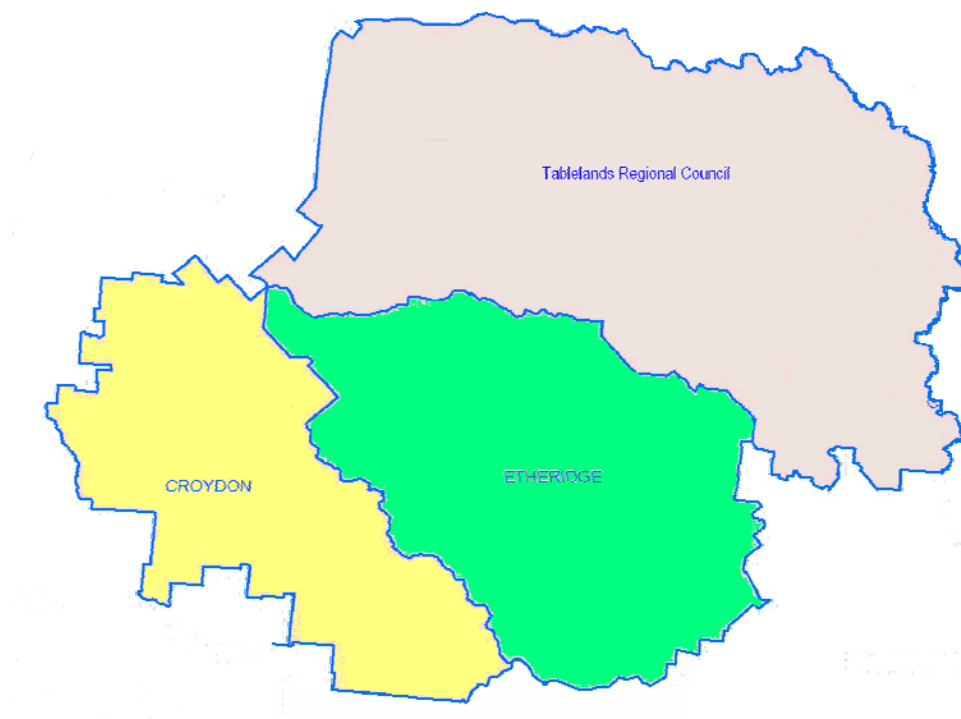


MAREEBA DISTRICT DISASTER MANAGEMENT PLAN



Produced by the Mareeba Disaster District Management Group
under the provisions of the Disaster Management Act 2003

Revised: November 2011

FOREWARD

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.

The communities located within the Mareeba Disaster District are susceptible to the impacts from a variety of natural and technological hazards.

The Mareeba District Disaster Management Plan (the Plan) has been prepared under the authority of the Disaster Management Act 2003 to provide a framework for comprehensive disaster management within the Mareeba Disaster District.

The plan is designed to enhance the District's disaster management capacity by ensuring the necessary strategies are in place to provide a comprehensive (Prevention/Mitigation, Preparedness, Response and Recovery), all-agency, whole-of-government approach to disaster management through effective arrangements that may be applied in an all-hazards context.

The plan also incorporates specific strategies for disaster management in respect to all hazards identified through analysis as having potential to cause significant losses within the community; physically, psychologically and economically.

The plan has been prepared by a planning committee comprised of representatives from the various agencies that will have significant roles in disaster management operations.

The plan is a dynamic document that may be amended as required to incorporate legislative changes and lessons learned from activations during events. The plan will also be reviewed periodically and amended as necessary to address the district's most significant risks as identified through hazard analysis and risk assessments and ensure compliance with current best practice procedures in disaster management planning.

R R STRAATEMEIER
District Disaster Coordinator
Mareeba DDMG
Date: 24 November 2011

ENDORSEMENT

The Mareeba District Disaster Management Plan has been prepared by the Mareeba Disaster District Management Group in compliance with the Disaster Management Act 2003, section 23(b).

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

R R STRAATEMEIER
District Disaster Coordinator
Mareeba DDMG
Date: 24 November 2011



Mareeba District Disaster
Management Group

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DOCUMENT CONTROL

Amendment Control

Suggested amendments or additions to the contents of this plan are to be forwarded in writing to:

**Executive Officer
Mareeba Disaster District
P O Box 1126
Mareeba 4880**

Suggested amendments or additions will be considered by the District Disaster Management Group prior to inclusion in this plan.

Issued amendments are to be recorded in the following table when entered.

Amendment Register

AMENDMENT		PLAN UPDATED	
NUMBER/REF	ISSUE DATE	INSERTED BY	DATE

Distribution

In compliance with s. 56 of the DM Act, the District Disaster Management Plan is available for inspection, free of charge, by members of the public. Copies of the plan may be purchased upon payment of the relevant fee. All applications are to be made to the:

**Executive Officer
Mareeba Disaster District
P O Box 1126
Mareeba 4880**

A copy of the plan is also available on the Queensland Police Service website:
www.police.qld.gov.au

This plan has been distributed in accordance with distribution list Annex A

Definitions

Advisor	A person invited to participate in the business of the DDMG in an advisory capacity on an as-needed basis.
Chair	The person appointed by the Commissioner, Queensland Police Service as the Chair of the DDMG. The Chair of the group is the District Disaster Coordinator.
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.
Deputy Chair	The person appointed by the Commissioner, Queensland Police Service as the Deputy Chair of the DDMG.
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 recover from the disruption. (<i>Disaster Management Act 2003</i>)
Disaster District	Part of the state prescribed under a regulation as a disaster district.
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. (<i>Disaster Management Act 2003</i>)
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. (<i>Disaster Management Act 2003</i>)
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. (<i>Disaster Management Act 2003</i>)
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. (<i>Disaster Management Act 2003</i>)
Disaster response operations	The phase of disaster operations that relates to responding to a disaster. (<i>Disaster Management Act 2003</i>)
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster. (<i>Disaster Management Act 2003</i>)
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. (<i>COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i>)
Disaster District Coordinator	A person appointed under the <i>Disaster Management Act 2003</i> 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 in accordance with s22 of the Act to provide coordinated State Government support and resources to LDMG's on behalf of local governments.

