

# Charleville District Disaster Management Plan

# Foreword

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The Charleville Disaster District Plan has been established within the guidelines of the Queensland Disaster Management System and utilising the best Risk Management Practices available at the time of publication.

This plan is to be read in conjunction with Local Government and lead agencies Disaster Management Plans and Recovery Plans within the Charleville Disaster District.

Control of this document is vested in the State Counter Disaster Organisation. In accordance with Section 26 of the Disaster Management Act 2003, the Charleville Disaster District Co-ordinator is the State Government's nominee as Co-ordinator of all disaster management arrangements at Disaster District level.

Copies of the Plan are allocated by the Disaster District Co-ordinator to each individual or an authorised representative of each group nominated in the Distribution List attached to this document.

Suggested amendments to the Plan should be forwarded in writing to:

Disaster District Co-ordinator  
Charleville Police District Office  
P. O. Box 315  
Charleville Qld 4470

This Plan replaces all previous editions and is due for revision prior to 31<sup>st</sup> August 2012 or as determined under revision provisions of Part 2.3 of this Plan.

## Endorsement

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The preparation of this district disaster management plan has been undertaken in accordance with the *Disaster Management Act 2003 (DM Act)*, to provide for effective disaster management in the district.

The plan is endorsed for distribution by the District Disaster Management Group.

I, Inspector Michael Dowie, Disaster District Co-ordinator, Charleville Disaster District endorse this plan. The plan is further endorsed by the members of the Disaster District Management Group.



.....  
**M W DOWIE**  
**DISASTER DISTRICT CO-ORDINATOR**  
**CHARLEVILLE DISASTER DISTRICT**

Dated: 15/11/11

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# Document Control

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## Amendment Control

This district plan is a controlled document. The controller of the document is the Charleville District Disaster Coordinator (DDC). Any proposed amendments to this plan should be forwarded in writing to:

**Inspector Michael Dowie**  
**PO Bo 315**  
**Charleville 4470**

The DDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be endorsed by the District Disaster Management Group (DDMG).

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

Amendment		Plan Updated	
No / Ref	Issue Date	Inserted by	Date

## **Distribution**

This plan has been distributed in accordance with the below listing

1. Disaster District Co-ordinator
2. Executive Officer, Disaster District Management Group
3. Deputy Executive Officer, Disaster District Management Group
4. Chief Superintendent of Police (Operations), Southern Region
5. Chief Superintendent, Disaster and Major Event Planning Branch
6. State Disaster Management Group
7. Regional Director Emergency Management QLD, South West Region
8. Bulloo Shire Local Disaster Management Group
9. Murweh Shire Local Disaster Management Group
10. Paroo Shire Local Disaster Management Group
11. Quilpie Shire Local Disaster Management Group
12. Department of Transport and Main Roads - Charleville
13. Department of Communities - Charleville
14. Queensland Health - Charleville
15. Department of Works - Charleville
16. Department of Environment and Resource Management – Charleville
17. ABC Radio Western Queensland
18. Queensland Fire & Rescue Service (Urban Operations), Charleville
19. Queensland Fire & Rescue Service (Rural Operations), Roma
20. Queensland Ambulance Service - Charleville

21. Queensland Parks and Wildlife Service - Charleville
22. TELSTRA Country Wide - Roma
23. ERGON Energy - Charleville
24. Department of Families, Charleville
25. Australian Emergency Management Institute (EMAI) library

## Definitions

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Advisor	A person invited to participate in the business of the DDMG in an advisory capacity on an as-needed basis.
Chairperson	The person appointed by Governor in Council as the Chairperson of the DDMG.
Deputy Chairperson	The person appointed by Governor in Council as the Deputy Chairperson of the DDMG.
Disaster	A serious disruption to the community, caused by the impact of an event, that requires a significant coordinated response by the state and other entities to help the community recover from the disruption (s. 13, DM Act).
Disaster District	A defined area established to assist local governments with disaster management and operations
Disaster Management	Arrangements about managing the potential adverse effect of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster (s. 14, DM Act).
Disaster management group	One of or a number of any of the following: the SDMG, DDMGs or LDMGs.
Disaster Management Strategic Policy Framework	A strategic tool which identifies principles that guide the development and implementation of policy and initiatives to achieve disaster management priorities.
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 the event (s. 15, DM Act).

District Disaster Management Group	The group established in accordance with s. 22 of the DM Act to provide coordinated State Government support and resources to LDMGs on behalf of local governments. The specific functions of the DDMG are outlined in s. 23 of the DM Act.
District Disaster Management Plan	A plan that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	<p>(1) Any of the following:</p> <ul style="list-style-type: none"> <li>a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening</li> <li>b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak</li> <li>c. an infestation, plague or epidemic (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>)</li> <li>d. a failure of, or disruption to, an essential service or infrastructure</li> <li>e. an attack against the state</li> <li>f. another event similar to an event mentioned in (a) to (e).</li> </ul> <p>(2) An event may be natural or caused by human acts or omissions. (s. 16, DM Act).</p>
Executive Officer DDMG	The person appointed by the Commissioner, Queensland Police Service as the XO of the DDMG.
Executive Team	The Chairperson, Deputy Chairperson and Executive Officer.
Extraordinary Meeting	A meeting convened by the Chairperson in response to an operational event both inside and outside the disaster district.
Local Disaster Management Group	The group established in accordance with s. 29 of the DM Act to support the disaster management and operational activities of local governments. The specific functions of the LDMG are outlined in s. 30 of the DM Act.
Local Disaster Management Plan	A plan that documents agreed arrangements that are in place to deal with disaster events within its area of responsibilities.
Member	A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group.

Minister	Minister for Police, Corrective Services and Emergency Services.
Ordinary Meeting	A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chairperson) to discuss routine business of the group.
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.
Quorum	The minimum number of DDMG members required to validate the business of the group.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's all-hazards disaster management arrangements, including agency roles and responsibilities at each tier of the arrangements.
State Disaster Management Group	The group established in accordance with s. 17 of the DM Act who is responsible for disaster management and operational arrangements for the state of Queensland. The specific functions of the SDMG are outlined in s. 18 of the DM Act.

## Abbreviations and Acronyms

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DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DM Act	<i>Disaster Management Act 2003</i>
EMA	Emergency Management Australia
EMQ	Emergency Management Queensland
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NGO	Non-Government Organisation
QDMA	Queensland Disaster Management Arrangements
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMG	State Disaster Management Group
SDMP	State Disaster Management Plan
SOP	Standard Operating Procedure
SPF	Queensland Disaster Management Strategic Policy Framework
XO	Executive Officer

# Administration and Governance

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## Authority to Plan

This district disaster management plan is prepared under the provisions of s 53 of the DM Act.

## Purpose

This plan details the arrangements within the Charleville disaster district to provide whole-of-government planning and coordination capability to support local governments in disaster management.

## Objectives

The objective of the Charleville district disaster management plan 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 district 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 District Disaster Management Guidelines; and any other Guidelines relevant to district level disaster management.
- the development, implementation and monitoring priorities for disaster management for the district.

