas (Statistical Local Area)</b>	<b>10829</b>	
*Difference	206	

### Population by age and sex

The estimated resident population (ERP) figure is the official population estimate, and represents the best possible estimate of the resident population. For sub-state geographies, ERP figures are updated annually using a model which includes administrative data that indicate population change, such as registered births and deaths, dwelling approvals, Medicare enrolments and electoral enrolments. Data in this profile topic are updated annually with an approximate delay of 12 months after the reporting period. The next planned update is in September 2016.

#### Douglas Shire LGA

- 18.4% aged 0–14 years as at 30 June 2014
- 66.9% aged 15–64 years
- 14.7% aged 65+ years

#### Queensland

- 19.8% aged 0–14 years as at 30 June 2014
- 66.2% aged 15–64 years
- 14.0% aged 65+ years

As at 30 June 2014, the proportion of the estimated resident population aged 65 years and over for Douglas Shire LGA was

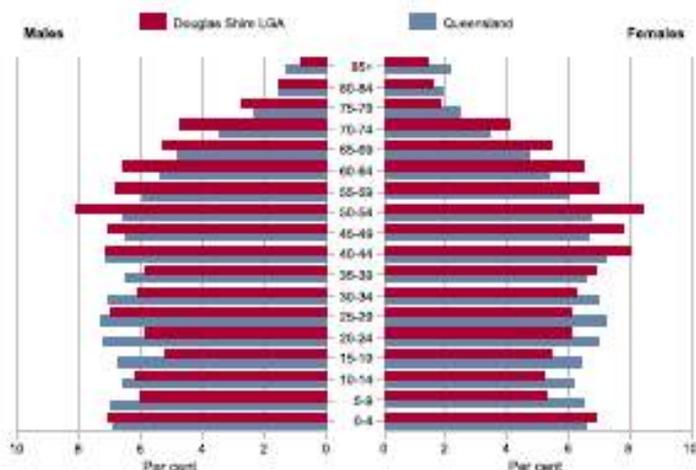
**14.7%**

Table 2 Estimated resident population by age, Douglas Shire LGA and Queensland, 30 June 2014p

LGA / State	Age group									
	0–14		15–24		25–44		45–64		65+	
	number	%	number	%	number	%	number	%	number	%
Douglas (S)	2,130	18.4	1,305	11.2	3,093	26.6	3,369	29.0	1,710	14.7
Queensland	934,862	19.8	845,774	13.7	1,323,000	28.0	1,150,012	24.5	650,799	14.0

Source: ABS 3235.0, Population by Age and Sex, Regions of Australia, 2014

Figure 4 Estimated resident population by age and sex, Douglas Shire LGA and Queensland, 30 June 2014p



Source: ABS 3235.0, Population by Age and Sex, Regions of Australia, 2014

The Douglas Area has significant pockets of population along the beaches.



Figure 2.1.2: Douglas Shire Council – Main Population Centres

## Climate and Weather

Douglas Shire Council lies on the coast of Queensland between approximately 16° to 16.43° south latitude and has a moist, tropical climate. Rainfall is seasonal, with the heaviest rain occurring from December through to March, with significant rainfall often occurring in April. Extreme rainfall events are associated with monsoonal events and tropical cyclones. Douglas comes under the influence of tropical cyclones on average at least once every two years. Temperatures rarely exceed 35°C or go below 15°C for extended periods.

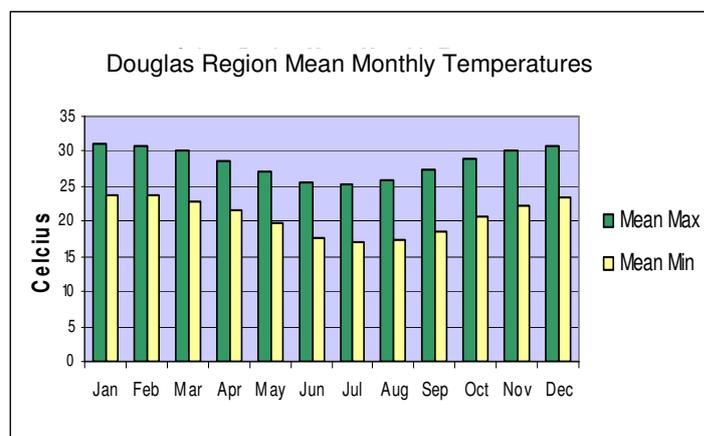
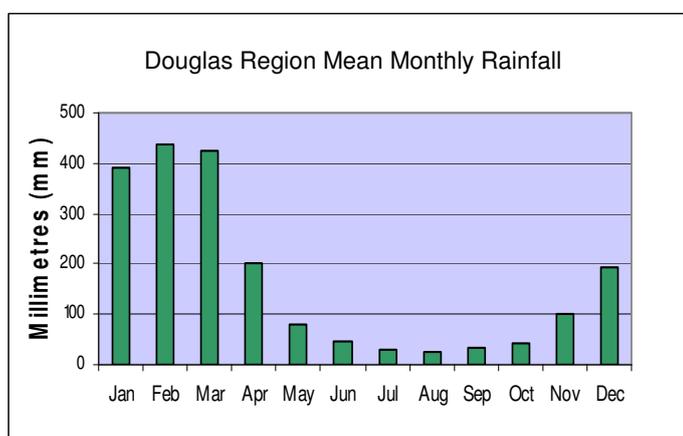
The tropical climate of the Douglas Region is characterised by:

- relatively high temperatures with only small variations between daily maximum and minimum temperatures;
- relatively small, yet discernible, variations in seasonal temperatures;
- relatively high humidity with generally little variation between morning and afternoon humidity levels;
- relatively small, yet discernible, variations in seasonal humidity levels; and
- relatively high rainfall with greater concentrations of rainfall in the summer months (December to April).

These climatic characteristics have a number of implications for human activity and development in the Region, including:

- the marked seasonality of rainfall in the Region, together with more comfortable temperatures during the winter months, have given rise to a marked seasonality in tourist visitation;
- the high number of rain days during the December to April period tend to restrict construction work during this period as it is more cost-effective to operate mainly during the drier months;
- in conjunction with the steep mountain slopes the high rainfall intensity has greater implications for soil erosion and land slippage;
- the high rainfall and its intensity also gives rise to greater road damage; and
- the high rainfall tends to render less effective, septic and on-site waste water disposal through absorption trenches.

### **Monthly average annual rainfall and temperature figures (Source: Bureau of Meteorology):**



## **Community Capacity**

The shopping precincts are located in Port Douglas and Mossman with numerous local centres.

There is 1 Bowls Club, 1 Lifesaving Club, 3 Golf Clubs, 1 Yacht Club, several football clubs and numerous other sporting clubs.

Council Depots are located at South Mossman and Port Douglas, with smaller ones at Daintree and Diwan (north of the Daintree River).

Douglas Region is served by the Mossman Multi-Purpose Health Service (Hospital). There is also a small community hospital at Wujal Wujal in the northern extremity of the Region. A Health Clinic operates from a Council building in Diwan.

SES Groups are located at Alexandra Bay (Diwan) and Mossman, with operating depots at Diwan and Mossman. Storage sheds are located at Daintree, Forest Creek, Port Douglas and Wonga. The SES Headquarters is located in Mossman at the rear of the Council Administration Building.

Douglas Shire Council Administration Office (including the Council Chambers) are located at 64-66 Front Street, Mossman.

Police Stations are located at Mossman and Port Douglas.

## Communications

Broadcast radio and TV services are provided from studios in Cairns with some local radio provided from Port Douglas. Dedicated telecommunications networks are also operated by the Port Douglas Coast Guard, Mossman Sugar Mill, and a number of private sector networks such as fishing and tourism.

Council UHF radio is located in the LDCC and in the STCS. A separate two-way system is located in the Mossman administration building with a link to the Mossman Works Depot. This radio network has a repeater on Flagstaff Hill and has the ability to communicate with selected Council vehicles, portable radios and between the LDCC and STCS. Many of the private UHF and VHF networks such as police, emergency services and Council operate from a base station on Flagstaff hill, Port Douglas.

Council also uses a network of mobile phones, Inreach satellite texting/emailing devices, SPOT tracking/texting devices and satellite phones. Satellite phones are held by the LDC, Manager Infrastructure, Mossman SES and Alexander Bay SES.

Douglas Region is not a self-sufficient community. It depends on outside sources for its food, energy and material requirements, as well as its principal sources of income. **Such dependence imposes limits to the community resilience.**

## Industry

The predominant industry types for the Douglas Region are tourism (85%), farming (particularly sugarcane), sugarcane processing and service industries which support the tourism and marine industries.

Tourism is a significant employment sector for the region, particularly for Port Douglas and the area north of the Daintree River.

