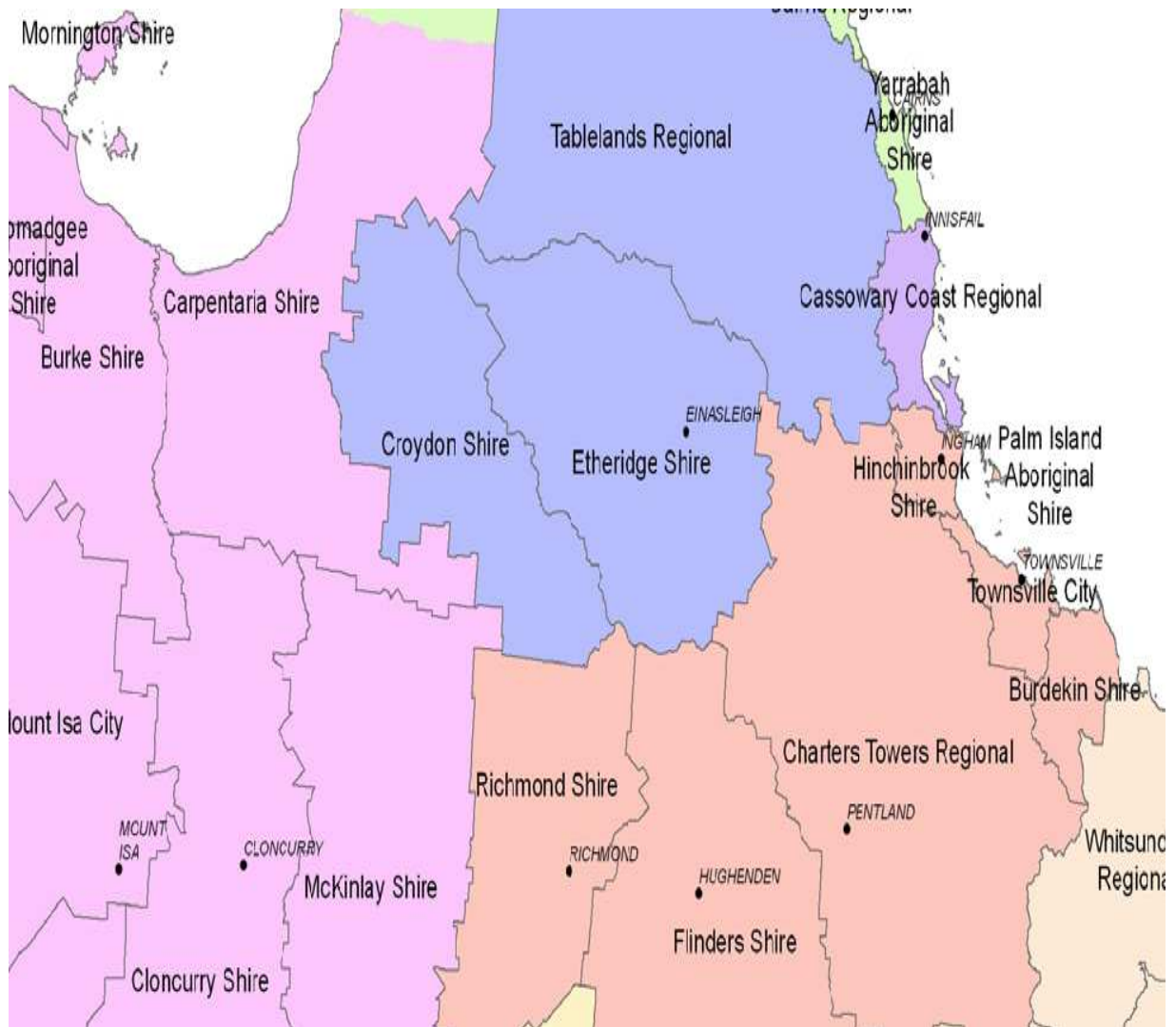


Innisfail District Disaster Management Plan

Foreword

The overall focus of the plan is to ensure members of the District Disaster Management Group (DDMG) are prepared to assist and enable local government to fulfil their functions under the *Disaster Management Act 2003 (The Act)* and build a resilient community able to prevent, prepare for, respond and recover from any disaster event.



Endorsement

The preparation of this District Disaster Management Plan (DDMP) has been undertaken in accordance with the Act, to provide for effective disaster management in the district.

APPROVED

.....
Disaster District Co-ordinator
Innisfail District Disaster Management Group.
Dated: / /

ENDORSED

.....
Executive Officer
State Disaster Management Group
Dated: / /

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Document Control

Amendment Control

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

Executive Officer/
Innisfail District Disaster Management Group
P O Box 8
Innisfail 4860

The DDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be endorsed by the 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
		S.P.WADE	01/08/2013
		S.P.WADE	24/09/2015
		S.A. HAYES	03/02/2017

Distribution

This plan has been distributed in accordance with the distribution list Annexe A

APPOINTMENT/ORGANISATION	COPY NO.
SDMG	1
DDMG	2
CCRC	3
DTMR	4
Q-HEALTH	5
DAF	6
QFES	7
Communities	8
QAS	9

Definitions

Note: - At the Australian government level and in some jurisdictions the term emergency is used interchangeably with disaster. The term disaster management is used in Queensland as detailed in the *Disaster Management Act 2003*.

The following definitions have been sourced from; the *Disaster Management Act 2003*, Emergency Management Australia (EMA) Glossary, The Australasian Inter-service Incident Management System guide and the Public Safety Training Package.

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.

Command

Command is the internal direction of the members and resources of an agency in the performance of the organisations agreed roles and tasks. Authority to command is established in legislation or by agreement within an organisation. Command relates to an organisation and operates vertically within it.

Community

A group of people with a commonality of association and generally defined by location, shared experience, or function.

Consequence

The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage, or gain.

Control

Control refers to having direct influence/power over resources applied to achieve a particular objective. Authority for control is generally established in legislation and carries with it the ability to control and command within an agency. In specific circumstances legislation allows for control over other agencies. For example under the *Public Safety Preservation Act 1986*, once an emergency situation has been declared the emergency commander may take control of any resource whether it is in the charge or control of any person or not.

Coordination

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

Disaster District

Part of the State prescribed under a regulation as a disaster district. Disaster management arrangements for managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.

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. (*Disaster Management Act 2003*)

Disaster Mitigation

The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event. (*Disaster Management Act 2003*)

Disaster Operations

Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event.

Disaster response

The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support. (*Disaster Management Act 2003*)

Disaster response operations

The phase of disaster operations that relates to responding to a disaster. (*Disaster Management Act 2003*)

Disaster risk assessment

The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria. (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)

Disaster District Coordinator

A person appointed under the *Disaster Management Act 2003* who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group.

District Disaster Coordination Centre

Location from which disaster operations are coordinated and managed regionally, within the disaster district.

District Disaster Management Group

A group established for each disaster district in the State to carry out a number of functions relating to disaster management, the primary ones of which are:

- to ensure that disaster management and disaster operations in the district are consistent with the State group's strategic policy framework for disaster management for the State; and
- to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess disaster management arrangements.

Emergency Risk Management

A systematic process that produces a range of risk reduction measures that contributes to the well-being of communities and the environment.

Emergency Supply

The acquisition and management of emergency supplies and services in support of disaster operations.

Event

- 1) Any of the following:
 - (a) a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening
 - (b) an explosion or fire, a chemical, fuel or oil spill, or a gas leak
 - (c) an infestation, plague or epidemic (example of an epidemic – a prevalence of foot-and-mouth disease)
 - (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. (*Disaster Management Act 2003*)

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 *Disaster Management Act 2003* to inform the SDMG, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.

Hazard

A source of potential harm, or a situation with a potential to cause loss. (Emergency Management Australia, 2004)

Likelihood

Used as a general description of the probability or frequency. Mitigation measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment.

Local Disaster Coordinator

A person appointed under the *Act* who is responsible for the coordination of disaster operations for the LDMG.

Local Disaster Coordination Centre

Location from which disaster operations are coordinated and managed within a local government area.

Local Disaster Management Group

The group established in accordance with s29 of the *Disaster Management Act 2003* 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.

Natural Disaster Relief and Recovery Arrangements (NDRRA)

The primary mechanism used by the Queensland Government for providing assistance to communities affected by natural disaster events.

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. (Adapted from COAG, *Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002*)

Preparedness

Arrangements to ensure that, should an emergency occur, all those resources and services, which are needed to cope with the effects can be efficiently mobilised and deployed.

Prevention

Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated.

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.

Reconstruction

Actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster. Actions would include construction of permanent housing, restoration of all services, and complete resumption of the pre-disaster state.

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. (*Disaster Management Act 2003*)

Rehabilitation

The operations and decisions taken after a disaster with a view to restoring a stricken community to its former living conditions, whilst encouraging and facilitating the necessary adjustments to the changes caused by the disaster.

Relief

The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief centres.

Residual risk

Level of risk remaining after implementation of risk treatment.

Response

Actions taken in anticipation of, during, and immediately after, an emergency to ensure its effects are minimised and that people affected are given immediate relief and support.