## Strategic Policy Framework

Disaster management and disaster operations in the Charleville district are consistent with the State Disaster Management Group's (SDMG) Strategic Policy Framework for disaster management for the State. This is achieved by:

- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery;
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations;
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms;

- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the National Emergency Risk Assessment Guidelines and the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines;
- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management;
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders; and
- promoting community resilience and economic sustainability through disaster risk reduction.

## Scope

This plan details the arrangements necessary to undertake disaster management within the Charleville disaster district. This includes the local government areas of:

<b>Local Government</b>	<b>Population</b>
• <b>Bulloo Shire</b>	<b>700</b>
• <b>Murweh Shire</b>	<b>4960</b>
• <b>Paroo Shire</b>	<b>2700</b>
• <b>Quilpie Shire</b>	<b>1400</b>

## Disaster Management Priorities

- Flooding.
- Bush Fire.

The impact of such events may require the implementation of support arrangements under this Plan. The overarching disaster management priority for the Charleville DDMG is to provide coordination and support to LDMG's during disaster events.

## **Review and Renew Plan**

In accordance with Section 55 of the Disaster Management Act 2003, the Charleville DDMG will review, or renew, the District Disaster Management Plan when the group considers it appropriate, at least once a calendar year or as required by the District Disaster Coordinator.

## **Review of Local Disaster Management Arrangements**

In accordance with Section 23(d) of the Disaster Management Act 2003 the Charleville DDMG will regularly review and assess the disaster management of the LDMG's within the district.

Review of disaster management of local groups will be undertaken through participation in LDMG meetings and training exercises and liaison with Emergency Management Queensland.

# **District Disaster Management Group**

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## **Establishment**

The Charleville District Disaster Management Group has been established in accordance with Section 22 of the Disaster Management Act 2003.

## **Membership**

Core Membership of the District Disaster Management Group is:

1. Disaster District Co-ordinator (Chairperson)
2. Deputy Chairperson

3. Executive Officer
4. Deputy Executive Officer

Liaison Officers of the following “Core Member” groups,

5. Department of Transport/Main Roads
6. Department of Communities
7. Department of Works
8. Qld Health
9. Department of Environment and Resource Management
10. Emergency Management Queensland

Chairpersons of the following Local Government Counter Disaster Committees:

11. Bulloo Shire
12. Murweh Shire
13. Paroo Shire
14. Quilpie Shire

## **Functional and Supporting Committees**

Advisory Liaison Officers of the following Threat Specific Combat Agencies:

15. Qld Fire & Rescue Service (Rural Operations) for bush fire threat
16. Qld Fire & Rescue Service and Department of Transport and Main Roads for Hazchem Road Incidents.
17. TELSTRA Country Wide
18. Department of Public Health
19. Queensland Ambulance Service
20. Department of Primary Industries
21. Ergon Energy
22. Department of Infrastructure and Planning
23. Queensland Rail
24. Red Cross

- 25. Education Queensland
- 26. ABC Radio – Western Queensland

## Roles and Responsibilities

*Summarise details regarding the involved agencies, position within the DDMG and their responsibilities. Reference should be made to respective functions of positions under the DM Act and also the State Disaster Management Plan for responsibilities of agencies in disaster management.*

Organisation	DDMG Position	Responsibilities
Queensland Police Service	District Disaster Coordination	<ul style="list-style-type: none"> <li>• Manage and coordinate the business of the group.</li> <li>• To ensure as far as practicable the group performs its function.</li> <li>• To report to the State Group about the performance by the district group of its functions.</li> <li>• IlluzChom.</li> <li>• Road Incidents.</li> <li>• Terrorist Incidents.</li> </ul>
Bulloo Shire	Core Member	<ul style="list-style-type: none"> <li>• Provide representation on the group having regard to effective disaster management for the disaster district.</li> </ul>
Murweb Shire	Core Member	<ul style="list-style-type: none"> <li>• Provide representation on the group having regard to effective disaster management for the disaster district.</li> </ul>
Paroo Shire	Core Member	<ul style="list-style-type: none"> <li>• Provide representation on the group having regard to effective disaster management for the disaster</li> </ul>

		district.
Quilpie Shire	Core Member	<ul style="list-style-type: none"> <li>• Provide representation on the group having regard to effective disaster management for the disaster district.</li> </ul>
Department of Works	Core Member	<ul style="list-style-type: none"> <li>• Building and Engineering Services.</li> <li>• Emergency Supply.</li> </ul>
Department of Transport and Main Roads.	Core Member	<ul style="list-style-type: none"> <li>• Transport, main roads and engineering.</li> <li>• Road incidents.</li> </ul>
Queensland Health	Core Member	<ul style="list-style-type: none"> <li>• Health.</li> <li>• Pandemics.</li> </ul>
Department of Environment and Resource Management	Core Member	<ul style="list-style-type: none"> <li>• Provide representation on the group having regard to effective disaster management for the disaster district.</li> <li>• Environment and Resource Management Recovery.</li> </ul>
Department of Communities	Core Member	<ul style="list-style-type: none"> <li>• Community Recovery.</li> </ul>
Emergency Management Queensland	Core Member	<ul style="list-style-type: none"> <li>• Resupply.</li> <li>• State Emergency Services Coordination.</li> </ul>
ABC Western Queensland	Advisory Member	<ul style="list-style-type: none"> <li>• Alerts.</li> <li>• Community STREPS</li> </ul>
Department of Emergency Services (Old Fire and Rescue Service - Rural Division)	Advisory Member	<ul style="list-style-type: none"> <li>• Bush Fires.</li> </ul>

Qld Fire and Rescue Service	Advisory Member	<ul style="list-style-type: none"> <li>• Chemical / Biological Incidents.</li> <li>• HazChem incidents.</li> </ul>
Queensland Ambulance	Advisory Member	<ul style="list-style-type: none"> <li>• Patient triage/first response.</li> <li>• Patient transport.</li> </ul>
Telstra Country Wide	Advisory Member	<ul style="list-style-type: none"> <li>• Telecommunications.</li> <li>• Telephone and SMS alerts.</li> </ul>
South West Public Health	Advisory Member	<ul style="list-style-type: none"> <li>• Health and well being.</li> </ul>
Department of Employment, Economic Development and Innovation	Advisory Member	<ul style="list-style-type: none"> <li>• Exotic Animal and Plant Disease.</li> </ul>
Ergon Energy	Advisory Member	<ul style="list-style-type: none"> <li>• Electricity</li> <li>• Power infrastructure.</li> </ul>
Education Queensland	Advisory Member	<ul style="list-style-type: none"> <li>• Education.</li> </ul>
Red Cross	Advisory Member	<ul style="list-style-type: none"> <li>• Catering.</li> <li>• Evacuation Centre Coordination.</li> <li>• Registration of evacuees.</li> </ul>
Queensland Rail	Advisory Member	<ul style="list-style-type: none"> <li>• Transportation.</li> <li>• Rail infrastructure.</li> </ul>

## Meetings

Disaster management group meetings will be held at least once in every 6 month period at a location decided by the chairperson of the group and in accordance with Sections 39 and 42 of the Disaster management Act 2003.