District Disaster Management Plan	A plan prepared in accordance with s53 of the Act, that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	(1) Any of the following: <ul style="list-style-type: none"> 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 (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>) d. a failure of, or disruption to, an essential service or infrastructure e. an attack against the state f. another event similar to an event mentioned in (a) to (e). (2) An event may be natural or caused by human acts or omissions. (<i>Disaster Management Act 2003</i>)
Executive Officer DDMG	A Police officer appointed to the position of Executive Officer to the district group by the Commissioner, Queensland Police Service.
Executive Team	The Chair, Deputy Chair and Executive Officer.
Extraordinary Meeting	A meeting convened by the Chair in response to an operational event both inside and outside the disaster district.
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead relevant organisations that provide a supporting role.
Guidelines	Guidelines are developed under s63 of the Act to inform the SDMG, DDMG's 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	A source of potential harm, or a situation with a potential to cause loss. (<i>Emergency Management Australia, 2004</i>)
Local Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster operations for the LDMG.
Local Disaster Management Group	The group established in accordance with s29 of the Act to support the disaster management and operational activities of local governments.
Local Disaster Management Plan	A plan that documents agreed arrangements that are in place to deal with disaster events within the local government's area of responsibility.
Member	A person officially appointed as a member of the DDMG. Members have voting rights to validate the business of the group.
Ordinary Meeting	A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chair) to discuss routine business of the group.
Post-disaster Assessment	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. (<i>Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i>)
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. (<i>Disaster Management Act 2003</i>)
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency.
Residual Risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'. (<i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk	The effect of uncertainty on objectives. (<i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from <i>ISO Guide 73:2009 Risk management – Vocabulary</i>)
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	Process of selection and implementation of measures to modify risk. (<i>National Emergency Risk Assessment Guidelines</i>)
Serious Disruption	Serious disruption means: (a) loss of human life, or illness or injury to humans; or (b) widespread or severe property loss or damage; or (c) widespread or severe damage to the environment. (<i>Disaster Management Act 2003</i>)
State Disaster Coordinator	A person appointed under the Act who is responsible for the coordination of disaster response operations for the SDMG.
State Recovery Coordinator	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.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's disaster management arrangements, including agency roles and responsibilities.
State Recovery Coordinator	A person appointed under the Act who is responsible for the coordination of disaster recovery operations for the SDMG.
Temporary District Disaster Management Group	A DDMG established under the Act by the SDMG Chair, in consultation with the Commissioner, Queensland Police Service, as a temporary district group to manage a disaster across two or more affected disaster districts.

Glossary

DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DEEDI	Department of Employment, Economic Development and Innovation
EMQ	Emergency Management Queensland
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGO	Non-Government Organisation
QDMA	Queensland disaster management arrangements
QPS	Queensland Police Service
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMG	State Disaster Management Group
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements
SITREP	Situation Report
SOP	Standard Operating Procedure
SPF	<i>Disaster Management Strategic Policy Framework</i>
the Act	<i>Disaster Management Act 2003</i>
the Minister	Minister for Police, Corrective Services and Emergency Services
XO	Executive Officer

District means and includes the following local government areas:

- *Tablelands Regional Council (Former Atherton, Mareeba, Herberton and Eacham Shires)*
- *Croydon Shire.*
- *Etheridge Shire*

ADMINISTRATION and GOVERNANCE

Authority to plan

This District Disaster Management Plan is prepared under the provisions of s.53 of the Disaster Management Act (2003).

Purpose

This plan details the arrangements within the Mareeba Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management and disaster operations.

Objectives

The objective of the Mareeba 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;
- The detailing of efficient information management processes;
- The strengthening of partnerships in providing disaster mitigation;
- Consistency with contemporary disaster management practices;
- Providing for business continuity arrangements; and
- Consistency with the requirements for disaster planning as contained in the *Disaster Management Act 2003* (Qld) and the *Queensland Disaster Management Planning Guidelines*.

Strategic Policy Framework

Disaster management and disaster operations in the Mareeba disaster district are consistent with the *Disaster Management Strategic Policy Framework*. 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

In accordance with Section 49 of the *Disaster Management Act 2003*, this disaster management plan is prepared to:

- Outline the State group's strategic policy framework, and the concepts and principles for disaster management in Queensland; outline the structure, responsibilities and arrangements of committees at State, Disaster District and Local Government level;
- Outline the roles and responsibilities of those departments and agencies who have been allocated a functional role;
- Provide for the coordination of disaster operations and activities;
- Identify events that are likely to happen and outline priorities for disaster management in the State;
- Provide for the activation of the arrangements in support of State operations;
- Include matters stated in the disaster management guidelines; and
- Specify responsibilities for annual reporting in relation to disaster management.