## Public and Other Major Buildings, Spaces, and Events

### *Public and Other Buildings*

Throughout the Region there are a number of public and other major buildings, including:

- Douglas Shire Council Administration Centre, Front Street, Mossman;
- Mossman Library, Mill Street, Mossman;
- Mossman Indoor Sports Centre, Front Street, Mossman;
- Douglas Shire Hall, Mill Street, Mossman;
- Port Douglas Sports Centre, Wharf Street, Port Douglas;
- Port Douglas Community Hall, Mowbray Street, Port Douglas;
- Storm Tide Cyclone Shelter, Endeavour Street, Port Douglas;
- A number of resorts and accommodation precincts.

### *Major Public Spaces*

- Mossman Showgrounds including rugby fields;
- Port Douglas Sporting Complex including AFL and rugby fields and open space;
- Reynold's Park (cricket oval and open space);
- Daintree oval;

- Stinger Park, Port Douglas
- Port Douglas and Mossman Market areas.

### ***Special Events***

- New Years Eve, Port Douglas;
- Carnivalé, Port Douglas;
- Mossman Show;
- Cairns Adventure Festival including Ironman Cairns.
- Great Barrier Reef Marathon
- Crocodile Trophy Mountain Bike Race finish.

### **Critical Infrastructure**

#### ***Roads***

- Captain Cook Highway (Cairns –Mossman);
- Mossman - Mt Molloy Road;
- Mossman – Daintree Road;
- Cape Tribulation road system including the Daintree River Ferry;
- Cape Tribulation – Bloomfield Road.

Douglas Region contains:

- 368 km of **Council** road network including 167 km of unsealed roads.
- 80km of roads that are the responsibility of DTMR.
- Daintree River Ferry for movement of vehicles across the Daintree River.
- 33 road and pedestrian bridges, including 10 timber bridges.
- Considerable number of recreational parks and reserves.
- 8 boat ramps.
- 2 marinas (Port Douglas).
- 1 designated boat harbour (Council).

#### ***Airports and Airstrips***

Throughout the region there are numerous sporting fields, resorts, schools, etc where rotary wing aircraft can land in emergency situations.

The existing air transport facilities include a small, private grass-surface airstrip at Cow Bay (north of the Daintree River) and established helicopter landing points at Diwan (north of Daintree River), Mossman Hospital, the Sheraton Mirage Resort, Port Douglas, and adjacent to the Captain Cook Highway, 2 kilometres north of the Port Douglas Road turn-off.

Mossman Showgrounds, Daintree oval, Port Douglas AFL ground are also used for helicopter landings.

## Essential Services

### Power

- Power supply for the Mossman area is presently supplied via two 66kV feeder lines from the Atherton Tableland to a 66/22kV substation on Cassowary Road adjacent to the soccer fields, about 5 kilometres southeast of Mossman. Locally, the Cassowary substation supplies the Mossman to Daintree area. This power supply can be unreliable leading to numerous and extended loss of power during the Wet Season. There is no reticulated power north of the Daintree River, excepting a small area in Thornton Peak Drive and west.
- Power Supply for Port Douglas is presently supplied via 2 transmissions lines from the Atherton Tablelands to a 132/22KV substation at Craiglie. The Craiglie substation supplies Port Douglas south to Hartley's Creek, Wangetti.
- Port Douglas and Craiglie have a reticulated gas supply, with the main method of supply for the remainder of the region being bottled gas.

### Telecommunications

- The telecommunication network has a number of providers, the main provider being Telstra. Mobile telephone communication is generally readily available to most inhabited localities south of the Daintree River to the regions southern border. Mobile telephone communications in the Wonga locality and north of the Daintree River is generally less reliable and unavailable in many localities.

The Douglas Region has six (6) main communication towers, located at: Newell Beach, Flagstaff Hill, Port Douglas, Wharf Street, Port Douglas, Alexandra Range Lookout, and Gorge View Crescent, Mossman.

### Water

The Douglas region has two main water supply service areas.

The Mossman service area contains the major water supply system, and provides water to Mossman, Port Douglas, Cooya Beach, North Mossman and Newell Beach, as well as the rural and rural-residential areas of Cassowary and Mowbray Valleys. Supply is taken from Rex Creek, a tributary of the Mossman River within the Mossman Gorge section of the Daintree National Park.

The Whyanbeel Service area is much smaller and provides water to Wonga Beach and Miallo, as well as residential development at Rocky Point, and along Syndicate, Whyanbeel, O'Donoghue, Bamboo Creek, Kingston and the Mossman-Daintree Roads between Miallo and Wonga Beach. Supply is taken from Little Falls Creek in the Whyanbeel Valley.

Reticulation involves over 300kms of water mains of various sizes, materials and age.

Water filtration and storage facilities for the Mossman service area are located at Mossman, on the hill accessed from Coral Sea Drive just to the west of the town (Gorge View Crescent). Storage tanks are also provided on Flagstaff Hill Port Douglas, at ground level at Reef Park Port Douglas, in a landmark water tower at Newell Beach, on the northern slopes of Mount Beaufort abutting Cooya Beach, and at Cassowary and Mowbray. The reservoirs at Cooya Beach, Newell Beach, Cassowary and Mowbray are not in use, but can filled and chlorinated as a preparatory measure be activated as required. Pumping stations are located adjacent to storage reservoirs at Flagstaff Hill and Reef Park.

Filtration and storage facilities for the second service area are located in the Whyanbeel Valley at Little Falls Creek, and these are augmented by storage tanks on the hill immediately to the west of

Wonga Beach, and at Rocky Point on the hill above the Port Douglas Views rural-residential subdivision.

There is also a minor reticulated water supply at Daintree Township. Water in this system is drawn from Intake Creek, a tributary of the Daintree River, upstream of the township and Stewart Creek. The filtration system and reservoir for this service are located in Daintree Township.

### **Wastewater**

Wastewater treatment plants are located at Port Douglas and Mossman. There are 18 wastewater pumping stations in the Douglas area, most being in the low-lying areas of Port Douglas.

### **Waste**

Transfer Stations are located at Cow Bay, Daintree Township and Newell Beach, with the main transfer station and hard waste landfill located at Killaloe. Material from the other transfer stations is moved to Killaloe for sorting/onward movement or landfilling. Killaloe is located off the Captain Cook Highway 5km south of Mossman, and 6 km north of Port Douglas. All putrescible domestic and commercial waste is transported to Cairns for composting. Green waste disposal is available at Newell and Killaloe.

### **Hazardous Sites**

- The Captain Cook Highway to the south, and the Rex Range to the west, carry bulk hazardous substances in a variety of containers;
- There is one hardware outlet, Cairns Hardware, in Mossman;
- Mossman Sugar Mill has a large boiler system and fuel oil storage;
- Marano's Fuel Depot at Miallo is a bulk fuel storage site
- Mossman Agriculture Services holds pest/herbicides and fertilisers.

### **Hazards**

The *Douglas Shire Natural Disaster Risk Management Report* was adopted by Douglas Shire Council in 2004.

The study was undertaken to provide updated information on risks within the Council area and took into consideration earlier studies.

A significant element of the process was the consideration of how a reduction in disaster risk can protect the community against loss of infrastructure, damage to the natural environment, compromised standard of living and economic failures brought about by disasters.

Other studies and relevant reports are:

- The Tropical Cyclone Risk in Cairns – BoM 2001;
- Cyclone Surge and Community Preparedness – James Cook University 1999;
- AS/NZS 4360:2004 – Risk Management,
- Flood studies - Level 2 at Port Douglas, Mossman and Daintree Village.
- Storm Tide mapping.
- GHD Report – Cairns regional Council Natural Hazards Study 42/17426 May 2013
- BMT WBM – Cairns Region Storm Tide Inundation Study Jan 2013

The full documents can be viewed by contacting the LDC for LDMG-DR on (07) 4099 9444.

The **Risk Management Record** (below) is a brief summary of identified risks to the Douglas Shire Community.

## Risk Assessment

### Vulnerable Sector

The following are the sectors of Douglas Region that are at risk and are identified in the risk management record:

- People
- Infrastructure and Property
- Environment

### Potential Risk

People, infrastructure, environment and economy:

- Possible injury and fatalities
- Infrastructure, including private buildings and dwellings, damaged and destroyed
- Damage to the environment
- Effect on the economy as a result of reduction in tourism, industry and/or crop loss

### Likelihood

The likelihood of the event occurring in Annual Recurrence Interval (ARI)

- A – almost certain ARI 10
- B – likely ARI 50
- C – possible ARI 100
- D – unlikely ARI 500
- E – rare ARI 1000

### Consequence Descriptors

The following are the potential risk scenarios of a disaster on Douglas Region:

#### Insignificant Risk

- No fatalities.
- Medical treatment required.
- Small number displaced for a short period, some damage.
- Little disruption to the community.
- Some impact on the environment, with no lasting effects.
- Some financial loss.

#### Minor Risk

- Small number of fatalities.
- Hospitalisation required.
- Minor temporary displacement.
- Significant damage.
- Some community disruption.
- Serious impact on environment with no long term effects.
- Significant financial loss.