Risk

The chance of something happening that may have an impact on the safety and wellbeing of a community. It includes risk as an opportunity as well as a threat and is measured in terms of consequences and likelihood.

Risk Control

That part of risk management, which involves the provision of policies, standards, and procedures to eliminate, avoid, or minimise adverse risks facing a community.

Risk Identification

The process of identifying what can happen, why, and how.

Risk Management

The culture, processes, and structures that are directed towards realizing potential opportunities whilst managing adverse effects.

Risk Management Process

The systematic application of management policies, procedures and practices to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Reduction

Actions taken to lessen the likelihood, negative consequences, or both, associated with a risk.

Risk Register

A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.

Risk Transfer

Shifting the responsibility or burden for loss to another party through legislation, contract, insurance, or other means. Risk transfer can also refer to shifting a physical risk, or part thereof, elsewhere.

Risk treatment

Process of selection and implementation of measures to modify risk.

Serious Disruption

Serious disruption means:

- loss of human life, or illness or injury to humans; or
- widespread or severe property loss or damage; or
- widespread or severe damage to the environment.

State Disaster Coordinator

A person appointed under the *Act* who is responsible for the coordination of disaster response operations for the SDMG.

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 *Disaster Management Act 2003* who is responsible for the coordination of disaster recovery operations for the State Disaster Management Group

State Disaster Relief Arrangements (SDRA)

Financial relief measures activated by the Minister for emergency services for personal hardship and distress, where natural disasters are ineligible for Australian government NDRRA funding. Such relief is able to address a far wider range of disaster events than the NDRRA.

Standard Emergency Warning Signal

Known as 'SEWS', the signal used in assisting delivery of public warnings and messages for major disaster events.

Standard Operating Procedures

A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

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.

Abbreviations and Acronyms

ABS 2007	Australian Bureau of Statistics
AIIMS	Australian Inter-Agency Incident Management System
CCRC	Cassowary Coast Regional Council
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DMSO	Disaster Management Support Officer
EMA	Emergency Management Australia
GIS	Geographical Information System
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
OSO	Operations Support Officer
QAS	Queensland Ambulance Service
QDMA	Queensland Disaster Management Arrangements
QFES	Queensland Fire and Emergency Service
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
SES	State Emergency Service
SITREP	Situation Report
SOC	State Operations Coordinator
SOCC	State Operations Coordination Centre
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

Administration and Governance

Authority to Plan

This DDMP is prepared under the provisions of the *Disaster Management Act 2003*, Section 53.

Purpose

This DDMP details the arrangements within the Innisfail 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 Innisfail 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 and disaster operations.
- the development, implementation and monitoring of priorities for disaster management for the district.

Strategic Policy Framework

Disaster management and disaster operations in the Innisfail 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

This plan details the arrangements necessary to undertake disaster management within the Innisfail Disaster District. This includes the local government area of Cassowary Coast Regional Council.

Disaster Management Priorities

The priorities for the Innisfail DDMG are to:

1. Develop and maintain a DDMG membership that is appropriately qualified, and able to contribute to meeting the functions of the DDMG.

2. Review and implement District Sub Committees to meet identified hazards.
3. Write, review and exercise District Plans to ensure effective disaster management.
4. Review and exercise Local Government Disaster Plans.
5. Develop and maintain effective local community communications strategies.
6. Evaluate the relevance of, and where necessary implement State recommendations or Commissioner of Inquiry recommendations.

Review and Renew Plan

In accordance with Section 55 of the *Disaster Management Act 2003*, a district group may review, or renew, its District Disaster Management Plan when the group considers it appropriate. However, the group must review the effectiveness of the plan at least once a year.

The Executive Officer (XO) of the Innisfail DDMG will conduct a self-assessment in line with the requirements of the Inspector General Emergency Management (IGEM) of the annual review of the DDMP. Feedback will be provided to the group of any corrective action which may enhance the plan. Any Corrective Action Requests (CAR) and Recommendations for Improvements (RFI) will be implemented as part of the continuous improvement process.

Review of Local Disaster Management Arrangements

In accordance with s23 of the *Disaster Management Act 2003* the Innisfail DDC in partnership with the Local Disaster Coordinator, Cassowary Coast Regional Council LDMG and the Emergency Management Coordinator, Far Northern Region will conduct continuous reviews of all levels of disaster plans/planning. This review activity will culminate in an annual compliance report which will identify ongoing improvement opportunities.

The XO in conjunction with the Local Disaster Coordinator Cassowary Coast Regional Council and the Emergency Management Coordinator, Far Northern Region will conduct a self-assessment in line with the Inspector General Emergency Management (IGEM) and complete the annual review of the LDMP by 30 September, annually. Cassowary Coast Regional Council LDMG members to contribute to LDMP review following the inclusion of recommendations from the Emergency Management Coordinator, Far Northern Region self-assessment report.

District Disaster Management Group

Establishment

The Innisfail DDMG is established in accordance with *Section 22 of the Disaster Management Act 2003* which incorporates the Cassowary Coast Regional Council.

Disaster management planning for the Innisfail Disaster District is a joint responsibility held by all members and support agencies of the DDMG. Each member has a vital role to play in the provision of an appropriate operational response to any event impacting upon the communities within this disaster district. This role includes participation in the development of a main plan and appropriate operational plans.

The Innisfail District Disaster Management Group may appoint persons to the group provided they have the necessary expertise or experience and delegation authority to assist the group to undertake its functions.

If an agency has agreed to take a 'Lead Agency' role for a particular operational function, it is then responsible for coordination of the development of the operational plan for that function. Agencies that have a 'Support Agency' role will provide assistance in the plan development.

Roles

Representatives from regionally based Queensland Government Agencies, Government owned Corporations, Non-Government Organisations, Industry and Commerce, along with key community representatives. These members provide

and coordinate a whole of Government support mechanism, and are utilised when requested by the LDMG through the DDMG.

Membership including those relevant to the local area

In accordance with Section 24 of the *Disaster Management Act 2003*, a District Group consists of the following members:

- (a) The person appointed as the chairperson of the District Group under section 25(1) (a);
- (b) The person appointed as the Deputy Chairperson of the District Group under section 25(1) (b);
- (c) The person appointed as the Executive Officer of the District Group under Section 27
- (d) A person appointed by Local Government;
- (e) A number of persons, each of whom represents a department of the chief executive of the department, considers appropriate to be represented on the group, having regard to effective disaster management for the disaster district;
- (f) Any other person appointed by the chief executive of the department that the chief executive considers appropriate to be a member of the district group, having regard to effective disaster management for the disaster district.

Members of the District Disaster Management Group provide functional support to the operations of the Group.

A current DDMG contact list is included as **Annexure: B**, and is reviewed as required.

Membership of the DDMG consists of core members from:

Cassowary Coast Regional Council – Mayor

Queensland Police Service –DDC, Deputy DDC, Executive Officer,

Queensland Fire and Emergency Service - Member

Queensland Ambulance Service – Member

Department of Transport and Main Roads – Member

Department of Communities, Child Safety and Disability Services – Member

Queensland Health – Member

Advisory Members from:

Department of National Parks, Sport and Racing – Advisory Member

Department of Agriculture and Fisheries – Advisory Member

Ergon Energy – Advisory Member

Queensland Rail – Advisory Member

Australian Defence Force – Advisory Member

Telstra – Advisory Member

Building and Asset Services – Advisory Member

Department of Education Training and Employment – Advisory Member

Local Disaster Coordinator LDC – Advisory Member

Bureau of Meteorology – Advisory Member

Functional and Supporting Committees

C: SUB-COMMITTEES

a) 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 focussed 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 DDC having regard to the needs of the DCC.

Roles and Responsibilities

FUNCTION	ENTITY/AGENCY	ROLE & RESPONSIBILITY
Human-Social Recovery	Department of Communities, Child Safety and Disability Services	<ul style="list-style-type: none"> • Chair the multi-agency District Human Social Recovery Committee • Develop and annually reviews District Human Social Recovery Plans • Co-ordinate the development of human social recovery communication strategy messages (strategic and operational) to support the broader disaster recovery and disaster management public communication strategy. • Advise the Innisfail District Disaster Management Group, and request and provide assistance through the district group as required during disaster operations. • Processes to assist collaboration between agencies to support community recovery responses at a regional and state level. • Service delivery to disaster affected people through triage assessment, outreach services and recovery hubs • Financial assistance to disaster impacted people through; <u>Immediate Hardship Assistance payments</u>, <u>Essential Household Contents Grants</u>, <u>Structural Assistance Grants</u> and <u>Essential Services Safety Reconnection Scheme</u>. • Information, advice, referral, counselling and personal support through arrangements with partner agencies.
Transport	Department of Transport and Main Roads	<ul style="list-style-type: none"> • Arrangements for the provision of transport resources to support disaster response and recovery operations covering modes of transport (road, air, and rail) • Transport engineering (infrastructure engineering support for 3 modes including repairs to damage state controlled roads and bridges.
Health	Cairns and Hinterland Hospital and Health Service Queensland Health	<ul style="list-style-type: none"> • Arrangements for provision of medical and health resources to support disaster response and recovery operations including command and control of medical resources • Public health advice and warnings • Transport of patients • Psychological and counselling services

