

Warwick District Disaster Management Plan

Foreword

The Warwick 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 Warwick Disaster District.

This Plan has been created in accordance with the Strategic Policy Framework, the Disaster Management Act and is reflective of Queensland's Disaster Management Arrangements across all levels of Government. In accordance with Section 26 of the Disaster Management Act 2003, the Warwick 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
Warwick Police District Office
P. O. Box 350
Warwick Qld 4370

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

Endorsement

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 Gregory Morrow, Disaster District Co-ordinator, Warwick Disaster District endorse this plan. The plan is further endorsed by the members of the Disaster District Management Group.

.....
G A MORROW
DISASTER DISTRICT CO-ORDINATOR
WARWICK DISASTER DISTRICT

Dated: / /

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Document Control

Amendment Control

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

Inspector Gregory Morrow
PO Bo 350
Warwick 4370

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
1 – Extreme Weather Event Warnings	10/11/2011	Craig BERRY (XO – DDMG)	17/11/2011

Distribution

COPY DISTRIBUTED TO

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. Southern Downs Regional Council Local Disaster Management Group
9. Goondiwindi Regional Council Local Disaster Management Group
10. Department of Transport and Main Roads - Warwick
11. Department of Communities - Warwick
12. Queensland Health – Warwick
13. Public Health Unit - Toowoomba
14. QBuild - Toowoomba
15. Department of Employment & Economic Development Innovation – Warwick
16. ABC Radio Western Queensland
17. Queensland Fire & Rescue Service (Urban Operations), Warwick
18. Queensland Fire & Rescue Service (Rural Operations) - Toowoomba
19. Queensland Ambulance Service - Warwick

20. ERGON Energy - Warwick
21. Department of Education – Toowoomba
22. SunWater – Warwick
23. Telstra – Toowoomba
24. Australian Emergency Management Institute (EMAI) library

Definitions

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"> 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). <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.
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Abbreviations and Acronyms

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

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 Warwick Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management.

Objectives

The objective of the Warwick 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 Warwick 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 Warwick Disaster District. This includes the local government areas of:

Local Government	Population
• Southern Downs Regional Council	32600
• Goondiwindi Regional Council	11413

Disaster Management Priorities

The Warwick Disaster District Annual Operational Plan is utilised to outline, implement, manage and monitor the identified disaster management priorities within the District.

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

Review and Renew Plan

In accordance with Section 55 of the Disaster Management Act 2003, the Warwick 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 Warwick DDMG will regularly review and assess the disaster management of the LDMGs 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

Establishment

The Warwick 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. QBuild
8. Qld Health
9. Department of Employment & Economic Development Innovation
10. Emergency Management Queensland
11. Qld Fire & Rescue Service - Warwick
11. Qld Fire & Rescue Service - Goondiwindi
12. Qld Fire & Rescue Service (Rural Operations)
13. Ergon Energy
14. Queensland Ambulance Service
15. Director of Public Health
16. Red Cross

Chairpersons of the following Local Government Counter Disaster Committees:

16. Southern Downs Regional Council
17. Goondiwindi Regional Council

Advisors

Advisory Liaison Officers of the following Threat Specific Combat Agencies:

18. TELSTRA Country Wide
19. Queensland Rail
20. Education Queensland
21. SunWater
22. ABC Radio – Western Queensland

Functional and Supporting Committees

23. Warwick Disaster District Community Recovery Committee – Chaired by Department of Communities

Roles and Responsibilities

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

This list is not exhaustive and focuses on the roles and responsibilities of agencies at the District Level only. The list aims to ensure that all the accountabilities of the District Disaster Management Group with respect to disaster management have been addressed.

ORGANISATION	ROLES AND RESPONSIBILITIES
<p>Department of Communities</p>	<ul style="list-style-type: none"> • Functional lead agency for human-social recovery • Coordinate provision of human-social recovery services during recovery operations in partnership with local, State, federal and non-government agencies • Work with affected individuals and communities to support their own recovery activities • Maintain linkages with local, State, federal and non-government agencies and committees • Maintain a register of State government officers available to assist in human-social recovery when required • Administer SDRA and NDRRA relief measures
<p>Department of Employment, Economic Development and Innovation</p>	<ul style="list-style-type: none"> • Functional lead agency for economic recovery • Functional lead agency for electricity, fuel and gas supply • Primary agency for the containment and eradication of exotic animal and plant diseases • Coordinate efforts to prevent, respond to, and recover from pests, diseases, livestock welfare, business interruption, tourism shocks and impacts on mining and energy infrastructure • Provide advice relative to stock • Coordinate destruction of stock or crops as required • Assist business and industry in business resilience and recovery strategies • Administer NDRRA relief measures