## Reporting

In accordance with Section 23 Disaster Management Act 2003, the Charleville DDMG will regularly review the disaster management plan and provide reports to the State group about matters relating to disaster management and disaster operations in the district. This reporting will occur on an annual basis.

# Disaster Risk Management

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## Community Context

The Charleville Disaster District encompasses an area of 232,500 square kilometres with a population of approximately 9,214. It is located in South West Queensland and forms part of the Southern Police Region.

The District encompasses (4) local government areas. **See Annexure A.**

The majority of the District is rural based with the major towns providing a supporting role for the rural sector. Beef cattle, sheep, grain, cotton, gas/oil are the major industries within the District.

There are a number of major river and creek systems and water catchment areas that traverse the Disaster District. **See Annexure B, C, D, E.**

Flooding and bushfire are the major threats that can impact on this District.

Charleville is the largest town within the District and has all the essential infrastructure and services of any major town. A large number of Government Departments and other companies have their South/West Regional Offices based in Charleville.

The Charleville, Cunnamulla and Thargomindah airports are the only facilities within the District that hosts a regular commercial service.

The main transport corridors traversing this District are the Warrego, Landsborough, Mitchell Highways, Bulloo Development Road, and Brisbane to Western Queensland rail line.

Western tourism has increased substantially in recent years with the Noccundra to the Dig Tree and Innamincka Road being substantially improved. As well as the national parks in the Thargomindah, Hungerford and Augathella areas being popular attractions. These include the Currawinya, Bindegolly and Mt. Moffat National Parks.

## Hazards

Due to the topography of the District, the major threats and as a result, the hazards for disaster management that have been identified by Local Disaster Management Groups in the district as potential threats to their communities include, but not limited to,

- Flood
- Severe storm
- Major Transport incident/road/rail/air
- Earthquake / Land slip
- Bush Fire
- Exotic Animal and Plant Disease
- Major HAZCHEM Incident
- Any other event which requires the acquisition and coordination of Disaster District and/or State resources in support of Local Government.

This may include Biological/Chemical or other terrorist incidents.

## Risk Assessment

In accordance with the National Emergency Risk Assessment Guidelines August 2009, the Charleville DDMG conducted a district risk assessment and developed a risk assessment register incorporating risk identification, risk analysis and risk evaluation for the disaster district. Refer to Annexure F.

## **Risk Treatment**

**In accordance with Section 7.1.4 of the National Emergency Risk Assessment Guidelines August 2009, no residual district level risks have been identified which require the development and implementation of a Risk Treatment Plan.**

# Capacity Building

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## Community Awareness

In accordance with Section 23(f) of the Disaster Management Act 2003, the Charleville DDMG has identified the following key strategies to address community awareness;

- Planning and preparedness awareness program for residents of the community outlining basic steps residents can undertake to prepare for and respond to evacuation (including the storage of basic human needs items) and damage to infrastructure to mitigate the adverse affects of an event.
- Planning and preparedness awareness program for residents of the community outlining basic steps home and land owners can undertake to mitigate the adverse affects of an event.
- Annual review of LDMG plans by Executive Officer to ensure the inclusion and activation of recovery provisions where appropriate.
- Annual review of DDMG plan by Executive Officer to review the inclusion and activation of recovery provisions where appropriate.

## Training

Key Strategies to provide relevant and appropriate training to members of the DDMG and other relevant stakeholders of the district disaster management arrangements are contained within the 'Charleville District Disaster Management Group Training Proposal'.

Refer to Annexure G.

## Exercises

To ensure an appropriate system of monitoring and review of the Charleville DDMP in accordance with Section 55 of the Disaster Management Act 2003 and district disaster management arrangements generally, key strategies relating to the conduct of exercises at district level will include;

- Facilitation and conduct of desktop training exercises bi-annually which are relevant to the disaster management priorities and hazards identified within the Charleville DDMP.
- Facilitation and conduct of a full practical exercise involving all members of the Charleville DDMG on an annual basis or as deemed necessary by the DDC.

These exercises will be utilised as a tool by the Charleville DDMG to review the effectiveness of the DDMP.

To ensure transparency and impartiality, these exercises will be overviewed, reviewed and evaluated by an independent member of the SDCC or appropriate DDC as determined by the Charleville DDC.

## **Post-Disaster Assessment**

Key strategies associated with the conduct of Post – Disaster Assessments will include;

- Full debrief of all DDMG meetings in accordance with Section 1.4.8 of the Queensland Police Service Operational Procedures Manual after all disaster activation of the group.

These debriefs will be utilised as a tool by the Charleville DDMG to review the effectiveness of the DDMP in accordance with Section 55 of the Disaster Management Act 2003.

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# Response Strategy

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## Warning Notification and Dissemination

Relevant warnings to the threats which impact on the district will predominantly be issued by the Bureau of Meteorology including, but not limited to include Severe Weather Warnings and Flood Warnings.

It will be the responsibility of the DDMG to notify and disseminate of these warning products to members of the DDMG, the LDMGs and in the case of some DDMG member agencies, elements of the community, supporting facilities and infrastructure where appropriate.

DDMG 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. The DDC will ensure the dissemination of warnings to vulnerable LDMGs within the district where appropriate.

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

Details regarding responsibility for notification processes within DDMG member agencies are detailed in respective agency plans.

Agency plans will include detailed contact registers to achieve dissemination of warnings.

## Activation

The DDC is responsible for activating the DDMG. This would generally occur following consultation with one or more of the Chair of the SDMG and/or DDMG, the Chair of a LDMG, a member of the DDMG and/or a member of a response agency.

The four levels of activation are fully detailed in Annexure I.

## **District Disaster Coordination Centre**

The primary location for the Charleville DDCC will be the Charleville District Police Headquarters, 59 Alfred Street, Charleville.

The contingency coordination centre will be the Charleville DERM Training Room, Hood Street, Charleville or as nominated by the Disaster District Co-ordinator.

Standard Operational Procedures for the management of the DDCC have been developed. Refer to Annexure H.

## **Concept of Operations for Response**

### **Operational Reporting**

#### **Situation Reports**

All participating organisations involved in operations shall submit Situation Reports (SITREPS) to the Disaster District Co-ordinator in the prescribed form and in accordance with the following requirements.

- upon activation of Local Disaster Management Plan
- 1600 hours daily
- As the situation changes
- As requested by the Disaster District Co-ordinator

The Disaster District will provide SITREPS to the State Disaster Coordination Centre, LDMG Chairpersons and Functional Agencies as deemed necessary by the Disaster District Co-ordinator.

## **Financial Management**

Financial management processes for the recording of expenses incurred by Queensland Police Service Staff during a disaster for application for NDRRA funding is outlined in attached Annexure I. Although this management process is specific to the Queensland Police Service, other agencies may use this annexure as a guideline for department/agency specific financial management.

## **Media Management**

Management of the media will be coordinated through the Media and Public Relations Branch or as nominated by the District Disaster Coordinator.

All media releases concerning Disaster District related support operations must be authorised by the Disaster District Co-ordinator.