		<ul style="list-style-type: none"> Ongoing medical and health service, required during the recovery period
Emergency Supply	Queensland Fire and Emergency Service (formally EMQ)	<ul style="list-style-type: none"> Coordinate the acquisition, receipt and management of emergency supplies and services in support of disaster operations at district level.
Building Engineering Services	Department of Housing and Public Works Building and Asset Services (BAS)	<ul style="list-style-type: none"> Building materials and equipment Earthmoving equipment Support to establish forward command posts, recovery centres, local disease control centres etc Services - cleansing, security etc Other resources within the level of authority available to BAS
Communications Services	Telstra	<ul style="list-style-type: none"> Coordinate the provision of communications support for disaster operations at disaster district level
Weather Warnings	Department of Community Safety through QFES SDCC Watch desk and Regional Director QFES.	<ul style="list-style-type: none"> Provision of timely advice to DDC and LDC of Weather related warnings on receipt from Bureau of Meteorology. Coordination and delivery of Emergency Alerts Email daily alerts from State Disaster Management Centre titled Queensland Emergency Management Report (QEMR)
Economic Recovery	Department of State Development, Infrastructure and Planning	<ul style="list-style-type: none"> Coordinate contact and engagement with business owners to assess business impact of disaster, current and potential obstacles to business recovery and available assistance from within the business community. Elevate information within DSDIP for policy making on business recovery response. Assist business owners with their eligibility and application for business financial assistance from declared business assistance programs Promote and provide access to workshops, expertise and/or temporary resources that assist business recovery Coordinate supply chain needs/issues/opportunities and develop business continuity strategies.

Environmental Recovery	Department of Environment and Heritage Protection	<ul style="list-style-type: none"> Coordinating restoration and regeneration of biodiversity (species and plants) and ecosystems, natural resources, environmental infrastructure, amenity/aesthetics (e.g. scenic lookouts), culturally significant sites and heritage structures. It includes management of environmental health, waste, contamination, pollution and hazardous materials.
Infrastructure Recovery	Transport Infrastructure Building Recovery Telecommunications Energy/Water/Sewerage Infrastructure	<ul style="list-style-type: none"> Department of Transport and Main Roads Department of Housing and Public Works Telecommunications Providers Ergon and Cassowary Coast Regional Council
Public Information	Qld Police Service	<p>Coordinate the District Level Public Information role through providing the effective collection, monitoring, management and dissemination of accurate, useful and timely information to the community, media and other interest groups for use in preparing for and responding to the impacts of a disaster. The <i>Queensland Government Arrangements for Coordinating Public Information in a Crisis</i> provides for the establishment of a crisis communication network coordinated through the Department of Premier and Cabinet to ensure effective coordination between agencies in large scale events. The arrangements are designed to be flexible and to provide for the coordination and distribution of reliable and consistent information to: maintain public safety and meet public needs; keep people informed and engaged; and to support Queensland government crisis management activities.</p>

Roles and Responsibilities

Organisation	Roles and Responsibilities
Innisfail District Disaster Management Group (DDMG)	<ul style="list-style-type: none"> • Functions allocated to the group under Section 23 of the <i>Disaster Management Act 2003</i> • Ensure that disaster management and disaster operations in the district are consistent with the strategic policy framework for the State • Develop effective disaster management for the district, • Prepare a District Disaster Management Plan, • Regularly review and assess disaster management arrangements in the disaster district • Provide reports and make recommendations to the State Group about matters relating to disaster management and disaster operations in the district; • Regularly review and assess the disaster management of local groups in the district • Ensure that any relevant decisions and policies made by the State group are incorporated in its disaster management arrangements, and the disaster management arrangements of local groups in the district • 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 • Coordinate the provision of State resources and services provided to support local groups in the district; • Identify resources that may be used for disaster operations in the district; • Plan for the allocation, and coordination of resources that may be used for disaster operations in the district and the coordination of their use • Establish and review communications systems in the group, and with and between local groups in the district, for use when a disaster happens • Provide information about an event or a disaster in the District to the State Group and Local Disaster Management Group • Coordination of impact assessment and disaster response on behalf of the District Disaster Management Group
Cassowary Coast Regional Council Local Disaster Management Group	<ul style="list-style-type: none"> • Functions allocated to the group under Section 30 of the <i>Disaster Management Act 2003</i> • Development of the comprehensive Local Disaster Management Planning strategies • Design and maintenance of a public education/awareness program, which is delivered through member agency resources • Coordination of support to response agencies • Reconnaissance and impact assessment • Provision of public information prior to, during and following disaster event impacts • Recommendations regarding areas to be considered for authorised evacuation • Public advice regarding voluntary evacuation • Evacuation centre management • Provision of locally based community support services

Organisation	Roles and Responsibilities
<p>Building and Asset Services</p> <p><i>a).Building and Engineering Services</i></p>	<p>Functional lead agency for building and engineering services</p> <ul style="list-style-type: none"> • 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 • Building and Engineering Services • Provision of shelter <p>Coordinate the acquisition, provision and or activities of building and engineering services in support of disaster operations at disaster district level. This includes:</p> <ul style="list-style-type: none"> • Professional services e.g. Engineers (geotechnical, structural, civil etc.), Architects and other professional consultants • Trade staff both internal and external (plumbers, electricians, carpenters etc) • Building inspectors / damage assessors • Support response for damage to heritage/cultural assets • General advice on mitigation measures as it applies to building infrastructure • Temporary/portable office accommodation for use as forward command posts, recovery centres, and local disease control centres etc. • Advice on shelter building accommodation • Other tasks requested by the District Disaster Coordinator that are within the building & engineering services support function. • Trade staff both internal and external (Plumbers, Electricians and Carpenters) • Building inspectors / damage assessors
<p>Department of Agriculture and Fisheries</p>	<ul style="list-style-type: none"> • 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
<p>Department of State Development Infrastructure and Planning</p>	<p>Functional lead agency for economic recovery</p>
<p>Ergon</p>	<ul style="list-style-type: none"> • Maintenance of electrical power supply • Advice in relation to electrical power supply • Provide information on priorities for restoration of power supply • Restoration of power • Safety advice for consumers

Organisation	Roles and Responsibilities
Cassowary Coast Regional Council	<ul style="list-style-type: none"> • Management and administration of the CCRC Local Disaster Management Group, including the development and maintenance of disaster management plans • Design, maintenance and operation of a Local Disaster Coordination Centre – including the training of sufficient Council and Agency to operate the Centre on behalf of the Local Disaster Management Group – to coordinate disaster operations and support to response agencies • Coordination of impact assessment and disaster response on behalf of the Local Disaster Management Group • Coordination of immediate welfare and recovery needs in conjunction with the Department of Communities • Coordination of communications systems between response and recovery agencies • Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning) • Maintenance of normal Local Government services to the community: • Ensure continuity of critical local government services during events that have the potential to cause disruptions to Council’s business with the primary focus being to ensure people are safe and disruption impacts are minimised. The critical services covered include but are not limited to: <ul style="list-style-type: none"> ○ Water ○ Sewerage ○ Refuse disposal ○ Public health ○ Animal control ○ Environmental protection ○ Maintenance (including debris clearance) of parks, Council controlled roads and bridges, beaches and foreshores • Maintenance of a disaster response capability • Maintenance of telemetry and warning systems • Collection and interpretation of information from telemetry systems, conjointly with Bureau of Meteorology • Local Disaster Management Group agencies are prepared for operations • Support the Cassowary Coast Unit of the State Emergency Service with plant, equipment and operating budget • Provide support such as funding, equipment, training and/or her services to volunteer community service organisations that contribute to the City’s disaster management arrangements • Provide advice to the Innisfail District Disaster Management Groups on local matters such as evacuation and longer term recovery ○ Provide support to the Innisfail District Disaster Management Group with performing the functions of the local Group, in the event of a disaster event preventing the local group from performing its functions

<p>Queensland Ambulance Service (QAS)</p>	<ul style="list-style-type: none"> • Provide, operate and maintain ambulance services. • Access, assess, treat and transport sick and/or injured persons • Assistance with the evacuations of persons with medical conditions (specialised medical transport) • Coordinate all volunteer first aid groups during major emergencies and disasters • Provision of medical advice in reference to members of the community with special medical needs • Protect persons from injury or death, during rescue and other related activities • Provide and support temporary health infrastructure where required • Collaborate with the 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 • Provide Disaster, Urban Search and Rescue (USAR), Chemical Hazard (Hazmat), Biological and Radiological operations support with specialist logistics and specialist paramedics
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Organisation	Roles and Responsibilities
Department of Education, Training and Employment DETE	<ul style="list-style-type: none"> • Maintain the safety and wellbeing of students, staff and volunteers who work or participate in DET schools, institutes and workplaces • Ensure, as far as practicable, that all State Instructional Institutions and workplaces have a documented Emergency Management Plan • Minimise interruption to essential services to allow teaching and learning to be maintained or resumed as a priority • protect critical resources where possible • Facilitate the return of State Instructional Institutions to normal operations as soon as possible