<p style="text-align: center;">Department of Environment and Resource Management</p>	<ul style="list-style-type: none"> • Functional lead agency for environmental recovery • Provide oiled wildlife response, traditional owner liaison, environmental and shoreline assessments and waste management advice and approvals for ship-sourced pollution at sea • Lead fire fighting on state owned and managed land where there is no threat to life or property • Provide geographical information for data sets that are owned and managed by DERM. • Provide mapping expertise and equipment. Provide urgent Prints of maps on request from disaster committee. • Provide administrative support as necessary in an emergency. • Provide stream height, storm tide and wave height information and expertise, including projections • Provide information and expert advice with respect to controlled dam locations, safety and integrity • Provide expert advice in pollution incidents • Assist in flood planning, management and study • Provide for the safety of National Parks, State Forests and Forest Reserve users including issuing warnings in extreme conditions, closing areas where necessary and coordinating evacuations with QPS • Administer NDRRA relief measures
<p style="text-align: center;">Department of Infrastructure and Planning</p>	<ul style="list-style-type: none"> • Functional lead agency for infrastructure recovery • Support disaster mitigation considerations in development planning, built environment and infrastructure design • Support compliance of State Planning Policies for new developments • Amend Building Codes and Standards to reduce vulnerability to hazard impacts and improve environmental sustainability • Review and assess building requirements in order to mitigate the impact of natural disasters on infrastructure • Provide infrastructure programming expertise to assist delivery agencies to plan, sequence and prioritise work • Share knowledge and innovative solutions to build local government resilience, sustainability and self-reliance • Support local governments to apply sound business continuity practices • Assist local governments, and other agencies if required, to manage

	<ul style="list-style-type: none"> events • Administer NDRRA relief measures
Department of Public Works	<ul style="list-style-type: none"> • Functional lead agency for emergency supply • Functional lead agency for communications services • Functional lead agency for building and engineering services • Coordinate the logistics support framework • Assist agencies source disaster response-related (emergency) supplies and equipment • Provide support to establish strategic coordination/command and other response related built infrastructure through access to specialist building services, vehicle hire solutions and temporary voice/data communications • Provide public works-related professional services, trade staff, damage inspection, building repairs and technical support to disaster response and recovery • Provide temporary/portable accommodation and alternative building accommodation solutions for disaster response and recovery • Provide technical advice on structural/services suitability of buildings for use as community evacuation centres and new cyclone shelters • Provide SES 132500 and community call centre operations and government internet pages for the provision of public information about major events and/or disasters – through Smart Service Queensland (SSQ)
Department of Transport and Main Roads	<ul style="list-style-type: none"> • Functional lead agency for transport systems • Provide information and advice on the impact of disruptive events on road, rail, aviation and boating infrastructure as it affects the transport system. <i>(This will include liaison with Program Delivery & Operations (ex-Main Roads), Qld Railways, Long Distance bus operators, public transport industry, Regional Airports and in the case of local boating infrastructure, Maritime Safety Queensland)</i> • Enable an accessible transport system through reinstating road, rail and boating infrastructure. <i>(This will include direct responsibilities for state controlled roads within the District, and liaison with Qld Railways, and in the case of local boating infrastructure, Maritime Safety Queensland)</i> • Assist with the safe movement of people as a result of mass evacuation of a disaster affected community • Ensure the capability of logistics related industries are appropriately applied to disaster response and recovery activities