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

- Tablelands
- Etheridge
- Croydon

Disaster Management Priorities

Implement effective governance through sound performance management and a focus on continuous improvement.

- Ensure consistent application of legislation, regulations and supporting policies.
- Establish a formal reporting system that ensures that evaluation analysis is captured and communicated.
- Monitor and evaluate the disaster management arrangements to:
 - streamline arrangements;
 - develop clear accountability, including defined roles and responsibilities at all levels of the disaster management arrangements;
 - improve the communication flow process; and
 - develop whole-of-government media and community engagement arrangements.
- Integrate effective disaster risk reduction initiatives into strategic and corporate plans at all levels of government, industry and commerce.
- Ensure clear and transparent decision making through collaboration, cooperation and communication.

The priorities are in line with the DDMG Annual Operational Plan as the tool used to outline, implement, manage and monitor current disaster management priorities for the Mareeba Disaster District.

Review and Renew Plan

In compliance with s.55 of the Act, the District Disaster Management Plan shall be reviewed annually by the Planning Committee as follows:

April-July	Planning Committee reviews DDMP;
September	Draft amendments submitted to DDMG for approval;
November	Amendments (or new plans if appropriate) are disseminated to all stakeholders.

The plans of the Disaster Districts Functional Committees shall be reviewed annually by the respective committee as follows:

- | | |
|------------|--|
| April-July | Functional Committee reviews plan; |
| August | Draft amendments submitted to DDMG for consideration; |
| November | Amendments (or new plans if appropriate) are disseminated to all stakeholders. |

The effectiveness of the DDMP and Functional Plan shall be reviewed against the 'Criteria for review of Emergency Management Plans' as contained in Annex A to Chapter 9 of the Australian Emergency Manual, Manual Number 43 *Emergency Planning Guide*, 2nd Edition.

The DDMP and Functional Plans may be reviewed at any other time should it become apparent that urgent amendment is required to give effect to operational effectiveness of the DDMG activities.

Review of Local Disaster Management Arrangements

In accordance with s23 of the Act it is a function of the DDMG to regularly review and assess the disaster management of local groups in the district.

This will be conducted annually and coordinated by the Executive Officer in consultation with Emergency Management Queensland and the relevant LDMG.

District Disaster Management Group

Establishment

The Mareeba District Disaster Management Group (DDMG) has been established under s. 22 of the *Disaster Management Act 2003* (the DM Act).

Role

The Mareeba District Disaster Management Group is comprised of representatives from regionally based Queensland (Qld) government agencies, government owned corporations, non-government organisation, industry and commerce and key community representatives, who can provide and coordinate whole-of-Government support and resource gap assistance to disaster-stricken communities.

The Mareeba DDMG performs a 'middle management' function within Queensland disaster management arrangements (QDMA) by providing coordinated state government support when requested by the Local Disaster Management Groups (LDMG's) on behalf of local governments.

Disaster Management Principles

Section 4A of the DM Act provides that disaster management is administered in accordance to the following guiding principles:

- (a) *Disaster management should be planned across the following four phases—*
 - (i) *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;*
 - (ii) *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;*
 - (iii) *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;

- (iv) The taking of appropriate 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;*
- (b) All events, whether natural or caused by human acts or omissions, should be managed in accordance with the following—*
 - (i) A strategic policy framework developed by the State group;*
 - (ii) The State disaster management plan;*
 - (iii) Any disaster management guidelines;*
- (c) Local governments should primarily be responsible for managing events in their local government area;*
- (d) District groups and the State group should provide local governments with appropriate resources and support to help the local governments carry out disaster operations.'*

Functions

Under s. 23, the DDMG has the following functions:

	DDMG FUNCTION	SUMMARY
(a)	Ensure that disaster management and disaster operations in the district are consistent with the SDMG's SPF for disaster management for the State;	The Strategic Policy Framework (SPF) establishes elements, strategies and key performance indicators for the disaster management groups to discharge their DM responsibilities in accordance with the DM Act.
(b)	Develop effective disaster management for the district, including a District Disaster Management Plan (DDMP), and regularly review and assess disaster management;	Effective disaster management for DDMG's follows the comprehensive (all-hazards, all agencies and prepared communities) approach of prevention, preparedness, response and recovery, whilst applying effective risk management.
(c)	Provide reports and make recommendations to the SDMG about matters relating to disaster management and disaster operations in the district;	Establishment of DDMG accountability through consistent reporting (preparation of special reports, annual reports and operational reports) on disaster management and disaster operations against the SPF ensures DDMG's meet their responsibilities in accordance with the DM Act.
(d)	Regularly review and assess the disaster management of LDMG's in the district;	Effective disaster management for LDMG's follows the national concepts and principles of a comprehensive (prevention, preparedness, response and recovery), all-hazards, all agencies and prepared communities approach, whilst applying effective risk management. It is the role of the DDMG to review and assess LDMG disaster management activities in the disaster district annually.
(e)	Ensure that any relevant decisions and policies made by the SDMG are incorporated in its disaster management, and the disaster management of LDMG's in the district;	SDMG decisions and policies such as the State Plan, the SPF and disaster management or operational guidelines are considered and incorporated into District and Local disaster management through planning and DM activities.
(f)	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;	Disaster management and disaster operational activities and requirements are communicated to the community, utilising effective public education, and awareness strategies and mechanisms.