Organisation	Roles and Responsibilities
<p>Queensland Fire & Emergency Service (QFES)</p> <p>Queensland Fire and Emergency Services (formally EMQ)</p> <p><i>Emergency Supply</i></p>	<p>Primary agency for bushfire Primary agency for chemical / hazardous materials (HazMat) related incidents</p> <ul style="list-style-type: none"> • Control & prevention of fire (in both the urban and rural environment). • Control of permits to light fire, and advice for the safe use of fire for hazard reduction, including disaster recovery arrangements such as animal carcass or diseased plant destruction. • 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 swift water/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 • Support the Queensland Coastal Contingency Action Plan - Chemical Spill Response Plan (a supporting plan of the National Marine Chemical Spill Contingency Plan, and National Marine Oil Spill Contingency Plan) • Provide Impact Assessment, and intelligence gathering capabilities • Provide logistical and communications support to disasters within capabilities <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 State 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 SDMG, DDMGs and LDMGs in relation to disaster management and disaster operations • Coordinate reception operations • Administer NDRRA relief measures in accordance with Annexure G <p>Functional lead agency for emergency supply</p> <ul style="list-style-type: none"> • Coordinate the acquisition, receipt and management of emergency supplies and services in support of disaster operations at disaster district level. <p>Perform the following responsibilities in support of disaster operations:</p> <ul style="list-style-type: none"> • Manage resupply operations • Coordinate, support and manage the deployment of State Emergency Service resources • Support the deployment of Queensland Corrective Services resources

Organisation	Roles and Responsibilities
<p>Queensland Health (QHealth)</p> <p>Innisfail District Health Service</p>	<p>Functional lead agency for health services Primary agency for Pandemic Influenza, Biological and Radiological incidents</p> <ul style="list-style-type: none"> • Protect and promote health in accordance with Health Services Act 1991 and Public Health Act 2005 • Provide Clinical and State-wide and Forensic services support for disaster response and recovery • Provide Human-social support for response and recovery • Provide appropriate pre-hospital on-site medical and health support • Ensure a whole-of-health emergency incident management capability to prevent, respond to, and recover from any event • Provide appropriate public and community health risk and preventative measures information • Provide health emergency incident information for media communications • Coordination of medical resources • Coordinate pandemic response • Public health advice and warnings to participating agencies and the community • Psychological and counselling services for disaster affected persons • Ongoing medical and health services required during the recovery period to preserve the general health of the community • Provision of Site Medical Officer or Site Medical Team if required • On site emergency treatment of casualties if required • Casualty Clearance Station • Short-term medical support • Advise and request assistance during disaster operations through the Local Disaster Management Group • Provide advice regarding environmental health and communicable disease issues arising from disasters
<p>Queensland Police Service (QPS)</p>	<ul style="list-style-type: none"> • Primary agency responsibility for terrorism • Preservation of peace and good order • Prevention of crime • Maintenance of any site as a possible crime scene • Coronial investigation procedures • Provide a Disaster Victim Identification capability • Traffic control, including assistance with road closures and maintenance of road blocks • Crowd control • Coordination of evacuation operations • Coordination of search and rescue operations • Security of evacuated areas • Provide security for damaged or evacuated premises • Manage the registration of evacuees and associated inquiries in conjunction with the Australian Red Cross • Tracing or coordination of search for missing members of the community • Respond to and investigate traffic, rail and air accidents

Organisation	Roles and Responsibilities
Department of Transport and Main Roads -inclusive Maritime Safety Qld (MSQ)	<p>Functional lead agency for transport systems</p> <ul style="list-style-type: none"> • Provide information and advice on the impact of disruptive events on road and aviation infrastructure as it affects the transport system • Enable an accessible transport system through reinstating road infrastructure • 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 • Coordination of transport and transport engineering support for disaster prevention, preparedness, response and recovery • Movement of disaster related equipment and supplies including food, water, fuel, sandbags and medical resources • Movement of people as a result of mass evacuation of a disaster affected community • Repairs to and reinstatement of road infrastructure • Provision of transport engineering advice including infrastructure service capacities relating to roads, bridges, and ports • Provision of information at District Disaster level on road infrastructure • Management of Main Roads infrastructure • Advice on location and suitability of heavy earthmoving equipment • Advice on vehicle detour routes • Provide information and advice on the impact of disruptive events on road maritime infrastructure as it affects the transport system (MSQ) • Enable an accessible transport system through reinstating maritime infrastructure (MSQ) • Provision of information at District Disaster level on maritime infrastructure (MSQ) • Provision of advice and information alerts to the marine industry in relation to emergent occurrences and situations (MSQ) • Liaise with the commercial marine sector for the provision of equipment and services (barges, cranes and high capacity ferries) in times of emergency (MSQ) • Coordination of maritime transport in support of disaster operations • Manage the movement of ships throughout the designated pilotage area • Management of ship sourced pollution response

Meetings

The Innisfail DDMG will establish a schedule of meeting dates, times, themes and locations for the forthcoming financial year, in May of each year.

Quorum

A quorum for a meeting of the DDMG is the number equal to one-half of its members for the time being holding office plus 1; or if one-half of its members for the time being holding office is not a whole number, the next highest whole number

Presiding at Meetings

The chairperson of the DDMG is to preside at all meetings of the group at which the chairperson is present. If the chairperson is absent from a meeting of the group, the deputy chairperson or the member of the group nominated is to preside.

Conduct of Meetings

The DDMG may hold meetings, or allow members of the group to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.

Minutes

The DDMG will keep minutes of its meetings and distribute these to group members.

Reporting

Reporting will include:

- Annual Report
- Meetings (Monthly- November to April Bi-monthly - June to October)
- Members Reports
- Innisfail DDMG 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

Feature	Relevant information and considerations
<i>Geography</i>	<p>The region covers approximately 4,701 square kilometres. The area consists, topographically of coastal flood plains with the Great Dividing Range on the western side of the region. There are four major river systems, the Johnstone River, the Murray River, the Tully River and the Hull River; just south of Innisfail is the Moresby River, a short river which flows out to Mourilyan Harbour.</p> <p>Numerous creeks enter the sea throughout the region's coastline. These river systems flood easily isolating a major portion of the community. Areas that may become isolated or affected by flooding are Innisfail, Mourilyan, Silkwood, Japoonvale, Moresby, El Arish, Euramo, Feluga, Silky Oak, Mission Beach/Bingil Bay area, Tully/Hull Heads, Jarra Creek, Jumbun Indigenous Community, Lower Tully, Kings Ranch, Kurrimine and Cowley Beach.</p> <p>There are many islands fringing the region's coast, most of which are uninhabited. The most famous of these are Dunk, Bedarra, and one of the world's largest island national parks, Hinchinbrook.</p>
<i>Climate and weather</i>	<p>The region is located in the heart of the wet tropics. This area is known as the wettest area in Australia with a tropical climate consisting of a wet summer season from November to March and a dry winter season from April to October. During the wet, humidity is frequently over 90% with temperatures in the low to mid 30's C during the day and upper 20's C at night. During the dry season from April to October, blue skies and sunshine abound and the temperatures and humidity are lower. The daytime temperatures in the dry season are in the mid to upper 20's C with the nights on the lowland coast creeping down to the 10-15 C range.</p>

<p><i>Population</i></p>	<p>The population of the region is approximately 28,705. This number increases and decreases during and at the end of the tourist season.</p> <p>Listed hereunder is the approx population of communities within the area :- *</p> <table border="0"> <tr><td>Bingil Bay</td><td>470</td></tr> <tr><td>Cardwell</td><td>1,900</td></tr> <tr><td>Coconuts</td><td>340</td></tr> <tr><td>Coquette Point (estimated)</td><td>156</td></tr> <tr><td>Cowley Beach (estimated)</td><td>158</td></tr> <tr><td>Dunk and Bedarra Islands</td><td>300</td></tr> <tr><td>El Arish</td><td>259</td></tr> <tr><td>Euramo/Riversdale</td><td>350</td></tr> <tr><td>Feluga area</td><td>350</td></tr> <tr><td>Flying Fish Point</td><td>450</td></tr> <tr><td>Hinchinbrook Island</td><td>50</td></tr> <tr><td>Innisfail</td><td>8,750</td></tr> <tr><td>Jumbun Community</td><td>100</td></tr> <tr><td>Kennedy</td><td>250</td></tr> <tr><td>Kurrimine Beach</td><td>889</td></tr> <tr><td>Lower Tully/Silky Oak</td><td>500</td></tr> <tr><td>Mourilyan</td><td>461</td></tr> <tr><td>Mundoo</td><td>130</td></tr> <tr><td>North Mission Beach</td><td>1,115</td></tr> <tr><td>Rural Areas</td><td>5,697</td></tr> <tr><td>Silkwood</td><td>360</td></tr> <tr><td>South Johnstone</td><td>477</td></tr> <tr><td>South Mission Beach</td><td>950</td></tr> <tr><td>Syndicate/Jarra Creek</td><td>450</td></tr> <tr><td>Tully Heads/Hull Heads</td><td>500</td></tr> <tr><td>Tully/Bulgun</td><td>4,000</td></tr> <tr><td>Upper Murray</td><td>250</td></tr> <tr><td>Wangan</td><td>603</td></tr> <tr><td>Wongaling Beach</td><td>1,450</td></tr> </table> <p>• <i>Approximate numbers from latest census figures</i></p>	Bingil Bay	470	Cardwell	1,900	Coconuts	340	Coquette Point (estimated)	156	Cowley Beach (estimated)	158	Dunk and Bedarra Islands	300	El Arish	259	Euramo/Riversdale	350	Feluga area	350	Flying Fish Point	450	Hinchinbrook Island	50	Innisfail	8,750	Jumbun Community	100	Kennedy	250	Kurrimine Beach	889	Lower Tully/Silky Oak	500	Mourilyan	461	Mundoo	130	North Mission Beach	1,115	Rural Areas	5,697	Silkwood	360	South Johnstone	477	South Mission Beach	950	Syndicate/Jarra Creek	450	Tully Heads/Hull Heads	500	Tully/Bulgun	4,000	Upper Murray	250	Wangan	603	Wongaling Beach	1,450
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<p><i>Community capacity</i></p>	<p>Long term and rural residents are generally resilient and to a large extent self supportive. Isolation and previous experiences of disaster events has meant that this group of people would be to a large extent self sufficient; at least for several days. Newer and younger residents with no memory or experience with a disaster event, would be less prepared to cope and more dependent on government services.</p> <p>There are many volunteer community groups in the region however the majority are experiencing ageing and the dwindling of membership numbers. Due to the human resource pressures the ability and effectiveness for community service groups to respond in emergencies has reduced along with the amount of area able to be covered and roles and responsibilities within their organisation</p>																																																										