<p style="text-align: center;">Emergency Management Queensland</p>	<p>Functional lead agency for warnings as an agency within the Department of Community Safety</p> <ul style="list-style-type: none"> • Review, assess and report on the effectiveness of disaster management by the State at all levels, including the State Disaster Management Plan and district and local plans • Ensure that disaster management and disaster operations within the District are consistent with the State's policy framework, plans, and guidelines • Ensure that persons performing functions under the Act in relation to disaster operations are appropriately trained • Provide advice and support to the DDMG and LDMGs in relation to disaster management and disaster operations • Coordinate reception operations • Administer NDRRA relief measures <p>Perform the following responsibilities in support of disaster operations:</p> <ul style="list-style-type: none"> • Develop, maintain, monitor and continuously improve disaster management arrangements and systems • Manage resupply operations • Coordinate, support and manage the deployment of State Emergency Service resources • Coordinate, support and manage the deployment of Surf Life Saving Association resources. • Support the deployment of Queensland Corrective Services resources
<p style="text-align: center;">Queensland Ambulance Service</p>	<ul style="list-style-type: none"> • Provide, operate and maintain ambulance services • Access, assess, treat and transport sick and/or injured persons • Protect persons from injury or death, during rescue and other related activities • Coordinate all volunteer first aid groups during for major emergencies and disasters • Provide and support temporary health infrastructure where required • Collaborate with Queensland Clinical Coordination Centre in the provision of paramedics for rotary wing operations • Participate in search and rescue, evacuation and victim reception operations • Participate in Health Facility evacuations • Collaborate with Queensland Health in mass casualty management systems

	<ul style="list-style-type: none"> • Provide Disaster, Urban Search and Rescue (USAR), Chemical Hazard (Hazmat), Biological and Radiological operations support with specialist logistics and specialist paramedics
<p>Queensland Fire and Rescue Service</p>	<ul style="list-style-type: none"> • Primary agency for bushfire • Primary agency for chemical / hazardous materials (HazMat) related incidents • Provide control, management and pre-incident planning of fires (structural, landscape and transportation) • Provide rescue capability for persons trapped in any vehicle, vessel, by height or in confined space • Rescue of persons isolated or entrapped in swiftwater / floodwater events • Provide advice, chemical analysis and atmospheric monitoring at chemical / HazMat incidents • Provide mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster response • Provide Urban Search and Rescue (USAR) capability for building collapse events • Support the Queensland Hazardous Materials Incident Recovery Plan • Provide Impact Assessment, and intelligence gathering capabilities • Provide logistical and communications support to disasters within capabilities
<p>Queensland Health</p>	<ul style="list-style-type: none"> • Functional lead agency for health services • Primary agency for Pandemic Influenza, Biological and Radiological incidents • Coordination of medical resources • Public Health advice and warnings to participating agencies and the community • Psychological and counselling services for disaster affected persons

	<ul style="list-style-type: none"> • Ongoing medical and health services required during the recovery period to preserve the general health of the community
<p>Queensland Police Service</p>	<ul style="list-style-type: none"> • Primary agency responsibility for terrorism • Provide executive support to the District group • Coordinate the disaster response operations for the District group • Preserve peace and good order • Prevent crime • Maintain any site as a possible crime scene • Provide a Disaster Victim Identification capability • Conduct traffic control, including assistance with road closures and maintenance of road blocks • Coordinate evacuation operations • Coordinate search and rescue operations • Manage the registration of evacuees and associated inquiries in conjunction with the Australian Red Cross • Provide security for damaged or evacuated premises • Respond to and investigate traffic, rail and air incidents

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, or any other time as directed by the DDC.

Reporting

In accordance with Section 23 Disaster Management Act 2003, the Warwick 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

Community Context

The Warwick Disaster District encompasses an area of 26,403 square kilometres (Southern Downs Regional Council - 7,119. km² and Goondiwindi Regional Council -19,283 km²) with a population of approximately 44,013 (Southern Downs Regional Council – 32,600 and Goondiwindi Regional Council – 11,400). It is located in South West Queensland and forms part of the Southern Police Region.

The District encompasses (2) local government areas. **See Annexure A.**

The majority of the District is rural based with the major towns (Warwick, Stanthorpe & Goondiwindi) providing a supporting role for the rural sector. Beef cattle, sheep, grain, and wine 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.**

Flooding, bushfire, and exotic animal and plant disease are the major threats that can impact on this District.

Warwick 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 Regional Offices based in Warwick. A significant portion of the Warwick District borders New South Wales.

The main road transport corridors traversing this District are the New England, Cunningham, Gore, Barwon, and Leichhardt Highways. Light aircraft strips are located in Warwick, Stanthorpe and Goondiwindi and there are restrictions on the types of aircraft which each strip can accommodate.

National Parks (Girraween, Abivilla, and Killarney), and Dams (Leslie, Glenlyon, Coolmunda, Connolly, and Storm King) are popular attractions within the District. The Granite Belt wine country takes in many small villages and hamlets along the New England Highway with Stanthorpe as the main commercial centre. Visitors are attracted by the four district seasons, orchards, vineyards and wineries, plus an excellent range of accommodation from backpackers to five star.