	DDMG FUNCTION	SUMMARY
(g)	Coordinate the provision of State resources and services to support the LDMG's in the District	The capacity and capability of local government is enhanced through identification and provision of resources in an organised, timely and efficient manner to the affected communities, following the disaster management pyramid and considering the operational priorities against the presented risks.
(h)	Identify resources that may be used for disaster operations in the district;	Resources are identified and prioritised by undertaking a risk management assessment of the disaster district. This identifies those resources that will be required and are accessible within the district. A gap analysis and contingency plans are implemented to ensure the shortfall can be accessed from outside the disaster district e.g. State or Australian Government.
(i)	Make plans for the allocation, and coordination of the usage of resources mentioned in paragraph (h);	Development of disaster plans at all levels of government to guide disaster management activities.
(j)	Establish and review communication systems for use when a disaster happens, in the group, and with and between LDMG's in the district;	Maintain a contemporary, up to date approach to communications and communication systems.
(k)	Ensure information about an event or a disaster in the district is promptly given to the SDMG and each LDMG in the district;	Establish clear command, control and coordination arrangements to support disaster management and operations at all levels.
(l)	Prepare, under s. 53 of the DM Act, a DDMP;	The DDMP outlines how disaster management principles are applied, how risks to the district are managed and how disaster operation arrangements will be activated.
(m)	Perform other functions given to the group under this Act;	Other functions may be accepted by members in support of a lead agency's management of events, such as Avian / Equine Influenza or an oil spill.
(n)	Perform a function incidental to a function mentioned in paragraphs (a) to (m).	Members will have the resources to assist other agencies and the community from time to time. Through effective plans collaborative arrangements may be reached by agreement.

Membership

Membership of the DDMG consists of core members from:

- Tablelands Regional Council – Mayor
- Etheridge Shire Council – Mayor
- Croydon Shire Council - Mayor
- Queensland Police Service –DDC, Deputy DDC, Executive Officer
- Queensland Fire and Rescue Service - Member
- Queensland Ambulance Service - Member
- Emergency Management Queensland - Member
- Transport and Main Roads – Member
- Department of Communities - Member
- Queensland Health – Member
- Department of Public Works - Member
- Department of Environment and Resource Management – Member
- Department Employment, Economic Development and Innovation - Member

Advisory Members from:

- Ergon Energy – Advisory Member
- Queensland Rail – Advisory Member
- Australian Defence Force – Advisory Member
- Telstra – Advisory Member
- BSA – Advisory Member
- Local Disaster Management Coordinator LDMG
- Sunwater – Advisory Member

DDMG Contact is included as Annexure: A

Roles and Responsibilities

Function / Role	Responsible person/agency	Key Accountabilities
Group Management Chairperson	As appointed by the Commissioner of the Police Service under s. 25 of the DM Act.	The chairperson of a district group is to: <ol style="list-style-type: none"> I. Manage and coordinate the business of the district group; II. Ensure, as far as practicable, that the group performs its functions as prescribed under s. 23: 'Functions' of the DMA; III. Prepare, under s. 53: 'Plan for disaster management in disaster district' of the DMA, a district disaster management plan which must be consistent with the disaster management guidelines. When a district group considers it appropriate the plan may be reviewed or renewed. Review the effectiveness of the plan at least once a year (See s. 55: 'Reviewing and renewing plan' of the DMA). The district disaster management plan must comply with s. 53 of the DMA. IV. Ensure the Chief Executive, Department of Community Safety is advised of any temporary or permanent changes to the appointment of a deputy chairperson or district disaster coordinator of a district group; and V. Regularly report to the State group about the performance by the district group of its functions.
District Disaster Coordinator	Queensland Police Service	District Disaster Coordinator – District group The District Disaster Coordinator (DDC) of a district group is also the chairperson of the group. The function of a DDC of a district group is to coordinate disaster operations in the disaster district for the group, see s. 26A: 'Function of district disaster coordinator' of the DMA. The DDC of a district group may delegate the DDC's functions to an appropriately qualified member of the Service; see s. 143(7): 'Delegations' of the DMA.
Deputy Chairperson	As appointed by the Commissioner of the Police Service under s. 25 of the DM Act. District Inspector as appointed by DDC	In accordance with s. 25(1) (b) of the DMA, a police officer has been appointed as deputy chairperson for each district group. Deputy chairperson is responsible for: <ul style="list-style-type: none"> ▪ Assisting the chairperson to manage and

		<p>coordinate the business of the district group;</p> <ul style="list-style-type: none"> ▪ Chairing meetings associated with the district group in the absence of the chairperson (see s. 41: 'Presiding at meetings' of the DMA); ▪ Assisting the chairperson and executive officer of the district group, to review the district disaster plan; ▪ The provision of timely and accurate advice to the DDC in matters relating to disaster management; ▪ Assisting the chairperson, in their role as DDC, in coordinating disaster operations in the disaster district for the group; ▪ Reporting to the district group on operational issues regarding the disaster; ▪ Representing the chairperson when the chairperson is unavailable; ▪ Undertaking the role of the DDC when delegated that function pursuant to s. 143(7) of the DMA; and ▪ Performing any other task or functions as required by the chairperson for the efficient and effective performance of the district group. <p>Performing any other tasks or functions as required by the DDC for the efficient and effective performance of the district group.</p>
Executive Officer	Queensland Police	<p>The executive officer of a district group is to support the group in the performance of its functions, as directed by the chairperson of the district group. Executive officers are responsible for:</p> <ul style="list-style-type: none"> ▪ The establishment of the DDCC including relevant standard operating procedures; ▪ The identification and training of staff to operate within the DDCC; ▪ The activation and operational management of the DDCC during times of actual or potential disaster; ▪ The provision of administrative and secretarial functions associated with the district group including facilitating and recording district group meetings and records relating to disaster management; ▪ Maintenance and distribution of a contact list of all district group members; ▪ In conjunction with relevant stakeholders, reviewing district disaster plans; ▪ Liaison with Emergency Management Queensland (EMQ) in the development and