**Moderate Risk**

- Multiple fatalities.
- Numerous injuries requiring hospitalisation.
- Significant numbers displaced for short periods.
- Serious damage requiring some external assistance.
- Community functioning with difficulty.
- Severe impact on environment with long term effects.
- Serious financial loss.

**Major Risk**

- Numerous fatalities.
- Extensive injuries, with significant hospitalisation.
- Large numbers displaced for significant duration.
- Severe damage that requires external resources.
- Community only partially functioning.
- Severe permanent damage to the environment.
- Severe financial loss.

**Catastrophic Risk**

- Mass fatalities.
- Large numbers requiring hospitalisation.
- General and widespread displacement for extended duration.
- Widespread extensive damage.
- Community unable to function.
- Widespread severe permanent damage to the environment.
- Widespread severe financial loss.

## 2.4 Risk Management Record

Hazard	Vulnerable sector	Potential risk	Likelihood	Consequence	Level of risk	Action priority
Cyclone Cat 1-3	People, infrastructure, environment	Infrastructure damaged, people injured.	Likely	Minor	High	
Cyclone Cat 4+	People, infrastructure, environment	Infrastructure destroyed people injured or fatalities.	Rare	Major to catastrophic	High	
Flood (up to Q100)	People, infrastructure, environment	Property flooded, buildings damaged.	Possible	Major	High	
Flood (PMF)	People, infrastructure, environment	Property flooded, buildings damaged.	Rare	Major	High	
Storm Surge (Cyclonic)	People, infrastructure, environment	Property, buildings flooded Infrastructure damaged.	Rare	Catastrophic	High	
Bushfire	People, infrastructure, environment	Infrastructure destroyed people injured or fatalities.	Likely	Minor	High	
Earthquake	People, infrastructure, environment	Infrastructure damaged or destroyed people injured or fatalities.	Rare	Catastrophic	High	
Tsunami	People, infrastructure, environment	Infrastructure destroyed people injured or fatalities.	Rare	Catastrophic	Moderate	
Landslip	People, infrastructure, environment	Infrastructure damaged or destroyed.	Possible	Moderate	High	
Terrorist	People, infrastructure	Infrastructure destroyed, people injured or fatalities	Rare	Major	High	

*Risk Management Record continued*

Hazard	Vulnerable sector	Potential risk	Likelihood	Consequence	Level of risk	Action priority
Hazardous materials	People, infrastructure, environment	People may become ill, environmental damage	Possible	Minor	Moderate	
Marine Oil Spill	Environment	Environmental damage	Possible	Moderate	Moderate	
Disease Pandemic	People	Major numbers hospitalised and fatalities	Rare	Catastrophic	High	
Heatwave	People	Possible hospitalisation and fatalities	Possible	Minor	Moderate	
Road Accidents	People	Possible hospitalisation and fatalities	Possible	Minor	Moderate	
Shipping/ Boating Accidents	People	Possible hospitalisation and fatalities	Possible	Moderate	High	

**NOTE:** Risk Treatment Options, Risk Treatment Evaluation, Responsible Agency for Treatment, Consequential Actions and Implementation Timeframe are included in the ***Douglas Shire Council Natural Disaster Risk Management Study – 2002.***

## Risk Treatment Arrangements

This Local Disaster Management Plan is based on the *all-hazards* approach, there are no threat specific plans as such. Each threat or event is responded to in a similar manner, and the key to a successful operation is to manage the consequences of the event to produce the best outcome for the community.

The types of threat or disaster/emergency vary significantly and could be any of the following:- flooding, storm tide, cyclone and severe storm, counter terrorism, exotic animal disease, bushfire, oil spill, pollution, contamination of town water supply and major road incident.

Each type of event will have its own special requirements, however the response will be in accordance with the LDMP and supporting Operational/Sub-Plans.

The Operational Plans are applicable to all hazards and some or all of the Operational Plans would be implemented depending on the particular event.

Some Risk Treatment Arrangements have been prepared for specific risks.

### Management of Residual Risks

Throughout the risk management process residual risks will be identified. These risks **cannot** be reduced within the capacity of the shire.

Douglas Shire has two main residual risks:

1. **Staffing:** It is recognised that the Council will lack the staff or specialised skill sets that may be required during an event. In particular the ability to adequately staff an LDCC and a STCS at the same time may not be possible, particularly in the longer term of the response and recovery phases. There is **NO** capacity to staff evacuation centres and the Red Cross will be called upon to act as Centre Managers for evacuation centres. Red Cross may also be pre deployed to assist in the registration process and/or the staffing of the PDSTCS.
2. **Assisted Evacuation** (Aged care facility(Ozcare), Port Douglas) facility: This is the major Aged Care Facility in the Shire and is located in **Port Douglas**. The facility is 74 bed facility including special care. Ozcare and Stella Maris Aged Care are located in the **YELLOW STORM TIDE ZONE** (2-3 metres above AHD)  
At any time between 30-40 patients may need ambulance transportation if an evacuation is required. The evacuees are transferred to Malanda (5 hour round trip). Evacuation may take 24 hours and require a fleet of ambulances from outside the Shire.  
Ambulance transportation can be compromised by weather and road conditions, the onset of weather events and the demand for resources (ambulance services) from other areas.
3. **Logistics** The Douglas LDMG has a limited capacity to manage Logistics in response to a large scale event and will request District assistance to assist with the provision of this task should the need arise.

These identified residual risks will be referred to the DDMG for inclusion in the district disaster management plan.

# Capacity Building

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## Community Education

Section 30(e) of the *Disaster Management Act 2003* requires Local Government to be involved in an education program “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”.

The Douglas Shire Council is committed to an ongoing public awareness campaign.

The following methods are used by Douglas Shire Council to assist with promoting community awareness:

- BoM Weather Warnings;
- The LDMG-DR encourages all members of the LDMG-DR to provide public education programs in their area of responsibility;
- SES Group Leaders provide lectures to various organisations throughout the Region;
- QFES presentations;
- Douglas Shire Council Website and Facebook
- Annual pre-season Get Ready Douglas education and resilience program
- Public displays;
- Douglas Shire Council website publications and information;
- Media releases;
- Brochures displayed and available in Council Offices and Libraries;
- Local Media (local radio, articles in local newspapers and Council Newsletters);
- Community phone book, BoM Cyclone Information and tracking map;
- Douglas Shire Council brochures: ‘Plan, Pack, Listen’
- Public presentations from Council staff
- Presentations to vulnerable communities;
- Presentations to schools and retirement villages; and

Refer also to *A.10 – Public Information and Warnings Operational Plan (#431971)*.

## Hazard Specific Arrangements

### Storm Tide Evacuation Guide

A Storm Tide Evacuation Guide has been produced for the Douglas Shire area. The completed storm tide study provides consistent modelling and mapping for the Douglas Region.

<http://douglas.qld.gov.au/community/disaster-and-emergency-information/evacuation-advice/>

*Areas subject to Storm Tide Inundation have been mapped and mapped areas are available on Council’s Website. Areas have been mapped into 3 distinct colour zones being:-*

- *Red Zone: These areas are at HIGHEST risk and refer to areas located up to 2 metres above AHD.*
- *Orange Zone: These areas are at a High risk and refer to areas located between 2 and 3 metres above AHD.*
- *Yellow Zone: These areas are at a Moderate risk and refer to areas located between 3 and 4.5 metres above AHD.*

A Storm Tide Cyclone Shelter (STCS) has been constructed in Port Douglas. The building is located at the Port Douglas Primary School, Endeavour Street, Port Douglas. The STCS will be activated by the LDMG in response to a threat to low lying areas by storm tide.

The STCS has the capacity to accommodate 800 people in a seated, high density environment.

**Refer to STCS sub-plan for details of activation and operation of the STCS.**

### Land Use Management Initiatives

The Douglas Planning Scheme does not contain overlays which regulate assessable development where the site is subject to possible landslip, bushfire or flooding.

However, as at October 2016 the **Draft** Douglas Shire Planning Scheme contains Natural Hazard Overlays developed for:-

- *Landslip (Hillslopes)*
- *Bushfire*
- *Flood*
- *Storm Tide*

### Training and Exercises

Members of the LDMG and personnel who will be employed in the Local Disaster Coordination Centre will receive training commensurate with their position. Such training may be delivered by Queensland Fire & Emergency Services as a part of the formal training curriculum.