Hazards

Due to the typography of the District, the major threats to communities identified by Local Disaster Management Groups include, but are not limited to,

- Flood
- Severe storm
- Bushfire
- Exotic animal and plant disease
- Major Transport incident/road/rail/air
- 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 Warwick 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 D.**

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

Community Awareness

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

- Planning and preparedness awareness programs outlining basic steps which residents can undertake to prepare for and respond to evacuation (including the storage of basic human needs items) and damage to infrastructure.
- Planning and preparedness awareness programs 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 and EMQ to ensure the inclusion and activation of recovery provisions where appropriate.
- Annual review of DDMG plan by the DDMG 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 'Warwick District Disaster Management Group Training Proposal'.

Refer to Annexure E.

Exercises

To ensure an appropriate system of monitoring and review of the Warwick 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 annually which are relevant to the disaster management priorities and hazards identified within the Warwick DDMP.
- Facilitation and conduct of a full practical exercise involving all members of the Warwick DDMG on an annual basis or as deemed necessary by the DDC.

These exercises will be utilised as a tool by the Warwick DDMG to review the effectiveness of the DDMP. To ensure transparency and impartiality, these exercises will be overviewed, reviewed and evaluated by an independent DDC and/or XO from another Disaster District.

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 Warwick DDMG to review the effectiveness of the DDMP in accordance with Section 55 of the *Disaster Management Act 2003*.

Response Strategy

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 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.

Extreme Weather Risk (EWR) Warnings

In the event that an Extreme Weather Risk (EWR) warning is issued the following protocol is to be followed.

- A telephone call is received at the SDCC from BoM issuing a warning using a form of words such as 'this is an extreme weather risk warning'
- On receipt of the EWR warning, the SDCC will relay this message to QPS Communications via telephone

- QPS Communications then warn the appropriate local Police Communication Centres, who in turn will inform relevant District Officers and/or District Disaster Coordinators (DCC's)
- District Officers and/or DCC's will then contact the Chair of the Local Disaster Management Group and/or senior local Council officer

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:

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 G**.

District Disaster Coordination Centre

The primary location for the Warwick DDCC will be the Warwick District Police Headquarters, 86 Fitzroy Street, Warwick.

The contingency coordination centre will be the Training room situated at the Department of Transport & Main Roads, 306 Wood Street, Warwick or as nominated by the Disaster District Co-ordinator.

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

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 or as requested by the SDCC.

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 H**. 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 Police 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 'Queensland Resupply Guidelines' December 2010, 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 DDCs 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

The Warwick DDMG recovery strategies, incorporating human-social, infrastructure, economic, and environmental factors are contained within the Queensland Resupply Guidelines (version 2).

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 I.

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.

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.