		<p>conduct of exercises to test operational preparedness of district and local disaster management plans, functional sub-plans and DDCC operations;</p> <ul style="list-style-type: none"> ▪ Assisting EMQ with facilitating disaster management training in the district; ▪ Facilitation of post disaster event debriefs; ▪ The establishment of, and liaison with a network of relevant agencies, to provide advice on current and emerging trends which may have an impact in disaster districts; ▪ The provision of timely and accurate advice to the DDC in matters relating to disaster management; ▪ In conjunction with EMQ, disseminating information on disaster preparedness to QPS and community networks; ▪ Representing the DDC when required, including providing briefings on behalf of the DDC; ▪ Ensuring the district group fulfils its legislative responsibilities, see s. 23: 'Functions' of the DMA; ▪ Performing any other tasks or functions as required by the DDC for the efficient and effective performance of the district group.
Deputy XO	As appointed by the DDC	Management of DDCC
Liaison Officers (Representatives from Local Government, State Government Departments and other non-government organisations).	Senior representation as appointed by organisation	<p>Provision of advice to DDMG and resource allocations relevant to parent organisational functions</p> <p>Compliance with organisational roles and responsibilities defined in State Disaster Management Plan.</p>

Functional and Supporting Committees

Human Social Functional Recovery Committee

Far North Queensland's three Disaster District Community Recovery Committees hold five 'ordinary' meetings per year with each scheduled meeting focused on a specific purpose or theme. This schedule operates on the basis that there are no activations of the region's disaster management system. In the event that a committee is 'activated' in response to a disaster event (or exercise), the committee meets as frequently as operational demands require.

Other sub committees may be appointed as deemed appropriate by the D.D.C having regard to the needs of the D.D.G.C

Meetings

In accordance with Section 38 of the Disaster Management (DM) Act 2003, the Mareeba DDMG will establish a schedule of meeting dates, times, themes and locations.

Reporting

- Reporting will include:
- Annual Report
- Monthly Meetings
- Members Reports
- Mareeba Disaster Management Group Meeting Dates are distributed on instruction from the chairperson, using the advised contact methods from the members' nomination forms to all current members, with a twelve month calendar plan.
- Updates when changes occur to that calendar timetable are also distributed as immediately as is practical as and when they may occur.
- Agendas are disseminated to all members when practical one week prior to the meeting.
- Minutes are disseminated to all members when practical one week subsequent to the meeting.
- Copies of all Agendas, Minutes and notes are stored and filed both electronically and manually when practical.

Disaster Risk Assessment

Community Context

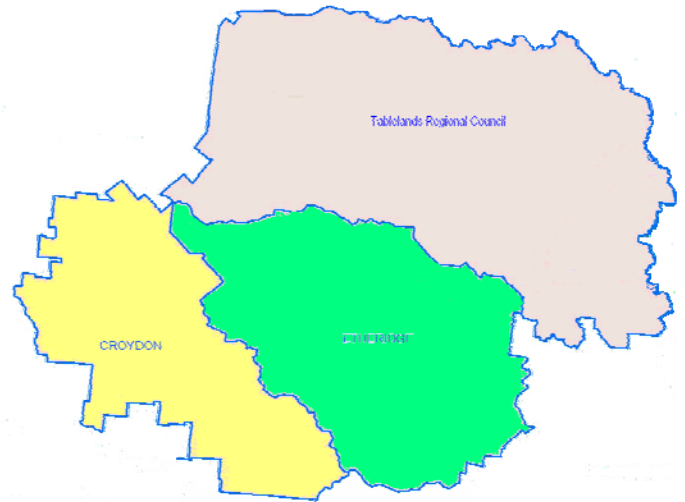
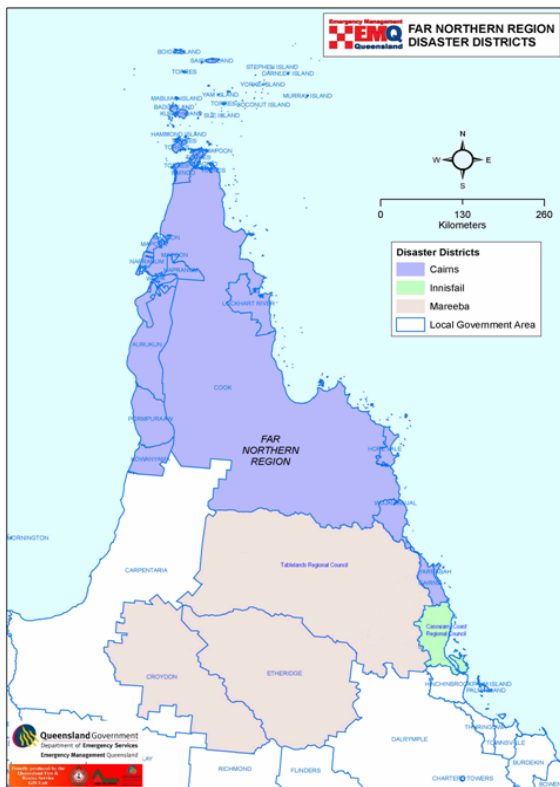
Geography

The Mareeba Disaster District includes the following Local Government areas;

- Tablelands Regional Council
- Croydon Shire Council
- Etheridge Shire Council

The eastern sector of the Disaster District is bounded by the Great Dividing Range, the north by the mountainous regions in the headwater of the Palmer River, the south by the Gregory Range and the west by the flood plains of the Gilbert and Einasleigh Rivers.