In Accordance with the provisions outlined in the Queensland Disaster Management Framework the following members of the LDMG are required to undertake the following disaster management training

#### Chair and Deputy Chair

##### Core Training Courses

Queensland Disaster Management Arrangements	Resupply
Evacuation	Warnings and Alert Systems
Induction – Local Disaster Management Group Member Induction	

#### Local Disaster Coordinator

##### Core Training Courses

Queensland Disaster Management Arrangements	Resupply
Evacuation	Warnings and Alert Systems

Disaster Management Planning	Disaster Coordination Centre - Modules 1,2 and 3
Disaster Relief and Recovery Funding Arrangements	Cyclone Shelter Management
Evacuation Centre Management	Recovery - Modules 1 ,2 and 3
Induction – <ul style="list-style-type: none"> <li>Local Disaster Management Group Member Induction</li> <li>Local Disaster Coordinator Induction</li> </ul>	

### LDMG Members

#### **Core Training Courses**

Queensland Disaster Management Arrangements	Disaster Management Planning
Evacuation	Warnings and Alert Systems
Induction <ul style="list-style-type: none"> <li>Local Disaster Management Group Member Induction</li> </ul>	

### Local Disaster Coordination Centre Staff

#### **Core Training Courses**

Queensland Disaster Management Arrangements	Disaster Coordination Centre Modules 1 and 2
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### Local Recovery Coordinator

#### **Core Training Courses**

Queensland Disaster Management Arrangements	Disaster Coordination Centre Modules 1 and 2
<b>Induction</b> <ul style="list-style-type: none"> <li>Local Recovery Coordinator Induction</li> </ul>	

## **Exercises**

Each year one or more of the following exercises shall be held:

- a table top exercise; and
- a Local Disaster Coordination Centre - Douglas Region exercise.
- a small scale exercise involving the SES and the testing of the LDCC-DR; and
- involvement in a District Disaster Exercise

The purpose of these exercises is to test the resource and response capabilities of the LDMG-DR and other agencies.

Records of exercises and other training activities are held by the LDMG and included in the annual report of the LDMG.

## **Operational Plans Exercises**

To be conducted prior to the review of the Operational Plans. Designated responsible agencies should prepare and conduct discussion exercises with members of the working groups to assist in the development of the operational planning process.

## **Evaluating Exercises**

At the conclusion of each exercise a debrief will be conducted to capture issues and areas for improvement. The LDMG will consider the implementation of both hot debriefs, conducted immediately following participants' involvement in the exercise and a more detailed After Action Review, conducted within a few days of the exercise, allowing participants time to provide a more considered view of the exercise. The actions will then be provided to all LDMG members for their information and actioning where appropriate.

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# Response Strategy

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## Warning Notification and Dissemination

Weather warning products are issued by the Bureau of Meteorology and include, but are not limited to, severe weather warnings, tropical cyclone advice and tsunami warnings.

Douglas Shire Council can also request, through their member of QFES on the LDMG an Emergency Alert campaign to be delivered via landline and text messages to potentially affected residents.

Part of the role of the LDMG is to ensure that member agencies are in appropriate receipt of warnings in order that they may disseminate the warnings to elements of the community that fall under their specific responsibility

The release of information to the community regarding the emergency and associated threats, will normally be approved by the Chairperson and distributed through the Media Liaison Officer after discussions with the Officer in Charge of the Lead Agency and the Local Disaster Coordinator.

Refer to *Public Education* in this plan, and also to *A.10 Public Information and Warnings Operational Plan*.

LDMG members will receive warning products via a number of means.

The DDC will receive notification directly from the State Disaster Coordination Centre (SDCC) and internally through Queensland Police Service Communication Centres and will ensure the dissemination of warnings to vulnerable LDMGs within the district.

The Douglas LDMG will be notified by Executive Officer Cairns DDMG and may also receive notification from internal agency central offices.

A number of agencies will also receive warnings directly from the Bureau of Meteorology.

Details regarding responsibility for notification processes within LDMG member agencies are detailed in respective agency plans. Agency plans may include detailed contact registers to achieve dissemination of warnings.

In summary, the responsibilities of LDMG members for notification in the local government area are shown in the following table.

## Roles and Responsibilities

The following are the roles and responsibilities of agencies that may be involved in the Disaster Management arrangements.

It is to be remembered that no organisation will be required to be involved in any activity which is not part of that agency's core business. The roles and responsibilities enumerated in this section are seen as an extension of the normal day to day business of the agencies involved.

All agencies should be involved in the formulation of the Local Disaster Management Strategies.

<b>Agency</b>	<b>Roles &amp; Responsibilities</b>
<b>Douglas Shire Council</b>	<ul style="list-style-type: none"> <li>▪ Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning)</li> <li>▪ Maintenance of normal Local Government services to the community               <ul style="list-style-type: none"> <li>○ Water</li> <li>○ Sewerage</li> <li>○ Refuse disposal</li> <li>○ Public health</li> <li>○ Animal control</li> <li>○ Environmental protection</li> <li>○ Roads</li> <li>○ Drainage</li> </ul> </li> <li>▪ Maintenance of a disaster response capability</li> <li>▪ Design, maintenance and operation of Local Disaster Co-ordination Centre, including the training of sufficient personnel to operate the Centre</li> <li>▪ Maintenance of telemetry and warning systems</li> <li>▪ Collection and interpretation of information from telemetry systems</li> <li>▪ Short term welfare</li> </ul>
<b>LDMG - Douglas Region</b>	<ul style="list-style-type: none"> <li>▪ Development of Local Disaster Management Planning strategies</li> <li>▪ Design and maintenance of public education/awareness programs</li> <li>▪ Coordination of support to response agencies</li> <li>▪ Reconnaissance and impact assessment</li> <li>▪ Provision of public information before, during and following disaster impact events</li> <li>▪ Recommendations re areas to be considered for authorised evacuation (see Storm Tide Warning/Response Handbook, where appropriate)</li> <li>▪ Public advice relating to voluntary evacuation</li> <li>▪ Provision of locally based community support services</li> </ul>
<b>Queensland Fire and Emergency Services</b>	<ul style="list-style-type: none"> <li>▪ Functional lead agency for warnings as an agency within the Department of Community Safety</li> <li>▪ Review, assess and report on the effectiveness of disaster management by the State at all levels, including the State Disaster Management Plan and district and local plans</li> <li>▪ Establish and maintain arrangements between the State and Commonwealth on disaster management issues</li> <li>▪ Ensure that disaster management and disaster operations within the State are consistent with the State's policy framework, plans, and guidelines</li> <li>▪ Ensure that persons performing functions under the Act in relation to disaster operations are appropriately trained</li> <li>▪ Provide advice and support to the SDMG, DDMGs and LDMGs in relation to disaster management and disaster operations</li> <li>▪ Coordinate reception operations</li> <li>▪ Administer NDRRA relief measures as required</li> <li>▪ Perform the following responsibilities in support of disaster operations:</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop, maintain, monitor and continuously improve the State's disaster management arrangements and systems</li> <li>▪ Ensure the availability, maintenance and operation of the SDCC</li> <li>▪ Manage resupply operations</li> <li>▪ Coordinate, support and manage the deployment of State Emergency Service resources</li> <li>▪ Coordinate, support and manage the deployment of QFES Helicopter Rescue resources</li> <li>▪ Support the deployment of Queensland Corrective Services resources</li> <li>▪ <b>Primary agency for bushfire</b></li> <li>▪ <b>Primary agency for chemical / hazardous materials (HazMat) related incidents</b></li> <li>▪ Coordinate the disaster response operations for the State group if a QFES officer is appointed as a State Disaster Coordinator</li> <li>▪ Provide control, management and pre-incident planning of fires (structural, landscape and transportation)</li> <li>▪ Provide rescue capability for persons trapped in any vehicle, vessel, by height or in confined space</li> <li>▪ Rescue of persons isolated or entrapped in swiftwater / floodwater events</li> <li>▪ Provide advice, chemical analysis and atmospheric monitoring at chemical/ HazMat incidents</li> <li>▪ Provide mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster response</li> <li>▪ Provide Urban Search and Rescue (USAR) capability for building collapse events</li> <li>▪ Support the Queensland Hazardous Materials Incident Recovery Plan</li> <li>▪ Support the Queensland Coastal Contingency Action Plan - Chemical Spill Response Plan (a supporting plan of the National Marine Chemical Spill Contingency Plan, and National Marine Oil Spill Contingency Plan)</li> <li>▪ Provide Impact Assessment, and intelligence gathering capabilities</li> <li>▪ Provide logistical and communications support to disasters within capabilities</li> </ul>
<p><b>Queensland Police Service</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Primary agency responsibility for terrorism</b></li> <li>▪ Provide executive support to the State group</li> <li>▪ Coordinate the disaster response operations for the State group if a QPS officer is appointed as a State Disaster Coordinator</li> <li>▪ Preserve peace and good order</li> <li>▪ Prevent crime</li> <li>▪ Maintain any site as a possible crime scene</li> <li>▪ Provide a Disaster Victim Identification capability Conduct traffic control, including assistance with road closures and maintenance of road blocks</li> <li>▪ Coordinate evacuation operations</li> <li>▪ Coordinate search and rescue operations</li> <li>▪ Manage the registration of evacuees and associated inquiries in conjunction with the Australian Red Cross</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Provide security for damaged or evacuated premises</li> <li>▪ Respond to and investigate traffic, rail and air incidents</li> </ul>
<b>Queensland Ambulance Service</b>	<ul style="list-style-type: none"> <li>▪ Provide, operate and maintain ambulance services</li> <li>▪ Access, assess, treat and transport sick and/or injured persons</li> <li>▪ Protect persons from injury or death, during rescue and other related activities</li> <li>▪ Coordinate all volunteer first aid groups during for major emergencies and disasters Provide and support temporary health infrastructure where required Collaborate with Queensland Clinical Coordination Centre in the provision of paramedics for rotary wing operations</li> <li>▪ Participate in search and rescue, evacuation and victim reception operations</li> <li>▪ Participate in Health Facility evacuations</li> <li>▪ Collaborate with Queensland Health in mass casualty management systems</li> <li>▪ Provide Disaster, Urban Search and Rescue (USAR), Chemical Hazard (Hazmat), Biological and Radiological operations support with specialist logistics and specialist paramedics</li> </ul>
<b>State Emergency Service</b>	<ul style="list-style-type: none"> <li>▪ Assisting the community to prepare for, respond to and recover from an event or disaster.</li> <li>▪ Public Education</li> <li>▪ Rescue of trapped or stranded persons (See State Rescue Policy) – have 2 flood boats</li> <li>▪ Search operations for missing persons.</li> <li>▪ First Aid</li> <li>▪ Traffic Control</li> <li>▪ Short term welfare support</li> <li>▪ Assistance with impact assessment</li> <li>▪ Assistance with communications</li> <li>▪ Assistance with lighting</li> </ul>
<b>Ergon Energy</b>	<ul style="list-style-type: none"> <li>▪ Maintenance of electrical power supply</li> <li>▪ Advice in relation to electrical power</li> <li>▪ Restoration of power</li> <li>▪ Safety advice for consumers</li> </ul>
<b>Tourism Tropical North Queensland</b>	<ul style="list-style-type: none"> <li>▪ Provide assistance in the coordination of accommodation, travel, etc for affected interstate and international tourists.</li> </ul>
<b>Queensland Health</b>	<ul style="list-style-type: none"> <li>▪ <b>Functional lead agency for health services</b></li> <li>▪ <b>Primary agency for Pandemic Influenza, Biological and Radiological Incident</b></li> <li>▪ Coordinate the disaster response operations for the State group</li> <li>▪ Queensland Health officer is appointed as a State Disaster Coordinator</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Protect and promote health in accordance with Health Services Act 1991 and Public Health Act 2005</li> <li>▪ Provide Clinical and Statewide and Forensic services support for disaster response and recovery</li> <li>▪ Provide human-social support for response and recovery</li> <li>▪ Provide appropriate pre-hospital on-site medical and health support</li> <li>▪ Coordinate aeromedical tasking in partnership with QAS throughout the State</li> <li>▪ Provide state representation at the Australian Health Protection Committee</li> <li>▪ Ensure a whole-of-health emergency incident management capability to prevent, respond to, and recover from any event</li> <li>▪ Provide appropriate public and community health risk and preventative measures information</li> <li>▪ Provide health emergency incident information for media communications</li> </ul>
<b>Aviation Rescue and Fire Fighting</b>	<ul style="list-style-type: none"> <li>▪ Aviation specialists for large flammable fuel fire control, rescue of trapped persons, first aid, water rescue service and structural fire fighting. Mutual aid support to State based emergency services.</li> </ul>
<b>Department of Transport and Main Roads</b>	<ul style="list-style-type: none"> <li>▪ Functional lead agency for transport systems</li> <li>▪ <b>Primary agency for sea pollution where it impacts, or is likely to impact, on Queensland Coastal Waters</b></li> <li>▪ Coordinate the disaster response operations for the State group if a Department of Transport and Main Roads officer is appointed as a State Disaster Coordinator</li> <li>▪ Provide information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure as it affects the transport system</li> </ul>