## **Accessing Support and Allocation of Resources**

### **Requests for Assistance**

Local Disaster Management Groups shall submit their requests for assistance on the prescribed form to the Disaster District Co-ordinator. Requests that cannot be met at Disaster District level shall be submitted to the State Disaster Coordination Centre for actioning.

## Disaster Declaration

A Declaration of a State of Disaster shall be made by the Disaster District Co-ordinator following consultation with the Disaster District Control Group and with the approval of the Minister (Reference Section 64, 65 & 66 of the Disaster Management Act 2003).

Any such Declaration made pursuant to the above shall:

- be in the prescribed form;
- come into force immediately it is declared; and
- continue in force for fourteen (14) days from and including the date the declaration was made unless sooner revoked by Order in Council (Section 68 of the Disaster Management Act 2003) or a regulation extends, under section 67, the period of the disaster declaration situation beyond the end of the 14 days.

## Resupply

In accordance with Queensland Government policy 'Resupplying Isolated Communities Policy and Procedures' October 2009, the following applies;

- DDCs are responsible for ensuring that any request for resupply from any LDMG in their District Disaster is processed through the Disaster District Coordination Centre. No requests from LDMGs for resupply operations are to be referred to the State Disaster Coordination Centre (SDCC) until they have been checked and endorsed by the DDC.
- The DDC is to examine each request received from a LDMG for a resupply operation and, if it is considered an operation is warranted, refer a copy of the request to the Executive Officer, State Disaster Management Group (XO SDMG) accompanied by pertinent recommendations.
- DDCs should be aware they are requesting operations that may be unbudgeted for and not claimable under NDRRA. They are accountable for their decision in committing State Government funds and should not support the resupply if it does not meet the requirements of this policy. Such requests should be clearly identified to the XO, SDMG.

- DDCs will also be responsible for:
  - a. Wherever practicable, satisfying requests for resupply operations to isolated communities by using resources available to them, in accordance with instructions issued by the XO SDMG. Details of three local competitive quotes for the transportation of the resupply goods should be forwarded to the SDCC;
  - b. Where it has been determined that the SDCC will be making arrangements for satisfying requests for resupply operations, collating all requests from LDMGs and passing them to the SDCC in accordance with directions from the SDCC;
  - c. Checking LDMG requests for resupply to ensure they comply with the guidelines before processing them any further. Where any apparent discrepancies arise, that cannot be resolved with the LDMG, they are to be referred to the XO SDMG for resolution;
  - d. Monitoring resupply operations in their Disaster District to ensure the most efficient use of resources;
  - e. Where variations to the 'essential supplies' guidelines are being sought by a LDMG, examining those requests and making recommendations on them to the XO SDMG; and
  - f. Liaise with major mail centre to ensure delivery of essential mail.

**NOTE:** If suitable resources are available to a DDC within a Disaster District, the XO SDMG may authorise the DDC to contract those resources for the task(s) – in these cases, the SDCC will raise a purchase order and be responsible for payment of the resource. A report on the progress of each operation is to be included in the DDC's daily Situation Report (SITREP) to the SDCC.

### **District Resupply Operation**

- If a DDC organises a resupply operation from within District resources they should ensure that suitable measures have been activated under SDRA or NDRRA to ensure cost recovery. If such measures are NOT activated, then they should seek State approval under this policy to ensure financial cover is available.
- The DDC should ensure that provision is made for the carriage of mail when applicable.

# Recovery Strategy

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The Charleville DDMG recovery strategies, incorporating human-social, infrastructure, economic, and environmental factors are contained within the 'Charleville Disaster District Community Recovery Plan 2010-2011' prepared by the Department of Communities.

This recovery strategy provides a framework and a guide for the DDMG to manage the recovery process. Disaster recovery is a continuous process from relief/short term recovery through medium/long term recovery to the resumption of normal business. This strategy has been developed to be flexible and to enable scaling up and down of recovery processes as required.

This recovery strategy is supported by the procedures outlined in the *Queensland Recovery Guidelines*.

This plan is attached as Annexure J.

## Scope

This recovery strategy has been developed to:

- include all functions of recovery (human-social, infrastructure, economic and environmental);
- define broad parameters for effective coordination of recovery in the district;
- identify constraints for recovery at district level; and
- identify for each recovery function, a broad scale of recovery that can be managed at district level.

## Activation

The district recovery strategy may be activated upon direction from the DDC or the SDMG.

As disaster response and immediate/short term recovery occurs concurrently, the activation of the strategy will commence with immediate/short term recovery actions undertaken within the response phase.

The level of district support required in the medium/long term recovery phase will be dependant on the recovery structure advised by the SDMG for each specific event.

## Immediate/short term recovery

The immediate/short term recovery phase occurs concurrently to response operations. Immediate/short term recovery activities of the DDMG will typically include:

- support to LDMGs to ensure the conduct of rapid damage and need assessment;
- support to LDMGs to ensure the provision of immediate community services (e.g. health services, food, clothing and shelter, financial relief);
- support to LDMGs to ensure the restoration of critical utilities and services; and
- support to LDMGs to ensure the provision of temporary housing.

During this phase it should be decided whether there will be a requirement for medium/long term recovery; the type of recovery assistance will be required from the DDMG and the timeframe for the transition to the medium/long term recovery.

## Transition Triggers

The DDMG will utilise the following as triggers to commence the process of transition from immediate/short term to medium/long term recovery:

- emergency is contained;
- no further hazard or secondary threats are likely in the near future;
- response organisations cease their activities;
- public safety measures are in place and work effectively;
- evacuation centres have closed; or
- initial rehabilitation has commenced.

The appointment of the Recovery Coordinator should take place at the latest during the transition phase and preferably during the response/short term recovery phase of the event.

## Medium/long term recovery

The level of support required by the DDMG during the medium /long term recovery phase will be dependant on the nature and scale of the disaster. The level of involvement of the DDMG may range from supplementation of a Local Recovery Group to the establishment of a District Recovery Group.

## District Recovery Group

Where appropriate to the scale of the disaster the medium/long term recovery phase may include the establishment of a District Recovery Group with specific membership appointed as appropriate to the type of event and functions of recovery.

Where a District Recovery Group is established, the recovery coordination is handed over to the Recovery Coordinator who will be the DDC or a person appointed by the DDC.

The medium/long term District Recovery Group will comprise any or all members of the DDMG, and any additional invited members as required. Organisations that are not members of the DDMG may be invited where required, for example: Chambers of Commerce, insurance companies, major employment (industry) organisations in the area.

Once established the District Recovery Group will be provided with a Terms of Reference specific to the event. The District Recovery Group should develop an Action Plan to meet the requirements of the Terms of Reference.

## District actions/resources

The following table identifies for each recovery component a broad scale of recovery actions and resources that can be managed at the district level. This incorporates recovery actions and resources that may be undertaken as an element of a District Recovery Group or where assistance from the district is provided through the injection of district resources into the local government recovery group.