<p><i>Industry</i></p>	<p>The mainstay of the economy, agriculture, in its many forms is in a satisfactory condition; despite the fluctuations in market price for a number of commodities. However, whilst the significant annual rainfall coupled with warm temperatures creates the ideal growing conditions for a number of crops such as sugar cane, bananas and tropical produce the region's economy and prosperity is particularly sensitive to events such as cyclones or floods which affect its rural sector. Northern Iron & Brass Foundry is located at Wangan and the commercial fishing industry occurs in the district. The northern end also has a significant amount of land that is used for cattle grazing whilst agricultural land in the southern area is mostly taken up with sugar cane and bananas.</p> <p>The people employed within the area are for the main directly or indirectly employed in primary industries.</p> <p>Tourism is an emerging industry with the region located in the middle of the Great Green Way; there is a range of tourism opportunities, such as environmental, historical, agricultural and traditional touring.</p>
<p><i>Public buildings, spaces, and events</i></p>	<p>Shopping centres, arcades and businesses in the Innisfail and Tully Central Business Districts (CBD) are the most commonly frequented areas. Halls, Esplanades, race tracks, sporting fields and showgrounds also attract large numbers for specific events. There a number of periodic festivals in the region throughout the year.</p> <p>There are various general and produce markets throughout the district.</p>
<p><i>Essential services</i></p>	<p>Water Provision for a safe and adequate supply of water is essential. The bacteriological, chemical and physical condition of water for human consumption should comply with established standards. In most instances, the provision and treatment of water will be the responsibility of Council. During power outages auxiliary power will be required to ensure correct chlorination of the water supply is maintained.</p> <p>Power Supply Ergon supplies the Cassowary Coast with electrical power through a series of substations.</p> <p>Telecommunications Telstra and Optus both maintain telecommunication networks throughout the Cassowary Coast Regional Council area.</p> <p>Sewage After a disaster the provision of temporary ablution facilities may be required where existing facilities are damaged or additional facilities are required. Temporary facilities will also be required where temporary camp sites, either short term or long term, have been established. During extended power outages auxiliary power will be required to ensure sewage pump stations remain operational.</p> <p>Waste Disposal Disaster conditions may overwhelm normal tip facilities and planning for the utilisation of emergency methods of disposal may be necessary. In a disaster, the control of public health problems such as vector/vermin control will depend on the efficiency in which all refuse is collected and removed.</p>

<i>Hazardous sites</i>	<p>Hazardous materials thought to be of potential risk to the community include flammable liquids and material as well as bulk storage of agricultural and industrial chemicals. Service stations, transport companies, large industry and agricultural suppliers are possible sites for hazardous material.</p> <p>The Queensland Fire and Emergency Services maintains a register of sites holding flammable and combustible liquids.</p> <p>Workplace Health and Safety Queensland are responsible for maintaining a register and ensuring the safe handling and storage of a range of hazardous substances as per schedule 11 of the <i>Work Health and Safety Regulation 2011</i> (replacing the <i>Dangerous Goods Safety Management Act 2001</i>).</p>
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Hazards

Flooding - Numerous creeks enter the sea throughout the region’s coastline. These river systems flood easily isolating a major portion of the community. A number of areas may become affected within a short period of time.

Cyclones and Storms - Due to its geographical positioning the area can experience cyclones during the months of November to April.

Storm surge – This poses a threat to all coastal areas of the district, inclusive of the surrounding islands.

Bushfire -The majority of the region is under World Heritage, National Park, State Forest or Crown Lands. The greater part of the eastern region is classified as a medium bushfire hazard area.

Earthquakes - From historical data it could not be stated that the region is a risk area in terms of the likelihood of being subjected to an earthquake.

Epidemics -The risk of an outbreak of disease such as pandemic influenza throughout the population could cause the health system to be taxed to its limits and may involve the isolation and quarantine of a substantial number of people for a protracted period.

Emergency Animal Disease - Potential exists in Australia for the rapid spread of exotic animal diseases with a subsequent impact on the rural and national economy.

Exotic Plant Disease -The region’s main agricultural economy is sugar, banana and to a lesser degree tropical fruits. With their increasing value to the area’s economy, a major outbreak of disease in either the fruit or sugar industry would have a major economic affect.

Tsunami - It is within the realms of possibility that the District could be impacted by such an event

Major Infrastructure Failure -The widespread loss of power, with consequential interference with telecommunications, water supply, or sewage treatment systems will have a major impact on the community. Disruption of communications facilities will have a major impact on the community

Dam Failure - Koombooloomba Dam, is situated near Tully it’s owners Stanwell Corporation Ltd has an Emergency Action Plan for a dam failure.

Risk Assessment:

In accordance with the *National Emergency Risk Assessment Guidelines* the Innisfail DDMG has reviewed reports from the LDMG and minutes from the LDMG meetings to develop a Risk Register of identified risks for analysis and evaluation, and subsequent management by the DDMG

A Risk Analysis Matrix was used against the items identified on the Risk Register at Annexure C

Innisfail DDMG risk assessment has highlighted one main risk that the DDMG is required to manage and does not cover risks managed by the LDMG.

Capacity Building

Community Awareness

Public education consists of the ongoing public awareness programs conducted by the various statutory services such as Bureau of Meteorology (BoM), Queensland Fire and Emergency Service (QFES), and Local Governments in conjunction with the Local Disaster Management Groups at Local Government level and with the District Disaster Management Group at a district level. A number of community education programs have also been driven at State level.

Monitoring and review of community awareness activities will be conducted quarterly in conjunction with business DDMG meetings. (Note as detailed in Operational Plan)

The DDC also prepares police staff through the development of training and awareness regarding disaster activities.

Training

Training activities are in accordance with Queensland Disaster Management Training framework (QDMTF) and is available to members of the DDMG depending on their role. Courses are distributed through the network as they become available. Members of the DDMG will work with QFES to ensure the timely facilitation of training to members in conjunction with the local disaster management group.

Exercises

The exercise plan register is held by the State Government. The DDMG will participate and contribute to all LDMG exercises when they are conducted. The DDMG will also work with the local disaster management group to establish an annual calendar of exercises to be conducted locally and in conjunction with other District and Local Groups, in accordance with the DDMP. The QPS also ensures all suitable Police staff and relevant LDMG agency members are DIEMS trained.

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.

DATE	EXERCISE	TARGET GROUPS	DE-BRIEF REPORT	

Response Strategy

Warning Notification and Dissemination

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 LDMG's within the district.

DDMG member agencies will be notified by telephone/electronic messaging/emails/SMS and may also receive notification from internal agency central offices.

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

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

Activation

The DDC is responsible for activating the DDMG. This would generally occur following consultation with one or more of; the Chair of the SDMG; 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.