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

The principle purpose of the emergency response is the preservation of life and property. Response is defined as the “actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support” (EMA 2004).

### Warning Infrastructure

Flood cameras - A “flood camera has been installed on the Mossman River at the Foxtan Bridge where the Mossman – Daintree Road crosses the Mossman River. The flood camera can be operated remotely by authorised staff and the view is available to the public on Council’s website. The camera is pointed towards a flood gauge marker beside the road to the north of the bridge. This area is the the lowest part of the road and is frequently subject to flooding that makes the road impassable and requires closure of the road. Internet access is provided here - <https://douglas.qld.gov.au/community/disaster-and-emergency-information/douglas-flood-cam/>

**Daintree Township Automatic Flood Gauge** – In 2015/16 Council installed an automatic gauge on the Daintree River at the Daintree Township. River heights for the Daintree Village are displayed on the Bureau of Meteorology website here -

<http://www.bom.gov.au/fwo/IDQ65394/IDQ65394.531110.plt.shtml>

**Barrat Creek Automatic Flood Gauge** – Council is currently installing an automatic gauge on the Barrat Creek, below the Daintree Village where the Mossman -Daintree Road crosses the creek. This creek frequently floods and causes closure of access to Daintree Village. The creek also can causes flooding of buildings in the area including the Daintree Eco Lodge.

Automatic Flood Gauges are also displayed on the BOM website for:-

Mossman River at Mossman

Mossman Tide (Newell Jetty)

Daintree R at Bairds (Warning Gauge)

Auto stations are located on Whyanbeel Ck at Little Falls and the Bloomfield River at China Camp and details are issued in warnings issued by the BOM.

## Activation

Activation of the LDMG-DR will be in response to a local event that demands a coordinated community response. Activation of the LDMG-DR will automatically activate the LDCC.

Following consultation with the Chair of the LDMG, the LDC is responsible for activating the LDMG.

The authority to activate the Local Disaster Management Group - Douglas Region, is vested in the Chair or delegate of the Local Disaster Management Group - Douglas Region. The Chair will consult with the DDC on activation of the plan. The plan may also be activated at the request of the DDC.

Activation may occur as:

- A response to a worsening situation; or
- At the request of the responsible Lead Agency (in situations where no prior warning is possible).

Activation of the LDMG-DR is a five stage operation being

<b>Alert</b>	
<b>Lean Forward</b>	<b>(Standby)</b>
<b>Stand Up</b>	<b>(Activate)</b>
<b>Stand-down</b>	
<b>Debrief</b>	

Activation of each stage will be dependent upon the type of hazard situation. For example, an earthquake or terrorist attack may have an immediate major or catastrophic impact and will require Stage Three activation. A cyclone, flood or storm surge may be a gradual build up and a staged activation is more likely.

Refer to Appendix 1 of this document and *A.1 Activation Plan- Local Disaster Management Group and Local Coordination Centre*.

## Hot Debrief

This debrief is undertaken immediately after operations are complete, giving participants the opportunity to share learning points while the experience is still very fresh in their minds.

Multiple hot debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation - in protracted operations, hot debriefs are to be conducted daily. Debriefs are to be conducted by the Local Disaster Coordinator.

## Post Operational Event Debrief

The Post Operational event debrief is a more formalised debrief of the event by the Local Disaster Management Group, conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

Ideally this debrief should occur after each participating agency has had the opportunity to have a single agency debrief of the activity.

The LDMG may consider having the debrief facilitated by an independent person or organisation.

The debrief process will:

- seek constructive information from those being debriefed
- analyse the operation to determine what went right, what went wrong and why without trying to apportion blame
- acknowledge good performance
- focus on improving planning and procedures
- record relevant information to enable reports to be compiled;

The debrief will address:

- What happened during the event
- Areas which were handled well
- Areas where the coordination or the response could be improved
- Identified areas for amendment of plans, procedures, or training programs

The Local Disaster Coordinator will make any amendments to documentation which will be included in the regularly programmed review of the Local Disaster Management Plan.

A Post Event Operational Review Report will be completed in association with Emergency Management Queensland, and any perceived gaps in capacity or process should be addressed in the ongoing disaster management program.

## **Local Disaster Coordination Centre**

The Local Disaster Coordination Centre - Douglas Region (LDCC-DR) is activated by the Local Disaster Coordinator of the LDMG-DR upon activation of the LDMG. 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 the operation of the LDCC.

The functions of the LDCC-DR are:

- To co-ordinate Douglas Shire Council and community resources in support of agencies involved in response and recovery operations;
- To co-ordinate additional resources allocated to Douglas Shire Council through the District Disaster Coordination Centre;
- To coordinate the collection, collation and dissemination of information to the DDCC and the community.

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;

- That a tasking log be implemented to record actions taken and the responsible agency or officer. The log will contain
  - The specific operational task to be undertaken
  - The date and time of commencement of the task
  - The agency responsible officer to which the task has been delegated
  - Relevant contact details
  - The date and time of completion of the task
  - Actions taken and any comments
- 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 will ensure appropriate levels of staff are identified and trained in the operation of the LDCC. LDCC training will form a component of the LDMG training program.