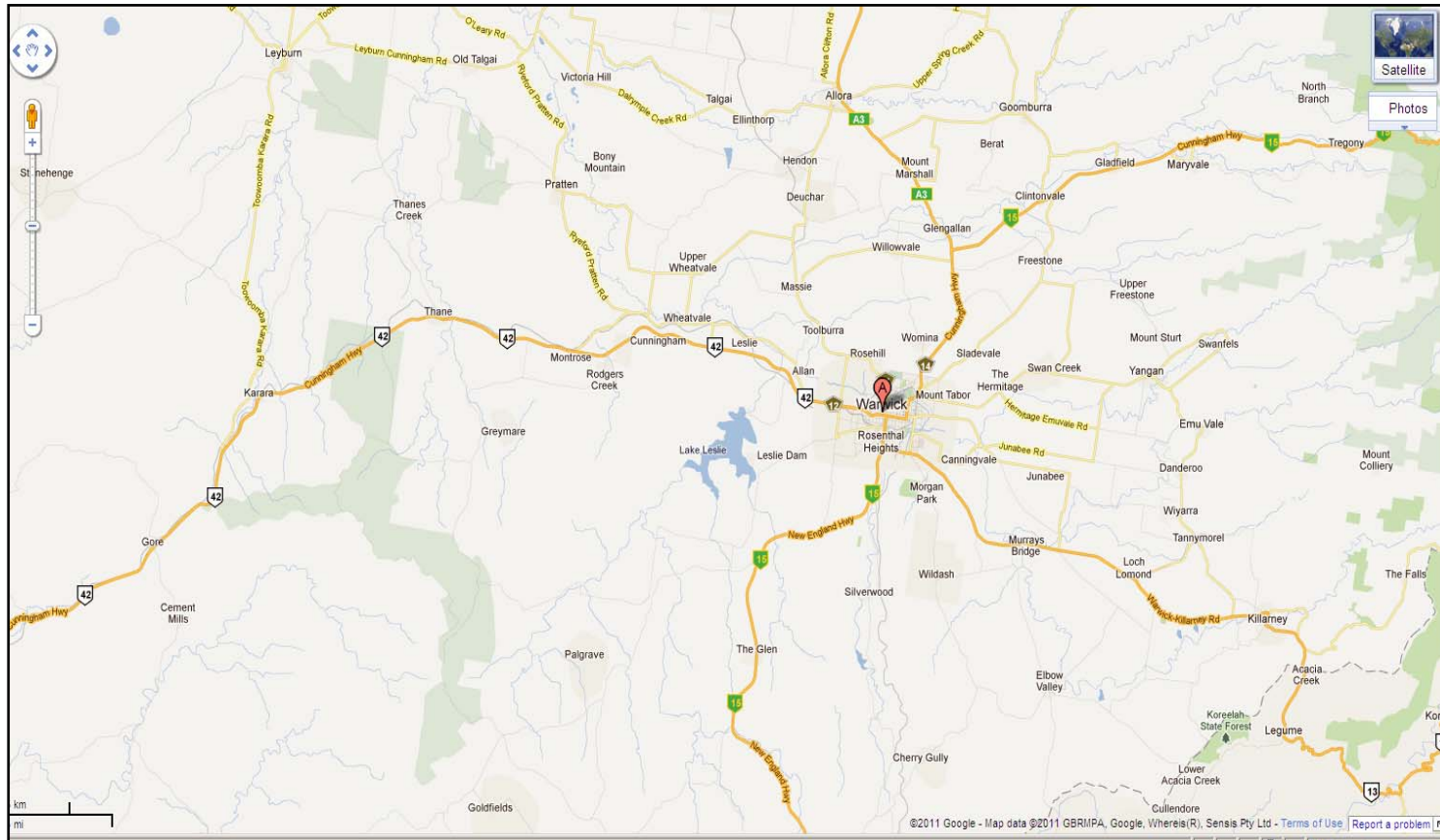
Recovery Component	Supporting Actions / Resources
Human – Social	Department of Communities
Infrastructure	Department of Works (Qbuild), Department of Transport & Main Roads, Queensland Rail, Department of Local Government and Planning
Economic	Department of Employment, Economic Development and Innovation
Environment	Department of Environment and Resource Management