The Disaster District comprises 132,153 square kilometers.



Topography

The Disaster District comprises mountain ranges and tablelands in the eastern sector, Tablelands Regional Council (incorporating Mareeba, Atherton, Eacham and Herberton Shires), with undulating bush land through to flat open savannah in the western area, encompassing Etheridge and Croydon Shires. Flood plains exist in the Croydon Shire.

Population

The population of the Mareeba Disaster District from data compiled during the 2006 Census (Australian Bureau of Statistics) is as follows:

- Tablelands 42 919
- Etheridge Shire 939
- Croydon Shire 273
- Total Population: 44 131

Hazards

Cyclones

The 'wet season' occurs generally between December and April. During this period, Mareeba Disaster District faces the threat of Tropical Cyclones, high winds and rain depressions. Cyclones may originate from the Gulf of Carpentaria in the west or the Pacific Ocean in the east.

Flooding

Several large river systems traverse the District. During the wet season these rivers are extremely susceptible to flooding isolating small communities by dissecting major roadways. In the western sector flooding has been known to inundate residences on cattle properties, particularly in the Croydon Shire. Tinaroo dam is located west of Atherton and has a capacity of 407 000 megalitres, and the dam wall is 45.1 metres high. It is situated on the Barron River, and provides approximately 205 000 megalitres of water per year to 415 square kilometres of farmland through a network of 176 kilometres of channels before terminating back into the Barron River.

Aviation

Commercial aircraft pass over the District daily, because of the VOR (V.H.F. Omni-Directional Ranging equipment) and D.M.E. (Distance Measuring equipment) located at Biboohra, just north of the town of Mareeba. Nearly all aircraft approaching and departing Cairns for the west, or arriving from south, pass over this equipment. There are several council controlled airstrips including Dimbulah, Chillagoe, Atherton, Mount Surprise, Einasleigh, Forsayth, Georgetown and Croydon, with the most significant approx. 10 km south of Mareeba. There are numerous private airstrips within the District. Commercial operations are conducted from Mareeba and Atherton airstrips.

Road

The risk of multiple fatality road accidents is significant throughout the District. However, significant risk is attributable to the four ranges within the District. Trucking of sugar cane from the Tablelands to Mossman, trucking of ore by road train from Mount Garnet to Greenvale, and trucking of sugar cane from upper tablelands to Innisfail present significantly higher dangers. The ore trucked from Mount Garnet to Greenvale contains toxic, hazardous material. Tourist coaches regularly travel the ranges, particularly Kuranda Range, to the Tablelands area and points west.

Rail The Kuranda scenic railway passes through mountainous terrain forming part of the Kuranda range. The line has previously experienced damaged due to subsidence of the strata. Most parts of the line are not accessible by road vehicles.

Exotic Diseases With the amount of agricultural activity within the Mareeba District the possibility of an exotic disease outbreak is considered a major threat. The Department of Employment, Economic Development and Innovation recognises this as a substantial threat.

Chemical or Gas Hazard Large quantities of hazardous chemicals/gases are transported throughout the District. Spillage or leaks of such material have the potential to cause injury to life and property. The effects of this type of disaster could include severe chemical and /or thermal burns to large numbers of people, requiring extensive medical treatment and the evacuation of people from the disaster area and the interruption to road transport.

Fire During the months of June to November, the fire hazard in country areas of the Disaster District is at extreme. Heavy falls in the wet season, followed by an extended dry period, results in the build-up of dry grasses, providing extensive ground fuel for fires.

Earthquake Areas of the District are susceptible to earthquakes. Georgetown has recorded earth tremors. However, there are no known fault lines within the Disaster District.

Risk Assessment

Risk assessment forms a critical part of the risk management process. Risk assessment allows an understanding and measurement of the risk involved to determine the appropriate measures and controls necessary to manage the risk.

The risk assessment for the Mareeba DDMP consisted of a risk assessment methodology utilising a formalised appreciation process with reference to the National Risk Assessment Guidelines.

Risk identification involves the identification of risk sources, events, their causes and their potential consequences (*AS/NZS ISO 31000:2009*).

The identification of risks was facilitated by information and data that was collected, reviewed and prepared for presentation by stakeholders. This information was used

to describe the nature of the relevant sources to be addressed with their possible impacts considered.

Documentation developed during the risk assessment process including the Risk Register is included at **Annexure B**.

Capacity Building

Community Awareness

The District Disaster Coordinator provides regular media releases to the community outlining disaster management preparation, mitigation, and recovery strategies. That information is also disseminated to members of District Disaster Management Group for distribution to their staff and clients. The District Disaster Coordinator also prepares police staff through the development of training and awareness regarding disaster activities. As required public information sessions are conducted to further raise awareness and community resilience.

Training

Training activities available to members of the DDMG are distributed through the network as they become available. Members of the DDMG will work with EMQ to ensure the timely facilitation of training to members in conjunction with the local government management group.