The LDCC will be located at the Douglas Shire Council Administration Building, 64-66 Front Street, Mossman.

Refer to **A.1** Activation Plan - Local Disaster Management Group and Local Coordination Centre.

Communication procedures are included in **A.1** Activation Plan- Local Disaster Management Group and Local Coordination Centre.

## Concept of Operations for Response

### Initial Impact Assessment

The details of who carries out initial inspections and assessments, the procedures for reporting and action to be taken is set out in *A.7 Impact Assessment Operational Plan*. During the risk analysis process many events will be identified as having the potential for causing fatalities, injuries, property and environmental damage. The timely and accurate assessment of the health impact on the community, along with the damage to public and private property, and the associated implications for business and government continuity, which is of vital concern during a disaster event, will have a great bearing upon the manner that response and recovery are managed.

The LDMG supports the concept of a Rapid Impact assessment analysing:

- the extent of the affected area;
- affected population, including the characteristics and condition;
- emergency medical, health, nutritional, water and sanitation needs.

## REPORTING ARRANGEMENTS

- **Local Disaster Management Group Annual Report** The Douglas LDMG is required to complete an Annual Report at the end of each financial year and provide the completed report to both the Cairns District Disaster Management Group and the Douglas Shire Council. The LDMG should contact the EMQ member on the group for advice and assistance in the

completion of the status report. The annual report shall be in accordance with the requirements of the *Disaster Management Act 2003* and is to be developed as per the Local Disaster Management Group Guidelines.

- **Disaster Management Status Report** Prior to each meeting of the Cairns DDMG a Disaster Management Status Report as set out in Local Disaster Management Group Guidelines may be submitted to the Executive Officer of the Cairns District Disaster Management Group and the Area Director EMQ. The Council representative to the DDMG shall complete and present a Disaster Management Status Report at each meeting of the DDMG.

## Operational Reporting

- **Situation Report (SITREP)** During operational activity the Douglas LDMG, through the operation of the Local Disaster Coordination Centre, will be responsible for the preparation and distribution of SITREPs. Situation reports are utilised to capture accurate information from the day's operations through communicating a current and forecast situation during a disaster event.

The Douglas LDMG will ensure regular and accurate information is received from operational areas to inform operational response, forward planning and the contents of the LDMG SITREP. The LDC will ensure that appropriate staff in the LDCC to compile the SITREP.

- If a disaster event requires the activation of the Douglas LDCC, the LDC will ensure that a SITREP is developed and is 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.

A template for a LDMG to produce a SITREP to a DDMG during disaster operations is contained within the Guardian system.

The SITREPS will be forwarded to the Executive Officer of the Cairns DDMG as well as all members of the Douglas LDMG.

## Agency Status Reports

Written member status reports on behalf of member agencies are used to update other LDMG members on the status of the member agency's disaster management initiatives, projects, training, community awareness, disaster management plans, operations or contact information.

## Accessing Support

The LDMG is responsible for managing the coordination of the response to events using the local resources available to Council and the various member agencies of the LDMG. Council's preferred suppliers are outlined in a register of suppliers held by the Procurement unit of Council.

Support is requested through the agency Liaison Officers or via the usual Council procedures.

Such support includes human and material resources.

## Requests to DDMG for Resource Support

When local resources are exhausted or are inappropriate for the task required, the District Disaster Management Plan and State Disaster Management Plan provide for external resources to be made available, firstly from the District, and then secondly on a State-wide basis.

Only the Local Disaster Coordinator or the Chair may authorise any request for external resources through the DDC. This is done via the Request for Assistance process.

**Application is made via the Local Disaster Coordination Centre and the process is described in the Activation Sub-Plan - Local Disaster Management Group and Local Coordination Centre (#417023)**

## Financial Management

Council has a pre-determined financial management process for expeditious financial authorisation during disaster related activation. These financial procedures will be utilised to manage any financial issues which are a result of an event impacting the Local Government area.

The Douglas Shire Councils Financial Management process outlines the Local Governments internal financial arrangements in support of a disaster event, and the eventual financial claiming process to recoup funds.

## Media Management

The Council will provide a media release on the adoption of the new Disaster Management Plan, and following any subsequent annual updates of the Plan. Council will arrange for inclusion of a disaster preparedness information page in local newspapers/newsletters at times prior to and during the Cyclone or any other identified hazards seasons.

## During an activation or event

The Chair of the LDMG or his/her delegated person will provide regular media releases in the event of a disaster if this is deemed necessary by the LDMG. The Chair of the LDMG is the delegated media spokesman in this situation. The LDMG will use any appropriate means available to broadcast warning messages to the community.

***Detailed information on the Local Disaster Management Group Public awareness strategy is contained in the Public Information & Warnings Plan.***

## Logistics Support

Resource management, particularly of material resources, is an area which can cause extreme problems in the response to a disaster event. During the response to a small scale event with limited community consequences the Douglas LDMG will be able to manage the following functions to a small degree.

- management;
- warehousing;
- asset recording and tracking; and
- transportation.

The Douglas LDMG **has a limited capacity to manage Logistics** in response to a large scale event and will request District assistance to assist with the provision of this task should the need arise.

Further details are addressed in the Transport and Logistics Sub Plan.

## Resupply

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of its communities and rural properties.

Further details are addressed in the **Resupply Sub-Plan**.

# Recovery Strategy

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## Recovery Principles

Recovery is a remedial and developmental process encompassing the following activities (*the source document for Recovery is the EMA Recovery Manual*):

- Regeneration of the emotional, social and physical well-being of individuals and communities;
- Reducing future exposure to hazards and associated risks;
- Reducing the consequences of the disaster on a community; and
- Taking opportunities to adapt to meet the physical, environmental, economic and psychosocial future needs of the community.

Disaster recovery is most effective:

- When management arrangements recognise that recovery from a disaster is a complex, dynamic and protracted process;
- When agreed plans and management arrangements are well understood by the community and all disaster management agencies;
- When community service and reconstruction agencies have input to key decision making;
- When conducted with the active participation of the affected community;
- When recovery managers are involved from initial briefing onwards;
- When recovery services are provided in timely, fair, equitable and flexible manner; and
- When supported by training programs and exercises.

## Recovery Concepts

The major themes of the Recovery Concepts are:

- Community Involvement – recovery processes are most effective when affected communities actively participate in their own recovery;
- Local Level Management – recovery services should be managed to the extent possible at the local level;
- Affected Community – the identification of the affected community needs to include all those affected in any significant way whether defined by geographical location or as a dispersed population;

- Differing Effects – the ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects;
- Empowerment – recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy;
- Resourcefulness – recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged;
- Responsiveness, Flexibility, Adaptability and Accountability – recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable;
- Integrated Services – integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage;
- Coordination – recovery services are most effective when coordinated by a single agency; and
- Planned Withdrawal – planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the perception of leaving before the task has been completed.

## Recovery Components

There are four elements of recovery and all components are interdependent of each other and one cannot operate effectively without the others. The Recovery Plan considers in detail each component and addresses the issues identified:

- Human Social Community Recovery – families and individuals:
  - Community characteristics;
  - Resources necessary to assist in recovery;
  - What government agencies and non-government organisations would be necessary during recovery; and
  - What financial assistance is available to the community and how to access this assistance.
- Building – infrastructure and services:
  - Restoration of essential services;
  - Community access to services;
  - Facilitation of restoration of living conditions and security;
  - Prioritising the rebuilding of infrastructure and community lifelines;
  - How to communicate with the community; and
  - How to integrate arrangements with other agencies.
- Economic Recovery – business continuity, industry restoration:
  - What impact will the disaster have on business continuity and job security;
  - Who needs to be involved in rebuilding economic viability in the community; and
  - Management of damaged reputation regionally, nationally and internationally.
- Environmental Recovery – our natural surroundings:
  - Identification of issues to be considered in managing environmental damage caused by the disaster; and
  - Identification of who should be involved in this process.

- Transport and Roads Recovery:
  - Recovery includes, reconstruction and reinstatement of road, rail, aviation and maritime infrastructure.