Recovery Component	Supporting Actions / Resources
Human – Social	Department of Communities
Infrastructure	Department of Works
Economic	Department of Employment, Economic Development and Innovation
Environment	Department of Environment and Resource Management

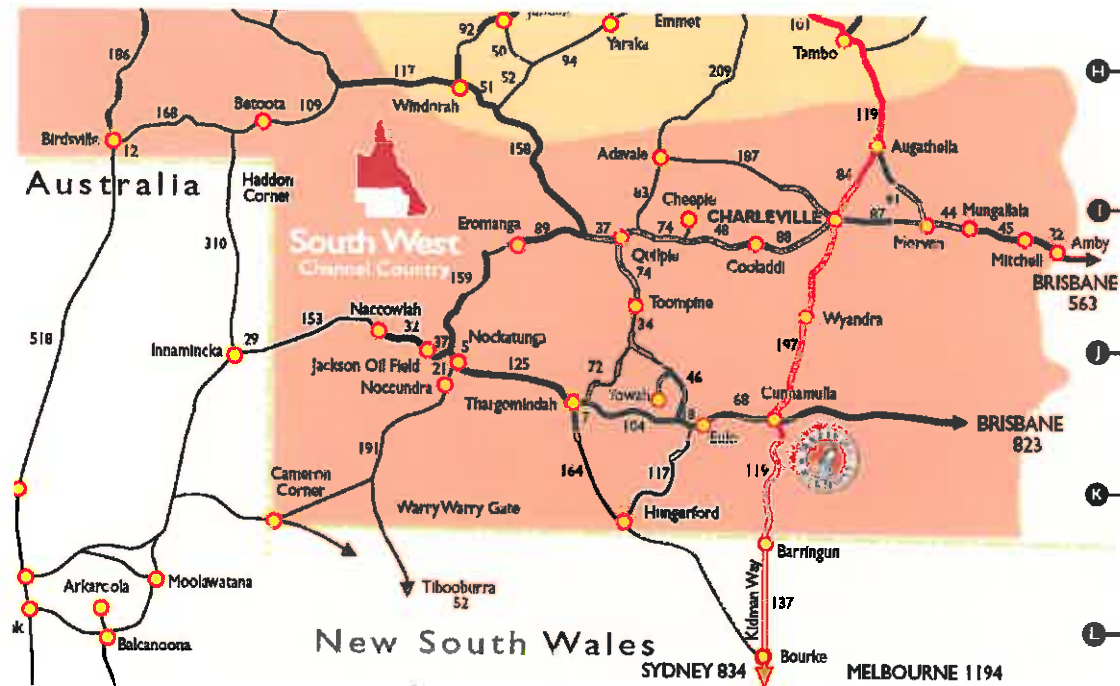
## **Transition to normal business**

The conclusion of the recovery phase will be determined by the relevant Recovery Group. The Recovery Group will manage the recovery process for as long as whole of government recovery support is required, the Terms of Reference for the Group have been achieved and until government recovery agencies have the capacity to accept the management of the workload within the agencies core business processes.

## Annexure Index

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- A Towns and Communities within Charleville Disaster District
- B Water Catchment Area – Thompson-Barcoo Rivers
- C Water Catchment Area – Bulloo River
- D Water Catchment Area – Paroo River
- E Water Catchment Area – Warrego River
- F Charleville District Risk Register
- G DDMG Training Proposal
- H DDCC SOP's
- I District Levels of Activation
- J Financial Management Processes for NDRRA
- K Charleville Disaster District Community Recovery Plan 2010 – 2011
- L DDMP Distribution List
- M Charleville DDMG Contact List
- N National Emergency Risk Assessment Guidelines August 2009
- O District Disaster Management Guidelines, State Disaster Management Group
- P Resupplying Isolated Communities Policy and Procedures, October 2009, Queensland State Government

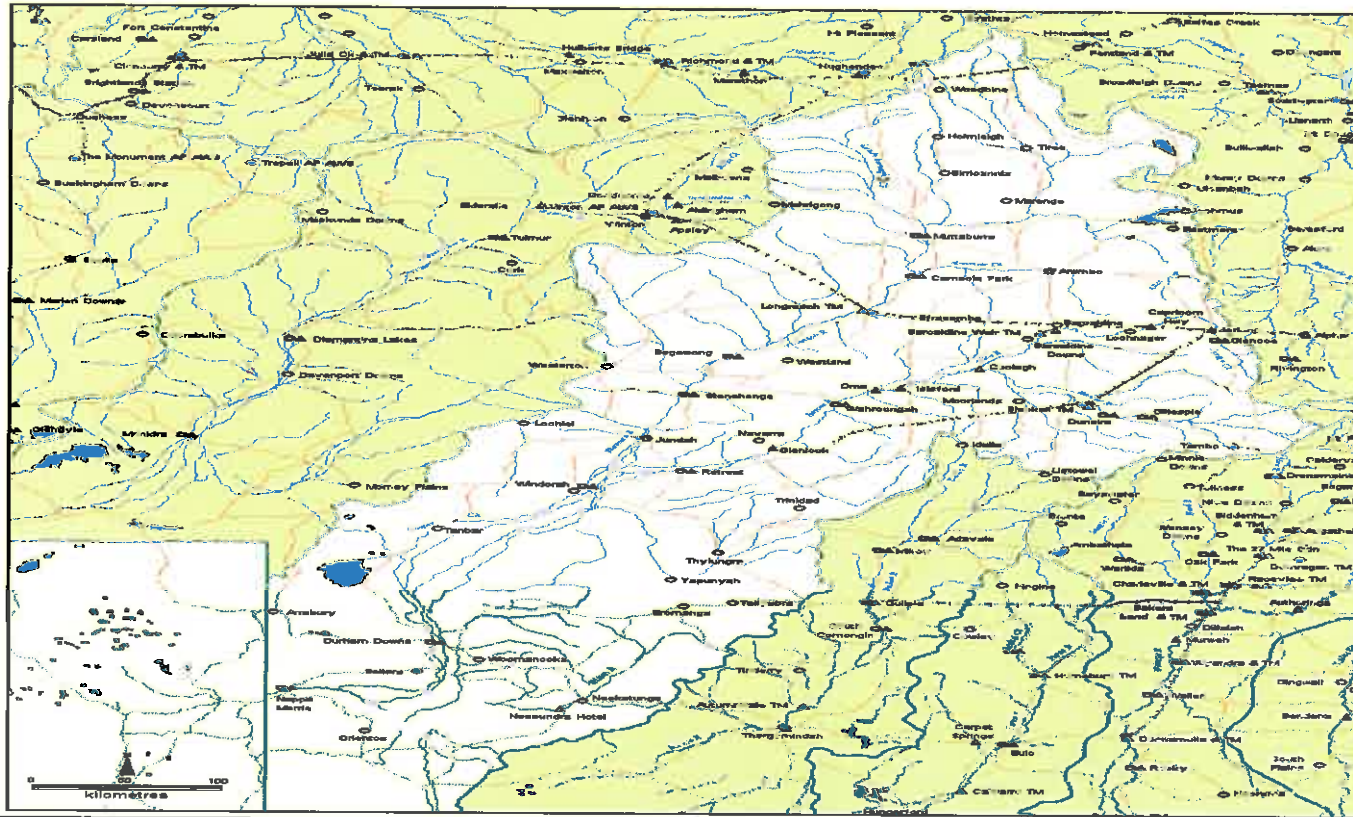


#### Towns Communities Within Charleville Disaster District:

- Bulloo Shire: Thargomindah, Hungerford, Noccundra, Cameron Corner, Jackson Oilfield & Ballera Gas Facility
- Murweh Shire: Charleville, Augathella, Morven & Cooladdi
- Paroo Shire: Cunnamulla, Eulo, Wyandra & Yowah
- Quilpie Shire: Quilpie, Eromanga, Adavale, Cheepie & Toompine