	Triggers	Response Actions	Recovery Actions	Communications
Alert	<ul style="list-style-type: none"> LDMG operational Awareness that threat may be widespread 	<ul style="list-style-type: none"> XO brief DDC on activation level of LDMG Analysis of threat Contact LDC 	<ul style="list-style-type: none"> Ensure lead agencies for various elements of recovery are notified 	<ul style="list-style-type: none"> DDC and XO on mobile remotely Contact relevant agencies
Lean Forward	<ul style="list-style-type: none"> Potential requirement for DDMG to coordinate disaster operations or provide support because of threat level or resource requirements 	<ul style="list-style-type: none"> Maintain contact with LDC/s Communication procedures established Planning commenced for support to DDCC and staff briefed Advise State regarding status of DDMG Establish contacts & set up communication systems Receipt of Sitreps from LDMG/s Brief DDMG core members Planning for potential support to LDMG/s 	<ul style="list-style-type: none"> Ensure LDMG response teams are aware of and engaged with relevant district recovery element leaders 	<ul style="list-style-type: none"> DDC, XO and DDMG members on mobile and monitoring email remotely Ad-hoc reporting
Stand Up	<ul style="list-style-type: none"> Request for support received from LDCC Large threat is imminent with impact in District Coordinated support required Significant State resources committed 	<ul style="list-style-type: none"> Develop situational awareness Pass on urgent warnings Initial Sitrep to SDCC DDCC activated and roster developed Forward planning commenced SDCC advised DDMG stood up Regular Sitreps provided to SDCC Logistics, operations, planning and administrative functions in place Coordination of State support commenced Receive advice from State Disaster Coordinator (if appointed) 	<ul style="list-style-type: none"> Ensure proper communication between respective agencies is established Ensure all necessary elements of recovery are being delivered Ensure processes in place to capture necessary recovery information for briefing to SDCC 	<ul style="list-style-type: none"> DDCC contact through established land lines and generic email addresses DDC, XO and DDMG members present at DDCC, on established land lines and/or mobiles, monitoring emails
Stand Down	<ul style="list-style-type: none"> LDMG stood down from response Recovery arrangements functioning 	<ul style="list-style-type: none"> Final checks for outstanding requests Assist LDMG/s to transition to recovery Debrief of staff in DDCC & DDMG members Consolidate financial records Final situation report sent to SDCC Hand over to Recovery Coordinator (If appointed) Return to core business 	<ul style="list-style-type: none"> Monitor ongoing delivery of elements of recovery Ensure reporting network in place for provision of advice to SDMG regarding critical elements of recovery 	<ul style="list-style-type: none"> DDMG members not involved in recovery operations resume standard business and after hours contact arrangements

The District levels of activation are outlined as:

District Disaster Coordination Centre

The District Disaster Coordination Centre is in the Innisfail Police Station Level 1.

The setup plan is a stand alone document. "Rapid Disaster Room (DDCC) Setup Checklist which is stored electronically in the Innisfail District Guest folder, and physical copies are stored in protective sleeves at the entrance to the DDCC.

First (Alternate) District Disaster Coordination Centre

The alternate DDCC is located at The Tully Police Station, Bryant Street Tully.

Concept of Operations for Response

Operational Reporting

Situation Report (SITREPS)

All operational reporting is through the disaster arrangements facilitated via situation reports from Local, through District, to the State Group.

During activation all response organisations are to submit regular situation reports to the DDCC.

Group members' may report directly to their agency as required by normal agency reporting requirements. Agency reports should be consistent with the advice provided to the District Group.

Financial Management

All agencies are responsible for meeting and recording their own operational expenses incurred during a disaster event, and for claiming reimbursement of any expenses allowed under the State Disaster Relief Arrangements (SDRA) and the Natural Disaster Relief and Recovery Arrangements (NDRRA), if activated.

Individual agencies must exercise responsible financial management practices when conducting disaster operations.

Individual agencies are to ensure details of financial expenditure which may be an eligible claim under SDRA or NDRRA arrangements are reported progressively in Agency Situation reports.

Media Management

The Queensland Government arrangements for coordinating public information in a crisis can be activated to provide leadership for the many cross-government communication activities that occur as a result of an incident, and to assist agencies harmonise their activities and messages.

All disaster related media enquiries are to be directed to the DDMG Media Liaison Officer and Media releases authorised by the Chairperson DDMG.

Key spokespersons for the DDMG will be senior representatives of the district group (ie DDC and Executive Officer or their delegates).

It is critical that media management is coordinated and member agencies of the DDMG speak with a united voice in the dissemination of public information and warnings to the media.

The DDMG may conduct joint media conferences at designated times involving the key stakeholders including the Mayor or delegate of the Cassowary Coast Regional Council.

The scheduling of media conferences is to be coordinated to ensure there is no conflict between State and District announcements.

Individual agencies are only to comment on their specific agencies area of responsibilities.

Accessing Support and Allocation of Resources

On activation of the district group, group members undertake a combination of administrative and operational tasks.

Administrative tasks

Group members' administrative tasks on activation include:

- Immediately inform the member agency of the district groups activation
- Participate in briefings/meetings of the district group
- Operate from the District Disaster Coordination Centre (DDCC) as required
- Function as the designated single point of contact between the DDCC and the member agency
- Assess the likelihood of extended operations and the possible need to implement relief arrangements
- Maintain a close liaison with all members of the district group.
- Ensure appropriate disaster cost management arrangements are established quickly and utilised effectively including the collation of financial documentation to ensure costs are captured for recompense

Operational tasks

Group members' operational tasks address three main areas:

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

Forward Planning

A key function of the district group is to identify forward planning issues such as evacuations, damage assessments and long-term recovery requirements. Group members' should be proactive in identifying agency related tasks that come from forward planning.

Specific timeframes and periods for forward planning may be assigned by the DDCC.

Group members' should:

- Actively participate in forward planning
- Keep abreast of the latest information
- Identify possible future requirements
- As required, undertake preliminary investigations as to how the agency may respond to proposals.

Request management

Coordinate in a timely manner the fulfilment of all agency tasks and requests:

- Review requests for assistance for clarity and sufficiency of information to enable the request to be actioned prior to forwarding to the agency.
- Maintain a progress watch on all requests forwarded to the agency. This is required to identify possible time delays so the district group can be briefed and possible alternative options considered.
- Liaise with other agencies to complete requests as required.
- Provide advice to the DDCC on progress of tasks and requests and expected time frames for completion.

Information management

- Compile agency information for inclusion within Situation Reports for the district group.
- Report on agency core business affected within the disaster district.
- Coordinate agency media statements with the DDCC.

Communications Plan

The under mentioned communication systems should be available for the conduct of disaster management operations.

- Conventional Telstra facilities. Additional telephones and facilities may be made available by Telstra during the conduct of operations
- State Emergency Service radio network,
- Queensland Police radio network,
- Individual Response Agency radio network,
- Electronic media- Radio and television stations – for dissemination of public information as directed by the DDC or delegate

Resource Management

The DDMG stakeholders are encouraged to adopt “business continuity arrangements” to ensure that group representation to the DDMG is delivered and maintained in any operation. Group nominations to the DDMG also include secondary representatives.

The DDMG further has a dedicated core group of coordination centre staff. This group is also able to be supported by trained staff drawn from Queensland Fire and Emergency Services.

Briefings

Accurate and timely briefings are critical to effective and efficient disaster management.

Briefings will be conducted as required to meet operational and information requirements.

Offers of Assistance

Offers of assistance are to be directed to the relevant agency. Individual agencies are responsible for assessing the validity of the offer of assistance and use it at their discretion. The *Queensland Policy for Offers of Assistance* outlines government’s role in managing donations, volunteers and goods during disasters.

Public Appeals

All requests for the conduct of public appeals are to be referred to the Executive Officer of the State Disaster Management Group (SDMG) for advice.

Defence Assistance to the Civil Community

Requests seeking Defence Assistance to the Civil Community (DACC) is approved by the DDC. DACC is to be considered the exception rather than the rule and prior to the approval of a DACC request, all locally available resources and state resources must be exhausted.

Disaster Declaration

A ‘Declaration of a Disaster Situation’ is made in accordance with Sections 64, 65, 66, 67 and 68 of the *Disaster Management Act 2003*.

The DDC may, with the approval of the Minister, declare a disaster situation for the district, or a part of it, if satisfied—

- (a) A disaster has happened, is happening or is likely to happen, in the disaster district; and
- (b) It is necessary for the district disaster coordinator or a declared disaster officer to exercise declared disaster powers to prevent or minimise any of the following—
 - (i) loss of human life;
 - (ii) illness or injury to humans;
 - (iii) property loss or damage;
 - (iv) damage to the environment.

Before declaring the disaster situation, the DDC must take reasonable steps to consult with;

- (a) the district group for the disaster district; and
- (b) each Local Government whose area is in, or partly in, the declared area for the disaster situation.

A failure to consult does not affect the validity of the declaration.

A 'Declaration of a Disaster Situation' starts when it is signed by the DDC and approved by the Minister and has a maximum duration of 14 days unless the Minister ends the disaster situation or the period is extended by regulation.

Upon authorisation of a Disaster Declaration, DDMG members will be notified via SMS (Message Media) and email copy of notification.

The DDC will appoint "suitably qualified persons" in writing to exercise disaster powers in accordance with Part 4, Division 2 of the *Disaster Management Act 2003*.

An initial Disaster Declaration will end 14 days after the declaration unless ended sooner. Should the DDC require an extension to the period to enable disaster operations, S67A enables the Premier/Minister to extend a Disaster Declaration by a period not exceeding 7 days upon application on the approved form. Where an extension is required the DDC is to make application on the approved form (DM3A) and forward that request to the Executive Officer, State Disaster Management Group.

When the DDC has decided to request a Disaster declaration, The Regional Director, Queensland Fire Emergency Services is to be contacted to facilitate the process. Any request will be forwarded via QFES to the Minister for consideration. Arrangements exist for an expedited declaration in circumstances where time does not allow the normal process of application to be undertaken,

Resupply

The Queensland Resupply Guidelines outline the processes and responsibilities for Resupply. Resupply is broadly broken into 3 groups.