## Appendices

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### Appendix A – Operational Plans (held as separate documents)

#### Local Disaster Management Sub Plans

Sub -plans have been written for specific functions:

- **Activation** (417023) - Local Disaster Management Group and Local Coordination Centre. The sub-plan details the process for the activation of the LDMG-DR and the LDCC including standard operating procedures
- **Evacuation** (416459) – this plan sets out the process for evacuation, who makes the decision, how it is activated, who gives direction to evacuate, evacuation routes and buildings for use.
- **Storm Tide Cyclone Shelter** (450033) – establishes the roles and responsibilities for the opening up, staffing, registering and in general caring for evacuees.
- **Public Health** (791380) – Douglas Shire Council Health Plan sets out the responsibilities of the Environmental Health Officer in the event of a disaster and the support given by Queensland Public Health.
- **Public Information and Warnings** (431971) – provides the guidelines for the public awareness and education programs undertaken by members of the LDMG-DR and also the procedure for issuing warnings or advice pre, during or post event. Financial Management – establishes the procedure for purchasing, procurement, emergency purchase orders and the process for tracking agency costs for response and recovery from a disaster.
- **Public Works and Engineering** (432600) – protection and restoration of infrastructure before, during and after an event is paramount and this plan identifies key resources and assistance that can be deployed.
- **Community Support** (434715) – includes the Community Support Sub Plan and provides procedures and processes to be used during both the response and recovery phase of an event.
- **Impact Assessment** (434255) – this plan provides the LDMG-DR with the tools to carry out an initial and then a more detailed impact assessment on the effect of the disaster on infrastructure, private property and the people in the community.
- **Media Management** – providing information to the media that is consistent, appropriate and reliable. (to develop).
- **Transport** (432636)– transport plays a key role in a disaster in not only ensuring access to the area for response teams but also to evacuate people if required.
- **Logistics** (432636)– resource management, particularly of material resources, is an area that can cause extreme problems in response to a major event. This plan addresses the issues and provides process to be followed during a major event.
- **Resupply** (417290)
- **Medical Services** – this Plan provides a list and contact details for medical support in the Douglas Region. **(UNDER DEVELOPMENT)**.

### Appendix B – Roles and Responsibilities of LDMG-DR Members, and Contact Directory (held as a separate document – Doc ID 415231)

## Appendix C – Distribution List

<b>Controlled Copies of Main Plan and <i>all</i> Operational Plans</b>	
<b>Organisation</b>	<b>Controlled Copy #</b>
<b>Douglas Shire Council</b>	
▪ Chairperson LDMG-DR	1
▪ Deputy Chairperson LDMG-DR	2
▪ Local Disaster Coordinator LDMG-DR	3
▪ Deputy Local Disaster Coordinator LDMG-DR	4
▪ Chief Executive Officer	5
▪ Local Disaster Recovery Coordinator LDMG-DR	6
▪ Coordinator Regulatory Services	7
▪ Manager Infrastructure Management	8
▪ Media Advisor	9
▪ General Manager Operations	10
▪ LDCC (2 spare copies)	11 & 12
<b>Ergon Energy</b>	
▪ LDMG-DR Advisor	13
<b>Queensland Ambulance Service</b>	
▪ LDMG-DR Representative	14
<b>Queensland Fire &amp; Emergency Service</b>	
▪ LDMG-DR Representative	15
<b>Mossman Multi Purpose Health Service</b>	
▪ LDMG-DR Representative	16
<b>Queensland Police Service</b>	
▪ District Disaster Coordinator	17
▪ LDMG-DR Representative	18
<b>State Emergency Service</b>	
▪ LDMG-DR Representative	19
<b>Tourism Port Douglas Daintree</b>	
▪ LDMG-DR Representative	20
<b>Copies of Main Plan and Relevant Operational Plans</b>	
<b>Organisation</b>	<b>No. of Copies</b>
<b>Department of Communities</b>	1
<b>Department of Transport and Main Roads</b>	1
<b>Queensland Health, Tropical Public Health Unit</b>	1
<b>Telstra</b>	1
<b>Tourism Tropical North Queensland</b>	1

## Appendix D – Definitions

Advisor	A person invited to participate in the business of a disaster management group in an advisory capacity on an as-required basis.
Alert (See 'Lean Forward')	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 potential of the threat.
Chair	The person appointed by the local government as the Chair of the Local Disaster Management Group.
Chief Executive	The chief executive of the department, as referred to in the Disaster Management Act 2003, is currently the Director-General of the Department of Community Safety.
Community	A group of people with a commonality of association and generally defined by location, shared experience, or function.
Community Resilience	The adaptive capacity of its members to respond to and influence the consequences of disasters to continue an acceptable level in functioning and structure  (Adapted from the UN International Strategy for Disaster Reduction; 2002 and  The Community Resilience Manual, Canada, 2000)
Coordination	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 operations horizontally across organisations and agencies.
Coordination centre	A facility established at State, district or local level as a centre of communication and coordination during times of disaster operations.
Deputy Chair	The person appointed by the local government as the Deputy Chair of the Local Disaster Management Group.
Disaster	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 to recover from the disruption  (Disaster Management Act 2003).
Disaster district	Part of the state prescribed under a regulation as a disaster district.

Disaster management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering a disaster  (Disaster Management Act 2003)
Disaster management functions	The services essential to managing the impacts and consequences of an event.
Disaster mitigation	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event  (Disaster Management Act 2003)
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of an event  (Disaster Management Act 2003)
Disaster preparedness	The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event  (Disaster Management Act 2003)
Disaster research	May be broadly understood as a systematic inquiry, before and after a disaster, into a relevant disaster management problem  (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Disaster response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support  (Disaster Management Act 2003)
Disaster response capability	The ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the local government's area  (Disaster Management Act 2003)
Disaster response operations	The phase of disaster operations that relates to responding to a disaster

	(Disaster Management Act 2003)
Disaster recovery	The taking of appropriate measures to recovery from an event, including action taken to support disaster affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment  (Disaster Management Act 2003)
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster  (Disaster Management Act 2003)
Disaster relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency  (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Disaster risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria  (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
District Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group.
District Disaster Management Group	The group established under the Disaster Management Act 2003 to provide coordinated State government support and resources to Local Disaster Management Groups.
District Disaster Management Plan	A plan prepared under the Disaster Management Act 2003 that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	Any of the following:  (a) A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;  (b) An explosion or fire, a chemical, fuel or oil spill, or a gas leak;  (c) An infestation, plague or epidemic;  (d) A failure of, or disruption to, an essential service or infrastructure;  (e) An attack against the State;

	<p>(f) Another event similar to an event mentioned in paragraphs (a) to (e).</p> <p>An event may be natural or caused by human acts or omissions</p> <p>(Disaster Management Act 2003)</p>
Executive Officer DDMG	A person appointed to the position of Executive Officer to the District Disaster Management Group by the Commissioner, Queensland Police Service.
Executive Team	The Chair, Deputy Chair and Local Disaster Coordinator of a local group.
Functional Lead Agency	<p>An agency allocated responsibility to prepare for and provide a disaster management function and lead organisations that provide support roles.</p> <p>Local Disaster Management Interim Guidelines – Final Draft August 2011</p>
Guidelines	Guidelines are developed under s63 of the Disaster Management Act 2003 to inform the SDMG, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.
Hazard	<p>A source of potential harm, or a situation with a potential to cause loss.</p> <p>(Emergency Management Australia, 2004)</p>
Lean forward	An operational state prior to 'stand up' 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 standby; prepared but not activated.
Local Disaster Management Group	The group established under the Disaster Management Act 2003 to manage disaster planning and operations on behalf of the local government.
Local Disaster Management Plan	A plan that documents arrangements to manage disaster planning and operations within the local government area of responsibility.
Post-disaster assessment	<p>Addresses performance during and the risks revealed by a disaster event in order to improve future development of mitigation measures. Post-disaster assessment forms part of continuous improvement of the whole system</p> <p>(Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)</p>

Primary Agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Queensland Disaster Management Arrangements	Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management
Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.  (EMA: Australian Emergency Management Glossary)
Residual risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'  (AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines)
Risk	The effect of uncertainty on objectives.  (ISO Guide 73:2009 Risk management – Vocabulary)
Risk identification	The process of finding, recognising and describing risks.  (ISO Guide 73:2009 Risk management – Vocabulary)
Risk management	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.  (Australian Emergency Management Glossary)
Risk management process	The systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.  (ISO Guide 73:2009 Risk management - Vocabulary)
Risk reduction	Risk treatments that deal with negative consequences.  (ISO Guide 73:2009 Risk management – Vocabulary)
Risk register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.