**Australian Government  
Bureau of Meteorology**



<ul style="list-style-type: none"> <li>⊕ Manual Heavy Rainfall Station</li> <li>⊙ Daily Reporting Rainfall Station</li> <li>△ Manual River Station</li> <li>⊠ Telemetry Rainfall Station</li> <li>⊠ Telemetry River Station</li> </ul>	<p><b>THOMSON-BARCOO RIVERS &amp; COOPER CREEK FLOOD WARNING NETWORK</b></p>	<p>— Major Roads</p> <p>- - - Railway</p> <p><i>Revised: June 2004</i></p>
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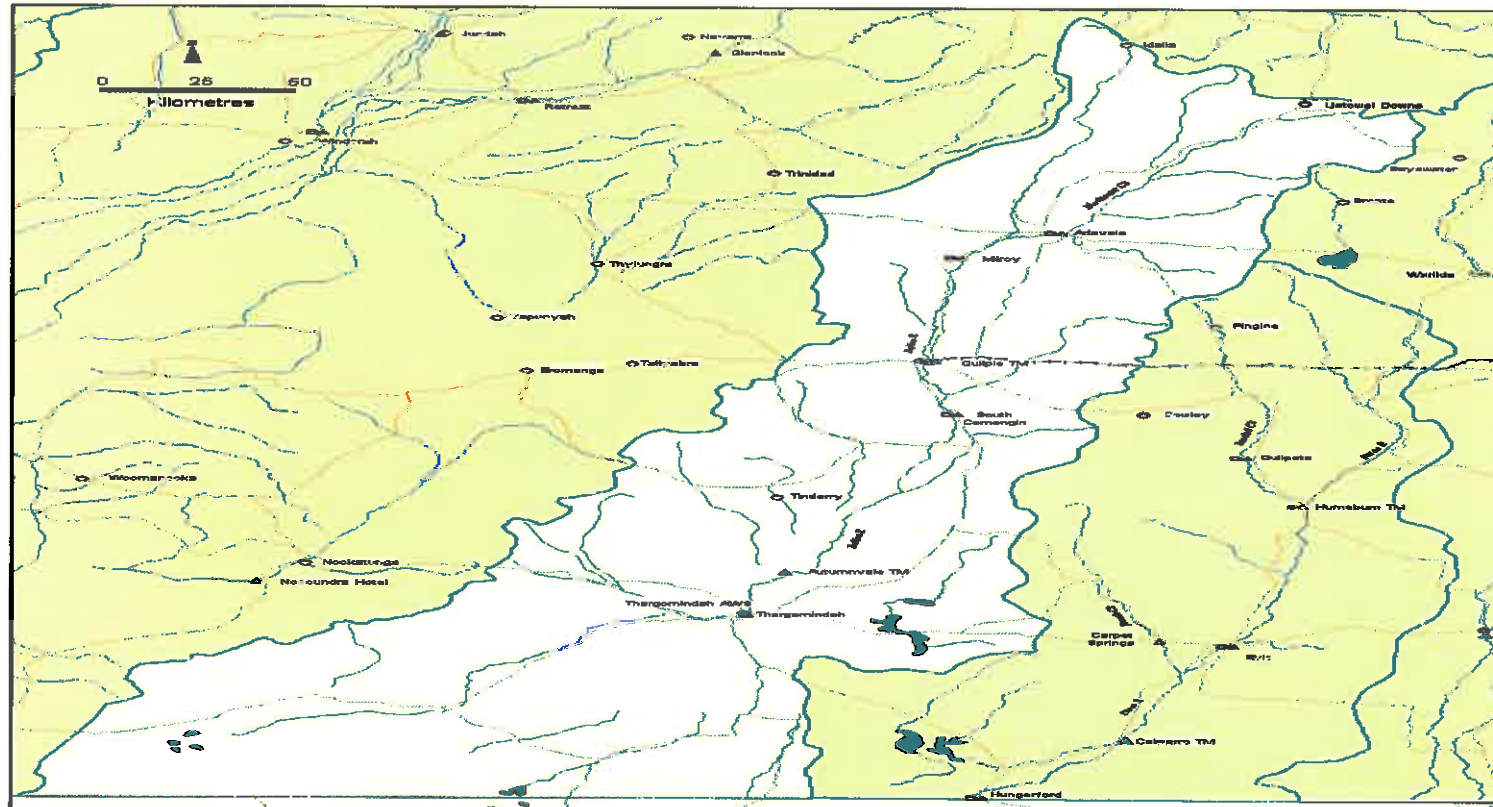
v:\pub\maps\map15\map003\_1.wor Digital data supplied Geoscience Australia. All rights reserved.

Annexure C

MAP 423.4



Australian Government  
Bureau of Meteorology



- ◊ Manual Heavy Rainfall Station
- Daily Reporting Rainfall Station
- △ Manual River Station
- Telemetry Rainfall Station
- ▲ Telemetry River Station

**BULLOO RIVER  
FLOOD WARNING NETWORK**

- Major Roads
- Railway

Revised: June 2004

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Digital data supplied Geoscience Australia. All rights reserved.





Charleville District Risk Register

Risk Identification (District level risks only)					
Risk No.	Risk Statement	Source	Impact Category	Prevention / Preparedness Controls	Recovery / Response Controls
1	There is the potential that flooding may occur throughout the disaster district due to heavy rainfall in river catchment areas which may cause residents to become isolated and displaced from their homes. This may result in the need to evacuate residents to appropriate evacuation centres.	Flooding	People	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations
2	There is the potential that flooding may occur throughout the disaster district due to heavy rainfall in river catchment areas which may require individual properties and households to be resupplied with food stuffs and medical supplies.	Flooding	People	Community Awareness Public Education Evacuations Early Warning Systems	Requests for Assistance to SDEC for aerial resupply Emergency Management Queensland
3	There is the potential that flooding may occur throughout the disaster district due to heavy rainfall in river catchment areas which may cause significant damage to infrastructure, utilities and service delivery.	Flooding	Infrastructure	Community Awareness Public Education	Business Continuity Plans
4	There is the potential that bush fire may occur throughout the disaster district due to high levels of natural fuel which may cause residents to become isolated and displaced from their homes. This may result in the need to evacuate residents to appropriate evacuation centres.	Bush Fire	People	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations
5	There is the potential that bush fire may occur throughout the disaster district due to high levels of natural fuel which may	Bush Fire	People	Community Awareness Public Education Evacuations	Requests for Assistance to SDEC for aerial resupply Emergency Management

	require individual properties and townships to be resupplied with food stuffs and medical supplies.			Early Warning Systems	Queensland
6	There is the potential that bush fire may occur throughout the disaster district due to high levels of natural fuel which may cause significant damage or disruption to infrastructure, utilities and service delivery.	Bush Fire	Infrastructure	Community Awareness Public Education	Business Continuity Plans