Exercises

The District Disaster Management Group will participate and contribute to all LDMG exercises when they are conducted. The DDMG will also work with the local government group to establish an annual calendar of exercises to be conducted locally and in conjunction with other District and Local Government Groups, in accordance with Disaster Management Group Annual Operational Plan.

Post-Disaster Assessment

At the conclusion of any exercise or actual event, the DDMG will undertake a hot debrief immediately after the event, followed by a full debrief one to three weeks later. These debriefs will serve to further improve coordination of disaster operations and minimise the risks thus identified.

Response Strategy

Warning Notification and Dissemination

Upon receipt of information regarding the probability of an event, the DDMG through the Executive Officer, will cause information to be disseminated to members of the DDMG and the Local Government outlining, the nature of the event, source of updated information, short instructions, and an indication of timeframe updates.

The best practice will be for this information to be disseminated both by email and text message, however depending on the event other means of communication may be utilised.

Information received other than through the DDMG should be validated with the DDMG or the XO before activating their response plan.

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; the Chair of a LDMG; and/or a member of the DDMG.

The four levels of activation are:

Alert

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

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 stand by; prepared but not activated.

Stand up

The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster Coordination Centres are activated.

Stand down

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

The District levels of activation are outlined at Annexure D.

District Disaster Coordination Centre

The District Disaster Coordination Centre is in the Mareeba Police District Office Complex.

Concept of Operations for Response

Operational Reporting

Sit Reps will be produced as required by the State Disaster Coordination Centre
If no timeframe has been established by the State Disaster Coordination then situation reports will be produced and disseminated daily at 07:00 hrs, and if circumstances dictate at four hourly, or eight hourly intervals.

Distributions copied back to all members of District Disaster Management Group at the same time as being forwarded to the SDMG

Agency Situation Reports will be received by the DDCC at 06:00 hrs and if circumstances dictate at more regular intervals

Financial Management

All requests for financial approval through the DDCC, are to be recorded in inward correspondence and determination of that funding request recorded in the outward correspondence

All processes are performed in accordance with the Queensland Government Financial Management Practice Manual and therefore in compliance with section 46M of the Financial Administration and Audit Act 1977 and other prescribed requirements

Media Management

Where a specific media liaison officer is not appointed, the District Disaster Coordinator will be responsible for the management of all media relating to the event, in conjunction with a media liaison officer appointed by the LDMG

Accessing Support and Allocation of Resources

When a specific situation requires support from outside the area covered by the Mareeba DDMG a request is forwarded electronically utilising the RFA Proforma for requests to the SDMG - Annexure E.

Fields contained in the RFA all provide vital information for those actioning the request and therefore it is most important that each field be correctly completed.

- In every request for assistance, inclusion is mandatory of who forwarded the RFA and their contact details. The forwarding officer may not be the requesting officer.
- It is a requirement to discuss some aspect of an RFA directly with the appropriate person. All contact details should be provided.
- An appropriate person is someone who has first hand knowledge of the request and is therefore best placed to provide additional information.
- As terms such as “urgent” or “as soon as possible” have little meaning in the provision of resources. They are to be avoided. A specific time and date provides all parties involved with a definitive target to work towards. It also enables the identification of issues that will affect the timeframe.
- The RFA completion time frame should be realistic. Issues that impact on the ability to meet a timeframe include whether it is inside or outside of normal business hours, quantities required, acquisition, loading, transport including access issues and unloading.
- The information provided should be as detailed as possible. If an outcome is required the need will be specified. If resources are required, ensuring unit quantities and any specifications that will assist in acquiring the resources are provided.
- Authorising officer name is to be clearly written and signed ensuring the request is legitimate.

Where district resources are fully committed or not suitable, the DDC is to authorise requests for State level assistance

Disaster Declaration

Where the District Disaster Coordinator considers it is necessary for a disaster declaration within the Mareeba Disaster District, The DDC will, subject to availability, discuss the need with the available members of the LDMG, or failing their availability the Chair of the LDMG in conjunction with Local Disaster Coordinator. Where possible and if time permits, the DDC will also discuss the outcome of that meeting with members of the Mareeba District Disaster Management Group.

The Executive Officer is responsible for preparing relevant documentation on behalf of the District Disaster Coordinator for consideration by the State.

If circumstances prevent such processes to be undertaken the District Disaster Coordinator will act independently to declare the disaster and subsequently seek approval in accordance with (*Disaster Management Act 2003*) and report the decision subsequently to the DDMG and the LDMG

Resupply

The resupply of isolated communities will be undertaken in accordance with procedures previously established by the LDMG.

Functional Plans

Functional plans will be established in conjunction with lead functional agency responsible for that activity. That agency is responsible for providing a copy of that plan for reference in conjunction with the District Disaster Management Plan

Hazard Specific Arrangements

Hazard specific plans will be established in conjunction with the lead functional agency responsible for that activity. That agency is responsible for providing a copy of that plan for reference in conjunction with the District Disaster Management Plan

Recovery Strategy

- The District Recovery strategy provides a framework for the coordination of recovery operations within the district and is supported by the procedures outlined in the Queensland Recovery Guidelines.

Scope

The District Recovery strategy has been developed to:

- include all functions of recovery (human-social, infrastructure, economic and environmental);
- define broad parameters for the effective coordination of recovery operations within the district; and
- identify constraints to the coordination of recovery operations within the district.