Transition to normal business

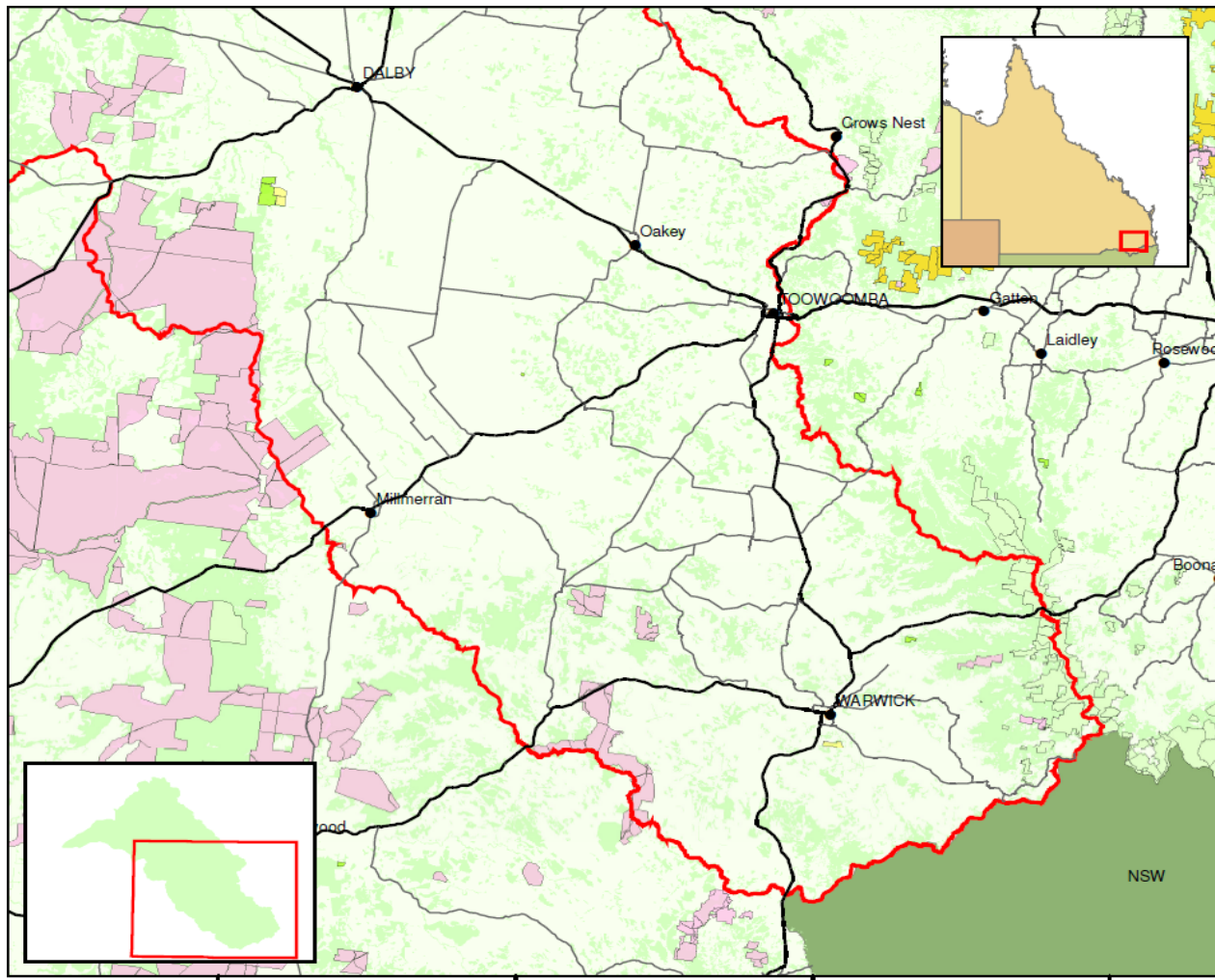
The conclusion of the recovery phase will be determined by the relevant Recovery Group. The Recovery Group will manage the recovery process for as long as whole of government recovery support is required, the Terms of Reference for the Group have been achieved and until government recovery agencies have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

Annexure Index

- A** - Towns and Communities within Warwick Disaster District
- B** - Water Catchment Area – Condamine River
- C** - Water Catchment Area – McIntyre River
- D** - Warwick District Risk Register
- E** - DDMG Training Proposal
- F** - DDCC SOP's
- G** - District Levels of Activation
- H** - Financial Management Processes for NDRRA
- I** - Warwick Disaster District Community Recovery Plan 2010 – 2011
- J** - DDMP Distribution List
- K** - Warwick DDMG Contact List
- L** - National Emergency Risk Assessment Guidelines August 2009
- M** - District Disaster Management Guidelines, State Disaster Management Group
- N** - Resupplying Isolated Communities Policy and Procedures, Queensland Resupply Guidelines (version 2), Queensland State Government