Isolated Persons
Isolated Communities
Isolated Properties

Where a request for re-supply is received at the District Level:

- QFES are to provide advice to the DDC relating to the compliance of the request to the recovery guidelines
- DDC – is to authorise such request where it complies and forward to the SDCC for action.

A copy of the re-supply guidelines is available at

<http://www.disaster.qld.gov.au/Disaster%20Resources/Documents/Queensland%20Resupply%20Guidelines.pdf>

Functional Plans

Function	Lead Agency	Support Agencies ¹	Relevant Plans/ Sub-plans
<p>HUMAN SOCIAL RECOVERY</p> <p>The provision of a coordinated process of supporting disaster – affected individuals, families and communities towards the restoration of emotional, social, economic and physical well-being following a disaster.</p>	Department of Communities < Child Safety and Disability Services	Building and Asset Services Q Health (Cairns and Hinterland Hospital and Health) Cassowary Coast Regional Council Relevant District Stakeholders including the Far North Region Human Social Recovery Committee	Far North District Human Social Recovery Plan Sub-plan
<p>DAMAGE ASSESSMENT</p> <p>To assist the District Disaster Management Group in planning, formatting, and conducting impact assessment.</p>	District Disaster Management Group	All member organisations of the District Disaster Management Group	
<p>DISASTER COORDINATION</p> <p>To coordinate the actions, information and resources required to effectively respond to a disaster, and to assist the Group to communicate with State and Local Disaster Management Groups</p>	District Disaster Coordinator	District Disaster Coordination Centre	
<p>EVACUATION</p> <p>To provide for the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.</p>	<p><i>Voluntary:</i> Cassowary Coast Regional Council Local Disaster Management Group</p> <p><i>Mandatory:</i> Queensland Police Service</p>	Cassowary Coast Regional Council Queensland Police Service State Emergency Service Queensland Ambulance Service Department of Transport and Main Roads Q Rail Q Health BAS	

Function	Lead Agency	Support Agencies¹	Relevant Plans/ Sub-plans
<p>EVACUATION CENTRE / EMERGENCY SHELTER MANAGEMENT</p> <p>To manage facilities (evacuation centres / emergency shelters) that provide disaster affected people with their basic human needs. These include accommodation, food / water, community, information, and personal support as the starting point to assisting people recovering from an event.</p>	Cassowary Coast Regional Council	<p>BAS</p> <p>Q Health</p> <p>Cassowary Coast Regional Council</p> <p>Relevant District Stakeholders</p>	
<p>MEDICAL SERVICES</p> <p>To provide coordination of the health and medical resources needed in responding to medical care needs following a disaster event.</p>	Queensland Health	<p>Building and Asset Services- Relevant District Stakeholder</p> <p>Queensland Ambulance Service</p> <p>Relevant District Stakeholders</p>	
<p>PUBLIC HEALTH</p> <p>To assist in the protection of the community, via temporary or preventative health measures to minimise the threats to public health.</p>	Queensland Health	<p>Building and Asset Services</p> <p>Queensland Ambulance Service</p> <p>Cassowary Coast Regional Council</p> <p>Relevant District Stakeholders</p>	
<p>PUBLIC INFORMATION & WARNINGS</p> <p>To provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during disaster events</p>	DDMG Media Liaison Officer	<p>District Disaster Management Group</p> <p>Cassowary Coast Regional Council</p> <p>Bureau of Meteorology</p> <p>Electronic Media</p> <p>Print media</p> <p>Queensland Fire and Emergency Services</p>	
<p>PUBLIC WORKS AND ENGINEERING</p> <p>To provide for the continuity of service of essential water and sewerage services, building inspections, road, rail, bridge and marine facility damage assessment, maintenance or repair, and demolitions and debris clearing as required</p>	Asset owner	<p>Building and Asset Services</p> <p>Department of Transport and Main Roads</p> <p>Queensland Rail</p> <p>Cassowary Coast Regional Council</p>	

Function	Lead Agency	Support Agencies¹	Relevant Plans/ Sub-plans
<p>SEARCH AND RESCUE</p> <p>Provide support to communities after a disaster event and to coordinate the use of resources in search and rescue in response to an actual or potential disaster condition.</p>	Queensland Police Service (Coordination)	Queensland Fire & Emergency Service State Emergency Service Queensland Ambulance Service Volunteer Marine Rescue Australian Volunteer Coast Guard AusSAR	State Rescue Policy
<p>RESUPPLY OPERATIONS</p> <p>To ensure that communities are re-supplied with food and other essentials during times of isolation</p>	District Disaster Management Group	State Disaster Management Group	
<p>TRANSPORT</p> <p>To coordinate the use of transportation resources to support the needs of Local Government, voluntary organisations and other disaster support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions.</p>	Department of Transport and Main Roads	Cassowary Coast Regional Council Relevant District Stakeholders	

Hazard Specific Arrangements

A series of Hazard Specific sub-plans have been compiled at a joint Local and District level. These plans outline the roles and responsibilities of member agencies in response to a disaster created by the impact of an event from identified hazards.

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.

Recovery is the process by which an affected community is assisted in regaining a proper level of functioning following a disaster. It comprises initial recovery, which satisfies personal and community needs and restores services to the level where Local Government and the normal responsible agencies can manage the continuing process. It also includes long term recovery, reconstruction and rehabilitation measures.

While the primary aim of response is to reduce the risk to life, property and the environment from a disaster event to acceptable levels, the primary aim of recovery is to assist disaster-affected communities to regain appropriate and acceptable levels of functioning following an event both initially and in the long term.

The recovery phase should commence alongside the response phase, and due to the complex nature of rebuilding communities, the recovery phase may continue well after the response to a disaster event has concluded.

Specific recovery structures may be developed by the Queensland Government during an event. These structures will recognise the link to Local Government and other relevant stakeholders.

The DDMG organises its approach to recovery into specific areas identified as:

- Community which includes Human-social
- Infrastructure
- Economic
- Environmental

Human Social Recovery

Community recovery involves the short-term health and well-being of the community, and the longer term returning of the community to normal functioning.

The Department of Communities, Child Safety and Disability Services has the lead role for the DDMG for Human Social recovery. The Far North District Human Social Recovery Plan outlines response arrangements.

Infrastructures Recovery

Infrastructure recovery involves critical and non-critical infrastructure and may include both government and private assets.

Essential infrastructure

During a disaster event the DDMG will give priority to reinstating essential infrastructure which, if destroyed, degraded or rendered unavailable for an extended period, will significantly impact on social or economic well-being or affect security. The Queensland Government has identified critical infrastructure in the following industries:

- Banking and finance;
- Electrical power systems;
- Emergency services (police, fire and ambulance);
- Food supply;
- Gas, oil and fuel;
- Government services;
- Health services;

- Information and communications;
- Transport (air, road, water and rail); and
- Water supply systems.

The restoration of privately owned critical infrastructure will be the responsibility of the asset owner, with owners being required to follow all relevant Local and State laws and regulations. The DDMG may consider providing assistance with restoring the asset to partial or full operations, provided the Group considers:

- The asset provides an essential service to the community
- The services must be provided prior to when the asset owner would reasonably be able to restore that asset.

In the event of activation of the Natural Disaster Relief and Recovery Arrangements, funds may be made available to assist the recovery of public infrastructure. Details of this can be found online at www.disaster.qld.gov.au/publications.

Non-critical infrastructure

Owners of non-government and community infrastructure will primarily be responsible for the restoration of their own assets.

In the event of activation of the Natural Disaster Relief and Recovery Arrangements, funds may be made to assist the recovery of public infrastructure. Details of this can be found online at www.disaster.qld.gov.au/publications.

Economic Recovery

The DDMG will support economic recovery in conjunction with State Government directives.

Environmental Recovery

The DDMG will support environmental recovery in conjunction with State Government directives.

Transition Arrangements - Response to Recovery

The transition from operational response/relief and short term recovery, to medium and long term recovery requires a managed approach. While response and recovery processes initially operate concurrently, at some point a formal transition is required to clearly mark the end of response activities and handover of responsibility for the event to the relevant recovery group. The development of a response-recovery transition strategy can assist in formalising this process (Refer to the table on page 54).

While any transition strategy will need to be tailored for the current event, in principle the strategy should:

- Be developed in consultation between the district group and the district recovery group
- Identify areas of responsibilities
- Specify transition criteria/triggers that can be clearly identified and assessed
- Where possible, identify preliminary exit criteria from recovery to the resumption of normal day-to-day business.

Response and Recovery Capacity

The Districts current response capability is achieved through the:

- Establishment of a District Disaster Management Group (DDMG);
- Establishment and maintenance of a Local Disaster Management Group (LDMG);
- Capabilities of member agencies as detailed in the agency response and recovery table

Regional Rescue Capabilities and Coordination

The Queensland Police Service is the State Authority for Search and Rescue. Further relevant agencies include Qld Fire and Emergency Service (QFES), for entrapped Persons (Vehicle and Buildings), Urban Search and Rescue, Vertical Rescue and Swift-Water Rescue. Qld Police Service also maintains specialist resources to undertake vertical rescue which may be used in conjunction with or in place of QFES assets.