Risk Analysis						
Risk No	Level of Existing PP Controls	Level of Existing PE Controls	Consequences	Likelihood	Risk	Confidence Level
1	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations	Minor	Possible	High	High
2	Community Awareness Public Education Evacuations Early Warning Systems	Requests for Assistance to SECC for aerial resupply Emergency Management Queensland	Minor	Possible	High	High
3	Community Awareness Public Education	Business Continuity Plans	Major	Possible	High	High
4	Community Awareness Public Education Evacuations Early Warning Systems	Queensland Police Service State Emergency Service Local Councils Red Cross Volunteer Organisations	Minor	Possible	High	High
5	Community Awareness Public Education Evacuations Early Warning Systems	Requests for Assistance to SECC for aerial resupply Emergency Management Queensland	Major	Possible	High	High
6	Community Awareness Public Education	Business Continuity Plans	Major	Possible	High	High

Risk Evaluation						
Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
1	Broadly Acceptable					No further treatment of analysis required
2	Broadly Acceptable					No further treatment of analysis required
3	Broadly Acceptable					No further treatment of analysis required
4	Broadly Acceptable					No further treatment of analysis required
5	Broadly Acceptable					No further treatment of analysis required
6	Broadly Acceptable					No further treatment of analysis required

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## Training Proposal

**Purpose:** Identification of relevant and valid training for members of the Charleville District Disaster Management Group.

1. **Organisation:** Charleville District Disaster Management Group
2. **Date:** March 2011
3. **Analyst:** Executive Officer, Sergeant Nick Lehmann
4. **Charleville DDMG Chairperson:** Inspector Mick Dowie
5. **Desired Outcome:** Relevant and valid training of members of the Charleville DDMG in nationally recognised disaster management training courses as required by their role and responsibilities.

### Goals

1. This training is targeted to assist the Charleville DDMG to provide credibility and professionalism in meeting the requirements of the planning, preparedness, response and recovery phases of disaster management.
2. The Charleville DDMG and members will benefit from this training through the acquirement of the knowledge and skills required to fulfil their roles and responsibilities in relation to disaster management.
3. This training will bridge the considerable formal training and skills gap which currently exists within the membership of the Charleville DDMG.
4. This training will provide the membership of the Charleville DDMG with the required competencies (knowledge, skills and attitudes) for members to prepare and review departmental disaster management plans.
5. The level of goal achievement and outcomes from this training will be measured through the successful completion of certificate and diploma level qualifications and review of Local Disaster Management Plans.

### Target Population

1. The target group to receive training is the 'core' members of the DDMG as identified in the Charleville District Disaster Management Plan and identified Queensland Police Service key staff.
2. Training for the Charleville DDMG members will be ongoing and developmental as required/identified by the annual review of the Charleville DDMG and DDMP.

## **Type of Training**

1. **Training is proposed at three levels (information session, Certificate IV level and diploma level) dependent on the role and responsibilities of the DDMG member. This information is outlined in the Charleville DDMG Training Needs Template.**
2. **Proposed level of training to be delivered;**  
**Information Session – Executive Officer**  
**Certificate IV – Emergency Management Australia or equivalent**  
**Diploma - Emergency Management Australia or equivalent**

## **Alternatives**

1. **If the proposed training is not delivered, the Charleville DDMP and relevant departmental disaster management plans prepared by DDMG representatives may not be prepared in accordance with relevant legislation and Queensland State Government policy.**
2. **Restrictions and limitations currently exist for the Charleville DDMG in delivering these training programs due to the absence of a suitably qualified trainer.**
3. **In order to achieve the desired outcomes of the training proposal, relevant and qualified training providers are requested to be provided by the State Disaster Coordination Group.**

## **Training Proposal Planning**

1. **Estimated timeline: Ongoing as deemed necessary by annual reviews of the Charleville DDMP.**
2. **Estimated budgeting: Budgetary requirements are unknown due to the level of commitment to be provided by the State Disaster Coordination Group.**
3. **Personal or resources required: Access to Emergency Management Australia training providers or suitably qualified training providers from the Queensland Police Service.**

### Charleville District Disaster Management Group Training Need Analysis

Position on DDMG	Agency	Level										Training Required											
		Information Session	Certificate	Diploma																			
Chairperson	QPS			X		X			X	X	X	X											
Executive Officer	QPS			X		X			X	X	X	X											
District Representative	Bulloo Shire Council		X			X	X	X			X	X											
	Murweh Shire Council		X			X	X	X			X	X											
	Paroo Shire Council		X			X	X	X			X	X											
	Quilpie Shire Council		X			X	X	X			X	X											
	QLD Health		X			X		X				X											
	DERM		X			X		X			X	X											
	Dept TMR		X			X		X			X	X											
Charleville District Disaster Management Plan	Dept Communities		X			X		X			X	X											
	Dept Works		X			X		X			X	X											
	EMQ			X		X		X	X		X	X											

	<b>Quilpie Shire Council</b>		X		X	X	X		X	X			
	<b>QLD Health</b>		X		X		X			X			
	<b>DERM</b>		X		X		X		X	X			
	<b>Dept TMR</b>		X		X		X		X	X			
	<b>Dept Communities</b>		X		X		X		X	X			
	<b>Dept Works</b>		X		X		X		X	X			
	<b>EMQ</b>			X	X		X	X		X			
	<b>QPS Personnel</b>												
<b>Officer in Charge</b>	<b>QPS</b>		X		X		X					X	X
<b>Shift Supervisor</b>	<b>QPS</b>	X										X	X