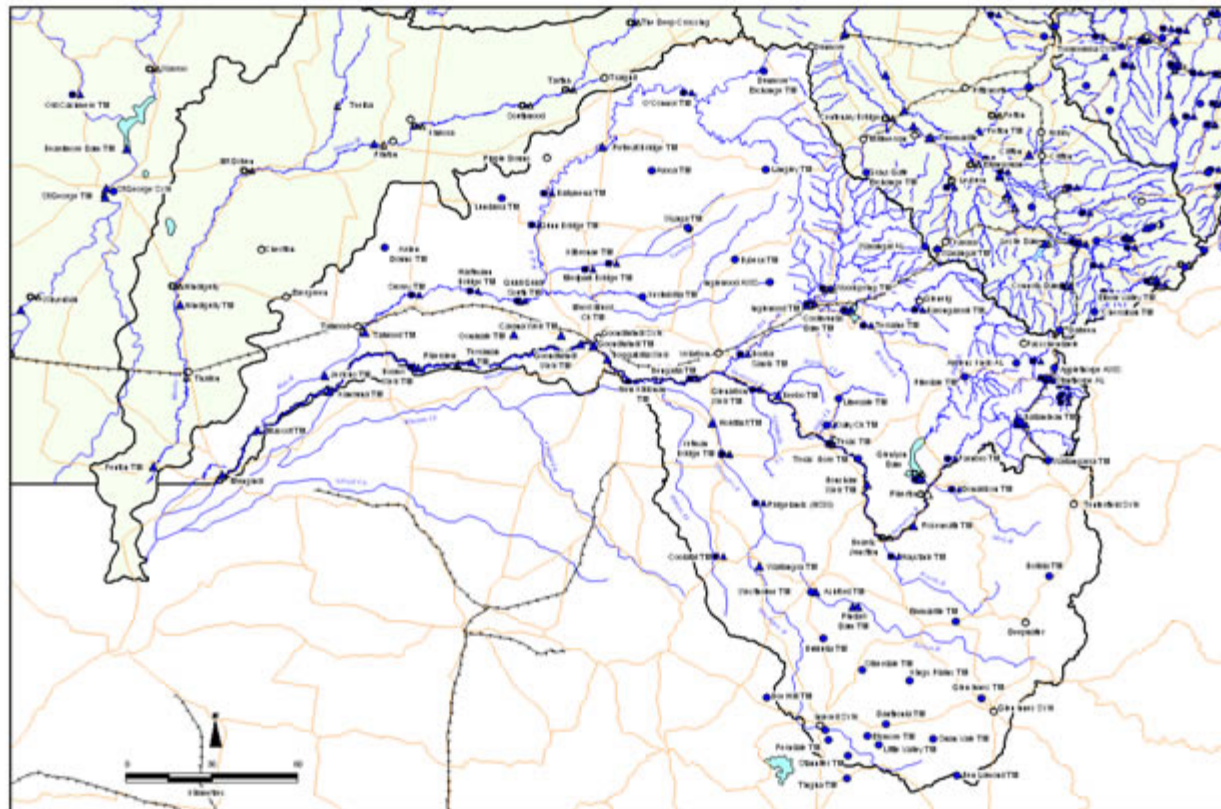
Towns within the **Southern Downs Regional Shire Council** – Allora, Amiens, Applethorpe, Ballandean, Dalveen, Eukey, Glen Aplin, Goomburra, Inglewood, Killarney, Leyburn, Maryvale, Severnlea, Stanthorpe, The Summit, Thulimbah, Wallangarra, Warwick, Wyberba
 Towns within the **Goondiwindi Regional Council** – Bungunya, Goondiwindi, Inglewood, Talwood, Texas, Toobeah, Yelarbon





Australian Government
Bureau of Meteorology

MAP 416.2



<ul style="list-style-type: none"> ◆ Manual Heavy Rainfall Station ○ Daily Reporting Rainfall Station △ Manual River Station ● Telemetry Rainfall Station ▲ Telemetry River Station 	<p>MACINTYRE & WEIR RIVERS FLOOD WARNING NETWORK</p>	<ul style="list-style-type: none"> — Major Roads — Railway Revised: Dec 2009
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Warwick District Risk Register

Risk Identification (District level risks only)					
Risk No.	Risk Statement	Source	Impact Category	Prevention/Preparedness Controls	Recovery/Response Controls
1	Loss of DDCC		People Infrastructure	DDCC SOP's (identification of alternate DDCC sites)	Implement DDCC Business Continuity Plan
2	Lack of capability of DDMG representative	Human caused	People	<ul style="list-style-type: none"> • Training • Exercising Plan • New Member Induction Package • Succession Planning • Review of training compliance conducted twice yearly by XO/EMQ 	
3	Inability to contact DDMG Representative and/or notify change of contact	Human caused	People	<ul style="list-style-type: none"> • Monthly Distribution of Contact List to DDMG for review • Succession Planning • Deputy Rep appointed for all agencies on DDMG • Daily contact during disaster operations • Agency Business Continuity Plans 	Business Continuity Plans Community Recovery Plans Local Councils Dept. of Communities