Risk treatment	<p>A process to modify risk. Risk treatment can involve avoiding the risk by deciding not to start or continue with the activity that gives risk to the risk; taking or increasing the risk in order to pursue an opportunity; removing the risk source; changing the likelihood; changing the consequences; sharing the risk with another party or parties; and retaining the risk by informed decision.</p> <p>(ISO Guide 73:2009 Risk management – Vocabulary)</p>
Serious disruption	<p>Serious disruption means:</p> <ul style="list-style-type: none"> <li>a. loss of human life, or illness or injury to humans;</li> <li>b. widespread or severe property loss or damage; or</li> <li>c. widespread or severe damage to the environment</li> </ul> <p>(Disaster Management Act 2003)</p>
Stand down	<p>Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.</p>
Stand up	<p>The operational state following ‘lean forward’ whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.</p>
State Disaster Coordinator	<p>A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster response operations for the State Disaster Management Group.</p>
State Disaster Management Plan	<p>A planning tool for disaster managers which provides an overview of Queensland’s disaster management arrangements, including agency roles and responsibilities.</p>
State Recovery Coordinator	<p>A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster recovery operations for the State Disaster Management Group.</p>
Vulnerability	<p>The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact.</p>

## Appendix E– Abbreviations

The following abbreviations are used throughout the Local Disaster Management Plan – Douglas Region:

ADF	Australian Defence Force
AHD	Australian Height Datum
ASA	Air Services Australia
ARFF	Aviation Rescue & Fire Fighting
BoM	Bureau of Meteorology
LDC	Local Disaster Coordinator
LDCC-DR	Local Disaster Coordination Centre – Douglas Region
LDMG-DR	Local Disaster Management Group – Douglas Region
LDMP-DR	Local Disaster Management Plan – Douglas Region
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DTMR	Department of Transport and Main Roads
EMA	Emergency Management Australia
GBRMPA	Great Barrier Reef Marine Park Authority
JCU	James Cook University
MSQ	Maritime Safety Queensland
NPWS	National Parks and Wildlife Service
QAS	Queensland Ambulance Service
QFES	Queensland Fire and Emergency Services
QPS & OPSO	Queensland Police Service
RFB	Rural Fire Brigade
SDCC	State Disaster Coordination Centre
SDMG	State Disaster Management Group
SES	State Emergency Service

## **Appendix F – Resources List (vehicles and trailers)**

Not for public release – Doc ID 423102

## Appendix G – Activation Levels and Actions

	Triggers	Actions	Communications
<b>Alert</b>	Awareness of a hazard that has the potential to affect the local government area	Hazard & risks identified Information sharing with warning agency LDC contacts QFES Initial advice to all stakeholders	Chair and LDC on mobile remotely
<b>Lean Forward</b>	There is a likelihood that threat may affect local government area Threat is quantified but may not yet be imminent Need for public awareness LDMG is now to manage the event	QFES and LDC conduct analysis of predictions Chair and LDC on watching brief Confirm level & potential of threat Check all contact details Commence cost capturing Conduct meeting with available LDMG Council staff prepare for operations Determine trigger point to Stand Up Prepare LDCC for operations Establish regular communications with warning agency First briefing Core Members of LDMG LDC advises DDC of lean forward & establishes regular contact Warning orders to response agencies Public information & warning initiated	Chair, LDC and LDMG members on mobile and monitoring email remotely Ad hoc reporting
<b>Stand Up</b>	Threat is imminent Community will be or has been impacted Need for coordination in LDCC Request for support received by LDMG agencies or to the LDCC The response requires coordination	Meeting of LDMG Core Group LDCC activated Rosters for LDCC planned & implemented Commence operational plans Local Government shifts to disaster operations LDMG takes full control SOPs activated Core group of LDMG located in LDCC Commence SITREPs to DDMG Distribute contact details DDMG advised of potential requests for support	LDCC contact through established land lines and generic email addresses Chair, LDC and LDMG members present at LDCC, on established land lines and/or mobiles, monitoring emails
<b>Stand Down</b>	No requirement for coordinated response Community has returned to normal function Recovery taking place	Final checks for outstanding requests Implement plan to transition to recovery Debrief of staff in LDCC Debrief with LDMG members Consolidate financial records Hand over to Recovery Coordinator for reporting Return to local government core business Final situation report sent to DDMG	LDMG members not involved in recovery operations resume standard business and after hours contact arrangements

## Local Levels of Activation for Recovery Arrangements

*Refer to section 7.11.4 of the Local Disaster Management Guidelines*

Response Alert	Triggers	Actions	Communications
Response Lean Forward	<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	<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	<ul style="list-style-type: none"> <li>▪ Immediate relief arrangements continue</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> </ul>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members present at LDCC or alternate location, on established land lines and/or mobiles, monitoring emails</li> </ul>
Response Stand Down	<ul style="list-style-type: none"> <li>▪ Response phase moves to 'stand down' level of activation. Medium term recovery commences.</li> </ul>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>▪ LRC and LRG members involved in medium term recovery continue as required</li> <li>▪ Regular reporting to LDMG/LDC</li> </ul>
Response Stand Down	<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>

<b>OPERATIONAL CHECKLIST</b> (To be used during activation) <b>RESTRICTED DOCUMENT</b>				
<b>Tasks</b>	<b>Commenced</b>	<b>Responsible Organisation</b>	<b>Contact Numbers</b>	<b>Completed</b>
Community Recovery - Information refer also to 7.10 Public Information and Warnings Operational Plan		<b>Department of Communities/LDMG-DR</b>	Ph (07) 4048 9305 Mob Fax (07) 4039 8693	
		Responsible Officer: <b>Regional Director</b>		
Community Recovery - personal support services refer also to 7.4 Community Support Operational Plan		<b>Department of Communities/LDMG-DR</b>	Ph (07) 4048 9305 Mob Fax (07) 4039 8693	
		Responsible Officer: <b>Regional Director</b>		
Community Recovery - financial assistance		<b>Department of Communities/LDMG-DR</b>	Ph (07) 4048 9305 Mob Fax (07) 4039 8693	
		Responsible Officer: <b>Regional Director</b>		
Community Recovery - counselling and mental health services		<b>Department of Communities/LDMG-DR</b>	Ph (07) 4048 9305 Mob Fax (07) 4039 8693	
		Responsible Officer: <b>Regional Director</b>		
Community Recovery - longer term accommodation		<b>Department of Communities/LDMG-DR</b>	Ph (07) 4048 9305 Mob Fax (07) 4039 8693	
		Responsible Officer: <b>Regional Director</b>		
Community Recovery - community development services		<b>Department of Communities/LDMG-DR</b>	Ph (07) 4048 9305 Mob Fax (07) 4039 8693	
		Responsible Officer: <b>Regional Director</b>		
Infrastructure Recovery – Water Supply		<b>Douglas Shire Council</b>	Ph (07) 4044 8220 Mob 0438 113 700 Fax (07) 4044 8228	
		Responsible Officer: <b>Manager Water and Wastewater</b>		
Infrastructure Recovery – Sewage Treatment and Disposal		<b>Douglas Shire Council</b>	Ph (07) 4044 8220 Mob 0438 113 700 Fax (07) 4044 8228	
		Responsible Officer: <b>Manager Water and Wastewater</b>		

<b>Tasks</b>	<b>Commenced</b>	<b>Responsible Organisation</b>	<b>Contact Numbers</b>	<b>Completed</b>
Infrastructure Recovery – Roads, Bridges and Drains		<b>Cairns DTMR</b>	<b>Ph (07) 4044 3320</b> <b>Mob 0438 663 320</b> <b>Fax (07) 4044 3830</b>	
		Responsible Officer: <b>Manager Infrastructure</b>		
Infrastructure Recovery – Buildings			<b>Ph (07) 4044 3239</b> <b>Mob 0409 596 244</b> <b>Fax (07) 4044 3549</b>	
		Responsible Officer: <b>Manager Infrastructure</b>		
Infrastructure Recovery – Debris Clearance		<b>Douglas Shire Council</b>	<b>Ph (07) 4044 3320</b> <b>Mob 0438 663 320</b> <b>Fax (07) 4044 3830</b>	
		Responsible Officer: <b>Manager Infrastructure</b>		
Environmental Recovery		<b>Douglas Shire Council</b>	<b>Ph (07) 4044 3320</b> <b>Mob 0438 663 320</b> <b>Fax (07) 4044 3830</b>	
		Responsible Officer: <b>General Manager Operations</b>		

## **Disaster Declaration**

Where there is a requirement for a person or a class of persons to exercise the additional powers available under the provisions of s.77 of the Act, the District Disaster Coordinator may with the approval of the Minister, declare a disaster situation for the Disaster District or a part of the Disaster District).

The District Disaster Coordinator should take reasonable steps to consult with Council prior to any declaration.

There is also provision for the Premier of Queensland and the Minister for Emergency Services to declare a Disaster Situation for the State or a part of the State.

The chairperson of the State Disaster Management Group or the District Disaster Coordinator, only, may authorise the exercise of additional powers.

The declaration of a disaster situation does not affect Council's responsibilities in relation to the coordination of the response to and recovery from the disaster event.

## **NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (NDRRA)**

### **STATE DISASTER RELIEF ARRANGEMENTS (SDRA)**

The objective of the Natural Disaster Relief & Recovery Arrangements (NDRRA) is to assist the recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster event. The NDRRA Guidelines can be accessed through the internet via the Qld Government State Disaster Management Group website - [http://www.disaster.qld.gov.au/publications/pdf/NDRRA\\_QLD\\_DisasterRelief.pdf](http://www.disaster.qld.gov.au/publications/pdf/NDRRA_QLD_DisasterRelief.pdf).

The Minister of Emergency Services is responsible for activating and coordinating the delivery of NDRRA assistance measures.

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