**DDCC SOPS**

<http://chv-fls-01:8100/http-GUEST/Disaster%20Management>

## District Levels of Activation

		ALERT	LEAN FORWARD LEVEL ONE	LEAN FORWARD LEVEL TWO	STAND UP LEVEL ONE	STAND UP LEVEL TWO	STAND DOWN
DDMG	Triggers	<ul style="list-style-type: none"> <li>• One or more LDMGs operational</li> <li>• Awareness that threat may be wide spread</li> </ul>	<ul style="list-style-type: none"> <li>• Need for DDMG to manage potential ops.</li> </ul>	<ul style="list-style-type: none"> <li>• Threat level indicates DDMG support may be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Request for support received from LDCC</li> <li>• Large threat is imminent</li> </ul>	<ul style="list-style-type: none"> <li>• Impact in the District</li> <li>• Coordinated support required</li> <li>• Significant state resources committed</li> </ul>	<ul style="list-style-type: none"> <li>• All LDMGs stood down</li> <li>• Recovery arrangements functioning</li> <li>• Agencies revert to core business</li> </ul>
	Actions	<ul style="list-style-type: none"> <li>• XO brief DDC on Level of LDMG/s</li> <li>• Analysis of threat</li> <li>• Contact LDC/s</li> </ul>	<ul style="list-style-type: none"> <li>• Initial contact made with all LDCs</li> <li>• Communication procedures established</li> <li>• Planning commenced for support to LDCC</li> <li>• Advise State regarding status of DDMG</li> <li>• Establish all contacts</li> <li>• Set up email systems</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of Sitreps</li> <li>• Brief DDMG Core Members</li> <li>• Warning orders given to DDMG</li> <li>• Planning for potential support to LDMGs</li> <li>• DDC support staff briefed</li> </ul>	<ul style="list-style-type: none"> <li>• Develop situational awareness</li> <li>• Pass on urgent warnings</li> <li>• Commence Sitreps to SDCC</li> <li>• Roster developed for DDCC</li> <li>• DDCC activated with required staff</li> <li>• Forward planning commenced</li> <li>• SDCC advised DDMG Stood Up</li> <li>• Regular Sitreps provided to SDCC</li> </ul>	<ul style="list-style-type: none"> <li>• DDCC activated and roster commenced</li> <li>• Logistics, operations planning and administrative cells in place.</li> <li>• Coordination of state support commenced</li> <li>• Receive advice from State Disaster Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Final Sitrep to SDMG</li> <li>• Debrief of DDCC staff</li> <li>• Debrief of DDMG staff</li> <li>• Finalisation of expenditure</li> <li>• Transition to recovery</li> </ul>

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## 1. Corporate Card purchases

Cardholders are to organise their documentation and begin costing the invoices in SDOL as soon as possible after expenditure so that all costing are completed in the system by **COB each Friday**.

Cardholders are to ensure all documentation has been obtained from suppliers. If invoices have not been obtained due to extreme emergency situations, a statutory declaration will be required to be completed for each purchase.

## 2. Account codes

Some of the account codes that will be relevant to the operations to ensure consistency of coding and accuracy include:

- 530296 Staff Amenities : To record costs associated with staff amenities eg purchases of ice
- 530304 Plant and Equipment <\$5,000 : To record cost of purchasing plant and equipment which is immaterial in nature and is not a portable and attractive item. Items greater than \$1,000 but less than \$5,000 will need to be recorded on local plant registers or as attractive items. See A/ASO Sue Hansen for assistance with this.
- 525001 Motor Vehicles Hire External : Costs of leasing vehicles from suppliers external to the Queensland government, other than Q-Fleet.
- 525025 Motor Vehicle Accessories : Accessories purchased for motor vehicles eg: flor mats, etc which is not a repair.
- 520507 Protective Equipment : Protective equipment such as duress alarms, protective goggles, earplugs, hats, gloves, respirators etc used by staff for workplace health and safety purposes.
- 530012 Equipment Rental Operating Lease : Rental or hire of office equipment excluding IT Equipment Rental (see account 528000). Also includes rental of toilets, cold rooms etc.
- 530013 Freight & Cartage (incl.Railway Charges) : Freight charges, including railway charges and courier services.
- 530035 Stores & Stationery : Costs of general office stationery and supplies. These include computer disks and CDs, binding and laminating products. However, paper is coded to 530036; Toner is coded to 530037; Cleaning products are coded to 524004; Key cutting is coded to 524014.
- 530036 Paper Plain & Coloured Card Supplies : All plain and coloured paper and card supplies purchased for any purpose.
- 530201 Medical Services : STAFF ONLY Includes all payments for the provision of optometric, dental, G.P and specialists services (eg fees and reports).
- 530011 Refreshments & Light Meals : Catering for light meals/refreshments (excluding Alcohol) during the work day. Includes tea, coffee and milk, water, lunches/meals supplied to counter disaster teams.

- 525000 Motor Vehicles Fuel Oil : Payment for petrol, diesel, oil, etc for departmental motor vehicles or equipment such as generators.

Please check the Finance Division chart of accounts expenditure listing using the search functionality for the full list of expense account codes and account definitions.

### **3. Overtime payments**

It is very important that all approved OT is tracked on the NDRRA template spreadsheet (an electronic copy of the spreadsheet is located in the Charleville Guest folder in 'Disaster Management'). An updated copy of this spreadsheet is to be forwarded by the Charleville District Office to the Southern Region Finance Manager each Friday to validate the OT costs to date.

### **4. Travel allowance claims**

The Travel Management System (TMS) is to be used for payment of TA claims. All T/A claims are to be coordinated at a District level to ensure consistency and that T/A is not claimed in error when meals have been provided through motels or through bulk purchases at the regional MIR.

### **5. Cost Centre Code**

The relevant cost centre code utilised to capture disaster related expenditure for the Charleville District is **1160226**.

Should any clarification be required in relation to financial management or purchasing, contact is to be made with Anthony Corcoran, Finance Manager, Southern Region on Telephone: 07 4631 6736 Fax: 07 4638 9644, Email: [Corcoran.AnthonyJ@police.qld.gov.au](mailto:Corcoran.AnthonyJ@police.qld.gov.au).

**RECOVERY STRATEGY**



# Charleville Disaster District Community Recovery Plan 2010-2011

## DDMP Distribution List

Position	Organisation	Hard Copy ✓	Electronic Copy ✓
Disaster District Co-ordinator	Queensland Police Service	X	X
Executive Officer	Queensland Police Service	X	X
Deputy Executive Officer	Queensland Police Service	X	X
Operations Coordination, Southern Region	Queensland Police Service	X	X
Operations Coordinator, Operations Support Command	Queensland Police Service	X	X
Chairperson, State Disaster Management Group	Queensland Police Service	X	X
Regional Director, South West Region	Emergency Management QLD		X
Chairperson	Bulloo Shire Local Disaster Management Group		X
Chairperson	Murweh Shire Local Disaster Management Group		X

Chairperson	Paroo Shire Local Disaster Management Group		X
Chairperson	Quilpie Shire Local Disaster Management Group		X
District Representative	Department of Transport and Main Roads		X
District Representative	Department of Communities		X
District Representative	Queensland Health		X
District Representative	Department of Works		X
District Representative	Department of Environment and Resource Management		X
District Representative	ABC Radio Western Queensland		X
District Representative	Queensland Fire & Rescue Service (Urban Operations)		X
District Representative	Queensland Fire & Rescue Service (Rural Operations)		X
District Representative	Queensland Ambulance Service		X
District Representative	Queensland Parks and Wildlife Service		X
District Representative	TELSTRA Country Wide		X
District Representative	ERGON Energy		X
District Representative	Department of Families		X
	Australian Emergency Management Institute (AEMI) library		X






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**National Emergency Risk Assessment Guidelines August 2009**

<http://www.ses.tas.gov.au/Library/NERA/National%20Emergency%20Risk%20Assessment%20Guidelines%20-%20Exposure%20Draft%200.C.pdf>

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**District Disaster Management Guidelines, State Disaster Management Group**

<http://www.disaster.qld.gov.au/publications/pdf/District%20Disaster%20Management%20Guidelines.pdf>

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**Resupplying Isolated Communities Policy and Procedures, October 2009, Queensland State Government**

<http://www.trc.qld.gov.au/sites/default/files/Resupply%20Policy%202009.pdf>