Risk Analysis

Risk No	Level of Existing PP Controls	Level of Existing RR Controls	Consequence	Likelihood	Risk	Confidence Level
1	<ul style="list-style-type: none"> DDCC SOP's identifying alternate DDCC locations BCP in place 	Alternate location of DDCC	Moderate	Possible	Medium	High
2	<ul style="list-style-type: none"> Training Exercising Plan New Member Induction package Succession planning Review of training & compliance conducted twice yearly by XO/EMQ Business Continuity Plans 	EMQ/XO	Major	Possible	High	High
3	<ul style="list-style-type: none"> Monthly distribution of contact list to DDMG for review Succession Planning Deputy rep appointed for all agencies on DDMG Daily contact during disaster 	XO/All Agencies	Major	Possible	High	High

	operations Agency Business Continuity Plans					
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Risk Evaluation						
Risk No	Tolerability	Treatment Strategies	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
1	Tolerable subject to ALARP					No further treatment of analysis required
2	Tolerable subject to ALARP					No further treatment of analysis required
3	Tolerable subject to ALARP					No further treatment of analysis required

Annexure E Training Proposal

DATE	NAME OF COURSE/TRAINING	TRAINING ORGANISATION	LOCAL GOV/AGENCIES INVOLVED
11/08/2011	Local Disaster Coordination Training	EMQ	Southern Downs Regional Council
17/08/2011	Bushfire Coordination Training (Exercise Phoenix)	EMQ	QPS, EMQ, QFRS, QAS, Qld Health, DTMR, Qbuild, DEEDI, Red Cross, Australian Rail Track Corporation, Southern Downs Regional Council, Goondiwindi Regional Council, SunWater, Ergon, Telstra, Dept, of Education
18/08/2011	Local Disaster Coordination Induction	EMQ	Goondiwindi Regional Council LDMG
30/08/2011	Disaster Management Discussion at Southern Region QPS Management Conference	QPS/EMQ/QFRS/QAS	QPS, EMQ, QFRS, QAS
12/10/2011	Qld Tropical Cyclone Consultative Committee	EMQ	QPS, EMQ, QFRS, QAS, Qld Health, DTMR, Qbuild, DEEDI, Red Cross, Southern Downs Regional Council, Goondiwindi Regional Council, SunWater, Department of Communities, Ergon, Telstra, Department of Education
18/10/2011	Queensland Disaster Management Arrangements	EMQ	QPS, EMQ, QFRS, QAS, Qld Health, DTMR, Qbuild, DEEDI, Red Cross, Southern Downs Regional Council (and all LDMG committee members), Goondiwindi Regional Council (and all LDMG committee members), SunWater, Department of Communities, Ergon, Telstra, Department of Education
8/12/2011	NDRRA Overview	EMQ	DDC & XO
Yet to be confirmed	Coordination Centre Training	EMQ	Goondiwindi Regional Council LDMG and Southern Downs Regional Council LDMG
Yet to be confirmed	Coordination Centre Training	EMQ/QPS	QPS (DDC/XO/QPS staff)
Yet to be confirmed	Evacuation Centre Training	EMQ/Red Cross	QPS, Dept of Communities

DDCC SOP's

Refer to Warwick DDCC Sop's (not attached due to size of document)

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"> • One or more LDMGs operational • Awareness that threat may be wide spread 	<ul style="list-style-type: none"> • Need for DDMG to manage potential ops. 	<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 functioning • Agencies revert to core business
	Actions	<ul style="list-style-type: none"> • XO brief DDC on Level of LDMG/s • Analysis of threat • Contact LDC/s 	<ul style="list-style-type: none"> • Initial contact made with all LDCs • Communication procedures established • Planning commenced for support to LDCC • 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 Sitrep to SDMG • Debrief of DDCC staff • Debrief of DDMG staff • Finalisation of expenditure • Transition to recovery

Financial Management Processes for NDRRA

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 e.g. 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 e.g.: 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 (e.g. 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 will be maintained by the Executive Officer. An updated copy of this spreadsheet is to be forwarded by the Warwick 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 Warwick District is **1160**.

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.

Refer to Warwick Disaster District Community Recovery Plan 2010 – 2011 (not attached due to size of document)

DDMP Distribution List

Annexure J

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	Southern Downs Local Disaster Management Group		X
Chairperson	Goondiwindi 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	Public Health Unit		X
District Representative	QBuild		X
District Representative	Department of Employment & Economic Development Innovation		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	ABC Radio		X
District Representative	Department of education		X
District Representative	SunWater		X
	Australian Emergency Management Institute (EMAI) Library		X

Warwick District Disaster Management Group Contact List

Annexure K

[Redacted content]

Removed for RTI purposes