Functions of Recovery

HUMAN SOCIAL

Human Social functions will be, coordinated through the Human Social Recovery Functional Committee

INFRASTRUCTURE, ECONOMIC, ENVIRONMENTAL

The Mareeba District Disaster Management Group will rely on the functional committees within the Local Government Disaster Management Group, to alleviate requiring attendance by the minimal number of local individuals with multiple committees that address the same issues.

Parameters and Constraints

Recovery co-ordination will ensure that agencies return to normal operations as soon as possible, the focus on recovery should be based on creating Community Resilience not dependence. The DDMG recognises that they have no control of self funded not for profit groups.

Operational and Action Plans

Operational and Action Plans will be developed as needed by functional local agencies and endorsed by the Human Social Recovery Functional Committee Sub Committee and referred to the DDMG for information.

Annexure Index

- A Distribution List
- B Risk Register
- C Risk Treatment Plan
- D District Levels of Activation for Response Arrangements
- E Request for assistance to SDMG Performa

Annexure A – Distribution List

ORGANISATION	NAME	COPY
District Disaster Coordinator (QPS)	Inspector Rolf Straatemeier	
Executive Officer (QPS)	A/Sergeant Mark LEWER	
Deputy District Disaster Coordinator (QPS)	Senior Sergeant Derek GARNER	
Tablelands Regional Council	Councilor Chris Adams	
Etheridge Shire Council	Mayor Warren Devlin	
Croydon Shire Council	Mayor Corrie Pickering	
Department of Communities	Carita Johnsson	
Department of Employment, Economic Development and Innovation (DEEDI)	Irene Kernot	
Sunwater	Charlie Martens	
Ergon Energy	Charlie Casa	
Admin. Services (Q Build)	Allan Linneman	
Lotus Glen Correctional Centre		
Queensland Health	Terry Johnson	
Queensland Ambulance Service (Q.A.S)	Rodney Sheather	
Queensland Fire and Rescue Service (Q.F & R.S.)	Stephen Real	
Emergency Management Queensland (EMQ) / State Emergency Service (SES)	Wayne Coutts	
Queensland Transport and Main Roads	Michael Ringer	
Queensland Transport and Main Roads	Claire Bailey	

Annexure B – Mareeba 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 after any severe event trained staff of the Local Government Disaster Management Centre would be unable to attend the centre to perform their duties due to historical trauma affecting their ability to perform their role, or physical remoteness / isolation making their access to their workplace impossible.	Any Severe Disaster event	All Categories	<ul style="list-style-type: none"> Seasonal Preparedness Established support networks 	Communications

Risk No	Level of Existing PP Controls	Level of Existing RR Controls	Consequence	Likelihood	Risk	Confidence Level
1	Low	Medium	Major	Possible	High	Low

Annexure C – Mareeba District Risk Treatment Plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
1.	<p>Ensure Supplementary internal LGDMG member staff are adequately trained and available</p> <p>Ensure Staff from the resources of the DDMG are adequately trained and available.</p> <p>Ensure staff form neighbouring DDMG areas are trained in local knowledge.</p>	High	All DDMG member agencies	Increasing numbers of available staff would ensure a reduction of the size of the risk.	<p>Time provided for local staff to attend training.</p> <p>Availability of out of region support staff to be available for training</p>	Ongoing	Number of Staff Training

Annexure D – District Levels for Response Arrangements

DDMG		ALERT	LEAN FORWARD		STAND UP		STAND DOWN
			LEVEL ONE	LEVEL TWO	LEVEL ONE	LEVEL TWO	
Triggers		<ul style="list-style-type: none"> • One or more LDMGs operational • Awareness that threat may be wide spread 	<ul style="list-style-type: none"> • Potential requirements for DDMG to coordinate disaster operations 	<ul style="list-style-type: none"> • Threat level indicates DDMG support may be required 	<ul style="list-style-type: none"> • Request for support received from LDCC • Large threat is imminent 	<ul style="list-style-type: none"> • Impact in the District • Coordinated support required • Significant state resources committed 	<ul style="list-style-type: none"> • All LDMGs stood down • Recovery arrangements functioning¹
Actions		<ul style="list-style-type: none"> • XO brief DDC on activation level of LDMG/s • Analysis of threat • Contact LDC/s 	<ul style="list-style-type: none"> • Maintain contact with all LDCs • Communication procedures established • Planning commenced for support to DDCC • Advise State regarding status of DDMG • Establish all contacts • Set up email systems 	<ul style="list-style-type: none"> • Receipt of SITREPs • Brief DDMG Core Members • Warning orders given to DDMG • Planning for potential support to LDMGs • DDC support staff briefed 	<ul style="list-style-type: none"> • Develop situational awareness • Pass on urgent warnings • Commence SITREPs to SDCC • Roster developed for DDCC • DDCC activated with required staff • Forward planning commenced • SDCC advised DDMG stood up • Regular SITREPs provided to SDCC 	<ul style="list-style-type: none"> • DDCC activated and roster commenced • Logistics, operations planning and administrative cells in place • Coordination of state support commenced • Receive advice from State Disaster Coordinator 	<ul style="list-style-type: none"> • Final SITREPs to SDMG • Debrief of DDCC staff • Debrief of DDMG members • Finalisation of expenditure • Transition from response and recovery to recovery • Agencies not involved in recovery operations resume standard business and afterhours contact arrangements

¹ Full detail on levels of activation for recovery arrangements are outlined in the *Queensland Recovery Guidelines*.