Resupply

The DDMG will coordinate requests for resupply in terms of the State Resupply Guidelines which outline roles and responsibilities for re-supply.

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 Terms of Reference
- B Innisfail DDMG Membership
- C Distribution List
- D Contact List
- E Risk Register
- F Risk Treatment Plan

TERMS OF REFERENCE

Establishment

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

Role

DDMGs comprise 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. DDMGs perform a 'middle management' function within Qld disaster management arrangements (QDMA) by providing coordinated state government support when requested by Local Disaster Management Groups (LDMGs) on behalf of local governments.

Functions

(s. 23 of the DM Act)

Under the DM Act, the DDMG has the following functions:

- (a) to ensure that disaster management and disaster operations in the district are consistent with the State group's strategic policy framework for disaster management for the State;
- (b) to develop effective disaster management for the district, including a district disaster management plan, and regularly review and assess that disaster management;
- (c) to provide reports and make recommendations to the State Disaster Management Group (SDMG) about matters relating to disaster management and disaster operations in the district;
- (d) to regularly review and assess the disaster management of LDMGs in the district;
- (e) to ensure that any relevant decisions and policies made by the SDMG are incorporated in its disaster management, and the disaster management of LDMGs in the district;
- (f) to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- (g) to coordinate the provision of State resources and services provided to support LDMGs in the district;
- (h) to identify resources that may be used for disaster operations in the district;
- (i) to make plans for the allocation, and coordination of the use, of resources mentioned in paragraph (h);
- (j) to establish and review communications systems in the group, and with and between LDMGs in the district, for use when a disaster happens;
- (k) to ensure information about an event or a disaster in the district is promptly given to the SDMG and each LDMG in the district;
- (l) to prepare, under s. 53, a district disaster management plan (DDMP);
- (m) to perform other functions given to the group under this Act;
- (n) to perform a function incidental to a function mentioned in paragraphs (a) to (m).

Membership

(s. 24 (1) of the DM Act)

Legislated

A DDMG consists of the following members:

- (a) the person appointed as the district disaster coordinator (DDC) of the DDMG under section 25(1)(a);
- (b) the person appointed as the deputy chairperson of the DDMG under section 25(1)(b);
- (c) a person appointed by—
 - (i) if there is 1 local government only in the disaster district for the DDMG—the local government; or
 - (ii) if there are 2 or more local governments in the disaster district and none of the local governments unite under section 313—each local government; or
 - (iii) if there are 2 or more local governments in the disaster district and all the local governments unite under section 31—each combined local government; or
 - (iv) if there are 3 or more local governments in the disaster district and not all the local governments unite under section 31—
 - (A) each local government that does not unite; and
 - (B) each combined local government;
- (d) a number of persons, each of whom represents a department the executive officer of the SDMG considers appropriate to be represented on the group, having regard to effective disaster management for the disaster district;
- (e) any other person appointed by the executive officer of the SDMG that the executive officer considers appropriate to be a member of the DDMG, having regard to effective disaster management for the disaster district.

Attachment A contains a list of the DDMG members.

Non-Legislated

- Providing a quorum is achieved, as outlined in s. 40 of the DM Act, the DDMG may appoint advisors to assist in the business of the DDMG.
- Engagement of advisors to the DDMG should reflect current government priorities and the disaster management arrangements for Queensland.
- These advisors can be drawn from all levels of government and non-government organisations and assist on either a permanent or 'as required' basis.
- Advisors are not members of the DDMG and so are not to be counted for quorum purposes.

District Disaster Management Plan (DDMP)

(s. 23(b) of the DM Act)

Preparation (s. 53 of the DM Act)

The DDMG must prepare a DDMP for disaster management in the disaster district for the group. The DDMP must include provision for:

- a. the SDMG's strategic policy framework for disaster management for the State;
- b. the roles and responsibilities of entities involved in disaster operations and disaster management in the district;
- c. the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);
- d. events that are likely to happen in the district;
- e. priorities for disaster management for the district;
- f. the matters stated in the disaster management guidelines as matters to be included in the plan;
- g. other matters about disaster management in the disaster district the group considers appropriate.

A DDMP must be consistent with the disaster management guidelines, in accordance with s54.

Reviewing and renewing the DDMP (s. 55 of the DM Act)

- The DDMG may review, or renew, its DDMP when the group considers it appropriate.
- However, the DDMG must review the effectiveness of the DDMP at least once a year.

Subordinate Groups and Committees

(s. 48 of the DM Act)

The DDMG may establish committees to assist it in performing its functions. These groups and committees are to provide status reports to the DDMG on a regular basis.

Reporting Arrangements

(s. 26 of the DM Act)

DDCs must prepare and provide a written report about the performance by the DDMG of its functions for input into the SDMG Annual Report on behalf of the DDMG.

Outlined in s. 44 of the DM Act the SDMG, as soon as practicable after the end of each financial year, must prepare and give to the Minister a written report about disaster management in the State. The report must include:

- (a) information about activities undertaken during the financial year to maintain or enhance the State's disaster management;
- (b) details of disaster operations performed during the financial year;
- (c) information about priorities for disaster management;
- (d) other matters about disaster management the Minister considers appropriate.

Meetings**Frequency of Meetings**

(s. 39 of the DM Act)

Meetings of the DDMG must be held at least once in every six months at the times and places decided by the Chairperson.

- The Chairperson must call a meeting if asked, in writing, to do so by the Chairperson of the SDMG or at least one-half of the members of the DDMG.

Meetings can be held or allow members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen.

Quorum

(s. 40 of the DM Act)

A quorum for a meeting of the DDMG is the number equal to:

- a. one-half of its members plus 1; or
- b. if one-half of its members is not a whole number, then the next highest whole number.

Secretariat Support

The DDMG Executive Team (Chairperson, Deputy Chairperson and Executive Officer) elects an appropriate person / position to provide administrative and secretariat support to the DDMG.

Members

The DDMG comprises:

- **Inspector Cassowary Coast Patrol Group, Queensland Police Service** (DDC / Chairperson)
- **Senior Sergeant Innisfail Police, Queensland Police Service** (Deputy Chairperson)
- **Disaster Management Support Officer, Queensland Police Service** (Executive Officer)
- **Mayor, Cassowary Coast Regional Council**
- **Local District Disaster Coordinator, Cassowary Council Regional Council**
- **Manager Road Operations, Department of Transport and Main Roads**
- **Community Recover Coordinator, Department of Communities, Child Safety and Disability Services**
- **Emergency Management Coordinator, Queensland Fire and Emergency Services**
- **OIC Station, Queensland Ambulance Service**
- **Manager Industry and Development, Department of State Development, Infrastructure and Planning**
- **Area Director, Department of National Parks, Sport and Racing**
- **Area Director, Department of Agriculture, and Fisheries**
- **Nurse Unit Manager, Queensland Health**
- **Regional Delivery Manager, Department of Housing and Public Works(BAS)**
- **Senior Environmental Officer, Department of Environment and Heritage**
- **Major, Australian Defence Force**
- **Emergency Services Coordinator, Australian Red Cross**
- **Harbour Master, Maritime Safety Queensland**
- **Principal, Department of Education**
- **Manager Economic Development, Department of State Development**
- **Services Manager, Telstra**
- **State Customer Relationship Manager, Ergon**
- **Facilities Manager, Mundoo Airport, Cassowary Coast Regional Council**

Quorum

The DDMG quorum is **Four**

Secretariat

The Secretariat for the DDMG is **Disaster Management Support Officer, Queensland Police Service**

Distribution List include who has received

Position	Organisation	Hard copy	Email copy
Chairperson	SDMG (QPS)	Y	Y
Chairperson	DDMG	Y	Y
Chairperson	LDMG	Y	Y
Reg. Director	Dept. Communities, Child Safety & Disability Services	Y	Y
Reg. Manager	Dept. of Agriculture, and Fisheries	Y	Y
Senior Ranger	Dept. of National Parks, Racing, Sport and Recreation	Y	Y
Exe. Manager	Queensland Ambulance Service	Y	Y
Customer Manager	ERGON	Y	Y
Emergency Management Coordinator	Queensland Fire and Emergency Services	Y	Y
Area Manager	Dept. State Development, Infrastructure and Planning	Y	Y
Area Manager	Dept. Transport and Main Roads	Y	Y
Nurse Unit Manager	Cairns and Hinterland Hospital and Health Service	Y	Y
Reg. Delivery Man.	Department of Housing and Public Works	Y	Y
Sen. Envir. Officer	Department of Environment and Heritage	Y	Y
Major	Australian Defence Force	Y	Y
Emer. Coordinator	Australian Red Cross	Y	Y
Harbour Master	Maritime Safety Queensland	Y	Y
Principal	Department of Education	Y	Y
Area General Manager	Telstra	Y	Y
Facilities Manager	Cassowary Coast Regional Council	Y	

Innisfail 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 Disaster Coordination 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

Innisfail 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 LDMG 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 from 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